

STUDENT HANDBOOK

2025-2026

Table of Contents

University Catalog:

Disclaimer	4
------------------	---

Academic Calendar

About American University in the Emirates

History	7
Vision Statement	7
Mission Statement	7
Institutional Goals	8
Core Values.....	8
Accreditation	8
International Accreditation	8
Organizational Chart	10
THE CAMPUS	11

Academic Programs

List of Undergraduate Programs	13
--------------------------------------	----

Academic Programs

List of Undergraduate Programs	14
--------------------------------------	----

Academic Policies and Regulations

Academic Integrity	15
Course Registration.....	21
Course Load.....	21
Overload students	22
Add and Drop Policy	22
Due Process.....	22
Course Withdrawal.....	23
University Withdrawal	24
Deferment Regulations	25
Major and Minor	25
Recognition of Prior Learning.....	26
Grading System	29
Grade Appeal	32
Repeating Course.....	33
Credit Hour Policy	36
Academic Progress	38
Transient student	39
Student Attendance	39
Directed Study	41
Class Standing	42
Graduation.....	43

Financial Information

Tuition and Fees.....	49
-----------------------	----

Payments Plan.....	52
Refund Policy	52
Adjustments of charges.....	53

Student Life

On-Campus Services	53
--------------------------	----

Student Services

Student Life and Community Engagement Office	55
Student Council.....	57
Student Clubs, Events, Activities	61
Student Awards and Recognition	65
Career and Internship Office	66
New Student Orientation.....	67
Student Rights and Responsibilities.....	67
Student Grievances	68
Student Code of Conduct.....	73
Student Disciplinary Policy	77
Student Publications and Media.....	78
Student Privacy and Records	78

Academic Support Services

Academic Advising and Student Success Office.....	82
Library	86
Counseling and Disabilities Office	88

Contact information and location

University Catalog:

Disclaimer

The American University in the Emirates aims to adhere to policies and procedures, Admission and Registration, Master, PhD, and DBA Degree requirements and financial charges as announced in this Catalog. The AUE, still, reserves the right to modify its policies that may affect the admission and enrollment of students or the granting of credit degrees, or to adjust its fees and other charges, when such adjustments are deemed necessary.

Efforts are made to ensure that the information provided in this catalog is accurate, therefore regulations and policies of the University are not changed by other errors.

Anyone attending the American University in the Emirates is required to abide by the AUE code of conduct which is consistent with the United Arab Emirates norms and traditions.

While this catalog is a contract between AUE and students, each student is ultimately responsible to read and understand all policies and regulations, and ensure fulfilling all graduation requirements for the student's particular program.



Academic Calendar

Academic Calendar AY 2025-2026

[Weekday]

Fall Semester - Weekdays

Date(s)	Event
August 24, 2025	Last Day of Registration
August 25, 2025	Start of Classes (One Week Drop and Add / Late Registration)
September 5, 2025	Prophet Muhammad's Birthday
October 20-23, 2025	Midterm Exam (Week 8 or 9)
December 1, 2025	Commemoration Day
December 2-3, 2025	UAE National Day
December 6-12, 2025	Final Examination
December 13, 2025	Last Day of Semester Grades Publication
December 14-16, 2025	Grade Appeal/Make-up Exams
December 15, 2025 - January 11, 2026	Students' Winter Break (4 Weeks)
December 22, 2025 - January 4, 2026	Faculty Member Winter Break (2 Weeks)

Spring Semester - Weekdays

Date(s)	Event
January 9, 2026	Last Day of Registration
January 11, 2026	Late Registration
January 12, 2026	Start of Classes
January 13, 2026	Drop and Add
March 2-5, 2026	Midterm Exam (Week 8)
March 16 to March 29, 2026	Spring Break (Eid incorporated in Spring Break)
May 9-15, 2026	Final Examination
May 16, 2026	Last Day of Semester Grades Publication
May 17-19, 2026	Grade Appeal/Make-up Exams

Summer Semester - Weekdays

Date(s)	Event
May 22, 2026	Last Day of Registration
May 24, 2026	Late Registration
May 25, 2026	Start of Classes
May 25, 2026	Drop and Add
June 5 - 8, 2026	Arafat Day and Eid Al Adha
June 13-16, 2026	Midterm Exam (Week 4)
June 25, 2026	Islamic New Year 1448H
July 11-13, 2026	Final Examination
July 14, 2026	Last Day of Semester Grades Publication
July 15-16, 2026	Grade Appeal

Fall Semester - Weekdays (AY 2026-2027)

Date(s)	Event
August 23, 2026	Last Day of Registration
August 24, 2026	Start of Classes (One Week Drop and Add / Late Registration)
October 17-21, 2026	Midterm Exam (Week 9)
December 5-12, 2026	Final Examination
December 13, 2026	Last Day of Semester Grades Publication
December 14-16, 2026	Grade Appeal/Make-up Exams
December 15, 2026 - January 11, 2027	Students' Winter Break (4 Weeks)
December 22, 2026 - January 4, 2027	Faculty Member Winter Break (2 Weeks)

Academic Calendar AY 2025-2026

[Weekend]

Fall Semester - Weekends

Date(s)	Event
August 22, 2025	Last Day of Registration
August 23, 2025	Start of Classes (One Week Drop and Add / Late Registration)
September 5, 2025	Prophet Muhammad's Birthday
October 18-19, 2025	Midterm Exam (Week 8 or 9)
December 1, 2025	Commemoration Day
December 2-3, 2025	UAE National Day
December 6-12, 2025	Final Examination
December 13, 2025	Last Day of Semester Grades Publication
December 14-16, 2025	Grade Appeal/Make-up Exams
December 13, 2025 - January 9, 2026	Students' Winter Break (4 Weeks)
December 22, 2025 - January 4, 2026	Faculty Member Winter Break (2 Weeks)

Spring Semester - Weekends

Date(s)	Event
January 7, 2026	Last Day of Registration
January 9, 2026	Late Registration
January 10, 2026	Start of Classes
January 11, 2026	Drop and Add
February 28 - March 1, 2026	Midterm Exam (Week 8)
March 14 to March 27, 2026	Spring Break (Eid incorporated in Spring Break)
May 9-15, 2026	Final Examination
May 16, 2026	Last Day of Semester Grades Publication
May 17-19, 2026	Grade Appeal/Make-up Exams

Summer Semester - Weekends

Date(s)	Event
May 20, 2026	Last Day of Registration
May 22, 2026	Late Registration
May 23, 2026	Start of Classes
May 24, 2026	Drop and Add
June 5 - 8, 2026	Arafat Day and Eid Al Adha
June 13-16, 2026	Midterm Exam (Week 4)
June 25, 2026	Islamic New Year 1448H
July 11-13, 2026	Final Examination
July 14, 2026	Last Day of Semester Grades Publication
July 15-16, 2026	Grade Appeal

Fall Semester - Weekends (AY 2026-2027)

Date(s)	Event
August 21, 2026	Last Day of Registration
August 22, 2026	Start of Classes (One Week Drop and Add / Late Registration)
October 17-21, 2026	Midterm Exam (Week 9)
December 5-12, 2026	Final Examination
December 13, 2026	Last Day of Semester Grades Publication
December 14-16, 2026	Grade Appeal/Make-up Exams
December 13, 2026 - January 9, 2027	Students' Winter Break (4 Weeks)
December 22, 2026 - January 4, 2027	Faculty Member Winter Break (2 Weeks)

About American University in the Emirates

History

The American University in the Emirates (AUE) originated in the Academic Year (AY) 2006-2007 as the “American College in the Emirates” (ACE). The College’s initial mission “to offer quality, multidisciplinary, and career-oriented academic degree programs, that prepare students for successful employment and continuing higher education.” As a self-financed institution, ACE awarded two-year associate degrees in media, information technology, business, and design. At this time, the United Arab Emirates and Dubai governments and business sectors accepted graduates with associate degrees for intermediate and entry-level employment.

The College labeled itself an “American College” since it offered associate degrees under a credit hour system and an American curriculum comprised of General Education and free elective courses. In the 63-credithours associate degree programs, ACE focused on General Education and the Liberal Arts during the first year of study, and offered specialization courses with job training for the second year.

The initial intake in the 2006/07 year was comprised of 40 students—a blend of first-year students and working professionals. By the year’s end, 21 students had dropped out due to a lack of English language and mathematics competency. For a startup, self-financed institution, a greater than 50% dropout rate was a significant challenge. However, with the shareholders’ commitment and financial support, the founding Board of Trustees and the College President were inspired to continue with the project of establishing a new, top quality academic institution that would prioritize academic rigor and education. The Board of Trustees added two new priorities to the initial strategic plan: 1) student success and retention; and 2) resource optimization.

By the end of AY 2007/08, the College developed the slogan “Nothing is Impossible” to inspire students to thrive and overcome all challenges in academic and professional endeavors, as well as to motivate the College’s faculty members and staff to work effectively and efficiently in the face of inevitable early obstacles.

During AY 2008/09, before ACE graduated its first cohort (i.e., the class of 2007), the global financial crisis affected most business firms in Dubai and the Gulf region in general. As a result, organizations downsized and retained only the most skilled and experienced staff. The College’s Board of Trustees observed the effects of the crisis on the United Arab Emirates’ markets and business firms and the College’s graduates. Consequently, to meet the new market dynamics, the Board was determined to equip its graduates with more knowledge, skills, and competencies by offering full bachelor’s degree programs.

For a complete history of the University, please visit [History of AUE](#)

Vision Statement

The American University in the Emirates (AUE) is dedicated to be one of the leading higher educational institutions locally and regionally, providing an integrated pathway for students to become creative, effective, and productive members of the community.

Mission Statement

The American University in the Emirates is a coeducational undergraduate and graduate degree-granting institution committed to preparing students as global citizens for future career aspirations and lifelong learning through quality teaching, research, and service opportunities.

Institutional Goals

Goal 1: Enhance a Diverse and Inclusive Learning Environment while Enhancing Teaching and Curricula Quality through the Implementation of Innovative Programs that Meet Industry Demands and Foster Critical Thinking

Goal 2: Develop Future-Ready Graduates and foster students' career readiness and lifelong learning.

Goal 3: Empower and Encourage Research for Advancing Knowledge and Innovation.

Goal 4: Embrace an Innovation ecosystem that supports and nurtures entrepreneurship.

Goal 5: Cultivate a culture of Community Engagement and Collaboration for Social Impact.

Goal 6: Develop a Strong and Distinctive University Brand and establish Outreach Initiatives

Goal 7: Increase advancement efforts to secure additional resources.

Goal 8: Establish a Culture Committed to Sustainable Practices and Responsibility.

Core Values

- Improving the Quality of Life
- Respect and Dignity
- Equal Opportunities and Recognition
- Openness, Trust, and Integrity
- Innovation Creativity and Entrepreneurialism
- Stewardship
- Teamwork and Partnership
- Sustainability
- National Pride and loyalty to the UAE

Accreditation

The American University in the Emirates located in the emirate of Dubai is officially licensed from 26th of April 2023 to 04th of September 2027 by the Ministry of Education of the United Arab Emirates to award degrees/ qualifications in higher education.

International Accreditation

Southern Association of Colleges and Schools Commission and Colleges

Southern Association of Colleges and Schools Commission and Colleges The American University in the Emirates (AUE) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's and doctorate degrees. AUE also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of AUE may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

College of Business Administration

The College of Business Administration and its degree programs (Bachelor of Business Administration, Master of Business Administration, Master of Sport Management) at the American University in the Emirates is accreditation from The Association to Advance Collegiate Schools of Business (AACSB) – 2022 and is a member of AACSB.

College of Engineering and Technology

The Bachelor of Science in Computer Science in the College of Engineering and Technology is accredited by the Computing Accreditation Commission of ABET: <https://amspub.abet.org/aps/name-search?search-type=institution&keyword=american%20University%20in%20the%20>

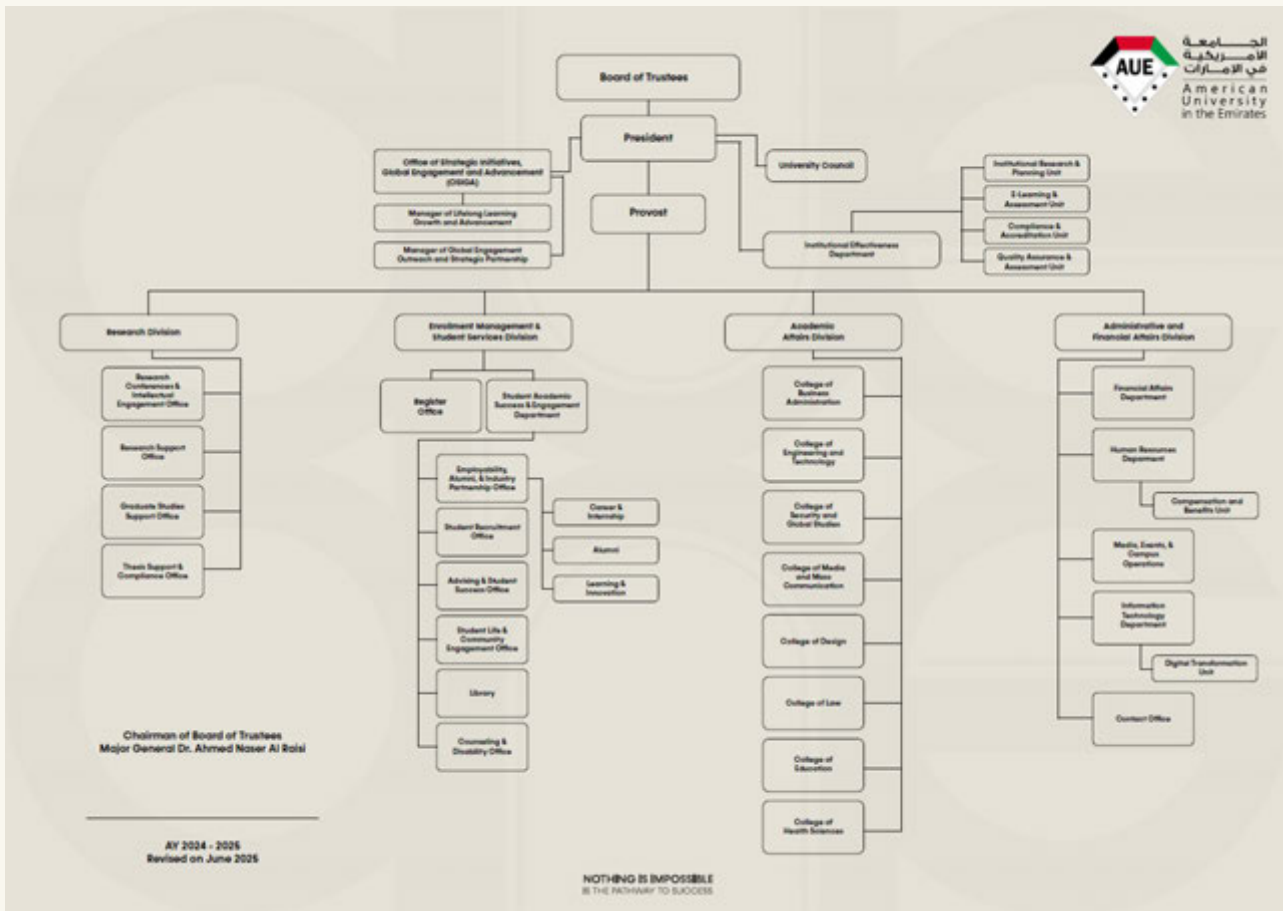
College of Design

The National Association of Schools of Art and Design (NASAD) has granted AUE's Bachelor of Science in Fashion Design, Bachelor of Science in Graphic Design, Bachelor of Science in Interior Design, and Bachelor of Science in Animation the designation of Substantial Equivalency with accredited programs in the United States.

College of Media and Mass Communication

The College of Media and Mass Communication at the American University in the Emirates is proudly accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), ensuring the highest standards of academic excellence and professional preparation.

Organizational Chart



THE CAMPUS

Location

The University is situated in Dubai International Academic City (DIAC), very accessible to all residential and commercial areas and at a 30-minute drive from the downtown. DIAC is a hub of education, where American University in the Emirates is one of the biggest Universities in the area neighbored with a number of other Universities from around the world.

Building

The University campus is located in Block 6, 7 and 2 of the Dubai International Academic City (DIAC). The University accommodates the building with 41 classrooms, 207 faculty and administrative offices, one (1) Conference Hall, 11 Meeting rooms, 1 Library, 2 Recreation and waiting areas, 1 First aid clinic, 1 Male and 1 Female rooms, in order to accommodate the academic and administrative activities.

The University shares the sports facilities, parking services, food court and recreation facilities with other Universities in Dubai International Academic City providing all campus facilities to the University community.

Area of buildings

The building premises occupied by AUE are Block 6 which has the total floor space of 41, 203 square feet and Block 7 which has the total floor space of 71, 251 square feet providing the total size of the building space of 112,454 square feet.

Student capacity

The University possesses the capacity to run 210 sessions per day in the available 39 classrooms and 20 labs. Depending on the class duration and credit hours taught. These sessions on a daily basis can accommodate 4,000 students if the classes are fully utilized throughout the day, but the University limits the number of students per session to provide an interactive and better learning environment for the students.

Description of offices

The University consists of 290 offices for its academic and administrative staff to provide adequate resources for its academic and administrative activities. The offices are categorized based on the nature of work and position assigned to the staff that are built along with the meeting rooms, waiting areas, and storage rooms in order to minimize the movement, enhance the efficiency. The office structure helps the University to manage the crowd to provide a relaxing and calm atmosphere for University staff and students.

Description of classrooms and Labs in each floors

The University provides adequate classroom facilities to support the academic activities, where the classrooms are equipped with all required needs including the seating of students, seating of the faculty, computer and projector for presentations, and stationary required for the classrooms. Below picture shows the images

from one of the classroom, where all the classrooms are equipped with the similar equipment. The University building consists of 39 classrooms with a total of 1400 seats for students, where the University operates 12 hours on all 7 days of the week.

The University provides 20 laboratories to support the academic activities of all colleges in the University. Below is the list of all laboratories available in the University to cater all requirements of college activities in order to provide the best equipment in the field for students to practice their skills and gain knowledge to complete in the current vibrant market.

- Computer Lab
- Network Security Lab
- Database Programming & Administration Lab
- Business Intelligence and Simulation Lab
- Physics Lab
- Innovation Lab
- Workshop for College of Design
- Digital Forensics & Computer Architecture Lab
- Computer Literacy Lab
- Accounting, Programming & Software Engineering Lab
- Multimedia, Web Design, & Mobile Technology Lab
- Multimedia Studio
- Interior Design Lab
- Digital Animation Lab
- Graphic Design Lab
- Drawing Lab
- Fashion Design Lab
- Drafting Lab
- Mac/Cinema 4D Lab
- Moot Court

Academic Programs

List of Undergraduate Programs

College	Program	Medium of Instruction
College of Business Administration	Bachelor of Business Administration Concentration in Business Management	English
	Bachelor of Business Administration Concentration in Accounting	English
	Bachelor of Business Administration concentration in Finance	English
	Bachelor of Business Administration concentration in Insurance and Risk Management	English
	Bachelor of Business Administration concentration in Hospital and Healthcare Management	English
	Bachelor of Business Administration concentration in E-commerce and Marketing	English
	Bachelor of Business Administration concentration in Human Resource Management	English
	Bachelor of Business Administration concentration in Logistics and Supply Chain Management	English
College of Media and Mass Communication	Bachelor of Arts in Media and Mass Communication concentration in International Relations	English
	Bachelor of Arts in Media and Mass Communication concentration in Public Relations	English
	Bachelor of Arts in Media and Mass Communication concentration in Radio and Television	English
	Bachelor of Arts in Media and Mass Communication concentration in Integrated Marketing Communication	English
	Bachelor of Public Relations	Arabic & English
College of Engineering and Technology	Bachelor of Computer Science concentration in Digital Forensics	English
	Bachelor of Computer Science concentration in Network Security	English
	Bachelor of Science in Information Technology Management	English
	Bachelor of Science in Cybersecurity Engineering	English
	Bachelor of Science in Mechatronics Engineering	English
College of Design	Bachelor of Science in Design – Digital Animation	English
	Bachelor of Science in Design – Fashion Design	English
	Bachelor of Science in Design – Graphic Design	English
	Bachelor of Science in Design – Interior Design	English
College Of Health Sciences	Bachelor of Science in Nursing	English
	Bachelor of Science in Physiotherapy	English
College of Security and Global Studies	Bachelor of Arts in Security and Strategic Studies concentration in Crisis Management	English

Academic Programs

List of Undergraduate Programs

College	Program	Medium of Instruction
College of Business Administration	Bachelor of Business Administration Concentration in Business Management	English
	Bachelor of Business Administration Concentration in Accounting	English
	Bachelor of Business Administration concentration in Finance	English
	Bachelor of Business Administration concentration in Insurance and Risk Management	English
	Bachelor of Business Administration concentration in Hospital and Healthcare Management	English
	Bachelor of Business Administration concentration in E-commerce and Marketing	English
	Bachelor of Business Administration concentration in Human Resource Management	English
	Bachelor of Business Administration concentration in Logistics and Supply Chain Management	English
College of Media and Mass Communication	Bachelor of Arts in Media and Mass Communication concentration in International Relations	English
	Bachelor of Arts in Media and Mass Communication concentration in Public Relations	English
	Bachelor of Arts in Media and Mass Communication concentration in Radio and Television	English
	Bachelor of Arts in Media and Mass Communication concentration in Integrated Marketing Communication	English
	Bachelor of Public Relations	Arabic & English
College of Engineering and Technology	Bachelor of Computer Science concentration in Digital Forensics	English
	Bachelor of Computer Science concentration in Network Security	English
	Bachelor of Science in Information Technology Management	English
	Bachelor of Science in Cybersecurity Engineering	English
	Bachelor of Science in Mechatronics Engineering	English
College of Design	Bachelor of Science in Design – Digital Animation	English
	Bachelor of Science in Design – Fashion Design	English
	Bachelor of Science in Design – Graphic Design	English
	Bachelor of Science in Design – Interior Design	English
College Of Health Sciences	Bachelor of Science in Nursing	English
	Bachelor of Science in Physiotherapy	English
College of Security and Global Studies	Bachelor of Arts in Security and Strategic Studies concentration in Crisis Management	English

	Bachelor of Arts in Security and Strategic Studies concentration in Disaster Management	English
	Bachelor of Arts in Security and Strategic Studies concentration in Emergency Management	English
	Bachelor of Arts in Security and Strategic Studies concentration in Risk Management	English
College of Law	Bachelor of Law	Arabic & English
College of Education	Bachelor of Education concentration in Special Education	English & Arabic

Academic Policies and Regulations

Academic Integrity

The University expects all its students, faculty members and staff to adhere to and maintain high standards of academic honesty and integrity, as well as to respect the work and creativity of others in all of their work. All University stakeholders are expected to understand the definitions of cheating and plagiarism, and other offences defined in this policy, as well as the consequences of detection and the penalties that will be imposed.

Academic Integrity Procedure

This procedure must be adhered to, when a student is perceived to be violating the University's Academic Integrity Policy.

I. **Misconduct Categories**

The following categories of common offenses correspond essentially to the three levels of penalties.

1. **Minor Academic Misconduct:** Applicable to early stages of a student's study. Typical instances would include where there is a very small impact, such as poor referencing, lack or incorrect attribution for copied work inserted in an assignment, paraphrasing without adequate acknowledgement, or minor similarity is detected.

In Minor Academic Misconduct, faculty members and Student support services provide students with supplementary assistance in the form of explanations and examples of acceptable academic writing techniques should always be provided where necessary.

2. **Moderate Academic Misconduct:** The student attempted to achieve or facilitate other students in an unfair advantage, which resulted in misleading faculty members in evaluating or grading the coursework results. Examples of the moderate academic misconduct,

Improperly cited sources with or without significant similarity to one or multiple sources.

Without course faculty permission, providing assistance to students on quizzes, or other assignments.

The use and submission of identical or substantially related content from other students.

Submitting a graded assignment from one course to satisfy a requirement in another course.

3. **Major Academic Misconduct:** This category includes repeated moderate academic misconduct breaches or discovery with proof of severe plagiarism or cheating, as well

as obvious evidence of the intent to mislead or gain a substantial advantage. Examples of the major academic misconduct:

Cheating in an examination with physical or recorded evidence (during or after exam session).

Impersonating another student's identity in class attendance, coursework submission, or examinations.

Intentional improper cited sources with or without significant similarity of submitted assignment to one or multiple sources in key assessment (assessment weights greater than or equal to 30/100), such as course final project, capstone, thesis.

Any repeated (second) moderate academic misconduct

II. Penalties

Penalties are associated to the category and severity of the academic misconduct. Penalties are categorized into two levels: Faculty level penalties, Institution level penalties. They vary according to the level of study (undergraduate or graduate degrees), and the weight of the assessment.

1. Faculty Level Penalties

All faculty-level penalties are coursework assessment violations of academic integrity. Based on the nature of the misconduct, course faculty members can impose one or more penalties defined below.

Penalty Code	Official Record	Penalty Description
Faculty- A1	Not recorded	Educational Penalty: Refer the student to Academic Support Services for mandatory training on referencing and citation in writing
Faculty- A2	Not recorded	Educational Penalty: Refer the student to Academic Support Services complete an orientation on academic integrity.
Faculty- B1	Not recorded	Rewriting the work or assignment and retaking a test or exam without a reduction in grade
Faculty- B2	Not recorded	Rewriting the work or assignment, retaking a test or exam grade deduction
Faculty- C1	Recorded with official written notification	Reduction in the violation-related assessment grade that can reach zero without opportunity of make-up.
Faculty C2	Recorded with official written notification	Course Faculty assigns (F) regardless of the quality of grades received in the course.

Faculty-A1 and *Faculty-A2* penalties may be combined with other penalties.

2. Institution Level Penalties

Institution-level penalties are imposed by the Disciplinary Committee penalties for repeated moderate or major misconduct. When an institution-level penalty is imposed on a student, The University revokes the student’s scholarships, grants, and financial aid. Also, all institution-level penalties are recorded in student academic integrity record.

Instead of automatically applying XF (Inst-D2) for first-time violations, especially when intent is unclear or evidence is circumstantial, the Disciplinary Committee should consider:

- C1 or C2 for violations with limited impact or first offense under stressful personal conditions.
- D1 for educational correction, especially in early semesters, aligning with the policy’s educational mission.
- Reserve D2 (XF) for:
 - a. Proven intent to deceive (e.g., premeditated cheating).
 - b. Repeat offenders.
 - c. Cases involving impersonation or the use of unauthorized devices

Penalty Code	Penalty Description
Inst-D1	Reflection Penalty: In coordination with Advising and Student Success Office, the offended student deliver presentation to students about academic integrity principles, policy, and procedure.
Inst-D2	The offended student receives an (XF: Academic Integrity Failure) in the transcript in the violated course. This penalty is permanently recorded on the student’s transcript.
Inst-E1	The offended student completes the current semester but will be suspended from enrolling the next regular semester (excluding summer).
Inst-E2	The offended student is suspended immediately from the current semester but can be enrolled the next regular semester.
Inst-F1	The offended student is suspended immediately from the current semester and the next regular semester.

Inst-X	The offended student is dismissed immediately but may apply for readmission after one year.
--------	---

3. Determining Penalty according to Violation

In addition to the above-mentioned penalties students may be subject to additional Disciplinary Sanctions as deemed appropriate by the Disciplinary Committee.

Misconduct Level	Misconduct Categories	Penalty Code	Additional Remarks
Faculty level	Minor Academic Misconduct	Faculty- A1	Not Recorded
		Faculty- A2	Not Recorded
		Faculty-B1	Not Recorded
	Moderate Academic Misconduct	Faculty-B2	Not Recorded
		Faculty-C1	Recorded as an official misconduct with a written warning to student.
		Faculty C2	
Institutional Level	Major Academic Misconduct	Inst-D1	These penalties are permanently recorded on the student's transcript.
		Inst-D2	
		Inst-E1	
		Inst-E2	
		Inst-F1	Academic Integrity is Recorded as an official misconduct.
		Inst-X	Academic Integrity Dismissal is recorded in the student's transcript

Academic Integrity Dismissal

If a student accumulates three courses with (XF: Academic Integrity Failure) in the transcript, this will lead to immediate dismissal from the University. In addition, depending on the severity of the violation, the academic Disciplinary Committee can impose dismissal when appropriate. Academic Integrity dismissed students can apply for readmission after one year from the dismissal semester.

Academic Integrity Suspension

Immediate suspension of the current semester from university, in which all currently registered courses are dropped with (W: Withdrawal) grade. Suspension of the next semester, in which offended student can complete the current semester but will be suspended from enrolling the next regular semester (excluding summer).

III. Procedures for Violating Academic Integrity

1. Handling Academic Integrity Violation for Assessment

Course faculty members are responsible for assessing and grading student coursework, and they are accountable for determining if an academic integrity violation has been committed. They are primarily responsible for assessing the severity of a violation and imposing an appropriate penalty. If a faculty member suspects a student has violating academic integrity, he or she may acquire evidence either directly or through the input of others.

The faculty member presents the student with the available evidence of the suspected violation and requires an explanation. If the student agrees to the faculty member's charges and the faculty member is satisfied with the student's explanation, penalties are imposed according to the penalties categories defined in this procedure.

2. Referring the Violation to the Disciplinary Committee

In case the student denies the allegations and the situation cannot be settled between the faculty and the student, or in case the violation is deemed major, the faculty member refers the case to the institution-level disciplinary committee. The faculty member submits an Academic Integrity Violation Report through the system, along with any supporting documentation and other evidence. The Academic Integrity Violation Report includes the nature of the allegation or evidence against the student, a brief explanation of the discussion with the student, and the faculty member's recommendation. The institution-level disciplinary committee reviews the Academic Integrity Violation Report submitted by the course faculty member.

3. Handling Academic Integrity Violation - Cheating in Examination:

a. During examination:

- i. The faculty member, the proctor, or Exam Committee member may confiscate the exam of a student suspected of cheating, investigate the case, and eject the student from the exam hall or end the student's online exam. A student who suspects another student of cheating should report this to a faculty member, proctor, Exam Committee for further action. The faculty member or the proctor who suspends the student's exam must report the case and evidence to the Exam Committee for further investigation.
- ii. A student's exam attempt should be aborted only in cases of compelling evidence of cheating. In case of suspicion of cheating with no hard evidence, the student should be permitted to complete the ex with precautionary steps as needed (e.g., by moving the student to a new location to complete the exam).

The faculty member, proctor or Exam Committee member can still investigate the case during the exam and refer the incident to the Disciplinary Committee.

iii. Refusal to Cooperate During Examinations

To uphold the integrity of the examination process, all students are required to comply with lawful and reasonable instructions issued by authorized University personnel during an examination or academic integrity investigation. Reasonable instructions are defined as those that directly relate to ensuring the integrity of the examination environment, do not involve physical contact, and do not infringe upon the personal dignity or privacy of the student. Examples include respectful requests for a student to relocate in the examination room, display arms or pockets, or surrender unauthorized materials that are or were visible. University personnel are not permitted to conduct physical searches of students or their belongings. Any request must be made respectfully, without coercion, and in line with the University's commitment to cultural sensitivity and legal compliance.

A student who refuses to comply with a reasonable instruction may be subject to disciplinary action for obstruction of an academic integrity investigation and a presumption of attempted academic dishonesty. A refusal must be documented by at least two authorized individuals using the Exam Cheating Form and, when available, be supported by surveillance footage or corroborating witness statements. The case will be referred to the Disciplinary Committee, which may pursue disciplinary action. Even in the absence of physical evidence, the Disciplinary Committee may determine that a violation occurred based on the totality of the circumstances, including the student's conduct, circumstantial evidence, surveillance footage, or witness testimony. The student will have the right to present a justification during the hearing.

b. **After an exam:** After the exam has concluded, if the faculty member, or the proctor discovers proof of cheating (such as by reviewing a recording of an online exam), he or she must promptly notify the Disciplinary Committee.

4. **Referring to the violation to the Disciplinary Committee:** The proctor or member of the Exam Committee who investigated the student must submit the Exam Cheating Form supported with the appropriate evidence to the Chair of Disciplinary Committee.

5. Hearing

A hearing session is scheduled with the student, who must attend and present an explanation for the alleged academic integrity violations. The student may bring additional evidence.

If it is concluded that the student is not guilty for the alleged violations, the student may either continue the course without penalty or withdraw from the course. However, if the student is found guilty of violating academic integrity, the student is not permitted to withdraw from the course and will be subject to the penalties imposed by the Disciplinary committee.

The student academic violation documentation of hearing, deliberation, evidence, pertaining documents are submitted to recording with the Office of Student Life and Community Engagement. The aim of recordkeeping is to track the number of violations and their severity, as repeated violations will result in more severe penalties, moreover, recording violations will prevent students from engaging in academic misconduct.

If the academic semester concludes prior to the resolution of the academic integrity violation, due process must be followed, and the alleged student will be assigned a grade of (IP: In progress) for the relevant course until a decision is made, and final grade is published to replace the (IP) grade.

6. Appeal Procedure

Within 10 days of the disciplinary committee's decision, the students have the right to file an appeal for a decision made by the Disciplinary Committee. An Appeal Committee is formed by the Provost Office. The appeals committee examines the case and makes a final decision. The student may submit additional evidence in the appeal, and the appeal committee may

seek a hearing session with the student. The Appeal Committee presents its findings and recommendations to the provost, who then notifies the student via the university's official email of the outcome of the appeal.

IV. Documentation of Academic Integrity Misconduct

The American University in the Emirates adopts The Family Educational Rights and Privacy Act (FERPA) in prohibiting the unauthorized release of confidential information about individual applicants, students, and alumni.

All student conduct documentation of academic integrity deliberation, evidence, appeal and other pertaining documents are private and protected by the designated personnel of the Office of Student Life and Community Engagement who are the sole authorized custodians of these records in addition to the course faculty member and department chair in which the misconduct was reported. These documents are shared solely with the members of the applicable committees based on the nature and process of the misconduct, such as the Disciplinary Committee, Appeal Committee, and Grievance Committee, in accordance with the University Committees Charter, for the sole purpose of making the necessary decisions regarding the resolution of grievances and/or disciplinary measures in accordance with university policies and procedures.

In cases where the penalty outcomes impact the student transcript or academic standing in the University as in the case of assigning (XF) grade, Academic integrity suspension or dismissal, such penalties are permanently recorded on the student's transcript. The designated personnel of the Office of Student Life and Community Engagement is authorized to share the relevant parts of a student's disciplinary records including but not limited to penalties and sanctions with the Admission and Registration Department, course faculty member, and department chair.

In addition, academic integrity documents and records can be shared externally only upon the formal written request on the part of the UAE's authorities including but not limited to the Police and Armed Forces. These records are retained for a total period of five years. Please see Student Privacy Records Policy.

Course Registration

With the assistance of their Academic Advisors, students should register before the beginning of each semester, and comply with the policies and procedures related to the registration, which involve the following main phases:

- Academic advising.
- Selecting courses and registering courses online.
- Payment of tuition fees.

However, visiting and exchange students must register for their courses at the Admission and Registration Department. Expected to graduate students are given the priority to register for courses in the case of limited seats, and the University reserves the right to withdraw students from courses they repeat in order to give opportunity to other graduated students and students taking the course for the first time. Students are required to comply with the following registration steps:

1. The Academic Advisor logs in to his/her portal and search for his advisee
2. The Academic Advisor selects "Advise Course Registration" to initiate the advising process.
3. The Academic Advisor selects the semester and selects course category as per the student study plan.
4. The Academic Advisor recommends courses based on student academic performance and student current progress. The recommended pool of courses along with additional advisor notes are submitted to the advisee.
5. The student accesses students' portal and navigates to "Register Courses"
6. The student navigates through the pre-advised pool of suggested courses by the academic advisor. Choosing the preferred timing, then registering the courses.
7. Upon saving the registered courses, an auto-generated course registration form is downloaded, the form provides a summary of the courses registration along with the course section timings, along with the due date of fulfilling the financial obligations.
8. The student can proceed to online payment to fulfill any financial obligation via the Finance tab in the students' portal.

Course Load

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

with satisfactory academic standing must register a minimum of 9 credit hours per regular semester.

Overload students

A student with a high CGPA of 3.60 and above or graduating may be permitted to register for a total of 21 credit hours (seven courses), upon the recommendation and approval of the Academic Advisor, Chair of Department and College Dean.

Add and Drop Policy

Undergraduate and Graduates students at AUE are allowed to change courses or course sections during the add and drop period to adjust their schedules accordingly. It is essential and helpful for students to have the autonomy to attend courses in the first week of the semester and compare diverse teaching pedagogies among faculty members teaching the same course with different sections, which directly reflect on student positive performance. The formulation of such policy provides the students with the independence to choose from different courses in the same category of general education or make a decision of an elective course. This policy also guides students on how to initiate the process of add and drop and define the requirements administering the add and drop to avoid any financial penalty.

Due Process

- » It is the student responsibility to follow the appropriate process of drop and add and the published deadline of the add and drop period as per the academic calendar.
- » Adding and/or dropping courses will solely be from the predefined advised courses selected and approved by the academic advisor.
- » Students can add a course(s) to their schedule or drop a course(s) in respect to the maximum and minimum credit hours allowed based on semester, student degree plan, and academic standing.
- » Transferring from one section to another section of the same course should also follow the add and drop process. Failure of complying with this process and attending different section of the same course without following the add and drop process and without notifying the Admission and Registration Department, may result on dismissal due to non- attendance of the original registered section.
- » Dropped course(s) during add/drop period are not recorded in the student record and not appearing in the student transcript.
- » Students who decide to drop a course(s) during the add and drop period will be fully refunded, however, changing courses may implicate variation in the tuition fees. Students are advised to visit the Financial Department to pay any financial difference to successfully apply the added courses in the schedule.

Add and drop limitation

As per the student's program study plan, certain courses such as undergraduate preparatory courses, graduate bridging courses, and other introductory courses are essential for building foundational skills in specific fields of study. Therefore, it is not permitted for students to drop these courses without approval.

Administrative drop

The University reserves the right to force a drop of course(s) in the following circumstances:

- » If a course section is scheduled to close, and the student has not adjusted their schedule accordingly
- » If the student does not meet the eligibility criteria to register for a particular course, such as not meeting prerequisites, not fulfilling academic standing requirements, or exceeding the maximum allowed credit hours.
- » If the student registers for a course that is not part of their approved study plan/program.
- » If the number of students enrolled in the class does not meet the minimum class size requirement outlined in the "Class Size Policy."

Course Withdrawal

Students who decide to cancel a course after the add and drop period are required to initiate the process from their portal and obtain the course instructor and academic advisor approvals:

Withdrawal before and after the Midterm procedure:

1. Student needs to login to the portal and go to the course withdrawal application.
2. Student needs to select the course which intended to withdraw and the reason why he/she wants to withdraw the course.
3. Sponsored students by the University or from a third-party organization are identified in the system as "sponsored", hence they are requested to secure the approval of the Student Life and Community Engagement Office prior withdrawing the desired course.
4. The course instructor and academic advisor will receive a notification on the student request to withdraw the course.
5. If the reasons why the student needs to withdraw the course may be addressed by the instructor, the course instructor may advise the student to remain in the course and reject the course withdrawal accordingly, otherwise, the course instructor approved the course withdrawal request.
6. The academic advisor will receive the notification for approval, along with the student and course instructor comments.
7. Once all approvals are completed, if the course withdrawal occurs before the midterm, student will receive a grade of "W" in the course(s) registered in the semester and will be recorded in the student transcript accordingly. The refund policy will apply.
8. If the course withdrawal occurs after the midterm, student will receive a grade of "WF" in course(s) registered in the semester and will be recorded in the transcript accordingly, with no tuition fees refund.

Administrative Withdrawal procedure:

- 1- The Admission and Registration Director will initiate the administrative withdrawal based on the decision of Director of Student Services or College Dean.
- 2- Automatic withdrawal may be resulted on non-compliance with the University requirements such as failure to pay the University tuition fees, violation of code of conduct, disciplinary action.
- 3- A grade of "W" will be recorded for any administrative withdrawal of registered courses at any time of the semester the administrative withdrawal take place.

Medical Withdrawal procedure:

- 1- Students are encouraged to submit their request to the Admission and Registration Department as soon as possible, along with appropriate documentation to apply for medical or compassionate withdrawal.
- 2- The submitted medical documentation provided with the health authority consist of:
 - i. Date of the commencement of illness
 - ii. Nature of the medical condition and why preventing the student to complete the course
 - iii. Anticipated date to return to University
- 3- Student applying for compassionate withdrawal required to submit an appropriate documentation to the Admission and Registration Department, which may include first degree relative death family, illness or any other critical circumstances.
- 4- The Admission and Registration and Student Services Director review the submitted documentation by students and decide on approving or rejecting the withdrawal request.

5- If the withdrawal is approved, the registered courses will be withdrawn and a grade of "W" will be assigned for each registered course.

6- The refund of tuition fees will follow the official refund calendar.

7- All the refunded tuition fees are credited in the student account and cannot be refunded in cash to the student.

Hardship Withdrawals:

Students who wish to withdraw from any given semester due to severe health condition or injury or any other significant and critical personal situation that prevents students from continuing the course(s) needs to follow the below procedure:

1- Submit a written request to the college and attach to it valid supporting documents

2- Fill up the "course withdrawal form" for all courses registered in that semester and submit it to the college along with the written request and supporting documents

3- Once the request is approved by the college, it needs to be sent to the admission and registration department to reflect it on the student's records

4- Student will receive a grade of "W" in all courses withdrawn on that semester and it will be reflected on the academic transcript.

5- As for the tuitions fees, the refund policy will be applied as stipulated in the calendar.

Retention of Student Records

The course withdrawal forms, and relevant documentations are retained with the Admission and Registration Department, as articulated in the Students Records Policy.

University Withdrawal

Students may face challenging and mitigating circumstances that prevents them from continuing their enrollment in the University. Therefore, this policy outlines the conditions and processes of the withdrawal to be followed by students to formally discontinue from the University. All undergraduate and graduate students must adhere to the policies and procedures to ensure successful withdrawal and avoid any academic or financial consequences.

Withdrawal before the Midterm

Students are permitted to withdraw from the University prior midterm period as prescribed in the official academic calendar. Students who officially withdraw before the Midterm will receive a grade of "W" in all registered courses in the semester and will be recorded in the student official transcript accordingly. The refund policy will apply as outlined in the procedure. The status of the withdrawn students will be converted from "Enrolled" to "Withdraw" and must reapply for admission if wishing to return to the University as articulated in the Undergraduate and Graduate Admission Policy.

Withdrawal after the Midterm

Students are permitted to withdraw from the University after midterm period as prescribed in the official academic calendar. Students must be aware of academic consequences when the withdrawal take place after the midterm period.

Students who officially withdraw after the Midterm will receive a grade of "WF" in all courses registered in the semester and will be recorded in their official transcripts accordingly, with no tuition fees refund. Students must be aware that a grade of "WF" has an impact on the student academic standing. Withdraw student status will be converted to "Withdraw" and must reapply for admission if wishing to return to the University.

Withdrawal during the final week of the semester

Students are not permitted to withdraw during the last week of instruction or during the final exam, unless students have a serious condition such as accident or serious medical condition that is beyond their control that impact the ability to remain enrolled and complete the required academic obligations, they can submit to the course instructor an incomplete request rather than withdrawing from the University.

Withdrawal of Sponsor students

Students who are sponsored by the University or from a third-party organization must discuss the decision of the withdrawal with the Office of Student Life and obtain the approval from the sponsorship prior to withdrawing from the University.

Hardship Withdrawals

Students may apply for a hardship withdrawal from the University in case of severe health conditions or injury or any other significant and critical personnel situation that prevents students from enrollment in the University.

The hardship withdrawal from the University requires students to withdraw from all registered courses. The request for hardship withdrawal may apply at any time during the semester along with the required credible and valid evidence. Students applying for hardship withdrawal are granted a grade of "W" in all registered courses, with the application of the refund policy upon the required approval.

Retention of Student Records

The physical records of the students who are officially withdrawn from the University are retained with the Admission and Registration Department as articulated in the student records policy.

Deferment Regulations

Students may take some time off from their studies as they are eligible for a leave for two consecutive semesters or three nonconsecutive semesters during the whole period of their study at AUE.

Students who are seeking to postpone the semester must notify the Registration Department, fill the required "Deferment Form" and submit it to the Registration Department. In case of emergency and where the student is unable to come in person to the university to submit the required form, a family member/friend may apply for the deferment on their behalf upon receiving a signed authorization letter from the student. Failure to follow the process of deferment, the student will automatically be dropped from the university due to the absence for more than one academic year.

In the case of medical reason or some special and valid reasons approved by the College, students may exceed three nonconsecutive semesters of absence under strict regulations.

Major and Minor

The University offers undergraduate students the opportunity to extent their primary degree by declaring a minor or double major. A minor, which must be associated with a major, is a group of courses in a particular discipline which enrolled students can pursue in addition to their major. Students who seek declaring a minor must complete minimum of fifteen (15) credit hours of specialized courses in addition to the prescribed credit hours of their major. A double major includes certain courses from another particular discipline which enrolled students can pursue in addition to their primary major. Students who seek to earn a double major must complete a minimum of thirty (30) credit hours specialized courses in addition to the prescribed credit hours of the primary major.

Adding a Major (Double Major)

Students are eligible to pursue an additional area of discipline by adding a second major (double major). The second major should be minimum of thirty credit hours of specialization courses only. All students who are interested in seeking double major are eligible to apply upon successful completion of 90 credit hours from their current major, with a minimum CGPA of 2.00 out of 4.00 and upon fulfilling the admission requirements of the intended second major. In case students have failed to complete the requirements of the second major, they will graduate without double majors.

Changing Double Major

Students can change their major to another major upon fulfilling the requirements of the intended major and upon the approval of the Department Chairs of those majors.

Adding Minor

Students are eligible to pursue an additional area of discipline by adding a minor. The minor should be with a minimum of fifteen credit hours of specialization courses only. All students who are interested in seeking a minor are eligible to apply upon successful completion of 90 credit hours from their current major, with a minimum CGPA of 2.00 out of 4.00 and upon fulfilling the admission requirements of the intended minor. In case students have failed to complete the requirements of the minor, they will graduate without the registered minor.

Changing a Minor

Students can change their minor to another minor upon fulfilling the requirements of the intended minor and upon the approval of the Department Chairs of those minors.

Recognition of Prior Learning

The University rigorously reviews all prior learnings. If the review process demonstrates that the prior learning meets all course learning outcomes, the University approves the acceptable prior learnings for the course credential.

Recognition of Prior Learning Principles

Applicants with professional and/or academic qualifications seeking graduate or undergraduate studies are entitled to apply for a recognition of prior learning in a condition to meet all learning outcomes of the predefined courses, articulated in the University Catalog. The University adheres to transparent processes that are accessible to students and stakeholders through its University Catalog, all applicants seeking recognition of prior learning must submit reliable, valid, and current evidence for which credit are awarded to demonstrate the achievement of all learning outcomes. Prior learning that partially meet the learning outcomes of the predefined courses, will not be accepted by the University.

The University awards applicants seeking undergraduate admission a maximum of 50% of the total credit hours of the attended undergraduate program through the RPL process, that include any transfer credit from another institution and credits awarded for advanced standing; and a maximum of 25% of the total credit hours of the graduate programs for applicant seeking graduate admission, including any transfer credit from another institution(s) and credits awarded for advanced standing.

Each of the RLP course is recorded in the student's transcript as exempted "EX" by the equivalent credit hour of the course offered in the University. All courses accepted through the RPL process are not included in the calculation of the cumulative grade point average (CGPA).

Required Recognition of Prior Learning Evidence

Applicants seeking recognition of prior learning are required to submit a complete portfolio demonstrating the prior achievements, sit for a challenge exam designed by the University and sit for an interview to demonstrate direct observation of skills or competencies. The University adheres to a systematic verification process built on evidence.

Recognition of Prior Learning Committee

The academic department forms an ad hoc committee to review, assess and ensure that the applied RPL courses, units, qualification, knowledge or competencies are meeting all learning outcomes of the predefined courses, as well as, ensure meeting the minimum requirements of professional and/or academic qualifications.

Recognition of Prior Learning Assessment

The assessment process considers the combination of the submitted portfolio, challenge exam and interview

conducted by the University. The designated ad hoc committee is responsible in reviewing and assessing the RPL application along with the required evidence to ensure that the applied courses for prior learning are meeting all learning outcomes of the predefined courses.

If any fraudulent documentation or misleading information has been observed during the assessment by the committee, the RPL application will be denied. If the application submitted by an enrolled student, the case will be subject for a disciplinary action.

Appeal

Applicants have the right to appeal on the decision of awarding RPL credit made by the designated committee or the result of the challenge test, by submitting an official and written appeal as per the permitted period outlined in the procedures. It is the academic department's responsibility to notify the applicants on the decision of the appeal.

Timeline and Limitation

Applicants must apply for RPL prior to enrollment in the program. In the event that a significant qualification, course, module, or unit is obtained by the student during the study of the program, the student is required to notify the Chair of Department/Program Director as well as the Admission and Registration Department to determine the applicability and eligibility of the process before the subsequent semester on which the course is offered.

Recognition of Prior Learning Records

The RPL application, documentations, challenge test results and committee's recommendation and final decisions, are all kept and recorded by the Admission and Registration Department, as outlined in the Student Record Policy

Quality Assurance, Monitoring and Review

The recognition of prior learning policies, procedures and documentations are regularly reviewed and audited by the Institutional Effectiveness Department for ensuring credibility, consistency, and adherence to the Institutional and accrediting bodies standards.

Recognition Of Prior Learning Procedure

Applicants who intend to enroll in Fall semester will be eligible to apply for RPL from 1st of June to 31st August, and who intend to enroll in Spring semester will be eligible to apply for RPL from 1st October to 31st December.

1. RPL application which is provided by the Admission and Registration Department must be filled and submitted by potential students along with the required evidence outlined in this policy to the Admission and Registration Department.
2. Applicants must visit the Financial Affairs Department to pay a non-refundable fee for the RPL Application. Applicant who intends to join undergraduate program shall pay a fee of AED 2,500 for RPL Application, whereas applicant who intends to join graduate program shall pay a fee of AED 3,500 for RPL Application.
3. Admission and Registration Department shall ensure that the submitted RPL application is completed by the potential students along with the needed supporting document.

4. The submitted application and evidence will be forwarded to the concerned Dean who will form an ad-hoc committee for reviewing the submitted application.
5. If the concerned ad-hoc committee requires any further information and/or documentation prior to making any final recommendations, the concerned potential students should submit the requested information/documentations.
6. The ad-hoc committee will interview the concerned potential students to observe their skills and competencies. This ad-hoc committee should also document their recommendation and observation in the submitted RPL application.
7. Upon the initial approval of the ad-hoc committee, the concerned potential students are requested to pay a non-refundable fee of AED 525 per course prior to sitting for the challenge exam.
8. Upon the receipt of payment, the potential students will be notified with the date and time of the challenge exam by the Admission and Registration Department.
9. The potential students' results of the conducted RPL challenge exam will be included to the RPL application and documents for final assessment and decision.
10. The potential students who failed the challenge exam will have the right to appeal the results of the RPL within three (3) days from the results announcement.

Challenge Exam Guidelines

1. Potential students shall sit for the challenge exam for each applied RPL course, after the initial approval of the concerned RPL ad-hoc committee.
2. The challenge exam shall be an authentic assessment that composes of different types of questions involving real-life scenarios and cases to determine and examine the applicant's knowledge, critical thinking, synthesis, and competencies toward meeting and fulfilling the CLOs.
3. The challenge exam paper shall clearly define and demonstrate the linkage of each developed question with the relevant CLO.
4. Potential students must answer all questions in the examination paper to address all the CLOs.
5. Every question linked to a CLO must possess a predefined rubric reviewed and approved by the concerned RPL ad-hoc committee.
6. Each CLO shall be considered as a rubric criterion that involves the challenge exam.
7. Potential students will be given maximum of three (3) hours to complete the exam.
8. The minimum passing score is 70% for each course challenge exam. Failing in the challenge exam will deny the recognition of the applied course.
9. No second attempt is permitted for the challenge exam for each course; however, the concerned potential student have the right to appeal against the challenge exam result

Recognition of Prior Learning Ad-hoc Committee Recommendations

Upon finalizing the assessment of RPL process by the concerned ad-hoc committee, its report will be submitted to the concerned college council for final review and approval. However, if any fraud documentation or misleading information submitted by potential students has been observed during the assessment process, the RPL application will be denied by the concerned ad-hoc committee. If the application is submitted by an enrolled student, the case will be subject for a disciplinary action.

Appeal Process

1. If the potential students are not accepting the recommendations of the concerned RPL ad-hoc committee, they have the right to appeal against the results of the RPL challenge exam and/or the assessment decision of the RPL application.

2. The appeal request shall be made in writing within three (3) days from receiving the final recommendation or the RPL challenge exam result.
3. Upon receiving the appeal request from the potential students, the concerned Dean shall form an ad-hoc appeal committee to review the appeal forms.
4. The Admission and Registration Department shall provide the necessary documents as per the appeal request to the ad-hoc appeal committee for further review and assessment.
5. The ad-hoc appeal committee shall report the final decision to the concerned Dean within ten (10) working days.
6. The final decision of the appeal shall be notified to student by the Director of Admission and Registration Department prior to enrolment in the program.

Documents Needed for RPL Assessment

Potential students submitting RPL application form, are required to submit the following documents evidences:

1. Qualification certificates
2. Official transcripts of previous study,
3. Official job descriptions or statements of duties and responsibilities,
4. Letters of reference from employers detailing a student's relevant skills and experience,
5. Courses taken at another provider
6. Samples or statements of work performed
7. Provide reflective papers, journal articles or similar documents that relate past learning to the learning or competency outcomes of the course or qualification in which the student is enrolling.

Recognition of prior learning through academic qualification

Courses taken by potential students prior to their admission at AUE which have failed to comply by the AUE Transfer Policy, the Admission and Registration Department will advise the concerned potential students to apply for the RPL process.

Recognition of prior learning through professional qualifications/experience

The following requirements will be taken into consideration while reviewing and assessing the RPL application and supporting evidence, to decide on the awarded credit:

1. Work experience including self-employed, must be within the last three (3) years (minimum) for undergraduate, bridging, and preparatory course and last five (5) years (minimum) for graduate program, in the relevant discipline to the applied program.
2. Job description is fully aligned with the learning outcomes of the awarded credit.
3. The training program/courses taken by another provider are within the last three (3) years (minimum) and are relevant to the field of study.
4. Training programs/courses are fully aligned with the learning outcomes of the awarded credit.

Grading System

The student's performance and learning assessed by the University is equally and consistently graded in accordance with the outlined uniformed grading scale. The grading scale for both undergraduate and graduate courses must be conveyed to students via the course syllabi and published University catalogs.

Bridging / Remedial Courses

Remedial Courses are offered as non-credit courses to undergraduate and graduate students who lack a sufficient background in one or more educational areas for a specified period of time. Upon successfully completing the remedial courses, students will be permitted for admitting to a credit-bearing program. The grading scale for the remedial courses are either Pass (P) or Fail (F) that are recorded in the student transcript but not counted in the cumulative GPA.

Grade Approval and Publishing

The faculty member is responsible to submit the final grades of students within the required time as articulated in the procedures upon the approval of the Chair of Department/Program Director and the College Dean.

With the exception of the Final Exam, all other assessments, must be submitted within the specified period articulated in the procedures. All assignment grades must be finalized prior to the start of the final exams.

Where the final exams are substituted by final coursework/assessments; faculty members are required to submit the final grades before the start of the final exams of the courses only upon the approval of the Program Chair/Program Director/Dean.

Changing Grade

Grades submitted by the faculty member are not subject to change after they have been submitted for publishing except in certain cases due to any clerical or administrative error and grade appeal. In an event of a grade error, the faculty member must initiate the changes in the grade in adherence to the outlined procedure.

Grade Appeal

In an event when an unfair and incorrect grading is assigned, as a result of any inequitable, arbitrary, or erroneous manner supported with evidence, students have the right to apply for a grade appeal to any of the course assessments assigned as per the course syllabus, as outlined in the Grade Appeal Policy.

Repeating Course

Upon the College Dean 's approval and the availability of the course and seat, students are allowed to repeat a course with a grade less than (D+). Students are not eligible to repeat the course at a different institution or by Independent Studies. In this case the higher grade earned is listed on the CGPA of the student.

If the student has registered for a Free Elective and has not passed or the course has been removed from the program study schedule, the student may study another Free Elective, after the College Dean 's approval.

Students with a scholarship or financial support shall contact the Office of Student Life before repeating a course, since the University does not cover the monetary costs of completing any course at the University.

Undergraduate Grading Key

Undergraduate level grade codes, their respective numerical values and grades points are given in table below:

Grades	Description	Numerical Scale	
		of Grades	Grade Points Value
A	Excellent	90.00-100	4.00
B+	Very Good	85.00-89.99	3.50
B	Good	80.00-84.99	3.00
C+	Satisfactory	75.00-79.99	2.50
C	Average	70.00-74.99	2.00
D+	Below Average	65.00-69.99	1.50
D	Poor	60.00-64.99	1.00
F	Fail	Less than 60	0.00
P	Pass	60 and above	0.00
FA	Failure Due to Attendance	N/A	0.00
WF	Withdrawal with Failure	N/A	0.00

XF	Failure due to academic dishonesty	N/A	0.00
IP	In Progress	N/A	N/A
I	Incomplete	N/A	N/A
W	Withdrawal	N/A	N/A

Graduate level Grading Scale

Graduate level grade codes, their respective numerical values and grades points are given in table below:

Grades	Description	Numerical Scale	Grade Points Value
		of Grades	
A	Excellent	96.00-100	4.00
A-	Very Good	90.00-95.99	3.75
B+	Good	87.00-89.99	3.25
B	Satisfactory	84.00-86.99	3.00
B-	Average	80.00-83.99	2.75
C+	Below Average	77.00-79.99	2.25
C	Poor	74.00-76.99	2.00
F	Fail	Less than 74	0.00
P	Pass	74 and above	0.00
WF	Withdrawal with Failure	N/A	0.00
XF	Failure due to academic dishonesty	N/A	0.00
IP	In Progress	N/A	N/A
I	Incomplete	N/A	N/A
W	Withdrawal	N/A	N/A

In progress (IP) Grade

An "IP" (In Progress) grade is assigned to students who could not finish their Internship/Capstone within the same semester. In this case, the "IP" grade will be recorded on the student's transcript. Students are expected to finish the course requirements of the Internship/Capstone before the deadline agreed with the Supervisor and Registrar, otherwise, the "IP" grade will revert to "F". It is the student's responsibility to coordinate with their Supervisor to accomplish the Internship/Capstone requirements and meet the deadline.

Incomplete (I) Grade

Students who have requested for an incomplete exam due to mitigating circumstances beyond students control as prescribed in the Assessment Policy are awarded with (I) grade. The grade will be recorded in the student's transcript but will not be calculated to the cumulative GPA until the incomplete exam is completed.

Withdraw (W) Grade

When the student drops a course after the add/drop period and prior to the midterm exam period, student will be awarded with a (W) grade. The grade will be recorded in the student's transcript but will not be calculated in the cumulative GPA. Student must retake the course again to complete the course and credit hours successfully.

Withdraw with Failure (WF) Grade

When the student drops a course after the midterm exam period, student will be awarded with a (WF) grade. The grade will be recorded in the student's transcript and will be computed in the cumulative GPA. Student must retake the course again to complete the course and credit hours successfully.

Pass (P) Grade

The (P) grade is awarded to students who has successfully completed the preparatory courses. The grade and the credit hours attainment will be recorded in the student's transcript but will not be counted as part of the cumulative GPA.

Fail (F) Grade

The (F) grade is awarded to students not successfully completing a course. Students must retake the course again to complete the course successfully. The grade is recorded in the transcript of the student and calculated in the cumulative GPA except for remedial in the graduate program where the grade is not part of the cumulative GPA.

Dishonesty/ Cheating (XF)

The (XF) grade is awarded to students in case of any violation to the academic integrity such as cheating and plagiarism. The grade is recorded in the student's transcript and computed as part of the CGPA.

Grade Appeal

In an event when an unfair and incorrect grading is assigned, because of any inequitable, arbitrary, or erroneous manner supported with evidence, students have the right to apply for a grade appeal to any of the course assessments assigned as per the course syllabus. Students can apply for grade appeal due to the following reasons:

- » Miscalculation in the marks.
- » Applying an evaluation or grading system which was not included in the course syllabus.
- » Awarding of a grade on basis other than the performance of student during the course.
- » Evidence of discrimination or bias in grading.
- » Lack of consistent and fair grading

Students should not appeal if the justification is pertaining unsatisfactory of curriculum design, instructions, or due to violation of academic dishonesty, students may, instead, submit a grievance to the Student Life Office for such incidents.

Time Limits for Appeal

Grade appeals must be submitted through the Student's Learning Management System supported with a written statement and evidence within the permitted timeline after the publishing the final grade of the appealed course.

Appeal Record

Any appeal must be written, dated and addressed with the title "Academic Appeal." If a formal appeal is lodged with a faculty member, it must be lodged at all subsequent stages of appeal in its original form, while new statements can be incorporated at any time. Supporting evidence and statement are part of the appeal's permanent record and must be provided at each level of appeal. Students can be required to present their appeal in person, at the University's discretion.

Grade Appeal Committee

The grade appeal committee is responsible to ensure that the grade assigned to the student's work is neither incorrect nor unfair, as well as, is in compliance with the assigned and approved grading schemes – rubric that are shared with students via the course syllabus and student Portal The Grade Appeal Committee shall refer students to the Student Life Office if the grade appeal is associated with any type of discrimination or harassment. The Grade Appeal Committee shall process the appeal requests after the Grievance Committee resolution.

Grade Appeal Procedures:

Step 1: Informal grade appeal:

» Student must discuss the grade with the instructor in attempt to resolve the issue (maybe miscalculation, issue in grading system,)

Step 2: Formal grade appeal

» If it's not resolved, student login to their portal and file a grade appeal.

» Once the grade appeal is submitted, the course instructor will receive a notification in Academia system and enter his comments within (3 days) from the day of receiving the appeal application.

» Then the chair of department offering the course will receive the notification of the grade appeal submitted by the student along with the instructor comments, the chair of department enters his/her comments and make a decision within (3 days) from the day of receiving the decision of the instructor.

» Students and the course instructor will receive a notification on the final decision of the chair of department; if the grade appeal is approved by the chair of department, the instructor will process the grade change [should write and explain the reason why the grade has changed].

» If the grade appeal is rejected and the student disagree on the decision made by the chair of department, he/she can appeal to the dean [within 3 days from the day of the notification received from the chair of department]

» The dean will form an adhoc committee to review the case and the comments made by the instructor and chair of department and enter the committee's decision in the system within (3 days) from the day of receiving the appeal from the student.

» Students, instructor and chair of department will receive a notification on the decision made by the adhoc committee.

» If it is approved, the instructor will proceed with the grade change [should write and explain the reason why the grade has changed]

» If rejected, the grade appeal ends at the grade appeal ad hoc committee level.

Repeating Course

Students are permitted to repeat a course with a grade less than (D+) upon the approval of the College Dean and the availability of the course and seat. Students are not permitted to repeat the course at another institution or through Directed Study. In this case, the higher received grade will be posted on the student's CGPA.

If the student registered for a Free Elective and did not pass or the course was removed from the program study plan, the student may study another Free Elective, upon the approval of the College Dean.

Students who possess a scholarship or financial aid should visit the Student Life Office prior to deciding to repeat a course as the University will not cover the monetary expenses of the repetition of any course at the University.

Examination and Assessment

Each course is equipped with a syllabus that defines the course learning outcomes and maps out the course assessments designed to evaluate these outcomes. Faculty members are tasked with implementing course assessments that are appropriately challenging yet achievable, aimed at accurately gauging students' cognitive learning and reflecting the course learning outcomes. These course assessments, constructed to align with the instructional objectives, level, and nature of the course, serve as the primary direct measure of student learning.

Course Assessment Rubrics

All coursework assignments must be associated with grading rubrics. Faculty members must use analytical rubrics to rate the characteristics of student performance or product work against the course learning outcomes. The rubric embodies the actual course learning outcomes as performance criteria that resemble the course syllabus, connecting each graded coursework to specific course learning outcomes and program learning outcomes to obtain reliability and validity of measures.

Coursework Submission and Academic Integrity

Students are required to submit all coursework via the Learning Management System (LMS) and must certify that their submissions are the product of their own work. It is imperative that assignments are free from any generative AI or unacknowledged sources of similarity. Faculty members are responsible for verifying this requirement using the integrated Turnitin tool. In cases where student work is detected with generative AI or plagiarism, please refer to the academic integrity policy and procedure for further details.

In-term Examinations

All course assessments except the final exam are given during the course scheduled time. In case the faculty member decided to conduct exams outside the course schedule and timing, it is the responsibility of the

instructor and college to notify the students on the date, timing and venue of the exams.

Midterm Examinations

Midterm exams are scheduled during the seventh and eighth week of the semester. It is the responsibility of the faculty member to notify and announce to students the date of the midterm exam of a particular course and to assure appropriate administration of midterm exam as per the Examination Guidelines.

Lab Examinations

Computer-based courses examination is administered in the University labs adhering to the Examination Guidelines. Students must complete the lab examination with the University resources without any external and additional equipment and devices. The access of internet browser during the examination is prohibited, in case the student faces any technical issue, it is reported to the exam proctor for technical support.

Open Book Examinations

Open book exams are permitted following the process for determining eligibility by the faculty member and subsequently obtaining approval from the Chair/Program Director. Once approved, faculty are to communicate the guidelines to students and ensure promoting academic integrity while requiring students to cite the resources they use. This procedure ensures that open book exams are implemented effectively to encourage critical thinking, align with course objectives, and maintain academic integrity.

Assessments for Blended Learning

AUE faculty create comprehensive assessments covering the major assessments to be conducted in person on campus, such as the midterm and final examinations, and final projects, while non-major assessments are designated for virtual submission. Clear communication with students regarding assessment schedules and virtual platform usage is paramount. Faculty provide timely feedback on assessments, fostering student learning and continuous improvement while adherence to assessment procedures is enforced to maintain academic integrity.

Final Projects

Based on the level and nature of the course, the faculty may request students to submit a final project report either individually or in a group and present it in class. Prior the final project submission, students must adhere to the guidelines on the expected structure and outcome of the final project and presentation provided by the faculty member in the student portal. As part of the grading and assessment process, two or more examiners, involving internal and external juries, are invited by the faculty member to assess the student's project and presentation skills. Final Projects are conducted during the class timing and on the last week before the final exam period. If the faculty member chooses a different day and time from the course schedule, students must be notified on the date, time and venue of the final presentation.

Final Exams

All students are required to attend the final examination according to the schedule provided in the student portal. This examination is in addition to any other course assessments conducted during regular class sessions. Students are expected to follow the Examination Guidelines outlined in the Student Portal and Student Handbook when attending all examinations. All exams, including finals, are proctored and monitored to uphold exam security, academic integrity, and fairness. The following principles guide faculty members when administering final exams:

Final Exam Principles

- Final exams are conducted during the final exam period as outlined in the Academic Calendar. No coursework such as projects, assignments, or case studies should be assigned to students during the final exam period.
- The final examination schedule provided by the exam committee must be announced in the student's portal. Students will have a maximum of two exams scheduled for the same day; in case of more exams (three or more in a day), students have the right to approach their college dean and request to reschedule alternative dates.
- The Office of Student Life and Office of Counselling and Disability communicate and coordinate with the exam committee to accommodate special needs students during the examination period. Special needs students are allocated in different examination halls and adhere to the University's Examination Guidelines.
- All faculty members, including part-time faculty, are expected to be available during the final exam period. It is the responsibility of the college dean to assure that final exams are conducted and managed appropriately under proper proctoring protocols. The College must notify the exam committee in case of any special requirements needed during the final examination. The final exam committee allocates a sufficient number of proctors across all final exam halls and ensures the integrity of the examination process. All faculty members must post the grades within the defined timeline from the day of the examination.

Final Exams Permit

Only students who are registered in the course are eligible to sit for the final exams. Students who are dismissed from the course due to absences and holds financial dues are not permitted to sit for the final exam. University IDs must be presented by the permitted students to proof their identification and to sit for the final exam. Students are expected to be present at the final examination venue on time; late arrival students are strictly not allowed to enter the examination hall.

Emergency final exam

Faculty members must submit an emergency final exam that is different from the version given to students. The emergency exam must be sealed and kept with the College Dean.

Internal Assessment and Mark Moderation

The Institute's assessment and mark moderation process is an integral part of its overall assessment process. The Assessment Moderation is designed to ensure that all assessments are valid (measuring what they are supposed to measure), reliable (consistent in terms of quality), and in line with the students' academic journey. The assessment moderation phase is completed prior to administering the assessment. The following guiding principles shall be considered by faculty members:

Internal moderation of assessment coursework (pre-assessment) is applied to two major assessment coursework of all undergraduate and postgraduate courses, including mid-semester examinations and final examinations. The marking of assessment tasks is subject to post-assessment moderation, which is applied to the two major assessment coursework of all undergraduate and postgraduate courses.

The Assessment Moderation process is a multi-stage, collective effort between faculty members and the Department Chair/Program Director within a degree program. The Department Chair or Program Director must involve the teaching team of the moderate course in this process.

Dean's Office (Dean and Department Chair/Program Director) is responsible for the leadership and oversight of the assessment moderation process. This includes the allocation of moderators and the schedule of review of assessment tasks and marking. Well in advance of the mid-semester, the Program Director/Department Chair provides instructions to the faculty members on the allocated moderators and guidelines to revise assessment tasks for assigned courses. Ideally, moderators are more senior academics than examiners.

Assessing Effectiveness of Assessment and Mark Moderation

The University is dedicated to ensuring the effectiveness and transparency of the Assessment and Mark Moderation process. To uphold this commitment, the Quality Assurance and Assessment Unit annually evaluates the moderation process utilizing a comprehensive rubric to ensure thoroughness and impartiality, free from bias.

Incomplete Exam

Students who miss a final examination due to justifiable and documented reasons are entitled to request for a Incomplete examination. This process is guided by principles of transparency, fairness, and academic integrity.

The following guidelines govern the eligibility and administration of Incomplete examinations:

1. Students who are eligible to take an exam but fail to attend it will not be assigned a grade for that component until their case is reviewed.
2. Upon submission and approval of valid documentation, an Incomplete (I) grade will be temporarily recorded. The student will then be eligible to take a one-time Incomplete exam within one week following the conclusion of the final examination period.
3. It is the student's responsibility to submit all required documentation according to the timeline set by the Admissions and Registration Department (ARD).
4. Courses with an Incomplete (I) grade are temporarily excluded from CGPA calculations until resolved.
5. If the Incomplete (I) grade pertains to a prerequisite course, the student may not register for the subsequent course until a passing grade for the prerequisite is completed and updated.
6. Students cannot graduate with an Incomplete grade on their academic record.
7. If the student misses the exam, no additional grade can be given, and the student will receive(F) grade.
8. No additional Incomplete opportunity will be granted if the student misses the scheduled Incomplete examination.

Procedure Description

A. Accepted Reasons for Missing Examinations

The following reasons are considered acceptable, provided that proper attested supporting documents are submitted:

1. Attested medical leave, in compliance with MOHAP requirements, covering the exam date.

2. Involvement in a road accident on the way to the exam.
3. Death of a first-degree relative within seven days before the exam date.
4. Death of a second-degree relative within three days before the exam date.
5. Service in a national mission or university-mandated activity on the day of the exam.

B. Incomplete Request Process

1. Students must submit their request in the student portal within seven (7) days from the missed examination date.
2. The request must include:
 - a. A completed request form at portal.
 - b. Officially attested documents supporting the claim.
3. Requests are reviewed and require approval from:
 - a. The course instructor.
 - b. The Department Chair or Program Director.
 - c. The College Dean.
4. Final decisions must be made within two (2) days of submission.
5. Approved students will be scheduled to take the Incomplete examination accordingly.
6. If the request is rejected, the ARD will assign a grade of zero for the missed component.

Incomplete Examination Administration

A. Schedule

1. Incomplete examinations are scheduled and administered by the Examination Committee.
2. The ARD will notify students via the portal regarding the date, time, and location of their scheduled exams.
3. Students are responsible for checking their university email for this information.

B. Examination Materials

1. The Dean and Department Chair/Program Director are responsible for ensuring the availability and completeness of Incomplete exam materials.
2. Faculty must submit at least two versions of the examination papers per course, one to be used for the Incomplete exam.

Grading of Incomplete Examinations

1. An exam grade of zero (0) will be recorded in the following cases:
 - The student fails to attend or complete the scheduled Incomplete exam.
 - The student misses the deadline for submitting the request.
 - The request is rejected or disapproved.
2. For approved and completed Incomplete exams, faculty members must:
 - Record and encode the accurate examination grade.
 - Submit the grades within the published grading timeline.

Incomplete Examination Fee

1. A fee of AED 250 is applied per approved Incomplete final examination.
2. Students must settle the required fee in advance to sit for the Incomplete exam.
3. The colleges must be notified upon the settlement of the fee.

Credit Hour Policy

Definition: Credit hour is defined as the amount of work represented in the intended learning outcomes and verified by evidence the student achievement.

The University definition of a credit hour is adhered to the articulated definition in the CAA Standards, Annex 23, considering minimum of 50 minutes as the recognized length of a classroom, one semester credit hour for both undergraduate and graduate courses. Students are awarded with academic credits upon successful completion of course requirements, assessments, and fulfillment of the course learning outcomes.

Course Designation for Undergraduate Courses

00 level courses: Non-credit bearing courses, the 00 code is designated to the preparatory courses for which students are registered during the first semester in the University as a result of the placement test.

100 level courses: Lower-division courses, the 100 code is designated to courses that are designed to present the fundamental information, knowledge and introductory level of skills and techniques are

200 level courses: Intermediate level course which usually have 100 level courses as a prerequisite.

300 and 400 level courses: Mix of core and specialization courses that provide more in-depth study beyond the introductory level courses, usually the 400 level courses are primarily for seniors and emphasizes more on the field of specialization.

Course Designation for Graduate Courses

500 Level Courses: Non-credit bearing courses (Bridging courses) that are more rigorous than undergraduate courses. Courses that are designed to present an adequate background on the intended field prior enrollment to the program.

600 Level Courses: Advanced master-level courses that require students to coherently synthesis the knowledge, concepts, and methodologies of the intended field, as well as, reflect a higher level of critical thinking to analyze high-level of complex issues, and develop innovative solutions and proposals and necessitate more intellectual rigor.

Lecture Courses: Courses that emphasize concepts, discussion, ideas, and principles. One regular semester credit equals a minimum of 50 minutes teaching in a class per week for a semester of fifteen weeks or longer, including one week of examination. Students are expected to spend a minimum of 100 minutes per week of independent learning outside the class hours.

Independent Study: Courses in which students are permitted to study in a considerable depth beyond the scope of a regular course. It also conforms to the standard of minimum 50 minutes teaching in a class per week for a semester of fifteen weeks or longer, including one week of examination. A student with directed study is expected to spend a minimum of 100 minutes per week of directed learning outside the class hours.

Laboratory and Studio-based: Courses that focus on practical application on which the major focus is on hands-on practices for supporting the students learning experience. One semester credit for laboratory and studio-based course is given for a minimum of 100 minutes practical teaching in a lab or studio per week for a semester of fifteen weeks or longer, including one week of examination. Students are expected to spend minimum of 200 minutes per week of independent hands-on work outside the class hours.

Internship: Course that encourages students to learn independently to develop and apply job-related or practical skills in a relevant discipline. One semester credit in the Internship course is equivalent to 60 working hours throughout the semester for both graduate and undergraduate internship courses. Internship courses with 3 credit hours, must have a total of 180 working hours, and Internship courses with 6 credit hours, are expected to have a total of 360 working hours throughout the semester

Thesis: Students working on independent projects also conform to the standard minimum of 50 minutes of student work per credit hour, per week, throughout the semester of fifteen weeks or longer.

Summer Credit Hour Assignment

Courses offered during summer semester are twice as intensive as those in regular semesters (Fall and Spring). Students are expected to spend 400 minutes per week in a class throughout the summer semester, including two days of examination and 800 minutes per week of independent learning outside the classroom hours.

Academic Progress

Students attending the American University in the Emirates are expected to maintain a Satisfactory Academic Progress (SAP) as they are moving toward completing their degree. Satisfactory Academic Standing is defined as a minimum of cumulative GPA for undergraduate students that need to maintain, and the timely completion of the program requirements.

The University measures the Satisfactory Academic Progress of students based on qualitative standard which denotes to the Cumulative Grade Point Average (CGPA) of students; and quantitative standard that consists of the maximum timeframe that student is allowed to complete the degree requirements, and the minimum credit hours to be enrolled and earned per semester.

Maximum timeframe:

Full-time and part-time students are expected to complete their bachelor's and master's degrees' requirements within 150% of the credit hours length of their programs, the equivalent of 6 years for bachelor program or 3 years for master programs.

Minor and double majors

Students who intend to pursue minors and/or double majors shall adhere to the maximum timeframe of primary program length (150% of the credit hours length) in addition to the 150% of double degree and/or minor credit hours length.

Academic Warnings

Students shall be placed in academic probation if the minimum Cumulative Grade Point Average (CGPA) is not achieved. Students shall receive academic warning as an alert of the potential consequences and necessity to improve their academic standing.

» Undergraduate students earned 30 credit hours or above, with a Cumulative Grade Point Average (CGPA) less than 2.00 will be placed in an Academic Probation.

» Graduate students with a Cumulative Grade Point Average (CGPA) less than 3.00 will be placed in an Academic Probation.

Students who are not making Satisfactory Academic Progress are limited to a maximum credit hours enrollment per semester. They are expected to seek assistance from the University and perform upon the advice of the academic advisor and the designated department and office in charge of providing support to students who are at academic risk. Advice may include and not limited to conditions on the enrolment in certain courses, repetition of courses with low grades, mandatory extra classes.

All University grants, scholarships and financial aid shall be revoked for students on probation (unless the grant/scholarship explicitly specified otherwise).

If the minimum Cumulative Grade Point Average (CGPA) of the student reaches the acceptable standard, the student will return to good standing in the next semester of enrolment.

Dismissal

Students who fail to meet the academic progress requirements and who fail to meet the minimum expectations of the academic program criteria shall be dismissed from the program. Students shall receive a dismissal letter expressing the reasons for the decision in the subsequent regular semester (summer semesters are not considered).

Undergraduate students on academic probation who earned 75% of the program credit hours or above shall not be dismissed from the program, however, they can graduate only if the program graduation requirements are fulfilled.

Graduate students who have been probationary Admitted are enrolled for one semester with limited credit hours until the minimum cumulative grade point average (CGPA) 3.0 is achieved, otherwise, they will be dismissed from their program of study. (Please see Graduate Admission Policy).

Graduate students with Cumulative Grade Point Average (CGPA) less than 3.0, cannot graduate unless program graduation requirements are fulfilled.

Transient student

AUE undergraduate students may choose to undertake courses at other UAE universities or abroad to complete their courses, abiding by the following conditions:

a. The student should justify the reason for taking the course outside AUE to the Academic Advisor, Program Director, College Dean and the Registrar and explain whether:

- The student is graduating.
- The University is not offering the said course.
- Graduation plan of the student is affected.

b. Students should submit the duly approved Transient Student Form, upon approval from the VPAA, College Dean, Program Director, Academic Advisor and the Registrar for taking the course outside AUE.

c. The VPAA, College Dean, Program Director, Academic Advisor and the Registrar should ensure that the proposed university in which the course is taken, whether in the UAE or abroad (Universities approved by the Ministry of Education - Higher Education Affairs (MOE) or the Universities that AUE has a partnership with, are duly approved by AUE.

d. The number of total credits per regular semester (Fall and Spring), including Summer semester should not exceed 18 credit hours from the total credits of the program they are enrolled in.

e. Total credit hours to be taken during the Summer term should not exceed six credits.

f. The Internship/Capstone /Practicum Courses are not allowed to be taken outside AUE.

g. An extra load of only three credits can be added during the Fall/Spring semesters, totaling 21 credit hours and subject to the following conditions:

- Students are graduating.
- CGPA of 3.6 and above.

h. The learning outcomes and the syllabi of the courses taken at any other university should match an appropriate manner with the one offered by the AUE.

i. The student should obtain prior approval and an official letter from the Registrar, should they decide to take any courses outside the University.

j. The student should submit a letter of acceptance, duly stamped from the host university, with the official syllabi to registration within a week of approval of the student's application.

k. Students should earn a minimum Grade of "C" for the courses to be considered.

l. The chosen course should not be a repeated course.

m. The student must provide the official transcript for the course in order to receive credit.

n. The student is in no case allowed to exceed the number of credit hours as stipulated above by simultaneously taking the courses in both host and home university

Student Attendance

Students are expected to attend punctually all their classes, lectures, and lab sessions as described in each course syllabus. Students must be aware that excessive absences and tardiness with or without excuses shall affect their class performance. Students bear the responsibility of familiarizing themselves with the class attendance requirements.

Students are required to attend all scheduled class periods, including make-up classes. The university values attendance as an essential component of the learning process, and absences are tallied from the outset of the semester. Timely attendance is emphasized, and students are expected to arrive on time for each class. It is the responsibility of the instructor to outline the attendance policy, including tardiness, and to provide guidelines for evaluating class participation in the course syllabus.

Student-Athletes Attendance:

At the discretion of the Enrolment Management and Student Services Division, absences resulting from participation in AUE sports tournaments may be exempt from a student's total absence count. The determination of whether a tournament warrants official excused absence status is made by the Vice President of Enrolment Management and Student Services in consultation with the Athletics Coordinator. Typically accepted tournaments include AUE tournaments, overseas competitions, and U.A.E. Federation Tournaments.

Student-athletes are responsible for promptly notifying their instructors when they anticipate missing a class due to an approved athletic competition. Athletes who surpass the maximum allowable class hours per semester may qualify for excused absences on the condition that they attend tutoring sessions provided by the Advising and Student Success Office to compensate for missed hours. This ensures that students can maintain academic progress while participating in official sports tournaments.

Freshmen Student Attendance:

Freshmen students encountering medical challenges, psychological distress, or work commitments that prevent attendance at scheduled classes and result in surpassing the maximum allowable class hours per semester may be eligible for excused absences. However, this is contingent upon their attendance at makeup tutoring sessions provided by the Advising and Student Success Office.

Attendance Warning

Attendance is mandatory for all courses. Class participation takes place when the student actively interacts with the instructor and/or other students through discussion or written assignments. Students with poor attendance records will receive three levels of attendance warnings, if student absences exceed the allowed maximum class hours per semester, students shall receive an "FA" or "Failed due to Absence" grade for that course.

An exemption of defined provision of absences shall be permitted subject to the documented evidence of legitimate excuse.

Students are required to notify their instructors in advance whenever possible if they expect to be late or absent from class. In all instances, students must be prepared to provide documentation when requesting excused absences, directed to their course instructor, academic advisor, department chair, and college dean.

It is imperative to understand that absence from class does not excuse students from completing assigned work. However, students who miss an in-class obligation, such as an exam or presentation, due to an excused absence, will not be subject to penalties. Instructors have the discretion to offer makeup tests or arrange alternative presentation times as necessary.

Absences Thresholds and Notification

The University determines the number of contact hours per week for each course based on the course's credit hours and the course's structure, which may vary depending on whether the course includes theoretical, practical (lab or studio), or a combination of the two components. Additionally, the weekly contact hours vary according to regular semester (Fall and Spring) and intensive term (Summers). Please refer to the Credit Hour Policy for additional information on course contact hours.

Students should keep in mind that the attendance threshold percent calculation varies per course's weekly contact hours.

First Attendance Warning: When a student misses 10% of the total class contact hours, he or she receives the first attendance warning in an enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal.

Second Attendance Warning: When a student misses 20% of the total class contact hours, he or she receives the second attendance warning in an enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal.

Third Attendance Warning: When a student misses 25% of the total class contact hours, he or she receives the third attendance warning in an enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal.

Dismissal from the course: When a student exceeds 25% of absences of the total class contact hours, he or

she will be dismissed from the enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal. Furthermore, the student receives an "FA" "Failed due to Absence" grade in that course. The grade shall be recorded in the student transcript.

When a student is dismissed from a course, he or she will no longer be able to attend lectures or access course learning materials, assignments, or any coursework assigned by the faculty member.

Authorized Excuses

Students may submit an authorized excuse for absences up to 5% (in addition to the permissible absence level defined in this procedure) of the course's total class contact hours. Students may submit an authorized excuse for the following circumstances: (1) Emergency Illness supported by Dubai Health Authority sick leave; (2) Road Accident supported by police report. (3) Death of a close relative supported by a death certificate; and (4) Official/Governmental Mission.

After absences, students must submit an authorized excuse (excuse submission shall not exceed one week). Students are advised to keep the course faculty member informed of any anticipated impediments to attendance.

Submission of Authorized Excuses

- a) Through the student portal services, the student should submit an "attendance excuse request" identifying the dates of absences and attaching a copy of the supporting documents.
- b) The request will be considered and approved or denied by the course faculty member.
- c) If the request is approved, the student will receive an email notification and his attendance records will be adjusted accordingly.

The Admission and Registration Department will also be notified once the request is approved.

Directed Study

Under exceptional circumstances, the University may facilitate directed study courses for graduating undergraduate students. This option enables students to collaborate individually with a faculty member to earn credits for a course not available during a particular semester. Directed study opportunities are limited to one course per student's program and are exclusively available for undergraduate studies.

Eligibility for Directed Study

Undergraduate students in their final academic year or last semester may be eligible for directed study under specific conditions. This provision is primarily for major courses not offered in the current semester, ensuring students can graduate on time. Detailed eligibility criteria and conditions are outlined in the Directed Study Procedure.

University Discretion

The University has the discretion to assist the student in these circumstances. However, it is not obligatory. The university may choose from the following options:

- Deferred offering: Allow the student to wait and enroll in the required course when it is offered in a subsequent semester.
- Provide a substitute course that meets the same academic requirements.
- The student is offered a directed study course contingent on the availability of resources.

Ground for Offering Directed Study

The university recognizes that it may be difficult for a graduating undergraduate student to fulfil degree requirements if certain courses are not offered during their final academic year or semester. In such instances, the university offers a directed study for the following reasons:

Graduating Status: The student must be in their last academic year or final semester of their undergraduate program.

Course Availability: The course that the student needs to graduate is not being offered in that particular semester.

Class Standing

Class standing refers to the academic level determined by the number of credit hours completed. The below table summarizes the earned credit hours equivalent to each class:

CREDIT HOURS	CLASS STANDING
Less than 30.00 Credit Hours	Freshman
30.00 – 59.99 Credit Hours	Sophomore
60.00 – 89.99 Credits Hours	Junior
90.00 and more Credit Hours	Senior

Graduation Honor

Recognition of academic Honors at graduation is an important aspect of the commencement exercise. Students at AUE are granted Latin Honors as described in the below table and wear “Honor Sashes” as a kind of appreciation to their academic achievement.

HONOR	CGPA
Summa Cum-Laude	3.90 – 4.0
Magna Cum-Laude	3.70 – 3.89
Cum-Laude	3.50– 3.69

Degree Completion and Graduation Requirements

Students are awarded with a Master, doctorate or Bachelor degree from the University, upon the completion of the prescribed credit hours and courses of a particular program and meeting the minimum Cumulative Grade Point Average. Degrees are awarded to undergraduate/Graduate students at the end of each semester, fall, spring and summer upon meeting successfully the outlined requirements.

The number of credit hours earned depend on the program. Undergraduate and Graduate students are expected to complete their degree requirements within 150% of the total credit hours of the program bounded by a time limit articulated in the procedures. The full-time undergraduate student credit load is between 12 and 18 credits per regular semester. Students undertaking less than 12 credits per regular semester are considered studying as part-time.

Degree Completion Requirements

For undergraduate degree completion, undergraduate students must satisfy the following requirements:

1. Earn a minimum CGPA of 2.00 on a scale of 4.00.
2. Successfully complete all courses as described in the study plan.
3. The Degree Completion requirements must be met within the timeframe of the program.
4. Transfer students must successfully earn a minimum of 50% of the course credits for the program at AUE.

For graduate degree completion, graduate students must satisfy the following requirements

1. Successfully Complete all courses as per the program study plan.
2. Successfully Complete a minimum of a 75% of the course credits for the program at AUE
3. Successfully Complete the “Thesis” component
4. Ful fill the Credit hours requirement of the academic program.
5. Earn a minimum CGPA of 3.00out of 4.00 by the end of the last semester.

Upon the completion of the degree requirements, the University Registrar initiate the final clearance process, Students are required to follow the below process before receiving their graduation certificate:

- 1- Student should Log-in to the students' portal and apply for the final clearance
- 2- Complete the online exit-survey
- 3- The final clearance request will go to the below units/departments for their review and confirmation as per the following order:
 - a- Office of Students Life
 - b- Academic Advisor
 - c- Department chair
 - d- Library
 - e- Facility Management Department
 - f- Alumni Office
 - g- Financial Affairs Department
 - h- Admission and Registration Department
- 4- Student needs to communicate with the financial affairs department to pay the graduation fees and clear all financial dues
- 5- Once the online clearance request reaches to the admission and registration department, the University Registrar updates the record of student in the University Information System and changes the status from "Enrolled" to "Graduated"
- 6- The University Registrar will prepare the attested graduation certificate along with academic transcript

Graduation

Once the Graduation Ceremony is announced, all students who are eligible to attend the commencement exercise will be notified by email and phone to visit the Registration Department, complete the "Graduation Application Form", pay the Graduation fees and all other requirements, such as, gown measurements and yearbook photograph. However, students must respect the deadline to submit their application for processing.

Financial Support

Overview

The University offers students financial support in the form of scholarships, grants, and financial aid subject to eligibility and availability per semester. The allocation of financial support is centrally coordinated via the Office of Student Life that is subject to a bi-annual audit to ensure compliance with the internally approved eligibility criteria for awarding the various forms of financial support as well as ensuring that this allocation is made in an equitable, transparent, and consistent manner. The University reserves the right to amend the categories of financial support offered and the eligibility criteria as well as revoke financial support in cases of violations of any of the University policies.

The University offers financial support in the following categories:

1. **AUE Scholarship:** AUE offers full academic scholarships to eligible students at the undergraduate and graduate levels.
2. **High School Merit Scholarship:** AUE offers the High School Merit Scholarship to academically qualified applicants with a specific high school average for a period outlined in the procedures of consecutive semesters. Eligible students are required to maintain a specific minimum CGPA outlined in the procedures in order to continue availing the Scholarship.
3. **University Merit Scholarship:** AUE offers the AUE University Merit Scholarship to students who achieve and maintain a particular CGPA after the completion of a minimum number of credit hours as outlined in the procedures.
4. **Athletic Scholarship:** AUE offers Athletic Scholarships to students who demonstrate exceptional athletic abilities and are registered athletes on an AUE athletic team.
5. **Corporate and Government Grants:** AUE offers partial grants of varying percentages as per agreements signed with various entities in the public and private sectors.
6. **Financial Aid:** AUE offers partial grants to highly qualified undergraduate students with demonstrated financial need. Award amount depends on demonstrated financial need and academic qualifications.

Financial Support Catalogue

The Financial Support Catalogue below applies to all new freshmen undergraduate and graduate students enrolled to begin their academic career with AUE during the 2022-2023 academic year.

The Financial Support Catalogue is separated into three main categories:

1. Privilege Cards and Government Grants
2. University Scholarships and Grants
3. University Aid

Undergraduate Financial Support Catalogue

Funding Type	Description	Amount	CGPA	Combinability
ADNOC – Mazaya	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current employee or family member	20%	2.6+	ADNOC Employee and their family member must one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> ADNOC ID <input type="checkbox"/> Access of ADNOC Offer Application <input type="checkbox"/> ADNOC Pioneer ID <input type="checkbox"/> ADNC Offers Car & Family Members <input type="checkbox"/> ADNOC Strategic Partner <input type="checkbox"/> Fertit Borouge
GDRFA (General Directorate of Residency and Foreigners Affairs, Dubai)	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current or retired employee; OR <input type="checkbox"/> Have parents, or spouse who are a current or retired employee	30%	3.0+	None
AI Saada Card	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current employees of General Directorate of Residency and Foreigners Affairs (Dubai)	30%	3.0+	None
Dubai Police	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current or retired employee OR <input type="checkbox"/> Have a mother, father, husband or wife who is a current or retired employee	20%	2.6+	None
Dubai Civil Defense	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current Employee	20%	2.6+	None

Esaad Card	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Valid Esaad card in student's name OR <input type="checkbox"/> Have an eligible family member as listed on the back of a valid Esaad card	20%	3.0+	None
Fazaa Card	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Valid FAZAA card in student's name	20%	3.0+	None
Government Employee	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current UAE government employee	15%	3.0+	Can be combined with one of the following <input type="checkbox"/> Family Grant <input type="checkbox"/> Financial Aid <input type="checkbox"/> High School <input type="checkbox"/> University Merit
Dubai Corporation for Ambulance Services	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Employees of Dubai Ambulance	20%	3.0+	None
DEWA Grant (Dubai Electricity and Water Authority)	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current employee	15%	3.0+	None

Undergraduate (Bachelor's) Grants & Scholarships

Grant Type	Description	Amount	CGPA	Combinability
Athletic Scholarship	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Registered athletes on an AUE team <input type="checkbox"/> Nominated by Athletic Officer	1st team: 30% Sub: 25%	2.6+	None

Family Grant	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Two or more registered immediate family members (siblings, parents, spouse, children) <input type="checkbox"/> Registered in courses simultaneously	10% per family member	3.0+	Can be combined with one of the following <input type="checkbox"/> High School Merit <input type="checkbox"/> Government (15%) <input type="checkbox"/> University Merit <input type="checkbox"/> Financial Aid
High School Merit Scholarship	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Final high school average of 85 or higher <input type="checkbox"/> High school graduates within two years of enrolling at AUE <input type="checkbox"/> Granted for first four consecutive semesters of study	HS Average: 95+: 20% 90 – 94.9: 15% 85 – 89.9: 10%	3.0+	Can be combined with one of the following <input type="checkbox"/> Family Grant <input type="checkbox"/> Financial Aid <input type="checkbox"/> Government (15%) <input type="checkbox"/> University Merit
University Merit Scholarship	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Min. CGPA of 3.6 <input type="checkbox"/> Min. 45 credit hours completed	CGPA 3.89 – 4.0: 15% CGPA 3.60 – 3.89: 10%	3.6+	Can be combined with one of the below <input type="checkbox"/> Family Grant <input type="checkbox"/> Financial Aid <input type="checkbox"/> High School Merit <input type="checkbox"/> Government (15%)
Undergraduate (Bachelor's) University Aid				
Funding Type	Description	Amount	CGPA	Combinability

Financial Aid	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Extreme financial hardship Must apply through student portal	To be decided	3.0+	Can be combined with one of the below <input type="checkbox"/> Family Grant <input type="checkbox"/> High School Merit <input type="checkbox"/> Government (15%) <input type="checkbox"/> University Merit
----------------------	---	---------------	------	--

Additional Notes – Undergraduate

Financial aid applications are reviewed by the university’s Financial Aid Committee. Please note that decisions are made based on the committee’s evaluation of each application and supporting documents.

Students will be notified of the status and outcome of their application through the Student Life Office and the Community Engagement Department.

Graduate Financial Support Catalogue

Graduate – Master’s Degree				
Starting Fall 2021-2022				
Funding Type	Description	Amount	Min, CGPA	Notes
ADNOC	<input type="checkbox"/> Graduate students <input type="checkbox"/> Current employee or family member <input type="checkbox"/> All programs	20%	3.0+	ADNOC employees and their family members must one of the following: <input type="checkbox"/> ADNOC ID <input type="checkbox"/> Access of ADNOC offer application <input type="checkbox"/> ADNOC Pioneer ID <input type="checkbox"/> ADNOC offers car & family members <input type="checkbox"/> ADNOC strategic partner <input type="checkbox"/> Fertil Borouge
AUE Alumni Scholarship	<input type="checkbox"/> Graduate students <input type="checkbox"/> AUE Alumni - graduated from an AUE undergraduate (Bachelor’s) program	30%	3.25+	
DEWA Grant (Dubai Electricity and Water Authority)	<input type="checkbox"/> Graduate students <input type="checkbox"/> Current employees	15%	3.25+	

Graduate – Master’s Degree				
Starting Fall 2021-2022				
Funding Type	Description	Amount	Min, CGPA	Notes
Dubai Corporation for Ambulance Services	<input type="checkbox"/> Graduate students <input type="checkbox"/> Current employees	20%	3.25+	
Dubai Police Grant	<input type="checkbox"/> Graduate students <input type="checkbox"/> Current or retired employees; OR <input type="checkbox"/> Have a parent or spouse who is a current or retired employee.	20%	3.0+	Proof of family relation*
Esaad Card Grant	<input type="checkbox"/> Graduate students <input type="checkbox"/> Valid Esaad card in their name OR Have an eligible family member as listed on the back of a valid Esaad card	20%	3.25+	Proof of family relation*
Dubai Civil Defense	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Current Employee	20%	3.0+	None
Government Employee Grant	<input type="checkbox"/> Graduate students <input type="checkbox"/> Current UAE government employee	20%	3.25+	
GDRFA Dubai Grant (General Directorate of Residency and Foreigners Affairs, Dubai)	<input type="checkbox"/> Graduate students <input type="checkbox"/> Current or retired employees; OR <input type="checkbox"/> Have a mother, father, husband or wife who is a current or retired employee	20%	3.25+	Proof of family relation*

Additional Notes – Graduate

All types of financial aid, including grants and scholarships applies exclusively on regular semesters (Fall and Spring) only. Summer semesters are excluded.

Financial Information

Tuition and Fees

College	Program	Estimated Fees (AED)
College of Business Administration	Bachelor of Business Administration Concentration in Business Management	223,824
	Bachelor of Business Administration Concentration in Accounting	223,824
	Bachelor of Business Administration concentration in Finance	223,824
	Bachelor of Business Administration concentration in Insurance and Risk Management	223,824
	Bachelor of Business Administration concentration in Hospital and Healthcare Management	223,824
	Bachelor of Business Administration concentration in E-commerce and Marketing	223,824
	Bachelor of Business Administration concentration in Human Resource Management	223,824
	Bachelor of Business Administration concentration in Logistics and Supply Chain Management	228,906
College of Media and Mass Communication	Bachelor of Arts in Media and Mass Communication concentration in International Relations	222,626
	Bachelor of Arts in Media and Mass Communication concentration in Public Relations	222,626
	Bachelor of Arts in Media and Mass Communication concentration in Radio and Television	222,626
	Bachelor of Arts in Media and Mass Communication concentration in Integrated Marketing Communication	222,626
	Bachelor of Public Relations	239,136
College of Engineering and Technology	Bachelor of Computer Science concentration in Digital Forensics	247,281
	Bachelor of Computer Science concentration in Network Security	247,281
	Bachelor of Science in Information Technology Management	247,281
	Bachelor of Science in Cybersecurity Engineering	-
	Bachelor of Science in Mechatronics Engineering	-

College of Design	Bachelor of Science in Design – Digital Animation	250,321
	Bachelor of Science in Design – Fashion Design	249,881
	Bachelor of Science in Design – Graphic Design	250,321
	Bachelor of Science in Design – Interior Design	250,321
College Of Health Sciences	Bachelor of Science in Nursing	-
	Bachelor of Science in Physiotherapy	-
College of Security and Global Studies	Bachelor of Arts in Security and Strategic Studies concentration in Crisis Management	260,097
	Bachelor of Arts in Security and Strategic Studies concentration in Disaster Management	260,097
	Bachelor of Arts in Security and Strategic Studies concentration in Emergency Management	260,097
	Bachelor of Arts in Security and Strategic Studies concentration in Risk Management	260,097
College of Law	Bachelor of Law	241,900
College of Education	Bachelor of Education concentration in Special Education	264,455

College	Program	Estimated Fees (AED)
College of Business Administration	Master of Business Administration	116,550
	Master of Sports Management	127,941
	Master of Science in Business Intelligent	-
	Doctorate in Business Administration	-
College of Security and Global Studies	Master in Security Studies and Information Analysis	137,358
	Master of Arts in Diplomacy	139,323
	Master of Arts in Security and Strategic Studies	137,358
	Ph.D. in Security and Global Studies	-
College of Engineering and Technology	Master of Knowledge Management	-
	Master of Science in AI and Data Science	-
College of Law	Professional Master in Sports Law	137,414
	Master in Criminal Sciences	143,379
	Master in Arbitration	142,628
	Master in Intellectual Property	142,628
College of Design	Master of Architecture	-
College of Education	Master of Education	-
	Postgraduate Diploma in Education	-

Students Services Fees (Non-Refundable)

Services	Fees	
	AED	USD
Admission Fees - Graduate Degrees (Including ID & Application Fees)	3,150	858
Admission Fees - Graduate Degrees (Visiting Students)	1,050	286
Late Registration Fees	1,575	429
Graduation Fee (To be paid upon final clearance application)	2,100	572
Internet & Lab Fees (Per Regular Semester)	525	143
Internet & Lab Fees (In Summer Semester)	197	54
Replacement ID Fees	210	58
External Transfer Fee (Per Course)	525	143
Official Transcript	315	86
Graduation Certificate Fee	683	187
Attested Graduation Certificate Fee	315	86
Official Letter Request	79	22
Fee Quotations	79	22
Student Lockers (Per Semester)	158	44
Visa Processing Fee (Inside UAE)	4,200	1144
Visa Processing Fee (Outside UAE)	3,675	1001
Health Insurance	TBD	TBD
Emirates I.D.	189	52
Visa Processing - Medical Test	420	115
Passport Deposit / Security Fee	5,500	1,498
Visa Renewal Fee	1,050	286
Visa Cancellation Fee - Inside UAE	525	143
Visa Cancellation Fee - Outside UAE	788	215
Penalty for bouncing cheque	525	143
Cheque Postponement Fees	263	72
Health Care Services (Per Semester)	126	35
Health Care Services (in Summer Semester)	63	17
Change Major/College Fees	210	58
Course Syllabus (Printed & Stamped)	210	58

*Graduation Certificate Fees, Attested Graduation Certificate Fees and Official transcript are combining Graduation documents (AED 1312.50)

Payments Plan

AUE students are expected to pay their tuition fees and other service charges related to attending Bachelor courses at American University in the Emirates before the beginning of each semester/term. All outstanding balances must be cleared prior the final exams.

Students may settle their outstanding balances by visiting the Financial Affairs Department on campus and make direct cash payment, checks(current and post-dated) or credit cards. They can also access the student's portal and pay the pending dues online, or deposit the outstanding balance through a bank transfer directly to the University bank account.

AUE offers flexible payment plan, which applies to all students and published in all University publications.

The following plan options are available:

Enrolled Self-Sponsored Students (Undergraduate students):

Enrolled students at AUE must choose one of the following payment options and finalize the arrangements with the Financial Affairs Department:

Option 1: Full Payment (Payment should be made on the first day of registration) by cash/ credit card/current dated check

Option 2: 50% down payment for the total tuition fees should be made on the same day of registration, the second 50% must be done by two months postdated check (checks need to be dated on the 5th of the due month).

Option 3: 60% down payment of the total tuition fees should be made on the same day of registration; the equal second and the third installments (20% each) should be made by two months and three months post-dated checks respectively. (checks need to be dated the 5th of the due month).

Enrolled Self-Sponsored Students (Graduate Students):

Option 1: Full Payment (Payment should be made on the first day of registration) by cash/ credit card/current dated check

Option 2: 33% down payment for the total tuition fees should be made on the same day of registration, the second 33% and the third instalments 34% should be made by one month and two months postdated checks respectively. (checks need to be dated on the 5th of the due month).

In the case of bounced checks from the bank, there will be a penalty of AED 525 per check. The check date cannot be changed later.

Enrolled Sponsored Students:

Students who are sponsored by governmental, semi-governmental and private entities, should submit a sponsorship letter along with the registration form indicating that the sponsor organization will bear all student's financial liabilities, upon receipt of the invoice from AUE Financial Affairs Department.

Refund Policy

Students are eligible for only tuition fees refund after the add/drop period within the time frame stipulated. Admission and service fees are non-refundable.

It is the student responsibility to apply for the course withdrawal and abide by the refund below calendar.

100% REFUND OF COURSE FEE	Withdrawal from a course within seven days after the last day of add/drop
75% REFUND OF COURSE FEE	Withdrawal from a course within 14 days after the last day of add/drop period
25% REFUND OF COURSE FEE	Withdrawal from a course within 28 days after the last day of add/drop period
0% REFUND	Withdrawal from a course over 28 days after add/drop period

All the refunded fees are credited in the student's account; cash reimbursement can occur only when students are withdrawing from the University or graduating.

Adjustments of charges

All tuition and service fees by American University in the Emirates are approved by the University Council. AUE reviews its tuition and service fees annually and may recommend and amend an increase of maximum limit 10% on the tuition and service fees to existing students in accordance with the Terms and Conditions contract (signed by all students). Changes in tuition and service fees are effective in the Fall semesters of every year. All tuition and service fees are listed in the University website and Catalogs. AUE reserves the right to include additional fees to existing students to meet certain higher education needs and expectations.

Student Life

On-Campus Services

AUE provides a broad selection of services and facilities to students. AUE has well-resourced facilities designed to create a welcoming environment that allow students to be engaged smoothly in the university life.

Student Residence

AUE facilitates student accommodation via a trusted third-party provider. AUE students may approach the Student Life and Community Engagement Office for information related to the student residence via the third-party provider.

Recreational Facilities

AUE students have access to recreational facilities that engage students in common activities such as video games and other entertainment activities. The recreational area is available to all AUE students on the ground floor of block 6.

Immigration and Visa Services

AUE provides its students with UAE residence visa's that are valid for one year and renewable upon request. Upon admission and registration for a minimum of 3 credit-bearing courses students who require a visa apply by filling the relevant forms at the Protocol and Public Relations Department located on the second floor and proceed to make the necessary payments.

Lost and Found

The University shall not be liable for any unattended personal belonging on University premises, and any loss, including theft or damage, under any circumstances. The Facilities Management Department has a dedicated office to handle and preserve the lost items for a specific period and retrieve it to the rightful owner. The University shall announce to the University community of the lost and found items.

Valuable Items: Items found such as cash, jewelries, keys, appliances, and others are identified valuable items and are subject to disposal according to the outline guidelines.

Identification and Bank Documents: Items found such as emirates ID, passport, debit card, credit card and other vital documentations are subject to disposal according to the outline guidelines.

Non-Valuable Items: Items found such as papers, notebooks, clothes, and other items are subject to disposal according to the lost and found procedure.

Bookstore

The AUE bookstore located on the ground floor offers students all the required resources for their coursework including textbooks, books, and other print material.

Library

The AUE library located on the ground floor provides students, faculty and staff with access to textbooks, books, and other resources in print and electronic format. Additionally, the library provides students with access to computers and study rooms that provide a quiet and productive learning environment.

Copy Center

The AUE copy center located on the ground floor serves the printing, documentation, and lamination needs of students, staff, and faculty members.

Laboratories

AUE students have access to computer laboratories equipped with the programs and software that are required for their coursework for experimental learning purposes. Students are encouraged to have hands on experience through practicing the course assets in specialized labs.

Cards

AUE students are issued student ID Cards at the Admissions and Registration Department located on the second floor. Students are required to always have their AUE Student ID Cards and produce it for verification if required by a staff or faculty member.

Dining Services

For their dining needs students have access to the DIAC food court located close to the AUE campus. For recreational purposes students have access to the student area on the ground floor.

Prayer Rooms

Students have access to male and female prayer rooms located on the second floor.

Security and Safety

The health and safety of students, faculty, and staff is a top priority at AUE to ensure a healthy and secure environment that strictly adheres to the UAE Federal Labor Law Articles 91 and 101 on employee and student safety. Hence AUE provides all members of its community with appropriate protection.

The AUE campus is monitored via security cameras in addition to being secured via security agents that monitor the campus 24 hours day 7 days a week to ensure the safety of students, throughout campus, detailed instructions related to fire prevention and fighting are displayed on each floor in both Arabic and English in a permanent and prominent place. Additionally, the campus has an emergency evacuation plan that is regularly tested. This evacuation plan is fixed in each floor next to the lifts showing the following: The place (where you are) according to the Campus Evacuation Exit Doors Assembly Point Instructions This evacuation plan is annually tested by both TECOM authority and AUE Facility Management Department.

AUE clinic and Medical Care

AUE clinic shall be equipped with first aid kit and applicable facilities necessary for medical emergencies. Students, staffs or visitors that needs medical attention in the university shall always give assistance.

The AUE Clinic is attended by a qualified first aider and Dubai ambulance services are contacted whenever required in the university.

AUE provides all employee with medical care coverage up to the standard determined by the Ministry of Labor in consultation with the Ministry of Health through the best available third-party administrator and insurance company in the UAE.

i. Hazardous Material: At the University, specifically at the College of Fine Arts and Design, all painting materials are acrylic paints. Acrylic paints are not toxic when they are used for typical acrylic painting purposes, because they are water-based.

ii. Insurance: All the University facilities are covered in policy insurance that involved the main structure of the campus blocks. If buildings were to subside, burn, or be damaged by extreme weather, buildings insurance policy covers the costs of rebuilding or repair. Also, staff and students are covered in the accident insurance policy.

iii. Information Technology: Information Technology Department conducts frequent inspection of electricity circuit in the laboratories, classes, faculty and administrative staff offices and ensures the safety of IT equipment from the electric socket. Further securing all IT equipment, cables and electrical devices in indoor and outdoor for the safety of all employees, visitors and students.

Substances Hazardous to Health

AUE ensures the safe use and control of all substances hazardous to health in compliance with UAE environmental and occupational safety regulations.

Scope: Applies to all chemicals and biological agents used for teaching, research, maintenance, and operations (e.g., fumes, vapors, gases, dusts, mists).

Requirements:

1. Safety Data Sheet (SDS): Must be submitted for every hazardous substance before use.
2. Risk Assessment: A COSHH-style assessment must identify hazards, exposure routes, control measures (engineering, administrative, and PPE), and emergency procedures.
3. Approval: All hazardous substances and assessments must be reviewed and approved by the AUE Environmental Health & Safety (EHS) Office.
4. Storage & Handling: Must follow UAE safety standards—use ventilation, restrict access to trained personnel, and ensure proper PPE.
5. Disposal: Follow AUE waste management procedures and UAE environmental regulations.

6. Documentation: Maintain all safety and training records; reassess if materials or processes change.

AUE allows the use of certain controlled chemicals for educational or maintenance purposes only when safety and health risks are fully managed.

AUE Laboratory HSE Rules

1. All students are required to take HSE induction before use of laboratory equipment, computers, 3D printers and machines.
2. Unauthorized experiments are not allowed in the laboratory.
3. Students are not allowed to use the laboratory in absence of the Laboratory supervisor/instructor.
4. Always follow the manufacturer's operating manual for usage of Laboratory equipment.
5. Food and Drinks are prohibited in all laboratories; all spillages must be cleaned immediately to avoid slip and fall accident. Cleanliness is a must.
6. All students must wear covered footwear during practical classes.
7. Long hair should be covered or tied to avoid entanglement with the machine.
8. Defective equipment, sharp edged material and broken glassware must be reported immediately. "Defective electrical equipment is a fire waiting to happen".
9. Faulty electrical wirings and damaged electrical cords must not be used and reported immediately.
 1. Do not overload electrical outlets and never neglect mobile phones or devices while charging.
 2. Be aware of strange smell like burning plastic or wiring, which might be an early warning of a fire.
 3. Be aware of the safety facilities of the laboratory, i.e. fire extinguishers, first aid kits, hand wash station and emergency exit.
 4. Wear the required and approved Personal Protective Equipment (PPE) like apron, hand gloves, mask and goggles while using laboratory equipment.
 5. Never remove warning labels from any equipment.
 6. Never operate the equipment if not trained to do so
 7. Never leave work in progress and do not remove any equipment from the laboratory.
 8. Trailing electrical cords or cables must be reported immediately as this may lead to trip and fall accident.
 9. Obey and follow all safety signages.
 10. Keep all Store coats, bags, and other personal items in designated areas.
 11. If in any doubts, seek guidance from the laboratory tutor/instructor and/or University security officers.

Student Services

The Student Services Department has a very multi-faceted role which begins from the time of a student's enrollment in the University until graduation, and even beyond, by being a part of the Alumni Association. The Student Services Department collaborates with other University units towards the goal of producing high quality, co-curricular programs and services in a learning environment that supports students' holistic growth and the acquisition of essential life skills to actualize their full potential to be responsible, engaged, and successful citizen leaders in a global environment.

Student Life and Community Engagement Office

Mission

The mission of the Student Life & Community Engagement Office is to enable an inclusive, nurturing, engaging, and motivating environment that foster students' academic success and personal growth. In fulfilling this mission, the Student Life & Community Engagement Office focuses on creating a conducive learning environment in which students' well-being is prioritized while simultaneously providing the opportunity to pursue intellectual, social and professional development throughout their time at AUE and beyond. The goals of the Student Life & Community Engagement Office are to:

1. Nurture students' learning, creativity and well-being.
2. Engage students with the AUE community and the wider community nationally, regionally, and internationally
3. Motivate students via opportunities for personal and professional development.
4. Celebrate students' diversity as core tenets of AUE's values.

Functions

The Student Life & Community Engagement Office oversees six main functions to promote student success at AUE:

1. **Student Engagement:** The Student Life & Community Engagement Office undertakes establishing and facilitating all extracurricular activities and initiatives including athletics, student clubs, associations, competitions, initiatives, events and trips.
2. **Student Recognition:** Recognizing and enabling student excellence is a core value of AUE. As such the Student Life & Community Engagement Office offers awards based on academic excellence, leadership, club engagement, and student engagement.
3. **Student Exchange Programs and Study Abroad:** The Student Life & Community Engagement Office facilitates student exchange programs with various universities in which AUE is engaged with Memorandums of Understanding as well as facilitates any educational trips nationally, regionally, and internationally.
4. **Volunteering & Community Engagement:** The Student Life & Community Engagement Office seeks to provide students with opportunity to engage in the greater community
5. **Financial Support:** AUE offers a variety of financial support options to students including grants, scholarships, and financial aid. Additionally, the Student Life & Community Engagement Office is the first point of contact for students sponsored by both government and private institutions. The Office ensures that students and the relevant divisions are aware of the terms and conditions of the sponsorship and are in adherence with any guidelines pertaining to maintaining the sponsorship.
6. **Grievances & Discipline:** The Student Life & Community Engagement Office undertakes all matters related to student grievances, violations of Code of Conduct, and disciplinary actions.

Student Engagement

Student engagement activities are a core component of a well-rounded University education. The Student Life & Community Engagement Office is responsible for developing, overseeing, and coordinating all activities related to student life and development that are aligned with the Institutional mission; including but not limited to athletics, student council, student clubs and societies, and student events and activities that imbue the principles and practices conducive to sustainability. Students have the right to pursue extracurricular interests and personal and professional growth by forming and participating in University clubs, societies, activities, and events.

Faculty may also propose and/or supervise student clubs, societies, activities, and events in collaboration with the Student Life & Community Engagement Office.

Athletics

AUE strongly supports student athletics and is proudly home to the UAE Inter-University Football champions. The AUE Men's Football Team has won 9 Dubai Football Championships, 3 UAE Football Championships, and ranked in the top 10 in the 2018 Asia Universities Olympics in China. The University also boasts a swim team that has won three UAE Championships. Additionally, the University is proud of its Women's Football Team that has won the Dubai Police Championship.

Students interested in joining one of the AUE Athletic Teams can visit the Student Life & Community Engagement Office for details on how they can participate. Additionally, students are encouraged to initiate any athletic team of their interest and/or initiate or participate in athletic activities and events visiting the Student Life & Community Engagement Office or emailing: OSL@aeu.ae.

Student Council

Statement

The Student Council shall represent and address the interests and needs of the student body in meetings and other communications with faculty and staff members of the University. Student Council are expected to submit proposals and execute approved initiatives to achieve its mission and institutional mission, as well as promote engagement and interaction between and among students, faculty, staff and members from the community.

1.Membership

1.1 Eligibility

Members must meet the following eligibility criteria:

- 1.1.1 Full-time AUE student currently enrolled in a bachelor's program
- 1.1.2 At least 18 years old (at least 20 years old for President and Vice President)
- 1.1.3 Completed a minimum of 15 credit hours (a minimum of 30 credit hours for President and Vice President)
- 1.1.4 Minimum 2.5 CGPA
- 1.1.5 Students with a history of misconduct and/or discipline are not eligible

1.1 Composition

- 1.1.1 Elected Officers: There will be five elected officers comprising of the President, Vice President, Treasurer, Secretary, and Communications & Outreach.
- 1.1.2 Appointed Representatives: Ten additional members will be appointed by the Student Council Selection Committee with one member from each college
- 1.1.3 Advisor: The Manager of the Office of Student Life & Community Engagement will appoint a staff member from the Office of Student Life & Community Engagement to serve as the AUESC Advisor. The AUESC Advisor will attend the AUESC meetings, provide support and guidance to the AUESC, and serve as an ex-officio non-voting member.

2. Committees

2.1 AUESC Committees

Within two weeks of the start of the fall semester, the AUESC will together determine who will be the chair and vice chair of each of the below committees confirmed by a majority vote. Preference will be given to appointed members.

- 1.1.1 Athletics Committee: actively involved in cultivating sports and athletic activities at AUE including the various sports teams.
- 1.1.2 Cultural Committee: actively involved in cultural activities. Works closely with the Culture Clubs in planning and delivering various activities.
- 1.1.3 Public Relations & Media Committee: actively involved in promoting AUESC and AUE to internal and external stakeholders. Works closely with the Media Office and the relevant student clubs.
- 1.1.4 Art Committee: actively involved in planning and executing activities related to art. Works closely with the relevant student clubs.
- 1.1.5 Community Service Committee: actively involved in planning, executing and facilitating community service initiatives. Works closely with the Community Engagement Office and relevant student clubs.
- 1.1.6 Social & Trips Committee: actively involved in planning, executing and facilitating social activities and trips nationally and internationally.
- 1.1.7 Academic & Scientific Committee: actively involved in academic and scientific initiatives including competitions, workshops, seminars and conferences.
- 1.1.8 The AUESC may nominate four additional members from the student body to serve on each committee with final approval by the AUESC Advisor and OSL.

2.2 Special Committees

Special committees can be formed as needed with a majority vote of the AUESC and the approval of the AUESC Advisor.

1. Responsibilities

1.1 All Members

It shall be the responsibility of all AUESC members to:

3.1.1 Attend weekly AUESC meetings

3.1.2 Chair or serve on at least one AUESC committee

3.1.3 Submit proposals and execute approved initiatives to advance the mission of the AUESC as outlined in section 5.3.

3.1.4 Attend AUE activities and events

3.1.5 To uphold AUE's vision, mission, and core values

3.1.6 To adhere to the AUE Student Code of Conduct and Discipline as outlined in the AUE Student Handbook

1.2 President

The President oversees the AUESC agenda. The President is responsible for ensuring weekly meetings take place and that the AUESC mission (Section 1.2) is achieved.

1.3 Vice President

The Vice President works directly with the President and can represent the President as needed. The Vice President is responsible for the day-to-day activities of the various AUESC committees and the achievement of their objectives to advance the AUESC's mission (Section 1.2).

1.4 Treasurer

The Treasurer is responsible for the recording of all financial transactions and must maintain an appropriate accounting system. The approval system for these transactions must be agreed upon with the AUESC Advisor and OSL. The Treasurer is also responsible for proposing and keeping track of specific budgets.

1.5 Secretary

The Secretary must take minutes and keep attendance records at all AUESC meetings. These records and minutes are to be kept for future reference and be sent to the AUESC and AUESC Advisor via email within three business days of each meeting. The Secretary is also responsible for keeping a record of excused and unexcused absences and following up accordingly with unexcused absences. In the absence of the Treasurer, the Secretary will serve as Treasurer.

1.6 Communications & Outreach

Communications & Outreach is responsible for communicating on behalf of the AUESC with the AUE community and external stakeholders, while working closely with OSL to ensure adequate exposure of the AUESC activities throughout the year. Communications & Outreach also works closely with the AUE Student Newspaper to deliver an AUESC article in each publication.

1.7 Committee Chairs

Committee chairs are responsible for holding regular meetings and coordinating their committee to achieve the tasks and initiatives assigned by the AUESC, AUESC Advisor, and/or OSL.

1.8 **Committee Vice Chairs**

Committee vice chairs support their committee chair and can represent the committee chair as needed.

2. **Meetings**

2.1 **Meetings**

The AUESC will meet weekly during the fall and spring semesters at a set date and time (as agreed upon by a majority vote of the AUESC at the start of each semester). Once set, OSL will reserve an on-campus space for the duration of the semester.

2.2 **Quorum**

Quorum shall consist of three of the five elected officers and 2/3 of the appointed members.

2.3 **Agenda**

Anyone with agenda items should submit them to the President and Secretary 48 hours in advance of the meeting. The Secretary will distribute the meeting agenda at the start of each meeting. The agenda will be structured as follows:

2.3.1 **Minutes of the Previous Meeting:** The AUESC will review the minutes of the previous meeting for accuracy, note any changes, and vote to approve the minutes

2.3.2 **Reports:** Each elected officer and committee chair will provide an update on the progress of their initiatives, tasks, and other responsibilities

2.3.3 **Old Business:** Follow up by the responsible member(s) on any outstanding items from the previous meeting

2.3.4 **New Business:** Any new items for discussion

2.3.5 **OSL:** Updates, announcements, or other business from the AUESC Advisor and OSL

2.3.6 **Announcements:** Other general announcements

2.4 **Voting**

2.4.1 During AUESC meetings, decisions will be made by the casting of votes via a show of raised hands. Sensitive matters, as determined by the President, can be voted on via paper ballot.

2.4.2 Each elected and appointed member of the AUESC is entitled to one vote. Committee members that are not elected or appointed members of the AUESC may not vote.

2.4.3 The decision will be final once a majority vote is achieved or by determination of the President in the event of a tie.

3. **Initiatives**

3.1 **Initiatives**

All AUESC initiatives must directly advance the AUESC mission outlined in Section 1.2, be submitted as a complete proposal (see Section 7.3), be approved by a majority vote of the AUESC, and with final approval by the AUESC Advisor and OSL.

3.2 **Protocol**

The AUESC is to work directly with the AUESC Advisor to address any questions, concerns, issues or initiatives. AUESC members may not approach or contact faculty, staff, AUE leadership or external entities (informally or formally) without the advance approval the AUESC Advisor or OSL.

3.3 Proposals

All AUESC proposals will be structured as follows:

- i. Title
- ii. Person(s) responsible and their student ID, email, mobile number
- iii. Mission
- iv. Date/time/location
- v. Detailed description (attach any relevant information)
- vi. What supplies, resources, or other support are required
- vii. Budget
- viii. Other pertinent information

4. Term of Office

4.1 Term

Members will hold office for approximately one calendar year from their inauguration at the end of the spring semester to the inauguration of the next council.

4.2 Re-election

AUESC members may nominate themselves for re-election if they meet the eligibility requirements outlined in Section 2.1. and if they nominate themselves for a different position than previously held. The outgoing AUESC President must wait one academic year before nominating themselves for a different position than previously held.

Approval is not guaranteed and is at the discretion of the Student Council Selection Committee.

4.3 Dismissal

A member can be dismissed from the AUESC before the end of their term of office by OSL if the member:

- 4.3.1 Has refused or neglected to comply with any provision detailed in this document
 - 4.3.2 Has failed to meet his/her duties as a member of the AUESC and/or his/her specific position
 - 4.3.3 Has misused his/her position, including for personal initiatives or personal gain
 - 4.3.4 Has negatively represented AUE or the AUESC
 - 4.3.4 Has violated the Student Code of Conduct and Discipline or AUE policy as outlined in the AUE Student Handbook
- And/or
- 4.3.5 Is absent or late without prior approval from three or more consecutive AUESC meetings
- Dismissal by OSL will be given in the form of a written notice and specify the reason for dismissal.

4.4 Vacancies

Vacant positions will be filled if deemed necessary by OSL, and at the discretion of OSL and the Student Council Selection Committee. In the case of vacancy in the office of the AUESC President, the line of executive succession shall be the AUESC Vice President, with approval from OSL. In the case of vacancy in the office of the AUESC Vice President, the line of executive succession shall be a member of the AUESC, as approved by the AUESC President and OSL.

5. Elections

1.1. Timing

Elections are held in the spring semester. No elections will be held during the summer semester or during final examination periods.

1.2. Process

Week 1 - Call for nominations: OSL will advertise the opportunity for students to nominate themselves for the AUESC via Student Portal survey.

Week 2 – Personal Statements: All nominees that meet the eligibility criteria outlined in Section 1.1 will be provided with a copy of this Document for their review and directed to submit a personal statement to move forward in the nomination process. Nominees may be asked for additional information, such as recommendation letters.

Week 3 - Interviews & Student Council Selection Committee: OSL will contact and interview any qualifying nominees interested in serving as President or Vice President. Once interviews are complete, the VPEMSS will convene a Student Council Selection Committee (SCSC) comprised of the VPEMSS, DSS Director, OSL Manager, AUESC Advisor, and one faculty member from each college. The SCSC will approve at least two nominees per elected position to run, two alternates per elected position in ranked order, select the ten appointed members, and select five appointed alternates in rank order.

Week 4 – Election Preparations: OSL will notify the nominees approved by the SCSC to run for election. Candidates will have a professional photo taken, submit their campaign slogan, and submit their campaign speech for OSL approval. OSL will facilitate the creation of each candidate's campaign poster.

Weeks 5 & 6 – Campaign and Voting: OSL will facilitate the hanging of candidate posters on campus (hard-copy and digital), posting on AUE social media accounts, and an event for campaign speeches. Candidates will be given a digital copy of their campaign poster for use on their personal social media accounts. Candidates who do not deliver a campaign speech and/or who violate the AUE Student Code of Conduct and Discipline will be automatically disqualified and removed from consideration. Voting will open in Student Portal within one day of the campaign speech event and will be open for a minimum of three days.

Week 7 – Results: All candidates will be contacted and informed of the election results, and all appointed members will be notified of their selection. Elected and appointed members have two business days to accept their position, or it will be offered to the runner-up.

Student Clubs, Events, Activities

Student activities are a core component of a well-rounded University education. This policy outlines the ways in which student activities are developed and offered to students and the ways in which students participate in this process in compliance with CAA Standard 6.9.

Statement

The Student Life & Community Engagement Office is responsible for developing, overseeing, and coordinating all activities related to student life and development that are aligned with the Institutional mission; including but not limited to clubs, societies, events, trips, workshops and competitions that imbue the principles and practices conducive to sustainability. Students have the right to pursue extracurricular interests and personal and professional growth by forming and participating in University clubs, societies, and events. Faculty may also propose and/or supervise student clubs, societies, and events in collaboration with the Student Life & Community Engagement Office.

A. Students' Club Guidelines

1. Students or faculty may initiate a new club or society by filling the Club Initiation Form at the Student Life & Community Engagement Office specifying the purpose of the club/society, the score of its activities, a proposed budget, a nominated Club Advisor (faculty or staff member), and a list of interested members (a minimum of 4 students is required for a club to be officially formed).
2. The Manager of Student Life and Community Engagement calls for a meeting of the Student Activities Committee to review the proposals for approval. The Student Life & Community Engagement Office notifies the concerned individuals of the decision of the Student Activities Committee within 5 working days.
3. If a club/society is officially initiated, the members are expected to meet within 7 days to determine their bylaws and elect or appoint officers. Every club/society must have a President, Vice President, Secretary, and Treasurer.
4. Upon receipt of the signed meeting minutes the Student Life & Community Engagement Office formally list the club/society in the appropriate outlets (including but not limited to the website and OSL bulletin boards) and allocates a space/budget where applicable and an official AUE email address
5. Club Officers must provide the Student Life & Community Engagement Office a list of proposed events/activities within 2 weeks of official formation.
6. The Manager of Student Life and Community Engagement provides the Club Officers with

the approved list of proposed events/activities. No event or activity can be pursued by any Club or member of a club acting on behalf of a Club without obtaining written approval from the Student Life & Community Engagement Office.

7. Where applicable, no purchases or expenses can be made by a Club or a member of a Club without obtaining formal approval from the Student Life & Community Engagement Office.

8. No communication by a Club or a member action on behalf of a Club to any individual or entity internally or externally, whether verbally, in writing, or in print, is allowed without obtaining the formal written approval of the Student Life & Community Engagement Office.

To Remain Active:

1. Participate in bi-annual Club Fair during the Fall and Spring semester and actively promote their club to students and submit an updated list of its members to the Student Life & Community Engagement Office within 3 days of the conclusion of Club Fair.

2. Hold monthly club meetings from September to April.

3. Have the following three officers: President, Vice President, and Secretary. A club may choose to create additional officer positions, to be defined in the club's constitution, as needed.

4. Have a minimum of four (4) active members who are currently registered American University in the Emirates (AUE) students and committed to working as officers in the club (President, Vice President, Secretary

5. Organize two club events each semester (fall and spring), including one event annually that is open to the greater AUE community. "Club event" is defined as a gathering of the club's members for an activity that contributes to the club's purpose as per their constitution.

6. Clubs that are inactive for one year will be cancelled and will no longer be eligible for funding or other University resources. Cancelled clubs can reapply via the Club Initiation Form (provided by the Student Life & Community Engagement Office

7. If a club requires funding, access to space on campus, or other resources then this may be requested via the Club Activity/Event Proposal form.

8. Clubs may not collect dues or fees from members or event attendees without the Student Life & Community Engagement Office approval.

9. Adhere to Student Rights & Responsibilities and the AUE Code of Conduct as per the current AUE Student Handbook.

10. Any sponsorships, external partnerships, or external must be approved and coordinated by the Student Life & Community Engagement Office.

Membership

Club Member:

Membership shall be open to all full-time and part-time currently registered AUE students.

Club Officers:

The officers shall be a President, Vice-President, Secretary, and Treasurer. Additional officers can be added to the club, if necessary.

Eligibility – Officers must be currently registered AUE students and have a minimum 2.5 CGPA.

Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office except for in the club's founding year. In the founding year, the club will elect their officers within one month of the club's founding.

Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester except for in the club's founding year. In the founding year, the officers will serve from their election until the end of the spring semester when elections for the next academic year are held.

Vacancy – If a vacancy occurs in the office of President, the Vice-Presidents shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Duties of Officers

President – it shall be the duty of the President to:

1. Preside at meetings
2. Vote only in case of a tie
3. Represent the club
4. Ensure club's finances and expenses are fully paid at the end of each semester of their term
5. Appoint committee chairpersons subject to the approval of the Executive Committee
6. Serve as an ex-officio member of all committees except the nominating committee
7. Alert OSL of any upcoming meetings
8. Perform such other duties as ordinarily pertain to this office including overseeing all officers and completing club requirements as required by OSL
9. Report to the designated Student Life & Community Engagement Officer regularly (at least 4 times per semester) through email or in person with activity plans, updates, etc.
10. Communicate regularly with the Club Advisor through email or in person (every two weeks) with activity plans, updates, etc.

Vice-President – It shall be the duty of the Vice-President to:

1. Preside in the absence of the President
2. Serve as chairperson of the Activities & Events Committee

Secretary – It shall be the duty of the Secretary to:

1. Record the minutes of all meetings
2. Keep a file of the club's records
3. Maintain a current roster of membership
4. Monitor the club's aue.ae email address
5. Issue notices of meetings and conduct the general correspondence of the club

Treasurer - It shall be the duty of the Treasurer to:

1. Manage all club funds and monetary issues, and submit to the designated Student Life Officer updated spreadsheets showing the event type, date, expense, and balance
2. Ensure approval on all expenses in advance of any event (minimum of three weeks in advance) from the Student Life & Community Engagement Office, as per the Event Initiation Form.

Meetings & Events

1. Meetings – Regular meetings shall be held monthly from September to April.
2. Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.
3. Quorum – A quorum shall consist of 2/3 of the membership.
4. Events – A minimum of two events that contribute to the club's purpose (as outlined in Article I) will be held each semester (fall and spring), including one event open to the greater AUE community.
5. Conduct - Club members, meetings, and events must adhere to the AUE Students Rights and Responsibilities and the AUE Code of Conduct as per the current AUE Student Handbook.

Executive Committee

1. Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.
2. Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.
3. Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan club initiatives.

Advisor Selection

There shall be a committed faculty/staff advisor who shall be selected each year by the Student Life & Community Engagement Office.

1. Duties – The responsibilities of the faculty advisor shall be to:

- a. Maintain an awareness of the activities and programs sponsored by the club.
- b. Meet on a regular basis with the leaders of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- c. Attend regular meetings and executive committee meetings as often as his/her schedule allows.
- d. Assist in the orientation of new officers.
- e. Explain and clarify campus policy and procedures that apply to the club.
- f. Maintain contact with the Student Life & Community Engagement Office
- g. Provide direction in the areas of parliamentary procedure, meeting facilitation, group-building, goal setting, and activities and events planning.

Committees

Activities & Events Committee

An Activities & Events Committee composed of the Vice-President as chairperson and four other members shall be appointed by the President by September 30th each year, whose duty shall be to plan the overall activities and events schedule of the club.

Other committees

Any other committees that may be needed by the club, such as publicity, membership, professional relations, social, etc.

Special Committees

The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

Students Events and Activities

Students and Clubs interested in organizing a campus event or activity must follow the following procedures:

- 1. Student/Club Officer must meet with the designated Student Life & Community Engagement Officer to discuss the event idea, proposed, date, venue, and learning outcomes of the event.
- 2. Once initial approval is received from Student Life & Community Engagement Officer, the student/Club Officer must submit the Event Request Form to the Student Life & Community Engagement Office at least three weeks prior to the proposed event date. The Event Request Form
- 3. Once the Event Request Form is approved by the Student Life Manager, the designated Student Life Officer will request equipment, space, and obtain approval for the event
- 4. If the event will include a guest speaker, prior approval is required, as mandated by UAE Ministry of Education. The student/Club Officer must submit the Guest Visitor Clearance Form to the Student Life & Community Engagement Office along with the required documents:

Local Guest Visitor	Non-Local Guest Visitor
Passport-sized photo	Passport-sized photo
Emirates ID	Passport (or Emirates ID, if resident)
UID Number	Visa Copy
Updated CV	Updated CV
Highest Academic Degree	Highest Academic Degree

- 5. Once the event is approved, the student/Club Officer should create marketing material to promote the event. All marketing material and strategies must be pre-approved by the Student Life & Community Engagement Office through official email communication.

1. **Flyers:**
 - i. Flyers must be stamped by the Student Life & Community Engagement Office
 - ii. Distribute approved flyers/posters in the Student Lounge and at exit doors of the buildings
 - iii. Post approved flyers/posters on designated Student Life & Community Engagement Office bulletin boards
 - iv. Remove flyers/posters the day after the event

2. **AUE Website & Social Media**

Submit a soft copy of the flyer/poster to the designated Student Life Officer who will then coordinate with the appropriate Offices

3. **Station**

Submit a request to set up a table in the Student Lounge area where club members can advertise the event

4. **Press coverage**

Must be communicated to the designated Student Life Officer who will then coordinate with the appropriate Offices

6. After the event, submit an Event Report Form, available at the Office of Student Life Community Engagement. At the end of each academic year, the club must submit an Annual Report to the Student Life & Community Engagement Office.

All forms are available with the Student Life & Community Engagement Office and should be submitted electronically by a student club officer via email to the designated Student Life Officer

Student Awards and Recognition

AUE recognizes and celebrates student excellence, growth, and dedication both inside and outside the classroom via various awards granted bi-annually or annually. These are as follows:

Academic Excellence Awards

Academic Excellence Awards are granted bi-annually during the Honors Ceremony in which undergraduate student effort is recognized as per the criteria below:

1. Have completed 15 credit hours excluding Pass/Fail, Exemptions, Transfers, Withdrawals, and Incomplete statuses.
2. Have no record of disciplinary penalties for violations of any of the University Policies.
3. Have achieved a Grade Point Average of 3.50-3.74 to be placed on Dean's List.
4. Have achieved a Grade Point Average of 3.75- 4.00 to be placed on the President's List

Graduate students are recognized via the following awards:

1. The Academic Excellence Awards: awarded to graduate students who have
 - a. completed 12 credit hours and
 - b. have achieved a CGPA of 3.5 and above.
2. The Leadership Excellence Awards: nominated by College Deans and awarded to one graduate student in each program/specialization who has
 - a. completed 12 credit hours
 - b. achieved a CGPA of 3.5 and above and
 - c. has demonstrated leadership qualities and/or made an impact at AUE or externally.

Eligible students are notified by the Student Life & Community Engagement Office and are invited to the Honors Ceremony held at the beginning of the Fall and Spring semesters, where students are awarded certifi-

dates of appreciation and their names are published on the Student Bulletin Boards.

Leadership Award

The AUE leadership award is given to students who have demonstrated a strong sense of leadership among peers by taking initiative and proactively initiating and participating in University events and activities or representing the University in external events and activities.

Club Excellence Award

The Club Excellence award is given to the most active clubs, student members, and club advisors who have demonstrated excellence in club activities during the academic year via Club activities and initiatives.

Student Engagement Award

The Student Engagement Award is given to students who actively represent the University in external workshops and competitions throughout the academic year.

Alumni Engagement Award

The Alumni Engagement Award is given to active AUE Alumni who support the University, participate in its events and activities, and represents the University in internal and external events and activities.

Career and Internship Office

The Career and Internship Office Service contribute to AUE Mission by collaborating with students, alumni, faculty, and employers to facilitate a seamless transition from academia to the professional world, and to create a supportive and inclusive environment that promotes career exploration, skill development, and networking opportunities.

The University provides internship support, career guidance, and career placement services for students and Alumni via the Office of Careers and Internship which caters to students from the first year of enrolment.

Services offered to Students and Alumni are the following:

Career Guidance: Provide personalized guidance to students and at every stage of their academic journey and after graduation through one-on-one sessions, assist in identifying career goals, explore potential career paths, and develop strategies for success mapped with their specialization and industry standards.

☐ **Job Placement:** The University works with the students and Alumni to secure adequate Internship and employment opportunities that are aligned with their field of study on an individual basis as well as via annual career events that bring potential employers from the public and private sectors. The office is actively engaging with a diverse network of employers to create internship and job opportunities for AUE students.

☐ **Professional Development Workshops:** The University ensures job preparedness by offering a series of workshops and seminars to enhance students' professional skills. These may include and not limited to resume writing, online professional profile building and maintenance, interview preparation, networking strategies, essential job-search skills, business etiquette, and psychometric tests in addition to guest speakers and specialized workshops related to employment in specific fields.

☐ **Career Fairs and Networking Events:** Regularly host and invite AUE students and Alumni to career fairs and networking events that provide students and Alumni with the chance to interact with industry professionals, learn about job opportunities, and build valuable connections within their chosen fields. Develop a plan for building and maintaining strong relationships with local, national, and international employers.

Facilitate networking events, job fairs, and employer presentations.

Internship Placement and Support: The University offers students support in securing internship placements that are aligned with the student's interests and fields of study both on an individual basis and as part of the core Internship requirement in specific programs. In addition to internship placement, the University offers

ongoing counseling and job support throughout the internship including obtaining performance feedback from the internship supervisors.

Stakeholder Impact and Scope

All Academic Programs Administrators need to be aware of this policy and advise accordingly. The VPAA shall ensure compliance with this and related policies.

Policy Implementation

The UC will issue the implementation procedure and/or guidelines for this policy based on the recommendation of the ACC.

Your First Semester at AUE

A student's first semester at AUE is both critical and exciting! To ensure that each student is on the "Pathway to Success" students must:

1. Ensure that they obtain their AUE ID card from the Admissions and Registration Department.
2. Activate their AUE email.
3. Activate their AUE student portal.
4. Find their Academic Advisor and schedule a meeting with them.
5. Be aware of the Academic Calendar including start dates, add/drop dates, and exam dates.
6. Attend the orientation program.
7. Read the Student Handbook.
8. Visit the Office of Student Life to understand all the support services available.
9. Participate in Club Fair and join a student club or society.

New Student Orientation

New students are encouraged to attend the Orientation Program. The Orientation Program allows students to:

- Be introduced to AUE academic life.
- Gain information on the general academic policies and regulations. - Socialize with peers.
- Meet the faculty members and administration staff of AUE.
- Discuss relevant issues as freshmen.
- Gain information on the University facilities and services.
- Go on campus tours and visit the departments.

With the assistance of the Student Life and Community Engagement Office, each college/department organize an orientation for their students to allow them to familiarize themselves with the college study plan, requirements, regulations and any other academic issues.

Students who fail to attend their Orientation Program will miss crucial information relevant to their journey at AUE, which provides updates concerning all campus-wide or program issues and changes each year. AUE introduced the Orientation Program under the name "University Life" in the "Study and Learning" course to ensure students who could not attend the Orientation Program could also benefit from it.

Student Rights and Responsibilities

AUE safeguards the rights of its students as they pursue knowledge, personal and professional growth as members of the University community in a manner that enables a safe and conducive learning environment for all. Fundamental to these rights is the guarantee of equal opportunity for all regardless of age, gender, nationality, race, religion, and physical ability. Furthermore, as members of the University community students are also accountable for upholding their responsibilities in accordance with the laws and cultural values of the UAE and the provisions of the University policies and procedures.

Students' rights are as follows:

1. The right to fair and equal treatment by all members of the University community including faculty and staff.
2. The right to respect, dignity, and confidentiality of information in accordance with the University policies and procedures.
3. The right to due process that is fair and in accordance with University policies and procedures.
4. The right to report any perceived violations of the University policies and procedures via appropriate channels.
5. The right to a safe and conducive learning environment that offers adequate and appropriate resources.
6. The right to complete and accurate information about the University policies, procedures and any other information via timely communication by the University's official communication channels including official email, print, website, portal announcements, the call center, and social media outlets.
7. The right to express their views and share their feedback about University operations, faculty members, and courses via appropriate channels as outlined in the University policies and procedures.
8. The right to participate in institutional decision making via appropriate channels as outlined in the University policies and procedures.
9. The right to complete and accurate information regarding classwork including but not limited to a complete course outline, grading rubric, grade scale, and coursework descriptions clearly stipulating requirements.
10. The right to pursue extracurricular interests and personal and professional growth by forming and participating in University clubs, societies, and events.

Student responsibilities are as follows:

1. To abide by the University Honor Code, Code of Conduct, and the stipulations outlined by the University policies and procedures.
2. To uphold the University values and treat all members of the University community including faculty, staff, and peers with dignity and respect and in accordance with the UAE culture and values.
3. To obtain complete and accurate information about University policies and procedures and seeking the support of the relevant individuals and departments in a timely manner.
4. To provide complete and accurate information to the University such that it can communicate with the student in a timely manner including activating and using the University email as well as an accurate and valid phone number.

If an enrolled student perceives that any of the rights have been violated by any student, faculty, or staff member on or off campus then he/she has the right to file a Grievance as per the Grievance Policy.

Student Grievances

The Student Grievance policy provides clear and accurate advice and guidance for students making a complaint or appeal, and for staff involved in handling or supporting complaints and appeals. This policy will encourage constructive engagement with the appeals and complaints procedures and offer opportunities for early and/or informal resolution. In addition, students will be able to raise matters of concern without the risk of disadvantage. The Policy will ensure that the appeals and complaints procedures are conducted in a timely, consistent, fair manner and appropriate action is taken. The university will maintain formal records of all student grievances from initiations to the final decisions.

Statement

A grievance is defined as any incident or situation in which an enrolled AUE student perceives that one of his/her rights have been violated as outlined in the Policy on Student Rights and Responsibilities. This includes informal complaints, formal grievances, and appeals regarding perceived inadequate teaching and learning, inappropriate classroom conduct, discrimination, harassment, bullying arising between the student and his/her peers, instructors, or staff members.

An informal complaint involves an academic or non-academic issue between a student and a member of faculty, staff, or student(s) for which a student pursues informal mediation and resolution directly with the party concerned.

Non-academic Grievance

A non-academic grievance is defined as any situation in which the student perceives his/her rights have been violated and wishes to pursue formal action against another student, faculty or staff member outside the context of a course on matters unrelated to teaching or learning by filing a Student Grievance Form at the Office of Student Life.

Academic Grievance

An academic grievance is defined as any situation in which the student perceives that his/her rights have been violated in the context of a course in matters related to teaching and learning and wishes to pursue formal action against a faculty member by filing a Student Grievance Form at the Office of Student Life.

The student grievance procedure shall be used by someone who is a student at AUE at the time the case occurred. The student registering the grievance must have received the unfair treatment as a student. A grievance cannot be filed on behalf of another student. During the grievance process, the student is responsible to provide evidence in support of the claim by maintaining written notes and necessary documentation for each step of this procedure. All accusations arising from a single event should be part of one grievance filing.

Eligibility

The purpose of the student grievance procedure is to provide a system to channel student complaints against students, faculty or staff, concerning the following:

1. Academic matters, excluding individual grades (which must follow the Grade Appeal Procedure)
2. Alleged discrimination based on age, gender, race, or disability excluding sexual harassment grievances.
3. Misconduct of a member of the University community violating University policies and/or procedures
4. Sexual Misconduct
 - a. Because of the sensitive nature of such grievances, alleged sexual harassment complaints should be sent directly to the Manager of Student Life and Community Engagement.
 - b. A meeting with the Manager of Student Life and Community Engagement will replace the first step of the grievance procedure. The Manager of Student Life and Community Engagement will counsel with the student to determine the appropriate action that is required.
 - c. If the grievance is not resolved after this meeting, then the remainder the grievance procedure will be followed.

Definitions

The Office of Student Life's Grievance Hearing Policies and Procedures refer to the following terms, as defined below:

1. **Written Grievance:** refers to the written statement from a student indicating his/her intent to pursue a grievance through the American University in the Emirates student grievance system or through the University email.
2. **Complainant:** refers to an individual who has filed a formal grievance against a member of the American University in the Emirates community through the online student grievance system or through their University email.
3. **Respondent:** refers to a member of the American University in the Emirates who has been alleged of violating the policy on Student Rights and Responsibilities, Student Behavior and Discipline policy, or any other University policies or procedures
4. **Manager of Student Life and Community Engagement:** refers to the individual responsible for overseeing the proper implementation of the grievance procedures and student grievance system. The Manager may designate any other appropriate individual to perform these duties.
5. **Student Grievance Committee:** refers to an ad-hoc Grievance Committee formed by the Grievance Committee to investigate a specific student grievance. This ad-hoc committee is chaired by the Manager of Student Life and Community Engagement and reports to the Chair of the Grievance Committee (the Student Services Director).
6. **Grievance Procedures:** refers to the Student Life and Community Engagement Office's procedures to address complaints against University policies and procedures.
7. **Student:** refers to an individual enrolled into an undergraduate or graduate program at the American University in the Emirates.

Informal Complaint: Mediation

1. Students should attempt to resolve their complaints informally prior to filing a formal grievance. They may do so by approaching the Office of Student Life and Community Engagement with

their complaint for advice.

2. The Manager of the Office of Student Life and Community Engagement may mediate between the student and the other parties involved in the incident (student, staff, or faculty member).
3. This step is not applicable in the cases of alleged sexual harassment, sexual misconduct or discrimination in which case the Office of Student Life and Community Engagement will provide all necessary support to follow the procedures correctly.
4. If the mediation efforts resolves the issue, then the Manager of Student Life and Community Engagement will notify the decision in writing to the Complainant(s) and the Respondent(s) within seven (7) days from the date of resolution.

Formal Complaint: Grievance

A. Filing a Formal Grievance

1. If the Complainant(s) is/are not satisfied with the outcome of the mediation effort, he/she may file a written grievance by submitting a Student Grievance Form through their Student Portal.
2. The Student Grievance Form should state the name of the Respondent (if known) and describe with reasonable specificity any of the alleged incident(s) of that he/she wants to be addressed by the Student Life Office, including the date and place of the incident(s).
3. The Complainant may also upload any evidence connected to the reported incident.

B. Responding to a Formal Grievance

1. The completed Student Grievance Form grievance form is reviewed by the Student Life Office and presented to the Manager of Student Life and Community Engagement, or designee, within 48 hours after satisfying the first step in the grievance process. The Manager of Student Life and Community Engagement, or designee, confirms the type of grievance: whether it is an academic or non-academic grievance.
2. The Manager of Student Life and Community Engagement, or designee, shall give written acknowledgement of receipt of the Student Grievance Form.

C. Resolving a Grievance

Academic Grievance: If the grievance involves an incident or situation between a student and a faculty member related to teaching and learning:

1. **Notify College Dean or VPAA:** The Manager of Student Life and Community Engagement, or designee, will forward the Written Grievance to the College Dean and/or the Vice President of Academic Affairs (VPAA) via the Student Grievance Portal.
2. **Investigation:** Upon receiving grievance, the College Dean and/or the Vice President of Academic Affairs forms an Academic Grievance Committee to begin a formal investigation of the grievance.
 - a. The Academic Grievance Committee contacts the Complainant and the faculty member.
 - b. The Academic Grievance Committee seeks evidence pertaining to the grievance from both complainant and the faculty member.
3. **Academic Grievance Committee Hearing**
 - a. An Academic Grievance Committee will be assembled to review the grievance case, conduct an Academic Grievance Hearing, and determine a resolution.
 - b. The Academic Grievance Committee calls in the Complainant to give a statement and then questions the Complainant during an interview
 - c. The Academic Grievance Committee then calls in the faculty member to give a statement and then questions the faculty member independently during an interview
 - d. The Academic Grievance Committee may call in Witnesses independently during an interview
 - e. The Academic Grievance Committee may call the Complainant, the faculty member, or Witnesses to answer any further questions, independently
 - f. The Academic Grievance Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.

- g. The Chair shall report the decision to the Vice President of Academic Affairs
- 4. **Committee Findings Shared with OSL:** Once the VPAA approves the Academic Grievance Committee decision, the Chair shares the Committee findings, evidence, and recommendations with the Student Life and Community Engagement Office via the Student Grievance Portal within 48 hours from the reporting of the grievance.
- 5. **Notification:** The Student Life and Community Engagement Office forwards the outcome via the Student Grievance Portal within 48 hours from when the Academic Grievance Committee's decision is communicated

Non-Academic Grievance: If the grievance involves an incident or situation between student and his/her peer:

- 1. **Meeting with Complainant:** If the Student Grievance Form is not clear, the complainant will be called in the by the Manager of the Student Life & Community Engagement Office, or designee, to meet and clarify details of the grievance
- 2. **Investigation:** Upon receiving grievance, the Student Life & Community Engagement Office will begin a formal investigation of the grievance. The Student Life & Community Engagement Office will contact the respondent, the witnesses, and collect evidence and/or documents.
- 3. **Letter of Notice:** If reasonable cause exists, the complainant (and respondent, if applicable) will be notified of a scheduled Student Grievance Committee Hearing via a letter of notice to the official University email account. The formal letter of notice will outline the alleged violations, notification of where to locate the Student Code of Conduct and/or University policies, procedures for resolution of the complaint, and notification of the date and time of the scheduled hearing within 48 hours of the reported violation. The respondent may also be contacted informally via phone call or in person by a Student Life Officer to follow up on the formal letter of notice.
- 4. **Interim Actions:** The Manager of the Student Life & Community Engagement Office may impose interim actions during the investigation process including a "No Contact Order" or "Temporary Suspension." Such actions may be taken to ensure the safety and well-being of the university community and the accused student.

5. Student Grievance Committee Hearing

- a. An ad-hoc Grievance Committee will be assembled to review the grievance case, conduct a Grievance Hearing, and determine if the Respondent violated a university policy.
- b. Student Grievance Hearings are closed to the public, are not live, and do not involve cross-examination.
- c. Student Grievance Hearings are informal
- d. The Student Grievance Committee calls in the Complainant to give an statement and then questions the Complainant independently during an interview
- e. The Student Grievance Committee then calls in the Respondent to give an statement and then questions the Respondent independently during an interview
- f. The Student Grievance Committee then questions Witnesses independently during an interview
- g. The Student Grievance Committee may call the Complainant, Respondent, or Witnesses to answer any further questions, independently
- h. The Student Grievance Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.
- i. The Chair shall report the decision to the Chair of the Grievance Committee (Student Services Director)
- j. The Chair forwards a copy of the Student Grievance Committee's decision to all parties involved within seven (7) days of the Student Grievance Committee's decision.
- 6. **Decision & Notification:** Based on the findings of the Student Grievance Committee, the respondent(s) will receive a formal letter within seven (7) days of the hearing outlining the violation(s), the Committee's decision, and the student's right for an appeal. The student is subject to any one or more of the Disciplinary Sanctions (see Disciplinary Sanctions).

Non-Academic Grievance: If the grievance involves an incident or situation between a student and a staff member or a faculty member on matters unrelated to teaching and learning:

1. **Meeting with Complainant:** If the Student Grievance Form is not clear, the complainant will be called in the by the Manager of the Student Life & Community Engagement Office, or designee, to meet and clarify details of the grievance
2. **Investigation:** Upon receiving grievance, the Student Life & Community Engagement Office will begin a formal investigation of the grievance. The Student Life & Community Engagement Office will contact witnesses, collect evidence and/or documents.
3. **Letter of Notice:** If reasonable cause exists, the complainant (and respondent, if applicable) will be notified of a scheduled Student Grievance Committee Hearing via a letter of notice to the official University email account. The formal letter of notice will outline the alleged violations, notification of where to locate the Student Code of Conduct, procedures for resolution of the complaint, and notification of the date and time of the scheduled hearing within 48 hours of the reported violation. The respondent may also be contacted informally via phone call or in person by a Student Life Officer to follow up on the formal letter of notice.
4. **Interim Actions:** The Manager of the Student Life & Community Engagement Office may impose interim actions during the investigation process including a “No Contact Order” or “Temporary Suspension.” Such actions may be taken to ensure the safety and well-being of the university community and the accused student.
5. **Student Grievance Committee Hearing**
 - a. An ad-hoc Grievance Committee will be assembled to review the grievance case, conduct a Grievance Hearing, and determine if the Respondent violated a university policy.
 - b. Student Grievance Hearings are closed to the public, are not live, and do not include cross-examination.
 - c. Student Grievance Hearings are informal
 - d. The Student Grievance Committee calls in the Complainant to give a statement and then questions the Complainant independently during an interview
 - e. The Student Grievance Committee then calls in the Respondent to give a statement and then questions the Respondent independently during an interview
 - f. The Student Grievance Committee then questions Witnesses independently during an interview
 - g. The Student Grievance Committee may call the Complainant, Respondent, or Witnesses to answer any further questions, independently
 - h. The Student Grievance Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.
 - i. The Chair shall report the decision to the Chair of the Grievance Committee (Student Services Director)
 - j. The Chair forwards a copy of the Student Grievance Committee’s decision to all parties involved within seven (7) days of the Student Grievance Committee’s decision.
6. **Decision & Notification:** Based on the findings of the Grievance Committee, the respondent(s) will receive a formal Outcome letter within seven (7) days of the hearing outlining the violation(s), the Committee’s decision, and the student’s right for an appeal. The student is subject to any one or more of the Disciplinary Sanctions (see Disciplinary Sanctions).

Grievance Appeal

1. **Submit Student Appeal:** A Respondent may appeal the decision by filing a Student Appeal through the Student Portal. A Respondent who submits an Appeal is called an “Appellant.”
 - a. An Appellant must submit the Appeal within five (5) working days from the date of receiving the formal letter via the Student Portal.
 - b. No appeal shall be allowed unless the appellant cites specifically to the grievance/conduct record and states with specificity the grounds under which the appeal shall be allowed.
 - i. Substantial Procedural Error: A specific procedural error or error in interpretation of the University policies and procedures substantially affected the process
 - ii. New Information: New, significant, or relevant information that was not discovered

during the Grievance hearing that may substantially affect and/or change the decision of the Student Grievance Committee Hearing.

c. Any appeal submitted that does not include the required information will be dismissed without review.

2. Notify Student Services Director:

a. The completed Student Appeal is reviewed by the Manager of Student Life and Community Engagement and presented to the Student Services Director.

b. The Student Life & Community Engagement Office shall give written acknowledgment of receipt of the Academic Appeal to the Appellant.

3. Student Appeal Committee:

a. The Student Services Director forms a Student Appeal Committee

b. The Student Services Director shall present all relevant information on the case to the Student Appeal Committee.

c. The Student Appeal Committee will not include live hearings or interviews, unless the Student Appeal Committee deems it necessary.

d. If the Student Appeal Committee overrules a decision in whole or in part, it may:

i. Modify the decision; or

ii. Remand for further proceeding.

e. The Student Appeal Committee shall be responsible for reviewing substantive or procedural appeals from the decision(s) of the Student Grievance Committee, the Student Conduct Committee, or Disciplinary Sanction(s) assigned by the Student Life and Community Engagement Office

4. Decision & Notification: Based on the findings of the Student Appeal Committee, the Appellant will receive a formal letter within seven (7) days of the appeal committee meeting outlining the Student Appeal Committee's decision. Decisions of the Student Appeal Committee are final. There is no further opportunity for appeal.

Student Code of Conduct

The University prioritizes ensuring a safe, nurturing and conducive learning environment that fosters positive and productive relationships among all stakeholders including students, faculty and staff members. This policy provides clear guidance and advice regarding the behavior expected of students and the measures taken in cases of violations of the expected standards of conduct in line with the University policies and in compliance with the national accreditation standards and UAE laws.

Statement

The American University in the Emirates offers students a community to learn and grow. Students are expected to demonstrate behavior that is consistent with the core values of the American University in the Emirates and uphold the responsibilities outlined in the policy on Student's Rights and Responsibilities and the conduct expectations outlined in this policy. This policy applies to all undergraduate and graduate students who are registered at AUE or are enrolled in a course or program.

Instances of perceived violations will be subject to the appropriate procedures as outlined in this Policy including internal measures and/or supporting the relevant authorized entities in taking appropriate measures. The authority for pursuing action in cases of perceived violations lies with the Student Life & Community Engagement Office that maintains all relevant documents regarding student violations and disciplinary measures in the Student Files that are securely maintained with limited access to designated personnel of the Student Life & Community Engagement Office.

Students are expected to adhere to all local laws of the Emirate of Dubai, the federal law of the UAE, and all rules, regulations, policies, and procedures established by the American University in the Emirates.

1. Alcohol and Substance Abuse

The University is an alcohol and substance-free campus.

2. Abuse of Information Technology and social media Policy

The use of the University's IT platforms including the computers, University email, Portal, and the University's social media outlets including its Twitter, Facebook, Instagram, or LinkedIn accounts are subject to the laws of the UAE and subject to the following prohibitions:

1. Compromising the security of the University IT systems and platforms and/or interfering with the AUE network or system.
2. Attempts to gain unauthorized access to computers, accounts, or data.
3. The use of technology devices or social media platforms to fraudulently represent the University.
4. The use of technology devices or social media platforms for any unlawful activity.
5. The use of technology devices or social media platforms to harass or intimidate any individuals and/or entities.
6. Spreading false information.
7. The use of offensive or inappropriate language via the University's technology devices or social media platforms.
8. AUE systems and networks are not allowed to be used for any commercial and/or personal purpose without prior approval from the relevant departments.
9. AUE content on its platforms and Social Media are subject to the UAE Law of Intellectual Property and Copyright.

3. Dress Code

Student attire must be in compliance with the UAE laws and respectful of its values and culture. Students are expected to follow the dress code policy while on campus or off campus on official University events to ensure compliance with the customs, traditions, and laws of the UAE.

Inappropriate attire includes but not limited to:

1. Wearing ripped clothing
2. Wearing sleeveless tops
3. Wearing shorts or skirts above the knee
4. Wearing clothing that bares the midriff, back and/or chest
5. Wearing clothing and accessories with offensive and/or inappropriate symbols or language

4. Conduct on Campus & in University Official Events

Students are expected to abide by the Student Rights and Student Responsibilities and the Student Code of Conduct while on the University premises and during official University events include events of all scales that take place both on and off campus. Students participating in these events must not engage in any behavior or activities that violate UAE laws or disrespect its cultural values or any of the policies related to student conduct. Inappropriate conduct includes but is not limited to:

1. Disruptive behavior including intentional obstruction or disruption of any form (including excessive noise) while on the University campus.
2. The use of inappropriate verbal or written language including racist, derogatory, threatening, vulgar, profane, inappropriate slang, insulting or offensive remarks or gestures against any member of the University community including students, faculty, staff, and visitors.
3. Verbal or physical assault and damage to property and any behavior that is deemed threatening and aggressive against a member of the University community.

5. Classroom Conduct

Students are expected to demonstrate classroom behavior is that is respectful of their instructors and peers and mindful of the UAE law and cultural values. Inappropriate classroom conduct includes but is not limited to:

1. Disruptive behavior including repeated, excessive lateness (more than twenty minutes from the start of the class), repeatedly leaving the classroom, eating or drinking inside the class, sleeping, or any other behavior that is distracting to the instructor and/or peers.
2. The use of electronic devices during the class without the instructor's permission including mobile phones, laptops, ipads, earpods/headphones, smart watches, and recording devices.
3. Refusal to cooperate and/or comply with the instructor's directions during lectures.
4. The use of inappropriate language (including racist and derogatory remarks) or gestures against instructors and/or peers.
5. Verbal or physical assault and damage to property and any behavior that is deemed threatening and aggressive against instructors and/or peers.

6. Theft & Property Damage

This includes but is not limited to:

1. The theft or unauthorized use of property including University property or property of a member of the University community (a student, faculty, staff, or visitor) while on campus. This includes both possession and use of the property.
2. The damaging of or vandalizing of any objects or property that belongs to the University that

is either purposeful or reckless.

7. Possession or Use of Weapons

This includes but is not limited to:

1. The use, possession, sales, or distribution of any weapons, fireworks, explosives, or firearms or any objects that may be used as a weapon while on campus or during events that are sponsored by the University off campus. This includes all weapons that are prohibited by the UAE law.

8. Sexual Misconduct

This includes but is not limited to:

1. Sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature including inappropriate touching or fondling, non-consensual sexual contact, or non-consensual sexual intercourse.

9. Unauthorized and Illegal Activities

1. Smoking is prohibited inside all campus buildings and DIAC facilities. This includes the use of any lighted cigarette, cigar, pipe, midwakh, dokha, electronic cigarette, or any other smoking device in non-designated areas. Smoking is only allowed in designated smoking areas located outside of the campus buildings. The possession of or use of shisha on campus is prohibited.
2. Gambling or other forms of unauthorized games or activities of chance while on campus or at University-sponsored activities or events.
3. The making, attempting to make, sharing, or distribution of a recording of any form, including audio or visual, or the photographing of, any person without the prior knowledge or consent of the person in locations where there is a reasonable expectation of privacy on campus or during a University-sponsored event, and when the action causes or is likely to cause injury, distress, or damage to reputation or violates applicable law.
4. The electronic or physical distribution or sharing of pornographic or inappropriate material.
5. Unauthorized use, distribution, or posting of any printed or electronic material or use of the University's name or logo in any communication or print by any student or student clubs. This includes use of the University's logo or name in any off-campus activities, which many are not reserved in the name of the University.

10. Endangering the safety of others

1. Behavior that threatens or endangers the safety of any student
2. Physically restricting a person's movement intentionally without their consent
3. Activation of fire alarms or discharge of fire extinguishers without justifiable cause, tampering with power supply or electric equipment that results in a power outage or disruption or compromises of University functions or activities or results in potential harm to other individuals.
4. Blackmail of another person
5. Encouraging or provoking another individual to perform a humiliating or demeaning act that causes excessive mental stress
6. Inflicting self-injury or imposing self-harm

11. Bullying, Harassment, and Verbal Assault

This includes but is not limited to:

1. Any form of intimidation, harassment, threats, irritation or disrespect of another member of the University community that may threaten their mental or physical health, or cause embarrassment, humiliation, or discomfort. This includes any act of racism, sexism or discrimination based on race, gender, color, nationality, age, disability, financial abilities, religion, etc.
2. The use of technology including mobile phones, emails, instant messaging, text messaging, social media, websites, or other forms of digital content to harass or aid in the harassment of a member of the University community that may harm or disrespect them.
3. Any form of stalking whereby an individual, by any action, method, device or means, directly or indirectly follows, monitors, tracks, observes, surveils, threatens, harasses or communicates to or about an individual.
4. The wrongful and intentional publication of a verbal or written statement with the intent to defame or spread false rumors about a person so as to cause irritation and embarrassment.

12. Physical Assault

This includes but is not limited to:

Physical abuse including assaults or physical injury to a student, staff, faculty member, or visitor on campus or at official University events off campus.

1. **Report Perceived Violation:** Any member of the University community including a currently enrolled student, staff or faculty member may report any perceived violations of the Student Code of Conduct or University policies by submitting a Student Incident Report through the Campus Portal
2. **Meeting with Complainant:** If the Student Incident Report is not clear, the complainant will be called in the by the Manager of the Student Life & Community Engagement Office, or designee, to meet and clarify details of the incident
3. **Investigation:** Upon receiving the incident report, the Student Life & Community Engagement Office will begin a formal investigation. The Student Life & Community Engagement Office will contact witnesses and collect evidence and/or documents.
 - a. If the violation is clear, the Manager of Student Life and Community Engagement may impose one or more of the Disciplinary Sanctions (see Disciplinary Sanctions), excluding suspension or expulsion. An official letter will be sent to the respondent within seven (7) days of the reported incident outlining the violation(s), the decision, and the students right for an appeal. The Student Conduct Procedures end here.
 - b. However, if violation is not clear or if the incident calls for a Disciplinary Sanction that involves suspension or expulsion, the Student Life Office will proceed with a Student Conduct Hearing, as per Step 4 of the Student Code of Conduct procedures.
4. **Letter of Notice:** If reasonable cause exists, the respondent will be notified of a scheduled Student Conduct Committee Hearing via a letter of notice to the official University email account. The formal letter of notice will outline the alleged violations, notification of where to locate the Student Code of Conduct, procedures for resolution of the complaint, and notification of the date and time of the scheduled hearing within 48 hours of the reported violation. The respondent may also be contacted informally via phone call or in person by a Student Life Officer to follow up on the formal letter of notice.
5. **Interim Actions:** The Manager of the Student Life & Community Engagement Office may impose interim actions during the investigation process including a "No Contact Order" or "Temporary Suspension." Such actions may be taken to ensure the safety and well-being of the university community and the accused student.
6. **Student Conduct Hearing**
 - a. Student Conduct Committee will be assembled to review the case, conduct a Student Conduct Hearing, and determine if the Respondent violated a Student Conduct or University policy.
 - b. Student Conduct Hearings are closed to the public. Student Conduct Hearings are not live and do not involve cross-examination.
 - c. Student Conduct Hearings are informal
 - d. Student Conduct Hearings will proceed
 - e. The Student Conduct Committee may call in the Complainant to give a statement and then questions the Complainant independently during an interview
 - f. The Student Conduct Committee then calls in the Respondent to give a statement and then questions the Respondent independently during an interview
 - g. The Student Conduct Committee then questions Witnesses independently during an interview
 - h. The Student Conduct Committee may call the Complainant, Respondent, or Witnesses to answer any further questions, independently
 - i. The Student Conduct Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.
 - j. The Chair shall report the decision to the Student Services Director
 - k. The Chair forwards a copy of the Student Conduct Committee's decision to all parties involved within seven (7) days of the Student Conduct Committee's decision
7. **Decision & Notification:** Based on the findings of the Student Conduct Committee, the respondent(s) will receive a formal letter within seven (7) days of the hearing outlining the violation(s), the Committee's decision, and the student's right for an appeal. The student is subject to any one or more of the Disciplinary Sanctions (see Disciplinary Sanctions).

Appeal

Students have the right to appeal on the decision made by the designated committee, by submitting an official and written appeal as per the permitted period outlined in the procedures. It is the responsibility of the Office of Student Life to notify the students on the decision of the appeal.

Student Disciplinary Policy

The University has drawn a clear picture of what is expected from students concerning the compulsory respect of codes of conduct and academic integrity available in the student handbook. Disciplinary measures shall be taken against students who do not adhere by the university code of conduct and discipline.

- » Any violation of AUE code of conducts shall be reported within less than 48 hours to the judicial office within the Student Affairs Department, who shall take necessary disciplinary actions in case of a proved misconduct or defilement.
- » If the report is not based on valid proofs and facts, the Vice President for Enrollment Management and Student Services forms a committee to investigate and decide upon the action to be taken
- » In case of an Academic violation, faculty members shall report to the Dean and the Judicial Office the action taken to be documented in the student' file.
- » Student who will be reported for a violation of the university standards/code of conducts will adhere before the disciplinary committee (to be formed by the Provost Office) for hearing.
- » Upon the hearing, the student may confess or deny the allegation against him/her. If once he/she declares, the allegation will have proved, and the action shall be taken accordingly. In case of denial, the student affairs may proceed if there is enough evidence to be presented to the discipline committee.
- » The Disciplinary committee may decide to suspend a Student from attending classes pending a hearing.
- » The Disciplinary Committee shall invite the student and all concerned individuals that may ensure a fair and reasonable decision
- » Student cannot withdraw from a course or university prior to concluding an investigation.

Penalties\Sanctions

Students may have to bear disciplinary sanctions/penalties if they are proved to be fully responsible for a misconduct or violation. The sanction or penalties includes but not limited to the following:

1. Verbal Warning: An official verbal notice by the Manager of Student Life & Community Engagement in which the policy is explained to the respondent with the understanding that further action may be taken should the respondent be involved in further violations. The Student Life & Community Engagement Office keeps a record of this incident, but it does not go into the student's disciplinary record.
2. Written Warning: An official written notice by the Manager of Student Life & Community Engagement that becomes a part of the student's disciplinary record.
3. Restitution: The requirement to provide monetary compensation for any damage caused to the University or any other person's property.
4. Community Service Hours: The requirement to complete a specific number of unpaid service hours to the University, as approved by the Manager of Student Life & Community Engagement.
5. No Contact Order: An order for a specific person(s) to refrain from engaging in any contact of any means with another specified member of the university campus.
6. Behavioral Requirements: The requirement to complete a specific activity such as writing an essay or an apology letter, giving a presentation, apologizing to another party in person, attending counseling, etc.
7. Educational Requirement: The requirement to complete a specific activity such as attending and/or participating in an educational activity and/or sponsoring or assisting with an educational activity for others.
8. Withdrawal of Financial Support: Should a student be a recipient of any financial support including a scholarship, grant, or financial aid, the Manager of Student Life & Community Engagement has the right to withdraw financial support permanently or for a set period.
9. Exclusion from University Events: The University has the right to exclude the respondent from the participation in and/or attendance of a specific or all University events and activities, including the graduation ceremony.
10. Disciplinary Probation: The student is placed on official notice that their behavior(s) are inconsistent with University policy and procedures and therefore, are not in good standing with the University. the respondent is restricted of their eligibility for financial support and on- campus employment, holding administrative positions on the Student Council and/or Student Clubs, and participation in Student Events for a specific period, as stipulated in the official notice.
11. Disciplinary Suspension: The respondent is required to temporarily separate from the University for a specific number of times. During this period, the respondent will be withdrawn from all courses, will be blocked from accessing the AUE Student Portal, will be banned from visiting the University grounds and attending any University events and activities.
12. Permanent Expulsion: The respondent is required to permanently separate from the University. The respondent will be withdrawn from all courses and will be permanently banned from visiting the University grounds and attending any University events and activities.
13. Withholding Degree: The University has the right to withhold issuing a degree to the respondent until all imposed sanctions, if any, are complete.

Disciplinary Sanctions related to academic cases: Disciplinary Suspension may only be assigned to a student with approval from the Student Services Director. Permanent Expulsion and Withholding Degree may only be assigned to a student with approval from the Vice President of Academic Affairs.

Disciplinary Sanctions related to non-academic cases: Disciplinary Suspension may only be assigned to a student with approval from the Student Services Director. Permanent Expulsion and Withholding Degree may only be assigned to a student with approval from the Vice President of Enrollment Management and Student Services.

Student Publications and Media

Student participation in University publications or other publications representing the University is an important part of student activities and an avenue for student voices to be heard both internally and externally in compliance with their rights as students. This policy outlines the process governing student participation in publications in compliance with CAA Standard 6.9.

Statement

Students may contribute to the University publications or initiate/participate in student-run publications as part of extracurricular activities/clubs/societies. Any kind of participation in University publications or representing the University in outside publications is prohibited without the explicit written approval of the Office of Student Life and Community Engagement and/or the concerned faculty/staff member where applicable.

1. In cases where the student is contributing to a University publication as part of a course assessment the student must obtain the concerned faculty member's written approval on the content of the contribution and ensure alignment with University policies and procedures.
2. In cases where the student wishes to volunteer to contribute to a University publication: the student makes the request by writing to the Department of Student Affairs who liaise on the student's behalf with the relevant individuals and departments. Upon approval the concerned individual/department the student must obtain written approval before publishing any content.
3. In cases where the student will represent the University in an external publication: the student notifies the Department of Student Affairs and upon receiving written consent can proceed to represent the University in the publication in line with its policies and procedures.
4. In cases where the student wishes to initiate a publication: the student follows the Policy and Procedure for student activities as outlined in 5.11.

Student Privacy and Records

The University maintains records for its students and graduates that includes the history and status of the entire educational journey. The University retains the students' documents to use, analyze, and report information for decision making. Personal records comprise information such as emergency contacts, addresses, tracking of the educational performance reviews, disciplinary, qualifications, credentials, admission, mental and fitness medical information. Accrediting bodies and legal authorities require regular reports on student information, therefore maintaining accurate, up to date students' files is a significant function to the University compliance with relevant authorities. This policy provides guidance and direction on the management of students' records and information at the University to ensure these records are complete, accurate and safe.

The Family Educational Rights and Privacy Act (FERPA)

The American University in the Emirates adopts FERPA in prohibiting the unauthorized release of confidential information about individual applicants, students, and alumni.

The University defines and maintains various student records and outlines the level of disclosure of the records and ensure their security and confidentiality including provision of secure fireproof storage and off-site electronic backup.

University Officials

The University officials comprise University full-time, visiting, and part-time employees: faculty members; administrators; academic advisors, counselors, health staff, attorneys; clerical staff, board of trustees' members; members of University standing committees, ad hoc disciplinary, grievance committees (including students serving in these committees), and other parties to whom the University has outsourced institutional services or functions. The University Officials have a legitimate educational interest if he or she needs to review an education record to fulfill his or her professional responsibility.

Student Directory Information

In line with FERPA exception that permits the University to non-consensually disclose personally identifiable information from a student's education records. AUE defines the Student Directory Information as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes:

Field	Description
Student ID	Internal ID issued by the AUE
Al Ethbara (File No.) For UAE Nationals Only	Ethbara is the file number of UAE national family book.
Emirates ID	All UAE nationals and residents have Emirates ID card, everyone with identifier number.
Passport Number	The passport number of the student
Family Book Number For UAE Nationals Only	Family book serial number as issued on the family book issued for UAE nationals.
Family Number For UAE Nationals Only	Family number as issued on the family book issued for UAE nationals.
City Number For UAE Nationals Only	City number as it appears on the family book, only for UAE nationals.
Student Name (English)	The full name of the student in English (as per the passport)
Student Name (Arabic)	The name of the student in Arabic (as per the passport for Arabs)
Student Email Address	The email address of the student
Student Mobile Number	The mobile number of the student

Definition, Collection and Maintenance of Student Records

Student records defined as those documents submitted and related directory to a student and maintained by the University. The University Registrar, document controller and the admission and registration officers oversee updating the student's records and accessing the electronic and physical student's official documents.

Records of Admission Applicants

Physical Records of the applicants who have applied to the University but were rejected or were accepted but have not been accepted the admission offer will be disposed by the end of the registration period for that semester. The electronic copies of records of those applicants will be kept for potential applications for a specific number of years articulated in the procedure of this policy. However, the institutional research shall use the admission applicants' information for analysis and reporting.

Financial Aid Supporting Information:

The awarding of financial support in the form of partial grants and/or financial aid is a competitive process that necessitates that students present various forms of documentation to support their application for financial support. The information that students provide in this process along with all supporting documentation is private and protected by the designated personnel of the Office of Student Life and Community Engagement who are the sole authorized custodians of this information. Student's information and supporting documents in relation to financial support applications are shared solely with the members of the Financial Support Committee as per the AUE Committees Charter solely for the purpose of making the necessary decisions pertaining to the awarding of financial support and it is not shared internally or externally for any other purpose. These records are retained for a period of 5 years from the date of submission.

Student Conduct Records:

All documents pertaining to student conduct is private and protected by the designated personnel of the Office of Student Life and Community Engagement who are the sole authorized custodians of these records. These documents are shared solely with the members of the Grievance Committee as per the University

Committees Charter solely for the purpose of making the necessary decisions pertaining to the resolution of grievances and/or disciplinary measures as per University pertinent policies and Procedures. Additionally, in cases where the outcomes impact the student standing in the University as in the case of Probation, Suspension or Expulsion the designated personnel of the Office of Student Life and Community Engagement is authorized to share the relevant parts of a student's disciplinary records including but not limited to penalties and sanctions. These records can be shared externally only upon the formal written request on the part of the UAE's authorities including but not limited to the Police and Armed Forces. These records are retained for a total period of five years.

Counselling records of Mental and Fitness Medical Records

The official mental and fitness medical records serve as a reference to the counselor to help exploring the psychological ability of the student and to diagnose his/her mental and medical condition. It also allows the counselor to understand deeply the case of the student to arrange an appropriate accommodation. Official medical documents and certifications are also very important to understand the pathology of the student, to determine the psychological consequences and identify exactly the type of mental condition to organize the required counseling sessions.

All students mental and fitness records are stored safely and confidentially in the Counseling and Disability Office. To ensure the student's privacy, the Director of Counseling and Disability Office is the only authorized person in the University who can access the mental and fitness medical official records of students, however, the counselor can describe the student mental and physical status to student's instructor without revealing any confidential information.

The office of Counseling and Disability may disclose the student's record to a third party (including Ministry of Education, External auditors, valid subpoena or a court order) only after getting a written authorization letter duly signed by the student, allowing the third party accessing their official records.

All the official mental and fitness medical records are kept five years after the student's graduation or drop from the University, unless the student submit a written request to the office of Counseling and Disability to discard his/her records immediately after graduating or leaving the University.

Student Coursework

All student's coursework such as midterm exams, quizzes, assignments, projects, and final exams is maintained electronically in the associated college and department institutional effectiveness in course files, as articulated in the Course File Policy.

Students Photographs in University publications

The University may invite students to take part in photo sessions to use them in university publications such as brochures, flyers, websites and any other printed or electronic material. Students wishing to have their photos published in such materials will need to fill out a consent form to allow the University to use their photos unconditionally. In addition, graduate student photos for the yearbook will be included in the yearbook, which will be distributed to the public without the need for any prior consent from the students.

Student Records Storage, Disposal and Retention

All Student Records are stored in fireproof cabinets and located in a storeroom with limited access under the Admission and Registration Department and under the supervision of the document controller who ensure access security. The student records are also stored electronically in the system on each student's profile. Student electronic records and data are protected in case of any disaster and failure of server system. The Information Technology Department is responsible for the backup of data held in datacenter systems and related database. The Information Technology Department keeps fully recoverable backups in the form of Data Tape on weekly basis schedule.

Student physical records are kept for five years after the date of graduation, withdrawal, or dismissal from the University; however, academic qualifications, transcripts and degrees are maintained electronically and accessible for a period of not less than fifty years.

Student Records Confidentiality and Security

AUE student records and information are confidential and therefore only accessible to AUE authorized Personnel, they are not disclosed to any third party without the consent of the students in writing. Exception to governmental entities and accreditation bodies reviewing AUE programs.

Health Services

The University aims to complement its academic mission by providing healthcare services to its community including students, as well as, to maintain a health and wellness environment to students.

The University provides students with health services and necessary medical care via the provision of health insurance and campus operational health clinic in cases of medical emergencies that facilitates timely med-

ical assistance. In addition, ensures an ambulance that is available within its premises 24 hours a day 7 days a week.

Students are entitled to seek medical assistance in cases of medical emergencies. Students are entitled to seek medical assistance in cases of medical emergencies. Students are expected to provide full and reliable information on general health, allergies and medications to the healthcare provider. The emergency may be reported to parents and/or guardians depending on the severity of the case.

Class Absence Illness/Injury Notification

The operational health clinic allocated on campus is not entitled to provide any written information of the student's illness or incapacity to attend classes. The student is responsible for providing verification of illness, and it's the faculty members responsibility for excusing absence as per the Students Attendance Policy.

Health Insurance

The University offers students health insurance for accidents that may occur on campus. Students are required to pay a non-refundable health insurance fee upon enrollment in each semester.

Information Disclosures

Students' health information shall not be shared for any reason until they have signed their consent to reveal or approve the use or dissemination of information. In the case of an emergency, the University is allowed to exchange specific personal health information with individuals of best interest to the student. The University may also provide public or private agencies with restricted personal health records which are approved to support disaster relief efforts.

Academic Support Services

The Academic Support Services Department is committed to supporting all students achieve academic success. It fosters a range of programs and resources, including academic advising, library services, and counseling and disability support. The department provides targeted assistance to students ensuring they receive the guidance and support needed to thrive. Three dedicated offices operate under the department: each focused on enhancing students' academic performance, ensuring academic success, and enriching overall university experience. Students are encouraged to proactively engage with these services and take ownership of their learning to reach their goals.

Academic Advising and Student Success Office

The Advising and Student Success Office is dedicated to supporting students as they achieve their academic goals and fulfill their degree requirements. The goals of the Advising and Student Success Office are as follows:

- To provide comprehensive advising support services that supplement college-level advising while guiding students in making informed and effective academic decisions to achieve their academic goals.
- To provide targeted academic support that assists students achieve course-specific objectives and enhance the skills necessary in achieving the learning outcomes of their academic programs.

The office provides students support in two essential areas:

Advising services: These services are designed to provide students with the support needed as they make fundamental decisions about their academic goals, course registration in line with their study plans, understanding their academic standing, and developing strategies that enable students stay on track and confidently move towards their educational goals. Advisors work closely with students to empower them for informed educational choices.

Success support services: These services focus on assisting students who might be facing academic challenges. Academically at-risk students receive the support needed in four forms: peer-tutoring, writing lab, English language courses, and workshops. Students are given the opportunity to develop their own leadership/mentorship skills, gain practical experience, and develop their soft skills to improve their performance. This student-centric learning process provides a unique learning experience for the students and enables them to actively engage in the learning process.

The Advising and Student Success Office offer a variety of services including:

1. First Year Advising
2. Advising CGPA and attendance at-risk students
3. English language institute
4. Preparatory Program
5. Peer-tutoring
6. Writing lab
7. Workshops

First Year Advising

The Advising and Students Success Office is mainly focused on first-year students to assist them through their academic journey and help them avoid typical first-year pitfalls including low academic performance. The graph below maps the student's journey in their first year:

Selecting	Selecting courses and registering
Understanding	Understanding University Policies and procedures
Developing	Developing academic, personal, and career goals
Identifying	Identifying values, abilities, responsibilities, and interests
Developing	Developing decision making skills
Utilizing	Utilizing campus resources.
Committing	Committing to continuous personal and academic growth
Understanding	Understanding mission, vision, and core values of the university
Developing	Developing self-advocacy skills

Advising CGPA and Attendance at-risk Students

Advising and Student Success Office is committed to supporting all students in achieving academic success and maintaining satisfactory progress toward graduation. To ensure early intervention and continuous support, the office provides targeted advising services for students identified as at risk due to low Cumulative Grade Point Average (CGPA) or poor attendance.

The Advising and Student Success Office regularly review student academic data to identify emerging risks early in the semester. Through proactive communication, personalized advising, and campus resource referrals, the office aims to empower students to overcome academic and personal challenges, achieve satisfactory academic standing, and progress successfully toward graduation.

1. CGPA-at-Risk Students

Students whose CGPA is 2.0 or below are classified as CGPA-at-risk. These students are required to meet with the Advising and Student Success Office manager to:

- Review their academic progress and identify challenges affecting performance.
- Develop an individualized academic success plan and strategies for improvement.
- Receive guidance on time management, study skills, and course load adjustments.
- Be referred to appropriate academic support services such as tutoring, writing centers, or workshops.

Advisors monitor the progress of at-risk students throughout the semester and conduct follow-up meetings to evaluate their improvement and provide ongoing guidance.

2. Attendance-at-Risk Students

Students whose class attendance falls below the required threshold, as defined in AUE's attendance policy and procedures, are identified as attendance-at-risk. The Advising and Student Success Office collaborate with faculty to:

- Notify students promptly through various communication channels about their attendance status.
- Conduct a one-on-one advising session to address the causes of absenteeism.
- Support the student in developing strategies to improve attendance and engagement.
- Coordinate with relevant university units (such as the Counseling Center or Student Life) if additional support is needed.

English Language Institute

The English Language Institute at the American University in the Emirates (AUE) provides students with the necessary English language support to ensure their academic, professional, and social success. It offers intensive English foundation program for conditionally admitted students, general English language courses for all levels, TOEFL ITP preparation course, and IELTS preparation course.

The communicative language teaching methods, a collection of well-designed activities and highly qualified teachers help students gain confidence in speaking, writing, reading, and listening skills. All students who join the English program must take an English placement test to be placed in the correct level.

English Program Details

1. Develop English language skills and acquire competence in listening, reading, speaking, and writing by engaging the students in a range of communicative tasks and activities.
2. Effectively use strategies to comprehend written and spoken language such as use of previewing, skimming and scanning techniques, contextualizing vocabulary and knowledge of text organization and purpose.
3. Expand students' use of grammatically correct and accurate language in speaking and writing for effective communication in a variety of academic settings and interpersonal situations.
4. Enhance students' academic vocabulary by keeping a vocabulary journal.
5. Develop critical thinking by integrating all language skills.
6. Effectively use test-taking techniques and strategies to pass English proficiency tests such as IELTS and TOEFL ITP.

Teaching Methods

The instructor's role is to facilitate student learning (Learner-centered approach) and maximize the growth of all students by implementing differentiated instruction strategies. Students' critical thinking skills will be developed through integrated skills and content-based curriculum. They will be engaged in individual, pair and group work, discussions, debates, and regular activities. Student learning will be measured through on-going summative and formative assessments.

English Foundation Program

AUE's English foundation program is an educational program that plays an essential role in the growth and development of conditionally admitted students in their communities. It cultivates the culture and networks needed for better students' outcomes. This program focuses on diverse learning dimensions including languages, assessments, and other skill development. The program forges a solid foundation for transformational changes to bolster AUE's role in preparing successful global citizens and leaders through four language courses (CEFR): Level 1 (beginners), level 2 (low intermediate), level 3 (upper intermediate), and level 4 (advanced).

Our Courses Duration: 8 weeks per level.

TOEFL ITP Preparatory Course

Course Description: This course is intended to prepare advanced level learners to take the TOEFL ITP test. It combines skills (reading, writing, speaking, and listening) with language input (vocabulary, grammar, and mechanics). Learners will practice skills and strategies necessary in order to take the TOEFL ITP test and achieve the desired score. They will build reading and listening strategies with a range of texts and enhance their comprehension skills. By the end of this course, learners will have extended knowledge of grammatical and vocabulary structures.

IELTS Preparatory Course

Course Description: This course is intended to prepare advanced level learners for the IELTS test. It combines skills (reading, writing, speaking, and listening) with language input (vocabulary, grammar, structure). Learners will practice skills and strategies necessary in order to take the IELTS test and achieve the desired score. They will produce a wide range of written and spoken output in response to a variety of prompts, as well as build reading and listening strategies with a range of texts. By the end of this course, learners will have extended their knowledge of grammatical and vocabulary structures.

BEGINNER English Course

Course Description: This course is designed to help Beginner Level learners develop their English language skills. It combines language skills (reading, listening, speaking, and writing) with language input (vocabulary, grammar, functions). The course will strengthen learners' English language skills while they familiarize themselves with the type of content, questions, and tasks on English proficiency tests. Practice and mastery of these skills will help the learners build confidence to communicate successfully in an academic environment.

INTERMEDIATE English Course

Course Description: This course is designed to help Intermediate Level learners develop their English language skills. It combines language skills (reading, listening, speaking, and writing) with language input (vocabulary, grammar, functions). The course will strengthen learners' English language skills while they familiarize themselves with the type of content, questions, and tasks on English proficiency tests. Practice and mastery of these skills will help the learners build confidence to communicate successfully in an academic and professional environment.

ADVANCED English Course

Course Description: This course is designed to help Advanced Level learners develop their English language skills. It combines language skills (reading, listening, speaking, and writing) with language input (vocabulary, grammar, functions). The course will strengthen learners' English language skills while they familiarize themselves with the type of content,

questions, and tasks on English proficiency tests. Practice and mastery of these skills will help the learners build confidence to communicate successfully in an academic and professional environment.

Preparatory Program

The Preparatory Program is an academic support initiative designed for students who have not achieved the required minimum score in the admission placement tests. The program aims to strengthen students' foundational skills and knowledge in specific subject areas before they begin their degree-level coursework.

The Preparatory Program ensures that all admitted students are adequately prepared for university study. It provides essential academic reinforcement to help students meet the required standards for success in their academic programs.

Peer Tutoring

The Peer Tutoring Program at the American University in the Emirates (AUE) is overseen by the Advising and Student Success Office. It is one of the most effective academic support services which are designed to enhance the academic success of all undergraduate students by providing peer-led academic support. The program fosters collaborative learning, builds leadership skills among tutors, and empowers them to achieve their academic goals. It mainly focuses on any general or core courses that might need further clarification in the understanding of the content.

The tutoring program is a completely free of charge service that the Office of Advising and Student Success provide to all undergraduate students at AUE.

Sign up for a tutor:

1. Request a tutor through the student portal.
2. The Advising and Students Success Office will assign you an eligible tutor and arrange a suitable time for both the tutor and tutor to meet.
3. The tutor and tutee meet either virtually via MS Teams or on campus.

The Writing Lab

Location: Lab 7211, second Floor, block 7, American University in the Emirates (AUE), Dubai. Opening Hours: Monday- Friday (9:00 am- 5:00 pm)

The Writing Lab is a free service provided by the AUE to enhance students' writing, research and speaking skills. We focus primarily on students' development, and we aim to help the students discern areas for improvement, and to guide them into the next stage of growth.

Purpose of the Writing Lab:

1. Provide comprehensive editing services to help students refine their assignments, projects, and/or written work.
2. Provide individual Consultations on oral, visual, and written projects: Students can book consultations with a consultant at the Lab. Appointments can be up to 50 minutes. Students can book up to two appointments per week. They can consult before they have started their projects (E.g. Brainstorm ideas, discuss the assignment implications), while working on the project, after the project is finished, or after they have received feedback on their project from their professor.
3. Provide Workshops on various aspects of academic writing such as Paraphrasing, summarizing and Quoting in Academic Writing, Mechanics of Academic Writing and Cohesion in Academic Writing.

Workshops

All academic units in the university offer workshops to students and faculty members, but in the office of Advising and Students Success the workshops mainly focus on student life and challenges they might face specially in their first year. As freshmen students, they have many questions that need to be addressed professionally.

Some of the topics the advising office focuses on are:

1. **Time Management:**
Managing time efficiently could not only improve student productivity but will also help them to achieve a less stressful and more enjoyable way of operating, both within their study life and beyond. This practical and interactive workshop will demonstrate how to improve the way you manage yourself, your colleagues, and your environment to achieve efficiency.
2. **The Mid-Semester Check-Up:**
It's never too late! Many students fall into a common mistake which is recognizing their bad grades after

the first half of the semester. This workshop will help students make a new plan for improving their grades in the second half of the semester by reconsidering and strengthening themselves with skills such as time management, reading, organization, and study strategies.

3. There is too much to read:

One of the main challenges the students face is to have many things to study for their quizzes, midterms or finals and there are easy tips to follow so you can finish studying all the course materials in an efficient way.

4. Final's preparation:

Usually the most stressful time of the academic year for the students is the finals time especially if they have final submission deadlines directly before the final exams. This workshop mainly focuses on how to prepare your final projects as soon as it is announced by the course instructor and then to be ready for the final exam with smart tips to follow

Library

1. AUE Learning Resource follows open shelf-systems. Users are encouraged to select and fetch material without the need for intervention by the library staff. However, the Library staff will gladly aid users who are not able to access items on open shelves for themselves. Also, whenever possible, accessing the databases is provided across networks which are always normally accessible.
2. AUE Learning Resource staff are authorized to inspect any books in the possession of users leaving the Library.
3. Staff members will update patron records already in the system as needed.
4. Books must not be removed from the Library unless they have been borrowed in accordance with the library regulations:
 - It shall be possible for the borrower to renew borrowed books, if another user does not require them. Books will be renewed in person, or through the Library computer system, or by telephone, or email.
 - The AUE Librarian shall extend borrowing privileges to any registered user, and others approved by the Library.
 - Books borrowed from the Library must not be taken abroad, unless special permission has been obtained from the Librarian.
 - No person shall be able to borrow a book from the Library if they do not pay any fine or charge incurred, as applicable.
 - The library shall hold the borrower whose name appears on the card responsible for all uses made of the card. Reader's responsibility shall include immediate notification of lost, stolen, or damaged cards; reporting and payment for lost or damaged materials; and reporting any changes of address.
 - The Librarian may require the quick return of any book from any borrower after it has been on credit for 7 days during the term or vacation.
 - Students who have completed their final exams will have their borrowing privileges revoked. Upon graduation, they shall have the option of registering as alumni members.
 - The Librarian has the right to apply special conditions governing the use or loan of any item. For the purposes of the annual inventory, all Library books shall be returned to the Library before the end of each term, at a date to be announced by the Library.
 - The borrowing of books shall be stopped during this inventory period but will be resumed not later than 2-4 weeks after the beginning of the inventory.
 - This Procedure usually takes place during the summer break.
 - Reference materials will not usually be placed in the short-term loan collection; however photo-

copies of Library resources may be placed within the collection subject to copyright rules.

- Periodicals form an important part of the Library Collection and are not usually available for loan. It is becoming gradually more suitable to purchase electronic access or document delivery services for periodicals, rather than acquisition through subscription.
- The Periodicals Collection is evaluated on an annual basis to consider cancellations and opportunities to restore with electronic versions where appropriate.
- Requirements for new subscriptions should indicate why the subscription is necessary and if it can be supported by cancellation(s) of similar value.
- Printed Materials may be placed in the short-term loan collection (less than two weeks) where demand is expected to be high for an explicit period. Normally, only one copy of a book, journal article or other material will be placed in the collection.
- Library users shall have a loan of up to the limit of items allowed within their kind of membership, but this may be set on the number of items loaned in certain categories of materials. The Librarian with special conditions may increase the maximum number of loans allowed per person.
- Faculty members are requested to inform the Library in prior to the start of the semester to make sure that a copy can be available in the library and placed within the collection.
- The loan period for any item circulating in the General Collection depends on the items type and loan categories as mentioned below:

Borrower Categories		Number of Books	Loan Period	Reduced loan period (when a "Hold Request" exist)	Online
Staff	Faculty members	10 items	Semester loan	1 week	2
	Staff members	5 items	3 weeks	1 week	2
students	Graduate	5 items	3 weeks	1 week	2
	Undergraduate	5 items	3 weeks	1 week	2
Researcher	Ph.D./Research	10 items	4 weeks	1 week	2

Counseling and Disabilities Office

AUE supports the principle of inclusion and provides access to all students, including students with disabilities, to its services and facilities. The Office of Counseling and Disability at AUE promotes and fosters a positive environment that encourages informed and unprejudiced attitudes toward students with psychological disorders and intellectual or physical disabilities. It implements procedures for any reasonable adjustments, sets plans for accommodation, and encourages faculty members to employ all reasonable and appropriate instructional strategies and methods to help students demonstrate knowledge and competencies. AUE commits to the provision of an educational environment that caters to students and employees of different needs.

The policy applies to all university students: undergraduates and graduates and students with any type of the 13 categories of disability or who suffer from emotional, psychological, or psychosocial disorder, as well as students who are gifted and talented.

The 13 categories of disability as defined by the Individuals with Disabilities Education Act (IDEA) are:

- Autism Spectrum Disorder
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopaedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Policy Implementation

The UC will issue the implementation procedure and/or guidelines for this policy based on the recommendation of the ACC.

Procedure Description

1. Disclosure of the disability: A student who has any type of the 13 categories of disability defined by the Individuals with Disabilities Education Act (IDEA) or who suffers from any psychological disorder and wishes to be provided with reasonable adjustment must disclose the nature and extent of his/her illness or disability.
2. Upon enrolment, students must provide the Office of Counselling, and Disability Support with the following:
 - a. An impartial UAE-certified professional must mail a report (which should be accredited by the Dubai Health Authority) to the Office Counselling and Disability Support with a clear diagnosis, ongoing treatment, prognosis (as per the Diagnostic and Statistical Manual of Mental Disorders nomenclature in cases of mental challenges), and the evaluation procedures employed.
 - b. Clear history of treatment/diagnosis with the most recent one being within the last 12 months.
 - c. Clear explanation of any medications and potential side effects that would impact the student's learning experience and the extent of the student's compliance with the prescribed treatment.
 - d. Clear explanation of any aids that would be used to support the student's physical or mental challenge.
 - e. Clear stipulation of the kind of special accommodation needed by the student to successfully complete the program of study.
3. The counseling and disability office will assess the student based on the medical documentation provided

and an interview with the student.


4. A plan is then developed by the specialist and a notification is generated to inform about accommodation and adjustments required.
5. Accommodation and adjustments must be reasonable. The adjustment might be an aid, a facility, or a service. Any adjustment will be provided in consultation with the students and must meet the academic requirements of the program studied.
6. The individual plan is communicated immediately to course instructors, so adjustments can be provided.
7. Information collected on the student's case is treated with high confidentiality. No information will be disclosed unless a consent form is signed by the student himself/herself.
8. Examinations will be adjusted for students with disabilities to provide them with an equitable opportunity to demonstrate their knowledge and competencies.
9. After the counseling office assessment, if a student was refused a reasonable adjustment, he/she has the right to disagree with the decision and request a review of it.
10. All individual and group sessions are documented and saved on the system and students are provided with recommendations to work on by the end of each session.
11. The counselor must follow up on the recommendations given and track students' progress toward meeting the counseling goals or recommendations given.
12. Students must report any type of harassment or discrimination they get exposed to, to the counselor who will treat it as a top priority.
13. Students have the right to be provided with alternate arrangements during examinations such as:
 - a. Time extension
 - b. Assistive technology
 - c. Separate Room
 - d. Reader, scribe, or computer
 - e. Personal Reader or scribe.

CONTACT INFORMATION AND LOCATION




**NOTHING IS IMPOSSIBLE
IS THE PATHWAY TO SUCCESS**

YOUR JOURNEY AWAITS...

 Toll free 800AUE (283)

 info@ae.ae

 American University in the Emirates,
Dubai International Academic City, Block 6 and 7

www.aue.ae

GET TO KNOW US MORE
SCAN HERE!

