UNDERGRADUATE STUDENT HANDBOOK 2016 – 2017

Version #	Implemented By Author Name	Approved By	Approval Date	Reason
1.0	IE Office	College Council Board of Trustees	-	
2.0	IE Office	College Council Board of Trustees	May 5, 2016 May 21, 2016	Revising all the Manuals
3.0	IE Office	College Council	January, 2017	Attendance policy, Examination policy, Academic misconduct, study plans

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Vision

To be a leading and an internationally recognized higher education institution, contributing to the knowledge society and sustainable development of the United Arab Emirates and the Region.

Mission

To offer competitive educational programs in real-world settings, targeting a diverse population, aiming at developing and strengthening their careers. To engage with the society in the creation of knowledge and promotion of research to achieve local and regional development

Strategic Goals

- **Goal 1**- Provide academic excellence and innovative learning experience for a diverse student body

    o **Objective 1.1:** Create and sustain a culture that supports teaching excellence in all academic units

    o **Objective 1.2:** Strengthen efforts to attract an excellent and diverse body of local and international students

    o **Objective 1.3** : Ensure that current and emerging trends are embedded in the curricula through experiential and active learning

- **Goal 2**- Enable graduates to pursue life-long learning and develop their careers

    o **Objective 2.1**: Award career-oriented programs where market-based opportunities merge with ADUC academic strengths

    o **Objective 2.2:** Provide opportunities for student to participate in research through student-faculty collaborative scholarship programs

    o **Objective 2.3**: Strengthen the Internship Program by entering into agreements (MOUs) with business organizations and supporting career counseling activities

- **Goal 3**- Contribute to the sustainable development of the UAE and the region through knowledge-driven partnerships and collaboration with local and regional communities

    o **Objective 3.1**: Explore new partnerships with national and international industries in order to promote economic and sustainable development of UAE and the region

    o **Objective 3.2:** Promote environmental sustainability through green initiatives, reduced energy footprints and other initiatives

- **Goal 4-** Maintain and enhance commitment to recruit and retain diverse faculty and staff within a supportive and collegial work environment
  - **Objective 4.1**: Strengthen efforts to attract a qualified and diverse body of local and international faculty and staff
  - **Objective 4.2**: Promote a challenging intellectual environment by providing professional development opportunities and encouraging freedom and productive dialogue within and across academic and non-academic departments
  - **Objective 4.3**: Develop and implement policies and competitive compensation plans to retain highly valued faculty and staff

- **Goal 5**- Provide an environment and resources to nurture and support research activities
  - **Objective 5.1**: Align ADUC research activities to local industrial needs and demands
  - **Objective 5.2**: Allocate adequate funds and resources to invest in promising innovative fields
  - **Objective 5.3:** Recognize faculty and students' research activities to enhance productivity and creativity

1. STUDENT RIGHTS AND RESPONSIBILITIES

As members of Al Dar University College community, students are expected to fully adhere and comply with the rights and responsibilities attached to such membership. All members of the community (students, staff and faculty) must work together to ensure a college life and education of the highest quality.

1.1 STUDENT RIGHTS

Students enrolled at Al Dar University College have the right to a learning environment that provides them the opportunity to acquire knowledge and skills in their fields of study, develops their personalities as individuals and prepares them adequately for their future professional objectives.

The College adheres to the principle of not discriminating based on race, color, age, religion, freedom, ethnicity, etc. in any of its activities and services.

Students of Al Dar University College have the right to:

- Freedom from discrimination that the College adheres to
- Access to their educational records.
- Access to the educational services of the College such as Library, laboratories, counseling, advising, etc.
- Be protected against unauthorized disclosure of information pertaining to their academic records.
- Form, join or participate in associations, groups, and/or organizations and to elect their representatives for promoting their interests.
- A safe and healthy physical environment on campus, one that provides suitable conditions for learning and studying.
- A support and assistance from the College in their academic and non-academic activities.
- Be free from misconduct, harassment, and abuse.
- Appeal any academic or non-academic decision affecting them.
- File a complaint.
- Access and use the service of relevant support offices such as Office of Student Services.
- Appeal academic and nonacademic decisions.

1.2 STUDENT RESPONSIBILITIES

Students at Al Dar University College are expected to behave and conduct themselves with integrity, honesty, and respect the rights of others. Students at Al Dar University College shall not commit:

- offenses against others (harassment, theft, physical and sexual abuse, assault and any other act of physical or moral violence and aggression;
- offenses against property and equipment such as causing damages, theft, and unauthorized use of equipment and properties of the College;
- general offenses: any action that violates privacy, freedom of speech, freedom of religion, discrimination against race, sex, religion, age;
- offenses against the College policies, rules, non-compliance with regulations;
- violations of UAE Laws and Customs;

Students enrolled at Al Dar University College are expected:

- to keep themselves informed and fully acquainted, and comply with all rules with all rules, regulations, and polices of the College;
- to comply with all rules, regulations, and policies of ADUC;
- to respect the rights and property of others;

2. STUDENTS PARTICIPATION IN GOVERNANCE

STUDENT COUNCIL

The Office of Student Services supervises and assists the Student Council in organizing their events and activities. The Student Council represents the student body and conveys its views and opinions to the College management. It consists of three members selected from among students through elections scheduled at the beginning of each Academic Year and supervised by the Office of Student Services.

The Council acts as a liaison between students and ADUC. Students can liberally express their ideas and points of view to the Council through its members.

Major duties and responsibilities of the Student Council are to:
- participate in proposing rules and policies pertaining to all students of the College;
- promote student participation in various events and activities;
- utilize internal and external opportunities to better serve students' interests;
- engage and promote students outreach activities;
- voice students' problems and concerns;

The Student Council is composed of:

- Council President – His/her major duties and responsibilities are:

  o chairing all the Student Council meetings
  o scheduling and attending meetings with heads of committees
  o overseeing the annual calendar of activities and events
  o approving the allocated budget of the Council and various committees
  o meeting with Deans of Schools, Department Chairs, and Head of Units, to voice concerns of students with regard to specific academic and non-academic issues

- Secretary – His/her major duties and responsibilities are:

  o maintaining minutes of meetings and attendance reports of the Student Council
  o communicating reports with the Office of Student Services
  o keeping records of personal information of all members of the Council

- Treasurer – His/her major responsibilities are:

- reviewing all financial transactions, with the approval of the Head of Office of Student Services, related to the Council and the student committees
- preparing budgets and monetary issues related to the Council and the student committees
- communicating financial reports to the Office of Student Services

Membership

Members of the Student Council elect, during their first meeting, the President, Secretary, and Treasurer, who are Emirati citizens, by absolute majority of the Council members. The Office of Student Services supervises the election process.

Members of the Student Council should possess the following qualifications:
- Enrolled at the College and completed at least 15 credit hours
- Maintaining a cumulative GPA of 2.5 or higher.

The membership duration is for one year only.

3. GUIDELINES FOR STUDENT COMMITTEES

3.1 STUDENT COMMITTEES

Al Dar university College focuses on the overall development of students by conducting a wide array of extracurricular activities and events.

The Office of Student Services supervises the formation of student committees and conducts elections for committee heads. Each Committee should consist of 3 to 5 members in order to be recognized as active by the College. Committees should provide the Office of Student Services, on an annual basis, the members' information, minutes of meetings, action plans, and budget requirements.

Each Student Committee is composed of:

- Head – His/her major duties and responsibilities are to:

    o run the full team of members in order to complete the committee requirements, and expectations
    o prepare the committee financial budget and expenses
    o meet the Head of Office of Student Services and the President of the Student Council on a regular basis with proposed activity plans and updates

- Secretary – His/her major duties and responsibilities are to:

    o send the current list of members' contact information (names, emails, mobile numbers) to the Office of Student Services
    o notify the Office of Student Services and the current members of any meeting or event
    o send minutes of meeting to the Office of Student Services and the Student Council

- Treasurer – His/her major duties and responsibilities are to:

    o be reliable and responsible for the funds and monetary issues
    o submit updated spreadsheets that outline the committee's incurred costs and expected revenues to the Head of Student Services for review and approval
    o submit financial statements to the Office of Student Services

3.2 LIST OF STUDENT COMMITTEES

1. Cultural Committee

The Cultural Committee conducts various social and cultural programs. The Committee organizes numerous cultural events to promote relations between different stakeholders at ADUC and the community at large. The Cultural Committee celebrates traditions, history and heritage of various communities through activities such as UAE National Day. The Committee also organizes events such as Sharjah Scout Festival Theater, cultural and art exhibitions, poetry sessions, song and dance performances, and ADUC Open Day.

2. Sports Committee

The Sports Committee promotes sports and competition activities amongst the College students' fraternity. The Committee competes against other higher education institutions as part of the UAE Higher Education Sports Federation. The Committee also participates in tournaments and leagues organized by universities, colleges and schools. The College has its own football team now.

3. Public Services Committee

The Public Services Committee reaches out to others and encourages community service. The Committee works with various charity organizations based in the UAE such as Dubai Charity and Dar Al Ber. The Committee also promotes awareness amongst students and the UAE community about issues related to the environment (recycling, green, community) and health (smoking, blood donation, breast cancer).

4. Corporate Committee

A Corporate Committee is constituted to cater to the needs of more mature and working students. The Corporate Committee organizes seminars, guest speaker lectures, and round table sessions addressing major topics about various industries and businesses that enrich the educational experience and exposure of students. The Committee also assists ADUC students in developing their business contacts and enhancing their professional business skills.

5. The Alumni Committee

The ADUC Alumni Committee is the student's link to the College after graduation. The purpose of the Committee is to maintain the relationship between the graduates and the College, promote communication amongst graduates, and to establish an active professional network. The aims of the Committee are to:

- strengthen ties between the College and graduates and encourage their participation in various ADUC events and activities

- organize social meetings for the Committee members in order to help them maintain contacts with each other
- provide the College with important feedback about the graduates' points of view on offered programs and services

3.3 COMMITTEE ADVISORS

The Head, Office of Student Services, or his/her representative, serves as an advisor to student committees. In this capacity, the Office Head, or his/her representative, provides guidance and support to the committees to ensure compliance with the College rules and regulations and proper operational and financial functioning of the committees.

3.4 FINANCIAL RESOURCES OF THE COUNCIL AND COMMITTEES

The College allocates a yearly budget to students' activities. The Council may also receive financial donations or gifts from individuals and institutions subject to obtaining prior approval from the College. Student Committees must submit to the Office of Student Services a proposed budget for any event/activity they plan to organize.

The College management audits all financial resources and expenses of the Council.

4. LIBRARY RESOURCES AND SERVICES

Al-Dar University College library supports the educational mission of the College by providing essential educational support to the College community, through its collection of books, eBooks, databases and, multimedia and internet resources.

4.1 LIBRARY RESOURCES

Resource Type
Books
Journals & Magazines
e-Databases & Association Memberships
CDs/DVDs
Number of Computers

4.2 ACQUISITION

The library acquires print materials (books, periodicals, pamphlets, maps, etc.), audiovisuals materials (microforms, audiocassettes, videocassettes, DVD, etc.) and electronic resources. The Library acknowledges the continuous change and evolving process of information technologies and is open to new formats that support the mission of the library / college.

4.3 ONLINE PUBLIC ACCESS CATALOG

The library collections are managed through software called Resourcemate. It manages the library acquisitions, cataloging, circulation and public access using the system. After library materials are electronically cataloged using the Online Public Access Catalog (OPAC) database, the bibliographic records are exported to website for use by the library users.

4.4 LIBRARY SERVICES

The library provides the following services to its users:

- Online Public Access Catalogue (OPAC)
- Internet/CD ROM Search Assistance
- Online Resources Services
- Multi-Media Room Facility
- News clipping Service
- Reference/Referral Service

- Current Awareness Service (CAS)
- Selective Dissemination of Information (SDI)
- Query Based Service (QBS)
- Table of Content
- APA formatting

4.5 ONLINE LIBRARY SERVICES

The Library is equipped with computer terminals with internet access. Students can access online databases subscribed by the library.

4.6 GENERAL RULES OF LIBRARY

- Be courteous to others by maintaining low voices.
- Please take care of the materials borrowed.
- Mobile phone, eatables, and drinks are strictly not allowed inside the library premises.

4.7 CIRCULATION POLICY

The LRC computerized library system allows students to reserve and to borrow learning resources. Each student must present his/her valid staff/student card when borrowing or returning items. Students can borrow up to two books for a period of two weeks that may be extended for another week.

4.8 CLEARANCE CERTIFICATE/NO DUES CERTIFICATE

All those who leave the college must return, replace or pay for all outstanding print and non-print materials that they have not returned to the Library. ADUC Library will issue the clearance certificate to any student only after he/she returns the borrowed materials from the Library.

5.   STUDENT SERVICES

The Office of Student Services manages all student activities and events organized throughout the Academic Year. The Office proposes a wide range of services with the aim to facilitate the integration of students into the College life through organizing extra-curricular activities, study and recreational trips, and sport events.

The Office of Student Services aims to create and maintain a community where each student is able to pursue, through Student Committees, various types and forms of activities in order to enrich their student life. ADUC provides an encouraging environment to students to have opportunities to pursue activities within the Campus.

Students at ADUC are encouraged to take an active role in various activities offered by the college. Any enrolled student is eligible to participate in events sponsored by the College.

The mission of the Office of Student Services is to assist students in areas of extracurricular activities and facilitates the integration of student into the College life by:
- organizing and supervising the Orientation Program;
- providing students with personal counseling or refer them to qualified personal councilors;
- organizing and supporting extra-curricular and recreational activities;
- sponsoring and organizing sports events;
- supporting the Alumni Committee;
- assisting students in all aspects of student life including housing, medical care, residency formalities, whenever possible

At the beginning of each semester, an Orientation Program is organized for all new students. The Orientation Program provides students a smooth and successful start at ADUC. The Program objective is to familiarize students with the campus life, meet other new students, attend presentations conducted by various Schools and Offices, and interact with faculty and staff members.
The program consists of a series of presentations conducted by various schools and offices.

5.1 LEARNING SUPPORT CENTERS

Professional Training and Continuing Engagement Department

Al Dar University College offers challenging and exciting educational programs to the local community. These programs are outside the framework of ADUC's regular academic programs and offer training and development in such areas as International Business Skills, IT skills, soft-skills workshops and foreign languages. Apart from above, this department also offers IELTS preparation as well.

Study Rooms

There are four rooms available for students' study. The rules and regulations are as follows:

- The study rooms for students have to be reserved in advance. The group that wants to use the rooms for discussion should give their names and the time for use at least one day before the requirement.
- The rooms are for studies and group discussions purpose only.

5.2 PERSONAL COUNSELING

Personal Counselor offers confidential and culturally appropriate solutions for students, which help them in solving both personal and academic challenges. This counseling can help in boosting the self-awareness, confidence, self-management, interpersonal and life skills.

Students can contact the Office of Student Services for taking appointments with the personal counselor.

5.3 ACADEMIC ADVISING

Academic Advising complements academic instruction and is thus a central to the educational mission of the College. ADUC recognizes this responsibility by allocating time for indirect instructional activity, which includes student advising, as part of the total faculty instructional workload.

Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for developing educational plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment as active citizens.

The primary purposes of academic advising are to help students to select appropriate academic courses and programs, to establish effective mentor relationships, to use support services effectively, and for future planning.

Academic Advising purpose is to:

- assist newly enrolled students in the selection of the appropriate academic program/courses/concentrations
- provide students information and guidance about academic standards, rules and regulations of the College
- monitor students' academic standing to ensure improvement in their performance
- address specific course/program related issues
- assist students in exploring and understanding the possible short- and long-range implications and consequences of their choices

Advising procedure

All students at ADUC are assigned an Academic Advisor. Advisors maintain regular and reasonable office hours during which they will be available to students seeking academic support.

The advising process depends on the thoughtful participation of the students. Students must:

- meet at least once each semester with their academic advisers, beginning with the first semester
- ensure completing all degree requirements and accept ultimate responsibility for their selection of classes

5.4 CAREER SERVICES

The Career Services Coordinator at the College is responsible for providing students with an effective career development program, which includes career information and planning, placement services, and career counseling.

5.4.1   CAREER COUNSELING

The Career Services Coordinator provides students and alumni with career counseling to help them in their employment and career plans by:

- providing assistance in writing resume and cover letter, which takes place during the Fall semester by conducting resume writing workshops
- encouraging the students to take personality tests in order to make themselves more aware about their personality traits
- conducting interviews and providing helpful tips via different workshops to make the students understand different ways of handling an interview
- educating the students about different job searching techniques

5.4.2   CAREER PLACEMENT SERVICES

The Career Services Coordinator will provide students with guidance and support as they develop and pursue their career plans. The role of the Career Services Coordinator is to:

- assist students with their internship requirements by providing internship opportunities
- manage all contractual and educational processes related to internships
- assist students and Alumni in their employment search
- organize career development workshops to assist students in their internship/employment strategies
- update students with the current job vacancies and opportunities, market demand, and annual career fairs

A wide range of career development workshops and services are conducted throughout the academic year including:

- workshops on resume preparation
- workshop on interview techniques and skills
- seminars on career development
- internship postings
- annual Career Fairs
- access to internship and employment databases

5.5 COMPUTER LABORATORIES

Computer labs and computing facilities are available to all students. The primary purpose of the computing and network resources at the College is to assist students, faculty and administrative staff in their respective goals. Students are expected to make proper use of the facilities, act responsibly and avoid any use of the computing resources that could violate student's code of conduct.

Improper and illegal uses of these facilities include:

- unauthorized downloading of proprietary software;
- transmission through the College computing and network system of illegal material containing pornographic, harassing, violence contents;
- copying of copyright material without the owner's authorization;
- using the computer laboratories for personal and/or non-academic purposes;
- improper behavior putting at risk of disruption the computing and network facilities of the College;

Laboratory Regulations

- Food and drink shall not be brought into, stored in or consumed in a laboratory.

- Smoking is prohibited in laboratories.
- You must work quietly in laboratory.
- Be tidy and keep the laboratory clean.
- Unauthorized person(s) are not allowed in a laboratory.
- Laboratory session must be attended on time, and students coming late will not be allowed to enter the laboratory.
- Before leaving, users should arrange all equipment on their tables.
- Report all problems to the laboratory supervisor.

Safety and Security of the Computer Labs

- The IT Department is responsible for the installation of anti-virus shield software on all computers at the Institute. This software must be of the type that updates itself through the vendor web site online on a daily basis.
- The IT Department must carry out regular virus scans on the hard disk(s) of all computers in Al Dar University College (monthly).
- The IT Department must set up all computers to have a password on the CMOS setup in order to prevent students from changing the system configuration.

5.6 RECREATIONAL FACILITIES

ADUC provides dedicated recreational area for students so that they can get together to play games and socialize. The Office of Student Services manages the following facilities.

Fitness Center

The fitness center is free of charge for the enrolled students. Students can have their own lockers and the Office of Student Services manages the log.

Fitness Center Timings: opened from Saturday till Sunday

Activities Room

The activities room is equipped with a table tennis table, foozball table and carom.

Activities Room Timings: Saturday – Thursday, 9 AM – 9 PM.

Activity area

Student can make use the area in front of the Office of Student Services located at the ground floor for the extracurricular activities like cultural day, in house programs and club meetings.

5.7 RESIDENCE HALLS

ADUC facilitates the students coming from abroad in finding hotels or apartments for the duration of two or three weeks.

5.8 DINNING SERVICES

Al Dar University College has a cafeteria on campus for students where food and beverages are served at reasonable prices.

5.9 HEALTH SERVICES

The clinic is available for all faculty, staff, and students. Services include treatment for minor health emergencies and conditions, dispensing medication for minor health problems, providing individuals with medical referrals, and offering information on health-related issues.

The clinic is open from Sunday to Thursday and on Saturday. Throughout the semester, the clinic conducts a number of educational sessions focused on health awareness.

5.10 OTHER SERVICES

Prayer Rooms

Al Dar University College has two prayer rooms. The Men's Prayer room is located in Level B1. The Women's Prayer room is located in the Third Level.

Lost and Found

The Lost and Found is located at the Office of Student Services. Lost and found items are held for a period of three months. After the holding period expires, unclaimed items will be disposed as follows:

- Cash will be deposited into charity accounts
- Student ID cards, passports and official documents will be turned over to the Office of Admission & Registration
- Other items such as personal accessories, valuables, clothes, bags, and books will be donated to charity organizations
- Other items that cannot be donated will be discarded

Bookstore

The Library Bookstore is located in the Fourth floor of the Building. The bookstore sells all required core texts recommended by Faculty members.

Photocopy Facilities

A photocopier and a LaserJet printer are available for student use in ADUC Library. Copyright laws must be respected and adhered to, all the time.

Transportation Services

ADUC provides transportation services to students living in Dubai, Sharjah, or Ajman. Students will be picked up and dropped off at designated areas. Students should contact the Office of Student Services at the beginning of each semester.

Parking Services

Ample Parking lots are provided for faculty, staff, students and visitors with three dedicated basement floors.

ID Cards

When a student first registers at the college, the Office of Admission & Registration issues a Student ID card. The card has the student's name, ID, photo, major, and the validation date. Students must carry their IDs with them at all times and have them available upon request.

Email ID

ADUC provides students with a communication channel using Electronic Intelligence Academic Solution (EIAS) Student Portal. Students can exchange emails with their respective faculty members and the Office of Admission & Registration. Students are held responsible by ADUC for information sent via their email accounts.

6. PROPER USE OF INSTITUTIONAL FACILITIES

All the enrolled students have the right to access the institutional facilities including the electronic resources and Internet connection using the College computers located at the library, computer labs, and other designated areas at the ground floor during the registration period.

Students are responsible for their appropriate use of facilities and should agree to the following guidelines:

- gain access by getting the student account credentials from the IT Department
- use passwords that are easy to remember but difficult to guess for others
- do not share the passwords with others in order to avoid the access of unauthorized users
- respect the electronic information environment of ADUC
- use IT tools responsibly and effectively for their various activities and research purposes
- avoid any activity that will negatively impact the use of above mentioned resources and might create loss for other users
- avoid any activity that is against the laws, policies and procedures of both federal and local bodies
- do not copy or transfer any licensed or copyright software
- do not remove any hardware, software and other documents (manuals) from the computers
- information taken from the internet for academic purposes must be properly cited and referenced in order to avoid plagiarism
- all the internet users must act responsibly and do not involve in prohibited activities in order to avoid any disciplinary action
- all the students have access to send messages to their respective faculty but the same should not be used for sending offensive and inappropriate messages

7. STUDENT PUBLICATIONS POLICY

7.1 STUDENT DIGITAL AND PRINT MEDIA

Officially recognized student organizations can run digital, print media as well as broadcasting activities at the College. A formal request must be submitted to the Office of Student Services for approval.

The content of the projected media must be compatible with the College mission and goals as well as rules and regulations.

Information contained in the student media must be related to the student organization's mission and purpose.

Organizations and associations not part of Al Dar University College cannot be housed on the website of the College and/or use the College name for their print and broadcasting purposes.

Approved student media must comply with the following:
- Sales, representation of business concerns, or individuals is prohibited
- Any corporate sponsorship/donation must be approved by the Office of Student Services before inclusion in the media/website

Failure to comply with those policies and procedures will lead to the access/housing of the concerned media to be revoked at the sole discretion of the College as may be determined by the Head of Student Affairs.

7.2 STUDENT RELATED PUBLICATIONS

All ADUC publications are published on the College website. All publications comply with the UAE Ministry of Higher Education and Scientific Research rules and regulations. ADUC makes every effort to include, at the time of printing and publishing, the most accurate and up-to-date information about programs, policies, and procedures.

8. STUDENT PERSONAL CODE OF CONDUCT

The designated College members including faculty and other authorized staff shall contribute positively for the successful implementation of the personal code of conduct of the students, which includes but not limited to the following:

- the dress code of the students must be in compliance with the cultural and religious values of UAE
- smoking is not allowed within the premises of Al Dar University College campus
- students are not allowed to bring unauthorized individuals into the college
- college property including computers, equipment, notice boards, white board, and furniture etc. must not be damaged by the students
- students are not allowed to change, forge or alter any of the documents issued by the college
- students must not remove any of the college's property without appropriate permission
- students must not allow other people to have unauthorized access to their student portal for any purpose
- students cannot post printed materials in the college without the pre-approval of Student Services
- all the rules and regulations of the college must be followed for both indoor and outdoor activities conducted by the college

9.   STUDENT ACADEMIC INTEGRITY POLICY

9.1 POLICY STATEMENT

Students are expected to respect the College code of Academic honesty and conduct themselves according to these standards. Academic dishonesty is a serious offense and may take various forms.

ADUC secures an educational culture characterized by social integration, intellectual and personal honesty, ethical behavior and abide by UAE Copyright Laws and Regulations.

Students who violate academic integrity standards will be subject to disciplinary measures, according to established penalties as stated in the Student Academic Integrity Policy.

9.2 ACADEMIC MISCONDUCT

Academic Misconduct refers mainly to Cheating, Plagiarism, Fabrication, and facilitation. ADUC takes all reported incidences of academic misconduct seriously and ensures that they are dealt with efficiently and appropriately.

Cheating

Cheating is using or attempting to use unauthorized means, information, or notes, in any course assessment or academic work. Cheating covers the following:

- Forms of Examination Cheating

  o obtaining or providing unauthorized information during an examination through verbal, visual, electronic devices, or unauthorized use of books, notes, text and other materials;
  o facilitating other student's copying from one's own paper or other's;
  o obtaining or providing information concerning all or part of an examination prior to that examination;
  o taking an examination for another student, or arranging for another person to take an exam in one's place;
  o using solution manuals or other instructor manuals as an aid during examination;
  o stealing or attempting to steal examination papers, answer keys, or other related material;

- accessing unauthorized computer systems to copy examination papers, answer keys, or other related material;
- Submitting an assignment prepared, in full or part, by someone else
- Using the same assignment simultaneously in two or more courses without the full consent and approval of all concerned faculty members

Plagiarism

Plagiarism consists of deliberately and intentionally using other person's work without properly acknowledging the ownership of the source in any academic activity. Plagiarism takes many forms and includes any of the following:

- extracting or reproducing substantial information from a source without proper citations, references and acknowledgements;
- using someone else's words ideas, views, and/or conclusion without putting these words in quotation marks;
- submitting someone else's work and only doing minor changes;
- paraphrasing or re-wording by submitting someone else's work using one's own words without proper referencing;

All students, found guilty of plagiarism in an academic activity, are subject to disciplinary measures. The concerned faculty member must inform the Department Chair/Dean of all instances of plagiarism with evidence documents relevant to the accusation.

Fabrication

Fabrication is to intentionally falsify or invent any data, information, or citation in any academic activity.

Fabrication covers the following:

- listing sources and citations that do not exist or are not used in one's academic work
- Making up names of books, page numbers, data, charts, tables, etc.
- falsifying results of conducted surveys and questionnaires
- using falsified data and information in any academic work
- reporting false information about others violating academic integrity
- using false personal and academic information in any ADUC official forms or applications

9.3 DISCIPLINARY MEASURES

ADUC expects students to maintain honesty and integrity in their academic performance.

Faculty members have the primary responsibility in maintaining good academic practices and enforcing ADUC Academic Integrity Policy. When a faculty member responsible for a course has reason to believe that an action of a student falls within one of the above definitions, the faculty member is obliged to take the following actions:

In the event of fabrication and plagiarism, the following disciplinary measures will be applied:

- **First-Time Offense**

  The instructor should assign a grade of zero to the student work and report the case to the school's dean. The dean will send a warning letter to the student. A copy of the warning letter will be sent to the registrar to be kept in the student record.

- **Repeated Offense**

  The faculty must report the incident to the School Dean. The Dean will summon the Academic Disciplinary Committee members for further action. Disciplinary measures depend on the severity of the offense and could range from failing the student in the course, suspension for one academic semester, to permanent dismissal from the College.

Cheating during exams will be sanctioned by giving a grade of zero on the exam. In the event of cheating during final exam, the following procedure will be applied:

- The invigilator(s) must submit a written report supported by evidence to the Examination Committee.

- The Examination Committee must communicate all cases to the Academic Disciplinary Committee for further actions.

- **First Time offense**

  Academic Disciplinary Committee will grade zero to the student's final exam. A warning letter supported with evidences should be placed in the student's record.

- **Repeated Offense**

  Academic Disciplinary Committee to decide further actions; Disciplinary measures depend on the severity of the offense and could range from failing the student in the course, suspension for one academic semester, to permanent dismissal from the College.

9.4 DISCIPLINARY PROCEDURES

1. Students' violations of ADUC Academic Integrity Policy will be referred to the Academic Disciplinary Committee.

2. The concerned School Dean chairs the Academic Disciplinary Committee. The Committee consists of the Department Chair, two faculty members, and one student representative.

3. The Chair notifies, in writing, the student who committed the violation, of the date, time and place of the Disciplinary Committee's meeting.

4. The Committee informs the concerned student of the charge(s) made against him/her. Student will be provided the opportunity to address the charges. For the purpose of the investigation and fairness, the Committee may call on witnesses and/or any material evidence related to the case.

5. At the beginning of the hearing session, the Chair informs all members of the Academic Disciplinary Committee about the confidentiality of this session.

6. The Chair presents a short overview of the case including information, evidence, and results of investigation processes. The Committee reserves the right to consult an expert in the field should an evidence is too technical or difficult for the Committee to comprehend. The Committee may also call in witnesses to provide true and useful information related to the case.

7. The student must appear at the hearing session as scheduled unless, in case of unforeseen circumstances, the student must provide official documents to support and justify his/her absenteeism.

8. The Chair informs the student about the committed violation and its consequences and shares evidence with him/her. The Committee questions, individually and freely, the suspected violator and witnesses involved in the concerned case.

9. After the testimonies provided by the student and witnesses end, the Committee deliberates, votes, and take a decision by majority votes.

10. At the end of the hearing session, the Chair composes a letter, addressed to the student, informing him/her about the decision of the Committee. The student must appeal the decision within five working day of notification. Failure to appeal, will render the decision of the Committee final, not appealable, and instantly enforceable.

11. Copies of the letter will be sent to the Office of the President, concerned School Dean, Office of the Registrar, and saved in the student's record for as long as the student is enrolled at the College.

12. Minutes will be taken and signed by the Chair and members.

9.5 EXAM CODE OF CONDUCT POLICY

Location

The venue of the examination will be displayed on the student notice boards and on the exam hall door one hour before the commencement of the exam by the office of the registrar.

Students should abide by the following rules:

- All examinations will start on scheduled time
- Students must show up in the exam room at least 15 minutes before the exam starts.
- Students arriving 30 minutes after the start of the exam will not be allowed to enter the exam hall.
- Students who come within this first 30 minutes of the exam will not be given any compensation time.
- Students will not be allowed to submit their papers and go out of the hall before 40 minutes of the start of the exam.
- The Invigilator will explain the exact time limits of the examination. No extra time will be allowed after the examination has officially started.
- The start time and the end time will be posted on the notice board and websites.
- Students should be seated according to pre assigned seat numbers according to the posted lists.
- Students must keep all textbooks and notes outside the exam room.
- Students are not allowed to bring their mobiles to the Exam Room under any circumstances.
- Students must bring their own pens, pencils, and calculators, when needed.
- Student attempts to use unauthorized means "Cheating" will be dealt with strictly as per the academic rules and regulations of the College.
- Answers written in Pencils will not be accepted.
- Students must fully comply with the instructions of the invigilators.
- Students must maintain the tranquility and peace in the exam room.
- Students who have exceeded the 25% absence rule, or who have not paid their tuition/fees, or who have been suspended or dismissed from the College will not be allowed to take their final examinations.
- If a student has missed a final exam because of medical or any other valid reasons, he/she may appeal to take a makeup exam by writing an appeal letter and submitting official medical certificate or any other supporting documents to the Registrar

Identification

The students must present their photo ID card during the examinations.

The students should bring the followings:

a. **Blue or black pens, pencil, eraser, ruler, and** any other equipment required to complete the exam as per instructions.

b. **Calculators** are allowed, and should be brought to the exam if required by the course.

Note that Electronic devices such as mobile phones, electronic diaries, e-book readers, iPods, mobile watches, etc., are not allowed in the examination room.

9.6 APPEAL

The student may lodge an appeal only if he/she can provide substantiated new evidence to support his/her case. In case of lack of new elements or supportive evidences, the President may deny the appeal request and confirm the earlier decisions.

- An appeal must be in writing and delivered to Office of the President within five working days after the concerned student receives the decision letter.

- The appeal will be reviewed by the President to determine its viability in light of new evidences, facts, or arguments by the student

- The President calls for a hearing session with the Academic Disciplinary Committee to discuss the appeal request

- Disciplinary measures may be reduced only if found to be substantially disproportionate to the offense, or the case was mishandled

- In no circumstance, appellant will suffer heavier disciplinary measures.

- In case of new evidence that justifies heavier disciplinary measures but not considered by the Academic Disciplinary Committee, the President will refer such evidence thereto for a decision to be taken.

- Decisions rendered by the President are final, not appealable, in writing, and notified to the appellant within five working days.

- Copies of the President decision will be sent to the concerned School Dean, Office of the Registrar, and saved in the student's record as long as the student is enrolled at the College.

10.1 POLICY STATEMENT

Al Dar University College expects student to behave and conduct himself or herself with integrity, respect the rights of others, comply with the laws and regulations of the UAE and the rules, policies, and procedures of the College.

The aim of this Policy is to ensure an environment that supports and facilitates the learning and working processes, and to promote acceptable conduct at all times.

The Student Disciplinary Policy assists the College and the student to mitigate the possibility of violations and offences and resolve mutually, any issue or despite arising between the two parties relevant to the institutional domain and working relations.

The Student Disciplinary Policy at ADUC informs the student about the code of conduct and protocol they must follow in order to abide by the rules and regulations of the institution. The Policy at ADUC is based on four broad spectrums, i.e., Integrity, Ethical Values, Resource Abuse, and Compliance with UAE laws.

10.2 NON-ACADEMIC MISCONDUCT

Integrity

The student at ADUC is supposed to maintain social integrity as per the ADUC policies and procedures. He/she must adhere to the standard rules and regulations prescribed by the College. The broad categories of potential acts by a student at ADUC, which will be considered as violation of social Integrity, are as follows:

a. **Information Disclosure and Use:** Fraud, forgery, alteration or unauthorized use of documents, College records, or instruments of identification with the intention to defraud or deceive will be considered as violation of the code of conduct and subject to disciplinary action.

b. **In-Campus Activities:** The student must refrain himself from involving in any activity or action which is physically or mentally offensive to others, indecent, threat to the safety of individuals as well as Institutional resources or any act which is incompliant to the prescribed rules and regulations.

c. **Class Room Activities and Group Behavior:** The student at ADUC must maintain the academic decorum and protocol during the classroom sessions and any other academic or non-academic group activities. Any act, which results in the disruption or disturbance of

smooth conduct of classroom sessions, examination or group activities will be considered as violation of academic code of conduct and subject to punitive action as per Student Disciplinary Policy.

Ethical Behavior

a. **Discrimination:** The student at ADUC must adopt and practice ethical behavior towards colleagues, faculty and staff. He or she must not discriminate based on Color, Religion, Gender, Ethnicity or any other basis, which is against the social and legal norms as per the UAE Law. Failure to do so will be considered as violation of academic code of conduct.

b. **Physical and Mental Abuse:** Any activity which leads to the physical or mental harassment of any individual, is offensive in nature and targeting an individual intentionally or un-intentionally, inside the campus will be considered as violation of the academic code of conduct. The abuse can be physical as well as verbal in nature.

Resources Abuse

a. **Misuse of Institutional Resources:** Students at ADUC are expected to use the Institutional resources in a meaningful and reasonable manner and limits. The resources must not be used for commercial and irrelevant purposes. Failure to do so will be considered as non-academic misconduct.

b. **Unauthorized Usage:** The resources must be utilized as per the instructions provided by the concerned department or authority and the general instructions deemed to be known by a regular user.

c. **Malicious Intentions:** Any act of using the resources for illegal activities as per the National or the Institutional Rules and Regulations will be treated under malicious intentions category. The same applies to participating with an individual or group for damaging or using the resource for an illegal activity, or misusing the College resources.

Abiding By UAE Laws

All the stakeholders of ADUC must abide by the Constitutional and Legal Framework of United Arab Emirates and the guidelines of the competent government authorities and agencies. In the same context, the student at ADUC must adhere to the Constitutional and Legal rules and regulations. Any act inside the campus, which is against the National legal framework, norms and customs will be considered as violation of the laws of the land and subject to disciplinary sanctions as well as potential legal pursuit.

10.3 DISCIPLINARY PROCEDURES

1. Students' violations of the College code of conduct will be referred to the Student Disciplinary Committee.

2. The Head of the Office of Student Services chairs the Disciplinary Committee. The Committee consists of Dean of the concerned School, Chair of the concerned School and one faculty member of the concerned student.

3. The Chair notifies, in writing, the student who committed the violation, of the date, time and place of the Disciplinary Committee's meeting.

4. The Committee informs the concerned student of the charge(s) made against him/her and will be provided the opportunity to address the charges in writing. For the purpose of the investigation and fairness, the Committee may call on witnesses and/or any material evidence related to the case.

5. The Chair presents a short overview of the case including information, evidence, and results of investigation processes. The Committee reserves the right to consult an expert in the field should an evidence is too technical or difficult for the Committee to comprehend. The Committee may also call in witnesses to provide true and useful information related to the case.

6. The student must appear at the hearing session as scheduled unless, in case of unforeseen circumstances, the student must provide official documents to support and justify his/her absenteeism.

7. The Chair informs the student about the committed violation and its consequences and shares evidence with him/her. The Committee questions, individually and freely, the suspected violator and witnesses involved in the concerned case.

8. After the testimonies provided by the student and witnesses end, the Committee deliberates, votes, and take a decision by majority votes.

9. At the end of the hearing session, the Chair composes a letter, addressed to the student, informing him/her about the decision of the Committee. The student must appeal the decision within five working days of notification. Failure to appeal, will render the decision of the Committee final, not appealable, and instantly enforceable.

10. Copies of the letter will be sent to the Office of the President, concerned School Dean, Office of the Registrar, and saved in the student's record as long as the student is enrolled at the College.

11. Minutes will be taken and signed by the Chair and members.

10.4 DISCIPLINARY MEASURES

The disciplinary measures against various misconducts and violations specified in the Student Disciplinary Policy at ADUC will be executed as per the offences and violations. The level increases with the severity of the disputed action.

Violation / Misconduct	Disciplinary Measure
In-Campus Activities/Class Room Activities and Group Behavior/Misuse of Institutional Resources	**First Instance:** Verbal Warning **Second Instance:** Suspension from the campus presence and facilities usage i.e. Labs, Library, Cafeteria, Common Rooms etc., except the academic activities. **Repetitive action**: Suspension until any further decision by Student Disciplinary Committee.
Discrimination/Information disclosure and use/Un-authorized Usage/Physical and Mental abuse/Malicious Intentions/Abiding with the Law of the land	**First Instance:** Written Warning **Second Instance:** Suspension for two weeks along with the financial penalty in case of resource abuse, unauthorized usage and an apology against the discriminating or offensive act against any individual, group or Institution. **Repetitive Action:** Suspension for a semester along with the financial penalty in case of resource abuse, unauthorized usage and an apology against the discriminating or offensive act against any individual, group or Institution and any further decision by Student Disciplinary Committee.

10.5 APPEAL

The student may lodge an appeal only if he/she can provide substantiated new evidence to support his/her case. In case of lack of new elements or supportive evidences, the President may deny the appeal request and confirm the earlier decisions.

- An appeal must be in writing and delivered to Office of the President within five working days after the concerned student receives the decision letter.
- The appeal will be reviewed by the President to determine its viability in light of new evidences, facts, or arguments by the student

- The President calls for a hearing session with the Disciplinary Committee to discuss the appeal request
- Disciplinary measures may be reduced only if found to be substantially disproportionate to the offense, or in cases of procedural mishandling
- In no circumstance, appellant will suffer heavier sanctions.
- In case of new evidence that justifies heavier disciplinary measures but not considered by the Student Disciplinary Committee, the President may refer such evidence thereto for a decision to be taken.
- Decisions rendered by the President are final, not appealable, in writing, and to be notified to the appellant within five working days.
- Copies of the President decision will be sent to the concerned School Dean, Office of the Registrar, and saved in the student's record as long as the student is enrolled at the College.

10.6 STUDENT GRIEVANCE AND APPEAL POLICY AND PROCEDURES

Students of ADUC have the right to lodge a formal complaint or grievance in cases such unfair treatment of violation of the college policies.

The Grievance Policy applies to all academic and non-academic issues and matters. The policy of the College is to encourage students to attempt, to the extent that is possible, to resolve the grievance in an informal way. In the event that the informal resolution is not considered satisfactory by the aggrieved, he/she can initiate a formal grievance procedure.
The complaint must be individual, substantiated with evidence and signed by the concern student.

Grievance Procedure

Informal Resolution

It is expected that the complainant will make a sincere and genuine attempt to resolve the problem informally by discussing the grievance with the person with whom he/she has a complaint, hereafter the respondent.

The grievant may communicate directly with the respondent. In case the matter has been resolved, then no further actions are required.

If the grievance is not satisfactorily resolved, the aggrieved may submit a request to the Head of Office of Student Services for a formal discussion of the problem. The request must be in writing and mentioning the reasons for filing.

Formal Resolution

1. If the grievant wishes to formalize the process, a complaint should be filed with the Head of Office of Student Services within 5 working days of the incident. The complaint should be concise and complete statement of allegations.

2. The Head of Office of Student Services will set a time and place for a hearing session within one week of the date of the complaint. The Head will acknowledge the complaint, meet the grievant and the respondent, and discuss the charges.

3. The Head of Office of Student Services will contact the following staff members designated as the Officer:

    *   School Dean or department chair for any academic issues and offences

    *   Office/Department Head for any non-academic issues and offences

4. The Officer will call to order the Disciplinary Committee to initiate the investigation, determine whether a violation has occurred, hear from all parties, receive written defenses/rebuttal by either party, and decide on sanctions within five working days.

5. It is the responsibility of the Head of Office of Student Services to move the process forward. All the Committee's deliberations shall be minuted.

6. Decisions are based on a majority vote of the members present.

7. Appropriate corrective and disciplinary actions will be taken by the Officer.

8. The Head will communicate the decision in writing immediately to the grievant and the respondent.

9. The Head will prepare a confirmation letter that the action has taken place.

Appeals

The Grievant or the respondent may appeal to the President regarding any disciplinary determination arrived at through a hearing and resulting in disciplinary probation, suspension or dismissal provided he/she can produce new, convincing evidence.

An appeal must be in writing and delivered to Office of the President within seven working days after the notice is delivered.

*   The appeal will be reviewed by the President to determine its viability
*   The President may deny the appeal request and confirm the earlier findings

- Sanctions may be reduced only if found to be substantially disproportionate to the offense
- In no circumstance, appellant will suffer heavier sanctions.
- In case of new evidence that justifies heavier sanctions but not considered by the Disciplinary Committee, the President may refer such evidence thereto for a decision to be taken.
- Decisions rendered by the President are final, in writing, and to be notified to the appellant within five working days.

Complaint Withdrawal

A student may withdraw his/her complaint at any time. Consequently, the case is deemed closed, resolved, and not to be logged in the files of the concerned parties.

11. HEALTH AND SAFETY

11.1 HEALTH AND SAFETY POLICY

Al Dar University College is committed to ensure the safety of faculty, staff, students and visitors within the campus.

The College Safety Policy is based on the continuous assessment and prevention of hazardous, chemicals, fire, occupational health and safety hazards of all personnel with the objective to secure a healthy and safe environment for all.

The responsibility of the College safety rests with the Office of General Services (OGS). The OGS is responsible to manage the Safety Plan and to maintain its effectiveness and compliance with UAE rules and regulations throughout the year. The Manager of the OGS coordinates all safety measures by conducting regular inspections, surveillance and coordination with the competent agencies, such as Dubai Municipality and Civil Defense to ensure a reasonably safe environment.

The Safety Policy's main areas of focus are fire prevention and protection, emergency evacuation planning, and occupational health and safety concerns.

The OGS provides the necessary information to all students and staff members and conducts training activities and information sessions as well as fire evacuation drills.

In addition, the College provides twenty-four hour security of the campus. The security personnel play an important role in the event of occurrence of an emergency by coordinating the evacuation of the personnel and liaising with competent agencies such as the Police, Fire Department and Civil Defense.

To ensure compliance, Al Dar University College annually renews its Environment, Health and Safety Certificate with the Department of Civil Defense.

Fire Safety Plan

The Fire Safety Plan consists of different precaution and prevention measures:

Fire Precautions Dispositions

- The building is connected to the Civil Defense through an on-campus installed smart fire alarm system

- The building is equipped with smoke detectors installed in all offices, corridors, halls, classrooms, laboratories, Library, etc...
- The building has two stair cases lined by anti-slip materials, it is advised to use the safety handles while using the stairs
- The building has two exits on each floor that are clearly marked and are easily opened and wide enough
- The building has three exits on the Ground Floor
- The building is served by three elevators
- Three basement levels have two exits through two stair cases
- There are clearly marked Exit signs that are backed up with batteries in case of power failure
- Hose and Fire extinguishers cabinets are clearly marked and conveniently located in each floor as follows:
  - Ground Floor:
    - Hose and Fire Extinguishers Cabinets are located near:
      - The Cafeteria
      - The Elevators
    - Fire Extinguishers are installed next to
      - Office of Student Services
      - Student Records Store Room
    - Fire Alarm System is installed next to the Floor Elevator
  - First Floor:
    - Hose and Fire Extinguishers Cabinets are located near:
      - Women's Toilet
      - Men's Toilet
    - Fire Alarm System is installed next to the Floor Elevator
  - Second Floor
    - Hose and Fire Extinguishers Cabinets are located near:
      - Women's Toilet
      - Men's Toilet
    - Fire Alarm System is installed next to the Floor Elevator
  - Third Floor
    - Hose and Fire Extinguishers Cabinets are located near:
      - Hall 311
      - Men's Toilet
    - Fire Extinguishers are installed next to:
      - VUE Testing Center
      - Women's Toilet

- Fire Alarm System is installed next to the Floor Elevator
  - o Fourth Floor
    - Hose and Fire Extinguishers Cabinets are located near:
      - Conference Room I
      - Accounting Department
    - Fire Extinguishers are installed:
      - Inside the Library
      - Next to Office of the President
    - Fire Alarm System is installed next to the Floor Elevator

Material is regularly checked and proper maintenance work is carried out.

- Faculty, staff, and students are oriented through workshop to familiarize themselves with all emergency Exits, how to activate the Fire Alarm System, the location of the fire extinguisher and how to operate them
- Faculty, staff, and students are advised not to overload electrical outlets
- Faculty, staff, and students are advised not to use and keep any flammable material

Drills

The Office of General Services, in collaboration with Dubai Department of Civil Defense, conducts, once a year, at the beginning of the Academic Year, an Evacuation Drill. The Drill simulates situations and dispositions should an evacuation be necessary.

All personnel must leave the building when the alarm sounds. During the evacuation drill, emphasis is put on orderly evacuation under proper discipline.

The Office of General Services, along with the Civil Defense Officer, detects deficiencies and compiles a list of recommendations to be addressed and rectified. The OGS prepares the Evaluation Drill report, which is communicated to the Administration and Finance Manager for proper corrective actions when required.

Al Dar University College has marked various assembly points.

Steps to follow in the unlikely event of fire:
- Stay Clam
- Activate the nearest alarm system by breaking the glass and pressing the button
- Call the Emergency Line 997, inform the operator about your name, Location (Floor, Room), Number of individuals with you, and any additional useful information
- Alert people in the building
- Evacuate the building by following the Exit Signs

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- Do not use elevators
- On your way out, if possible, try to close doors and windows to prevent the spread of fire
- Before opening any door, feel it, by the back of your hand, if it is hot
- Avoid opening hot doors. Try to open windows if possible
- Cover your nose and mouth with a wet towel
- Keep your head 15 to 20 cm off the floor
- Take short breath to avoid the smoke
- Proceed to the nearest safe exit

Earthquake

Steps to follow during and after an earthquake occur:

During the Earthquake

Indoors
- Do not use elevators
- Take cover under a desk, table, or a doorway
- Stay away from windows, cupboards, cabinets, …
- Avoid standing or taking cover under hanging objects such as lights, wall hangings, …

Outdoors
- Walk away from power lines, walls, buildings, trees, sign boards
- Get into a fetal position and cross your arms over the back of your neck for protection
- Remain in position until earthquake stops

After the Earthquake stops

- Be prepared to evacuate the building, when instructed by ADUC Safety officers
- Assist people in need to evacuate the building
- Call the Emergency Number (999) to ask for help
- Tune radios or access internet for news updates and instructions
- Avoid accessing buildings

Personal Injury

In case of serious injuries, persons in attendance should contact the Emergency Number (999) to ask for help.

Heat-related illness

- Move the person to a cool place
- Loosen tight clothing
- Apply wet cloths soaked with cold water to skin
- Ask the person to drink room temperature glass of water

- Call the College Nurse
- Transfer to hospital, if possible
- Call the Emergency Number (999)

Minor Cuts and Punctures

- Wash the injury with running water for several times
- Call the College Nurse
- Do not remove objects causing injuries from the injured person
- Transfer to hospital, if possible
- Call the Emergency Number (999)

Chemicals sprayed on Eyes

- Rinse the eye with running water continuously for 10 minutes
- Hold the eye open to ensure an effective wash behind the eyelid
- Call the College Nurse
- Transfer to hospital, if possible
- Call the Emergency Number (999)

Emergency Evacuation Procedure

Steps to follow in the unlikely event of a hazard leading to evacuation of the building:

- Stay Clam and follow ADUC officers' instructions
- Walk, and don't run
- Activate the nearest alarm system by breaking the glass and pressing the button
- Call the Emergency Line 997, inform the operator about your name, Location (Floor, Room), Number of individuals with you, and any additional useful information
- Alert people in the building
- Evacuate the building by following the Exit Signs
- Do not use elevators
- On your way out, if possible, try to close doors and windows to prevent the spread of fire
- Before opening any door, feel it, by the back of your hand, if it is hot
- Avoid opening hot doors
- Cover your nose and mouth with a wet towel
- Keep your head 15 to 20 cm off the floor
- Take short breath to avoid the smoke
- Proceed to the nearest safe exit

11.2 Use of Technology Resources Policy

Safety and Security of the Computer Labs

- The IT Department is responsible for the installation of anti-virus shield software on all computers at the Institute. This software must be of the type that updates itself through the vendor web site online on a daily basis.
- The IT Department must carry out regular virus scans on the hard disk(s) of all computers in Al Dar University College (monthly).
- The IT Department must set up all computers to have a password on the CMOS setup in order to prevent students from changing the system configuration.

Network Security

- Access to Al Dar University College servers must be through valid user names and passwords.
- The campus wide network, which is connected to the Internet, must be physically separate from the "ADUC" administration network, which hosts the Students Registration System, the Accounting and Inventory Control Systems, the CRM System, Library System and the Short Courses Registration System.
- As a precautionary measure, the computers in the administration network are not connected to the Internet.
- ADUC's Internet dedicated line must be configured to go through ETISALAT proxy server. This is to provide first level security to prevent access to illegal sites.
- Certain staff members monitor access to the Internet from student terminals through special software. This is to prevent access to illegal sites as defined by the UAE Ministry of Telecommunications or ETISALAT.

12. STUDENT RECORDS

The student records consist of, but not limited to the following:

- Application Form, completed and signed by the applicant;
- Acceptance Letter;
- Original/certified true copy of High School Certificate or its equivalent;
- TOEFL/IELTS (or any equivalent) test results;
- Copy of the student passport (with valid residence permit);
- Four passport size photographs;
- Copy of student's National ID;
- Official Academic Transcripts and Exemption letter for credits transferred (if any);
- Result of the English / Math entry tests (if applicable);
- Course Registration Status;
- Conditional Status (if applicable);
- No Objection Letter from NATIONAL MILITARY SERVICE.

At the time of admission student submits all the required documents to the Office of Admission and Registration. Once all the admission related formalities are completed, the Office of Admission and Registration stores all students' records, files, and related documents, which contain confidential information of the students. Each student has one good quality physical file that is clearly labeled with the student ID.

The student records are kept in secure and fireproof storage and a backup of the above-mentioned records is kept both on-site and off-site. Only the registration staff is authorized to access, maintain and update the student records.

The student records are maintained for five years after the graduation date. The College will keep only the transcript and degree certificates after that period and will discard all other documents.

12.1 STUDENT INFORMATION RELEASE

Student academic records are confidential and cannot be released (with very limited lawful exceptions) except with the written consent (letter of authorization) of the student. Officials of the College may have access to student records when acting in the student's educational interest and within the limitations of their need to know.

These officials include faculty, academic advisors, and personnel in the Office of Admissions and Registration, Counseling, Finance, as well as other college officials with legitimate educational interests.

Directory information includes name, address, telephone number, date of birth, major field of study, dates of attendance, course credit load, e-mail address, grade level, degrees, honors and awards received.

In order to ensure the confidentially of records and respect of individual privacy rights the student records cannot be released to any third party (including parents, spouse, and guardian) unless otherwise authorized by the concerned student by writing an authorization letter.

The student has the right to inspect and review the information contained in his or her record. The student needs to submit a written request to the Office of Admission & Registration, identifying the records to be inspected. The Office of Admission & Registration will then arrange a mutually convenient appointment within 45 days of submitting a written request. The student may also ask the College to amend a record believed to be inaccurate or misleading.

13. ACADEMIC POLICIES

13.1 GRADING SCALE

Course Assessment

The course instructors use different types of assessment methods. The Course Syllabus distributed to the students at the beginning of each course describes the various assessment methods used in the course and their relative weight in the final grade. For most courses, students are assessed by: Quizzes, Project Work, Assignment, Case Study, Mid Term Exam and Final Exam or Final Project.

Grading Scale

Grade	Points	Marks	Description
A	4.0	90 – 100	Outstanding
B+	3.5	85 – 89	Excellent
B	3.0	80 – 84	Very Good
C+	2.5	75 – 79	Good
C	2.0	70 – 74	Average
D+	1.5	65 – 69	Poor
D	1.0	60 – 64	Very Poor
F	0	< 60	Fail
I	-	-	Incomplete
R	-	-	Repeat
W	-	-	Withdrawal
FA			Failure for absence

Grade Qualifications

A	Demonstrates a high Level of performance and outstanding mastery of the domain area
B+	Demonstrates excellent mastery of subject matter and overall commendable performance and achievement
B	Very good mastery of subject matter and excellent knowledge and understanding
C+	Good mastery of subject matter and fairly good knowledge and understanding
C	Average performance and achievement
D+	Inadequate level of achievement overall. Average to poor level of knowledge and understanding of the subject matter

D	Limited knowledge and understanding of the subject matter
F	Spare knowledge and understanding of the subject matter and standard of performance well below the level required for a Bachelor Degree Program
I	Incomplete Grade. Must be completed within One (1) Semester, otherwise it will be replaced by an F Grade.
R	Repeat Course
W	Withdrawal
FA	Failure due to absence

Grade Point Average

The student's Grade Point Average (GPA) is the sum of products of grade points and credit hours of each course and then dividing the result by the total number of credit hours of the semester.

$$GPA = \frac{\sum_{per\ course}(Grade\ Point\ x\ Credit\ Hours)}{Total\ Number\ of\ Registered\ Credit\ Hours\ in\ Current\ Semester}$$

Courses with letter grades of TC (Transferred Credit) and I (Incomplete) are excluded from the GPA calculation.

Cumulative Grade Point Average

The Student's Cumulative Grade Point Average (CGPA) is the sum of products of grade points and credit hours of each course registered in current and previous semesters and then dividing the results by the grand total number of credit hours.

$$CGPA = \frac{\sum_{per\ course}(Grade\ Point\ x\ Credit\ Hours)}{Total\ Number\ of\ Registered\ Credit\ Hours\ in\ all\ Semesters}$$

The CGPA is used to determine the student academic standing and progress in all semesters.

Scaling System

The numerical performance (CGPA) needs to be also translated qualitatively in terms of students' performance. The grade descriptors will help define the students' overall level of skills and provides more comprehensive information to both academic and corporate.

CGPA	Description
3.60 – 4.00	Excellent
3.00 – 3.59	Very Good
2.50 – 2.99	Good
2.00 – 2.49	Satisfactory
Less than 2.00	Un Satisfactory

13.2 ACADEMIC PROGRESS POLICY

Good Academic Standing

In order to be considered in Good Academic Standing students must achieve a minimum CGPA of 2.00 at the end of each Semester.

Academic Probation

Students with a CGPA of less than 2.00 will be placed on academic probation. The probation cannot exceed three consecutive semesters and the concerned students must revert to good Academic standing within the set period. Failure to achieve a CGPA of 2.00 will lead to Academic dismissal. First semester GPA of new intake students is not included in the set period.

Students with a CGPA less than 2.00 cannot register in courses without their advisors' approval.

- A student whose CGP is less than 2.00 will receive a first academic warning. Students on first academic warning can register up to four (4) courses.
- A student who fails to raise his/her CGPA to 2.00 after the first warning shall be given a second academic warning and placed on academic probation for the following semester. Students on academic probation can only register up to three (3) courses.
- If a student fails to raise his/her CGPA to 2.00 at the end of the prescribed period of the probation, he/she will be dismissed form the program.

Incomplete (Grade I)

Grade I is allocated to students who fail to complete the final assessment of a course, namely; final examination or final research-based assessment. Unless an official excuse submitted by the student and accepted by the concerned faculty member, the final assessment must be completed and marked during or before the period of add/drop of the following semester as determined by the College, otherwise a grade F (Fail) will be awarded for the relevant course.

The Grade I will exceptionally be extended for one semester for internship or any course assessed by a graduation project only, if an official excuse submitted by the student and accepted by the

concerned faculty member during the last week of the relevant semester and/or before the final examination period.

Student must provide a legitimate reason for absence within three working days (3 days) and pay the make-up exam fees 50% of the course tuition fees upon dean's approval.

Repeat Course

If a student has failed in a course, it is advisable to repeat it in the following semester. Students are at liberty to repeat the completed courses for the sake of improving their CGPA. They can repeat up to two times, but credit hours will be counted only once in the total credit hours required for graduation.

In all repeated course cases, the highest grade is considered for CGPA calculation.

Attendance Policy

Students are expected to attend all classes and be punctual.

Throughout the Program, regular attendance and participation in classroom activities are compulsory. The Instructor will monitor attendance at the beginning of each session.

Students absent from class without prior approval of the Department Chair will be issued a first Warning after 10% of absenteeism and a second Warning at 20%.

Absenteeism of 25% in any course will result in failure due to absence (FA) and a grade of zero will be assigned.

A student with a legitimate and valid reason for missing a class can request his absence not to be counted. Such absence should be reported with supporting documents in the student file.

Students unable to attend classes for a certain period for medical or any other "force majeure" reasons have to produce proper supporting documents and submit a written leave of absence to the concerned Department Chair/Dean for approval.

Dean's List

At the end of each Academic Year, a Dean's List of academically outstanding students is issued by the Registrar's office. The Dean's list consists of the top 10% of the best performing students.

To be on the Dean's List, students have to be in good Academic standing with a CGPA of at least 3.7 with no I grade and no grade below C during the Semester. In addition, students with a

minimum of 12 Credit hours are eligible to the Dean's List. Dean's list designation applies to only Fall and Spring Semesters academic records.

Grade Appeal

In case of disagreement concerning their grades, students have the right to request a review by lodging an appeal.

The conditions and procedure for a Grade Appeal are as follows:

- Grade appeal for any assessment component can be lodged within a maximum period of 3 days from the time of the official release of the grades;

- An official Grade appeal form with proper reasons and substantive justification must be duly filled up and submitted to the Office of Admissions & Registration;

- The Department Chair will convene a Grade Appeal Committee consisting of two faculty members to review the grade appeal;

- The Grade Appeal Committee will re-examine all concerned assessment(s) and will take a decision to maintain or modify the grade(s);

- The decision of the Grade Appeal Committee is final and the concerned students can no further dispute it;

- Minutes will be taken during the deliberations of the Grade Appeal Committee.

13.3 DEGREE COMPLETION REQUIREMENTS

School of Business Administration

Bachelor of Business Administration

To qualify for graduation with a Bachelor of Business Administration Degree, students must complete successfully 123 credit hours of courses consisting of:

- 30 credit hours of General Education
- 69 credit hours of Business Core
- 06 credit hours of Free Elective
- 18 credit hours of Concentration

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of 4 semesters and 60 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

Associate in Finance

To qualify for graduation with an Associate in Finance Degree, students must complete successfully 66 credit hours of courses consisting of:

- o 21 credit hours of General Education
- o 36 credit hours of Business Core
- o 09 credit hours of Concentration

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of 2 semesters and 30 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

Associate of Business Administration

To qualify for graduation with an Associate of Business Administration Degree, students must complete successfully 66 credit hours of courses consisting of:

- o 21 credit hours of General Education
- o 39 credit hours of Business Core
- o 06 credit hours of Concentration

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of 2 semesters and 30 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

School of Engineering and Information Technology

Bachelor of Information Technology

To qualify for graduation with a Bachelor of Information Technology Degree, students must complete successfully 123 credit hours of courses consisting of:

- o 24 credit hours of General Education
- o 51 credit hours of Core Courses
- o 45 credit hours of Advanced Core Courses
- o 03 credit hours of Internship

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of 4 semesters and 60 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

Bachelor of Science in Computer Engineering

To qualify for graduation with a Bachelor of Science in Computer Engineering Degree, students must complete successfully 140 credit hours of courses consisting of:

- 18 credit hours of General Education
- 21 credit hours of Mathematics and Statistics
- 11 credit hours of Basic Science (Physics & Chemistry)
- 33 credit hours of Computer Engineering Courses
- 33 credit hours of Electrical Engineering Courses

- 3 credit hours of Internship
- 9 credit hours of Technical Electives
- 7 credit hours of Specialization Requirements
- 5 credit hours of Graduation Project

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of four semesters and 60 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

Bachelor of Science in Communication Engineering

To qualify for graduation with a Bachelor of Science in Communication Engineering Degree, students must complete successfully 140 credit hours of courses consisting of:

- 18 credit hours of General Education
- 21 credit hours of Mathematics and Statistics
- 11 credit hours of Basic Science (Physics & Chemistry)
- 12 credit hours of Computer Engineering Courses
- 34 credit hours of Electrical Engineering Courses

- 14 credit hours of Communication Engineering Courses
- 3 credit hours of Internship
- 15 credit hours of Technical Electives
- 7 credit hours of Specialization Requirements
- 5 credit hours of Graduation Projects

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of four semesters and 60 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

Associate of Science in Computer Science

To qualify for graduation with an Associate of Science in Computer Science Degree, students must complete successfully 66 credit hours of courses consisting of:

- 21 credit hours of General Education
- 45 credit hours of Core

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of 2 semesters and 30 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

School of Arts and Social Sciences

Bachelor of Arts in Mass Communication (بكالوريوس الآداب في الإتصال الجماهيري)

To qualify for graduation with a Bachelor of Arts in Mass Communication Degree, students must complete successfully 129 credit hours of courses consisting of:

- o 30 credit hours of University College Requirements
- o 42 credit hours of Interdisciplinary Requirements
- o 30 credit hours Program Core Requirements distributed as follows
  - Compulsory   24 credit hours
  - Electives   06 credit hours
- o 27 credit hours of Concentration Requirements

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of 4 semesters and 60 credit hours in residence at Al Dar University College including the final 30 credit hours of the program.

Foundation Program

In order to be awarded the Foundation Program Certificate, students, must:

- successfully complete all five required courses
- complete a maximum of 2 semesters in residence at ADUC
- pass the English Proficiency Test with the following minimum scores:
  - o for Degree Programs where English is the language of instruction
    - TOEFL ITP 500+, iBT61+
    - IELTS Academic 5.0+
    - A PTE score between 36 to 44
  - o for Degree Programs where Arabic is the language of instruction
    - TOEFL ITP 450+, iBT45+
    - IELTS Academic 4.5+
    - A PTE score between 30 to 35

Al Dar University College will award a Certificate, attested by MOHESR, to students who successfully complete all the above requirements.

13.4 CREDIT HOURS

All courses carry 3 credits hours with the exception of the some of the engineering program courses which carry 4 credit hours. Each credit hour represents 3 hours of classroom contact time per week. In addition, each credit requires on average two hours of student work preparation and learning outside the classroom. All courses, with the exception of the Internship course, are spread over a period of 15 weeks.

13.5 COURSE LOAD

Student can take up to 6 courses during regular semesters.

13.6 PROGRAM COMPLETION DURATION

School of Business Administration

Bachelor of Business Administration

The Program duration is of 8 Semesters. The standard completion time is 4 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 8 years.

Associate in Finance

The Program duration is of 4 Semesters. The standard completion time is 2 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 4 years.

Associate of Business Administration

The Program duration is of 4 Semesters. The standard completion time is 2 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 4 years.

School of Engineering and Information Technology

Bachelor of Information Technology

The Program duration is of 8 Semesters. The standard completion time is 4 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 8 years.

Bachelor of Science in Computer Engineering

The Program duration is of 8 Semesters. The standard completion time is 4 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 8 years.

Bachelor of Science in Communication Engineering

The Program duration is of 8 Semesters. The standard completion time is 4 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 8 years.

Associate of Science in Computer Science

The Program duration is of 4 Semesters. The standard completion time is 2 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 4 years.

School of Arts and Social Sciences

Bachelor of Arts in Mass Communication (بكالوريوس الآداب في الإتصال الجماهيري)

The Program duration is of 8 Semesters. The standard completion time is 4 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 8 years.

13.7 ADVANCED STANDING

In exceptional cases, Al Dar University College may decide to award advanced standing to applicants holding high school diplomas from specific curriculum such as the International Baccalaureate, French Baccalaureate, Advanced Placement (AP), and GCE A Level.

Are eligible for Advanced Standing Credits students who have achieved a minimum grade equivalent to B in the IB with three Higher Level courses, the French Baccalaureate, the American Advanced Placement tests and GCE A-Levels.
Course credits may be awarded for General Education courses only. A maximum of 6 credit hours maybe awarded to eligible candidates.

The College will submit individual cases to MOHESR and will request a formal approval on a case by case basis prior to award of any advanced credits.

13.8 ADMISSIONS POLICY

1- Candidates applying to the Bachelor of Business Administration and Bachelor of Information Technology programs, must meet the following minimum requirements:

- Hold a UAE High School Certificate with an average score of 60% or its equivalent (Pass)
- Demonstrate evidence of Proficiency in English

All applicants whose native language is not English must take an English proficiency test and obtain one of the following scores:

- o TOEFL - Internet English Proficiency test (IBT) with a minimum score of 61
- o TOEFL – Institutional Testing Program (ITP) at ADUC with a minimum score of 500,
- o IELTS Test (Academic) with a minimum score of 5.0
- o Pearson Test of English Academic (PTE A)
  - A score between 36 to 41 is equivalent to IELTS score of 5.0
  - A score of 44 is equivalent to:
    - TOEFL iBT score of 61
    - TOEFL ITP score of 500
- o Cambridge English
  - Advanced Test Score of 41
- o City & Guilds IESOL Test score of B1/B2 Borderline

2 - Candidates applying to the Bachelor of Science in Communication Engineering or Bachelor of Science in Computer Engineering must meet the following minimum requirements:

- Hold a Scientific Stream Secondary school certificate (or equivalent) with a minimum average of 70%
- Demonstrate evidence of Proficiency in English

Students holding a high degree between 60% and 70% may be admitted on probation in the CPE and CME programs. They must obtain a C grade on Physics 1 and Calculus 1 in the first semester. Failing to achieve a C grade on these two courses will lead to a dismissal from the program.

All applicants whose native language is not English must take an English proficiency test and obtain one of the following scores:

- o TOEFL - Internet English Proficiency test (IBT) with a minimum score of 61
- o TOEFL – Institutional Testing Program (ITP) at ADUC with a minimum score of 500,
- o IELTS Test (Academic) with a minimum score of 5.0
- o Pearson Test of English Academic (PTE A)
  - A score between 36 to 41 is equivalent to IELTS score of 5.0
  - A score of 44 is equivalent to:

- TOEFL iBT score of 61
- TOEFL ITP score of 500
  - Cambridge English
    - Advanced Test Score of 41
  - City & Guilds IESOL Test score of B1/B2 Borderline

3- Candidates applying to the Bachelor of Arts in Mass Communication program delivered in Arabic language must meet the following minimum requirements:

- Hold a UAE High School Certificate with an average score of 60% or its equivalent (Pass)
- Demonstrate evidence of Proficiency in English
- Successfully pass the admission interview

All applicants whose native language is not English must take an English proficiency test and obtain one of the following scores:

- TOEFL - Internet English Proficiency test (IBT) with a minimum score of 45
- TOEFL – Institutional Testing Program (ITP) at ADUC with a minimum score of 450,
- IELTS Test (Academic) with a minimum score of 4.5
- Pearson Test of English Academic (PTE A)
  - A score between 30 to 35 is equivalent to IELTS score of 4.5

Conditional Admission

Students, who do not meet all ADUC's requirements, may be admitted on a conditional basis
The circumstances under which a student is placed under conditional admission are the following:
- UAE students who do not meet high school requirements (60%). These students will be placed in the Foundation program
- Students who do not meet the English proficiency requirements (IELTS/TOEFL). These students will be enrolled in the intensive English program. Students are not allowed to register no more than 15 credits (or equivalent) of course work taken for credit while in a preparatory program to contribute towards an undergraduate degree.
- Students who did not provide all required attested documents. These students are required to complete their files at the end of the first semester.
- Take the English Placement Test at the College. Based on the test results, concerned students will be placed on the appropriate level in the Intensive English Program
- Achieve a TOEFL (or equivalent) score of 500, for programs delivered in English Language, or 450, for programs delivered in Arabic Language.
- Upon meeting the above requirements, the conditional admission will be lifted and full admission granted
- Failure to satisfy the above English Proficiency requirement, will result in the cancellation of the student's enrollment

Holding Registration

Students may ask to hold or suspend their registration for two regular semesters. They should apply for a deferral at the registration office otherwise, the status of the student will be "dismissed".

Re-Admission

Students who have been dismissed from ADUC and who wish to be re-admitted must submit a formal re-admission request to the Office of Admission & Registration. In case of approval, the student will be re-admitted to ADUC.

Application Procedure and Documentation Requirements

Applicants, seeking admission to the undergraduate programs, must submit the following documents:

- application Form, completed and signed by the applicant;
- a non-refundable application fee of AED 400;
- high School Certificate (Original or Certified copy) approved by the UAE ministry of Education or Equivalent;
- TOEFL (or equivalent) score certificate in original;
- official Academic Transcripts;
- four passport size photographs;
- copy of passport and Emirates ID card;
- No objection letter from NATIONAL MILITARY SERVICE for UAE Nationals

After review of the application, the College decision will be communicated to the candidate via electronic mail or by postal services.

High School Certificate Attestation

Candidates, from high schools in the UAE, must attest their certificates and transcripts by the UAE Ministry of Education

High School certificates and transcripts obtained abroad must be attested by:

- Ministry of Education of the country of study
- Ministry of Foreign Affairs of that country
- UAE Embassy in that country, or the Embassy of the country of study in the UAE, and the UAE Ministry of Foreign Affairs

In addition, an equivalency letter is required from the UAE Ministry of Education.

13.9 TRANSFER ADMISSION POLICY

Transferring students to ADUC must satisfy the following minimum requirements:

- Meet all standard admissions requirements of the College undergraduate programs
- Have been enrolled at local universities and colleges accredited by the CAA of the MOHESR, or licensed and accredited by the country's relevant authority for institutions located outside the UAE
- Meet the Standard English Proficiency requirement. Transfer students must submit evidence of a TOEFL score of 500 (or its equivalent) at the time of admission. Transfer students who do not meet the above requirement must take the English Placement test and enroll in the appropriate level of the Intensive English Program at ADUC

In addition, credit transfer is subject to the following conditions and dispositions:

- The maximum authorized credit transfer is of 60 credit hours, representing 50% of the credit requirements of the Bachelor degree programs
- Transferred courses must cover at least 80% of the equivalent course content at ADUC
- The last two semesters must be completed in residency at Al Dar University College.
- Only courses with a minimum grade of C are eligible for transfer
- The total number of credit transfer authorized for concentration courses cannot exceed 6 credits hours.
- Credit transfer will not be granted for the internship course and the capstone courses.
- Petition for transfer credit must be made at the time of enrollment at Al Dar University College and all records (transcripts etc.) must be received during the first semester in residence.
- Transfer credits are entered on the transcript and student's academic record as "TC". The transferred courses are credited hours but no grade points are assigned and therefore, not considered in the student's CGPA calculation.

Documentation Requirement

Student transferring to Al Dar University College must submit the following documents:

- Original transcripts from the institution from which they are transferring
- Detailed course syllabus and course description of all courses for which credit transfer is requested
- Proof of English Proficiency

13.10   UNDERGRADUATE PREPARATORY COURSES AND PROGRAMS

IELTS Preparation

Courses focus on improving the students' skills in relation to the four main skills of English and the application of these skills in the IELTS exam:

1. Reading
2. Writing
3. Speaking
4. Listening

As the objective of the course is to focus purely on the students' **final IELTS score**, the focus on the class will be extremely practical. It will, of course, feature **common IELTS techniques** such as:

1. Skim and Scan for reading.
2. Using context and prediction for listening.
3. Structuring writing activities.
4. Understanding band descriptors and objectives for writing and speaking.

English Placement Test

All students who do not demonstrate proof of proficiency in English (TOEFL or its equivalent), must take the English Placement Test at the time of admission. ADUC administers the placement test followed by an interview with a panel of English lecturers to assess students' level of proficiency in English.

13.11   FINANCIAL ASSISTANCE

Al Dar University College offers a wide array of scholarships and discount schemes to financially support students in their education. The Scholarship Program consists of the following:

- Governmental Employee Discount
- High School Merit Scholarship
- Academic Distinction Scholarship
- Sibling Discount
- Financial Aid

General Eligibility Criteria

In order to be eligible for the Scholarship Program, students should:

- Meet ADUC's Undergraduate Admissions Criteria
- Study as a full time basis as per the selected Program Study Plan

General Rules and Regulations

- Students should carry a full load of 15 academic credit hours per semester (Fall, and Spring)
- The Program does not cover fees such as Admissions fees, General Services' fees, Late Registration fine, Official letters' fees, Visa fees, transportation, books purchase or any other related fees

Failure to comply with any of the above may result in the withdrawal of the Scholarship, Discount, or Merit.

High School Merit Scholarship

High school students with outstanding graduation percentages are eligible for scholarship as per below brackets

High School Average	Coverage
Greater than or Equal to 97%	50%
Between 93% and 96.99%	25%
Between 85% and 92.99%	15%

Students, in this category, are not entitled to other discounts and/or scholarships. Students are expected to maintain a CGPA of 3.7 or above by the end of each semester. The Scholarship does not cover the repetition of any course previously registered at ADUC. Changes in program (major) may result in student loss of the Scholarship

Academic Distinction Scholarship

Outstanding students enrolled at Al Dar University College in various programs can apply for scholarships if they maintain a CGPA of 3.7 or above. A scholarship of 15% is awarded on a semester basis and subject to maintaining the required CGPA.

The scholarship is only offered in Fall and Spring Semesters. Students are not entitled to other discounts and/or scholarships. Students should not receive grade (I) and grades below C during the concerned semester. Changes in program (major) may result in student loss of the scholarship.

Sibling Discount

Students who have sibling and/or spouse enrolled at Al Dar University College are eligible for 10% waiver of tuition fees. Eligible students, in this category, are entitled to other discount and scholarship schemes, if eligible.

Governmental Employee Discount

Students employed by local/federal government entities are entitled to a 15% waiver of their tuition fees.

Financial Aid

Al Dar University College offers partial financial aid to students in financial need. The Financial Aid Program is awarded to eligible full-time students who demonstrate a financial need through relevant supporting documents. Application forms may be obtained from the Office of Student Services. Selection is made based on need and academic performance. The College Council will send the list of eligible students to registration.

13.12   FEE STRUCTURE

For all ADUC students

Item	Refundable	Amount	Notes
Tuition Fees (15 credit hours) for Regular Semester	In the 1st week (Drop/Add Period) and to be kept in the student's account.	AED 12,750	Non-refundable in the 2nd week onwards. 850AED per credit hour
Tuition Fees (06 credit hours) for Summer Semesters	In the 1st week (Drop/Add Period) and to be kept in the student's account.	AED 5,100	Non-refundable in the 2nd week onwards. 850AED per credit hour
Registration & General Services fees	No	AED 1,400	Every Semester and 50% discount for summers' semesters.
Admission Fees	No	AED 1,200	One time fees
Security Deposit	Yes	AED 1,000	One time fees

Other Fees			
Fees		**AED**	**Description**
	Bachelors (BBA, BIT, BMC, BSCE)	950	Onetime payment (Payable at Graduation)
	Associate of Business Administration	350	Onetime payment (Payable at Graduation)
	Associate of Computer Sciences	600	Onetime payment (Payable at Graduation)
	Foundation Program	350	Onetime payment (Payable at Graduation)
	Make-Up Exam (Incomplete)	50% course tuition fee	Payable upon approval of School Dean
	Attested Course Description from ADUC	100	
	Attested Course Syllabus from ADUC	50	Per syllabus
	Academic Status Petition (Different Program)	1000	
	Quotation	250	Upon Request

Transcript fees	100	Upon Request	
Letter fees	50	Upon Request	
Attested letter	300	Upon Request	

Foundation Program		
Fees	**AED**	**Description**
Tuition fee per Course	2500	Payable as per Payment Plan
Application Fee	400	At the time of Registration– Non refundable

Visa Sponsorship

Item	Refundable	Amount	Notes
Visa Sponsorship	Yes, in case of visa rejection	AED 5,000	Visa fees first time. However, visa renewal fees in the successive years will be AED 3,100
Visa Sponsorship Administrative fees	No	AED 1,000	

Al Dar University College reserves the right to modify its tuition and other fees as and when necessary applicable to all existing and new students.

13.13   TUITION FEE PAYMENT PLAN

Students can proceed with settlement of their tuition fees according to the following plans:

Full Payment Plan

Fees can be paid by cash, cheque, or credit card. Fees are to be paid in full during the registration period and according to the dates mentioned in the Academic Calendar. A charge of AED 250 is added if a cheque is bounced back for insufficient funds.

Installment Payment Plan

Fees are paid in three installments, which are as follows.
- First installment – 50% of the total fees for the semester; at the time of registration.
- Second installment by post-dated cheque – 25% of the total fees for the session; after one month from the first day of registration.
- Third installment by post-dated cheque – 25% of the total fees for the session; after two months from the first day of registration.

The dates for payment of installments will be advertised by the Registrar's Office prior to the start of each semester. Late payment fees are charged at AED 500.

13.14   ADD AND DROP

Students may drop courses during the first week of the Program (Add and Drop period). Courses(s) dropped during the first week are fully refunded and will not appear on the student transcript. Fees of course(s) dropped after the Add and Drop period are not refunded and will appear on the student transcript with a withdrawal (W) grade.

13.15   REFUND POLICY

In cases of withdrawal from the course, refund of tuition fees is based on the following schedule:

Week	Refund Policy	Effect on Transcript
Add/Drop Period (1st week)	100%	Will not appear
Withdrawal Period (2nd week to 10th week)	No Refund	(W) Withdraw

13.16   DISCIPLINARY DISMISSAL

In case of dismissal from the college for disciplinary reasons, the tuition fees paid for the semester of dismissal is not refundable.