جامعــة خليفــة
Khalifa University

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STUDENT HANDBOOK
2022-2023

Nurturing tomorrow's leaders...
Growing the knowledge economy.

CONTENTS

WELCOME MESSAGE

Greetings from Khalifa University of Science and Technology, a diverse, stimulating and inviting community committed to your success.

Khalifa University is the top-ranked institution in the UAE according to two global rankings, the QS World University Rankings 2023 and the Times Higher Education (THE) Asia University Rankings 2022. For the fifth year in a row, the University leads other universities in the country, placing 181st in the QS World University Rankings and climbing to 37th place in the THE Asia University Rankings.

The University is closely aligned with Abu Dhabi's 2030 vision to expand the knowledge economy and diversify into strategic high technology sectors. Khalifa University is actively involved in establishing long-term strategic partnerships with a variety of organizations. The University currently enjoys strong relationships with many national and international partners including industry leaders, multinational entities, government agencies, universities and other institutions. By partnering with these entities, the University seeks to emphasize its commitment to research and development, as well as providing its students and faculty the opportunity to solve applied problems and gain real world experience. Our professors and staff, combined with the outstanding programs and dynamic research opportunities, make Khalifa University a truly excellent educational institution.

We are proud of our committed and high-achieving student body, of which the female students comprise over fifty percent of total enrollment. There are active professional societies in every discipline and KU students participate in local and international internships. We regularly invite influential individuals and organizations to the campus to enrich our academic and professional experiences. KU Alumni have the advantage of starting their careers with top companies in the industry.

KU is very proud of its unique recreational and athletic facilities. We support a wide range of student activities, clubs, and sports teams, and encourage students to become active participants in campus life.

Our door is always open to entertain comments and suggestions on how to better serve the constituency of Khalifa University. You are encouraged to explore the full range of our academic opportunities where you will find inspiration and support to fulfill your educational and career goals.

Welcome to Khalifa University!

ACADEMIC CALENDAR

FALL SEMESTER 2022

AUG	Date	Event Name	Type
	22	Faculty reporting	Academic
	23-25	New student orientation	Academic
	29	Classes begin - Fall	Academic

SEP	Date	Event Name	Type
	2	End of add/drop for UG	Academic

NOV	Date	Event Name	Type
	4	Last day to withdraw with "W"	Academic
	14-18	Advisement period for Spring 2023	Academic
	21-25	Early registration for Spring 2023	Academic

DEC	Date	Event Name	Type
	1	Commemoration Day	Public Holiday
	2	National Day	Public Holiday
	9	Last day of classes	Academic
	12	Final exams begin	Academic
	22	Final exams end	Academic
	23	Final grades due	Academic
	26	Winter Break begins	Academic

SPRING SEMESTER 2023

JAN	Date	Event Name	Type
	9	Faculty reporting	Academic
	16	Classes begin - Spring	Academic
	20	End of add/drop for UG	Academic

MAR	Date	Event Name	Type
	24	Last day to withdraw with "W"	Academic
	27	Spring Break begins	Academic

APR	Date	Event Name	Type
	3	Classes resume	Academic
	10-14	Advisement period for Sum/Fall 2023	Academic
	17-21	Early registration for Sum/Fall 2023	Academic
	24	Eid El Fitr	Public Holiday

MAY	Date	Event Name	Type
	5	Last day of classes	Academic
	8	Final exams begin	Academic
	18	Final exams end	Academic
	22	Final grades due	Academic

SUMMER SEMESTER 2023

JUN	Date	Event Name	Type
	5	Classes begin - Summer	Academic
	7	End of add/drop UG	Academic
	29	Eid Al Adha	Public Holiday

JUL	Date	Event Name	Type
	3	Last day to withdraw with a grade of "W"	Academic
	17	Last day of classes	Academic
	18	Final exams begin	Academic
	24	Final Grade Due	Academic

The above dates are subject to change. In the event of any changes, an official notification will be sent by the Office of Academic and Student Services.

THE UNIVERSITY

History of Khalifa University

The Emiri decree of 15 February 2017, issued by President His Highness Sheikh Khalifa bin Zayed Al Nahyan in his capacity as Ruler of Abu Dhabi, officially merged Khalifa University of Science, Technology, and Research (KUSTAR), Masdar Institute of Science and Technology (MI), and the Petroleum Institute (PI) into a single, world-class university. The new university established under this law is the Khalifa University of Science and Technology (Khalifa University).

The decree states:

The University aims to foster advancement, development, and scientific research by offering higher education programs and conducting scientific research in a manner which ensures the realization of academic and research excellence at the national, regional, and international levels, as well as complementing the society with qualified cadres in accordance with the legislation in force.

The University has two purpose-built campuses; one in Abu Dhabi Island (Main Campus) where the central administration for the University is located and all general education courses are taught; and a second in Sas Al Nakhl, near the Maqta Bridge connecting Abu Dhabi Island to the mainland. The University offers a variety of bachelor's, master's, and doctoral-level programs with the common feature of having a scientific and technological focus.

The core of our institutional mission is to provide high-quality education to the citizens of the UAE and the global community at large. The main goals of Khalifa University are to support development and progress, marshal resources and capabilities to strengthen scientific research activities, and achieve world-class academic and research excellence locally, regionally, and internationally.

Masdar Institute (MI) and the Petroleum Institute (PI), along with the recently launched Artificial Intelligence and Intelligent Systems Institute (AIISI), represent flagship research institutes which, in addition to our 18 other specialized research centers, provide opportunities for faculty and students to engage in advanced scholarship. The histories of the three merged universities are integral to the vision and mission of the unified university. KUSTAR was inaugurated on 13 February 2007 by the President of the UAE, His Highness Sheikh Khalifa bin Zayed Al Nahyan, and had in its remit to provide bachelor's, master's, and doctoral-level education primarily in engineering and the sciences. The university opened its Abu Dhabi campus (now the Main Campus of KU) in October 2008 to add to the campus in Sharjah (formerly Etisalat University College, EUC). The Sharjah branch campus (since closed) had a very proud history that stretched back to 1989.

The establishment of MI on 25 February 2007 as a graduate-only institute was part of a resource diversification plan for the Emirate of Abu Dhabi. Abu Dhabi's leadership views research and education in alternative energy fields as a cornerstone for the future development of the emirate and expressed their commitment through the establishment of the Masdar Initiative, Masdar City, the Zayed Future Energy Prize (renamed Zayed Sustainability Prize), and the Masdar Institute.

PI was established in 2000 through an Emiri decree. Prior to the merger with KUSTAR and MI, it was financed and governed by a consortium of five major oil companies: ADNOC, Royal Dutch Shell, BP, Total S.A., and Japan Oil Development Company, a wholly owned subsidiary of INPEX. PI admitted its first students in the Fall of 2001 and offered bachelor's and master's programs, as well as a research program tailored to the needs of the oil and gas industry. The purpose of PI, as part of Khalifa University, will continue to provide highly-trained engineers and geoscientists for the UAE oil, gas, and broader energy industries.

Board of Trustees

The Khalifa University Board of Trustees consists of renowned members with extensive experience in academia and industry.

THE VICE CHAIRMAN

HIS HIGHNESS SHEIKH HAMED BIN ZAYED AL NAHYAN
Member of the Abu Dhabi Executive Council

THE VICE CHAIRMAN

HIS EXCELLENCY HUSSAIN BIN IBRAHIM AL HAMMADI
UAE Cabinet Member and Minister of Education.

H.E. DR. SULTAN AL JABER
Minister of Industry and Advanced Technology and CEO, Abu Dhabi National Oil Company (ADNOC) Group

H.E. ALI RASHID AL KETBI
Chairman, Department of Government Support

H.E. SALEM RASHID AL NUAIMI
Chairman, Wio

H.E. SALEM BUTTI SALEM AL QUBAISI
Director General, UAE Space Agency

H.E. HOMAID AL SHIMMARI
Deputy Group CEO and Chief Corporate & Human Capital Officer, Mubadala

ENG. HATEM DOWIDAR
CEO, Etisalat Group

H.E. FAISAL AL-BANNAI
Chairman, EDGE Group

MR. JEFF SIMMONS
Senior Vice President of Technical Planning and Evaluation, Occidental Petroleum Corporation

MR. JOHN W. NICHOLSON JR.,
Chief Executive, Lockheed Martin Middle East

Institutional Vision and Mission Statement

University Vision

To be a catalyst to the growth of Abu Dhabi and the UAE's rapidly developing knowledge economy, the engineering and science education destination of choice, and a global leader among research-intensive universities of the 21st century.

University Strategic Goals

As a world-class, research-intensive institution, Khalifa University will:

- Set new standards in education, research, and scholarship that will benefit the UAE and the world.
- Drive Abu Dhabi and the UAE as a knowledge destination and engine for socio-economic growth through active translation of research into the nation's economy.
- Seamlessly integrate research and education to produce world leaders and critical thinkers in applied science, engineering, management, and medicine.
- Continuously innovate and integrate the global standard in methods of learning and discovery.
- Build a diverse community of service-oriented, ambitious, and talented individuals through an environment that encourages and nurtures creative inquiry, critical thinking, and human values.
- Empower the community with practical and social skills

Licensure and Accreditation

Khalifa University of Science and Technology, located in the Emirate of Abu Dhabi, is officially licensed by the Ministry of Education of the United Arab Emirates to award degrees in higher education.

The Bachelor of Aerospace Engineering, Bachelor of Biomedical Engineering, Bachelor of Chemical Engineering, Bachelor of Civil Engineering, Bachelor of Computer Engineering, Bachelor of Electrical Engineering, Bachelor of Industrial and Systems Engineering, Bachelor of Mechanical Engineering, and the Bachelor of Petroleum Engineering are accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET).

The Bachelor of Petroleum Geosciences is accredited by the Applied and Natural Science Accreditation Commission (ANSAC) of ABET.

University Financial Resources

Khalifa University is a not-for-profit, public institution. The core budget of the University is provided by the Government of the Emirate of Abu Dhabi. The University is a semi-government entity with an independent legal personality, financial and administrative independence, and full legal competence to practice its activities and achieve its objectives.

Degrees and Programs Offered

Khalifa University offers a number of undergraduate and graduate degree programs through two separate colleges namely; College of Engineering and College of Arts and Sciences. Graduate degree programs are overseen by the School of Graduate Studies.

The available degree programs are as follows.

Undergraduate Programs
- Bachelor of Science in Aerospace Engineering
- Bachelor of Science in Biomedical Engineering
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
    › Software Systems Concentration
- Bachelor of Science in Computer Science
    › Artificial Intelligence Concentration
    › Cybersecurity Concentration
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Industrial and Systems Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Petroleum Engineering
- Bachelor of Science in Petroleum Geoscience
- Bachelor of Science in Chemistry
- Bachelor of Science in Applied Mathematics and Statistics
- Bachelor of Science in Physics
- Bachelor of Science in Earth and Planetary Sciences
- Bachelor of Science in Cell and Molecular Biology

Graduate Programs
Khalifa University offers a range of graduate programs designed for the pursuit of advanced specialized knowledge and skills in engineering, medicine, security, and science and technology. Students engage in cutting-edge research and formulate innovative solutions to contemporary global challenges. Selected programs also allow students to focus their coursework in a chosen area via an optional track or concentration.

College of Medicine and Health Sciences
- Doctor of Medicine (M.D.)

College of Engineering
- Master of Science in Aerospace Engineering
- Master of Science in Biomedical Engineering
- Master of Science in Chemical Engineering
- Master of Science in Civil and Infrastructure Engineering
- Master of Science in Computer Science
- Master of Science in Computational Data Science
- Master of Science in Cyber Security
- Master of Science in Electrical and Computer Engineering
- Master of Science in Engineering Systems and Management
- Master of Science in Materials Science and Engineering
- Master of Science in Mechanical Engineering
- Master of Science in Nuclear Engineering (Program offered to UAE and Saudi Nationals only)
- Master of Science in Petroleum Engineering
- Master of Science in Sustainable Critical Infrastructure
- Master of Science in Water and Environmental Engineering

- Master of Engineering in Health, Safety and Environmental Engineering
- Doctor of Philosophy in Engineering
  › Aerospace Engineering
  › Biomedical Engineering
  › Chemical Engineering
  › Civil Infrastructure and Environmental Engineering
  › Electrical Engineering and Computer Science
  › Engineering Systems and Management
  › Material Science and Engineering
  › Mechanical Engineering
  › Nuclear Engineering (Program offered to UAE and Saudi Nationals only)
  › Petroleum Engineering
  › Robotics

College of Arts and Sciences
- Master of Arts in International and Civil Security (Program offered to UAE Nationals only)
- Master of Science in Applied Chemistry
- Master of Science in Petroleum Geosciences
- Master of Science in Medical Physics
- Doctor of Philosophy in Chemistry
- Doctor of Philosophy in Physics
- Doctor of Philosophy in Mathematics
- Doctor of Philosophy in Earth Sciences

ADMISSION

Admission to academic programs at Khalifa University is available to highly qualified male and female students from the UAE and abroad. All applicants must meet established minimum requirements to be considered for admission to study at the University. Admission requirements, application forms, list of required documents, application deadlines, and a description of the application process and entry assessment and selection procedures are reviewed annually and published on the University's website,

Information on admission to Undergraduate and Post-Graduate Programs is described in the following subsections:

Undergraduate Admission
Students are admitted to the University's undergraduate programs solely on the basis of an assessment of their ability to successfully pursue university-level work as evidenced by their academic record.

Full Undergraduate Admission
Candidates who meet the English and Mathematics admissions requirements (as stated in the admission procedure) and a satisfactory entrance interview will be granted Full Admissions to one of the undergraduate programs.

Admission of Transfer Students
In order to be eligible for transfer to Khalifa University from another institute, the following conditions apply:
- Only students of good academic standing with a cumulative grade point average (CGPA) of 2.5 or greater will be considered for transfer admission;
- Only students transferring from a federal or recognized and lawfully accredited institution in the UAE, or a recognized and lawfully accredited foreign institution of higher learning, are eligible for admission;
- In order to be eligible for admission, transfer applicants must have demonstrated proficiency in the English language that meets the minimum standards of matriculation at Khalifa University;
- Submission of official transcripts received from all institutions of higher learning previously attended;
- Submission of official high school transcripts;
- Students must be eligible to continue their enrollment at the institution from which they wish to transfer.
- Students enrolling in courses as an exchange student are governed by the STL 5350 Student Aboard Policy.

Admission of Non-Degree Seeking Students
At the discretion of the University, a limited number of individuals may be admitted as non-degree seeking students on either a full-time or part-time basis. Non-degree seeking students are not candidates for any Khalifa University degree. They may be enrolled temporarily or for personal/professional improvement.

Non-degree seeking students must demonstrate that they are qualified to undertake collegiate coursework, satisfy the admission and English proficiency requirements in place at the time of their admission, and have met pre-requisite requirements for any course they take.

Deferred Admission
Admission is valid only for the academic semester specified in the admission letter. If an applicant is offered admission and for some reason (e.g., National Service) does not register but intends to join the University in a subsequent semester, then he/she should submit a written request to the Admissions Office not later than one month before the beginning of the semester.

Admission may be deferred for a maximum of two regular semesters.

Graduate Admission
Admission to a graduate program at Khalifa University is open to highly qualified male and female students from the UAE and abroad. Applicants are selected based on academic qualifications, previous experience, CV, references, performance at the admission interview and the applicant's potential to succeed. The minimum required qualifications for full and conditional admission, as well as details regarding the application process, can be found on the Khalifa University website and in the Graduate Catalogue.

SCHOLARSHIPS, INCENTIVES, AND FEES

Scholarships, Incentives, and Fees

Khalifa University, along with its partners, offers a number of financial packages designed to attract top students and support those with financial need, thereby enriching its campus community. These are available for both undergraduate and graduate students in a form of scholarships and stipends for both UAE national and qualified expatriate and international students.

Undergraduate Scholarships and Incentives

The general terms and conditions of University scholarships and stipends are governed by the following:

- University scholarships and stipends are available for qualified UAE national, expatriate, and international students.
- A list of available scholarships and stipends, eligibility criteria, and benefits for each category of student are reviewed and updated annually.
- Students on a university scholarship undertake to abide by the stipulations and contracts signed between the student and the University.
- University scholarships and stipends are provided only for full-time students. If the credit load of a student on a university scholarship drops below the minimum full-time credit load (12 credit hours) in a semester, the scholarship and any stipend will be adjusted as follows:
  1. The the stipend, if any, will be suspended for the remainder of the semester unless the student is in the final semester of study and requires less than 12 credit hours to graduate, or if the reduced enrollment is determined to be the result of a serious compelling circumstance beyond the student's control.
  2. Expatriate and international students will be liable for full payment of the tuition fees for that semester. The expatriate/international student may be allowed to drop below the minimum full-time credit load without tuition penalty if the University determines that the reduced enrollment is the result of a serious compelling circumstance beyond the student's control.
- The University reserves the right to change the terms and conditions of its Scholarship and Stipend programs at any time.
- The University reserves the right to revoke a student's scholarship.
- Students on the University's scholarship must inform the University of any other external scholarships/ funds he or she is receiving.
- A student receiving a university stipend is discouraged from seeking additional employment while enrolled in courses at the University. Should the student wish to supplement their stipend with university work-study, permission from the relevant Dean must be obtained.
- On violating any of the scholarship terms and conditions, a student receiving a university scholarship or stipend may be required to refund part or all of tuition fees covered by the scholarship and stipends paid.

University Scholarships and Stipends for UAE National Students

University scholarships and stipends are available for admitted UAE national students. The financial award consists of, at a minimum:

1. A 100% tuition fee waiver for the duration of their study at Khalifa University;
2. A monthly stipend based on the student's CGPA (No stipend is paid to students whose CGPA falls below the set minimum as shown in tables 5.1, 5.2, 5.3;
3. Housing fees covering double occupancy for students residing outside of the city of Abu Dhabi;
4. Weekend transport fees for those eligible national students who are not receiving their stipend for any reason;
5. Other published benefits.

الجدد للطلبة الشهري الراتب جدول Monthly Stipends for New Students		
الراتب الشهري Stipend (per month)	المنحة الدراسية Scholarship	الحالة Status
4000 درهم إماراتي AED 4000	100% الرسوم الدراسية 100% of tuition fees	لجميع الطالب الإماراتيين الآخرين All other UAE nationals

المستمرين للطلبة الشهري الراتب جدول Monthly Stipends for Continuing Students		
الراتب الشهري Stipend (per month)	المنحة الدراسية Scholarship	الحالة Status
AED 8,000 8,000 إماراتي درهم	100% of tuition fees 100% الدراسية الرسوم	Nationals with CGPA ≥ 3.8 3.8 يساوي أو أكبر التراكمي المعدل
AED 6,000 8,000 إماراتي درهم	100% of tuition fees 100% الدراسية الرسوم	Nationals with CGPA 3.2 – 3.79 3.79 – 3.2 بين التراكمي المعدل
AED 4,000 8,000 إماراتي درهم	100% of tuition fees 100% الدراسية الرسوم	Nationals with CGPA 2.6 – 3.19 3.19 – 2.6 بين التراكمي المعدل
AED 2,000 8,000 إماراتي درهم	100% of tuition fees 100% الدراسية الرسوم	Nationals with CGPA 2.0 – 2.59 2.59 – 2.0 بين التراكمي المعدل
لا شيء	100% of tuition fees 100% الدراسية الرسوم	Nationals with CGPA < 2.0 2.0 من أقل التراكمي المعدل

Stipend Payment Procedures

Stipends are payable only in the semester they are earned. No retroactive stipend payments for prior semesters are allowed. In order to receive a stipend, a student must continue to satisfy the published academic eligibility requirements.

The student must have a valid bank account in his or her name into which the stipend payment is electronically transferred. It is the student's responsibility to create a bank account to receive the stipend payment and submit the account details online via the Khalifa University Intranet Portal. In order to ensure payment of the stipend, the student should submit his or her bank account details online by the sixth week of that semester. Students who fail to provide their bank details by the end of the sixth week of classes will forfeit all stipend payments for that semester.

In order to receive a stipend each month, a student must be enrolled in courses when the stipend bank transfer is processed by the University. A student who withdraws from the University prior to the bank transfer date will not receive a stipend for that month.

Students are not eligible to receive a stipend payment during a Temporary Leave of Absence from the University.

Students must inform the University on any mistake in bank transfers that credited/debited his/her account, and accordingly to return any excess money back to the University.

University Scholarships for Expatriate and International Students

University scholarships are available for expatriate and international students with outstanding academic performance and personal qualities. The scholarship may consist of full or partial tuition assistance. Eligibility criteria and benefits are published on the University website.

Scholarships for expat students are provided for the total degree credits of the program they are enrolled in. Attempted credits that are beyond the total degree credits and credits that do not count towards the degree will be charged at the full rate per credit tuition fee (see policy KUP 6210 Collections and Revenue Recognition) unless the excess credit is the result of university curriculum changes.

Expat students who do not receive a university scholarship as part of their admission offer may enroll as a tuition-paying student.

Tuition-paying students may qualify for a university scholarship if they have demonstrated excellent academic performance for two consecutive regular semesters and meet published eligibility criteria.

Upon graduation, expat students on full-scholarship undertake to either join one of the University's graduate programs or to accept employment with the University or any other entity nominated by the University for a period of time, which is at least equal to the study period. The decision whether or not to offer graduate program admission or employment is at the discretion of the University.

Full Scholarships

A limited number of full scholarships are available for non-national students with outstanding academic performance and personal qualities. These scholarships are very highly competitive.

President's Scholarship

The President's Scholarship is our most prestigious tuition grant reserved for students on the basis of their academic achievements and excellence. To be considered for the President's Scholarship, students must maintain a cumulative GPA of 3.3 or higher during their studies at Khalifa University.

Status	Scholarship College of Engineering	Scholarship College of Science
International with CGPA >= 3.3	100% of tuition fees	100% of tuition fees
International with CGPA 3.0 – 3.29	75% of tuition fees	75% of tuition fees
International with CGPA 2.0 – 2.99	50% of tuition fees	50% of tuition fees
International with CGPA < 2.0	0% of the tuition fees	0% of the tuition fees

Partial Scholarships
A number of partial-scholarships are available for non-national students with excellent academic performance and personal qualities.

Khalifa University Scholarships
The Khalifa University Scholarship is a general tuition support grant for students with a cumulative GPA of 3.0 or greater. Commenced to be a financial support for hardworking and deserving students, the KU Scholarships continues to incentivize a great number of students to do better.

Status	Scholarship College of Engineering	Scholarship College of Science
CGPA >= 3.0	50% of tuition fees	75% of tuition fees
CGPA 2.5 – 2.99	25% of tuition fees	50% of tuition fees
CGPA 2.0 – 2.49	10% of tuition fees	25% of tuition fees
CGPA < 2.0	0% of tuition fees	0% of the tui-tion fees

Scholarships for Children of KU Faculty and Staff
Khalifa University offers full scholarships to qualifying children of KU faculty or staff, who are full-time employees at the time of their children's admission to the university, and should continue to be a full-time employee at KU throughout the period of the child's studies to ensure the continuity of the scholarship.

Applicants must qualify for full admission into the First Year (Freshman year), as per the university standards. In addition, applicants must not be older than 19 years of age upon the commencement of their undergraduate program.

Students must maintain a cumulative GPA of 2.5 or higher during their studies at Khalifa University. Below are the scholarship benefits for children of KU faculty and staff:

Status	Scholarship College of Engineering	Scholarship College of Science
CGPA >= 2.5	100% of tuition fees	100% of tui-tion fees
CGPA between 2.0 – 2.49	50% of tuition fees	50% of tuition fees
CGPA < 2.0	0% of tuition fees	0% of the tui-tion fees

External Scholarships

External scholarships are governed by the stipulations and contracts signed between the scholarship granting entity, the individual student, and the University.

- For students who are newly sponsored by an external agency or who wish to revert to a Khalifa University scholarship and stipend, the effective date of sponsorship transfer will be the first day of the month following the sponsorship approval.
- Tuition charges for students sponsored by an external agency will be based on the published refund schedule. Invoices will reflect the student's enrollment as of the census date

Please refer the KU Fees, Scholarships and Payment Guide published by the Registrar Office every semester for detailed guidance on fees, payment processes and deadlines.

Graduate Scholarships and Incentives

Khalifa University offers its graduate students comprehensive scholarships that cover all necessary educational expenses and may also offer recipients the potential to earn an attractive monthly stipend. The full range of scholarships available, as well as a detailed description of the benefits, can be found on the Khalifa University website and in the Graduate Catalogue. Please note that scholarship benefits are subject to change.
All graduate students admitted under a Khalifa University scholarship must sign the relevant award contract or agreement before the end of the Add/Drop period in the first semester of registration. Students must abide by the terms and conditions stipulated in the award contract or agreement to maintain scholarship eligibility. KU scholarship students are required to pay a security deposit by the end of the first semester of registration, as indicated in the scholarship contract/agreement.

Buhooth Scholarship

The Buhooth Scholarship Program is an ambitious initiative that aims to achieve the vision of His Highness Sheikh Mohammed Bin Zayed Al Nahyan, Crown Prince of Abu Dhabi and Deputy Supreme Commander of the UAE Armed Forces, to transform the UAE into a center of excellence in engineering and science research. The initiative offers Master's and Doctorate scholarships to UAE Nationals with the aim of promoting graduate studies and research, as well as developing specialized human capital in the areas of science and engineering for the benefit of national institutions. Students accepted to the Buhooth program will be registered in selected Master's and Doctorate programs offered by Khalifa University of Science and Technology, or top international universities.

Buhooth Scholarship Benefits

Please note that scholarship benefits are subject to change.
- Monthly stipend
- Full coverage of tuition fees
- Support to attend international research conferences (subject to approval)
- Opportunity to apply for international internships (subject to approval)

There are two types of Buhooth Scholarships:

UAE-Based Buhooth

- This scholarship will provide an opportunity for applicants to pursue Master's and Doctorate degree studies at Khalifa University of Science and Technology. The scholarship will be open for selected majors only, as determined by Khalifa University of Science and Technology.

Eligibility Criteria for UAE-based Buhooth Scholarship

- Applicants must be UAE Nationals.
- Applicants must satisfy the full admission requirements of the Khalifa University academic program that they are applying to. Please note that admission is highly competitive and meeting the minimum requirements does not guarantee entry into the program.

International Buhooth Scholarship

This scholarship aims to provide an opportunity for applicants to pursue Master's and Doctorate degree studies at top international universities.

- The scholarship is open for selected majors only, as determined by Khalifa University of Science and Technology.
- The scholarship is highly competitive and will only be offered to a limited number of successful applicants each year.
- An applicant holding a Bachelor's degree will sign a contract committing to complete both their Master's and Doctorate degrees at the selected institution approved by KU and then must accept employment, if offered by KU, in a suitable post for a period of time, which must be at least equal to the length of time of the study period.
- An applicant holding a Master's degree will sign a contract committing to complete their Doctorate studies at the selected institution approved by KU and then accept employment, if offered by KU, in a suitable post for a period of time, which is at least equal to the study period.
- The stipend amount includes an additional allowance to UAE Nationals living outside the UAE.
- Recipients of this scholarship will be registered in the Abu Dhabi Retirement Pensions and Benefits Fund during the period of study and the period of employment that is included as part of the scholarship criteria.
- International Buhooth scholarship recipients will receive medical insurance for themselves, their spouse and eligible dependents.
- Recipients of this scholarship are eligible for yearly round trip airline tickets for themselves, their spouse and eligible dependents.

Eligibility Criteria for International Buhooth Scholarship
- Applicants must be UAE Nationals.
- Applicants must have graduated from Khalifa University. On an exceptional basis, graduates from other institutions may be considered.
- Applications must be submitted online, through the Khalifa University Admission Portal. Applicants must satisfy the full admission requirements of the Khalifa University academic program that they are applying to with the following minimum CGPA criteria:
  › Minimum Bachelor CGPA of 3.50 (or equivalent) for applications to Master's programs.
  › Minimum Bachelor CGPA of 3.50 (or equivalent) and Master CGPA of 3.70 (or equivalent) for applications to PhD programs.
- Applicants must provide an admission offer letter from a top-ranked international institution (preferred top 50 QS or THE ranking). The letter should be submitted at the time of application to Khalifa University.

Master Research Teaching Scholarship (MRTS)

The MRTS scholarship is available to qualified international students pursuing a Master's degree at Khalifa University on a full-time basis. Scholarship benefits include:
- Full coverage of tuition fees.
- Medical insurance coverage for students sponsored by Khalifa University (student visa), as per the University's rules and regulations.
- Support to attend international research conferences, subject to approval.
- Mobilization and demobilization flight assistance for overseas international students.
- Monthly stipend.

Combined Master/Doctoral Research Teaching Scholarship (CMDRTS)
The CMDRTS scholarship is available to qualified international students pursuing both, the Master's and PhD degrees at Khalifa University on a full-time basis. Scholarship benefits include:
- Full coverage of tuition fees.
- Medical insurance coverage for students sponsored by Khalifa University (student visa), as per the University's rules and regulations.
- Support to attend international research conferences, subject to approval.
- Mobilization and demobilization flight assistance for overseas international students.
- Free University accommodation for the student only (or accommodation assistance only if University accommodation is not available for the eligible student, as per the University's rules and regulations).
- Monthly stipend.

Students who wish to complete a Master's degree only should select the MRTS scholarship when applying for graduate studies at Khalifa University.

Doctoral Research Teaching Scholarship (DRTS)
The DRTS scholarship is available to qualified international students pursuing a PhD degree at Khalifa University on a full-time basis. Scholarship benefits include:
- Full coverage of tuition fees.
- Medical insurance coverage for students sponsored by Khalifa University (student visa), as per the University's rules and regulations.
- Support to attend international research conferences, subject to approval.
- Mobilization and demobilization flight assistance for overseas international students.
- Free University accommodation for the student only (or accommodation assistance only if University accommodation is not available for the eligible student, as per the University's rules and regulations).
- Monthly stipend.

Students who wish to complete a Master's degree only should select the MRTS scholarship when applying for graduate studies at Khalifa University.

China Scholarship Council – Khalifa University Joint PhD (CSC–KU) Scholarship
Khalifa University, in collaboration with the China Scholarship Council (CSC), offers the CSC-KU Scholarship to highly qualified Chinese nationals admitted to a PhD in Engineering or Science on a full-time basis. The scholarship benefits include:
- Monthly stipend from KU and an additional stipend from CSC.
- Flight tickets provided by CSC.
- Full coverage of tuition fees.
- Free University accommodation for eligible students (or accommodation assistance if University accommodation is not available), subject to Khalifa University housing policy.
- Free textbooks.
- UAE Medical insurance coverage for students holding a Khalifa University sponsored visa.

Waived–Fees Scholarship
This scholarship is available to UAE National students undertaking graduate studies on a full-time or part-time basis and provides full coverage of tuition fees only. The Waived Fees scholarship does not cover student accommodation or transportation costs.

KU Medical Scholarship

The KU Medical Scholarship program offers scholarships to students to support their graduate studies in medicine.

- A monthly stipend for UAE Nationals
- Full tuition to be paid by the University
- Support to attend educational events locally and internationally
- Housing in University accommodations at no cost, subject to availability
- Textbooks are provided by the University

Research Center Sponsorship

During their graduate studies, students have the opportunity to conduct research within one of the research centers based at Khalifa University. In order to be eligible for sponsorship, applicants must meet the eligibility criteria specific to the relevant center, as well as the admission requirements of the academic program to which they are applying. The following Research Centers can sponsor the students during their studies:

- Emirates ICT Innovation Centre (EBTIC)
- Aerospace Research and Innovation Center (ARIC)

ACADEMIC AFFAIRS

Academic Policies

Further information on academic policies, including admissions policies, requirements for academic progress, financial aid, attendance, grading policies, etc., are detailed in the Undergraduate and Graduate Catalogs.

Academic Advising

Academic advising is integral to effective learning and academic progress throughout the student's program. Khalifa University is composed of colleges and departments/programs that serve as "academic homes" for each student. Each student is assigned to one of the colleges/departments/ programs based on his/her intended major/program. A full-time faculty member from the assigned college/department/ program acts as their academic advisor and works with the student from the beginning of his/her academic career.
Academic advisors provide information about selecting courses and areas of specialization and are knowledgeable in Khalifa University/Departmental/Program regulations, policies, and requirements. Academic advisors also provide resources, guidance, and support to enable students to explore, define, and realize their aspirations throughout their academic careers at Khalifa University. Well-advised students acquire the knowledge needed to create and fulfill educational plans and meet their goals for the future in a timely manner.

Both students and advisors have advising responsibilities.

Specific Academic Advisor Responsibilities
Responsibilities of Academic Advisors include, but are not limited to:
- Providing information on academic requirements toward obtaining a degree based on an established Study Plan.
- Assisting with a student's registration record, including:
  › Blocking or unblocking a student for early registration purposes (i.e., providing a Registration PIN number after consultation with the student advisee).
  › Raising awareness of scheduling challenges such as full class sections, lack of pre-requisite courses, and/or potential (timing/scheduling) conflicts.
  › Advising on a suitable course load compatible with both the student's academic ability and personal circumstances.
  › Providing information on the frequency of course offerings and the student's Study Plan.

- Monitoring student progress toward graduation, including:
  › Explaining Khalifa University's academic policies and procedures.
  › Presenting and preparing a detailed Study Plan that assists the student advisee in successfully completing their degree in a timely manner.
  › Assisting the student advisee in maintaining good academic standing.
  › Identifying any issues impacting the student's academic performance.
  › Directing their student advisees to available on-campus resources, support services, and activities.

- Advising student advisees on career plans and/or graduate studies, including:
  › Assisting with graduate school selection, application, and field of specialization.
  › Advising on career paths, resources for résumé writing, and interview preparation.

Student (Advisee) Responsibilities
Responsibilities of student advisees include, but are not limited to:
- Familiarizing themselves with KU's academic policies, academic programs, degree requirements, program Study Plans, and student rights and responsibilities.

- Consulting his/her Academic Advisor on issues related to their registration record and academic standing.
- Seeking guidance from the Academic Advisor and other appropriate individuals within and outside their academic program.
- Requesting regular appointments with the Academic Advisor to discuss academic progress toward graduation, career plans, and/or graduate studies.
- Taking responsibility for decisions and actions that affect their academic progress at KU.

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

Registration
The Registrar's Office is responsible for the management of the registration process by which students enroll in classes.

Course Enrollment
Registration information is provided to students before the registration period begins. Through the registration process, students assume academic and financial responsibilities for the classes in which they enroll. They are relieved of these responsibilities only after formally terminating enrollment by dropping or withdrawing from classes in accordance with procedures and deadlines specified in the Academic Calendar each semester.

Add/Drop Deadline
An add/drop period will be conducted each academic semester. Registered students may add, drop, or change a course selection at the beginning of a semester during the official add/drop period. Courses dropped during the official add/drop period will not appear on a student's official transcript. Students can change their registration during this period. Subject to course load requirements, students may add classes through the first week of a regular academic semester or the first two class days of a summer semester.

The official add/drop deadlines will be announced and communicated to the students by the registration office.

Course Withdrawal
Students are permitted to withdraw from degree courses during the officially published withdrawal period. A grade of "W" will be assigned on the student's transcript. The grade of W will not affect a student's Grade Point Average (GPA).
- Students withdrawing from any course should discuss the decision with their instructor, academic advisor, and with a student counselor. Students should be aware that withdrawal from a course may have an impact on their scholarship terms and timely progress toward graduation.

- All students are expected to maintain full-time status by carrying a minimum load of 12 credit hours per semester for undergraduates.
- Under exceptional circumstances, the Dean may allow a student's credit load to drop below 12 credit hours. Students who are externally sponsored must also obtain the approval of their sponsor. The payment of incentives, stipends or scholarships will be suspended for the remainder of any semester during which a student is approved to drop below 12 credit hours.
- Non-national students who drop below 12 credit hours are subject to payment of full tuition for that semester.
- A student who fails to complete 12 credit hours in a semester is issued an academic progress warning and may be required to meet with a counselor.
- Student requests for withdrawal from a course must be processed by submitting a completed "Course Add/Drop/Withdrawal" form to the Registrar's Office by the stipulated deadline.

Withdrawal with WP or WF Grades
A student who withdraws from a course after the deadline for withdrawal has passed will be assigned a grade of WF (Withdrawn Failing). The grade of WF is equivalent to an F (0.0 quality points), and is used in the calculation of the GPA. Upon appeal, this grade may be changed to a WP (Withdrawn Passing).

Attendance
Khalifa University students are required to attend classes regularly to progress academically. All faculty members are required to maintain accurate and up-to-date records of student attendance.
Further information on attendance, including excused absence are detailed in the Undergraduate and Graduate Catalogs.

Institutional Sanctions
The following shall apply when a student has been absent, either excused or unexcused, for more than 20% for undergraduate students and 50% for postgraduate students of scheduled class meetings in which s/he is currently enrolled (including excused absences).
- If the absences limit is reached on or before the last day to withdraw from classes, as specified in the academic calendar, then the Student Information System will automatically assign a letter grade of WA (Withdrawn Administratively).
- In all other cases, a letter grade of WF (Withdrawn Failing) will be assigned.
- All undergraduate student appeals should be referred to the Academic Appeals Committee, which will provide a recommendation to the SVP for Academic and Student Services whose decision shall be final. All postgraduate student appeals should be referred to the Graduate Studies Council, which will provide a recommendation to the Provost whose decision is final.
- Students applying for an appeal must provide all necessary documentation within three days of the grade (WA or WF) notification.

Temporary Leave of Absence and Resuming Studies
Under exceptional circumstance, students may apply for a Temporary Leave of Absence for a maximum of two semesters during their degree studies. Students should be aware that withdrawing will have an impact on their scholarship terms and timely progress toward graduation.

A Temporary Leave of Absence can interrupt a student's studies and delay the completion of degree requirements. Such leaves shall only be granted for good cause.

Generally, a student must be in good academic standing to receive a Temporary Leave of Absence. A student in good academic standing is normally allowed no more than two semesters leave of absence during their degree studies. The student must complete a Leave of Absence Request form and specify the reason for the leave. The Leave of Absence must be approved by the Senior Vice President for Academic and Student Services.

To resume studies after a Temporary Leave of Absence, a student must contact the Registrar's Office to request reactivation of their student status.

A student who does not return from a Temporary Leave of Absence by the date specified in the leave request will be dismissed from the University.

National Service Leave
- A leave for National Service is automatically granted. The student must return to the University in the semester immediately following the completion of National Service.

Appeals
- A student has the right to appeal a decision regarding a Temporary Leave of Absence request as per the student appeals policy and procedures. Appeals must be submitted in writing by the student to the Academic Appeals Committee.
- Results of the appeal will be communicated to the student in writing by the Registrar's Office.
- A copy of the final decision will be placed in the student's file.

Permanent Withdrawal from the University

A student may voluntarily withdraw from the University in accordance with withdrawal clearance procedures. Students who voluntarily withdraw are subject to the terms and conditions of their scholarship agreement or undertaking.

Any student voluntarily leaving the University before the close of the term must withdraw officially and complete the withdrawal clearance process, as follows:
- A student initiates the withdrawal procedure by filing a completed "Temporary/Permanent Withdrawal Request" form at the Registrar's Office. A withdrawal is effective on the date the form is received by the Registrar's Office.
- No record of enrollment in courses will appear on the transcript of a student who withdraws from all degree courses during the official add/drop period. A student who withdraws from the University before the deadline for course withdrawal, but after the official add/drop period, will receive a grade of W for all courses in progress. Students withdrawing after the deadline and before the last day of classes will receive a WP or WF in each course. The grade of WP must be approved by the Senior Vice President for Academic and Student Services.

Any student who leaves the University before the close of a semester without withdrawing officially will receive a failing grade of F in each course for which the student was registered.

Online Students Requests

A number of online services are available to students via the KU portal. The online services are available under the Academic menu. Below is a list of the most commonly used online requests. Other requests are available on the KU portal.

FORM NAME	DESCRIPTION
Add Course Request Available to both undergraduate and post graduate students	Adding a course that requires a special approval. (Ex. Technical Elective, Senior Project. Etc.)
Application for Academic Major Available to undergraduate students only	Freshmen students' application of major.
Change Major Request Available to undergraduate students only	Applying for a change of major.
Course Withdrawal Request Available to both undergraduate and post graduate students	Withdrawing a course within the allowed withdrawal period. Up to the tenth week of the semester.
Enrollment Certificate Request Available to both undergraduate and post graduate students	To whom it may concern letter
Exception to Policy Request Available to both undergraduate and post graduate students	Exception to policy requests, such as: • Exceeding maximum allowed credits. • Overriding class restriction. • Exceeding duration of study. • Repeat a course more than two times.
Independent Study Request Available to undergraduate students only	Adding an independent study (research course). The course could be counted as a technical/free elective.
Leave of Absence Request Available to both undergraduate and post graduate students	Request for a temporary leave/ temporary withdrawal. The leave can be for one or at most two semesters.
Prerequisite Waiver Request Available to both undergraduate and post graduate students	Request to add a course with an approval on waiving the current Prerequisite and/or Co-requisite course.
Request for Transcript Available to both undergraduate and post graduate students	Request to issue an official transcript.
Excused Absence Request Available to both undergraduate and post graduate students	Apply for excused absence for missing classes if valid ex-cuse available.
Graduation Clearance Request Available to both undergraduate and post graduate students	Graduated students apply here to initiate clearance from all KU depts to receive diploma.
PG Change of Concentration / Track Declaration Available to graduate students only	PG students can apply for a concentration or track through this request to specialize in a certain field.

FORM NAME	DESCRIPTION
PG Change Major / Scholarship / Study Mode Available to graduate students only	PG student can apply here to change major, scholarship or study mode (full time or part time).
Accelerated Master of Science Program Request Available to undergraduate students only	UG students can apply for the accelerated MSc program here to obtain approval to register MSc courses.
Declaration of Minor Request Available to undergraduate students only	UG student's application of minor in a certain program.
Add Technical Elective Request (Accelerated Master Program) Available to undergraduate students only	Approved UG student in the Accelerated program who wants to add an MSc course by special approval.

Grading System, GPA, and Course Repetition

Grading System

Grades are an important component of the learning assessment process. All courses must be assigned a grade in the middle and end of the semester or session in which the course is offered. It is the responsibility of the course instructor to inform each class at the beginning of the semester or session of the nature of the course assessment and corresponding grades assigned. Each course instructor should include a grading metric in the course syllabus. The following grades and guidelines are used at the Khalifa University:

For undergraduate programs:

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

Additional letter grades are used to denote special cases. These letter grades do not have corresponding grade points and hence are not used in calculating a student's grade point average.

Letter Grade	Description
W	Withdrew between the end of late registration and deadlinefor course withdrawal.
WP	Withdrawn Passing after the deadline for course withdrawal through the last day of classes. A WP grade must be approved by the Dean or the Dean's designee.
WA	Administratively withdrawn due to absences.
S	Satisfactory in a Pass/Fail course. Indicates performance of D or better.
U	Unsatisfactory (Denotes failing in a Pass/Fail course)
I	Incomplete* (See below)
IP	In Progress (May be assigned prior to a final grade in a multi-course sequence.)
AUD	Audit
EX	Student exempt from a course (No credit given)
TR	Transfer (Credit counted)
N	No grade submitted
XF	Failure due to academic dishonesty (This grade can only be assigned after an academic dishonesty hearing. A student may petition to change this grade to F.)

Incomplete Grade

The incomplete grade is an exceptional grade that can only be assigned when a student has satisfactorily completed a major portion of the work in a course but, for non-academic reasons beyond the student's control and deemed to be acceptable in accordance with University regulations, was unable to meet the full requirements of the course.

- Approval by the College Dean (or designee) must be secured by the instructor before a grade of "I" may be assigned or changed.
- An incomplete grade assigned in a course must be removed and the grade change submitted by no later than the end of the first week of classes in the term immediately following. Failure to remove the "I" grade by this deadline will result in the "I" grade changing to "F".
- It is the student's responsibility to meet with the faculty member and request arrangements for the completion of the missing required coursework.
- Once course requirements are completed a request for grade change must be made by the instructor as stipulated in the following paragraph:

Grade Changes
Final course grades, officially reported by the instructor at the end of an academic semester or summer term are recorded by the Registrar's Office. A request to change a grade may be initiated, in writing, by the instructor of the course or, following a student submitted Grade Appeal form, by the Student Appeals Committee. (See Policy ACA3350 for Grading System, GPA, and Course Repetition)

Grade Changes and Appeals

Final course grades, officially reported by the instructor at the end of an academic semester or summer term, are recorded by the Registrar's Office. Officially recorded grades can only be changed with the endorsement of the Department Chair and the approval of the Dean of the college offering the course. The following guidelines must be considered for any grade change process:

• A request to change a grade may be initiated, in writing, by a student or the instructor of the course.
• In the event that the instructor is no longer affiliated with Khalifa University or is unreachable, at the recommendation of the department chair the dean must approve the appointment of a faculty member to assign a new grade.
• In case of an official appeal of a final course grade, a student must submit a "Grade Appeal" form to the Registrar's Office no later than the first day of classes of the next regular semester. The appeal will be processed as per the provisions in the policy of "Student Grievances and Appeals".
• The Dean of the student's college may, only upon recommendation of the Student Appeals Committee, change a final course grade determined to have been awarded in an unfair manner, or not in the best interest of the University.
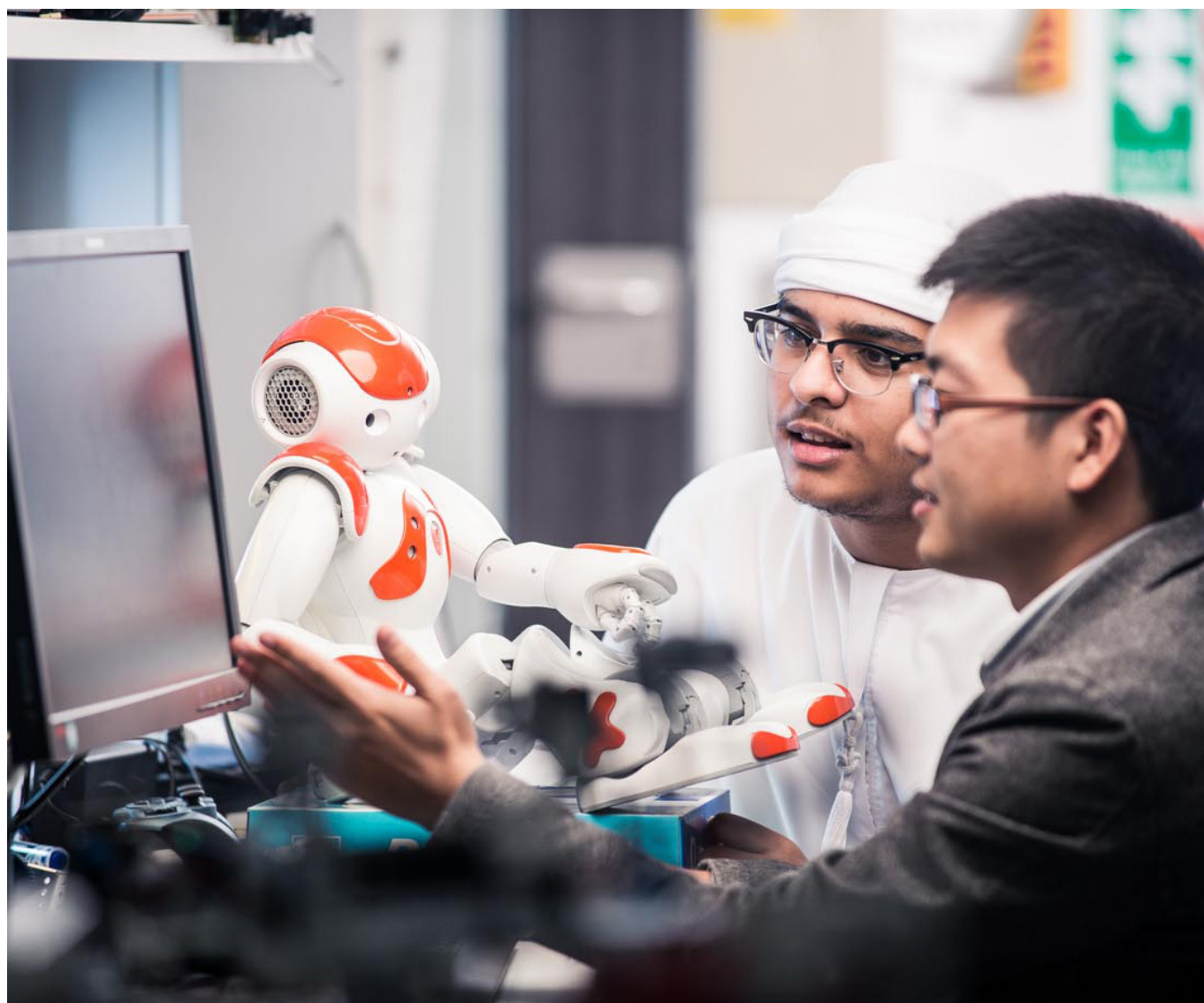
Grade Point Average (GPA)

The grade point average (GPA) is the cumulative numerical average which measures student academic achievement at the University. It is reflective of the credit hours the student has completed and the grades that the student has earned.

- The GPA is calculated by multiplying the grade point value of the letter grade by the number of credit hours of the course. The result is the quality points that the student has achieved in the particular course. The sum of the quality points of the courses taken is divided by the total credit hours completed to obtain the GPA. Grades without a corresponding value (W, AP, P, U, I, IP, AUD, EX, TR, and N) are not included in the computation of the cumulative grade point average.
- A student transcript will display both a semester GPA (SGPA) and a cumulative GPA (CGPA). The former only reflect a student's performance in a particular semester, while the latter reflects performance in all attempted degree credits since the student's first enrollment as a matriculated student at the University.
- At the end of each semester, student grade point averages are used in determining academic actions (probation, dismissal, academic honors, etc.) and scholarship decisions (e.g., partial tuition payments). Although a student's grade point average may subsequently change due to repeated courses, the academic actions or scholarship decision taken at the end of each semester remains unchanged. Conversely, academic actions and scholarship decisions will be updated if a student's grade point average is altered due to approved faculty grade changes.
- A sample of GPA calculations is shown below.

Sample GPA Calculation

Fall Semester				
Course	**Credit Hours**	**Grade**	**Grade Value**	**Quality Points**
ENGL 111	4	B	3.00	12.0
MATH 111	4	A	4.00	16.0
CHEM 115	4	B	3.00	12.0
ENGR111	4	A	4.00	16.0
Semester Total	16			56
Sem GPA = 56 ÷ 16 = 3.5				
Spring Semester				
ENGL 112	4	B	3.00	12.0
MATH 112	4	B	3.00	12.0
PHYS 121	4	A	4.00	16.0
ENGR112	4	A	4.00	16.0
Semester Total	16			56
Sem GPA = 56 ÷ 16 = 3.5				
Cumulative Total	32			112
Cumulative GPA = 112 ÷ 32 = 3.5				

Repetition of Courses
A student should meet with his/her advisor and appropriate Khalifa University departments before repeating a course, as it may affect the student's academic standing and scholarship. A repeated course must be taken when it is regularly offered and cannot be taken in independent or individual format. Any questions regarding these procedures should be addressed to the Registrar's Office. Course repetition guidelines are as follows:

Undergraduate Course Repetition
An Undergraduate student may repeat a course subject to the following:
- A student may repeat a course for which the student received a letter grade of C- or lower;
- A student is allowed to repeat a degree course a maximum of seven times during the student's undergraduate studies at the University;
- Degree credit for a course is only given once, but the grade assigned each time the course is taken is permanently recorded on the transcript;
- Only the highest grade earned for a repeated course will be used in calculating the grade point average;
- A repeat course must be taken at Khalifa University;
- A student who wishes to take a course for the third time must obtain the approval of the college dean. A student who fails a required course more than twice is subject to dismissal for failure to make satisfactory academic progress toward the student's degree.

Graduate Course Repetition
A Graduate student may repeat a course subject to the following:
- A student is allowed to repeat a given taught course only once. Approval of the dean of the relevant college (or designee) is required if a student wishes to repeat a course in which s/he previously earned a grade of B- or lower.
- Degree credit for a course is only given once, but the grade assigned each time the course is taken is permanently recorded on the transcript.
- Only the highest grade earned for a repeated course will be used in calculating the grade point average.
- A student who fails a required course twice is subject to dismissal for failure to make satisfactory academic progress toward the student's degree (see ACA 3600 Academic Standing and Honors).
- A repeat course must be taken at Khalifa University.

Academic Standing, Honors, Probation, and Dismissal
Undergraduate Level
Good Standing
A student with a cumulative GPA (CGPA) of 2.0 or higher is in good standing and eligible to graduate. A student whose cumulative CGPA falls below 2.00 is placed on Academic Probation and will not be able to graduate.

Academic Honors
Khalifa University encourages excellence in scholarship and regularly provides official recognition of demonstrated, outstanding academic performance against established eligibility criteria. Such recognition is recorded on a student's academic transcript and is available to all degree-seeking undergraduate students irrespective of major, college, or nationality. The following provisions apply:

- The President's List is reserved for students with the very highest levels of achievement who:
  › during the preceding semester earned a semester grade point average of 3.80 or higher while completing a minimum of 12 credit hours that includes no incomplete grades or repeated courses; and
  › are not on academic probation or subject to any disciplinary action.

  The President's List acknowledgment will be posted on the student's transcript.

- The Dean's List is reserved for students who demonstrate a level of achievement significantly above the norm who:
  › during the preceding semester earned a semester grade point average of 3.50-3.79 while completing a minimum of 12 credit hours that includes no incomplete grades or repeated courses; and
  › are not on academic probation or subject to any disciplinary action.

  The Dean's List acknowledgment will be posted on the student's transcript.

- An undergraduate student graduating from Khalifa University will be awarded graduation honors based on the student's final cumulative grade point average as follows:
  › 4.00-3.80   Excellent with Highest Honors   امتياز مع أعلى مراتب الشرف
  › 3.79-3.65   Excellent with High Honors   امتياز مع مرتبة الشرف العليا
  › 3.65-3.50   Excellent with Honors   امتياز مع مرتبة الشرف

Academic Probation
A student whose cumulative GPA (CGPA) falls below 2.00 is placed on Academic Probation for the following regular semester and a note is made on the student's academic record and grade report. The following provisions apply to a student on Academic Probation:
- A full-time student on probation is only allowed to register for a maximum of 13 credit hours per semester.
- While on probation, a student may not take any course on a Pass/Fail basis.
- A student who is placed on probation may be required to enroll in developmental courses or workshops in subjects including, but not limited to, academic goal setting, study skills, and time management.
- If, at the end of the semester, the student has attained a CGPA of 2.00 or above s/he shall return to good standing.
- If, at the end of the semester, the student's CGPA remains below 2.00, they will continue on probation for the following regular semester.

Academic Dismissal
A student in their second, consecutive regular semester of probation who, at the end of that semester, fails to attain a CGPA of 2.00 shall be academically dismissed from the University.

Graduate Level
Good Standing
A student with a cumulative grade point average of 3.0 or higher is in good standing and eligible to register for courses.

Academic Probation
- A student whose cumulative GPA (CGPA) falls below 3.00, or who receives a grade of Unsatisfactory (U) for thesis credits, is placed on academic probation for the following regular semester and a note is made on the student's academic record and grade report.
- If, at the end of a regular semester on probation, the student has attained a CGPA of 3.00 or above the student returns to good standing.

Academic Dismissal
- If, at the end of one regular semester on probation, the student's CGPA remains below 3.00 or receives a subsequent unsatisfactory thesis/dissertation grade, the student shall be academically dismissed from the university.
- If, subsequent to returning to good standing after having been on Academic Probation, a student's cumulative GPA (CGPA) falls below 3.00 a second time, or the student receives a second grade of Unsatisfactory (U) for thesis credits, the student shall be academically dismissed from the university.
- A dismissed student is prohibited from re-enrolling at KU.

Appeals

A student has the right to appeal a dismissal as per the policy of Student Grievances and Appeals set by the University.

If a student wishes to appeal a dismissal decision, s/he must comply with the following:
- All appeals must be in writing;
- All appeals must be submitted to the Office of Registrar within five (5) working days from the decision date. The Office of Registrar will forward the case to the Academic Appeals Committee or Graduate Appeals Committee, as appropriate.
- In the case of a successful appeal of a dismissal decision, the student shall be placed on Academic Probation upon resumption of studies.

Official Communication Method (Email)

The University has adopted email as the primary means for official communication to its students, faculty, and staff. The University will send all official communication regarding academic and administrative matters, important information, and time-sensitive notices to the email accounts provided by the University. It will be the responsibility of the users to monitor their University email regularly to ensure that such communication is received. Failure to check email, errors in forwarding email, and returned email due to full mailbox, will not excuse a user from missing announcements or deadlines. Similarly, users are expected to use the email accounts provided by the University to communicate official matters to the University.

ACADEMIC AND STUDENT SERVICES

Library Services

The Khalifa University libraries serve all students, faculty, and staff of all branches. The mission of the libraries is to support the teaching and learning environment by providing both off-campus and on-campus access to quality resources in print and electronic formats supporting all academic programs offered at the University, and helping students in their quest for lifelong and independent learning.

There are two libraries at Khalifa University, one at each campus,
- Main Campus Library in E Building
- Habshan Library at Sas Al Nakhl Campus

Library facilities include various collections and learning areas, such as group study rooms, media rooms, computer workstations, quiet study areas, display areas, IL classrooms, and book collections that include general collection, reference, Arabic collection, multimedia, special collections, leisure reading material and reserve as well as printing, scanning and photocopying.

The following services are available:
- Circulation, such as check-in and checkout
- Self-service circulation kiosks
- Reference & research help by locating relevant resources & using them effectively
- Information Literacy sessions, including workshops on the use of library resources
- Inter-Library Loans and Document Delivery services.
- Access to world-class electronic resources & their use, both on and off campus: https://library.ku.ac.ae/eresources
- Suggest books for library to order.by contacting Acquisitions Services at acquisitions@ku.ac.ae
- Online subject guides (LibGuides) that support student learning
- KU Repository (Al Khazna)
- Open Access Publishing
- Medical Library Services: https://library.ku.ac.ae/med/

All members of the University community can borrow materials, put a hold or reserve, request items not in the collection, and renew materials online. All loaned materials are subject to recall by the library before the due date and borrowed material can be renewed provided that another user does not require it.

All library users must follow the rules and policies of the libraries. Detailed policies, can be found on the Library website at http://library.ku.ac.ae/lib. Any person who violates any of these codes is responsible for his/her action and will incur repercussions.

The website also provides additional details on collections, facilities, services, events, and hours of operation for each branch.

Contact information
Library staff are accessible by phone, in person, and via email.

MAIN CAMPUS	SAS AL NAKHL CAMPUS
Reference Desk number +971 2 312 4604	Habshan service desk number +971 2 312 3160
Send email inquiries to libse@ku.ac.ae	Send email inquiries to libse@ku.ac.ae

Circulation Policies
- All members of the University community may borrow materials from the library.
- Undergraduates can borrow items for two weeks.
- Faculty and Graduate Students can borrow items for an entire semester.
- Any loaned item may be recalled by the library, if required.

Reference Service and Instructions
Librarians help students find and use the library and online resources.

New students are introduced to the library during orientation. As part of the English Language program, Preparatory and Year 1 students are trained in information literacy standards, such as:
- Using library resources in a web-enhanced learning environment.
- Using the Internet for effective research.
- Evaluating of information.
- Properly acknowledging sources.

Upper-level students learn how to research within their discipline. Senior design students receive additional instruction on project design, searching patents, and more.

Document Delivery
Journal articles and conference papers that are not available in the libraries can be obtained for seniors, teaching staff, and postgraduate students from other libraries. Requests should be emailed to ill@ku.ac.ae.

Photocopying, Printing, and Scanning Services
The libraries provide self-service printing, copying and scanning to staff and students using their University ID card.

Code of Conduct for Library Users
- University ID cards must be shown for book check-out and other services.
- Users are fully responsible for library materials borrowed in their name. Users will be charged for any item that is damaged, lost, or not returned.
- Students will be blocked from registration or graduation if outstanding bills remain on their records. Clearing the bill does not automatically remove a registration block; students must let the library staff know to remove any blocks.
- Group study rooms are available for discussion. Groups take precedence over single occupants.
- Seats and computers, may not be reserved. Leaving belongings in carrels and group study rooms does not reserve the space.
- Students should remove files from the computers when finished with their work. The computers are purged of files on Friday evenings.
- All users have a right to use the library without undue distraction or disturbance. Students shall act in a manner that does not interfere with the comfort or convenience of other users.
- Talking is not permitted in reading areas. Quiet conversation is allowed for the purpose of seeking assistance in the use of the catalogs or the collection.
- Smoking is not permitted in the library.
- No food or drink is allowed in the library. Capped water bottles are permitted.
- Mobile phones should be kept on silent and used outside the library.
- Library staff may gather unattended books and articles. Articles left at closing time will be sent to security.

The following are NOT allowed:
• Removal of material from the library without proper authorization.
• Defacing or destroying library material.
• Purposely misplacing material or in any other way seeking to deprive others of the opportunity for access to library resources.
• Behaving in a way that interferes with the proper function and use of the library.

Users should comply with reasonable requests from library staff in enforcing this Code of Conduct.

Center for Teaching and Learning (CTL)

The Center for Teaching and Learning (CTL) is here to support you in your pursuit of learning. We are committed to help you successfully transition to university, develop your intellectual curiosity, and embrace the challenge and enjoyment of learning.

At the CTL, we help you develop the requisite skills and attitude to succeed in your studies, advance your capabilities as lifelong learners and ultimately help you create a positive and long-lasting societal impact.

We also strive to empower you to become an independent thinker and a lifelong learner by providing you with the necessary tools to develop your academic and personal skills. Some of the student development opportunities we provide include:
• Peer tutoring and faculty-led tutoring in the Learning Centers
• Lead peer mentoring
• A Teaching Certificate Course for Teaching Assistants (TA) for postgraduate students
• Leading with Passion and Knowledge Certificate Course for undergraduate students
• Public speaking opportunities
• Grit and perseverance development
• Entrepreneurship boot camp

To learn more about CTL, please visit the CTL page on the University Intranet.

To request services, email ctl@ku.ac.ae

Learning Centers

In the Learning Centers, we offer Peer Tutoring for academic support that complements the students' classroom experience. Tutors provide valuable assistance by helping students obtain a deeper understanding of course concepts, provide clarification on difficult material and provide guidance on assessments. Tutoring can be offered in all courses, subject to the availability of tutors. Tutoring sessions may be in small groups or one-on-one basis. Peer tutors are recruited by the concerned office based on set criteria and an announcement in this regard will be communicated to the students during the academic year.

STUDENT SERVICES

The Student Services Office (SSO) is the office that fosters the intellectual, social, ethical, and personal development of students, preparing them to become engaged and constructive members of a diverse, dynamic, and global society in and out of the University. The SSO advocates students' needs, facilitates student involvement, and encourages students to accept responsibilities of membership in a campus community to explore personal interests through clubs, associations, and focus groups. Additionally, there is strong emphasis on various health and fitness programs, as well as recreational and educational activities. Students are encouraged and supported in becoming involved in and undertaking the responsibilities of helping to organize major events and celebrations such as the Clubs Fair, National Day, Bazaar, and Global Day. Student Services support students to lead events and activities such as the New Student Orientation Day, Career Fair, and non-academic recognition award ceremonies. In addition, these departments facilitate student uptake of the external opportunities available to them such as the Youth Ambassadors Program, or external competitions and support students' participation in external conferences and events. Operating within the framework of total student development, the Office is committed to promoting a caring, cooperative campus environment that values diversity and reflects an appreciation of the dignity of all people.

Student Success

The overarching aim of the Student Success department is to provide student centered services and experiences to allow each student to develop their capacity to achieve academic success while also providing opportunities for meaningful personal and professional growth. Through personalized advising and counseling, workshops, volunteering, and study abroad programs, Student Success fosters a learner-centered experience for undergraduate students by empowering individuals to take an active role in their own learning and development. Student Success utilizes EAB Navigate, a student success management software system, to simplify and enhance student support, in addition to connecting other campus support services, faculty, and advisors.

Student Success accomplishes its objectives, in part, by its umbrella of services:
• Counseling
• Engagement & Development
  › Community Service
  › Study Abroad
  › Entrepreneurship
  › Honor Society

Counseling Services

The Counseling Services' role is positioned to provide support and intervention services to assist the personal growth and development of Khalifa University students. Counseling services are available through a dedicated team of professional counselors to contribute to students' university experience at a personal and academic level and empower students to make better choices, leading to a happier and more dynamic campus life. Refer to STL4410 Student Counseling.

These services are rendered through a trustworthy, confidential, and private atmosphere, where students can talk about any academic issues, personal difficulties, and social problems. Any information shared within the counseling session will be confidential and will not be shared with administrators, professors, or anyone else without the permission of the student, or unless the student poses harm to themselves or others.
All students are encouraged to make use of the counseling services across the campuses.

The following list of counseling services is offered throughout the academic year:
• Provide a safe environment where students can receive the appropriate intervention to cope with challenges that impact aspects of their professional and personal lives.

- Assist students with academic performance issues, focusing in particular on students at risk of academic probation, by helping to identify academic problems and personal issues that interfere with a student's ability to progress academically. Academic counseling does not include or replace academic advising. Refer to ACA 3800 Academic Advising.
- Strengthen students' personal skills through counseling sessions, activities, and workshops.
- Assist students in areas of Study Skills and Time Management that will contribute to their academic achievements.
- Assist with conflict mediation and arising misunderstandings between students and faculty/staff.
- Help students make productive decisions and use positive problem-solving techniques.
- Assist students with transitioning and adjusting to the new campus life.
- Support and accommodate students with special needs.
- Help students cope with trauma or crisis.
- Where applicable, Counseling Services will assist students with reported disabilities and problems such as medical, vision, hearing, speech impediments, psychiatric conditions, etc.
- When necessary, refer students with psychological/psychiatric difficulties to appropriate professional community resources.

Workshops & Outreach Programs

Workshops are offered throughout the academic year to support the students' academic success and personal development. The topics include, but are not limited to Time management, Test Anxiety, Goal Setting, Study Skills, Stress Management, and Emotional Intelligence.

Special Need Services

The Counseling Services assist students with reported disabilities and problems such as medical, vision, hearing, speech impediments, and psychiatric conditions. The services provided include information on accessibility, identification of accommodations, the filing of medical reports, and liaison with faculty and staff in establishing accommodations (i.e., equipment, tests, note-taking, etc.) and the provision of auxiliary aids when required. Please refer to the Special Needs Policy ACA 5200 for additional information.

Engagement & Development

The Community Service Unit endeavors to create an environment of social responsibility and student development by providing volunteer training and opportunities for KU students to serve the KU community, as well as national and international entities.

Community Service

Community Service is volunteer work the students do without pay to benefit others or a community. As such, Community Service is a highly valued component of the KU education experience. It offers the students many opportunities to engage with the community in meaningful ways and directly impact the lives of others. The aim of the program is to help students develop their civic responsibility and life-long learning skills, and to become leaders who are committed to the improvement of society. In the process of engaging in community service, students will also strengthen their resume, broaden their network, and feel great knowing they helped others!

All matriculated Khalifa University undergraduate students, including all students who started after the merger in Fall 2017 are required to complete a minimum of 80 hours of community service before graduating, with a minimum of 20 hours each year. Completion of the requirement is noted on the student's transcript, but no credits are awarded for community service.

Voluntary work is unlimited as the students can create their own opportunities by searching for events on/ off campus, as well as communicating with organizations directly and exploring different ways to volunteer. Students can access the online Community Service system via the Student Portal to sign up for volunteering opportunities, as well as view the events they have volunteered in and their completed hours.

For more information, please contact the Community Service Unit at csu@ku.ac.ae .

Study Abroad
The Study Abroad Unit provides students with a variety of educational and cultural experiences to expose them to challenges beyond their home countries and classrooms.

Studying abroad develops important skills and contributes to students' growth. It also introduces them to different methodologies, and expands their employment prospects.

Our office enables KU students to enhance their academic experience and encourages them to take advantage of opportunities where they can grow and develop as global citizens. It also gives visiting students the opportunity to experience KU and the United Arab Emirates while gaining transferable credits towards their degree.

Opportunities to study abroad are available for Sophomore and Junior National students who meet the application criteria. Students can apply for a semester abroad during Fall or Spring as part of the student exchange program with our partner universities, or during the Summer as part of the short study abroad program.

Entrepreneurship
Student Success provides KU students with opportunities for professional growth through short courses and boot camps in leadership, innovation, and entrepreneurship.

Honor Society
The opportunity to be a member of the international honor society Golden Key is coveted by many students both nationally and internationally. With membership being by invitation only, selected students can proudly boast of being a member of the Golden Key, which is committed to high standards in scholastic achievement, innovation, integrity, and diversity.

CONTACT US

Email
StudentSuccess@ku.ac.ae
counselors@ku.ac.ae
csu@ku.ac.ae
studyabroad@ku.ac.ae

Location
Main Campus
The Hive (Building M)
First Floor

Student Life

Student Services are committed to enriching the students' University campus life by offering them a chance to take initiatives and assume leadership roles through student clubs and the Student Council. Students are closely involved in organizing extracurricular activities, major and minor events. Some of the proposed student activities follow.

Student Council (Governance)

Khalifa University strongly believes in the active participation of students in the governance of the institute. Every student on campus, undergraduate or graduate, is eligible to serve on an Student Council, institute-wide committee, or departmental advisory board as applicable.

The Student Council (SC) is an elected body of students with the mandate of advocating for and liaising between students and University management in campus life (Student Governance Policy STL 5610). A Charter establishes and guides the SC and defines its functions, roles and responsibilities, and rules for its conduct and governance.

SC Objectives:

- To liaise between students, faculty, and administration
- To work on behalf of the interests and needs of the students
- To improve the intellectual, cultural, and social character of the campus
- To work with the Student Services Office (SSO) to set up events and activities
- To assist in the formation and success of student clubs
- To empower students at both levels to foster a living-learning sustainable community
- To develop their leadership skills
- To play an active and central role in the co-curricular life of the University

All Khalifa University students of good academic standing are eligible to run for office. Elections for the member positions are held at the beginning of the academic year through a guided election process.

Clubs and Associations

Student-led clubs are an integral part of the University learning process. The academic experience is enriched by participation in extracurricular activities that allow students to pursue their personal interests beyond the classroom. Whether it is arts, science, culture, or history, there is always a place for all students' interests. A student or a group of students may join one or more of the existing clubs at KU.

The Student Services Office acts as the central support for the clubs and chapters on campus. Their role includes supervising and assisting with program planning and implementation. Activities may be student-run or organized with faculty/staff. Clubs can vary each academic year depending on students' interests.

A number of student professional chapter and interest-oriented clubs are currently registered with the Student Services Office.

To form a new chapter/club, a student must register online through the new club registration link available under Student Services in the KU portal. It is recommended to have a faculty/staff member to be part of the club and take on the Club Advisory role.

The following is a list of interest-oriented clubs currently active in the University:

Interest-Oriented Clubs

- Jjang Club
- Pre-Medical Club
- Cultural Diversity and Tolerance Club
- Physics Club
- Literature Club
- Astronomy Club
- Environment Club
- Volunteering Club
- Entertainment Club
- Club?

- Healthy Life Club
- Journalism Club
- Theater Club
- Electronic Sports Club
- Sports Club
- Photography Club
- Podcast Club
- Art & Music Club
- Nippon Club
- Chinese Club
- Desi Club

- Palestinian Culture Club
- Rattel Club
- Entertainment Club
- ROV Club
- Debate Club
- Technology and Economy Club
- KU ShARE Club
- Philosophers' Club
- Red Crescent Club
- UAE Club

Student Professional Chapters

In addition to the groups working with SSO, the College of Engineering supports a number of discipline-based student professional chapters. These are connected to the various academic programs and offer a number of opportunities for students to be involved in their activities or participate in professional events. Interested students are encouraged to visit their program chair for further information.

The following is a list of existing professional organizations that are currently active in the University.

- ASCE (American Society of Civil Engineers)
- ASME (American Society of Mechanical Engineers)
- IEEE (Institute of Electrical and Electronics Engineers)
- SPE (Society of Petroleum Engineers)
- AIChE (American Institute of Chemical Engineers)
- IISE (Institute of Industrial and Systems Engineers)
- AAPG (American Association of Petroleum Geologists)
- ACS (American Chemical Society)
- AIAAA (American Institute of Aeronautics and Astronautics)

Student Groups Guidelines and Procedures

Every registered student on campus, undergraduate or graduate, is encouraged to organize or become a member of a recognized student group.

The following are the guidelines for establishing and running student group.

New Club/Chapter Registration

To establish a new Student Club/Chapter, an online registration form should be submitted via the KU Portal for approval.

The following information must be included:
1. The proposed name;
2. A mission statement outlining the purpose of the club/chapter;

3. A description of how it will benefit the student body and the University community;
4. A brief description of the main activities;
5. A proposed budget for the year;
6. The names, contact numbers, and emails of at least five (5) dedicated members and a designated student as the club/chapter president; and
7. The name, position, and contact number of the advisor(s).

The SSO will approve or reject the registration of the new group within one (1) month after the proposal is submitted and reviewed.

For further information, contact one of the S Campus Life team member to seek guidance on completing the application form.

Annual Renewal

A club/chapter membership renewal must be completed and submitted online annually via the KU Portal to the SSO for approval. The purpose of this procedure is to update the presidency, membership, and planned activities and events of the group.

For further information, please contact the Campus Life Office.

Student Participation (Involvement on/off campus)

Student Services is the office that fosters the intellectual, social, ethical, and personal development of students, preparing them to be engaged and constructive members of a diverse, dynamic, and global society within and beyond the University. Students are encouraged and supported in becoming involved in undertaking the responsibilities of taking part in organizing major events and celebrations such as the National Day, Leadership Day, and Open Day. Student Services support students in becoming leads or co-leads in events, such as the New Students Orientation Day, Career Fair, National Day, Global Day, Health and Sports Day.

Student Competitions

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

Young Future Energy Leaders (YFEL) Program

The Young Future Energy Leaders (YFEL) program is an outreach initiative organized at the Main Campus. YFEL focuses on raising the awareness of students and young professionals in renewable energy and sustainability through mentorship and engagement with the leaders of the fields today. YFEL also offers young professionals and students from the UAE and abroad the opportunity to participate in finding solutions to the world's biggest challenges—energy efficiency and climate change. An announcement about this program will be communicated to students in due course.

KU Ambassadors Program

The KU Ambassadors Program invites students to conduct tours and share their experiences with visitors to the campuses, which are perennial attractions to VIP visitors, university delegations, and industrial partners. The program provides ambassadors the opportunity to meet dignitaries and groups from their home country, providing ambassadors an opportunity to make professional contacts and broaden their exposure.

Students wishing to become a campus ambassador must attend a training session to learn the information and method for delivering a campus tour. An announcement about this program will be communicated to students in due course.

Annual Events
- UAE National Day. The University celebration is held just prior to the holiday and will include numerous cultural activities to allow all students to learn more about the rich heritage of the Emirates.
- Global Day. This event is organized annually to celebrate the diversity of nationalities in Khalifa University to share their home countries traditions, cuisine, and cultures with their peers and the wider KU community.
- Clubs Fair. An annual activity held at the beginning of the academic year and led by Student Council to allow students to discover different clubs, groups, organizations, and students' extra-curricular activities.
- Recognition Ceremonies. Award receptions are organized to highlight the accomplishments of students who have made significant contributions to the University and to their colleagues.
- KU Career Fair. This event will guide students to explore the employment landscape at a national, regional, and global level. Please refer to Career Services Policy STL 5520.

Field Trips and City Tours
Several group trips are organized by the Student Life and the SC to destinations within and outside the city of Abu Dhabi. Some of the proposed trips include city tours in Abu Dhabi, Dubai, and the Northern Emirates; desert safari; and different outings to cultural and social events. These outings will give students the opportunity to experience the various attractive areas within the UAE and to explore the rich culture of the various emirates.

Local Cultural Events and Exhibitions
Students will have opportunities to enjoy and expand their cultural and artistic skills and interests once they arrive in Abu Dhabi. The UAE has a very rich cultural heritage and students will have the opportunity to experience local cultural events. The University will inform students of cultural events and exhibitions through emails or the University Calendar.

For more information about cultural events in the city, please visit www.abudhabievents.ae

Guidelines for Student Activities and Organizations
Khalifa University encourages student activities that are aligned with the mission and goals of the University. These include student group/club activities, professional activities, sporting events, and general recreation. Activities may be student-run or organized in collaboration with faculty/staff.
Any activity that occurs within the University premises, uses the University name, or is organized under the auspices of the University should adhere to the following general rules:

1. The student group should submit the event proposal/request to SSO for approval through an online form via the KU Portal.
2. All activities should conform to the laws and accepted norms of the UAE society, as well as published University policies, procedures, and regulations.
3. An individual student or group of students proposing an activity should be responsible to plan for, organize, and execute this activity
4. The use of University facilities (classrooms, lounges, meeting rooms, auditorium, etc.), should be approved by the SSO and reserved in advance of the planned activity.
5. If off-campus traveling is required for the event, a prior approval from the SSO is required and transportation maybe arranged (subject to availability).

6. It is recommended that each Club/Chapter should have a faculty/staff serve in an advisor capacity. Advisors are required to attend all activities of their groups.
7. The Sports Division in Campus Life is in charge of overseeing sporting activities in collaboration with interested students and the SC.
8. Activities involving laboratory space or equipment must have at least one faculty/technical member in a position of authority.
9. Equipment requests should be made through the SSO when reserving campus space. Equipment such as podium, microphones, IT screens, sound systems, etc. must remain in the designated areas and will be the responsibility of the reserving party. Relevant policies will be enforced for any damages or loss of equipment.
10. Activities requiring food services should be approved by the SSO. Students are responsible for disposing any trash and leaving the space in a good/clean condition.
11. Activities that breach the University rules or are deemed to be inappropriate and can be immediately halted by the University.
12. Any activities that require the dissemination of literature flyers, posters, banners, print materials, or use of University's logo must adhere at all times to the established Khalifa University policies and procedures.
13. Activities that may require financial funds (internal or external) should be discussed with the SSO.
14. Any Student Club that is inactive for two consecutive semesters (excluding summer term) might not be considered for renewal in the following academic year.

Health and Fitness Activities
The well-being of our students is a top priority at Khalifa University. Campus Life offers a broad range of on and off-campus opportunities to ensure the health and fitness of our students.

Sports
On-Campus Tournaments
Each semester, different sports tournaments and challenges are held on campus. The various sports activities are open for all students to participate in regardless of athletic ability.

Intercollegiate Tournaments
Khalifa University male and female sports teams compete in the Abu Dhabi Inter-University Sports League (ADISL) against other UAE university teams. The sports teams' dedication and commitment have always led them to top rankings in the league.

Recreational Sports
Khalifa University offers fun competitive and recreational programs for students to get involved in off-campus. It is a great way for students to make new friends, develop their minds and bodies, and learn new skills.

Students who wish to join a team or form a new team are welcome to contact the Campus Life Office at campuslife@ku.ac.ae. For further details on available sports facilities please refer to Student Activities Policy STL 5630

Career Services
The Career Services Office aims to prepare students for the transition into the realities of the world of employment.

Students will be guided to plan for their future career, explore career options, and ultimately secure a job. This service is delivered by professional staff, dedicated to support and guide students through the career planning path and achieve the set goals. The following outline will familiarize students with the available functions and activities to foster a career-oriented mindset as student transition into our University.

The objective of the Office is to maximize students' engagement with educational and market-oriented experiences contributing to their learning and development, and academic success. This service is directed to help students identify academic majors, knowing more about their personalities, skills, abilities and career interest to develop successful career plans and goals, improve readiness for employability, and strengthen rapport and relationships with the industry.

KU is one of the first universities that is positioned to cover the job demands for engineers through visible and strong presence in the market and the various industries The University achievements are measured through its graduates' employment in the national and global markets.

The Office is situated to deliver the following initiatives and functions as aligned with students' needs and market demands, but not limited to:

- Maintain a platform that delivers career advancement and guidance services to the KU student community.
- Engage, communicate, and provide planned internship opportunities; career advancement and employment prospects; one-to-one or group career counseling sessions; networking opportunities with the industry, as well as career-related events such as career fairs; facilitate on-campus interviews and screenings exercises; post opening on the KU job portal; and promote KU students' profiles and skills set to the industry.
- Continue to foster relationship building with industries, to educate on the unique value proposition of KU students, and maximize our graduate's contribution to the Abu Dhabi and UAE economy.
- Educate and empower students to develop, implement, and continuously evaluate their career goals against their aspirations and future career growth.
- Enable students to be socially conscious, culturally sensitive leaders committed to civic engagement and social inclusion (volunteerism).
- Help students and graduates become employment-ready by offering the Career Development course as a prerequisite to the Internship course.
- Leverage Alumni position in the market by tapping into employment and internship opportunities for graduating students.
- Strengthen Alumni connection with the KU community through various interactive engagement events.

The Career Services team is available to provide the best possible guidance and services to KU students as one of the enablers to accomplish and realize success in relevant areas of career growth. All services provided to students are also available to our alumni; such as career advising, possible internships, workshops, employer engagement and events, etc.

Career Advising
Students in need of program choice guidance, or support on how to write a winning CV, excel at interviews, or even get labor market information on available job opportunities in today's industry, can be supported by Career Services through scheduled career advising sessions throughout the academic year.
Additionally, Career Services can provide students with career assessments to enable them to take better career-related and well-informed decisions. Students are encouraged to visit the Career Services Job Portal for employment, internship opportunities, and scheduled career-related sessions.

Internship
Undergraduate students at the University must complete an internship as one credited course by the end of their third year and during the summer term. An internship entails placement of a minimum of eight (8) consecutive weeks. Moreover, a completed internship is a graduation requirement. The main purpose of the internship is to help students explore and evaluate their career options in the future while still at University.

Students have the choice to find an internship placement on their own or through the support of the Office. In either way, students need to follow the guidelines and rules provided in the Internship Handbook. Internships are available at national and international level placement. Internship can take place physically on-site, virtually or mixture of both. KU Postgraduate students are also encouraged to pursue internship opportunities throughout their period of study to enrich their market experience and add value to their professional profile. Connecting with employers offering internship opportunities through Career Services Office announcements, research projects, and faculty or advisors are a few of the available avenues to pursue such an experience.

Career Development Course
An internship pre-requisite course is offered to KU students each academic semester. The purpose of this course is to assist students with the core skills required to be ready for professional work environment. These skills are needed for employment in the market, and are based on what employers and industries are looking for to bridge the gap between education and employment. Focuses on; self- awareness, career track, explore options, goal setting and action plan, self-marketing tolls, job search strategies, mock interviews and career coaching.

Experiential Learning Course
A different approach to work placement. It aims to equip learners with further set of skills gained through action and situated learning through a short-term work experience placement. The purpose of this course is to further strengthen student core skills through an innovative hands-on approach to learning by completing a minimum of 2 weeks work placement of their choice. This course entails a hands-on approach where learning is through experience that moves beyond the classroom and strives to bring a more involved way of practical learning and application of life skills.

Career Services Events
Multiple student career related events are planned and organized throughout the academic year by the Career and Alumni Services Office. Some of the annual events are Majors Day, Career Fair, and Internship Fair. Smaller events are also organized on campus over the course of the academic year such as Employer Engagement, Inspirational Talks by Industry Leaders, Employer Day on Campus and other career workshops of various topics.

Alumni Relations Office
The Alumni Relations Office is part of Career Services and is dedicated to working with graduating students to maintain ongoing communication and engagement with the University. This Office aim is to also create professional networks amongst the Alumni, and continue to build the KU Alumni network at the national and global level after graduation.

The Alumni Relations Office's main goal is to strengthen close relationships between the KU Alumni and the University through nurturing spirits of loyalty and community among KU graduates. The Office encourages alumni to be personally involved in taking initiative for developing activities, job and internship opportunities, and participating in KU events through our exclusive KU Alumni Platform (www.theKUalumni.com).

KU Alumni Association

The Khalifa University Alumni Association (KUAA) was established to position KU as a leading global academic and research University and to place KU alumni at the forefront of the global local and global community focusing on facilitating a robust and collaborative network consisting of KU graduates, KU administration, and other relevant stakeholders.

The KU Alumni Association Council was created on July 2020. The council is responsible for planning programs and initiatives that support KU's goals and objectives. A primary purpose of the Alumni Association Council is to build and maintain lifelong relationships between KU and its alumni. It provides a platform where KU alumni can expand their professional network and social circles, as well as foster a sense of loyalty to the University, through events and programs hosted by KU, such as mentorship, support, communication and lifelong learning.

CAMPUS FACILITIES AND SERVICES

Laboratories and Workshops

The University conducts periodic Environment, Health and Safety (EHS) briefings, which are mandatory for students. Students are responsible for understanding the environment, health and safety materials and instructions presented at these briefings and for acting in accordance with them.

EHS Procedures for Lab and Workshop Facilities

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

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

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

Students have a responsibility to report any infringements that they witness.

Further information is available in the Environment, Health and Safety manuals.

Building Access after Hours

Students may be granted building access during non-operational hours. The responsible University employee will send a request and submit it to the responsible Department Head.

The request must contain the names of each student being granted access and the termination date for this access. Student access will be automatically terminated at the end of each semester. The responsible Department Head and employee must approve the request. Facilities Management will reprogram the electronic lock within three days of the receipt of the request or issue a key as applicable.

Health Services

Khalifa University employs a male and female nurse to provide first aid services and emergency care at its Main Campus. The female nurse is on full time duty to care for female students who require emergency treatment while on campus. The nurses also give advice on healthy lifestyle and other related health issues.

Students are required to complete a Medical Record Form, providing details of their medical history and specific instructions for emergency situations. Students should inform the nurse of any medical ailments or ongoing treatment. Minor ailments will be treated at the First Aid Clinic in private treatment rooms. A nurse will be in attendance should a doctor be required.

In cases of an accident or emergency, a nurse is on call to attend to the patient. Except in life threatening situations, the patient will not be moved, until an authorized person arrives and assesses the injury. Guardians will be notified as quickly as possible and instructions on the student's Medical Record Form adhered to where possible.

At the Main campus, Sas Al Nakhl campus, KU Residences, and Um Al Lulu Residences, First Aid Clinics provide primary health care to the students, faculty, and staff members. The Sas Al Nakhl Clinic (open to male students) is open all day on weekdays and provides 24-hour accident and emergency care. Depending on the nature of the illness, patients may be referred to other hospitals or clinics for further treatment.

Emergency Services

Emergency services are provided by the campus Security Department, which operates twenty-four hours daily. These services can be requested by calling or contacting the Security Department 02 312 3999. Emergency phones are located throughout campus for your safety and convenience. Please refer to the University's Emergency Plan for additional information.

The University has in place a number of procedures to respond to emergency situations that might arise. The Emergency Response plan will provide you with the knowledge you need to stay safe.

Please refer to the University's Emergency Plan for additional information. KU Security guards is your first contact point for any incident or emergency on each campus. They will coordinate any emergency response 24/7.

Prayer Rooms

Khalifa University provides purpose-built rooms for prayers. This includes separate areas for `Wudhu,' washing and cleaning for both men and women. Please refer to the campus map for more information on the locations of the prayer rooms.

Student Lounges

Separate lounge areas are provided for male and female students.

Sport Facilities

A state-of-the-art sports and fitness facilities are located in the Main Campus, Building D, next to the Student Hub. The facilities are gender-specific and available to all Khalifa University students with a valid student ID card. The facilities are strictly for the University's students, staff and faculty and all users are required to produce their ID cards if so requested by staff manning the Reception area or security.

At Sas Al Nakhl Campus, exercise rooms are available in the Student Center. Additional gyms are available in KU Residences.

Gym usage policies are posted inside the gym and students are urged to familiarize themselves with the rules and regulations of the gym.

Food and Retail Outlets

Khalifa University campuses have a broad range of food and drink outlets operated by external providers. The University aims to ensure a range of good quality food and drink that offers convenience, customization, choice, value for money, and an environment that meets the demographic, lifestyle, belief, and cultural diversity of the University. The experience that our staff, students, and visitors have from eating and drinking on campus, and the interactions that they have with us, should be positive and have a positive impact on their view of the University.

The main dining area, located in the Student Hub at Khalifa University's Main Campus, offers students a comfortable area to relax between classes, get homework done, or have lunch or/and coffee with friends. There are a wide variety of restaurant and food options in Khalifa University's Main Campus:

* **Main Restaurant** - Located in the Canteen in E Building on the ground floor.
* **Costa Restaurant** - Located beside the R Building. Serves coffee, tea, soda, cakes, and sandwiches.
* **Starbucks** – Located in the Student Hub Building, ground floor. Serves hot and cold coffee, sandwiches, salads, and desserts.
* **Taboon** – Located in Student Hub food court. Serves shawarma sandwiches, manakish, juices, and snacks.
* **Basil** – Located in Student Hub food court. Serves pasta, sandwiches, pizza and juices.

- **House of Tea** – located in the Student Hub food court. Serves hot and cold drinks (karak tea, haleeb ginger) and sandwiches.
- **Minimart** –Located in the E building, ground floor.
- **Shot Café** – Located next to Khalifa Innovation Center (KIC). Serves a selection of specialty coffees, desserts and refreshments.
- Vending machines are located throughout campus in the following locations: Directly outside, on the first floor of the R Building, L Building, and G Building.

At the Sas Al Nakhl Campus, the Student Center (male students) is located in the Satah building; it consists of a dining facility that serves three meals a day. A similar outlet is open to the female students in Habshan building serving two meals a day. Other food establishments like House of Tea, Costa and Green for Life serve a wide of variety of snacks, coffee, tea, refreshments and hot meals.

Bookstore
Magrudy's Khalifa University Campus bookstore is located at KU's Main Campus. Magrudy's is a full-service bookstore, stocked with English and Arabic fiction and non-fiction books, and a range of stationery.

Banking Services
At the Main Campus, there are a number of ATM facilities provided for students, faculty, and staff. ATMs are located in the G building and Student Hub link bridge. At the Sas Al Nakhl Campus, ATMs are located at the gate to the Arzanah building, at the Habshan building lobby, and at Ruwais building lobby.

Residence Visa and Government Affairs
International student enrolled at Khalifa University should have their own visas. However, students whose studies maybe interrupted due to visa problems should make their situation known to the Student Services Office. In some cases, the University may be able to provide assistance.

Transportation Services
Student transportation services aim to support and facilitate students' transportation during their educational journey at Khalifa University. Daily shuttle bus service between the university campuses and male/female residences is available throughout the semester. Transportation services also provide weekend transportation for the students who live in the university accommodation. Support is also provided to university students' external events, activities, and field trips inside and outside Abu Dhabi.

The weekly transportation fees are set according to the University payment guidelines.

Student Residences
University Residences offer an environment in which students from different parts of the country have the chance to meet and learn from one another. Student housing is available to academically able students who live outside of the city of Abu Dhabi. All housing facilities are managed by on-site staff and security team.

The University offers two types of residence quarters for its students: (a) male-only and (b) female-only. Students are expected to be respectful and considerate of all different cultures, customs, and traditions.

Based on availability and demand, student housing is subject to priority allocation. Priorities and costs are subject to change. Daily transportation is provided to and from the campuses.

For further information, students are encouraged to refer to the Undergraduate and Graduate Residence Handbooks.

INFORMATION TECHNOLOGY (IT) SUPPORT

ANKABUT is the IT service provider for Khalifa University.

The Information Technology Department - Ankabut - provides faculty, staff and students of Khalifa University with reliable and up to date Information Technology resources and services. Besides providing primary network and infrastructure services, IT provides resources for Academic and Administrative Information Systems and other technical support services such as end-user computing, classrooms, auditorium and meeting room technologies; this includes event support such as seminars and Video Conferencing sessions.

IT Service Desk and Remote Support

The IT Department supports students in all KU campuses. Students can always contact IT Service Desk when they have issues with their laptop's connectivity, user account, email account, or report any IT problem in a classroom or computer lab.

They can use any of the below communication channels to contact IT.

HOW TO CONTACT IT

Monday - Friday
(During official working hours)

https://reach.ku.ac.ae (Recommended)

ServiceDesk@ku.ac.ae

02 312 5000

Main Campus - Building G 00014
SAN Campus - Habshan Building 5-128
SAN Campus - Bu Hasa Building 2-020
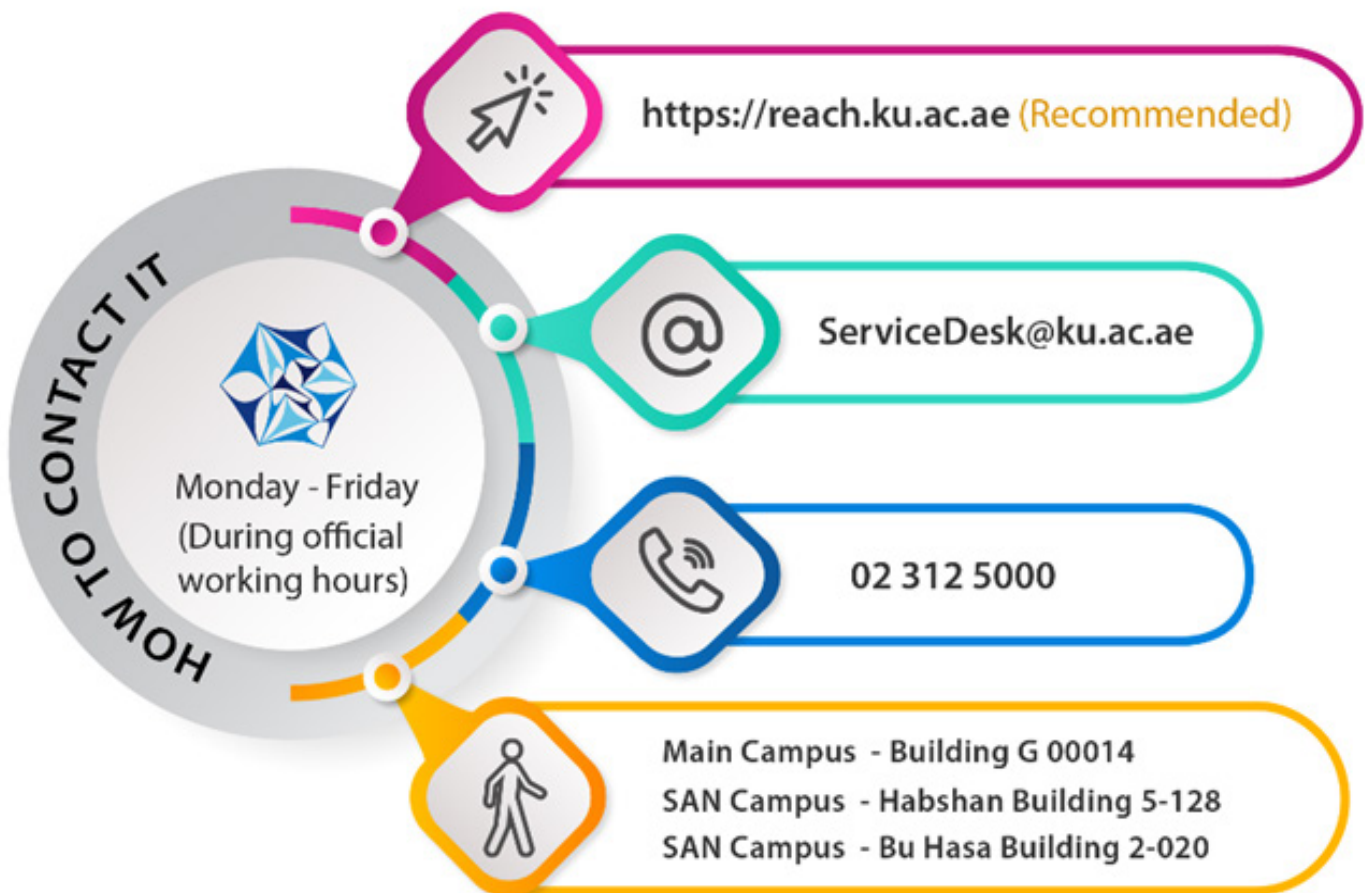
Email Usage

Every student is provided with an Outlook email address. Accounts are supplied and managed by Information Technology Department. There are two ways a student can check the KU email. Student can access emails:

1. On any device through the Outlook Web App: https://mail.ku.ac.ae or
2. Using a program installed on student computer or device. To set up the email via a program on student device, student need to follow the instructions provided in KU portal under KU Email Setup Guidelines.

The electronic mail system provided by Khalifa University is intended for teaching, research, outreach, and administrative purposes. Khalifa University rules and policies, as well as applicable laws, govern its use. The use of the University's network and the internet for e-mail is a privilege granted by the University to members of its community. It is not a right, and the privilege is contingent upon compliance with Khalifa University policies. Electronic mail may be used for personal communications within reasonable and appropriate limits.

Campus Network Infrastructure

All the KU campuses have independent connectivity to the internet with the local service provider. The KU campus network infrastructure offers:

- Seamless Wired & Wireless access (Eduroam is also available)
- Campus backbone: 10Gbps. Inter-campus 1Gbps using UAE NREN.
- Connectivity to Internet and Internet2 (through NREN)
- Security measures are in place to protect the network, data center systems and end-user computers. VPN access is available for remote work.

Applications and E-Services

KU Portal

The university portal (https://portal.ku.ac.ae) is implemented for information sharing and for consolidating access to student E-services, IT applications and tools. The KU Portal e-Services are available to capture all information electronically, automate processes and enable quick access to information.

Student Information System (SIS)

Banner is the Student Information System (SIS) is maintained by the IT Department.

Learning Management System (LMS)

KU is using Blackboard as its centrally-supported Learning Management System (LMS). The system is integrated with Student Information System (Banner), course Evaluation (Blue), Plagiarism Proofing (TurnitIn), Lecture Recording (MediaSite), eTextbooks (VitalSource), and Plug-ins (eg. Respondus)

Virtual Classroom Platforms

The University supports the following virtual classroom platforms, which are integrated with the LMS:

- MS Teams
- Blackboard Collaborate

Admissions System

The University uses a web-based system for admissions processing. This takes care of the entire lifecycle of the applicant right from the time of application up to the final admission to the University.

AnaApp (Software Virtualization)

KU has now implemented its dedicated online app store, which gives users access to a bunch of software from the comfort of their location. Visit, https://anaapp.ankabut.ac.ae/, and use your username and password to gain access. Once you are logged in, you will see a list of applications available for you to use. The detailed instructions on how to use the service are available on the KU portal guidelines page.

Virtual Desktop Infrastructure (VDI)

Apart from the KU app store - AnaApp, certain software applications are available via Virtual Desktop Interface (VDI). You might receive direct instructions from your professor on how to use it or refer to the KU portal guidelines page for detailed steps.

Virtual Private Network (VPN)

To access any of our secure services from outside the campus, you need to use the VPN. To connect, visit https://secure.ku.ac.ae and log in with your username and password. The detailed step-by-step instructions are on our KU portal guidelines page.

Computing Facilities at Khalifa University

Laboratories

KU campuses have large number of computer labs running general office and advanced engineering software. They are available for use by students for homework, assignments, projects and other academic activities. The labs have convenient operating hours and provide Internet access, print services, scanning, and more.

Several classrooms are equipped with video conferencing and interactive white board technology. Smart short-throw projectors facilitate better visual presentations and interactive classroom sessions.

3D Theater System

The Campus boasts a 3D projection system in ADCO Auditorium which is located in Zarkuh building room 1-100. The theater accommodates 180 viewers.

Meeting Rooms

Meeting rooms have single/dual projection with multiple sources (VGA, HDMI) and support wireless projection through AppleTV. Several meeting rooms have videoconferencing facility through IP.

Bring Your Own Device (BYOD)

Apart from hundreds of computing stations available across KU, be it at the Library, the computer labs, or the departmental labs, KU also offers the opportunity for students to bring their own devices if they wish to. Keeping in mind the software the students will use, here is the minimum specification we recommend.

- Intel i5, 12th Generation or above
- Minimum 16GB memory
- 512 SSD
- Integrated Webcam & Mic
- Licenses Windows 10 Professional/Enterprise; 64-bit

Information Technology Policies

Use of the computing facilities at Khalifa University (KU) is a privilege available to faculty, staff and students of KU, subject to compliance with certain principles designed to assure that all users have reasonable access to the system and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. In accepting this privilege, you are expected to abide by IT policies available at KU Policy Library. Disciplinary action will be taken when these rules are violated

The published Information Technology policies are provided below. However, these policies are subject to updates or changes. To find the latest ones, you need to visit this page: https://portal.ku.ac.ae/Policy/Pages/default.aspx

ITD 7710	Acceptable Use of Information Technology
ITD 7720	Identity and Access Management
ITD 7730	Data Protection - Clear Screen
ITD 7830	Equipment and Software Technical Support
ITD 7910	Information Classification
ITD 7920	Information Handling
STANDARD	End User Computing Standards 20-July-2020 Signed

Authorized Hardware and Software

There are multitudes of hardware and software choices on the market, and students naturally prefer to use those that suit their individual preferences. However, on the Khalifa University campuses, where many computer users rely on IT staff for training and support, it is impossible for the available staff to become experts on all hardware and software products. Also, introducing non-authorized software runs the risk of introducing harmful viruses. Students are required to comply with KU policies with regards to BYOD connectivity, software installation, and IT support.

Computers and other hardware not related to end-users and not owned by the University will require approvals from the Director of the IT Department before connecting to the University's information technology facilities. According to applicable copyright law, persons involved in the installing and operating of unlicensed software can be subject to civil damages and criminal penalties. Khalifa University does not condone the illegal duplication, installation, or operation of software. This policy applies to all computers connected to the University's network including personally owned machines.

Software Installation and Upgrades

The IT staff installs, configures, and tests various software used within the University on all University-owned machines. IT also installs, configures, and tests software upgrades.

Users may be required to sign an undertaking acknowledging that they have read the policies and will abide by them during their tenure in the University.

The IT department has negotiated and made many software applications available to students and employees at little or no cost. To view the complete software applications available for download, visit https://portal.ku.ac.ae/Pages/DownloadableSoftware.aspx

Computer Lab Use

Khalifa University provides students access to the University Computer Labs and Network for academic, research, or study purposes only. The labs and network are a valuable, but limited resource, which must be shared with others. It is the user's responsibility to use the facilities in an efficient, ethical, legal, and responsible manner, in accordance with the "Acceptable Use of Information Technology Facilities" and other IT policies. Grossly improper behavior may be grounds for termination of access to the labs or network facilities or may subject the offender to other penalties and/or restrictions, which could include disciplinary actions and/or legal action.

Individuals must carry a Photo ID at all times while using the labs. IT staff has the right to deny access to the labs to anyone without proper identification.

Computer Lab Etiquette
- No food, drink, or cigarettes are to be consumed in the laboratories.
- Avoid excessive noise and/or loud or obscene language.
- Please be considerate of others who are waiting for stations.
- Please be courteous to staff and fellow users.
- Game playing is not acceptable. Computer game playing either from the computer or internet is prohibited unless written authorization is granted by an instructor.
- Do not use University computers for systematic downloading of library database content. (Systematic downloading is a phrase often used by the publishers of the content – they can see the activity on their servers and will discontinue our service if systematic downloading is suspected.)

Appropriate and Inappropriate Usage of IT Facilities

Khalifa University is committed to ensuring a working and learning environment in which all persons treat others with humanity and respect. The University IT facilities include computing devices and associated peripherals, communications infrastructure and related equipment, facsimile machines, scanners, copiers, telephones, mobile phones, video and other multimedia devices, and all forms of software.

Such resources and tools are made available to employees and other designated users in support of their teaching, research, and administrative activities and to students in support of their respective academic objectives and requirements.

Their use is circumscribed by the laws and regulations of the UAE, such as the UAE Cyber Crimes Law, the Penal Code of the United Arab Emirates, in concert with various policies, rules, and guidelines adopted by the University as set forth in the Khalifa University Policy Manual.

Every user bears primary responsibility for the material he or she chooses to access, store, print, send, display, or make available to others. The facilities may not be used in any manner to create, store, send, display or make available to others material which contravenes the relevant policies or statutes. When devices, such as portable computers, are the property of the user, the appropriate use expectations still apply when such devices are used to access the University's IT facilities.

Failure to adhere to these guidelines may result in the suspension of access privileges as well as other action as deemed appropriate by the University Management.

Examples of Appropriate Use of Information Technology
1. Respect for the rights of others;
2. Respect for the property of others;
3. Consideration of other persons using shared systems, equipment, and facilities;
4. Confidentiality in use of passwords and personal identification numbers;
5. A presumption of the right to privacy;

6. Use of tools for the purpose for which they are intended;
7. Adherence to the rules governing use of accounts, equipment, networks, or other facilities, whether the rules are established by the University or by the organization providing these tools to the University; and
8. Adherence to etiquette and culture as defined in systems that you use.

Examples of Inappropriate use of Information Technology
1. Unauthorized access, alteration, destruction, degradation, removal and/or disclosure of data, information, equipment, software, or systems:
   a. Degradation includes, but is not limited to, passing chain letters, willful generation of large volumes of unnecessary printed output or disk space, willful creation of unnecessary multiple jobs or processes, or willful creation of heavy network traffic. In particular, the practice of willfully using the University IT facilities for the establishment of frivolous and unnecessary chains of communication connections is an inappropriate waste of resources.
   b. Unauthorized connection, disconnection of peripherals including monitors, keyboard, and mouse.
   c. Unauthorized connection to the network via Ethernet ports or wireless networks.
   d. Attempts to undertake repairs/inspection of IT equipment.
2. Deliberate over-extension of the resources of a system or interference with the processing of system.
3. Disclosure of confidential passwords, personal identification numbers, and/or access devices or information for accounts, equipment, and telephone voice mail.
4. Use of University facilities and resources for commercial purposes.
5. Storage and propagation of hate literature.
6. Storage and propagation of pornographic materials and other potentially offensive materials.
7. Harassment, including sexual harassment and bullying.
8. Theft of resources.
9. Malicious or unethical use.
10. Use of unauthorized software and hardware:
    a.In compliance with the Khalifa University Approved Hardware and Software Use Policy (see below) users should not knowingly possess, give to another person, install on any of the computing, learning, and networking facilities, or run programs or other information that could result in the violation of any Khalifa University policy or the violation of any applicable license or contract. This is directed towards but not limited to software known as viruses, Trojan horses, worms, password breakers, and packet observers/sniffers and includes hardware/software taken for personal use. Authorization to possess and use Trojan horses, worms, viruses, and password breakers for legitimate research or diagnostic purposes must be obtained from the IT Department Director.
    b. The unauthorized connection of monitoring devices to the University's IT facilities that could result in the violation of Khalifa University policy or applicable licenses or contracts is considered inappropriate use. This includes but is not limited to the attachment of any electronic device to IT facilities for the purpose of monitoring data, packets, signals, or other information. Authorization to possess and use such a device for legitimate diagnostic purposes must be obtained from the IT Department Director.
11. Knowingly recording or processing information/data that infringes on any patent or breaches any copyright or other intellectual property rights:
    a.   Respect for intellectual labor and creativity is essential to academic discourse. This tenet applies to works of all authors and publishers in all media. It includes respect for the right to acknowledgment and right to determine the form, manner, and terms of publication and distribution. If copyright exists, as in most situations, it includes the right to determine whether the work may be reproduced at all. Because electronic information is easily reproduced or altered, respect for the work and personal expression of others is especially critical in computing, learning and networking environments.
    b.   The software that resides on the University's computing and networking facilities is owned or licensed to the University and is protected by copyright privileges, licensing restrictions and/or contractual agreements. Users are required to abide by the terms and conditions of software use and redistribution licenses.

12. Use that violates local or UAE laws and regulations such as:
    a. Unlawfully logging into an information website or system, destroying or revealing secrets, or re-publishing personal or official information;
    b. Forging any document of the federal or local government;
    c. Hampering computer programs or services;
    d. Hacking into programs or destroying them;
    e. Changing or destroying medical discs or healthcare information;
    f. Eavesdropping by using any electronic or hi-tech means;
    g. Using the internet or any other hi-tech means for threatening or blackmailing;
    h. Fleecing money by using the internet or any hi-tech means;
    i. Using the data of a credit card or any other electronic card of others;
    j. Saving information with the intent to exploit;
    k. Logging into a website with the intent to change the designs of the website;
    l. Abuse of any Islamic holy shrines or rituals, abuse of holy shrines and religious rituals stipulated in other religions acknowledged by Islam;
    m. Encouraging anti-Islamic acts;
    n. Breaking family principles and values or publishing news or pictures related to the private life of the family members;
    o. Setting up a website or publishing information using the internet or any other cyber means for the purpose of human trafficking;
    p. Using the website to sell narcotics;
    q. Transferring dirty money or concealing their sources;
    r. Publishing information in a breach of general order and public decency;
    s. Establishing a website or distributing of information over the internet related to a terror organization, using fake terms to facilitate communication with its leaders or members or encouraging its thoughts or financing its activities or publishing information on manufacturing bombs and other means used in terror actions;
    t. Logging into a governmental website and misusing the data therein

Inappropriate Use of Email
The electronic mail system provided by Khalifa University is intended for teaching, research, outreach, and administrative purposes. Khalifa University rules and policies, as well as applicable laws, govern its use. The use of the University's network and the Internet for email is a privilege granted by the University to members of its community. It is not a right, and the privilege is contingent upon compliance with Khalifa University policies. Electronic mail may be used for personal communications within reasonable and appropriate limits.

Below are examples of inappropriate use of the email system:
1. University email facilities may not be used to harass, abuse, bully, or offend other members of the University community.
2. It should not be used for political, business, or commercial purposes not related to the University.
3. The University email system must not be used to send and/or receive illegal or inappropriate material.
4. Global distribution lists should be used appropriately (see Use of University/Campus-Wide E-Mail Distribution Lists Policy).
5. Users should minimize the number of messages in their email in-box to ensure maximum efficiency of the delivery system.
6. Users should not subscribe to mailing lists not connected with learning, research, or university business.
7. The University retains the right to access and view all emails sent and received by the email system under the terms and conditions specified by Khalifa University IT Policies

Procedures in the Event of a Suspected Violation
Violations will be dealt with as prescribed in Section 12.5 Non-Academic Offenses.

MEDIA AND WEBSITES REGULATIONS

Student Publications

The student publication guidelines are provided to ensure that any materials created by students for distribution and/or publication are consistent with the basic aims and endeavors of the University. Students and student organizations preparing materials for distribution or publication, including but not limited to, newspapers, magazines, articles, or newsletters, must adhere to the following guidelines at all times. Please note that these guidelines also apply to all statements, pictures, and illustrations in such materials.

- All articles expressing an opinion within a publication must be stated as representing their author's point of view.
- Each student publication must be drafted in consultation with at least one advisor from the faculty or staff.
- The Student Services Office, with endorsement of a relevant Dean/Senior Vice President, and the editor assigned to the publication, must approve its content in entirety before it is distributed or published.
- The content of student publications must not maliciously attack any individual or group, nor attempt to incite defiance of, or disobedience to, any university policy or regulation. Attention may be called to the relevant procedures established by the University (or the absence thereof), with suggestions for policy amendments and revisions.
- All publications must adhere to the publications and copyright laws of the UAE.
- Content contained in student publications shall not incite disobedience or defiance of the laws of the UAE, or promote civil disorder.
- The intellectual and/or aesthetic content of the University's student publications must be consistent with the standards that one would expect of an intellectual or academic environment. All information contained in the publication should be accurate and referenced appropriately.
- Any statements contained in student publications must not be profane, indecent, or contrary to the customs or culture of the UAE.

Use of Social Networking Sites

The use of online networking and social media sites has become an integral part of life for many students. Many of these sites provide a means to connect and interact with people to create, share, and exchange information and ideas in social media communities and platforms.

Students of Khalifa University are free to use social media platforms for personal use, as long as their activity is strictly personal in nature; is in line with the guidelines presented in this document; does not disclose information related to Khalifa University; does not cause damage to Khalifa University's reputation; does not go against Khalifa University's core values and strategic goals; and does not break the laws of the UAE.

Social Networking Sites Policies

When engaging online via a personal social media account, students should follow the below guidelines:
- University community members may create personal accounts without Khalifa University's authorization as long as their accounts and comments adhere to the best-practice usage guidelines set forth in this document.
- Students must ensure that information about their affiliation with Khalifa University is accurate.
- Students should ensure that it is clear to all of his/her followers or information recipients that their posts represent their own voice, and not the voice or views of Khalifa University.
- Students are not allowed to use official Khalifa University logos or trademarks or other copyrighted or protected intellectual property design elements on personal accounts.

Protection of Private and Proprietary Information

The lines between public and private, and personal and professional are often blurred in social networks, and private conversations are not always kept private. Therefore, even personal conversations within social media networks should be considered public rather than private, and the following guidelines should be observed:

- Khalifa University community members should not violate Khalifa University's confidentiality, and should only disclose publicly available information online.
- Khalifa University community members should not comment on, share or disclose confidential Khalifa University information (this includes program plans, financial or security information, business performance, plans, structural changes within the organization, etc.), or information that was shared internally or within private conversations.
- Khalifa University community members must comply with copyright, financial disclosure, and other applicable laws when publishing on social media platforms.
- Khalifa University community members must never disclose rumors, internal and/or confidential or business proprietary information about the University or related third parties. For example, employees may not refer to the content of University documents that are not publicly available in print or online.
- Khalifa University community members should never disclose confidential information about any Khalifa University supplier, affiliate, or the UAE government.
- Khalifa University community members should avoid posting messages that violate the privacy of another in relation to his/her personal or professional life.

If a Khalifa University community member posts material on a social media platform that violates these guidelines, the University must be informed, so it may take any necessary actions.

Policies on Student Website Pages

The following are policies that apply to maintaining a student or student organization website. Failure to adhere to this policy may result in the termination of the website.

1. Only registered/current students and recognized student organizations are allowed to have a website or webpage.
2. The website/webpage is to be used for the posting of updates related to the student's research and class-related projects, or updates on the student organization's activities and events. The website/webpage must not be used for communication unrelated to Khalifa University, to communicate the personal opinions of students, or in communication that goes against the vision and ethos of the University.
3. The use of personal websites or webpages for promoting or advertising commercial goods or services, soliciting customers or investors, or selling and distributing goods or services is strictly prohibited.
4. The storage space allocated for the website/webpage must only be used by the assignee and shall not be used for, or by, those who are not current and enrolled students of Khalifa University, or outside entities.
5. Student website/webpage developers must comply with all related University policies and applicable UAE laws and regulations.
6. Links to resources outside of the University server must not violate university policies and all applicable UAE laws and regulations.
7. Students must adhere to the following website/webpage etiquette. Content included in all individual and organization webpages shall adhere to the appropriate legal and ethical conduct. Specifically, students and student organizations shall avoid materials that:
   - Violate copyright laws
   - Distribute and create computer viruses
   - Promote slander

- Include harassment of any kind, or those that are blatantly sexual, lewd, intimidating and vulgar in nature and offensive to viewers
- Contain any legally, ethically, or morally questionable material in the eyes of the University
- Violate applicable UAE laws and regulations
8. Each individual website/webpage must include a disclaimer indicating that the views and opinions expressed on the site are those of the site developer or organization and are not those of the University.
9. Students are encouraged to use good judgment in the construction of their web pages. If questions regarding what is defined as appropriate material remain after reading the Student/Student Organization Webpage Policy and other referenced policies, students are encouraged to contact IT or the Office of Student Services. Please note, however, that responses from IT or the Office of Student Services regarding what is defined as appropriate material shall not constitute legal advice.
10. Websites, webpages, or microsites that violate these policies may be locked and/or removed from the server. Violation of any of these polices may lead to sanctions appropriate to the transgression, which may include referral for criminal or other legal action depending on the severity of the misconduct.

Proper Use of Electronic Resources

Electronic resources made available by Khalifa University are licensed by the University for noncommercial use by the faculty, staff, students, and on-site users for educational or research purposes only. Additional restrictions may apply to on-site users of certain databases.

Khalifa University must abide by the terms and conditions of the agreements set out by each vendor and publisher of these electronic resources to ensure their correct regulation. In relation to the electronic resources owned and distributed by the University, students must adhere to the following conditions, which include but are not limited to restrictions on copying, republishing, altering, redistributing, and reselling the information contained therein.
By utilizing the resources provided by the University, users agree that they will not:
- Violate any copyright, trademark, patent or other intellectual property right associated with the electronic resource;
- Use the electronic resource for any purpose other than educational or research purposes;
- Use the electronic resource for commercial purposes;
- Excessively or systematically download or copy the electronic resource;
- Use the electronic resource in course packs or e-reserves without the appropriate permissions;
- Copy or install the electronic resource to his or her personal computer or other electronic medium;
- Distribute the electronic resource to others, either in electronic or hard-copy form; or
- Use the electronic resource in an illegal or otherwise improper manner.

Students should also note the following:
- Persons using a computer on the Khalifa University campus network are considered authorized users for many, but not all, electronic resources.
- Off-campus/remote use is available for many, but not all, electronic resources for faculty, staff, and currently enrolled students at Khalifa University.
- Khalifa University will not be held liable for any unauthorized use of electronic resources

Photography and Videography

The University photography and videography policies govern how photography and videography takes places at Khalifa University campuses and properties, as well as the management of various photography and videography projects. These policies have been designed to ensure that Khalifa University's best interests are maintained and minimal disruption is caused to faculty, staff, and students.

Photography and videography activities include:
- General Image Policy
- Image Capture of Individuals on University Property
- Image Capture of University Facilities
- Image Capture by Partners/Guests
- Photo Content Management
- Additional Policies

General Image Policy
Approval must be obtained from the Marketing and Communications Department prior to any filming and/or photography done on Khalifa University property. Without prior permission from Khalifa University, image capture of any kind of the University's land, buildings, research laboratories, classrooms, dining halls, private offices, residence halls or dormitories, as well as any off-campus Khalifa University research project, is not permitted.
This applies to the following individuals:
1. News professionals;
2. Commercial or professional photographers and filmmakers; and
3. Campus visitors taking photographs or filming for commercial purposes or using a commercial or professional photographer or filmmaker.

Students, parents, faculty, staff, alumni, and campus visitors may take personal photographs under the following conditions:
- The photographs and film taken is used exclusively for non-commercial purposes;
- The taking of such photographs is consistent with all points outlined in this policy;
- The photography and filming do not interfere with the ongoing operations of Khalifa University; and
- The intellectual property and current research of Khalifa University is protected.

Image Capture of Individuals on University Property
Amateur photographers and videographers from the University community and guests/visitors at university events are requested to respect the local culture by ensuring that permission is taken before any individual is photographed or filmed on University property, particularly when the image capture includes women. When photographing and/or filming wide shots of Khalifa University buildings and its facilities, advance permission must be secured from any identifiable individual in-frame. If any photography is deemed disruptive, intrusive, or not in compliance with Khalifa University policy, faculty and staff are permitted to restrict and/or forbid photography anywhere on campus. Prior to confronting the individual, however, an effort should be made to contact a security officer.

Additional Policies
- The use of drones for filming or photographing is prohibited without prior approval and proof of permission in the form of an "Aerial Photography Permit" from the General Civil Aviation Authority. Marketing and Communications Department approval is required.
- Photographs and film clips of Khalifa University property are not to be used for private purposes.

Guest Speakers and Lectures

The University encourages the hosting of guest speakers to speak on topics of relevance to the University community. The following policy pertains to the invitation of external guests to make presentations at the University:

- All guest speakers must be approved by the Marketing and Communications Department.
- Sponsorship of off-campus speakers is restricted to academic departments, the administration, and officially registered student and staff organizations.
- Reservation of the University facilities for guest speakers is required for orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. Reservation of facilities must be made in accordance with the University's Facilities Management Department.
- The lecture should be on a topic that is relevant and respects the local culture and laws. Content that is indecent or offensive or prohibited under the laws and culture of the UAE is inappropriate in a university community, and the University will act as it deems appropriate.
- In promotion of lectures, the University should issue a disclaimer that clarifies that sponsorship of guest speakers does not imply that the University or any other event sponsors approve or endorse the views expressed by the speaker.
- An invitation to speak at the University does not include a license for unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or any of the community's physical facilities, nor any activity that disrupts or obstructs the functions of the University or imminently threatens a disruption or obstruction.

Approval for a Guest Speaker

Organizations or individuals intending to invite a speaker to campus should:

1. Determine who would be an appropriate speaker given the organization's mission statement and the guidelines above.
2. Prepare a proposal, including all associated budget costs, and present it for approval by the University management.

Note: The approval procedure as described in this section does not apply to speakers invited by faculty to address students enrolled in a course they are teaching, or to internal faculty, students and/or staff seminars, workshops, conferences, or colloquia (e.g., career development seminars, annual research conferences).

STUDENT REGULATIONS
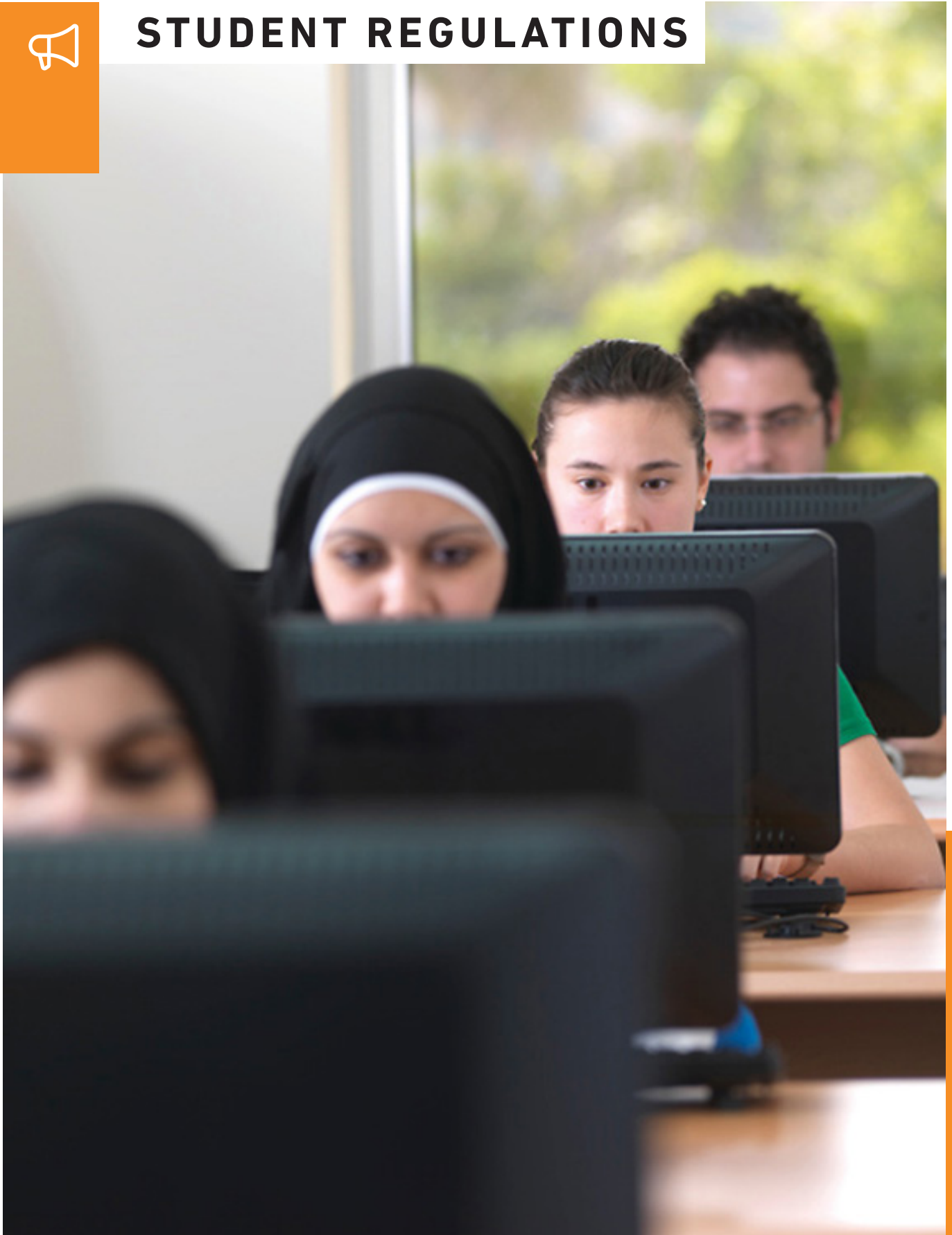
Student Code of Conduct

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

The University reserves the right to create and/or amend new policies, guidelines, and procedures during the course of the academic year and any changes will be communicated with the student body.

All students in the University community are expected to adhere to the following Code of Conduct:
"Whether engaging in university activities or engaging in their lives outside the University, students at Khalifa University are expected to show respect for order, morality, personal honor and the rights of others as is demanded of good citizens. This includes conforming to applicable laws and respect at all times for the cultural norms and expectations of the society we live in. Failure to do this will be sufficient cause for removal from the University."

Students are expected to adhere to both academic and non-academic regulations and also governs the standard of behavior by which they live in other facets of their lives as well.

All students are expected to observe the following rules of general conduct:
- Abide by all the rules and regulations issued by the University administration.
- Always observe decency in conduct and behavior, wherever you are. A student should not act, show any sign or gesture or use body language that may cause embarrassment to the others.
- Refrain from doing anything that may be harmful to oneself/others safety, health, or security and follow up on the instruction of the Health Safety and Environment Council. Strict prohibition from acquiring, bringing, displaying, manufacturing or carrying any sort of arms or other material that may affect others safety and cause a hazard on the University campuses.
- Physical, verbal and/or online abuse, bullying, fighting and harmful discussions;
- Harassment of any type, including but not limited to harassment because of gender, race, nationality, physical disabilities, religion, sexual harassment, hate crimes, cyberbullying, etc., against any member of the KU community;
- Communicating in an unprofessional manner, including but not limited to face-to-face, written, telephone, and message, etc., with any member of the KU community that could be a cause of discomfort or distress to the individual;
- It is not allowed to spread rumors or falsely accuse any student of anything that brings harm to their reputation.
- For identification purposes, keep your ID card visible at all times. Where this is not practical for reasons of work related safety, you should keep it on you and readily accessible, as you may be required to show it to security or other authorized staff on request. Failure to do so may result in violation of campus access policy.
- Entering or attempting to enter without lawful authority any building or facility on the University premises and against the will of the lawful occupant or of the person lawfully in charge will be in violation of the Code of Conduct Policy.
- Be punctual in attending lectures, labs, workshops, and events.
- Adhere to the appearance appropriate to University students. Give special attention to your clothing and cleanliness. Ensure that your clothes do not conflict with public morals and follow the KU Dress Code Policy STL 5430.
- Observe strict silence while in the classroom area, offices, labs, library, student study hub, and where applicable.

- Keep your University clean and tidy at all times.
- No pamphlets, leaflets or posters should be used, displayed or circulated in the University premises. Only approved announcements may be posted on University notice boards.
- Pets are not allowed on campus for any reason.
- Take care of all the apparatus, equipment, computer, books and other materials/ facilities that have been provided for your use.
- It is strictly forbidden to use any University resources (space, equipment, or services) to conduct private commercial activity. Any students found playing computer games of any kind or using any software not provided by the University shall be subject to disciplinary action.
- Newspapers, magazines, or any other publications placed in designated areas around campus are not to be removed, other than those required for study purposes into the lecture rooms and laboratories.
- All students are requested to park their cars in the designated parking areas. No student is allowed to use the parking area which is designated for faculty and staff.
- Each student is fully responsible for his personal property. The University shall bear no responsibility for any lost or missing items.
- Taking KU property or the property of others from one campus to another campus without permission or knowingly possessing stolen items will be considered a theft, and will be dealt with accordingly.
- Causing malicious damage to the University property or others will not be tolerated.
- Smoking is only allowed in designated outdoor areas in the University.
- Possessing, consuming, selling, or transmitting alcohol or any prohibited drugs/ substances is strictly prohibited at all times.
- Gambling or other illegal or unauthorized games are prohibited.
- Food can be only consumed in designated dining facilities. If using this facility, once your meal is done, please ensure that your food tray is returned to its designated area. Food, tableware, and utensils cannot be removed without permission.
- In the event that the fire alarm goes off, please follow the Health and Safety guidelines to evacuate the building.
- If you observed any violations of University rules, it is your responsibility to notify Student Services Office immediately.

Co-Ed Conduct

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

The students must accordingly adhere to the following set of rules:
- Irrespective of religion or nationality should behave and dress in a modest manner. Harassment or intimidation of female students will not be tolerated and students should report immediately any such cases to the Student Services Office.
- All students are expected to be treated with respect and consideration. They have the right to pursue their studies and extracurricular activities without unwarranted intrusion. Certain areas and rooms on campus are designated for female only. Unauthorized persons are not permitted in these areas. Some other common facilities are open to female students at allocated times. Separate prayer rooms and wudhu facilities are provided for males and females.
- Many University courses use problem-based learning, which requires small group study and problem solving. In these exercises, no student shall be required to participate in a mixed group comprised of males and females. Students can exercise their own judgment as to whether or not to participate in such mixed groupings.
- The UAE society's rules of modesty must be observed inside and outside of classes.

The following behaviors are considered misconducts on campus and the violations may result in disciplinary action or dismissal from the University:

- Male and female students who interact with each other for other than academic, co-curricular, and university-sponsored event purposes.
- A male and a female student who sit together in closed spaces or even in public on campus (conducting academic group projects in the mixed group are excluded).
- Communicating electronically using other than University emails (i.e., social media messaging, WhatsApp, etc.)
- Using University email for social purposes
- Taking photos or videos of others without their permission
- Inappropriate displays of affection and physical contact
- Leaving campus with an unrelated/unauthorized person of the opposite gender

Khalifa University will evaluate any possible incidence of behavioral misconduct that is brought to our attention and will recommend further action when an infraction is apparent

Dress Code

Students, irrespective of their religion or nationality, should dress in a modest and appropriate manner. It is required that every student respects the norms of UAE society and he/she should not dress in a way that may offend cultural sensitivities. The following points must be observed regarding student dress at the University. Please note that the below guidelines apply to the general University, but in labs, the appropriate protective clothing must be worn. Clothing or attire must not interfere with the safe operation of duties or equipment. All students are to wear appropriate business attire when representing the University on official trips such as conferences, summits, and meeting with external organizations.

Male Students

UAE National male students must wear the national dress, which consists of the ankle length kandura robe and the ghutra head cover. The preferred colors for the kandura are white or off-white. The preferred colors for the ghutra are white or checkered red and white. Other colors are to be avoided unless for winter clothing. UAE National males are not allowed to leave their heads uncovered.

Expatriate male students must wear a shirt and long trousers/jeans. Shorts and sleeveless shirts are not allowed. The below guidelines should also be strictly followed:

- Clothes displaying potentially offensive text or images are not allowed.
- Male students are not allowed to wear caps.
- Visible tattoos and piercings must be avoided.
- Hair must be kept short and must not extend below the shoulder level.
- Beards and mustaches must be kept neatly trimmed.
- Exercise and sport clothes should be worn only when using sport and recreational facilities.

Female Students

UAE National female students must wear the national dress, which consists of the long, loose abaya robe and the sheila head scarf.

Expatriate female students must dress conservatively, wearing long-sleeved shirts/ blouses with long and loose-fitting skirts/slacks, or a long-sleeve loose fitting long dress. Expatriate students choosing to wear the UAE national dress must abide by the same KU dress code that applies to UAE National students.

The below guidelines should also be strictly followed:
- Shorts, short skirts, and sleeveless/low-cut neckline shirts must be avoided.
- Clothing that is tight or transparent or short and shows too much skin or exposes the waist, back or legs must be avoided.
- Clothes displaying offensive/objectionable text or pictures must be avoided.
- No face-cover (niqab) is allowed on-campus.
- Shoes of low-medium heels are allowed. Shoes with excessively high heels must be avoided.
- Visible tattoos and piercings must be avoided. This does not include generally acceptable items such as earrings and henna.
- Heavy make-up must be avoided.

Classroom Behavior

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

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

1. Instructors will give an initial warning the first time that they face the slightest sign of unacceptable behavior.
2. Instructors will request the student or group of students to leave the class immediately if the incident occurs again.
3. Instructors will request the student(s) to report to the Dean directly after the lecture.
4. Instructors will record all disciplinary incidents and report them immediately to the Chair of the Department and/or the Dean, as appropriate.
5. Recurring incidents by the same student will be reported to the appropriate University administrator, which could result in dismissal from Khalifa University.
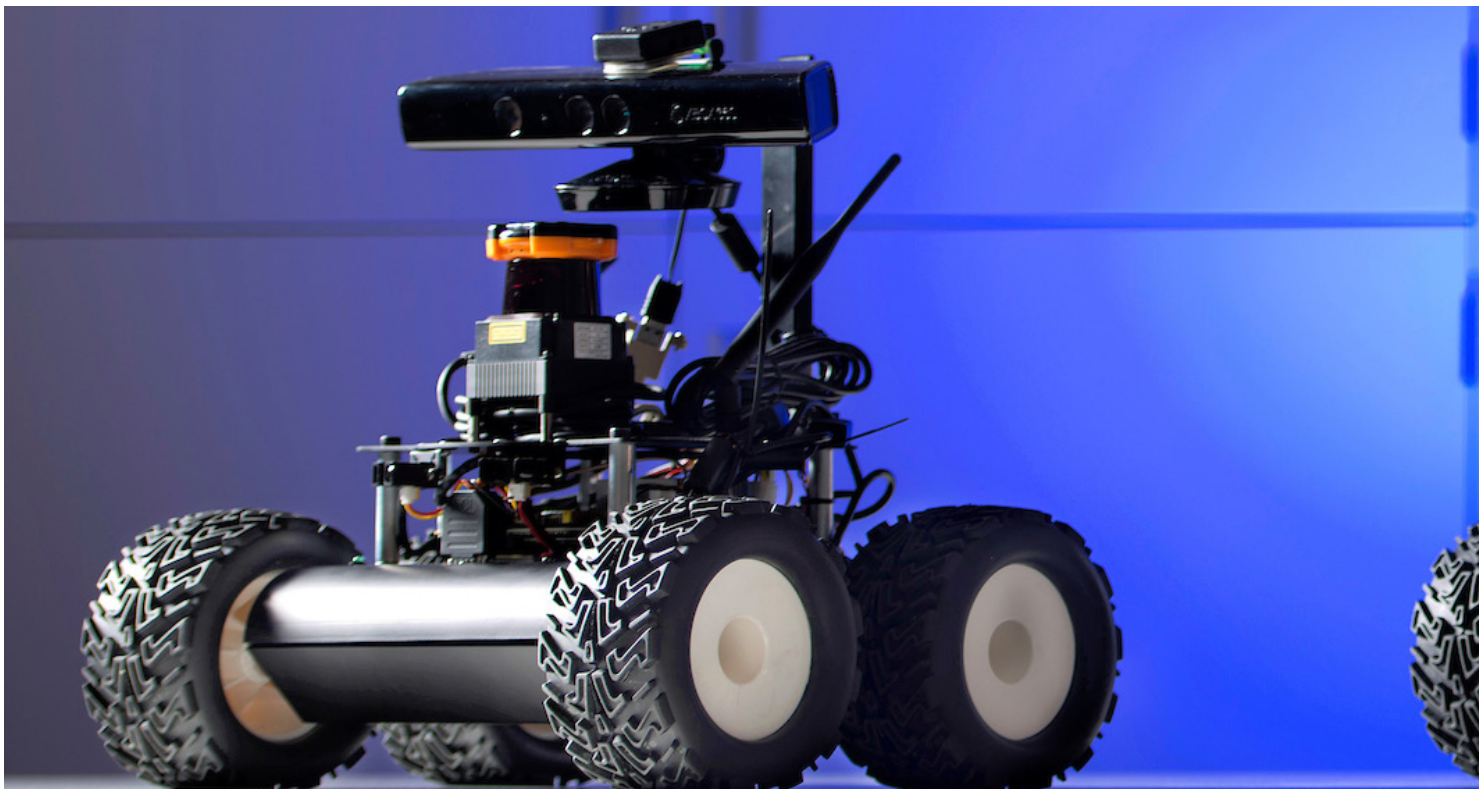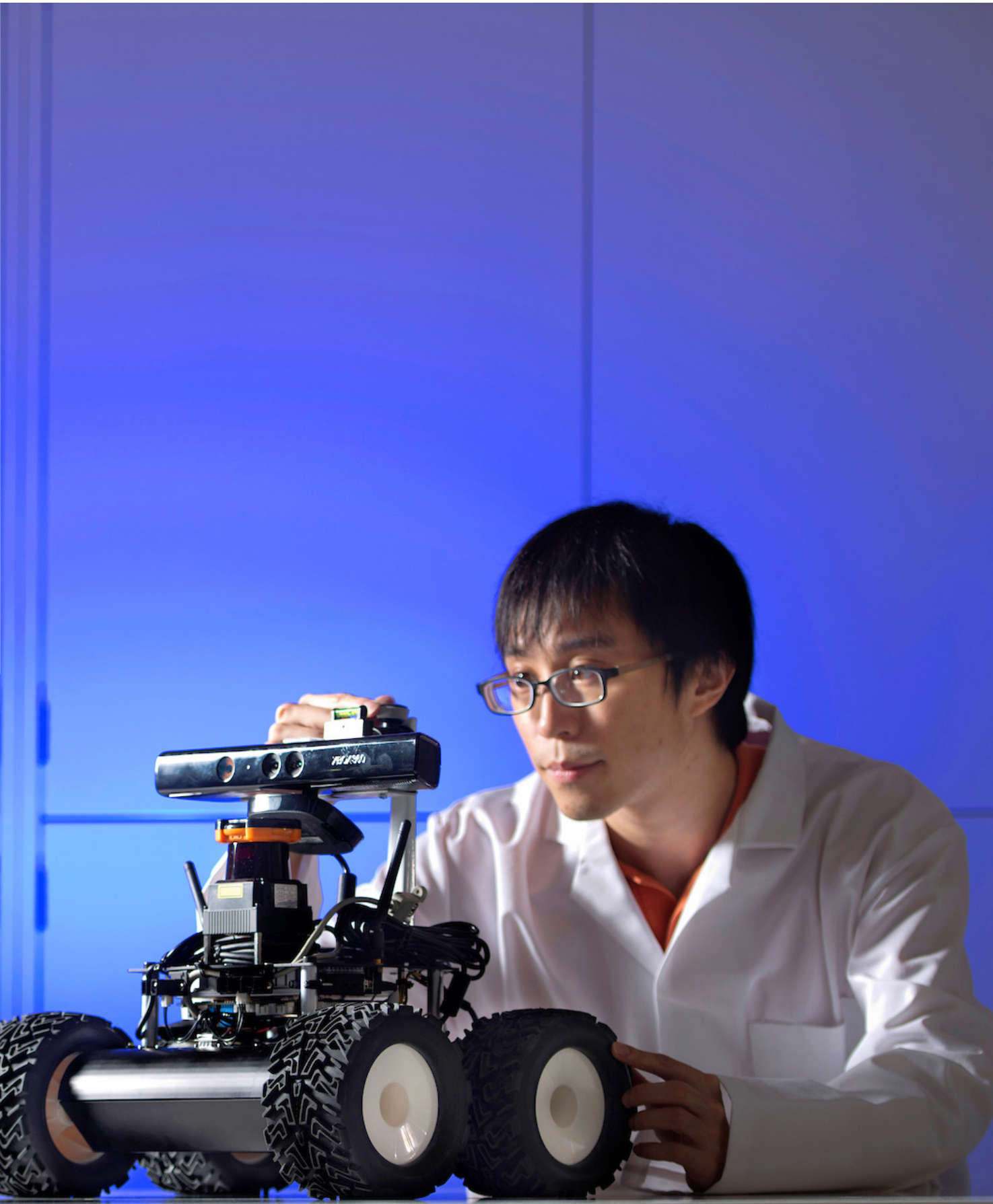
STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

Every Khalifa University of Science and Technology (KU) student is entitled to an equitable education and just treatment with clearly articulated rights and responsibilities. For academic student rights, procedural rights and student responsibilities see STL 5420 Student Rights and Responsibilities policy.

Examination Rules and Procedures

Examination Regulations

Students are responsible for knowing the location and time of all examinations. A student may not enter an examination room without permission from the proctors (invigilators).

1. Students are required to carry their student ID for every exam. It is the duty of the proctors to check student IDs.
2. The following items may be taken into an examination, if not specifically excluded from use:
   a. Pencils (and sharpeners)
   b. Pens
   c. Drawing instruments
   d. Ruler
   e. Basic Scientific (non-programmable) Calculators
3. Students are required to bring their own writing materials and items. The Office of the Registrar will not be in a position to supply writing materials.
4. Once an examination has started, no student may borrow any item from another student under any circumstances.
5. No student is permitted to bring a cell phone, smart phone, or any electronic gadgets/devices inside the examination/ class room. Otherwise, students must leave their devices on the proctor's desk during the entire exam. Students who fail to observe this rule will be expelled from the exam room and disciplinary action will be initiated.
6. Students should use blue or black pens for answering questions. Pencils can only be used in drawing graphs.
7. Mathematical formulae may be provided for use if required.
8. Correction fluid/pen should not be used in an examination answer booklet. Mistakes must be crossed out.
9. No additional materials are allowed unless specified on the instructions (cover page) of the examination paper.
10. Students are expected to be seated 5 minutes before the scheduled start.
11. The doors of the examination room will be closed when the exam starts. Any students arriving late will be required to wait outside until TEN (10) minutes past the commencement time. They will then be allowed into the room. Any student arriving after TEN minutes will not normally be allowed to take the exam. In exceptional circumstances, a student may be admitted within the first 30 minutes if evidence of an unavoidable and unforeseeable delay is accepted by the Examination Officer or Office of the Registrar. This rule applies to final exams only.
12. Students are not allowed to leave the exam room during the first 30 minutes and the last 10 minutes of the exam duration.
13. At the end of the exam, students must remain seated until all exams and answer booklets have been handed back to the Proctor. The Senior Proctor will verify that the number of exams and answer booklets collected is the same as the class size. Once this process is complete, the students may leave the exam room in a quiet and orderly manner.
14. Course instructors are requested to be available on campus during the duration of their respective exams for possible clarifications.
15. No questions are allowed except for possible errors/omission and/or typos on the exam paper. Students may ask for a dictionary if they are uncertain about the meaning of the text.

16. Once an examination has started, the Senior Proctor will inform the students that no candidate may speak to another candidate under any circumstances. Failure to observe this regulation will result in the candidate's paper being declared void. If a candidate needs attention from the Proctor, this must be requested by raising an arm to attract the Proctor's attention. Students must not shout or speak loudly to attract the Proctor's attention.
17. All answers and rough work must be done on the paper provided by the Proctor.
18. All exams papers, answer booklets, and rough sheets must be handed to the Proctor before leaving the exam room.
19. Students suspected of cheating or involvement in any form of academic dishonesty during the examination will have their papers confiscated, be immediately expelled from the exam room, and face disciplinary action. Students who bring any unauthorized

Absence from Examinations
For absences from examinations see ACA 3550 Student Attendance Policy.

Well-being of Female Students
Conduct Toward Women
Students, irrespective of religion or nationality should behave and dress in a modest manner. Harassment or intimidation of female students will not be tolerated and is in violation of the Code of Conduct. Students should report immediately any such cases to the Student Services.

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

Active Learning and Course Feedback
All university students must be prepared to invest significant time and energy in their studies.

Typically, for every hour spent in class, a student should be studying two hours outside of class.
Students should be seated, focused, and prepared to start lectures and labs at the beginning of each class session. Students should have pens, textbooks, paper, rulers, calculators, lecture notes, etc., as appropriate for each course.

Students should have read and attempted to solve problems or reviewed class material from the previous class session.

Students must be prepared to take notes in class and to ask questions if they don't understand the material that is being presented.

Every faculty member has office hours that are reserved for student consultation and meetings. These hours are posted on the faculty member's office door. Students should make a regular habit of speaking with their instructors about the course and course requirements.

Many faculty members have created websites for their courses. At the discretion of each instructor, a course website may contain supplemental study materials, course exercises, email posts, student grade feedback and other important information. Instructors will explain how the course website will be used in their classes and students are expected to log in on a regular basis.

There are many resources in the University to help the students excel academically, such as the library and success office. We encourage the students to approach them when they are in need of help. The counseling office offers personal, social and academic support for the students. The students can contact them by making appointments. The student service office provides students with information regarding their university life.

Course Feedback

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

Student Grievance and Appeals

Khalifa University aims to provide a fair, equitable and productive learning environment for all its students, which includes a variety of means by which student grievances are brought to consideration and subsequent resolution in a timely manner. A student has the right to appeal or grieve against academic or financial decisions or rulings, or a sanction resulting from a code of conduct violation (see STL5450, Student Grievances and Appeals Policy).

STUDENT DISCIPLINARY POLICIES AND PROCEDURES

Academic and Non-Academic Policies

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

Academic dishonesty in any form undermines the very foundations of higher education and will not be tolerated by the University.

Refer to the Academic Integrity Policy, ACA 3500 for the forms of academic dishonesty and procedures.

Non-Academic Misconduct

Student Services Office is responsible for reviewing all alleged violations of non-academic student conduct. Professional and ethical conduct is expected in all campus facilities at all times. All students must refrain from obscene language and behavior, and be respectful of others' differences.

For more information of the non-academic offences refer to the Student Code of Conduct available in the KU Policy Library webpage in the KU Portal.

HELPFUL STUDENT-RELATED OFFICES CONTACT INFORMATION

ADMISSIONS OFFICE
Main Campus
E Building, Level 2
Email: admissions@ku.ac.ae

REGISTRAR'S OFFICE
Main Campus
E Building, Level 3
Email: registration.office@ku.ac.ae

CENTER FOR TEACHING AND LEARNING (CTL)
Main Campus
The Hive (Building M), Level 1
Email: ctl@ku.ac.ae

STUDENT SUCCESS
Counseling
Main Campus
The Hive (Building M), Level 1

SAN CAMPUS (MALE)
Bu Hasa Building (Building 2), Level 2
Email: Counselors@ku.ac.ae

Engagement & Development
Email: studentsuccess@ku.ac.ae

OFFICE OF INFORMATION TECHNOLOGY (IT)
Main Campus
G Building, Level G
SAN Campus
Building 2 (Bu Hasa), Level G
Email: servicedesk@ku.ac.ae

OFFICE OF GOVERNMENT RELATIONS
Main Campus
S Building, Level G
Email: kugovernmentrelations@ku.ac.ae

STUDENT LIFE
Main Campus
E Building, Level 3
Email: ss.helpdesk@ku.ac.ae

CAREER AND ALUMNI SERVICES
Main Campus
E Building, Level 3
Career Services Email: careerservices@ku.ac.ae
Alumni Services Email: kualumni@ku.ac.ae

RESIDENT LIFE
Male Undergraduate Residence
SAN Campus (Male)
Email: residentlife@ku.ac.ae

Female Undergraduate Residences
Umm Al Lulu & KU Residence Hall
Email: rlwomen@ku.ac.ae

Postgraduate Residences
Email: Pgr.life@ku.ac.ae

STUDENT TRANSPORTATION
Email: StudentTransporation@ku.ac.ae

CLINIC
Main Campus
Building D, Level G

MALE UNDERGRADUATE RESIDENCE
SAN Campus (Male)
Building 25, Level G

FEMALE UNDERGRADUATE RESIDENCES
Umm Al Lulu & KU Residence Hall