جامعـــة خليفــة
Khalifa University

ku.ac.ae

2025-26

KHALIFA UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENT HANDBOOK

**NURTURING TOMORROW'S LEADERS
GROWING THE KNOWLEDGE ECONOMY**

CONTENTS

WELCOME MESSAGE

Greetings from Khalifa University of Science and Technology - a diverse, inspiring and welcoming academic community, committed to the success of every student.

Aligned with Abu Dhabi's 2030 Vision on knowledge-economy transformation and diversifying into strategic advanced technology sectors, we actively build partnerships with national and international industry leaders, multinational entities, government agencies, universities and other institutions.

Through long-term research collaborations, the University provides students with the opportunity to obtain practical solutions to global challenges. Our outstanding programs and dynamic research projects led by scholars, scientists, researchers, professors, and staff, contribute to the University's status as a leading research, innovation and enterprise-oriented institution.

Khalifa University is ranked 177th globally and has remained as the top-ranked institution in the UAE for the 8th year in a row, according to QS World University Rankings 2026. The University is ranked 37th in Asia in the Times Higher Education (THE) Asia University Rankings 2025, and is placed 2nd in the THE Arab University Rankings 2025.

The Petroleum Engineering department is ranked 7th in the world by the QS World University Rankings by Subject 2025 for three consecutive years. Additionally, the Electrical Engineering program is ranked 102nd, and Mathematics at 127th globally. The Chemical Engineering, Civil Engineering and Mechanical Engineering programs are ranked within the 151-200 band globally. Khalifa University is the only university from the UAE with its Materials Science ranked among the top 250.

Our vibrant and high-achieving student body, balanced in diversity, benefits from active professional societies in every discipline, local and international internships, and interactions with influential individuals and organizations. Moreover, our alumni have the advantage of starting their careers with top industry brands.

In addition to academics, we take pride in unique recreational and athletic facilities, supporting a broad spectrum of student clubs, activities, sports, while encouraging active participation in campus life. You are encouraged to explore the full range of our academic options that inspire and fulfill every student's professional goals.

Welcome to Khalifa University, where ideas are transformed into high-impact solutions.

ACADEMIC CALENDAR

FALL SEMESTER 2025

FALL SEMESTER 2025			
	DATE	EVENT NAME	TYPE
AUGUST	18	Faculty reporting	Academic
	19-22	New student orientation	Academic
	25	Class Begin	Academic
	28	End of add/drop for UG & PG	Academic
SEPTEMBER	19	Run Census Report	Academic
OCTOBER	17	Mid-Grade Due Date	Academic
NOVEMBER	31	Last Day to withdraw with "W"	Academic
	10-14	Advisement Period for Spring 2026	Academic
	17-21	Early Registration for Spring 2026	Academic
DECEMBER	1	Commemoration Day	Public Holiday
	2-3	National Day	Public Holiday
	5	Last Day of Classes	Academic
	6	Final Exam Begin & Thesis Submission	Academic
	12	Final Exam End	Academic
	18	Grades Publish Day	Academic
	15	Winter Break	Academic

SPRING AND SUMMER SEMESTERS 2026

	DATE	EVENT NAME	TYPE
		SPRING AND SUMMER SEMESTERS 2026	
JANUARY	5	Faculty Reporting	Academic
	6-9	New Student Orientation	Academic
	12	Classes Begin	Academic
	15	End of add/drop UG & PG	Academic
FEBRUARY	6	Run Census Report	Academic
MARCH	6	Mid-Grade Due Date	Academic
	16-27	Spring Break	Academic
	19-20	Eid El Fitr	Public Holiday
	30	Last day to Withdraw with "W"	Academic
APRIL	6-10	Advisement Period for Summer/ Fall 2026	Academic
	13-17	Early Registration Summer /Fall 2026	Academic
MAY	1	Last day of Classes	Academic
	4	Final Exam Begin & Thesis Submission	Academic
	14	Final Exam End	Academic
	19	Grades Publish Day	Academic
	26-27	Eid Al Adha	Public Holiday
JUNE	1	Summer 2026 - Classes Begin & Internship Begin	Academic
	3	End of add/drop for UG & PG	Academic
	17	Islamic New Year	Public Holiday
	25	Mid-Grade Due Date	Academic
	26	Last day to withdraw with "W" & Run Census Report	Academic
JULY	6	Last day of Classes	Academic
	7	Final Exams Begin	Academic
	9	Final Exams End	Academic
	14	Grades Publish Day & Thesis Submission	Academic
	20	Thesis Grade Due	Academic

Note   The above dates are subject to change. In the event of any changes, an official notification will be sent by the Registrar's Office.
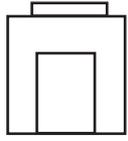
THE UNIVERSITY

HISTORY OF KHALIFA UNIVERSITY

In 2017, the Late Sheikh Khalifa bin Zayed Al Nahyan, issued a decree to merge Khalifa University of Science, Technology and Research, Masdar Institute of Science and Technology, and The Petroleum Institute under one university – Khalifa University of Science and Technology (Khalifa University).

Khalifa University is a comprehensive research-intensive university with three colleges, 14 research centers, and 36 departments covering a broad range of disciplines in science, engineering, and healthcare. The internationally-ranked University is the only higher education institution in the UAE with research and academic programs that address an entire range of strategic, scientific and industrial challenges facing the UAE's knowledge economy transformation and our rapidly evolving world.

Khalifa University's world-class faculty and state-of-the-art research facilities provide an unparalleled learning experience to students from the UAE and around the world. The University brings together the best in science, engineering and healthcare in the UAE, to offer specialized degrees that can take promising high school graduates all the way to top-rated doctorate degree holders. It continues to evolve with the UAE's rapidly developing national ambitions and nurture the innovation ecosystem required for the country's knowledge economy transformation objectives.

The histories of the three merged institutions are integral to the vision and mission of the unified university. Khalifa University of Science, Technology and Research (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) in October 2008 to add to the campus in Sharjah (formerly Etisalat University College, EUC). The Sharjah branch campus, which has since closed, had a very proud history that stretched back to 1989.

The establishment of Masdar Institute of Science and Technology (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 the Zayed Sustainability Prize), and the Masdar Institute.

The Petroleum 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 research programs tailored to the needs of the oil and gas industry. The purpose of PI, as part of Khalifa University, will be to continue to provide highly trained engineers and geoscientists for the UAE's broader energy industries.

BOARD OF TRUSTEES

H.E. SALEM BUTTI SALEM AL QUBAISI

DIRECTOR GENERAL OF THE UAE SPACE AGENCY

H.E. FAISAL AL BANNAI

CHAIRMAN, EDGE GROUP

DR. SALEH AL HASHMI

DIRECTOR, GROUP COMMERCIAL & IN-COUNTRYVALUE DIRECTORATE

MR. JOHN W. NICHOLSON JR.

CHIEF EXECUTIVE, LOCKHEED MARTIN MIDDLE EAST

MR. JEFF SIMMONS

SENIOR VICE PRESIDENT, TECHNICAL PLANNING AND EVALUATION OCCIDENTAL PETROLEUM CORPORATION

UNIVERSITY VISION AND MISSION

To be a catalyst for 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 in 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, business acumen and a capability for lifetime learning that will enrich the workforce of the country.

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/qualifications in higher education. All the academic programs offered by Khalifa University of Science and Technology are accredited by the Commission for Academic Accreditation (CAA) of the United Arab Emirates.

A number of our undergraduate programs are also accredited by the international engineering accreditation body ABET:

›   BSc. Aerospace Engineering
›   BSc. Biomedical Engineering
›   BSc. Chemical Engineering
›   BSc. Civil Engineering
›   BSc. Computer Engineering
›   BSc. Electrical Engineering
›   BSc. Earth and Planetary Sciences
›   BSc. Industrial and Systems Engineering
›   BSc. Mechanical Engineering
›   BSc. Petroleum Engineering
›   BSc. Petroleum Geoscience

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 status, financial and administrative independence, and full legal competence to practice its activities and achieve its objectives.

QUICK FACTS

Full-Time Equivalent Student: Faculty Ratio
The Full-Time Equivalent (FTE) student statistics represent a combination of full-time and part-time students adjusted to reflect full-time equivalents, and the FTE faculty statistic reflects full-time equivalents. The 'FTE Student: Faculty Ratio' refers to the ratio of Full-Time Equivalent (FTE) students to faculty members at Khalifa University. It is a measure used to understand how many students are served by each faculty member, taking into account the full-time equivalent of students and faculty rather than just headcounts.

FULL-TIME EQUIVALENT (FTE) FACULTY: STUDENT RATIO

ACADEMIC YEAR	ACADEMIC YEAR	FTE FACULTY	FTE STUDENT: FACULTY RATIO
2021/22	4,236.0	391.5	10.8
2022/23	4,461.0	395.5	11.3
2023/24	4,319.7	377.5	11.4
2024/25	4,247.0	391	10.76

DEGREES AND PROGRAMS OFFERED

Khalifa University offers a number of undergraduate and graduate degree programs through three separate colleges namely; College of Engineering and Physical Sciences, College of Computing and Mathematical Science, and College Medicine and Health Sciences. Graduate degree programs are overseen by the School of Graduate Studies.

The available degree programs are as follows.

UNDERGRADUATE PROGRAMS
COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES

› Bachelor of Science in Aerospace Engineering
› Bachelor of Science in Chemical Engineering
› Bachelor of Science in Civil Engineering
› Bachelor of Science in Electrical Engineering
› Bachelor of Science in Energy Engineering
› Bachelor of Science in Engineering Systems and Management
› Bachelor of Science in Mechanical Engineering
› Bachelor of Science in Petroleum Engineering
› Bachelor of Science in Chemistry
› Bachelor of Science in Physics
› Bachelor of Science in Earth and Planetary Sciences
› College of Computing and Mathematical Sciences
› Bachelor of Science in Computer Engineering
› Bachelor In Robotics and AI Engineering
› Bachelor of Science in Computer Science
› Bachelor of Science in Applied Mathematics, Statistics and Data Science
› College of Medicine and Health Sciences
› Bachelor of Science in Biomedical Engineering & Biotechnology
› Bachelor of Science in Cell and Molecular Biology

GRADUATE PROGRAMS
COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES

› MSc in Applied Chemistry
› MSc in Medical Physics
› MSc in Petroleum Geosciences
› MSc in Aerospace Engineering
› MSc in Chemical Engineering
› MSc in Civil and Infrastructural Engineering
› MSc in Electrical and Computer Engineering
› MSc in Engineering Systems and Management
› MSc in Health System Management
› MSc in Materials Science and Engineering
› MSc in Mechanical Engineering
› MSc in Nuclear Engineering
› MSc in Petroleum Engineering
› MEng in Health, Safety and Environmental Engineering
› PhD in Petroleum Engineering
› PhD in Aerospace Engineering
› PhD in Chemical Engineering
› PhD in Civil and Environmental Engineering
› PhD in Electrical Engineering
› PhD in Engineering Systems and Management
› PhD in Materials Science and Engineering
› PhD in Mechanical Engineering
› PhD in Nuclear Engineering
› PhD in Earth Sciences
› PhD in Chemistry
› PhD in Physics

COLLEGE OF COMPUTING AND MATHEMATICAL SCIENCES

› MSc in Applied Mathematics
› MSc in Computational Data Science
› MSc in Computer Science
› MSc in Robotics and Autonomous Systems
› PhD in Mathematics
› PhD in Computer and Information Engineering
› PhD in Computer Science
› PhD in Robotics

COLLEGE OF MEDICINE AND HEALTH SCIENCES

› MSc in Molecular Life Sciences
› MSc in Biomedical Engineering
› MSc in Digital Health
› MSc in Public Health
› PhD in Biomedical Sciences
› PhD in Molecular Life Sciences
› PhD in Public Health
› PhD in Biomedical Engineering
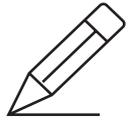
ADMISSION

UNDERGRADUATE ADMISSION

Undergraduate program admission at Khalifa University is offered to highly qualified female and male students from the UAE and abroad. All applicants must meet established, clearly communicated minimum requirements to be considered for admission to, and maintain enrolment in undergraduate studies at the University. The Board of Trustees reserves the right to change/modify published admission requirements.

GRADUATE ADMISSION

Admission to graduate programs at Khalifa University of Science and Technology is open to highly qualified students from the UAE and abroad. Admission of graduate students is governed by Khalifa University Academic Policy ACA 5150 Graduate Admissions. For policies and processes concerning the College of Medicine and Health Sciences, please refer to the CMHS Medical Student Handbook.

SCHOLARSHIPS AND STIPENDS

SCHOLARSHIPS

Khalifa University offers scholarships to support qualified UAE National and international students enrolled in undergraduate and graduate programs.

UNDERGRADUATE SCHOLARSHIPS AND STIPENDS

The University scholarships and stipends are governed by the following rules and conditions:

› University scholarships are available for qualified and eligible UAE National and international students.

› A list of available scholarships and stipends (for UAE National Students), eligibility criteria, and benefits for each category of student are reviewed and updated annually. Students on a university scholarship must 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:

- 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.

- 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 receiving a university scholarship must inform the University of any external scholarships received.

› Students on University scholarships need to give an undertaking that they will not join any employer (full/part time) and not receive any scholarships from any source other than the University until they submit relevant requests to the Scholarship Office for approval. Once a student receiving a University stipend gets approval to join a part-time job, the University stipend will be suspended.

› No stipend will be offered to Emirati who is joining Khalifa University starting from Fall 2023.

› If a student is found breaching any of the scholarship terms and conditions, that student will need to give an undertaking to refund all tuition fees and stipends covered by the scholarship since the first semester of registration.

SCHOLARSHIPS FOR UAE NATIONAL STUDENTS AND CHILDREN OF EMIRATI MOTHERS

Khalifa University of Science and Technology offers the following scholarships to support qualified UAE National and children of Emirati mothers enrolled in undergraduate programs on a full-time basis, as below:

› Full or partial coverage of tuition fees for eligible students.

› Free University accommodation for eligible students.

› Free weekly transportation for eligible students.

› Textbooks provided by the University.

SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Khalifa University of Science and Technology offers the following scholarships to support qualified international students enrolled in undergraduate programs on a full-time basis. The University reserves the right to make changes to the published scholarship benefits and conditions without prior notice.

› The scholarship may consist full or partial tuition assistance.

› Scholarships for international students are provided for the total degree credits of the program in which they are enrolled. 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 unless the excess credit is the result of university curriculum changes.

› Upon graduation, international students on Tier I scholarship need to give an undertaking 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 of whether or not to offer graduate program admission or employment is at the discretion of the University.

› Tuition Fee Scholarships will be as per the received offer and subject to terms and CGPA requirements specified during admission, as below:

TIER I

› Full coverage of tuition fees.

› Textbooks provided by the University.

To retain the Tier I scholarship (100%), a student must maintain a CGPA of 3.3 on scale of 4.0. Students who do not maintain this CGPA in a semester will consequently be charged at the full rate per credit tuition fee, as below:

STATUS	ENGINEERING MAJORS	SCIENCE MAJORS
International with CGPA >= 3.3	100% waiver of the tuition fees	100% waiver of the tuition fees
International with CGPA 3.0 – 3.29	75% waiver of the tuition fees	75% waiver of the tuition fees
International with CGPA 2.50 – 2.99	50% waiver of the tuition fees	50% waiver of the tuition fees
International with CGPA 2.49 – 2.0	25% waiver of the tuition fees	25% waiver of the tuition fees
International with CGPA < 2.0	0% waiver of the tuition fees	0% waiver of the tuition fees

TIER II

› Partial waiver of 50% or 75% of tuition fees.

› Textbooks provided by the University.

To retain the Tier II scholarship (50% for Engineering majors or 75% for Science majors), a student must maintain a CGPA of 3.0 on scale of 4.0. Students who do not maintain this CGPA in a semester will consequently be charged at the full rate per credit tuition fee, as below:

STATUS	ENGINEERING MAJORS	SCIENCE MAJORS
International with CGPA >= 3.0	50% of tuition fees	75% of tuition fees
International with CGPA 2.50 – 2.99	35% of tuition fees	50% of tuition fees
International with CGPA 2.0 – 2.49	20% of tuition fees	25% of tuition fees
International with CGPA < 2.0	0% of the tuition fees	0% of the tuition fees

TIER III
› Textbooks provided by the University.

Active Student Scholarship
Students on Tier III scholarship, when initially admitted to Khalifa University, will receive an award of up to 30% remission in tuition fees if they achieve a minimum CGPA of 3.8 following the completion of at least 12 credit hours.

The Percentage is provided in the below table:

STATUS	ENGINEERING MAJORS	SCIENCE MAJORS
CGPA >= 3.8	20% of the tuition fees	30% of the tuition fees
CGPA < 3.8	0% of the tuition fees	0% of the tuition fees

SCHOLARSHIPS FOR CHILDREN OF KHALIFA UNIVERSITY 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.

To retain the Full Scholarship (100%) students must maintain a cumulative GPA of 3.0 or higher during their studies at Khalifa University. Students whose CGPA fall below 3.0 will be required to pay their tuition fees as per the below table:

STATUS	ENGINEERING MAJORS	SCIENCE MAJORS
CGPA 3.0 and above	100% waiver of tuition fees	100% waiver of tuition fees
CGPA Between 2.5 and 2.99	75% waiver of tuition fees	75% waiver of tuition fees
CGPA Between 2.0 and 2.49	50% waiver of tuition fees	50% waiver of tuition fees
CGPA below 2.00	0% waiver of the tuition fees	0% waiver of the tuition fees

EXTERNAL SCHOLARSHIPS

Khalifa University, along with its partners, offers a number of selective undergraduate scholarships for its students. The goal behind allowing such scholarships is to link students to industry, support Emiratization, provide guaranteed internship opportunities, and build links with the University's research and development activities. Students are encouraged to search for their desired scholarships, taking into account that University Scholarship Office must be informed prior to signing any scholarship.

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.

GRADUATE SCHOLARSHIPS AND INCENTIVES

Khalifa University offers comprehensive scholarships that cover educational expenses and may provide an opportunity for graduate students to earn a monthly stipend. Please refer to the University website for detailed information on the range of scholarships available. Graduate scholarship provisions are governed by Khalifa University Academic Policy ACA 5160 Graduate Scholarships and Stipends.

Applicants to Khalifa University graduate programs are automatically considered for a scholarship, if applicable. No additional scholarship application is required. The recipients will be confirmed at the conclusion of the admission process.

All graduate students admitted under a Khalifa University scholarship must sign the relevant award contract 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 contract to maintain scholarship eligibility. Khalifa University scholarship students are required to pay a security deposit during the first semester of registration, by the deadline indicated in the Fees and Payment Guide provided to students via e-mail.

INTERNATIONAL BUHOOTH SCHOLARSHIP FOR UAE NATIONAL STUDENTS

The International Buhooth Scholarship Program is an ambitious initiative that aims to achieve the vision of His Highness Sheikh Mohammed Bin Zayed Al Nahyan, President of the United Arab Emirates and Ruler of Abu Dhabi, to transform the UAE into a center of excellence in engineering and science research.

The initiative offers 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 International Buhooth program will be registered in selected graduate programs offered by top international universities.

INTERNATIONAL BUHOOTH SCHOLARSHIP BENEFITS

Please note that scholarship benefits are subject to change.

›   Full coverage of tuition fees.

›   Monthly stipend.

›   Additional overseas allowance, applicable while student is residing overseas.

›   Support to attend international research conferences, subject to approval.

›   Registration in the Abu Dhabi Retirement Pensions and Benefits Fund.

›   Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer the student a post after graduation.

›   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 Times Higher Education ranking). The letter should be submitted at the time of application to Khalifa University.
›   The scholarship is available 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.

MASTER'S SCHOLARSHIP FOR INTERNATIONAL STUDENTS

The scholarship supports international students pursuing a Master's degree at Khalifa University. Scholarship eligibility is assessed as part of the admission process and applicants are not required to submit a separate scholarship application. The number of available scholarship slots is limited. All applicants are evaluated and mapped to a specific scholarship tier on the basis of academic merit and other relevant factors, in line with Khalifa University's strategic priorities, rules and regulations. Meeting the minimum eligibility criteria does not guarantee a scholarship award.

TIER I AND TIER II
›   Full coverage of tuition fees.
›   Textbooks provided by the University.
›   Free University accommodation for eligible full-time students only.
›   Medical insurance coverage for full-time international students is sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval.
›   Coverage of UAE visa application fees for full-time international students.

TIER III
›   50% waiver of tuition fees.
›   Textbooks provided by the University.
›   Medical insurance coverage for full-time international students sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval.
›   Coverage of UAE visa application fees for full-time international students.

TIER IV
›   Textbooks provided by the University.
›   Medical insurance coverage for full-time international students sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval.
›   Coverage of UAE visa application fees for full-time international students.

MASTER'S SCHOLARSHIP FOR UAE NATIONAL STUDENTS

The scholarship supports UAE National students pursuing a Master's degree at Khalifa University. Scholarship eligibility is assessed as part of the admission process and applicants are not required to submit a separate scholarship application. The number of available scholarship slots is limited. All applicants are evaluated and mapped to a specific scholarship Tier on the basis of academic merit and other relevant factors, in line with Khalifa University's strategic priorities, rules and regulations. Meeting the minimum eligibility criteria does not guarantee a scholarship award.

TIER I AND TIER II

› Full coverage of tuition fees.
› Textbooks provided by the University.
› Free University accommodation for eligible full-time students only.

TIER III

› 50% waiver of tuition fees.
› Textbooks provided by the University.

TIER IV

› Textbooks provided by the University.

COMBINED MASTER/DOCTORAL RESEARCH TEACHING SCHOLARSHIP (UAECMDRTS)

The CMDRTS scholarship supports students pursuing both Master and Doctorate degrees at Khalifa University on a full-time basis.

SCHOLARSHIP BENEFITS

Full coverage of tuition fees.
› Monthly stipend of AED25,000 during the Master program (not pensionable).
› Textbooks provided by the University.

SCHOLARSHIP REQUIREMENTS

› Applicants must be UAE Nationals.
› Applicants must have graduated from Khalifa University or another well-reputed institution with a minimum CGPA between 3.0 and 3.49. Applicants with a CGPA of 3.5 or higher must apply directly to a PhD program.
› Students must apply for and start the PhD program at Khalifa University directly after completing the Master program. The University reserves the right, for any reason, not to offer admission to the student to the PhD program.

› Students must maintain a minimum CGPA of 3.25 during the Master's program.
› Allocation to the relevant PhD Scholarship Tier will be based on the evaluation of the PhD admission application.

MASTER OF SCIENCE ARIZONA STATE UNIVERSITY – KHALIFA UNIVERSITY (ASU-KU) SCHOLARSHIP

ASU-KU scholarship is offered to eligible UAE National students.

SCHOLARSHIP BENEFITS:

› Monthly stipend of AED25,000 (non-pensionable) during the Master program.
› Full coverage of tuition fees at ASU and Khalifa University.
› Overseas medical insurance.
› Economy class return air flight ticket from Abu Dhabi to US for the student only.

PHD SCHOLARSHIP FOR UAE NATIONAL STUDENTS

The scholarship supports UAE National students pursuing a Doctoral degree at Khalifa University. Scholarship eligibility is assessed as part of the admission process and applicants are not required to submit a separate scholarship application.

The number of available scholarship slots is limited. All applicants are evaluated and mapped to a specific scholarship tier on the basis of academic merit, research potential and other relevant factors, in line with Khalifa University's strategic priorities, rules and regulations. Meeting the minimum eligibility criteria does not guarantee a scholarship award.

RESEARCH PATH (WITH WORK COMMITMENT)

Scholarship offered to full-time PhD students only. Students are reassessed for scholarship eligibility annually.

TIER I (FULL-TIME ONLY)
› Full coverage of tuition fees.
› Basic monthly stipend of AED25,000 (pensionable).
› Additional monthly allowance of AED35,000, subject to approval and meeting scholarship progression criteria.
› Registration in the Abu Dhabi Retirement Pensions and Benefits Fund.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

TIER II (FULL-TIME ONLY)
› Full coverage of tuition fees.
› Basic monthly stipend of AED25,000 (pensionable).
› Additional monthly allowance of AED15,000, subject to approval and meeting scholarship progression criteria.
› Registration in the Abu Dhabi Retirement Pensions and Benefits Fund.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

TIER III (FULL-TIME ONLY)
› Full coverage of tuition fees.
› Monthly stipend of AED25,000 (pensionable).
› Registration in the Abu Dhabi Retirement Pensions and Benefits Fund.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.

› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

TIER IV (FULL-TIME ONLY)
› 75% waiver of tuition fees.
› Free University accommodation for eligible full-time students only.
› Textbooks provided by the University.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

STUDY PATH (WITHOUT WORK COMMITMENT)

Students are reassessed for scholarship eligibility annually.

TIER I (FULL-TIME ONLY)
› Full coverage of tuition fees.
› Monthly stipend of AED10,000.
› Free University accommodation for eligible full-time students only.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.

TIER II (FULL-TIME ONLY)
› Full coverage of tuition fees.
› Monthly stipend of AED5,000.
› Free University accommodation for eligible full-time students only.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.

TIER III (FULL-TIME OR PART-TIME)
› 50% waiver of tuition fees.
› Free University accommodation for eligible full-time students only.
› Textbooks provided by the University.

TIER IV (FULL-TIME OR PART-TIME)
› 25% waiver of tuition fees.
› Free University accommodation for eligible full-time students only.
› Textbooks provided by the University.

PHD SCHOLARSHIP FOR INTERNATIONAL STUDENTS

The scholarship supports international students pursuing a Doctoral degree at Khalifa University. Scholarship eligibility is assessed as part of the admission process and applicants are not required to submit a separate scholarship application. The number of available scholarship slots is limited. All applicants are evaluated and mapped to a specific scholarship tier on the basis of academic merit, research potential and other relevant factors, in line with Khalifa University's strategic priorities, rules and regulations. Meeting the minimum eligibility criteria does not guarantee a scholarship award.

RESEARCH PATH (WITH WORK COMMITMENT)

Scholarship offered to full-time PhD students only. Students are reassessed for scholarship eligibility annually.

TIER I (FULL-TIME ONLY)

› Full coverage of tuition fees.
› Basic monthly stipend of AED20,000.
› Additional monthly allowance of AED20,000, subject to approval and meeting scholarship progression criteria.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.
› Medical insurance coverage for full-time international students is sponsored by Khalifa University.
› Mobilization and demobilization flights for full-time overseas international students.
› Coverage of UAE visa application fees for full-time international students.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

TIER II (FULL-TIME ONLY)

› Full coverage of tuition fees.
› Basic monthly stipend of AED20,000.
› Additional monthly allowance of AED10,000, subject to approval and meeting scholarship progression criteria.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.

› Medical insurance coverage for full-time international students is sponsored by Khalifa University.
› Mobilization and demobilization flights for full-time overseas international students.
› Coverage of UAE visa application fees for full-time international students.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

TIER III (FULL-TIME ONLY)

› 75% waiver of tuition fees.
› Monthly stipend of AED20,000.
› Textbooks provided by the University.
› Support to attend international research conferences, subject to approval.
› Medical insurance coverage for full-time international students is sponsored by Khalifa University.
› Mobilization and demobilization flights for full-time overseas international students.
› Coverage of UAE visa application fees for full-time international students.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

TIER IV (FULL-TIME ONLY)

› 50% waiver of tuition fees.
› Free University accommodation for eligible full-time students only.
› Textbooks provided by the University.
› Medical insurance coverage for full-time international students is sponsored by Khalifa University.
› Mobilization and demobilization flights for full-time overseas international students.
› Coverage of UAE visa application fees for full-time international students.
› Commitment to work with Khalifa University or a nominated entity upon graduation for a period equivalent to the period of study. The University reserves the right, for any reason, not to offer a position to the student after graduation.

STUDY PATH (WITHOUT WORK COMMITMENT)

Students are reassessed for scholarship eligibility annually.

TIER I (FULL-TIME ONLY)

›   Full coverage of tuition fees.
›   Monthly stipend of AED4,000.
›   Free University accommodation for eligible full-time students only.
›   Textbooks provided by the University.
›   Support to attend international research conferences, subject to approval.
›   Medical insurance coverage for full-time international students is sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval.
›   Coverage of UAE visa application fees for full-time international students.

TIER II (FULL-TIME ONLY)

75% waiver of tuition fees.
›   Monthly stipend of AED2,000.
›   Free University accommodation for eligible full-time students only.
›   Textbooks provided by the University.
›   Support to attend international research conferences, subject to approval.
›   Medical insurance coverage for full-time international students is sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval.
›   Coverage of UAE visa application fees for full-time international students.

TIER III (FULL-TIME OR PART-TIME)

50% waiver of tuition fees.
›   Free University accommodation for eligible full-time students only.
›   Textbooks provided by the University.
›   Medical insurance coverage for full-time international students is sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval.
›   Coverage of UAE visa application fees for full-time international students.

TIER IV (FULL-TIME OR PART-TIME)

›   25% waiver of tuition fees.
›   Free University accommodation for eligible full-time students only.
›   Textbooks provided by the University.
›   Medical insurance coverage for full-time international students is sponsored by Khalifa University.
›   Mobilization and demobilization flights for full-time overseas international students, subject to approval. Coverage of UAE visa application fees for full-time international students.

CHINA SCHOLARSHIP COUNCIL / KHALIFA UNIVERSITY JOINT PHD (CSC-KU) SCHOLARSHIP – CHINA NATIONAL STUDENTS

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 of AED9,200 provided by Khalifa University.
›   Additional stipend provided by CSC.
›   Mobilization and demobilization flights (between China and Abu Dhabi) provided by CSC.
›   Full coverage of Khalifa University tuition fees.
›   Free Khalifa University accommodation (or accommodation assistance of up to AED2,000 per month, if University accommodation is not available).
›   Textbooks provided by Khalifa University.
›   Coverage of UAE visa application fees for full-time international students.
›   Medical insurance coverage for full-time international students is sponsored by Khalifa University.
›   Support to attend international research conferences, subject to Khalifa University's approval.

SCHOLARSHIP ELIGIBILITY

To be eligible an applicant must:

›   Must be a citizen of the People's Republic of China and residing in Mainland China at the time of application, with unconditional admission to a PhD program at Khalifa University.
›   Must obtain official approval for a scholarship award from CSC prior to first registration at Khalifa University.

DURATION
› The PhD scholarship is awarded to successful applicants who hold a Master's degree for up to a maximum of four academic years.
› The PhD scholarship is awarded to successful applicants who hold a Bachelor degree for up to a maximum of five academic years.

OTHER TERMS AND CONDITIONS
The student must meet the below criteria to continue to receive the CSC–KU Scholarship
› Register as a full-time student every semester, including the summer term.
› Maintain a minimum Cumulative Grade Point Average (CGPA) of 3.5 out of 4 during her/his study at Khalifa University.
› Comply with the policies, rules and regulations of Khalifa University.

ACADEMIC AFFAIRS

ACADEMIC ADVISING

In order to register each semester, students are required to meet with their faculty academic advisors to discuss their academic program and obtain their faculty advisor's approval for course selection. This process ensures that the student is on course to meet the graduation requirements of his or her degree program.

Academic advising is an integral aspect of academic progress and a shared responsibility between the student and academic advisor. Every student at Khalifa University from the time of their enrollment to graduation is assigned at least one academic advisor.

The student and advisor(s) must meet at least once a semester to ensure satisfactory and timely progress towards graduation. All students are provided with an Academic Advising Guide document, which details the responsibilities and procedures. Advisors are assigned by the Academic Department and maintained through the Registrar's Office.

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

ACADEMIC ADVISING GUIDING PRINCIPLES

Both students and advisors share responsibilities in the advising process, which is guided by the following principles:

› Effective academic advising can play an integral role in student development.
› Mutual respect and shared responsibility should govern personal interactions between advisors and students.
› Following advising sessions. students and advisors must prepare for, actively participate in, and take appropriate action.
› Information provided to students must be accurate, accessible, and timely.
› Academic advising should encourage students to explore many possibilities and broaden their learning 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 all advising sessions held with a student.

REGISTRATION

The Registrar's Office manages the registration process through which students enroll in classes.

COURSE ENROLLMENT

Registration information is provided to students before the registration process 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.

ADDING/DROPPING COURSES

Students may add, drop or change a course section 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.

The official add/drop deadlines will be announced and communicated to the students by the Registrar's Office.

WITHDRAWAL, DISCONTINUING AND RESUMING STUDIES

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. A 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 of 12 credit hours per 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.

› A student who withdraws from a course after the deadline for withdrawal has passed will be assigned a grade of WF (withdraw failing). The grade of WF is equivalent to an F (0.0 quality points) and is used in the calculation of the GPA (see ACA 3350 Grading System, GPA, and Course Repetition). Upon appeal, this grade may be changed to a WP.

TEMPORARY LEAVE OF ABSENCE AND RESUMING STUDIES

Under exceptional circumstances, 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.

› Generally, a student must be in good academic standing. A student in good academic standing is normally allowed no more than two semesters leave of absence during their degree. The student must complete a 'Leave of Absence Request' form and specify the reason for the leave. The Leave of Absence must have the final approval from the Associate Provost of Student Affairs.

› Students sponsored by non-Khalifa University agencies may not take leave of absence without their sponsor's approval.

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

› A student who does not return from a Temporary Leave of Absence by the date specified in the leave request is 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.

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 completing the 'Permanent Withdrawal Request' form at the Registrar's Office. A withdrawal becomes effective on the date the Registrar's Office receives the form.

› 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 WF in each course. The student has the right to appeal a grade of WF as per the provisions of STL 5450 Student Grievances and Appeals. In cases of a successful appeal, a grade of WP will be assigned.

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.

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 is 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 30% for postgraduate students of scheduled class meetings in which s/he is currently enrolled (including excused absences).

› If the 20% 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 after Deadline) will be assigned.

GRADING SYSTEM, GPA, AND COURSE REPETITION
GRADING SYSTEM

Grades are an important component of the learning assessment process (refer to ACA 3300 Assessment of Student Learning). Course instructors are responsible for informing students at the start of each class at the beginning of the semester or session about the assessment methods and corresponding grading criteria. Each course instructor should include a grading metric in the syllabus. The following grades and guidelines are used at 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	WITHDREW FAILING

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 deadline for 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.
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.)

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 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 para 5.3.

GRADE CHANGES AND APPEALS

Final course grades, officially reported by the instructor at the end of an academic semester and recorded by the Registrar's Office.

Officially recorded grades can only be changed with the approval of the Department Chair and Associate Dean of the College. A request to change a grade may be initiated online by the course instructor.

A student may appeal an officially recorded grade through submission of a 'Grade Appeal' form to the Registrar's Office no later than the first day of classes of the next regular semester. A grade appeal will be processed as per the provisions in STL 5450 Student Grievances and Appeals.

GRADE POINT AVERAGE (GPA)

The grade point average is the ratio of the total number of quality points earned to the total number of credit hours attempted. Both semester GPA (SGPA) and CGPA (CGPA) appear on the transcript.

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 (if applicable). 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 up to 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;
› Students are not permitted to repeat a course by transferring it from another university;
› 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 (refer to ACA 3600 Academic Standing and Honors).

Graduate Course Repetition

A Graduate student may repeat a course subject to the following:

› A given taught course can be repeated only once. Approval of the Dean of the relevant College (or designee) is required if a student wishes to repeat a course in which he/she previously earned a grade of B- or lower.
› A maximum of two taught courses can be repeated during the student's enrolment in a particular graduate program 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 student who fails a course/exam twice is subject to dismissal for failure to make satisfactory academic progress (see ACA 3650 Academic Standing Graduate Programs). This rule does not apply to seminar courses.
> › The 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 with a cumulative CGPA below 2.00 will be placed on Academic Probation and will not be eligible to graduate.

Academic Honors
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
> › Are not on academic probation or subject to any disciplinary action

The President's List acknowledgement 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
> › Are not on academic probation or subject to any disciplinary action.

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

Academic Probation
A student with a Cumulative GPA (CGPA) 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 academic probation, a student is not permitted to take a course on a Pass/Fail basis.
> › A student who is placed on probation may be required to enroll in developmental courses or workshops.

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 CGPA falls below 3.00 and/or who receives a grade of Unsatisfactory (U) for thesis/dissertation credits or Written Qualifying Exam (WQE or Research Proposal Exam (RPE), is placed on academic probation for the following regular semester. A note is made on the student's academic record (transcript). The following provisions apply for a student on academic probation:

> › Unless otherwise approved by the Assistant Provost for Enrollment and Graduate Studies, a full-time graduate student on probation is allowed to register for a maximum of nine credit hours per semester;

› Unless otherwise approved by the Assistant Provost for Enrollment and Graduate Studies, a part-time graduate student on probation is allowed to register for a maximum of six credit hours per semester;

› While on probation, a student may enroll in a course on a Pass/Fail basis.

› The student will return to good academic standing if he/she achieves a minimum CGPA of 3.00 and/or a grade of Satisfactory (S) for thesis/dissertation credits by the end of a regular semester on probation.

Academic Dismissal

If, at the end of one regular semester on academic probation, the student's CGPA remains below 3.00 or student receives a subsequent Unsatisfactory (U) 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 CGPA falls below 3.00 a second time, or the student receives a second grade of Unsatisfactory (U) for thesis credits, or the student receives a second grade of Unsatisfactory in the Written Qualifying Exam (WQE) or Research Proposal Exam (RPE), the student shall be academically dismissed from the University. A student who receives 'Fail' as an outcome of the Master's Thesis Defense, the PhD Research Proposal Examination (RPE), or PhD Dissertation Defense will be dismissed.

If, at the end of a regular semester a student's academic performance is deemed to be well below that expected for Good standing, which is typically due to a combination of the CGPA being below 3.00 and Unsatisfactory grades in thesis/dissertation research progress or the PhD Written Qualifying Exam or the PhD Research Proposal Exam, the student will be subject to academic dismissal.

A student who does not pass the final thesis/dissertation exam, or the PhD Written Qualifying Exam, or the PhD Research Proposal Exam in the second attempt, where applicable, will be academically dismissed.

Students have the right to appeal dismissal (refer to KU Policy STL 5450 Student Grievances and Appeals) and must comply with the following provisions:

› All appeals must be submitted in writing to the Registrar's Office within 10 working days from the dismissal decision date. The Registrar's Office will forward the appeal to the Graduate Studies Council for consideration in line with relevant policy.

› In the case of a successful appeal of a dismissal decision, the student shall be placed on academic probation upon resumption of studies.

› A successful dismissal appeal does not guarantee reinstatement of scholarship benefits.

› A dismissed student is prohibited from re-enrolling at Khalifa University.

Official Communication Method (Email)

Khalifa University has adopted email as the primary means for official communication with 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 when communicating official matters.

ACADEMIC AND STUDENT SERVICES

LIBRARY SERVICES

The Khalifa University libraries serve all students, faculty, and staff. 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 (SAN) 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, special collections, leisure reading material and reserves 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 and using them effectively
› Online Reference Chat Service with a librarian
› Information Literacy sessions, including workshops on the use of library resources
› Inter-Library Loans and Document Delivery services.
› Access to world-class electronic resources and their use, both on and off campus: https://library.ku.ac.ae/eresources
› Suggest books for the library to purchase by contacting Acquisitions Services at: acquisitions@ku.ac.ae
› Online subject guides (LibGuides) that support student learning
› Khalifa University Repository: https://khazna.ku.ac.ae/
› Open Access Publishing: https://library.ku.ac.ae/oa/
› 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/.

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
› Reference Desk number
  +971 2 312 4604
› Send email inquiries to libse@ku.ac.ae

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

CIRCULATION POLICIES
› All members of the University community may borrow materials from the library.
› Staff and undergraduates can borrow items for two weeks.
› Faculty and Graduate Students can borrow items for an entire semester.
› The library may recall any loaned items, 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, 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, and search patents.

DOCUMENT DELIVERY SERVICES

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 libse@ku.ac.ae.

PHOTOCOPYING, PRINTING, AND SCANNING SERVICES

The libraries provide self-service printing, copying and scanning for staff and students accessible with 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 they are finished with their work. The computers are purged of files automatically.
› All users have a right to use the library without undue distraction or disturbance. Students should 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 or in the campus area.
› No food or drink is allowed in the library. Capped water bottles, however, are permitted.
› Mobile phones should be kept in silent mode and must be used only outside the library.
› Library staff will 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)
UNDERGRADUATE STUDENT ACADEMIC SUPPORT SERVICES

The Center for Teaching and Learning (CTL) supports Science, Technology, Engineering, and Mathematics (STEM) education at Khalifa University through professional development, research, and innovation. CTL empowers the teaching community to enhance instructional practices and provide meaningful student experiences across disciplines, especially through educational technology. The center's mission aligns with Khalifa University's strategic goals of promoting teaching as a scholarly practice and developing students as independent thinkers, lifelong learners, and future leaders.

CTL offers undergraduate students a wide range of learning opportunities, including:
› Peer Tutoring and Faculty-Led Tutoring in the CTL Learning Centers
› Lead Peer Mentoring Program
› Leading with Passion and Knowledge a Seven-Week Leadership Training Course
› Entrepreneurship & Innovation Bootcamps

Academic Enhancement Workshops are offered throughout the year covering:
› Reflective Practice
› Public Speaking
› Problem Solving and Critical Thinking
› Event Planning
› Leadership Training for Seniors
› Grit and Growth Mindset
› Use of Blackboard (LMS), e-Portfolio, and other digital tools

In response to digital transformation trends, CTL hosts interactive events such as:
› Hackathons
› E-Gaming Competitions
› Musabaqat Math Competitions

EXPERIENTIAL LEARNING SYMPOSIUM

Each year, CTL hosts an Experiential Learning (ExL) Symposium, providing students with a platform to showcase their learning beyond the classroom. Through presentations on internships, service projects, research, fieldwork, and other hands-on experiences, students reflect on their academic and personal growth while inspiring their peers and contributing to a culture of engaged, reflective learning within the Khalifa University community.

LEARNING CENTERS

CTL's Learning Centers provide Peer Tutoring services to support academic success. Tutors help students strengthen their understanding of course materials, clarify challenging concepts, and prepare for assessments. Tutoring is available for a wide range of subjects depending on tutor availability and can be conducted one-on-one or in small groups. Tutor recruitment is announced during the academic year and follows a structured selection process.

GRADUATE STUDENT ACADEMIC SUPPORT SERVICES

The Center for Teaching and Learning (CTL) is committed to advancing the academic and professional growth of graduate students at Khalifa University. Through targeted programming, CTL supports students' development as researchers, educators, and future leaders. CTL offers graduate students a wide range of learning opportunities, including:

GENS 700: FUNDAMENTALS OF TEACHING ASSISTANCE IN HIGHER EDUCATION

GENS 700 is a structured, non-credit course designed to build the teaching capacity of Ph.D. students. Over five weeks, the course provides comprehensive training in:
› Effective Teaching and Lab Management
› Understanding Diverse Learners and the role of the Teaching Assistant
› Teaching Educational Technology
› Active Learning Strategies
› Assessment Design and Proctoring Practices

Students engage through lectures, in-class activities, and online discussions. The course culminates in a final project report and presentation. GENS 700 emphasizes inclusive, student-centered teaching approaches and prepares Ph.D. students to create dynamic and engaging STEM learning environments. Assessment is based on a Pass/Fail (S/U) system, with at least 60% required to pass.

STUDENT SERVICES

The Student Services Office (SSO) fosters the intellectual, social, ethical, and personal development skills of students, preparing them to become engaged, responsible, and constructive members of the University community and the wider global society.

The SSO advocates for students' needs, facilitates student engagement, and supports their active involvement in campus life by encouraging participation in clubs, associations, and focus groups that allow students to explore personal interests and develop leadership skills.

In addition, strong emphasis is placed on promoting student well-being through health, fitness, and sports programs, as well as a wide range of recreational and educational activities that enrich the overall student experience.

Students are encouraged and supported to participate in major events, celebrations, and trips such as Union Day (National Day), the Film Festival, and KU Bazaar. Student Services also facilitates student involvement in activities such as New Student Orientation and non-academic recognition award ceremonies.

Furthermore, Student Services supports student participation in external competitions, conferences, and events that broaden their experience beyond the classroom. Operating within the framework of total student development, the Department is committed to promoting a caring and cooperative campus environment that values diversity and respects 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 providing opportunities for meaningful personal and professional growth. Through personalized advising and counseling, workshops and volunteering 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
› People of Determination
› Engagement & Development
  - Community Service
  - Entrepreneurship

COUNSELING SERVICES

The Counseling Services' role is designed 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 misunderstandings arising 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

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.

PEOPLE OF DETERMINATION SERVICES

The People of Determination Services offer inclusive support to 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 accommodation, the filing of medical reports, and liaison with faculty and staff in establishing accommodation (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.

For more information, please contact Inclusive Support at: inclusivesupport@ku.ac.ae

ENGAGEMENT & DEVELOPMENT

The Community Service Unit endeavors to create an environment of social responsibility and student development by providing volunteer training and opportunities for Khalifa University students to serve the Khalifa University 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 Khalifa University education experience. It offers the students many opportunities to engage with the community in meaningful ways and directly impacts 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, contact the Community Service Unit at csu@ku.ac.ae

ENTREPRENEURSHIP

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

CONTACT US
Email:
StudentSuccess@ku.ac.ae
counselors@ku.ac.ae
csu@ku.ac.ae

LOCATION
Main Campus
The Hive (Building-M)
First Floor

INTERNATIONAL OFFICE OF STUDENT SERVICES

The Office of International Student Services centralizes all activities related to student travel, student exchange or study abroad for undergraduate, post-graduate and research students. We help our local and visiting students launch and navigate their international study experience.

For more information, contact isso@ku.ac.ae

STUDY ABROAD AND STUDENT EXCHANGE

The Study Abroad and Student Exchange Unit provides students with a variety of academic and cultural opportunities to expose them to experiences beyond their home countries and classrooms. Studying abroad develops important skills and contributes to students' growth. It introduces them to different academic methodologies and expands their employment prospects.

Our office enables students to enhance their academic experience and encourages them to take advantage of opportunities where they can grow and develop as global citizens. Khalifa University gives visiting international exchange students the opportunity to experience our University and the United Arab Emirates, while earning transferable credits towards their degree at their home university.

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

For more information, contact studyabroad@ku.ac.ae

CAREER SERVICES

The Career Services Office is dedicated to preparing students for the realities of the workforce. We guide students in planning their future careers, exploring various career options, and ultimately securing employment. Our professional staff is committed to supporting students throughout their career planning journey and helping them achieve their goals. This section outlines the functions and activities available to foster a career-oriented mindset as students transition through their university experience. Our objective is to maximize student engagement with educational and market-oriented experiences that contribute to their learning, development, and academic success. We assist students in identifying academic majors, understanding their personalities, skills, and career interests, and developing successful career plans and goals. Additionally, we aim to improve employability readiness and strengthen relationships with various industries.

The Office provides the following initiatives and functions, aligned with student needs and market demands:

› Maintaining a platform for career advancement and guidance services for the Khalifa University student community.
› Facilitating planned internship opportunities, career advancement prospects, career counseling sessions (both individual and group), networking opportunities with the industry, career fairs, on-campus interviews and screenings, and job postings on the Khalifa University job portal. We also promote students' profiles and skill sets to the industry.
› Building and maintaining relationships with industries to educate them on the unique value of Khalifa University students and maximize our graduates' contributions to the UAE economy.
› Educating and empowering students to develop, implement, and continuously evaluate their career goals against their aspirations and future career growth.
› Encouraging students to be socially-conscious and culturally-sensitive leaders committed to civic engagement and social inclusion (volunteerism).

› Helping students and graduates become employment-ready through career development courses.
› Leveraging the positions of alumni in the market to provide employment, internship opportunities, and graduate training programs for graduating students.
› Strengthening alumni connections with the University community through various interactive engagement events.

The Career Services team is dedicated to providing the best possible guidance and services to Khalifa University students, aiding their success in career growth. All services provided to students are also available to alumni, including career advising, internships, workshops, employer engagement, and events.

CAREER COUNSELING

The Career Services Office provides comprehensive Career Counseling Services to support students in making informed decisions about their academic and professional paths. These services include personalized one-on-one counseling sessions to discuss career goals, program choices, and job search strategies; interactive group workshops covering topics such as resume writing, interview techniques, and networking skills; and career assessments that help students understand their strengths, interests, and potential career paths. We encourage students to stay connected with us and regularly check their emails for updates on career opportunities and scheduled career-related events and sessions. The Career Counseling Services are available throughout the academic year, ensuring continuous support as students navigate their career journeys. Whether they need guidance on selecting a major, building a professional profile, or understanding the job market, our career counselors are here to assist.

INTERNSHIP

All undergraduate students are required to complete a full-time internship experience to be eligible to graduate. The internship is a period of work placement conducted with an appropriately selected organization. This requires a carefully planned work experience that will match the content covered in the student's program of study. Students earn credit for the internship, which is assessed on a pass-fail basis.

The Career and Internship Coordinator is responsible for managing the internship program; this includes sourcing appropriate internship opportunities. Students can also provide names and contact information of organizations they would like to intern with. Complete information about internship requirements can be found in the Internship Handbook. Students in the College of Engineering are required to complete 16 weeks of internship placement for two credits, this can be taken over two summer semesters, or in one regular (Fall/Spring) semester, given the student has completed all required courses as per his/her degree plan.

Students in the College of Science are required to complete eight weeks of internship placement for one credit, this can be taken in one summer semester, or in one regular (Fall/Spring) semester given that the student has completed all the required courses as per his/her degree plan.

CAREER PREPARATION COURSE – GENS 300

The Career Preparation Course is designed to empower the students with the essential mindset and skills necessary to thrive in both internships and future careers. As they embark on their educational journey, it is crucial to bridge the gap between academic pursuits and the professional world. The Career Preparation Course guides students by making them internship-ready. From crafting bespoke CVs to mastering interview techniques, understanding job search strategies, and enhancing teamwork and intercultural adaptability, this course equips students with the essential skills needed to thrive in today's competitive job market.

ENHANCING EMPLOYABILITY AND JOB READINESS COURSE – GENS 400

This course is designed for seniors with prior completion of the Career Preparation Course, it is a pivotal course that equips students with the essential skills and insights needed to transition seamlessly from university life to the professional work environment. By exploring crucial topics such as interdisciplinary knowledge and career development theories, students are empowered to make informed career choices that align with their ambitions and expectations. This course also fosters attributes such as career resilience and persistence, helping students overcome fear of failure and respond professionally to feedback. In addition, students will develop practical skills, including workplace empathy and teamwork, enabling them to thrive in diverse, multicultural environments. The course emphasizes leadership and management skills, providing students with competencies to tackle complex challenges and manage workplace projects effectively. The course helps students enhance job readiness and step confidently into their future careers.

CO-OP PROGRAM (NEW UNDERGRADUATE TRACK)

Khalifa University offers a dedicated Co-op Track for undergraduate students, designed to combine academic learning with extended professional work experience. Unlike the regular undergraduate track (typically completed in four years), the Co-op Track spans five years, incorporating two, six-month Co-op work terms as an integral part of the degree.

Students who select the Co-op Track will:
› Complete two industry-based Co-op terms (each lasting six months), typically after completing 90 credit hours
› Graduate with enhanced real-world experience and a strong professional network
› Gain academic credit for the first Co-op term
› Apply classroom learning to actual work environments, enhancing their skills in teamwork, communication, and project management
› Improve career clarity and employability through exposure to varied roles and industries
› Enhance employability opportunities by gaining competitive, hands-on experience aligned with workforce needs

This track is ideal for students seeking a deeper integration between their studies and career development and will significantly boost their competitiveness in the job market.

EXPERIENTIAL LEARNING COURSE – SDAS 200

A different approach to work placement, this course equips 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 two weeks work placement of their choice. This course entails 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

The Career and Alumni Services Office organize multiple career-related events throughout the academic year, including the Career Fair, Career Bootcamps, summer recruitment campaigns, and the Internship Fair. Additional on-campus events include Employer Engagement sessions, Inspirational Talks by Industry Leaders, Employer Day on Campus, and various career workshops.

CAREER SERVICES MICROSITE

To learn more about the services offered by the Career Services Office, visit our comprehensive microsite at https://www.ku.ac.ae/student-life/career-and-alumni-services. This resource provides information on major/career exploration, the Internship Program, and career guidance. You will also find valuable resources on career advising, workshops, career library, and details about career development courses, and much more.

ALUMNI RELATIONS OFFICE

The Alumni Relations Office, a key component under the Career Services Office, is proud to serve distinguished Khalifa University alumni under the philosophy 'Students for a short time, alumni for life, welcome home!' Our support extends beyond graduation, reflecting a lifelong commitment to our alumni. The Alumni Relations Office aims to engage Khalifa University alumni with current students, inspiring active participation in the University's continued success and fostering a sense of pride and motivation.

Established to enhance and maintain the close connection between alumni and the university, the Office's primary goal is to provide comprehensive support and services to all Khalifa University alumni. We offer a wide range of opportunities, including training, employment, and outreach programs. Our focus is on equipping alumni with the skills needed for employment through workshops and learning opportunities in resume writing, cover letter crafting, interview preparation, and networking skill development. We collaborate closely with industry partners and employers to offer suitable career opportunities, empowering motivated individuals to build successful careers in their chosen fields.

KHALIFA UNIVERSITY ALUMNI ASSOCIATION

The Khalifa University Alumni Association (KUAA) aims to position Khalifa University as a leading global academic and research institution while showcasing the success of its alumni. The Alumni Association Council fosters strong connections between the University and its alumni, providing a platform for professional networking, social engagement, and loyalty to the university. The Council represents alumni interests, promotes alumni relations programs, and collaborates with the Office of Alumni Relations to enhance the reputation of both the Alumni Association and the University.

STUDENT LIFE

Student Life is committed to enriching the University's campus life by offering students an opportunity to take the initiative and assume leadership roles through student groups such as Student Council, clubs, and associations. Students are actively involved in organizing a wide range of extracurricular activities, from major university events to smaller student group initiatives. The aim is to promote a campus climate that enhances students' educational, physical, social, and emotional well-being and create a collaborative, caring, and participatory work environment.

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 a 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.

STUDENT CLUBS AND ASSOCIATIONS

Student-led clubs are an integral part of the University learning process.

They enrich academic experience by providing opportunities for students to pursue their personal interests beyond the classroom. Whether in arts, science, literature, or technology, there is a club for every student's passion. Students may join one or more of the existing clubs at Khalifa University, and the range of clubs can vary each academic year depending on student interests.

The Campus Life Office serves as the central support hub for student clubs and professional chapters on campus. Its role includes supervising and assisting with program planning and implementation. Activities may be organized by students themselves or in collaboration with faculty and staff. A number of professional chapters and interest-oriented clubs are currently registered with the Campus Life Office.

To establish a new club or chapter, students must register online through the club registration link available under Student Services in the KU Portal. It is recommended that each club or chapter includes a faculty or staff member to serve as an advisor.

In addition to student-led clubs, the College of Engineering and Physical Sciences supports several discipline-based student professional chapters. These are aligned with academic programs and provide opportunities for students to participate in activities and professional events.

For further information, students are encouraged to contact the Campus Life Office by visiting E-Building, Level-3, or via email at campuslife@ku.ac.ae
.

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 a student group.

CLUBS AND CHAPTERS – REGISTRATION & RENEWAL

To establish a new Student Club/Chapter, an online registration form should be submitted via the KU Portal for approval during the first week of the Fall semester.

› Registration requires club name, mission, purpose, activities, budget, five Executive Board members (President, Vice-President, Events Chair, Media Chair, Treasurer/Secretary), and an advisor's details.

› Registration forms are reviewed by the Campus Life Office, which may approve, request changes, merge similar clubs, or reject proposals.

› Approved clubs will be announced by email and posted on the KU Portal.

› Membership is valid for one academic year and must be renewed each summer through the KU Portal.

› The Executive Board has the right to agree on renewal or change of the Advisor during the renewal process.

› Clubs that fail to organize at least two events, submit post-event feedback, provide an annual evaluation report, or comply with the Student Code of Conduct will not be permitted to renew.

For more details or guidance, visit the Campus Life Office (E-Building, Level-3) or email campuslife@ku.ac.ae

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 to take part in a wide range of activities that enhance their university experience both on and off campus.

These include involvement in major events and celebrations including National Day, Film Festival, and KU Bazaar, as well as opportunities to participate in national and international trips, conferences, and competitions.

STUDENT COMPETITIONS

Khalifa University students are encouraged to participate in a wide range of student competitions throughout their academic career. The competitions are part of our efforts to bridge the gap between academic and professional life by focusing on the practical aspects and issues relevant to the future of a student. This 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 Khalifa University's flagship 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 challenge, energy efficiency and climate change.

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 with 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 (Union 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.
› Clubs Day: An annual activity held at the beginning of the academic year to allow students to discover different clubs, groups, associations, and students' extra-curricular activities.
› KU Bazaar: A platform that highlights the students' diverse talents, creativity and entrepreneurial initiatives. The event showcases a variety of student-made products and fosters a sense of collaboration and community.
› 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. (Refer to Career Services Policy STL 5520.)

FIELD TRIPS AND CITY TOURS

Several group trips are organized by Campus Life to destinations within and outside the city of Abu Dhabi. Some of the proposed trips include city tours in Abu Dhabi, 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 informs students of cultural events and exhibitions through emails.

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 in line 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 must submit the event proposal/request to Campus Life Office 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 for planning, organizing, and executing this activity.
4. The use of University facilities (classrooms, lounges, meeting rooms, and auditorium) should be approved by the Campus Life Office and reserved in advance of the planned activity.
5. If off-campus travel is required for the event, a prior approval from the Campus Life Office is required and transportation maybe arranged (subject to availability).
6. Clubs/Chapters must have a faculty/staff serve as an advisor. 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 Campus Life Office when reserving campus space. Equipment such as podiums, microphones, IT screens, and sound systems must remain in the designated areas and will be the responsibility of the reserving party. Relevant policies will be enforced for any damage or loss of equipment.

10. Activities requiring food services should be approved by the Campus Life Office. 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. Unauthorized use or distribution of such materials within the campus is prohibited.
13. Activities that may require financial funds (internal or external) should be discussed with the Campus Life Office.
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.

ON-CAMPUS TOURNAMENTS

Each semester, the campuses host various sports tournaments and challenges. All students are welcome to participate in these activities, regardless of athletic ability.

INTERCOLLEGIATE TOURNAMENTS

Khalifa University's male and female sports teams compete in the UAE University Games and the ADEK Sports Cup, against other university teams across the UAE. Their dedication and commitment have consistently earned them top rankings in these leagues.

RECREATIONAL SPORTS

Khalifa University offers fun competitive and recreational programs for students to get involved in off-campus sport/activities. It is a great way for students to make new friends, nurture 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

CAMPUS FACILITIES AND SERVICES

LABORATORIES AND WORKSHOPS

Khalifa University conducts periodic Environment, Health and Safety (EHS) briefings, and online training through Black Board system, which are mandatory for students to work in labs/workshops. Students are responsible for understanding the EHS materials and instructions presented at these briefings/training and for acting in accordance with them.

EHS PROCEDURES FOR LAB AND WORKSHOP FACILITIES

Students are expected to handle instruments, equipment, and materials that are potentially hazardous. For this reason, students are required to attend mandatory environment, health, and safety laboratory 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 and attending lab safety training courses.

Students must obtain the lab instructor's approval before beginning any experiment in labs/workshops. For safety reasons, students are not permitted to work alone in a lab or workshop, as accidents or medical emergencies may occur. Inattention or disruptive behavior will not be tolerated in any lab or workshop activity. Repeated violations will be referred for disciplinary action. Equipment, tools, and materials must be used safely and only with proper authorization, ensuring the safety of students and instructors. Students have a responsibility to report any unsafe act or condition which they witness. Further information is available in the EHS manuals.

LAB ACCESS DURING NON-OPERATIONAL HOURS:

Before being granted lab access during non-operational hours, students must read and comply with the KU EHS Guidelines on "Working Alone and After-Hours Work in Laboratories" available on the KU EHS webpage.

Before authorizing a student to work after-hours in the laboratory, the work activity must be approved by a supervisor. This can only be done through Risk Assessment reviewed by EHS department, receiving all appropriate EHS training / induction, assessing the student as competent by the supervisor for the activity, and setting up an appropriate level of supervision.

Working in a laboratory after official hours or weekends must be recorded with the entrance security and in the relevant department using the "After-hours Approval Form 'KU – FD – EHS – FOR – 110.' Undergraduate students must be under the supervision of a member of academic staff when working in a laboratory. Arranging for a second person to accompany the student (buddy system) to be considered, wherever feasible.

BUILDING ACCESS AFTER HOURS

Students may be granted building access during normal working hours from 07:30 until 20:00. Undergraduate students must not work after hours unless the activity is purely administrative (e.g., working in computer laboratories, studying in study areas, or libraries), occurs in areas of equivalent low hazard as determined by a risk assessment, or is supervised by a competent person authorized by the Head of the work area.

HEALTH SERVICES

Khalifa University employs a male and female nurse at its Main and SAN Campuses to provide first aid services, emergency care and can also give advice on healthy lifestyle and other related health issues. Students are required to complete a Medical Record Form with 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. Clinics are also located in the male residence at Al Rawda and female residences at Umm Al Lulu and KU Residence Hall.

In case of accidents or emergencies, 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 are adhered to where possible.

EMERGENCY SERVICES

Emergency services are also provided by the campus Security Department, which operates 24/7. These services can be requested by calling the Security Department. The Emergency Hotline is 02-3123999.

Please refer to the University's Emergency Plan for additional information.

EMERGENCY PROCEDURE OVERVIEW

1. Importance of Knowing Procedures: Knowing what to do in an emergency is crucial for your safety and others.
2. Recognizing an Emergency: Alarms or alerts signal an emergency. Take immediate action when you hear an alarm.
3. Immediate Actions: Leave the building immediately via the nearest exit. Act promptly.
4. Safe and Orderly Exit: Exit the building calmly and promptly. Do not run or push. Follow the evacuation plan. After evacuating, go to the designated assembly areas to ensure everyone is accounted for.
5. Campus Awareness: Always know your location on campus. Familiarize yourself with building layouts and exits. Do not re-enter the building until given the all-clear by security personnel.

PRAYER ROOMS

Purpose-built rooms are available across all campuses for prayers, with separate areas for wudhu (ablution). Prayer rooms for male and female students are in the R-Building, L-Building, G-Building and E-Building.

STUDENT LOUNGES

Separate lounge areas are provided for male and female students.

SPORT FACILITIES

A state-of-the-art sports complex and fitness facilities are located in the Main Campus, Building-D. The Male Gym is located in Building-D, 4th floor, next to the Student Hub and the Female Gym is on the 2nd floor of the same building. The facilities are gender-specific and available to all Khalifa University students with the valid KU student ID card. The facilities are strictly for the University's students, staff, and faculty, and all users are required to present their ID cards, when requested by staff manning the Reception or security desks.

Additional gyms are available at KU Residences. Gym usage policies are posted inside the gym, and students are urged to familiarize themselves with 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 beverages that offer convenience, customization, choice, value for money, and an environment that meets the demographic, lifestyle, belief, and cultural diversity of the University. The dining experience of our faculty, staff, students, and visitors should be positive, leaving a lasting impression that enhances 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 coffee with friends. There are a wide variety of restaurants and dining options in Khalifa University's Main Campus:

› KU Bee - Khalifa University merchandize store located in the E building, ground floor.
› 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 E-Building, Ground floor. Serves hot and cold coffee, sandwiches, salads, and desserts.
› Basil – Located in Student Hub food court. Serves salads, pasta, sandwiches, pizzas, and juices.
› Acai Express - Located in E-Building, Ground floor.

› Green for Life - Located in the spine area between Building C and Building-D, Ground floor.
› House of Tea – located in the Student Hub food court. Serves hot and cool drinks (karak tea, haleeb ginger) and sandwiches.
› Minimart –Located in the E building, ground floor, next to Starbucks.
› 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 and ground floor of E-Building.
› Student-run food outlets are located in the Spine area serving coffee and milkshakes.

Gorat Gahwa café serves a variety of hot and cool beverages and sandwiches.

At the Sas Al Nakhl (SAN) Campus, various food establishments, including Costa, Shot, and Green for Life, are open to all students. These venues offer a diverse range of snacks, coffee, tea, refreshments, and hot meals.

BANKING SERVICES

There are a number of ATM facilities provided for students, faculty, and staff at the Main Campus. ATMs are located in Building-G and 1st floor of Building-E, Student Hub Area, near the link bridge. There are also a number of ATMs at the Masdar City Campus. At the Sas Al Nakhl Campus, ATMs are located at the gate to Arzanah and at the Habshan building lobby.

RESIDENCE VISA AND GOVERNMENT AFFAIRS

International students enrolled at Khalifa University should have their own visas. However, students whose studies may be 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 academic journey at Khalifa University. Daily shuttle bus service between campuses and the male/female residences is available throughout the semester. Transportation services also provide weekend transportation for the students who live in the University accommodation. The weekly transportation fees are set according to the University payment guidelines.

Support is also provided to university students' external events such as field, recreational, and ad hoc trips – upon official request by the concerned department.

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 (subject to availability) is available to international students and students residing outside 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. Daily transportation is provided to and from the campuses.

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

INFORMATION TECHNOLOGY (IT)

INFORMATION TECHNOLOGY (IT) SUPPORT

Khalifa University Information Technology serves as the IT service provider for Khalifa University with reliable and up-to-date IT resources and services to faculty, staff, and students. In addition to primary network and infrastructure services, IT supports Academic and Administrative Information Systems and provides technical support for end-user computing, classrooms, auditoriums, and meeting room technologies. This includes event support for seminars and video conferencing sessions.

01

IT SERVICE DESK AND REMOTE SUPPORT

Khalifa University IT provides support to students across all the campuses. Students can reach out to the IT Service Desk for assistance with laptop connectivity, user accounts, email accounts, or to report any IT issues in classrooms or computer

02

KUCONNECT PORTAL

The University portal https://kuconnect.ku.ac.ae/ is designed for information sharing and consolidating access to student e-services, IT applications, and tools. The portal's e-services capture all information electronically, automate processes, and enable quick access to information. Students are encouraged to regularly explore KUConnect to benefit from the wide range of services provided.

03

KU EMAIL

Each student is provided with an Outlook email address, managed by the IT Department. Students can access their KU email in two ways:

1. On any device via KUConnect: https://kuconnect.ku.ac.ae/

2. Using a program installed on their computer or device. To set up email through a program, students should follow the instructions provided in the KU Email Setup Guide available on KUConnect (KUConnect > Guidelines > IT Guidelines > Account and Email).

The email system at Khalifa University is intended for teaching, research, outreach, and administrative purposes. Its use is governed by Khalifa University rules, policies, and applicable laws. Access to the University's network and email is a privilege, contingent on compliance with these policies.

04

CAMPUS NETWORK INFRASTRUCTURE

Each KU campus has its own independent internet connectivity through the telecom service provider. The KU campus network infrastructure includes:

› Seamless wired and wireless access (Eduroam is also available)
› Both Main and SAN Campuses are connected to the high-speed national Research and Education Network
› Connectivity to the Internet with the 40GHz backbone capacity
› Security measures to protect the network, data center systems, and end-user computers
› VPN access for remote work

05

SOFTWARE ACCESS - ANAAPP

KU AnaApp is the University's software store providing on-demand access to licensed academic and research software.

Categories include:
› Engineering and Simulation
› Statistical and Scientific Tools
› Office Productivity
› Specialized Research Software

Access AnaApp from the LaunchPad on KUConnect. [KUConnect > LaunchPad > Academic Apps > Academic Software Store (AnaApp)]

Academic Software Store (AnaApp)
AppsAnyWhere

More Info   Start
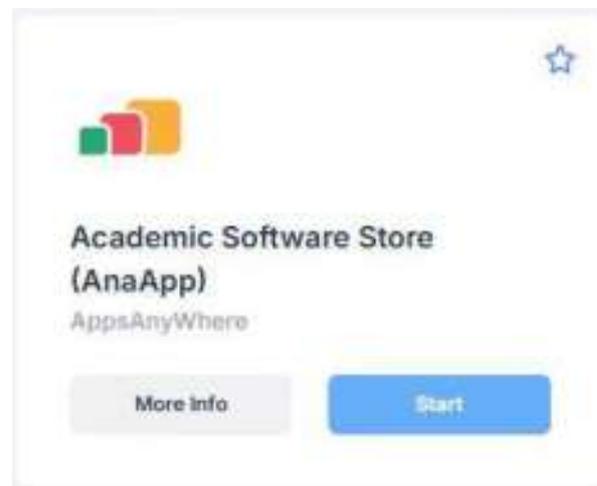
06

VIRTUAL DESKTOP INFRASTRUCTURE (VDI)

Some applications are available through Khalifa University's Virtual Desktop Infrastructure (VDI). When working remotely, students must use VPN to securely access internal systems.

For detailed guidance, refer to the VDI instructions for Windows and Mac on KUConnect (KUConnect > Guidelines > IT Guidelines > Application and Software).

Virtual Computer Lab
Citrix Virtual Desktop Infrastructure (VDI)

More Info   Start

07

VIRTUAL PRIVATE NETWORK (VPN)

To access secure services from outside the campus, students are required to use the VPN. Step-by-step instructions are available on KU Connect (KUConnect > Guidelines > IT Guidelines).

ON-CAMPUS COMPUTING FACILITIES

LABORATORIES

Khalifa University campuses feature numerous computer labs equipped with general office and advanced engineering software. These labs are available for students to use for homework, assignments, projects, and other academic activities. They offer convenient operating hours and provide internet access, printing services, and scanning.

CLASSROOMS

Several classrooms are equipped with video conferencing and interactive whiteboard technology. Smart short-throw projectors enhance visual presentations and interactive classroom sessions.

MEETING ROOMS

Meeting rooms are equipped with single/ dual projection with multiple sources (HDMI) and support wireless projection through AppleTV. Several meeting rooms also have videoconferencing facilities via IP.

BRING YOUR OWN DEVICE (BYOD)

In addition to the numerous computing stations available across Khalifa University, including in the library, computer labs, and departmental labs, students are encouraged to bring their own devices. Recommended specifications for student devices are:

› Intel i7, latest Generation
› Minimum 16 GB memory
› Minimum 512 GB SSD
› Integrated Webcam & Mic
› Licensed Windows 11 Professional - 64-bit
› Anti-virus software (mandatory)

For Mac users, there are some limitations in accessing Khalifa University academic software through the University's Application Store (AnaApp).

08
RESPONSIBLE USE OF IT RESOURCES

Access to the computing facilities at Khalifa University is a privilege granted to faculty, researchers, staff, and students, contingent upon adherence to certain principles. These principles ensure that all users have reasonable access to the system and that no user's actions negatively impact the work or computer usage of others. By accepting this privilege, you agree to abide by the IT policies available in the KU Policy Library. Violations of these rules will result in disciplinary action.

The IT policies are listed below. These policies are subject to updates or changes. For the most current policies, visit: KUConnect (KUConnect > Guidelines > IT Guidelines).

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

AUTHORIZED HARDWARE AND SOFTWARE

There are numerous hardware and software options available, and students often prefer those that suit their individual preferences. However, at Khalifa University, where many users rely on IT staff for training and support, it is impractical for the staff to become experts on all products. Additionally, using unauthorized software can introduce harmful viruses.

Students must comply with Khalifa University's policies regarding 'Bring Your Own Device' connectivity, software installation, and IT support. Any computers or hardware not related to end-users and not owned by the University require approval from the Director of the IT Department before connecting to the University's IT facilities.

According to copyright law, individuals involved in installing and operating unlicensed software can face civil damages and criminal penalties. Khalifa University does not allow 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 on all University-owned machines, including software upgrades. Users must be required to sign an undertaking acknowledging they have read and will abide by the policies during their tenure at the University.

COMPUTER LAB USE

Khalifa University provides students access to computer labs and the network for academic, research, or study purposes only. These resources must be used efficiently, ethically, legally, and responsibly, in accordance with the "Acceptable Use of Information Technology Facilities" and other IT policies.

APPROPRIATE AND INAPPROPRIATE USAGE OF IT FACILITIES

Khalifa University is committed to a respectful working and learning environment. The University's IT facilities include computing devices, peripherals, communications infrastructure, and related equipment. These resources support teaching, research, administrative activities, and students' academic objectives. Their use is governed by UAE laws and University policies.

Users are responsible for the material they access, store, print, send, display, or make available to others. The facilities must not be used to create, store, send, display, or make available material that contravenes policies or statutes. Appropriate use expectations apply even when using personal devices to access the University's IT facilities. Failure to adhere to these guidelines may result in suspension of access privileges and other actions deemed appropriate by University Management.

EXAMPLES OF APPROPRIATE USE OF INFORMATION TECHNOLOGY

› Respect the rights and property of others.
› Consideration of others using shared systems, equipment, and facilities.
› Confidentiality in the use of passwords and personal identification numbers.
› Presumption of the right to privacy.
› Use of tools for their intended purposes.
› Adherence to rules governing the use of accounts, equipment, networks, or other facilities.
› Adherence to etiquette and culture as defined in systems used.

EXAMPLES OF INAPPROPRIATE USE OF INFORMATION TECHNOLOGY

›   Unauthorized access, alteration, destruction, degradation, removal, and/or disclosure of data, information, equipment, software, or systems.
›   Deliberate over-extension of system resources or interference with system processing.
›   Disclosure of confidential passwords, personal identification numbers, and/or access devices or information.
›   Use of University facilities and resources for commercial purposes.
›   Storage and propagation of hate literature or pornographic materials.
›   Harassment, including sexual harassment, and bullying.
›   Theft of resources.
›   Malicious or unethical use.
›   Use of unauthorized software and hardware.
›   Recording or processing information/data that infringes on patents or breaches copyright or other intellectual property rights.
›   Use that violates local or UAE laws and regulations.

INAPPROPRIATE USE OF EMAIL

The email system provided by Khalifa University is intended for teaching, research, outreach, and administrative purposes. Its use is governed by University policies and applicable laws. The use of the University's network and the internet for email is a privilege, not a right, and is contingent upon compliance with University policies. Personal use of email is allowed within reasonable and appropriate limits.

EXAMPLES OF INAPPROPRIATE USE OF THE EMAIL SYSTEM INCLUDE:

›   Harassing, abuse, bullying, or offending other members of the University community.
›   Using email for political, business, or commercial purposes unrelated to the University.
›   Sending and/or receiving illegal or inappropriate material.
›   Misusing global distribution lists.
›   Subscribing to non-academic mailing lists.
›   The University retains the right to access and view all emails sent and received under the terms specified by University IT Policies.

PROCEDURES IN THE EVENT OF A SUSPECTED VIOLATION

Violations will be addressed 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 after 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 their 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, and structural changes within the organization), 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 closure 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 communications 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 at 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 should 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. 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 rights associated with the electronic resource;
›   Use electronic resource for any purpose other than educational or research purposes;
›   Use electronic resource for commercial purposes;
›   Excessively or systematically download or copy the electronic resource;

›   Use electronic resources 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 electronic resources to others, either in electronic or hard-copy form; or
›   Use electronic resources in an illegal or otherwise improper manner.

Students should also note the following:
›   People 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 take places at Khalifa University campuses and properties, and off-campus at internal or external events 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 Department of Marketing and Communications 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 commercial or professional photographer or filmmaker.

Students, parents, faculty, researchers, staff, alumni, and campus visitors may take personal photographs under the following conditions:
› The photographs and film taken are used exclusively for non-commercial purposes;
› Such photographs are 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. An approval from the Khalifa University Department of Marketing and Communications is also 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 Khalifa University 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 OF 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 INTRODUCTION

At Khalifa University, student behavior is governed by STL 5410 – Student Code of Conduct, which sets clear expectations for all enrolled students. This section of the Student Handbook provides an overview of these expectations and outlines the possible consequences of all violations of the Code of Conduct.

The Code applies to all students across all programs and locations and extends to both on-campus and off-campus conduct, including online behavior and public representation of the University.

Violations are classified as minor or major, depending on the nature and severity of the incident. Cases are handled either by Student Life or referred to the Student Conduct Council (SCC). Sanctions may range from warnings to suspension or dismissal.

Students have the right to appeal any disciplinary decision. Appeals may be submitted in accordance with the guidelines provided at the time a sanction is imposed.

By enrolling at Khalifa University, students commit to upholding these standards and representing the values of the University and the broader UAE community with integrity and respect.

STUDENT RIGHTS & RESPONSIBILITIES:
GENERAL STUDENT RIGHTS:

› Students are entitled to all rights and freedoms under UAE law.
› All students have the right to equal treatment and freedom from discrimination based on race, color, origin, religion, gender, or special needs.
› Students have the right to:
  - Attend classes and access laboratories as per academic policies.
  - Participate in athletic and recreational activities according to the guidelines.
  - Engage in student governance in accordance with approved procedures.
  - Receive fair treatment and due process in investigations or appeals.
  - Expect confidentiality and privacy of personal information.
  - Students have the right to dignity and protection from vindictive actions by university representatives.
› Khalifa University respects student privacy regarding academic and counseling records (see ACA 3850).
› Students are protected from reprisals or threats by individuals in positions of influence.
› Students may appeal academic or financial decisions or sanctions for conduct violations.
› Students may file grievances without fear of negative consequences.
› Khalifa University must act with fair regard for students' interests in all decisions.
› Khalifa University is responsible for maintaining safe and appropriate learning conditions.
› Khalifa University will not enforce retroactive policy changes to the detriment of any student.

ACADEMIC STUDENT RIGHTS:

› All students have the right to quality education.
› Khalifa University must provide access to information about financial aid and funding opportunities.
› Khalifa University is responsible for preserving students' rights to academic freedom.
› Students must receive sufficient course information to make informed choices.
› Course outlines must include:
  - Topics covered
  - Objectives and learning outcomes
  - Required materials, assessment methods, and instructor availability
› Instructors must clearly communicate learning outcomes and evaluation criteria.
› Students have the right to fair and reasonable assessment aligned with course content.
› Students may appeal academic decisions within reasonable timelines and procedures.

PROCEDURAL RIGHTS:

Students accused of misconduct are entitled to the following procedural rights, which include:

›   A comprehensive, fair, and impartial hearing process.
›   A fair and reasoned decision rendered by an unbiased committee.
›   The opportunity to present a complete defense during disciplinary proceedings.
›   Timely notification of the charges filed.
›   The right to present and examine witnesses and to cross-examine those testifying against them.
›   The right to be accompanied by an advisor during formal hearings.
›   The presumption of innocence unless found responsible through clear, convincing, and reliable evidence.

STUDENT RESPONSIBILITIES

Khalifa University expects all students to uphold the principles of respect, integrity, and accountability. Whether on or off campus, students are expected to act in a manner that reflects the values of the University and the cultural norms of the United Arab Emirates.

Students are responsible for:

›   Adhering to all academic policies, including academic integrity, attendance, and ethical conduct.
›   Complying with non-academic administrative policies, including those related to health, safety, and the environment.
›   Abiding by the provisions of the Student Code of Conduct.

GENERAL EXPECTATIONS FOR STUDENT CONDUCT INCLUDE:

›   Respecting local cultural values and demonstrating modest and appropriate behavior at all times.
›   Following the University's Dress Code and maintaining personal hygiene.
›   Completing academic requirements in accordance with University regulations and program standards.
›   Attending all scheduled lectures, labs, workshops, and university events punctually and attentively.
›   Maintaining regular communication with the University and ensuring that all personal contact information is up to date.

›   Carrying a valid Khalifa University student ID card and presenting it upon request by University personnel.
›   Using University facilities, equipment, and resources responsibly.
›   Seek prior approval before distributing any printed materials or postings on University premises.
›   Smoking only in designated smoking areas.
›   Parking in student-designated areas only.
›   Taking full responsibility for personal belongings.
›   Consuming food only in designated dining areas and refraining from removing tableware or utensils without permission.
›   Refraining from spreading misinformation, making false accusations, or engaging in disruptive behavior.
›   Following all emergency protocols and the instructions of safety and security personnel.
›   Meeting all payment obligations by the specified deadlines.

UNIVERSITY CODES

1.   **HEALTH, SAFETY, AND STUDENT BEHAVIOR**

1.1 Non-Physical Misconduct

Verbal abuse, threats, intimidation, bullying/cyberbullying, or harassment, including online behavior that endangers the person's social, emotional, or physical safety.

1.2 Physical Misconduct

Any act of physical violence, coercion, or inappropriate contact that compromises another person's safety or well-being.

1.3 Endangering Behavior

Conduct that poses or threatens to pose a significant risk to the health, safety, or welfare of self and others.

1.4 Hazing

Any form of initiation or group activity that demeans, humiliates, or endangers another individual, regardless of intent or consent.

1.5 Fire Safety Violations

Failure to evacuate during a fire alarm, tampering with or misusing fire alarms, fire extinguishers, incense burners (bukhor/dukhon), candles, or other safety equipment, and the unauthorized ignition of flames or triggering of alarms.

1.6 Controlled Substances and Alcohol

The possession, use, or distribution of illegal substances or alcohol on campus or in university residences is strictly prohibited in accordance with UAE law.

1.7 Weapons and Hazardous Materials
The unauthorized possession, use, or attempt to possess or use weapons, explosives, or any dangerous substances is strictly prohibited on university premises.

1.8 Discrimination and Harassment
Engaging in discrimination or harassment based on race, gender, religion, nationality, or any protected category is a violation of university policy.

1.9 Promotion of Extremism or Radicalization
Supporting and/or engaging in any activity that is considered to promote extremist ideologies and radicalization.

1.10 Bomb Threats and False Alarms
Issuing, supporting, or attempting to communicate a bomb threat or false alarm, whether verbal, written, or electronic, is strictly prohibited and will result in severe disciplinary action.

2. UNIVERSITY OPERATIONS
2.1 Disruption
Interfering with academic instruction, research activities, administrative operations, or University events.

2.2 Disorderly Conduct
Communicating in an unprofessional, offensive, or disruptive manner, verbally/in writing or digitally with any member of the KU community.

2.3 Offensive Material
The production, possession, or distribution of materials deemed offensive or discriminatory.

2.4 Bribery
Offering or providing anything of value to influence decisions by University personnel, including attempts to improperly influence administrative or academic processes.

2.5 Failure to Comply with University Officials
Non-compliance with directives issued by university personnel or campus security.

2.6 Unauthorized Solicitation or Distribution
Unauthorized commercial activity, promotion, or distribution of materials on campus.

2.7 Unauthorized Entry
Accessing restricted areas or university premises without proper authorization, including bypassing security, gates, barriers, or access controls.

2.8 Obstruction of Movement
Blocking the free flow of pedestrian or vehicular traffic within university premises.

2.9 Traffic Violations
Reckless driving, speeding, or unauthorized parking on university premises.
2.10 Possession of Pets
Bringing or keeping pets on university premises is prohibited.

3. DISHONESTY AND FALSE REPRESENTATION
3.1 Providing False Information
Furnishing false or misleading information to university officials or during investigations, including impersonating another person.

3.2 Forgery or Alteration of Documents
Altering, falsifying, or misusing university documents, records, or identification.

3.3 Unauthorized Representation
Presenting oneself as a representative of the university without formal authorization.

3.4 Unauthorized Recording, Photography, or Distribution of Media
Recording, photographing, or capturing images without consent, and the unauthorized creation or distribution of University-related content or media.

3.5 Misuse of Registration Privileges
Offering, selling or attempting to sell access to University-registered courses or services.

4. STUDENT ORGANIZATIONS AND STUDENT GROUP ACTIVITIES
4.1 Non-Compliance with University Policies
Failure by student organizations, their members, or individual students to comply with University policies, including those related to events, finances, and communications.

4.2 Misuse of Funds
Improper use of allocated, raised, or collected funds for unauthorized or personal purposes.

4.3 Event Misconduct
Engaging in or contributing to conduct organization-affiliated events that violates university policy or causes reputational harm to Khalifa University.

4.4 Abuse of Leadership Position
Misusing a leadership role within a student organization to facilitate or conceal violations of university policy.

4.5 Failure to Report or Prevent Violations
Knowingly failing to report, intervene, or take reasonable steps to prevent foreseeable violations by members of an organization or student group.

4.6 Election Misconduct
Manipulating, interfering with, or undermining the fairness of elections within recognized student organizations.

5. **CAMPUS PROPERTY & RESOURCES**
   5.1 Misuse of University Facilities
   Use of University spaces, laboratories, or equipment without proper authorization, or for personal or commercial gain; accessing restricted areas without permission.

   5.2 Damage to Property
   Intentional or reckless destruction or tampering with university or personal property.

   5.3 Theft
   Unauthorized possession, use, removal, or attempted theft of university or personal property.

   5.4 Misuse of Technology & IT Resources
   Using Khalifa University systems to access non-academic, inappropriate, or unauthorized purposes including but not limited to prohibited content, engage in harassment, impersonate others, or violate privacy laws.

   5.5 Gambling and Unauthorized Games
   Participating in or organizing gambling or other unauthorized games on University premises.

6. **PUBLIC BEHAVIOR & COMMUNITY REPRESENTATION**
   6.1 Off-Campus Conduct Impacting Khalifa University
   Behavior off-campus that negatively affects the University's reputation or community safety may also be subject to disciplinary action.

   6.2 Social Media and Digital Communication Misconduct
   Using social media platforms, messaging applications, or other digital communication tools to post, share, or distribute content that violates university policies, harasses others, invades privacy, or harms the reputation of others or Khalifa University.

   6.3 Unauthorized Publication & Materials
   Distributing posters, bulletins, or printed/digital materials without prior approval from Student Life or violating UAE publication laws.

7. **LEGAL & REGULATORY COMPLIANCE**
   7.1 Violation of UAE Law
   Any conduct that breaches local, national, or federal laws, including UAE Cyber Laws, is also considered a university violation.

   7.2 Failure to Report Misconduct
   Students who witness violations and deliberately choose not to report them may also face disciplinary action in certain cases.

8. **DRESS CODE**
   8.1 Inappropriate Dress
   The following are not permitted and constitute a violation of Khalifa University's dress code requirements and cultural expectations:
   › Wearing tight, transparent, short, or revealing clothing.
   › Clothing displaying offensive language, political symbols, or inappropriate images.
   › Tattoos, excessive piercings, exaggerated hairstyles, or gothic-style appearances that contradict Khalifa University's community standards.
   › Wearing face coverings that prevent proper identification (e.g., niqab).
   › Wearing exercise or sports attire outside designated sports areas.
   › Failure to wear required protective attire (e.g., PPE) in laboratories or designated areas.
   › Failure to adhere to national or professional attire expectations when representing Khalifa University, including during internships or external University functions.

9. **CO-EDUCATION & INTERACTION NORMS**
   9.1 Inappropriate Conduct in Co-Educational Settings
   Engaging in interaction with members of the opposite gender that exceeds academic, University-approved, or professional purposes, or that violates Emirati cultural norms.

   9.2 Physical Displays of Intimacy
   Any physical interaction (e.g., handholding, hugging, kissing) on campus that violates University policy or cultural expectations.

   9.3 Inappropriate Communication
   Engaging in unauthorized or inappropriate communication with Khalifa University members, including through University communication platforms.

9.4 Unauthorized Access to Gender-Specific Areas
Entering areas designated for female students only or other restricted gender-segregated spaces without authorization.

9.5 Leaving Campus with an Unauthorized Person of the Opposite Gender

Leaving university premises with an unrelated or unauthorized person of the opposite gender, outside of academic or University-approved activities.

CODE OF CONDUCT VIOLATIONS
Violations of the Student Code of Conduct are classified as either Minor Misconduct or Major Misconduct, based on the severity of the behavior and its impact on the university community.

› **Minor Misconduct:** Involves violations that, while serious, do not significantly affect Khalifa University's operations, reputation, or safety. These cases are managed by Student Life and may result in sanctions such as a verbal or written warning.
› **Major Misconduct:** Involves serious violations that significantly affect the University community, its reputation, or the safety and well-being of others. This includes repeated minor violations, failure to comply with sanctions, or a breach of suspension terms. Major misconduct cases are reviewed by the Student Conduct Council (SCC) and may result in suspension, dismissal, or other sanctions.

REPORTING & PROCEDURES
Any member of the Khalifa University community (students, faculty, researchers, staff, or visitors) may report violations of the Student Code of Conduct. Reports can be submitted through the online reporting portal or in person to Student Life. Reports should include:

› The name and ID number of the student involved
› A description of the incident
› Names of any witnesses
› Supporting evidence, such as documentation or video footage (if applicable)
› All reports are reviewed by Student Life. Based on the available information:
› Minor misconduct cases are managed and resolved by Student Life.

› Major misconduct cases are referred to the Student Conduct Council (SCC) for formal review and recommendation. Final decisions are made by the Provost based on the Council's findings.

Anonymous reports will be assessed for credibility and may be investigated if sufficient information is provided.

For major misconduct cases, students will be informed of the final decision in writing by the Chair of the Student Conduct Council (SCC).

APPEALS
Students have the right to appeal formal decisions or sanctions under the Student Code of Conduct. Appeals must be submitted in writing to the Office of the Provost (or designee) within five (5) working days of receiving the decision. Appeals may be based on:

› New evidence that was not available during the original review
› A procedural error that may have impacted the fairness of the process
› A sanction that appears clearly disproportionate to the violation
› Appeals related to major misconduct cases may be reviewed by the Student Appeals Committee. Final decisions are communicated to students in writing.

CONCLUSION:
Adhering to the Student Code of Conduct is a shared responsibility that fosters a respectful, safe, and inclusive learning environment. All students are expected to conduct themselves with integrity and accountability, in accordance with university policies and UAE laws. Khalifa University remains committed to ensuring that all disciplinary processes are fair, transparent, and supportive of student growth. Students are encouraged to familiarize themselves with the Code and to seek clarification when needed.

STUDENT 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.

STUDENT GRIEVANCE AND APPEALS

Khalifa University aims to provide a fair, equitable and productive learning environment for all its students that includes a variety of means by which student grievances are brought into consideration and subsequent resolution in a timely manner.

A student has the right to appeal or file a grievance against non-academic, academic, or financial decisions or rulings, or a sanction resulting from a code of conduct violation.

Students must follow the established procedures and adhere to time limits for filing a grievance or appeal. The University will issue an official written response. For policies and processes concerning the Medical Program in the College of Medicine and Health Sciences, please refer to the CMHS Medical Student Handbook.

CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS

Khalifa University creates and maintains a variety of records for prospective, current and former students. Documents submitted by students become the property of the University including, but not limited to application / enrollment forms, school certificates, academic or other transcripts and English language test scores.

› Current and former students, their guardians and/or sponsors have access to the student's academic records upon written request to the Registrar's Office and provision of valid identification in accordance with the stipulations herein.

› University faculty and staff are permitted to access a student's academic record only when necessary to the performance of their assigned duties and responsibilities.

The University, its employees, agents and representatives are strictly prohibited from releasing to any third party in any format the non-/academic record of a student whether prospective, current or former – without his/her written consent subject to the following exclusions:

› Organizations, their employees, agents and/or representatives authorized to act on the University's behalf or providing a service or function for or on behalf of the University may have access such as may reasonably be considered necessary to the service or function;

› Government and other authorized officials including accrediting bodies;

› To comply with a judicial order;

› Other institutions to which a student is transferring;

› Organizations conducting educational studies, on the condition that no personally identifiable information is released, or is released only in aggregate form;

› University employees, agents or representatives investigating a suspected security breach or conduct violation;

› Emergency personnel where there is a health or safety concern.

A student, guardian, or sponsor has the right to request changes to the content of the student's education record if the content is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such a request should be submitted in writing to the Registrar's Office. The request should identify the part of the record to be changed, specify why it is inaccurate or misleading, and include documentation of any change as appropriate.

Khalifa University will not consider requests for amendment that seek to change a grade, a disciplinary decision, or the comments of university personnel when such comments are made in the course of the person's assigned duties and responsibilities.

For more information refer to the Confidentiality and Privacy of Student Records refer to ACA 3850

WELL-BEING OF FEMALE STUDENTS
CONDUCT TOWARDS 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 areas on campuses are designated for women only. Unauthorized people 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

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 study 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, and lecture notes, 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 do not 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.

There are many resources in the University to help the students excel academically, such as the Library, Center for Teaching and Learning and Student Success Office. We encourage the students to approach them when 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.

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 (M-Building), Level-1
Email: ctl@ku.ac.ae

STUDENT SUCCESS
COUNSELING
MAIN CAMPUS
The Hive (M-Building), Level-1

SAN CAMPUS
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

CAMPUS LIFE
MAIN CAMPUS
E-Building, Level-3
Email: ss.helpdesk@ku.ac.ae

OFFICE OF INTERNATIONAL STUDENT SERVICES
MAIN CAMPUS
E-Building, Level-3
Email: isso@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

RESIDENCE LIFE
Male Undergraduate Residence

SAN CAMPUS AND AL RAWDA RESIDENCE (MALE)
Email: residentlife@ku.ac.ae

FEMALE UNDERGRADUATE RESIDENCES
Umm Lulu & KU Residence Hall
Email: rlwomen@ku.ac.ae, girlshostel@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

SAN CAMPUS
Building 25, Level-G
MALE UNDERGRADUATE RESIDENCE
Al Rawda Residence

FEMALE UNDERGRADUATE RESIDENCES
Umm Lulu & KU Residence Hall