



جامعة خليفة
Khalifa University



Student Handbook

2026–2027

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SECTION I

Welcome message

Welcome to Khalifa University of Science and Technology.

As a student at Khalifa University, you are joining a research-intensive academic community where learning extends beyond the classroom. The University combines academic excellence, research, innovation, and engagement with industry and international partners to prepare students to contribute meaningfully to the UAE and the wider world.

Throughout your studies, you will have opportunities to participate in research, experiential learning, internships and Co-op, entrepreneurship, international experience, competitions, student organizations, leadership activities, community service, sports, and wellbeing initiatives.

Beyond your academic program, you are encouraged to make the most of university life by joining a club or professional chapter, participating in Student Council and leadership opportunities, volunteering, developing your career and professional skills, exploring study abroad opportunities, taking part in sports and wellbeing activities, and seeking support whenever you need it.

Support is available across the University through academic advisors, faculty, Student Success, the Center for Teaching and Learning, Career Services, Campus Life, the International Student Services Office, and other student-facing services.

This handbook is designed to help you understand the resources, opportunities, services, policies, rights, and responsibilities that shape your experience at Khalifa University.

Make the most of the opportunities ahead, contribute to your community, and take an active role in shaping your university experience.

2026–2027

Academic calendar

The Academic Calendar highlights the key dates students should be aware of for registration, classes, academic progress, examinations, and semester completion.

Fall Semester 2026

Date	Academic Activity
18-20 August 2026	New Student Orientation
24 August 2026	Classes Begin
27 August 2026	End of Add/Drop Period - Undergraduate and Graduate
23 October 2026	Mid-Semester Grades Due
30 October 2026	Last Day to Withdraw with a Grade of W
9-13 November 2026	Academic Advising for Spring 2027
16-20 November 2026	Early Registration for Spring 2027
2-3 December 2026	UAE National Day Holiday
8 December 2026	Last Day of Classes
9 December 2026	Final Examinations Begin / Thesis Submission
17 December 2026	Final Examinations End
21 December 2026	Winter Break Begins
22 December 2026	Grades Published

Spring and Summer Semesters 2027

Date	Academic Activity
5-7 January 2027	New Student Orientation
11 January 2027	Classes Begin
14 January 2027	End of Add/Drop Period
9-11 March 2027	Eid Al Fitr Holiday
19 March 2027	Mid-Semester Grades Due
26 March 2027	Last Day to Withdraw with a Grade of W
5-9 April 2027	Spring Break
12-16 April 2027	Academic Advising for Summer/Fall 2027
19-23 April 2027	Early Registration for Summer/Fall 2027
5 May 2027	Last Day of Classes
6 May 2027	Final Examinations Begin / Thesis Submission
14 May 2027	Final Examinations End
17-19 May 2027	Eid Al Adha Holiday
25 May 2027	Grades Published
31 May 2027	Summer Classes and Internship Begin
2 June 2027	End of Summer Add/Drop Period
25 June 2027	Last Day to Withdraw with a Grade of W
2 July 2027	Last Day of Summer Classes
5 July 2027	Summer Final Examinations Begin
7 July 2027	Summer Final Examinations End
13 July 2027	Summer Grades Published

Note: Academic calendar dates are subject to change. Any changes will be communicated officially by the Office of the Registrar.



SECTION II

The University

Khalifa University of Science and Technology

Khalifa University of Science and Technology is a comprehensive, research-intensive university based in Abu Dhabi, United Arab Emirates. The University brings together education and research across science, engineering, computing, mathematics, and healthcare, with academic and research activities that contribute to the UAE's knowledge economy and address strategic scientific and industrial priorities.

Khalifa University was established in its current form in 2017 following the merger of Khalifa University of Science, Technology and Research (KUSTAR), Masdar Institute of Science and Technology, and The Petroleum Institute.

The three institutions each contributed important strengths to the University. KUSTAR, established in 2007, provided undergraduate and graduate education primarily in engineering and the sciences. Masdar Institute, also established in 2007, focused on graduate education and research, particularly in areas related to energy and sustainability. The Petroleum Institute, established in 2000, provided engineering, geoscience, and research programs closely connected to the UAE's energy sector.

Today, Khalifa University builds on this combined legacy through its academic programs, world-class faculty, advanced research facilities, and commitment to education, research, innovation, and the development of future talent.

University Governance

Khalifa University is governed by a Board of Trustees comprising members with extensive experience across government, academia, and industry.

The Chairman of the Board of Trustees is **His Highness Sheikh Hamed bin Zayed Al Nahyan**, Member of the Abu Dhabi Executive Council.

The Vice-Chairman is **His Excellency Homaïd Al Shimmari**.

Other members of the Board include:

- H.E. Ahmed Tamim Al Kuttab
- H.E. Salem Butti Salem Al Qubaisi
- H.E. Faisal Al-Bannai
- H.E. Dr. Nasser Humaid Al Nuaimi
- H.E. Mouza Obaid Al Nasri
- Anas Jawdat Al Barguthi
- Ayesha Mohamed Al Hammadi
- Hamad Shahwan Al Dhaïeri

University Vision and Strategic Goals

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

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

- Set new standards in education, research, and scholarship that benefit the UAE and the world.
- Support Abu Dhabi and the UAE as a knowledge destination and contribute to socio-economic growth through the translation of research into impact.
- Integrate research and education to develop leaders and critical thinkers across applied science, engineering, management, and medicine.
- Continuously innovate and integrate global standards in methods of learning and discovery.
- Build a diverse community of ambitious and talented individuals in an environment that encourages creative inquiry, critical thinking, service, and human values.
- Equip students with practical and social skills, business acumen, and the capacity for lifelong learning.

Licensure and Accreditation

Khalifa University of Science and Technology is officially licensed by the Ministry of Education of the United Arab Emirates to award degrees and qualifications in higher education.

Academic programs offered by Khalifa University are accredited by the Commission for Academic Accreditation (CAA) of the United Arab Emirates. A number of undergraduate programs also hold accreditation from ABET. Students should refer to official University sources for the most current information regarding program-specific accreditation.

University Financial Resources

Khalifa University is a not-for-profit public institution. The University's core budget is provided by the Government of the Emirate of Abu Dhabi. Khalifa University operates as a semi-government entity with independent legal status and financial and administrative independence.

Colleges and Academic Programs

Khalifa University offers undergraduate and graduate programs through three colleges, with graduate degree programs overseen by the **School of Graduate Studies**.

College of Engineering and Physical Sciences

Undergraduate programs are offered across engineering and the physical sciences, including Aerospace Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Energy Engineering, Engineering Systems and Management, Mechanical Engineering, Petroleum Engineering, Chemistry, Physics, and Earth and Planetary Sciences.

The College also offers a range of master's and doctoral programs across engineering and the physical sciences.

College of Computing and Mathematical Sciences

Undergraduate programs include Computer Engineering, Robotics and Artificial Intelligence, Computer Science, and Applied Mathematics, Statistics and Data Science.

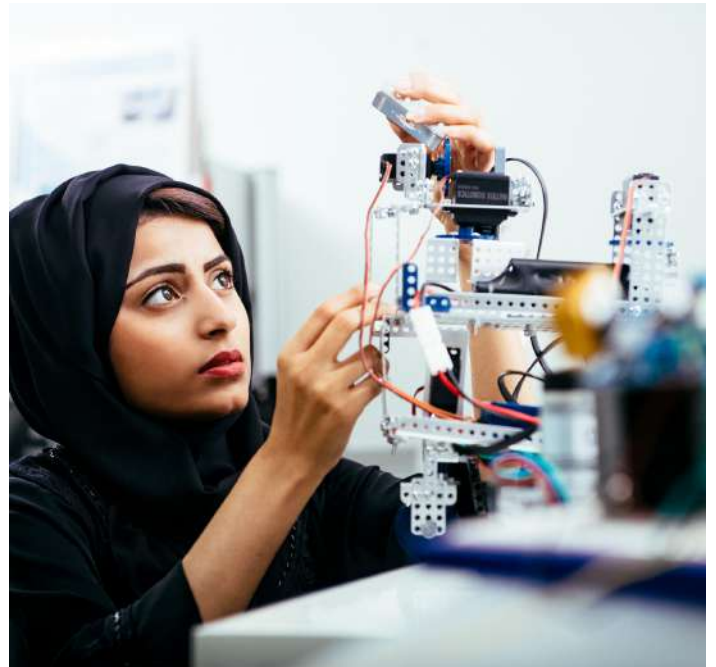
Graduate programs are offered across Applied Mathematics, Computational Data Science, Computer Science, Electrical and Computer Engineering, Robotics and Autonomous Systems, Mathematics, Computer and Information Engineering, and Robotics.

College of Medicine and Health Sciences

Undergraduate programs include Biomedical Engineering and Biotechnology, and Cell and Molecular Biology.

Graduate programs are offered across Molecular Life Sciences, Biomedical Engineering, Digital Health, Public Health, and related doctoral fields.

Students should refer to the official University academic publications and their respective college or academic department for the most current information on programs, curricula, degree requirements, and academic regulations.





SECTION III

Admission

Khalifa University welcomes highly qualified students from the UAE and around the world to its undergraduate and graduate programs. Admission is competitive and subject to the University's approved admission requirements, policies, and available program capacity.

Undergraduate Admission

Admission to undergraduate programs is open to qualified UAE Nationals and international applicants who meet the University's established admission requirements.

Applicants must satisfy the academic and other requirements applicable to their intended program in order to be considered for admission and maintain their eligibility for enrollment at Khalifa University.

Admission requirements may be reviewed and updated by the University. Applicants should therefore refer to the official Khalifa University Admissions information for the most current entry requirements, application procedures, deadlines, and supporting documentation.

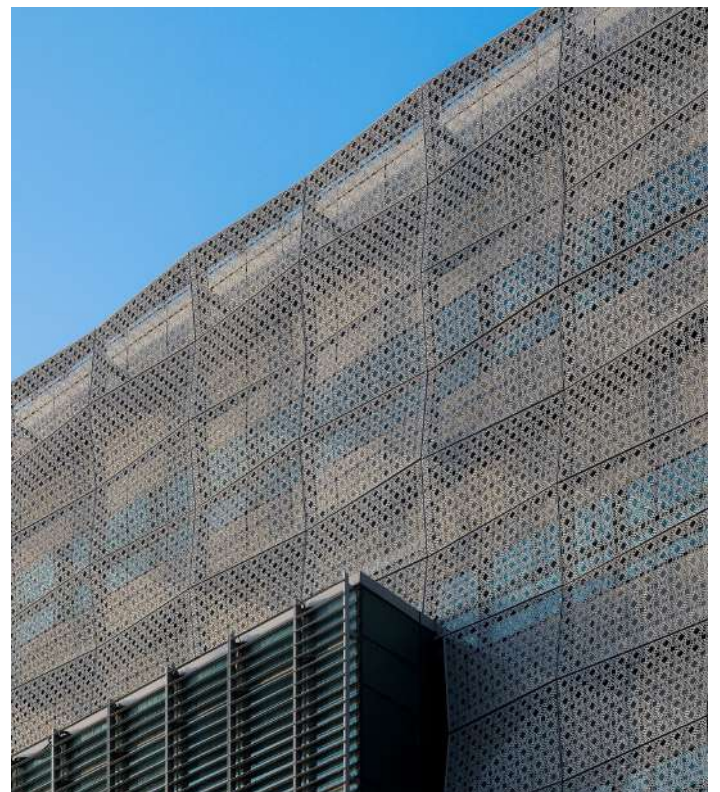
Graduate Admission

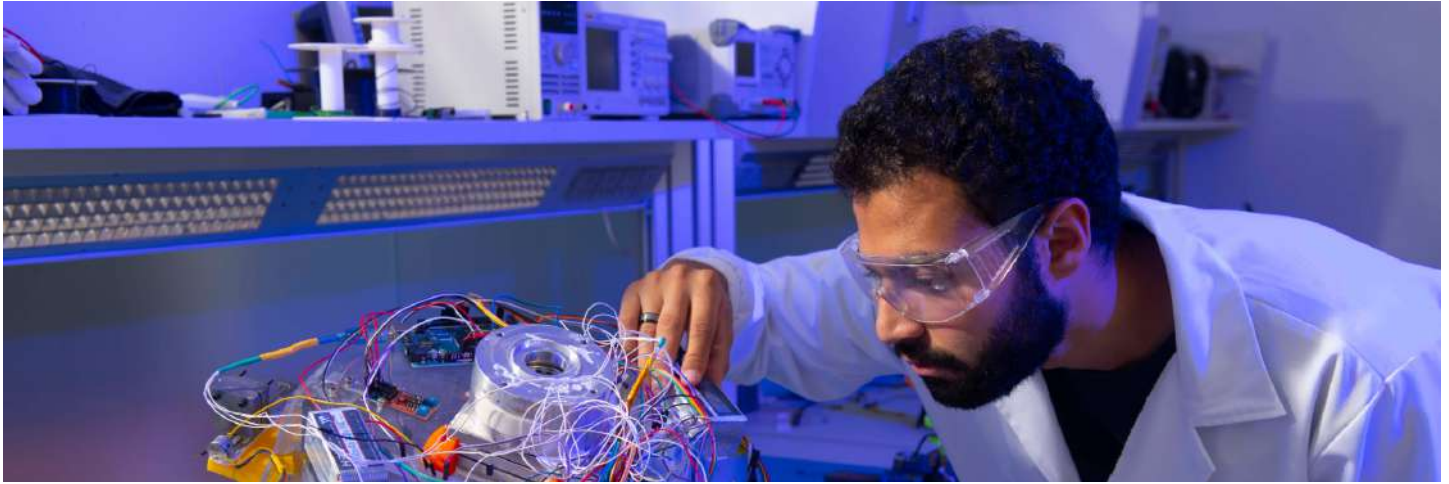
Admission to graduate programs at Khalifa University is open to highly qualified applicants from the UAE and abroad.

Graduate admissions are governed by ACA 5150, Graduate Admissions Policy, and the admission requirements applicable to each graduate program. Students may access the policy through the Guidelines page on KUConnect under Policies.

Applicants should refer to the official Khalifa University graduate admissions information and the relevant academic program for current eligibility requirements, application procedures, deadlines, and required documentation.

For admission policies and processes relating specifically to the Medical Program in the College of Medicine and Health Sciences, please refer to the CMHS Medical Student Handbook.





SECTION IV

Scholarships

Khalifa University offers competitive scholarship opportunities to eligible undergraduate and graduate students in accordance with University policies and applicable scholarship terms and conditions. Scholarship availability, eligibility criteria, benefits, duration, and other requirements may vary depending on the scholarship program and are subject to change.

Applicants and students should refer to the Khalifa University website for the most current information regarding available undergraduate and graduate scholarships, eligibility criteria, benefits, application procedures, and applicable terms and conditions.

Where applicable, the specific terms and conditions of an awarded scholarship are set out in the official scholarship agreement issued to the recipient.

Undergraduate Scholarships

Khalifa University of Science and Technology offers scholarships to support qualified UAE National, children of Emirati mothers, children of Khalifa University Faculty and Staff and international students enrolled in undergraduate programs on a full-time basis.

Undergraduate Scholarships and Stipends

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 eligible 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, admission offers, and contracts signed between the students 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 receiving University scholarships must provide an undertaking confirming that they will not engage in full-time or part-time employment or receive any scholarship or financial support from any source other than the University unless they have submitted the relevant request to the Scholarship Office and obtained prior 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 students who joined 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.
- The student shall bear the cost of any repeated courses due to failure, improving the grade and/or course withdrawal.
- The Scholarship may be withdrawn if students fail to obtain the required degree by the end of the maximum period of study as specified in the Undergraduate Study Contract or Undergraduate Final Admission Offer or the end of the extension period approved by the University, as applicable.
- The scholarship is for the Program mentioned in the student's contract or the admission offer. Changing the Program may affect the scholarship type as per the University's policies and procedures.
- Students are responsible for regularly monitoring, acknowledging, or responding to official communications from the University regarding scholarship matters, deadlines, requirements, or any actions required to maintain scholarship eligibility.

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, as below:

- The University reserves the right to make changes to the published scholarship benefits and conditions without prior notice.

- The scholarship may consist of 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 100% scholarship (Tier I) 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 awarded as stated in the admission offer and will be subject to the terms and CGPA requirements specified at the time of admission.

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 their 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.
- Tuition Fee scholarships will be as per the offer received and subject to terms and CGPA requirements specified during admission.

The President's Scholarship

The President's Scholarship is a prestigious, fully funded award granted at the sole discretion of the President of Khalifa University. It is open to outstanding undergraduate applicants from UAE nationals, expatriate residents, and international students, recognizing exceptional academic achievement, leadership potential, and alignment with the University's values.

- The scholarship provides financial support based on the approved scholarship package for each student. Benefits may vary from one student to another and may include coverage of tuition fees, university transportation, and/or on-campus housing in shared (double-occupancy) accommodation, in accordance with the University's policies.
- Applicants are selected through a competitive and rigorous evaluation process approved by the President.

- To maintain the scholarship, students are required to meet ongoing academic and enrollment conditions, including maintaining a minimum cumulative grade point average (CGPA) as specified in the scholarship agreement signed upon enrollment.

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, considering that the 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 competitive, merit-based scholarships to eligible UAE National and international graduate students demonstrating strong academic achievement, research potential, and alignment with the University's academic and research priorities.

Applicants seeking scholarship consideration should indicate their interest when submitting their graduate admission application. Scholarship awards and benefits vary according to the type of scholarship offered, and continued eligibility is subject to applicable academic progress and program requirements.

Master's Scholarships

Eligible master's students may be considered for scholarship support. Depending on the scholarship awarded, benefits may include:

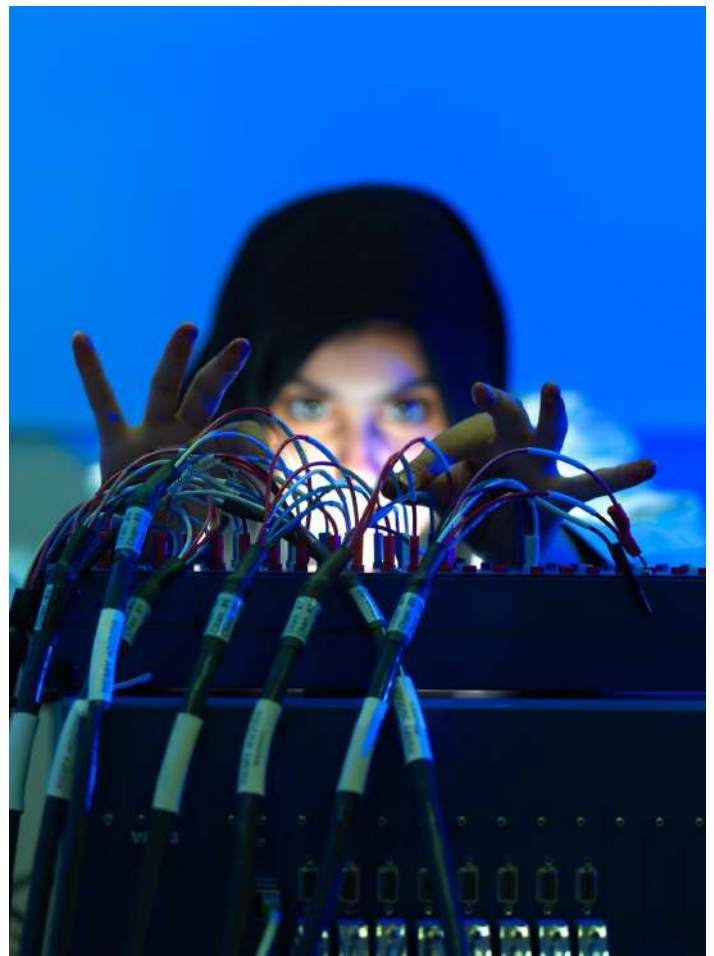
- Full or partial tuition fee coverage
- Textbooks
- Accommodation
- Medical insurance
- Visa processing support and travel assistance to and from the UAE for eligible students residing abroad.

PhD Scholarships

Eligible PhD students may be considered for competitive scholarship support. Depending on the scholarship awarded, benefits may include:

- Full or partial tuition fee coverage
- Monthly stipend
- Pension enrollment for eligible UAE Nationals
- Textbooks
- Accommodation
- Medical insurance
- Visa processing support and travel assistance to and from the UAE for eligible students residing abroad
- Support for conference participation, subject to funding
- International research internship opportunities, subject to funding
- Teaching experience and career development opportunities

Students should refer to the official University scholarship information and applicable scholarship terms and conditions for the most current details regarding eligibility, benefits, continuation requirements, and other obligations.





SECTION V

Academic affairs

Academic Advising

Academic advising is an important part of every student's academic journey and is a shared responsibility between the student and academic advisor. Each student is assigned at least one academic advisor from enrollment through graduation.

Students are required to meet with their academic advisor at least once each semester to review their academic progress, discuss course selection, and ensure they are progressing toward the requirements of their degree. Advisor approval is required for course selection and registration.

Academic advisors support students by providing guidance on:

- Course selection and degree requirements
- Areas of specialization
- Academic regulations and requirements
- Academic progress and timely completion of the degree
- Educational goals and future academic planning
- Relevant University resources and support

Students are expected to prepare for advising meetings, participate actively, and follow through on agreed actions. Academic departments assign advisors, with advisor information maintained through the **Office of the Registrar**.

Students should refer to the **Academic Advising Guide** for detailed advising responsibilities and procedures.

KUBee - Office of the Registrar AI Academic Assistant

KUBee is an AI-powered academic assistant provided by the Office of the Registrar to help students access general academic information and better understand their academic progress and University requirements. Link: <https://kubee.ku.ac.ae/>

Students can use KUBee to ask questions about:

- **Degree Progression:** Information about progress toward completing their academic degree.
- **Academic Policies:** Information about grading systems, GPA calculations, course repetition, and related academic policies.
- **Graduation Requirements:** Information about requirements for completing their degree or academic program.

KUBee is intended to provide convenient, general guidance and complement the support provided by academic advisors and official University resources.

Students should be aware that:

- Information provided by KUBee may not address every individual academic circumstance.
- KUBee complements but does not replace official University communications, academic policies, or consultation with an academic advisor.
- Responses are based on the most current information available to the system; however, University policies and requirements may change.
- While every effort is made to provide accurate information, students should verify critical information before making important academic decisions.

Students remain responsible for confirming academic requirements, deadlines, and decisions through their academic advisor, the Office of the Registrar, and other official University sources.

KUBee can respond to questions in different languages, allowing students to seek academic information in their preferred language.

Office of the Registrar

The Office of the Registrar maintains students' academic records and supports the administration of academic processes throughout the student journey.

Services provided by the Office of the Registrar include:

- Course registration and enrollment
- Adding, dropping, and withdrawing from courses
- Temporary leave of absence and reactivation of studies
- Permanent withdrawal from the University
- Maintenance of grades and academic records
- Processing grade changes and grade appeals
- Issuing official transcripts and academic documents
- Supporting graduation-related processes
- Communicating registration periods and academic deadlines

Students should observe all deadlines published in the University Academic Calendar and follow the procedures communicated by the Office of the Registrar.

Academic Regulations

Students are required to comply with the academic regulations, policies, and procedures of Khalifa University. Detailed and current information regarding registration, course enrollment, adding and dropping courses, course withdrawal, leave of absence, attendance, grading and GPA, course repetition, academic standing, probation, honors, and academic dismissal is provided in the applicable Khalifa University Academic Catalog.

Students should refer to the relevant Academic Catalog for the requirements and procedures applicable to their program and level of study:

- [Undergraduate Academic Catalog – Undergraduate Catalog - Khalifa University | Abu Dhabi, UAE]
- [Graduate Academic Catalog – Graduate Catalog - Khalifa University]

Tuition Fees, Payments and Refunds

- Tuition fees are charged according to the student's level of study, registered credit hours, and applicable scholarship or funding arrangement.
- Students are responsible for paying all applicable tuition and other fees by the deadlines published by the University.

- Failure to settle tuition fees by the final payment deadline may result in a hold on the student's record, restricting access to grades and registration for subsequent semesters.
- Students who withdraw from a course after the Add/Drop period remain subject to the applicable tuition fee and refund rules; withdrawal from a course does not automatically result in a refund.
- Students should refer to the University's current Fees and Payment Guide for detailed information on tuition rates, payment requirements and deadlines, deposits, refunds, and other applicable charges.

Center for Teaching and Learning (CTL)

Student Academic Enhancement

The Center for Teaching and Learning (CTL) provides academic support and developmental opportunities designed to help students strengthen their academic performance, learning skills, and confidence.

Through the CTL Learning Center, students can access faculty and peer tutoring, course-specific academic support, study assistance, and individualized help with challenging concepts.

The Lead Peer Mentoring Program supports students in their transition from high school to university by helping them develop effective study habits, navigate university life, connect with campus resources, and build a sense of community. Peer mentoring also includes academic support in Calculus I.

CTL also provides workshops, mentoring, leadership and entrepreneurship initiatives, and academic enrichment activities that support the development of skills such as:

- Critical thinking
- Communication and public speaking
- Leadership
- Resilience
- Problem-solving
- Effective learning strategies

Graduate Student Academic Support Services

CTL provides targeted academic and professional development opportunities to support graduate students as researchers, educators, and future leaders.

GENS 700: Fundamentals of Teaching Assistance in Higher Education

GENS 700 is a five-week non-credit course designed to build the teaching capacity of PhD students.

The course covers:

- Effective teaching and laboratory management

- Understanding diverse learners and the role of the Teaching Assistant
 - Educational technology
 - Active learning strategies
 - Assessment design and proctoring practices
- Students participate through lectures, in-class activities, online discussions, and a final project report and presentation.

The course is assessed on a Pass/Fail (S/U) basis, with a minimum score of 60% required to pass.

Learning Centers

CTL Learning Centers provide peer tutoring to help students strengthen their understanding of course material, clarify difficult concepts, and prepare for assessments.

Tutoring is offered across a range of subjects, subject to tutor availability, and may be provided individually or in small groups.

Opportunities to become a peer tutor are announced during the academic year and follow a structured selection process.

Official Communication Method: KU Email

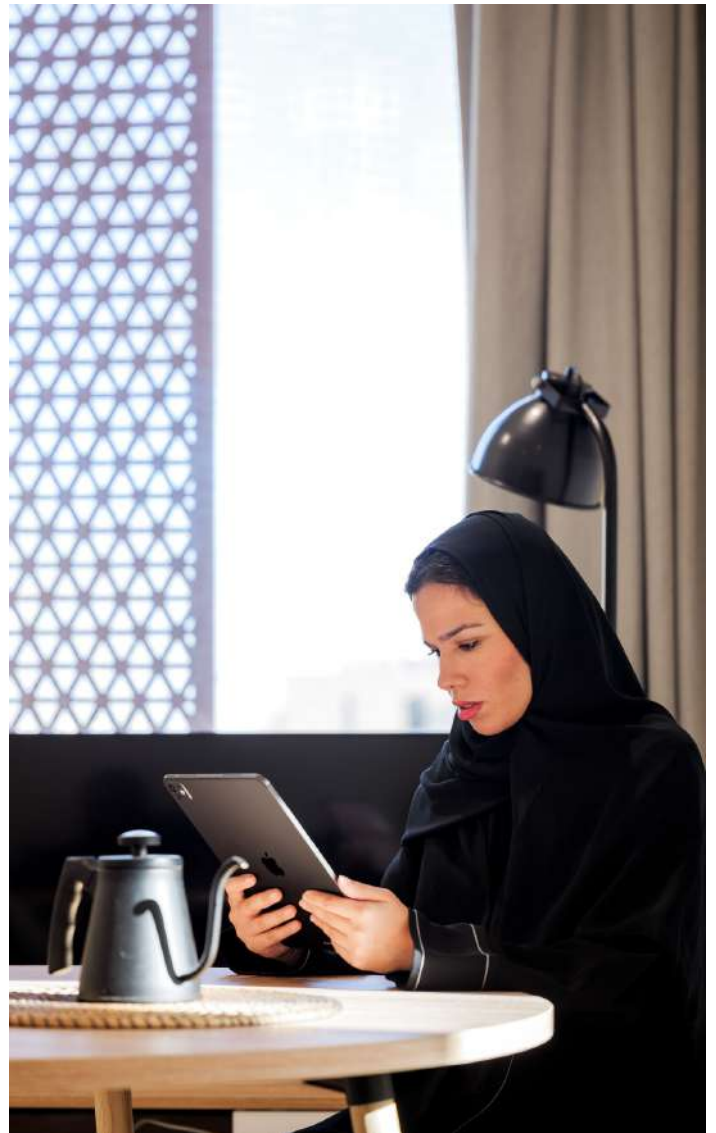
Khalifa University email is the primary method of official communication with students.

Academic and administrative information, important announcements, and time-sensitive notices are sent to students' University email accounts.

Students are responsible for:

- Monitoring their KU email regularly
- Ensuring their mailbox remains accessible
- Reviewing official announcements and deadlines
- Using their KU email account when communicating with the University on official matters

Failure to check University email, problems caused by email forwarding, or a full mailbox do not exempt students from University announcements, requirements, or deadlines.





SECTION VI

Student affairs

Student Affairs supports students throughout their university journey by providing services and opportunities that promote academic success, personal wellbeing, career readiness, leadership, community engagement, international experiences, and an active campus life.

Students are encouraged to make use of these resources throughout their time at Khalifa University and to seek support early whenever needed.

Library Services

Khalifa University Libraries support teaching, learning, and research by providing students with access to academic resources, study spaces, research support, and print and electronic collections both on and off campus.

Libraries are located at:

- **Main Campus:** E-Building
 - **SAN Campus:** Habshan Building 5 - First Floor
- Library facilities include individual and group study spaces, computer workstations, quiet study areas, media rooms, information literacy classrooms, and print and electronic collections.

Library Services Available

Students can access:

- Book borrowing, renewal, holds, and reservations
- Self-service circulation
- Research and reference support from librarians
- Online reference chat
- Information literacy classes and research skills workshops

- Electronic journals, databases, and academic resources
- Inter-Library Loan and Document Delivery services
- Online subject guides and learning resources
- Printing, photocopying, and scanning
- Khalifa University Repository - Khazna
- Open Access publishing resources

Detailed information about library services, electronic resources, opening hours, and library policies is available on the Khalifa University Library website: library.ku.ac.ae/lib

Borrowing and Library Use

All members of the University community may borrow Library materials.

- Undergraduate students and staff may normally borrow items for **two weeks**.
 - Graduate students and faculty may normally borrow items for **one semester**.
 - Borrowed materials may be recalled by the library when required.
 - Materials may be renewed up to three times provided they have not been requested by another user.
- Students are responsible for all materials borrowed using their University ID and may be charged for items that are lost, damaged, or not returned.

Students are expected to respect Library spaces and other users by observing designated quiet areas, using group study spaces appropriately, safeguarding Library materials and equipment, and complying with Library staff instructions and published Library policies.

Library Contact Information

Main Campus Reference Desk: +971 2 312 4604
SAN Campus Habshan Service Desk: +971 2 312 3160
General Library Enquiries: libse@ku.ac.ae
Inter-Library Loan / Document Delivery: ill@ku.ac.ae
Acquisitions: acquisitions@ku.ac.ae
Open Access Services: openacces@ku.ac.ae

Student Success

Student Success provides student-centered services and experiences that support academic achievement, personal development, wellbeing, and meaningful engagement throughout the undergraduate student journey.

Through counseling, workshops, inclusive support, community engagement, and developmental opportunities, Student Success helps students take an active role in their learning and personal growth.

Student Success also utilizes EAB Navigate to support student engagement and connect students, faculty, advisors, and relevant University support services.

Key areas of support include:

- Counseling
- People of Determination and Inclusive Support
- Workshops and student development
- Community Service
- Engagement and development
- Entrepreneurship

Counseling Services

Counseling Services provides professional and confidential support for students experiencing academic, personal, social, or adjustment-related challenges.

Students may seek counseling support for areas including:

- Academic performance concerns
- Study skills and time management
- Stress, test anxiety, and emotional wellbeing
- Personal or social difficulties
- Adjustment to university life
- Conflict or misunderstandings involving students, faculty, or staff
- Decision-making and problem-solving
- Trauma or crisis
- Referral to appropriate professional community resources when required

Academic counseling supports students experiencing academic difficulty but does not replace academic advising.

Counseling is provided in a private and confidential environment. Information shared during counseling will not normally be disclosed without the student's permission, except where there is a concern that the student may pose harm to themselves or others.

Students are encouraged to seek support early rather than waiting for difficulties to become more significant.

Counseling Email: counselors@ku.ac.ae

Student Development Workshops

Workshops are offered throughout the academic year to support students' academic success and personal development.

Topics may include:

- Time management
- Study skills
- Test anxiety
- Goal setting
- Stress management
- Emotional intelligence

People of Determination and Inclusive Support

People of Determination Services provides inclusive support for students with disabilities, medical conditions, or accessibility needs.

Support may include:

- Guidance on accessibility
- Identification of appropriate accommodation
- Review and filing of relevant medical documentation
- Coordination with faculty and staff
- Testing and learning accommodations
- Note-taking support
- Appropriate equipment or auxiliary aids, where required

Students should refer to ACA 5200 - Special Needs Policy for additional information.

Inclusive Support: inclusivesupport@ku.ac.ae

Engagement and Development

Engagement and Development provides opportunities for students to build leadership, social responsibility, professional skills, and meaningful connections with the University and wider community.

Community Service

Community Service is an important part of the Khalifa University student experience and provides students with opportunities to contribute to the community while developing civic responsibility, leadership, professional skills, and lifelong learning.

All matriculated Khalifa University undergraduate students who started after the merger in Fall 2017 are required to complete a minimum of:

- 80 hours of Community Service before graduation
- At least 20 hours each year

Completion of the Community Service requirement is recorded on the student's transcript; however, academic credit is not awarded for Community Service.

Students may participate in University-organized opportunities or identify appropriate external volunteering opportunities.

The online Community Service system available through Student Connect allows students to explore volunteering opportunities and monitor their completed Community Service hours.

Community Service Unit: csu@ku.ac.ae

Entrepreneurship

Student Success provides students with opportunities for professional and personal development through short courses and boot camps in areas such as leadership, innovation, and entrepreneurship.

Student Success Contact Information

Student Success: StudentSuccess@ku.ac.ae

Counseling: counselors@ku.ac.ae

Community Service: csu@ku.ac.ae

Main Campus: The Hive, M-Building, First Floor

International Student Services Office (ISSO)

The **International Student Services Office (ISSO)** supports students in two main areas:

- International student immigration and residency-related services
- Study abroad and international student mobility

Study Abroad and Student Exchange

Khalifa University offers eligible undergraduate students opportunities to participate in study abroad and student exchange programs with partner universities.

These experiences allow students to study in a different academic and cultural environment and, where applicable, earn credit toward their Khalifa University degree.

Study abroad and exchange opportunities are available to eligible Sophomore and Junior undergraduate students who meet the applicable criteria.

ISSO also supports inbound exchange students joining Khalifa University for an approved semester of study, research, or academic activity.

Students interested in international mobility are encouraged to explore opportunities early and confirm eligibility and academic requirements before planning.

Study Abroad and Exchange: studyabroad@ku.ac.ae

Residence Visa and Government Affairs

ISSO supports eligible international students with:

- Student visa sponsorship and processing
- Emirates ID procedures
- Health insurance coordination
- UAE residency requirements and compliance

Students experiencing issues relating to their visa, Emirates ID, health insurance, or UAE residency status should contact ISSO for guidance.

ISSO: isso@ku.ac.ae

Career Services

Career Services supports students throughout their academic journey in exploring career pathways, building professional skills, gaining practical experience, connecting with employers, and preparing for the transition from university to employment.

Our support includes:

- **Career Guidance & Exploration** – individual career advising, career planning, career assessments, and graduate study guidance.
- **Career Preparation** – CV and cover letter reviews, interview preparation, job-search strategies, and LinkedIn profile development.
- **Employability Development** – career workshops, professional development activities, networking, and career readiness programs.
- **Experiential Learning** – internships, Co-op, Work-Integrated Learning (WIL), and other experiential learning opportunities.
- **Employer Engagement & Recruitment** – career fairs, employer information sessions, industry engagement, recruitment activities, and access to employment opportunities.

Start early. Students are encouraged to engage with Career Services throughout their studies to build their experience, skills, and professional network well before graduation.

Career Counseling

Students can access one-on-one career advice to explore career interests, understand their strengths, prepare application materials, develop interview skills, plan their career, and prepare for employment or further study.

Students should also regularly monitor University communications for upcoming employer events, recruitment opportunities, workshops, and professional development activities.

Internship

All undergraduate students are required to complete a full-time internship as part of their degree requirements and eligibility for graduation.

Internships provide structured and supervised professional experience in an approved organization, allowing students to apply academic knowledge in a workplace setting. Internship academic credit is assessed on a Pass/Fail basis.

Career Services manages the University's internship program for undergraduate students and supports them in identifying and securing appropriate opportunities. Students may also identify organizations of interest and provide relevant employer details to the Internship Team for follow-up.

Internship duration and academic credit requirements vary by academic program. Students should refer to their degree plan and the Internship Handbook for the specific requirements applicable to their program.

Co-op Program

Khalifa University offers a dedicated **Co-op Track** for undergraduate students seeking extended professional work experience as part of their degree.

The Co-op Track typically extends the undergraduate study period from four to five years and includes **two six-month industry-based Co-op terms**, usually after completing 90 credit hours.

Through the Co-op Track, students can:

- Gain extended industry experience
- Apply academic learning in the workplace
- Build professional and career-readiness skills
- Develop professional networks
- Explore career pathways and industries

The Co-op Track is designed for students seeking stronger integration between academic study and professional experience.

Career Preparation Course - GENS 300

GENS 300 - Career Preparation helps students develop the practical skills and professional mindset required for internships and future employment.

Topics include:

- CV and cover letter writing
- Job-search strategies
- Interview preparation
- Professional communication
- Teamwork
- Networking
- Intercultural effectiveness
- Career planning
- Workplace professionalism

Enhancing Employability and Job Readiness - GENS 400

GENS 400 - Enhancing Employability and Job Readiness is designed for senior students who have successfully completed GENS 300.

The course develops advanced career and workplace competencies, including:

- Career planning
- Leadership
- Interdisciplinary collaboration
- Workplace professionalism
- Resilience and adaptability
- Critical thinking
- Teamwork and communication
- Emotional intelligence
- Project management

Experiential Learning - SDAS 200

SDAS 200 - Experiential Learning provides students with short-term, hands-on professional experience that connects academic learning with practical application.

Students complete a minimum of **45 hours of work placement** with an organization of their choice, subject to course requirements.

The experience is designed to help students explore career interests and strengthen professional competencies such as communication, teamwork, problem-solving, and workplace readiness.

Career Services Events

Career Services organizes employer and career development activities throughout the academic year, including:

- Career and Internship Fairs
- Employer Information Sessions
- Industry Talks
- On-Campus Recruitment
- Networking Events
- Mock Interviews
- Career Readiness Workshops

Students are encouraged to participate in these opportunities to develop professional networks, understand industry expectations, and explore potential career pathways.

Additional information and current opportunities are available through the **Career and Alumni Services** webpage and official University communications.

Alumni Services

The Alumni Services Office supports lifelong engagement between Khalifa University and its graduates.

Through networking, mentoring, professional development, volunteering, community engagement, and career-related opportunities, Alumni Services help graduates maintain a meaningful connection with the University while creating opportunities for alumni and current students to engage with and learn from one another.

Khalifa University Alumni Council

The **Khalifa University Alumni Council (KUAC)** represents the University's alumni community and supports lifelong engagement, professional networking, knowledge sharing, alumni participation, and collaboration with the University.

The Council works closely with Alumni Services to strengthen connections between alumni, students, and the wider Khalifa University community.

Student Life

Student Life provides opportunities for students to participate in campus life beyond the classroom through student governance, clubs and professional chapters, leadership, competitions, cultural activities, sports, trips, and student-led initiatives.

These experiences allow students to build relationships, develop leadership and professional skills, explore personal interests, and contribute to the University community.

Student Council

The **Student Council (SC)** is an elected student body that represents student interests and supports communication between students and University management in accordance with **STL 5610 - Student Governance Policy**.

Student Council contributes to:

- Representing student interests and needs
- Strengthening communication between students, faculty, and administration
- Supporting student activities and clubs
- Contributing to the intellectual, cultural, and social life of the University
- Developing student leadership
- Encouraging active participation in the co-curricular life of the University

Students in good academic standing may be eligible to run for Student Council positions. Elections are held through the University's approved election process.

Student Clubs and Professional Chapters

Student clubs and professional chapters provide opportunities for students to pursue interests beyond the classroom, develop leadership skills, build networks, and participate in academic, professional, cultural, social, and recreational activities.

Students may join existing clubs or apply to establish a new club or chapter.

The **Campus Life Office** supports registered student clubs and professional chapters and provides guidance on planning and implementing activities.

To establish a new club or chapter, students must submit the required registration through **KU Connect > Non-Academic Request** during the designated registration period.

Each club or chapter must have a faculty or staff advisor.

Campus Life Office: E-Building, Level 3

Email: campuslife@ku.ac.ae

Club Registration and Renewal

Applications to establish or renew clubs and chapters are submitted through KU Connect during the designated registration period.

Registration requires information including:

- Club name, mission, and purpose
- Proposed activities
- Budget
- Executive Board members
- Faculty or staff advisor

Club membership/registration is valid for one academic year and must be renewed annually.

Registered clubs are expected to remain active, comply with the Student Code of Conduct and University requirements, organize activities, and complete required post-event and annual reporting.

Student Activities and Events

Student-led activities organized on University premises, using the University name, or conducted under the University's auspices require appropriate approval.

Students and student groups should:

- Submit event proposals to the Campus Life Office through KU Connect.
- Obtain approval before reserving University facilities.
- Obtain prior approval for off-campus travel connected to University activities.
- Ensure activities comply with UAE laws, cultural norms, and University policies.
- Ensure appropriate supervision when activities involve laboratories or equipment.
- Submit equipment requirements as part of the Student Event Proposal.

- Obtain approval for activities involving food services.
 - Obtain approval before distributing posters, flyers, banners, or other materials or using the University logo.
 - Discuss activities requiring internal or external funding with the Campus Life Office.
 - Leave University spaces and equipment in appropriate condition following activities.
- Registered clubs and chapters are also required to complete applicable evaluation and renewal requirements.

Student Participation and Opportunities

Students are encouraged to participate in a wide range of on- and off-campus activities, including:

- University celebrations and major events
- Student competitions
- Conferences
- National and international trips
- Leadership programs
- Cultural activities
- Professional and academic initiatives
- Student ambassador opportunities

Participation in these experiences can help students broaden their perspectives, develop new skills, build networks, and contribute to the University community.

Student Competitions

Students are encouraged to participate in academic, innovation, professional, and other competitions that provide opportunities to apply their knowledge and develop practical skills.

Young Future Energy Leaders (YFEL)

The Young Future Energy Leaders (YFEL) program provides students and young professionals with opportunities to engage with renewable energy and sustainability through mentorship, learning, and interaction with leaders in the field.

KU Ambassadors Program

The KU Ambassadors Program gives students the opportunity to represent Khalifa University by conducting campus tours and engaging with visitors, delegations, industry representatives, and other guests. Students selected as KU Ambassadors complete appropriate training before representing the University.

Annual Student Events

Student Life supports a range of annual events and activities, including:

- UAE National Day (Eid Al Etihad) Celebrations
- Clubs Day
- KU Bazaar
- Student Recognition Ceremonies

• KU Career Fair

Students are informed of opportunities and participation arrangements through official University communications.

Field Trips, City Tours, and Cultural Activities

Campus Life organizes selected trips and cultural experiences within Abu Dhabi and across the UAE.

These activities provide opportunities for students to explore the UAE, engage with its culture and heritage, and participate in social and educational experiences beyond campus.

Students are also informed of relevant local cultural events and exhibitions through University communications.

Health and Fitness Activities

Campus Life provides recreational and competitive sports opportunities designed to support student wellbeing, participation, and community engagement.

On-Campus Tournaments

Sports tournaments and challenges are organized during the academic year. Students of different levels of athletic ability are encouraged to participate.

Intercollegiate Sports

Khalifa University's male and female sports teams participate in the UAE University Games and compete against university teams across the UAE.

Recreational Sports

Students can participate in recreational and competitive activities both on and off campus.

Students interested in joining an existing sports team or exploring the formation of a new team should contact:

Campus Life: campuslife@ku.ac.ae





SECTION VII

Campus facilities and services

Khalifa University provides a range of facilities and services to support students' academic experience, wellbeing, safety, and daily life on campus.

Facilities and Spaces

Laboratories and Workshops

Khalifa University laboratories and workshops support teaching, research, and practical learning. Because students may work with specialized equipment, instruments, or potentially hazardous materials, compliance with Environment, Health and Safety (EHS) requirements is mandatory.

Before participating in laboratory or workshop activities, students must:

- Complete all required EHS inductions, orientations, and online training.
- Understand and follow the applicable EHS procedures and laboratory instructions.
- Obtain the instructor's or supervisor's approval before beginning experiments or activities.
- Use equipment, tools, and materials only as authorized.
- Follow all safety instructions and report unsafe acts or conditions.

Students are not permitted to work alone in laboratories or workshops where safety risks may arise.

Repeated failure to comply with laboratory or workshop safety requirements may result in referral for appropriate action under University regulations.

Laboratory Access Outside Normal Operating Hours

Students requiring laboratory access outside normal operating hours must comply with the University's EHS requirements for after-hours laboratory work.

After-hours access requires appropriate approval, risk assessment, required EHS training, and the level of supervision determined by the supervisor responsible and EHS requirements.

Undergraduate students working in laboratories after hours must be supervised by a member of academic staff.

Students should refer to the applicable KU EHS Guidelines and required approval procedures before undertaking any laboratory work outside normal operating hours.

Prayer Rooms

Prayer rooms are available across the University, with separate facilities and wudhu areas for male and female students.

Prayer facilities are available in:

- R-Building
- L-Building
- G-Building
- E-Building

Student Lounges

Student lounge areas are available on campus to provide students with spaces to relax, socialize, and spend time between classes.

Separate lounge areas are provided for male and female students.

Sports and Fitness Facilities

Sports and fitness facilities are available to Khalifa University students at the Main Campus.

The Main Campus sports complex is located in D-Building:

- Male Gym: 4th Floor, next to the Student Hub
- Female Gym: 2nd Floor

Additional gym facilities are available at University residences.

Students must present a valid KU student ID when requested and are responsible for following the rules and regulations displayed within the facilities.

Student Residences

University residences provide accommodation, subject to availability, primarily for eligible international students and students residing outside Abu Dhabi.

Separate male and female residential facilities are provided. On-site staff and security personnel manage residences.

Housing allocation is subject to availability, demand, and University priority criteria. Transportation is provided between University residences and the campuses.

Students living in University accommodation are expected to respect other residents, cultures, customs, and traditions and to comply with all applicable residence rules.

Students should refer to the Undergraduate and Graduate Residence Guidebooks for detailed information on eligibility, allocation, facilities, and residence requirements.

Student Services

Health Services

Khalifa University provides on-campus health services to support students with first aid, emergency care, minor health concerns, and general health guidance.

Male and female nursing support is available at the Main and SAN Campuses, with clinic services also available at designated University residences.

Students are required to complete a Medical Record Form containing relevant medical history and emergency information and should inform the University health team of any medical conditions or ongoing treatments that may be relevant to their care.

Minor health concerns may be treated through the University's First Aid Clinics.

Emergency Services

Campus Security operates **24 hours a day, seven days a week** and provides emergency assistance across the University.

EMERGENCY HOTLINE

02 312 3999

Available 24/7 for campus emergencies.

In an Emergency

Students should:

1. Respond immediately to alarms, alerts, and emergency instructions.
2. Leave the building using the nearest safe exit.
3. Evacuate calmly and promptly. Do not run or push.
4. Proceed directly to the designated assembly point.
5. Follow the instructions of Campus Security and emergency personnel.
6. Do not re-enter the building until the official all-clear has been given.

Students should familiarize themselves with emergency exits, evacuation routes, and designated assembly points in the buildings they regularly use.

For additional information, students should refer to the University's Emergency Plan.

Food and Retail Outlets

A range of food, beverage, retail, and convenience options is available across Khalifa University campuses.

At the Main Campus, facilities include:

- KU Bee merchandise store
- Main Restaurant
- Costa
- Starbucks
- Basil
- Acai Express
- Green for Life
- House of Tea
- Minimart
- Shot Cafe
- Gorat Gahwa
- Student-run food outlets
- Vending machines located across campus

The Student Hub also provides dining and social spaces where students can eat, study, or meet between classes.

At the SAN Campus, food and beverage options include Costa, Shot, and Green for Life.

Available outlets and operating arrangements may vary during the academic year.

Banking Services

ATM facilities are available across University campuses for students, faculty, and staff.

ATMs are available at the Main Campus, Sas Al Nakhl Campus, and Masdar City Campus at designated locations.

Transportation Services

Student transportation services support travel between University campuses and student residences.

Services include:

- Daily shuttle services between campuses and male and female residences during the semester.
- Weekend transportation for students living in University accommodation, subject to applicable University payment guidelines.
- Transportation support for approved University field trips, recreational activities, and other official events.

For transportation inquiries or requests, students should use the **Student Transportation Service Helpdesk on KU Connect**.

Campus Policies and Guidelines

Building Access After Hours

Normally student building access is available from **7:30 AM to 8:00 PM**.

Undergraduate students must not undertake work after hours unless:

- The activity is administrative or low risk, such as studying, using approved computer laboratories, or using designated study areas or libraries;
- The activity takes place in an area determined to be low risk through appropriate assessment; or
- The student is supervised by an authorized and competent person responsible for the work area.

Laboratory and other higher-risk activities remain subject to the University's specific EHS and after-hours access requirements.

Personal Belongings and Shared Spaces

Students are responsible for safeguarding their personal belongings while on campus.

Personal items should not be left unattended in areas such as:

- Prayer rooms
- Student lounges
- Sports facilities
- Dining areas
- Libraries
- Other shared or common spaces

Khalifa University is not responsible for the loss, theft, or damage of personal belongings.

Students are also expected to respect shared facilities by:

- Keeping spaces clean and orderly
- Disposing of waste appropriately
- Using University facilities and equipment responsibly
- Respecting the comfort and safety of other members of the University community



**SECTION VIII**

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.

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 labs.

How to Contact IT

The IT Service Desk is available Monday to Friday during official working hours. You may reach us through any of the following channels:

- Online (Recommended): Submit a request via the IT Service Portal at <https://esm.gov.ae/>
- Phone: +9712 312 5000
- In Person:
 - Main Campus: Building G, Office 0014
 - SAN Campus: BuHasa Building, Office 2020

KU Connect

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

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 KU Connect:
<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 KU Connect (KU Connect > 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.

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

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 KU Connect.
[KU Connect > LaunchPad > Academic Apps > Academic Software Store (AnaApp)]

For detailed guidance, refer to AnaApp usage instructions on KU Connect (KU Connect > Guidelines > IT Guidelines > Application and Software).

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 KU Connect (KU Connect > Guidelines > IT Guidelines > Application and Software).

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 (KU Connect > 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).

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: KU Connect (KU Connect > Guidelines > IT Guidelines).

Policy	Title
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 are 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:

- Harassment, 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.





SECTION IX

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.

Khalifa University students 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 guidelines below:

- 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.

Platform Administrator Responsibilities

Any student who creates, manages, or administers a Khalifa University-affiliated digital group, channel, or platform carries responsibilities that go beyond those of an ordinary member.

Administrators are expected to:

- Establish clear group rules at the outset, consistent with this policy and UAE law, and communicate those rules to all members.
- Monitor group activity on a reasonable and regular basis and act promptly when prohibited content is shared.
- Remove prohibited content from the platform as quickly as possible after it is identified.
- Notify the appropriate University authority when a violation occurs, regardless of whether the content has already been removed.
- Understand that knowingly allowing a platform under their administration to be used as a channel for prohibited content, without acting, may increase their own legal and institutional exposure.

Administrators who are uncertain about whether specific content violates this policy should seek guidance from the Office of Student Affairs before acting, if time permits, or should err on the side of removal when time does not permit.

Responsible Digital Communication: 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 comments within social media networks should be considered public rather than private, and the following guidelines should be observed:

Khalifa University students should not violate the University's confidentiality and should only disclose publicly available information online.

Khalifa University students 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.

Students must comply with copyright, financial disclosure, and other applicable laws when publishing on social media platforms.

Students must never disclose rumors, internal and/or confidential or business proprietary information about the University or related third parties. For example, you may not refer to the content of University documents that are not publicly available in print or online.

Khalifa University students should never disclose confidential information about any Khalifa University supplier, affiliate, or the UAE government.

Khalifa University students should avoid posting messages that violate the privacy of another in relation to his/her personal or professional life.

If a Khalifa University student posts material on a social media platform that violates these guidelines, the University must be informed, so it may take any necessary actions. This policy applies to all students, alumni, faculty, researchers, staff, contractors, visiting researchers, and any other individuals affiliated with Khalifa University in any capacity. This policy applies whether the communication is public or private, whether it originates within the UAE or abroad, and whether it takes place on University-owned devices or personal devices.

Prohibited Conduct

The following conduct is prohibited for all members of the Khalifa University community on any digital platform.

Spreading Panic or False Information

Sharing, forwarding, or publishing any content, including videos, images, audio recordings, illustrations, infographics, or written material, which is unverified, misleading, or likely to cause fear, panic, or public disorder. This includes content related to geopolitical situations or security incidents whether domestic or international, that has not been issued or confirmed by an official UAE government source.

Political and Inflammatory Content

Sharing or promoting political messaging, partisan content, or material that takes sides on sensitive geopolitical matters in a way that could incite division, hostility, or distress within the University community or broader society. The Khalifa University community is multinational and diverse. Content that may seem harmless in one cultural context can be deeply distressing or legally problematic in another.

Content That Harms National Unity or Security

Any content that incites hostility between groups undermines confidence in UAE institutions, or threatens the stability, sovereignty, or security of the UAE is prohibited under both this policy and UAE law.

Defamatory Content

Publishing, sharing, or forwarding material that makes false statements about an identifiable individual in a way that damages their reputation, dignity, or honor, whether that individual is a member of the University community, a public figure, or any other person.

AI-Generated and Manipulated Content

Sharing deepfakes, AI-generated images or videos, digitally manipulated media, or any content whose authenticity has not been verified. Even well-intentioned sharing of false information can result in legal consequences under UAE law. The realistic appearance of AI-generated content does not reduce the legal liability of the person who shares it.

Content Shared via Disappearing or Temporary Formats

Content shared through disappearing message features, Stories, or Status updates on any platform carries the same legal weight as permanently published content. Screenshots and digital records exist regardless of whether the original content has expired, and UAE law applies to all of it.

Content Offensive to Religion or Culture

Sharing material that mocks, insults, or is disrespectful toward any religion, culture, or national identity, in keeping with both UAE law and the University's commitment to an inclusive and respectful community.

Use of VPNs to Circumvent Legal Obligations

Using a VPN or any other technical means to conceal identity or bypass UAE content restrictions for the purpose of sharing, accessing, or distributing prohibited content is itself a criminal offense under the Cybercrime Law, separate from and in addition to any offense committed through the content itself. A VPN does not provide legal protection. It does not anonymize a user from UAE law enforcement, and its use to commit or conceal an offense carries additional penalties.

International Students and Dual Jurisdiction

Khalifa University welcomes students and staff from countries around the world. Many members of the community come from places where digital communication norms, political expression, and the legal treatment of online content differ significantly from the framework in place in the UAE.

What is legally or socially acceptable in another country is not a defense under UAE law. The UAE's Cybercrime Law applies to everyone physically present in the country, regardless of nationality, visa status, duration of stay, or the laws of the country they came from. A student visiting for one semester is subject to the same legal framework as a long-term resident.

Furthermore, content created or shared before arriving in the UAE is not automatically exempt. If content that a person created or shared prior to entering the UAE is accessible within the country and violates UAE law, it may still be subject to investigation and prosecution.

Students who are unfamiliar with UAE digital laws are strongly encouraged to seek guidance from the Office of Student Affairs if they have any questions about their specific situation.

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 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

1. 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.

2. Students are encouraged to use good judgment in the construction of their webpage. 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 Affairs. Responses from IT or the Office of Student Affairs regarding what is defined as appropriate material shall not constitute legal advice.

Websites, webpages, or microsites that violate these policies may be locked and/or removed from the server. Violation of any of these policies 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 resources for any purpose other than educational or research purposes;
 - Use electronic resources 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:

- News professionals;
- Commercial or professional photographers and filmmakers; and
- Campus visitors taking photographs, 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.

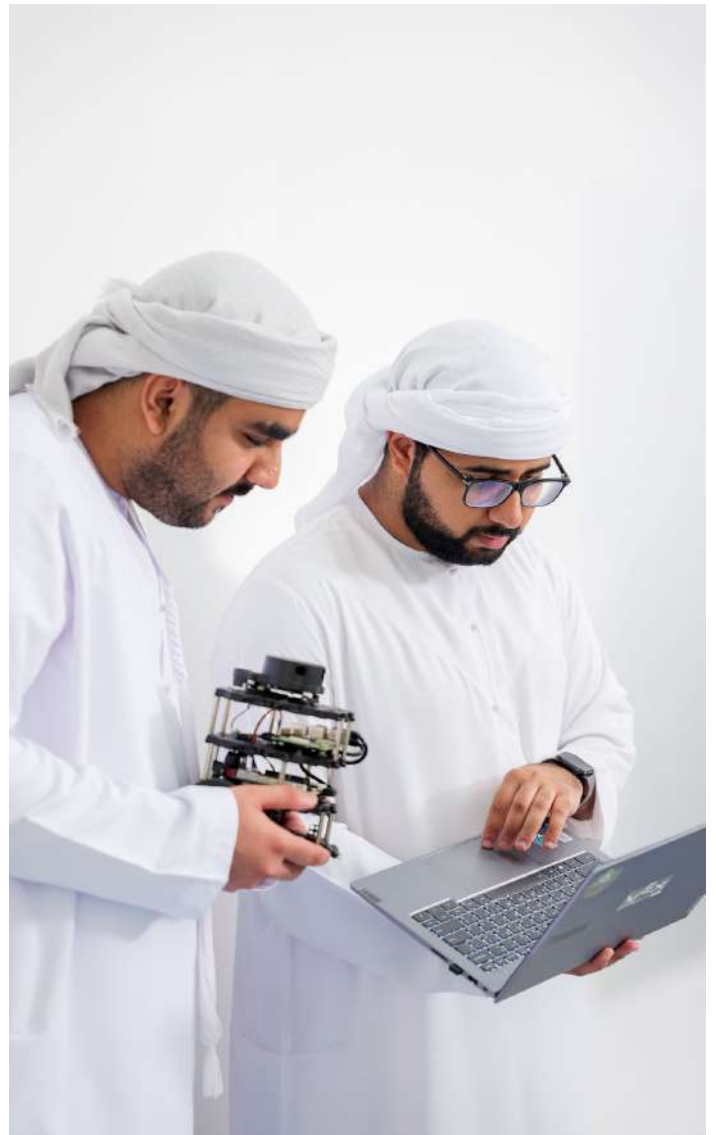
- In promotion of lectures, the University should issue a disclaimer that clarifies that sponsorship of guest speakers does not imply that the University or any other event sponsors approve or endorse the views expressed by the speaker.
- An invitation to speak at the University does not include a license 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.)





SECTION X

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 University-operated facilities, including student residences. It 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:

Student Rights

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 the privacy and confidentiality of students' academic and counseling records. Further information is available in **ACA 3850, Confidentiality and Privacy of Student Records Policy**, accessible through the Guidelines page on KUConnect under Policies.

- 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

- 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.
- Seeking 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 wellbeing.

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 prohibited in accordance with UAE law.

1.7 Weapons and Hazardous Materials

Unauthorized possession, use, or attempt to possess or use weapons, explosives, or any dangerous substances is 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 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 misconduct at 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 information for purposes including but not limited to prohibited content, engaging in harassment, to impersonate others, or to 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 expectations when representing Khalifa University, including during internships or external University functions.

8.1.1 Dress Code Requirements

Male Students

- UAE National students are required to wear the UAE national attire while on campus.
- Expatriate male students are required to wear a shirt with long trousers or jeans.
- Hair must be kept clean, neat, and well-groomed and must not extend below shoulder length.
- Beards and mustaches must be kept neat and well-groomed.

Female Students

- UAE National students are required to wear the UAE national attire consisting of an **abaya** and **shayla**.
- Expatriate female students who choose to wear the UAE national attire are required to comply with the same dress code requirements applicable to UAE National female students.
- Expatriate female students are required to dress modestly by wearing long-sleeved shirts or blouses with long, loose-fitting skirts or slacks, or a long-sleeved, loose-fitting dress. Shorts, short skirts, tight or transparent clothing, clothing exposing the back, legs, or waist, and sleeveless or low-cut tops are not permitted.
- Shoes with excessively high heels must be avoided.
- Heavy/excessive make-up should be avoided.

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 wellbeing 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 on KU Connect 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).

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.





SECTION XI

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.

Students should refer to ACA 3500, Academic Integrity Policy, for information on the forms of academic dishonesty and the applicable 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.

Appeals Related to Student Code of Conduct Violations

Students have the right to appeal formal decisions or sanctions under the Student Code of Conduct. Appeals must be submitted in writing to the Director of Student Services (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 or Graduate Studies Council as appropriate. Final decisions are communicated to students in writing.

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 Office of the Registrar 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 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 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 Office of the Registrar. 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 ACA 3850, Confidentiality and Privacy of Student Records Policy.

Wellbeing 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.



SECTION XII

Helpful student-related offices contact information

The following contacts are provided to help students quickly identify the appropriate University office for common questions and support needs.

STUDENT SERVICES QUICK DIRECTORY

Where Do I Go for Help?

Not sure who to contact? Use this quick guide to identify the University service that can best assist you. For detailed service descriptions and individual focal points, refer to the Student Affairs Services Catalog.

EMERGENCY HOTLINE

02 312 3999

Available 24/7 for campus emergencies.

I need help with...	Service / Office	How to Get Help
Undergraduate admission or application questions	Enrollment Department – Undergraduate Recruitment & Admissions	ugadmissions@ku.ac.ae
Postgraduate admission or application questions	Enrollment Department – Postgraduate Recruitment & Admissions	pgadmissions@ku.ac.ae
Undergraduate scholarship eligibility, benefits, or conditions	Enrollment Department – Undergraduate Scholarships	scholarship.unit@ku.ac.ae

I need help with...	Service / Office	How to Get Help
Course registration, Add/Drop, registration schedules, examinations, advisor assignments, or enrollment letters	Office of the Registrar – Registration Services	registration.office@ku.ac.ae
Academic records, transcripts, degree verification, graduation, transfer credit, withdrawal, Leave of Absence, or academic appeals	Office of the Registrar – Student Records & Graduation Services	registration.office@ku.ac.ae
Understanding degree progression, academic policies, GPA, course repetition, or graduation requirements	KUBee – Office of the Registrar AI Academic Assistant	https://kubee.ku.ac.ae/ Important academic decisions should also be confirmed with your academic advisor or the Office of the Registrar
Finding books, journals, databases, study spaces, or research support	Khalifa University Library	libse@ku.ac.ae
Obtaining an article or research item not available through KU Library	Library – Document Delivery / Inter-Library Loan	ill@ku.ac.ae
Academic difficulty, probation support, study skills, or personal counseling	Student Success Center – Counseling Services	counselors@ku.ac.ae
Accessibility, accommodations, or People of Determination support	Student Success Center – Inclusive Support	inclusivesupport@ku.ac.ae
Community Service opportunities, requirements, or completed hours	Student Success Center – Engagement & Development	csu@ku.ac.ae
Career planning, CVs, interviews, LinkedIn, career exploration, or job readiness	Career Services	Visit Career Services – Main Campus, E-Building, 3rd Floor or access Career Services information through official University channels
A local or international internship	Career Services – Internship & Experiential Learning	Contact the Career Services Team – Main Campus, E-Building, 3rd Floor
Co-op, Work-Integrated Learning, or SDAS 200	Career Services – Experiential Learning	Contact the Career Services Team – Main Campus, E-Building, 3rd Floor
Career fairs, employer events, recruitment, or networking opportunities	Career Services – Employer Relations	Monitor official University communications and Career Services announcements
Joining or establishing a student club or professional chapter	Campus Life	campuslife@ku.ac.ae
Student activities, events, Student Council, or campus engagement	Campus Life	campuslife@ku.ac.ae
Student transportation, campus shuttles, or residence transportation	Campus Life – Student Transportation	Submit a request through the Student Transportation Service Helpdesk on KU Connect

I need help with...	Service / Office	How to Get Help
Student ID cards or lockers	Campus Life	Access the applicable student service through KU Connect or contact Campus Life
Joining a University sports team or participating in sports programs	Campus Life – Sports Programs	campuslife@ku.ac.ae
On-campus student employment opportunities	Campus Life – On-Campus Student Employment	Contact Campus Life or monitor official University announcements for available opportunities
Short-term international development, leadership, cultural, or professional programs	Campus Life – International Participation	Contact Campus Life and monitor official University opportunities
Study abroad or undergraduate exchange	International Student Services Office (ISSO)	studyabroad@ku.ac.ae
Student visa, Emirates ID, health insurance, or UAE residency matters	International Student Services Office (ISSO)	isso@ku.ac.ae
Male undergraduate residence support	Resident Life	residentlife@ku.ac.ae
Postgraduate residence support	Resident Life	pgr.life@ku.ac.ae
Female undergraduate residence support	Resident Life	girlshostel@ku.ac.ae
Residence check-in/check-out, welfare, roommate concerns, or maintenance support	Resident Life	Contact the appropriate Resident Life team through residentlife@ku.ac.ae, girlshostel@ku.ac.ae, or pgr.life@ku.ac.ae, as applicable





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