



# جامعة الفجيرة

## UNIVERSITY OF FUJAIRAH

# STUDENT

## HAND BOOK



UNIVERSITY OF FUJAIRAH

# STUDENT HANDBOOK

© QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH AFFAIRS (QA-IRA)

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Issue No.	Issue Date	Revision No.	Revision Date	Originator	Approved By
5	Nov. 03. 23	4	Nov.02.23	MR	Chancellor

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## SECTION

## 1

## Section 1. Governance and Responsibilities of Students

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### 1.1 GOVERNANCE

The UOF's governance upholds the designing and implementation of the academic policies, business process improvement, procedures and practices toward efficient and effective administration of academic programs. It allows administrators, faculty and non-faculty members to participate in decision making, which is the prudential requirements of legitimate governance.

Institutional governance ascertains achievements among UOF's constituents in terms of meeting expectations, needs, and institutional goals. Effective decision-making with shared governance via collegiality as a means of power and motivation, among faculty members and administrators, make UOFs governance efficient. A shared governance promotes academic and administrative leaders for sharing a core belief towards a commitment to pursue common goals and a practice of democratic ideals and values, respect and participatory decision making. Such institutional governance practices promote a legally protected rights and responsibilities among various committee and council members, to exercise a common or one body decision making which is legally granting the rights for each member of the committee or council for the promotion of the general welfare of the institution.

The governance of UOF is instituted on its standing committee policy, which includes rights and responsibilities of students in terms of participation in governance of the institution. The roles of the committees and councils are defined in the Policies and Procedures Manual (PPM) to include the Student Council (SC). The PPM describes the term of reference of Student Council, which involved in the governance of the University as enunciated in this student handbook.

### **1.1.1 STUDENT COUNCIL**

#### **I. Overview**

This section covers the role of UOF's student representatives in governance.

#### **II. Scope**

This policy applies to all students, and the Head of Department of Student Affairs and Shared Services, in line with the governance and decision-making practices of the student's representative at UOF.

#### **III. Objective**

This policy intends to establish a term of reference for the Student Council (SC) to demonstrate governance and decision-making among students.

#### **IV. Policy and Policy Statement**

1. The Student Council (SC) will be organized to coordinate between and among students, faculty members, and administrators in promoting the general welfare of the students and the University. The SC shall uphold the social character of the campus; and promotes a friendly and intellectual learning environment.
2. The SC will be represented by diverse individual students elected to form a student body organization. The structure of the SC shall be the following:
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) The Committee at large:
    - a. Committee on Socio-Cultural Affairs
    - b. Committee on Sports
3. The election of SC officers will be the responsibility of the Head of the Department of Student Affairs, and the Coordinator/Officer of the Student Counseling, Career Guidance and Alumni Services Unit and Socio-Cultural, Sports Development and Healthcare Services Unit. The election will be done every second month of the First Semester.
4. There will be an Adviser of SC, duly represented by the senior faculty member or whoever may be designated by the University Chancellor.
5. The SC will meet at least twice a year, other meetings can be conducted as the need arises.
6. Maintain records, but not limited to, agenda, resolutions, and minutes of the meetings.

### **1.1.2 STUDENT ACTIVITIES POLICY**

#### **1.1.2.1 Student Clubs**

UOF has established a student club in each of its degree programs. Other clubs and organizations may be established as students demonstrate interest in specific co-curricular activities. Students who are interested in organizing a student club should, as a first step, talk to the Head of the Department of Student Affairs and Shared Services (DSASS), who has overall responsibility for student's clubs and organizations.



### **1.1.2.2 Policies Governing Student Clubs and Organizations**

The following rules apply to all student clubs and organizations, including alumni organizations:

- There must be a faculty or staff member willing to act as advisor to the club.
- Those wishing to establish a club must file the appropriate form with the Head of DSASS and observe all rules associated with the clubs.
- Officers in the club must be in good academic standing (not on probation).
- All funds collected by the club to support their activities must be handled by an account in the UOF's Business Office.
- The club must cease to exist when UOF withdraws its support from the club for any reason.

## **1.2 STUDENT RIGHTS AND RESPONSIBILITIES POLICY**

### **1.2.1 ACADEMIC ADVISING**

Throughout their enrollment at UOF, students have the responsibility to seek guidance and to consult the requisite Catalog, schedules, and handbooks for rules and regulations concerning their major and support classes.

Students have the right to professional advising relative to all segments of their academic programs and to their career goals related to those academic programs. During the orientation session for new students, each student will be assigned an academic advisor from among the full-time faculty member in their declared program. Students are expected to meet with their academic advisor at least once every semester, prior to registration for the succeeding semester. At this meeting, the advisor will approve the class study list for the next semester and observes course pre-requisites.

Students who are on academic probation must also meet with the Program Coordinator/Dean prior to registration for the succeeding semester.

### **1.2.2 STUDENTS' CLASSROOM PARTICIPATION**

When appropriate to the mode of instruction (in the classroom as well as in conference and advisement), faculty will encourage open inquiry and free expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions.

The most effective learning takes place when students are involved in their educational experiences. The programs should consider the totality of the learning experience (in-class, extracurricular, technology-based, etc.). Faculty members develop techniques and styles that engage students and make students responsible for meeting learning goals. Many pedagogical approaches challenge students through problem-based learning, projects, simulations and field visits, etc. Faculty members establish such approaches that are suitable to their subject matter adopting active learning methodologies and integrating the use of technology in blended learning through Moodle and other Smart Learning Management Systems (SLMS).

### **1.2.3 TEAMWORK**

Faculty members encourage students to collaborate in the learning process. Students must have both formal and informal opportunities to develop cooperative work skills by participating in any form of teamwork activities. Intellectual tasks in some parts of the program requires collaborative

learning through in-class team-based activities, extracurricular activities, or in the on-going governance activities of the university.

#### 1.2.4 INSTRUCTIONAL INNOVATION

Technological advancements have led to rapid enhancement in teaching methods, learning systems, and material contents in the higher education. Modern technology-mediated (blended/smart) learning and action-learning practices are introduced. Students are then responsible to access teaching and learning support materials posted in the Smart Learning Management System (SLMS) or the Moodle.

#### 1.2.5 ACCESS & INTERACTION

Frequent interaction between students and faculty members develops critical dialogues, provides mentoring support, offers role models, and fosters professional dedication and commitment. The University maintains several processes to ensure consistent accessibility of faculty members to students. Students, therefore, are required to seek academic related guidance to his assigned academic advisor

#### 1.2.6 FREEDOM OF EXPRESSION

Students are responsible for mastery of the content of any class in which they enroll. Students have the right to take reasoned exception at appropriate times to the interpretation of data or opinions offered.

#### 1.2.7 ACADEMIC EVALUATION

Students are responsible for meeting standards of academic performance as established by the faculty. Students have the right to have their grades based solely on their academic performance. Although the measurement of students' performance is the responsibility of the professor and the final grade in a class is the responsibility solely of the professor, students have the right to file a grade grievance if they believe that their grade has been based on standards other than academic performance in the class.

#### 1.2.8 AUTHENTICATION OF STUDENT WORK AND RECORDING OF PERFORMANCE

1. All academic works and materials submitted for assessment must be the original work of the student or group of students.
2. Students are prohibited from submitting any material prepared by, or purchased from another person or company other than himself or herself.
3. Students shall adopt the American Psychological Association (2016) referencing style in all academic papers and related written materials.
4. All written assessments such as academic essay, reaction papers, case study, *research capstones: Opportunity Analysis Project—Designing a New Venture, Feasibility Study, Strategic Management, Special Topics Capstone, Projects and Integrated Papers* and the like shall be uploaded to TURNITIN Plagiarism Software through the SMART Learning--UOF website to determine the extent of **Similarity Index**.
5. The TURNITIN report shall show **“zero (0)” percent Similarity Index**. If in cases there are few percentages of similarity, they shall be then referred to sources of similarity. If the percentages are attributed to UOF's forms and templates, the similarity shall be considered as null and void.
6. Students shall then download, print and submit to lecturer the results of their written works-assessments together with the results of similarity index report.

### 1.2.9 WRITTEN ASSESSMENTS SUBMISSION RESPONSIBILITIES

1. All written assessments shall be submitted on or before 12:00 mid-night, a day before the deadline to the lecturer in class in a hard copy accompanied by the TURNITIN Similarity Index Report which is included as an appendix of the assessment.
2. E-mailed assessments will not be accepted, except where specifically necessary to fulfill the assessment requirements.
3. Students are advised to keep a full copy of every assignment they submit.

### 1.2.10 POLICY ON STUDENT ATTENDANCE (PSA)

#### A. Policy Statement

1. Students at the University of Fujairah (UOF) shall meet the highest standards in their behavior and academic work, and are required to attend all classes for the courses in which they are enrolled.
2. Faculty members shall record student's attendance for each class starting from the first day of the class.
3. Students, parents, and guardians need shall be fully aware and understand that students are required to attend classes on time and be ready for any course-related educational activities.
4. Students shall attend all classes, including practical sessions, and participate fully in all teaching and learning activities required by the course.
5. Academic departments and academic units shall implement the mandated attendance policy and procedures to demonstrate fairness in implementing and monitoring students' attendance.

#### B: Policy Procedure

1. For students enrolled in the Health and Sciences programs the following applies:
  - a. Attendance Procedures of Theory Sessions:
    - 1) Calculation of absenteeism:
      - a) A student shall be considered absent if he has more than 10 minutes late to a class.
      - b) Absenteeism with or without an excuse equals part of the calculated absence.
    - 2) Student responsibilities during absenteeism:
      - a) Obtaining course material during absenteeism.
      - b) Completion of all assignments.
      - c) Arrange with the lecturer(s) for any form of make-up classes and related assessments such as quizzes, assignments, and other forms of prerequisite assessments.
      - d) The missed class due to illness: a stamped medical certificate from a government hospital or attested medical report, if it is from a private hospital or doctor, shall be submitted by the concerned students.
    - 3) Consequences of absenteeism:
      - a) Absenteeism of 5% of the semester's total teaching hours: 1<sup>st</sup> written warning.

- b) Absenteeism of 10% and more of the semester's total teaching hours: Final written warning and the student shall be excluded from attending the Final Examination and shall receive a failing mark which is Failed (F).

All cases exceeding the maximum absenteeism (including absence with legitimate reasons) of 10% and more of the semester's total teaching hours, will be withdrawn from the course for the full semester

**b. Attendance Procedures of Clinical Laboratory Sessions and assigned Clinical Experiential Learning Placements (Clinical Practice Placement):**

- 1) 100% Attendance is required for scheduled *Clinical Laboratory Sessions* and assigned *Clinical Experiential Learning Placements* (Clinical Practice placement). Completion of all required (scheduled) Clinical Laboratory Sessions and Clinical Experiential Learning Placements is a requirement for graduation.
- 2) *Make-up sessions for missed Clinical Laboratory Sessions and Clinical Experiential Learning Placements* assigned, will occur during the Fall and Summer breaks. Thus, *Zero % absence tolerance* is expected from all students enrolled in the Bachelor of Science in Nursing (BSN) Program.
- 3) Students leaving the Clinical Laboratory Sessions or assigned Clinical Experiential Learning Placement setting *without permission* shall be marked absent.
- 4) Students leaving the *Clinical Laboratory Sessions for more than 15 minutes* or assigned *Clinical Experiential Learning Placement setting for more than 20 minutes*, will be marked absent. Permission granted to students to leave the setting (within the timeframes) could be done by UOF's Lecturers or by the Clinical Practice's Preceptor(s). This condition should be applied within the identified time frames described. (Clinical Laboratory Sessions: maximum 15 minutes; Clinical Experiential Learning Placement setting: Maximum 20 minutes).
- 5) The Head of the Department, UOF's lecturer facilitating the course, as well as the student's Academic Advisor will be informed about all written warnings forwarded to students.
- 6) The Head of Department shall submit the workflow named "Student Course Drop" for absenteeism of 10% and more of the semester's total teaching hours" to the Department of Admission and Registration (DAR) to withdraw the student from the course.

**2. For students enrolled in other academic programs, the following applies:**

- a. The absence ratio under any circumstance shall not exceed 20% of the total classes to be attended per semester.
- b. Disciplinary actions shall be implemented against students who exceed absences for more than 20% of a course in undergraduate academic programs or exceed 10% in health and sciences program.
- c. Students absent of greater than 20% of the course, shall receive 'F' (fail for absence), against their name with immediate effect.
- d. Students withdrawn from a course due to exceeded absence resulting in total registered credit hours of less than 12 credit hours might be withdrawn from the full semester.
- e. Students shall be required to track their attendance and absence rates for each registered course.
- f. Excuse due to emergency, illness, or overwhelming circumstances should be provided upon returning to the campus in order to be considered.
- g. The following reasons can be considered to waive the absences:

- 1) participation in an approved field trip associated with the courses of study.
- 2) participation in approved field trips associated with University or College with a maximum of one field trip per semester.
- 3) representation of UOF in approved competitions and sports activities.
- h. Faculty is responsible to monitor the student's absence rate and send written notification to students as follows:
  - 1) Alert students on reaching 5% of absence.
  - 2) Notify students on reaching 10% of absence.
  - 3) Warn students on reaching 15% of absence.
  - 4) Warn students on reaching 20% of absence to withdraw from the course, otherwise, an F grade must be recorded.
  - 5) On reaching greater than 20% of absence, request students to withdraw the course, otherwise, an F grade (Fail for absence) must be recorded.
- i. Students who have reached 20% or higher of absence must be reported to the chair of the Department, Faculty/Lecturer facilitating the course, as well as the student's Academic Advisor.
- j. The chair of the department shall submit the workflow named "Student Course Drop for greater than 20% absence" to the DAR to withdraw the student from the course

#### 1.2.11 MISSING EXAM RESPONSIBILITIES

1. Students fail to attend mid-term, quiz, presentation and related assessments shall be allowed for a make-up with a valid reason.
2. Students fail to attend the final exam must report, with a valid excuse letter, to the Department of Admission and Registration (DAR) within seven days of the last day of excuse.
3. All medical excuses should be stamped by the Ministry of Health.
4. All final make-up examinations (for "incomplete" grade in the previous semester) will be held one 2 or 3 days before the start of the next semester.
5. 80% of the final exam marks (either mid-term or final) will be granted for such make-up (Incomplete) exams.
6. If the student does not attend the make-up exam on the specified date, he/she will be deprived from any further make-up exams even if he/she provides again an acceptable excuse.

#### 1.2.12 CLASS CONDUCT RESPONSIBILITIES

1. Students must observe appropriate behavior, being university students.
2. Students must understand and value the importance of the course learning outcomes, and how they are assessed.
3. Students are encouraged to participate during class discussions, and reject any hesitation.
4. Students cannot leave the class during lecture time.
5. Class disturbance:
  - a. Mobile phones must be switched off during class. Using mobile phones will be considered misbehavior for that class.
  - b. Students found whispering or talking during lectures will be asked to leave the class and will be considered as misbehavior.
  - c. Markings under misbehavior (from item a and b) will be tracked by the SIS, and one percent will be deducted for each occurrence. If the number of incidence

reaches 3, such students are treated as "FA" in the course and will be referred to the Student Affairs for counseling.

6. Students are expected to use a variety of references in their assignments (books, on-line sources, journals...).
7. Students are required to do further readings prior to coming to class.
8. No handouts of any kind are given. Students must learn from textbook and journal articles.
9. Late submission of assignments will be penalized by 10% a day. No assignments are accepted by the instructor during the final examination period.
10. In case of absence, students are responsible for course covered in the missed class.
11. Students are reminded to keep copies of their assignments and other assessments for their own record.
12. Students should take more challenging responsibilities in learning.
13. Students should get feedback on their assignments, quizzes, class work, and exams from their instructors. They should know their performance status well before final examination.

## Section 2. Student Services

The following are the contact information of UOF's departments and offices that provide adequate access to all students' services:

### Department of Admission and Registration (DAR)

Ground Floor

Tel. No.: 09 22 444 99 Local 108

### Center for Library and Learning Resources (CLLR)

Ground Floor

Tel. No.: 09 22 444 99 Local 119

### Department of Student Affairs and Shared Services

Ground Floor

Tel. No.: 09 22 444 99 Local 113 and 302

### Health Services Unit

Ground Floor

Tel. No.: 09 22 444 99 Local 100

### Reception

Ground Floor

Tel. No.: 09 22 444 99 Local 100

## 2.1 LIBRARY SERVICES: CENTER FOR LIBRARY AND LEARNING RESOURCES (CLLR)

The UOF's Center for Library and Learning Resources (CLLR) is located on the Ground Floor of the University.

### 2.1.1 LIBRARY OPERATION HOURS

Monday – Thursday:	9:00am – 9:00pm.
Friday - Saturday:	9.00am – 12:00pm.

(Timings might be adjusted to suit the needs of student and faculty).

### 2.1.2 STAFF

1. The Library is managed by a qualified Head of the Library and Learning Resources supported by the Librarian and Library Assistants under the direct supervision of the Vice Chancellor for Academic Affairs (VC-AcA)
2. The Library shall be staffed by professionals who hold appropriate degrees in the fields of library, information sciences and e-resources with experiences in a computer-based

environment and background in using technology to access information, databases, journals and articles.

3. The professional Development Program for Librarians at UOF is continuous.

### **2.1.3 LIBRARY HOLDINGS**

UOF shall provide adequate library collections (printed and non-print materials, databases and other E-resources) that will academically support the educational programs, research, faculty and students. It will use integrated library software that will centralize the library processes and its holdings to effectively deliver quality services to the users.

#### **2.1.3.1 Books & References**

The Library collection will cover the following areas: business, information technology, computer science, accounting, finance, economics, journalism, public relations, E-media, Arabic language and literature, English language, and general holdings. The Library will have a specialized Reference Section, which contains related journals and conference proceedings, dictionaries, manuals and encyclopedia. Also, The library collection is planned to grow as per programs offered by the university.

#### **2.1.3.2 Periodicals**

The Library shall subscribe core periodical titles (hard copy) in the English and Arabic languages.

#### **2.1.3.3 e-resources**

The library shall subscribe to relevant online and electronic database. This will give students and staff access to full-text journals and conference proceedings in different disciplines. The E-resources shall include:

- Databases
- Digital Collections
- E-Journals
- E-Books

#### **2.1.3.4 Audiovisual Collection**

The Library will have a number of collection of Audio- Video Cassettes, and Compact Disks (CD's). The collection will support various topics taught in all degree programs at the university. as well as the English Language Intensive programs.

#### **2.1.3.5 CD – ROM Collection**

This collection contains electronic, manuals and software programs.

### **2.1.4 COMPUTER LABORATORIES**

#### **2.1.4.1 IT and e-Resources**

- 1) The Library provides its users with adequate computer terminals and laboratories connected to the internet available for research and reference studies. Equipment such as photocopying machines, centralized printing machines, projectors, televisions and audio-video recording players VCP will also be provided to support the learning processes.
- 2) The offers several electronic databases to its users that will be available in-campus or accessible off-campus. These databases will provide an up-to-date full-text articles and journals and e-books that will help students and faculty gain relevant information.



#### **2.1.4.2 Online Catalog**

Users will be able to retrieve information on books and articles by Author, Title, Subject, or Category. A subscription to e-resources database providing journals, articles, e-books and professional reports and studies shall constitute an integral part of the library services.

There shall be also a library portal wherein users can log-in whether they are in-campus or off-campus in order to search the UOF library catalogue, check if a library material is available, put a book on reserve, re-new items borrowed, request a book for acquisition, and ask library staff for assistance.

#### **2.1.4.3 Internet Connection**

UOF's library shall provide internet connection to enable the library clients make use of the online resources for learning and research work. The use of internet will also provide faculty and students vast resources of information essentially important for learning support.

#### **2.1.4.4 Space Allocation**

The library's total area is 72 sq2 designed with proper lighting and ventilation that will be conducive for studying and researching. Its services and collection shall evolve to accommodate the arising needs of students and faculty. The expansion of the library is dependent on the increase of student population and new degree programs. The library has the following facilities:

1. More than thirty seats are allotted to users to give them an opportunity to have their own space and work privately.
2. Ten computers with internet connections and ability to access digital information.
3. An adequate collection of books, journals and other references, and audiovisual materials responsive to the need of students and teaching staff.
4. Carrels are provided and designed to help researchers to have a comfortable private study while using the library resources.

#### **2.1.4.5 Awareness Services**

1. The Library staff is committed to providing its patrons an update of the new collection and services they can avail in the library through the use bulletin/announcement board and an electronic presentation updated regularly in the library portal.
2. The library shall organize orientation sessions for students to help them learn about the library services, code of conduct in the library, copyright, plagiarism and borrowing policy
3. The Library staff provides reference help to queries by its patrons regarding library collection such as dictionaries, almanacs, directories, dictionaries, encyclopedia, etc. These materials can only be used inside the library.

#### **2.1.5 USER ORIENTATION FOR FACULTY AND STUDENTS**

The Center for Library and Learning Resource (CLLR) prepares a Library Orientation for users, faculty, staff and new students. The goal of this user orientation is to help its patrons gain knowledge in understanding the collection of the Library and its services in diverse formats. User Orientation includes the library software, library system of classification, accessing information using the e-resource technologies and development of Information Literacy. The User Orientation for faculty and students will support its patrons academically in their studies and research in using the services.

**2.1.5.1 Reserved Books**

Any faculty, staff or student can put a library material on RESERVE for future use upon the approval of the Librarian. UOF faculty may place materials for course assignments on reserve in the library. Students may request these reserved materials from the circulation desk. All reserved books are for use only in the library unless the faculty member has requested a limited circulation period.

**2.1.5.2 Photocopying**

A well-equipped photocopying machines shall be provided to accommodate duplication of materials upon the approval of the librarian or faculty.

**2.1.5.3 Bookshop Services**

A bookshop stocked with materials supporting academic studies shall be provided to FTEs who would like to have their own personal copy. Textbooks shall be included in this collection.

**2.1.5.4 Circulation Services**

Library materials in circulation can be borrowed out by its patrons for a period of time and should be returned on or before its due date. Failure to return the material results to overdue fines. Circulation services will be automated to accommodate users whether they are in-campus or off-campus.

**2.1.5.5 Inter-Library Loan Services**

An Interlibrary Loan Service shall be provided to faculty, staff and student who wish to borrow books or materials in other libraries not available in our Library collection. Upon payment of its services, the librarian shall ensure a prompt delivery of resources being requested to its patron. Such service promotes cooperative agreement with other libraries and sharing resources for the academic support in research studies.

**2.1.5.6 Eligible Users**

All members of UOF (faculty, students and administrative staff) are eligible to borrow materials from the library upon completion of the library requirements.

**2.1.6 LIBRARY POLICIES****2.1.6.1 Circulation Policies****2.1.6.1.1 Period of Borrowing**

Member	Items/Materials	Duration
• Faculty	8	8 weeks
• Staff	2	2 weeks
• Student	3	2 weeks

**2.1.6.1.2 Procedures of Borrowing**

1. The borrower shall submit the request to the Library Staff by mail, filling and signing the forms or using the Library electronic system.
2. The borrower shall indicate the full information about the materials requested (e.g. the title, and the author name).
3. The following items can be borrowed (circulating materials):

- a. All books in the general stock.
- b. Periodicals (for teaching staff instruction only).
- c. Copies of AV materials (for teaching staff instruction only).
4. The following items CAN NOT be taken out of the library:
  - a. References Collection Material (e.g. encyclopedia, dictionaries, directories, manuals, handbooks etc);
  - b. Periodicals;
  - c. Training courses internal and external;
  - d. Reserve books;
  - e. Original audio-visual materials;
  - f. Unprocessed books.(Only instructors may check them out for short period not exceeding two days)

#### ***2.1.6.1.3 Renewals of Borrowed Materials***

Students, staff and faculty may renew borrowing of materials provided that no other faculty/students/staff has made a request for the item. Requests for renewal will be accepted by signing the library borrowing form. The maximum renewal period shall be 3 additional weeks.

#### ***2.1.6.1.4 Recalls of Borrowed Materials***

All borrowed materials are subject for recall by the library before the due date, if required urgently for educational purposes.

#### ***2.1.6.1.5 Overdue Fines/Replacement of Lost or Damaged Materials***

1. Borrowers shall be committed to return all material on due date.
2. Borrower who fails to return the materials on due date, shall be notified.
3. Users will be charged for replacement cost of the un-returned materials regardless of damaged or loss. The replacement cost will include purchasing cost, shipping cost, and 10% administrative costs.
4. A User shall be suspended from borrowing new material until he/she settles outstanding material or paid in full all replacement cost.
5. The Library reserves the right to deny or cancel any future request for delinquent borrowers.
6. Borrowers are responsible for any loss or damage of materials lent and they shall have to pay the full replacement cost of damaged materials.
7. The borrower must replace an identical copy of the lost item within 3 weeks, otherwise, the current retail price of the item plus 10% of total price will be charged to cover processing and administrative cost.

#### ***2.1.6.1.6 Materials on Hold***

Borrowers may place a hold on materials that are on loaned to other students. Notification will be sent when the item is returned. Users can place a hold on an item that is currently on loan.

#### ***2.1.6.1.7 Suspension of Borrowing***

The CLLR reserves the right to deny or suspend the borrowing privileges of a person requesting library material.

In addition, Borrowing will be suspended for failure to return or renew library material on time, failure to return materials recalled previously, or for damaged, abuse or loss of materials.

## **2.2 PERSONAL-STUDENT COUNSELING POLICY**

Students shall visit the Department of Student Affairs and Shared Services (DSASS) through the Student Counseling, Career Guidance and Alumni Services Unit (SCCG-ASU) for assistance with many concerns, ranging from stress, anxiety, depression, eating concerns, low self-esteem, difficulties in managing time or work, test anxiety or other academic difficulties, to assistance in matching personal interests and abilities with academic careers and preparation for working in a business setting for the first semester of the Integrated Project or Capstone papers.

Many students come with concerns that need only one or two sessions. Others need more time. No problem or concern is too small for the Center. The Center's purpose is to help students succeed in their studies and build productive and satisfying lives and careers.

### **2.2.1 ACADEMIC RELATED COUNSELING**

The Center is staffed with a full-time Coordinator. The Coordinator and staff provide individual and group counseling for students and a variety of group sessions and workshops. The focus of the Center is on helping students to succeed academically. Students may make an appointment by phone or by stopping by the office, or may drop by for a session if a counselor is available.

### **2.2.2 WORKSHOPS AND SUPPORT GROUPS**

Each semester, the Center offers a schedule of workshops and support groups on topics such as study skills, conflict management, taking tests, managing time, etc. Support groups are offered as needed. Support groups offer a safe place to talk with others who are experiencing similar difficulties; they can help the student to feel supported and understood.

### **2.2.3 PERSONAL RESOURCE UNIT**

The Unit hosts a Personal Resource with a library of books, brochures and videos on self-help.

### **2.2.4 PERSONAL COUNSELING**

The Unit provides short-term individual counseling, typically no more than eight sessions per academic year. In these sessions, student and counselor work together to resolve the student's concerns and goals.

### **2.2.5 CAREER COUNSELLING AND CAREER PLACEMENT**

The Unit provides various opportunities for career preparation through individual counselling and group workshops to placement in business settings for on-site observation and problem solving. It assists students in making informed choices to achieve productive and fulfilling careers and assists graduates with job placement. Each semester, the Unit offers interactive workshops covering topics such as career decision-making, job search strategies, resume writing, networking, job interview skills, and employer expectations.

The Unit provides training programs related to career development and regularly seek local organizations for job vacancies, provide job related training for graduates, and establish curriculum vitae data bank. Furthermore, the Unit facilitates the hiring of students in Fujairah Holding Company and some agencies and organizations in Fujairah.

### **2.2.6 REFERRAL TO COMMUNITY SERVICES**

Upon request, the Unit will assist student and parent in referring a student to community services if the student needs services that are beyond the resources of the Unit to provide. Referral is voluntary and requires the student's or parents' or guardian's written approval.

### **2.2.7 CONFIDENTIALITY OF COUNSELING RECORDS**

Counseling records are confidential and are not part of the student's official college records. Unless compelled by law, or upon written authorization of the student or student's parent or guardian, the Unit does not disclose confidential contents of student records to any outside party.

### **2.2.8 STUDENT ORIENTATION**

New students are required to attend Orientation, which is scheduled the week before instruction begins every semester. New student orientation includes testing for placement in English (for those students who have not submitted official TOEFL scores). At orientation, all students will be assigned an academic advisor, who will guide them through their degree program. The orientation program culminates in registration for the courses that students will take for their first semester.

New student orientation is more than just testing and registration. It is a chance to meet fellow students, to learn what is expected of students in their classes, what is expected of students for graduation, to learn the University's policies and procedures, and to get hands-on practice in using the library and information technology resources. It is an opportunity for students to experience the UOF community.

## **2.3 SPIRITUAL FACILITIES**

A separate prayer rooms for men and female are available at the University.

## **2.4 FINANCIAL AID**

Scholarships may be available from private and organizations to qualified students. Information and applications are available DSASS. Most of the scholarship slots at UOF are provided by Fujairah Welfare Association (FWA).

## **2.5 VISA SUPPORT**

UOF will aid students coming from outside the UAE to get long-term visas. Students needing help with visas should contact the Property and Services Manager.

## **2.6 DINING SERVICES**

Dining area or canteen is separately provided for male and female students. Food services are available in the building in which University of Fujairah is located. These food services are not run by UOF, but are available for use by University of Fujairah students, faculty and staff.

## **2.7 RECREATIONAL FACILITIES**

UOF has established the following recreational amenities to support the extra-curricular activities of students:

1. Tennis Court
2. Gym and sports facilities
3. Billiards

## 2.8 HEALTH SERVICES POLICY

### 2.8.1 CLINIC SERVICES

All students, faculty and staff shall have access to health care services of UOF. The University Clinic is located beside Students Recruitment and Admission Unit and near the reception area, ground floor.

The Clinic is open during Monday to Friday from 10:00 am to 7:00 pm.

### 2.8.2 SMOKING

The University shall observe no smoking policy in the campus. However, smoking area is identified to ensure general health welfare of the faculty, staff and students.

### 2.8.3 EMERGENCY ASSISTANCE

In case of an emergency on campus or at a University-sponsored event, the University is opened between 8:00 a.m. to 5:00 p.m., Sunday through Thursday, or call 09 2244499.

## 2.9 STUDENT RECORDS POLICY

University of Fujairah collects and manages personal information about students. The college has a range of legislative and ethical responsibilities in regard to maintaining the confidentiality of students' personal information. These include, but are not limited to, responsibilities and requirements under United Arab Emirates (UAE) law, and the Ministry of Higher Education and Scientific Research Higher Education Standards.

The privacy of this information is a critical component of the UOF's relationship with its students, and the college recognizes its responsibility to collect, manage, use, store and disclose personal data in adherence with legislative and other requirements, and in accordance with community expectations of best practice. Personal information is thus confidential, and will not be used or disclosed except in accordance with this policy, which does not extend to material that is by its nature public, such as the fact that an award is conferred.

### 2.9.1 DEFINITIONS

- *Student* means any current or former student of University of Fujairah.
- *Personal Information*, refers to information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. For the UOF's purposes, this includes all documentation provided by the College to the student before, during or after their studies and includes, but is not limited to; admission forms and associated documentation, letters, assignments, examinations, assessments and results, any student results identified by student number, practicum or internship details.
- *Sensitive Information* means: personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record;
- *Record* means:
  - a document; or
  - a database (however kept); or
  - a photograph or other pictorial representation of a person;

but does not include:

- a generally available publication; or
- anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition; or
- letters or other articles in the course of transmission by post or electronically
- any information that already exists in the public domain.

### 2.9.2 GUIDING PRINCIPLES AND LEGISLATIVE REQUIREMENTS

- The interests of the individual concerned and the preservation of confidentiality and privacy are the paramount considerations in interpretation of this policy.
- University of Fujairah respects a student's right to know how his or her personal information will be used, stored and disposed.
- University of Fujairah supports responsible and transparent handling of personal information; however, the confidentiality requirements under this policy will in certain instances be overridden by legal obligations of disclosure. Compliance with such obligations is mandatory.

### 2.9.3 COLLECTION OF PERSONAL INFORMATION

University of Fujairah collects and holds a range of personal information about all of its students. This includes, but is not limited to:

- Personal details: name, student ID number, contact information, age, enrolment status, digital images, etc.
- Academic records: course and enrolment details, assessment results, academic standing.
- Personal welfare information: emergency contacts, medical reports, financial information.
- Program information (agreed starting date, actual start date, expected completion date, and any termination of enrolment prior to the expected completion date; any change to the identity or duration of the program).
- Program costs: the amount of money the UOF has received prior to enrolment, and an estimate of the total amount the student will be required to pay to undertake the full program.
- Health Details: Whether in regard to insurance or personal files generated by the Medical Centre in the college.
- English language proficiency: whether the student has undertaken a test to determine his or her level of English proficiency, the name of the test and the score the student received for the test.
- Visa details: relevant documentation and details held, lodged with and received from the UAE Department of Immigration.
- Passport details: If provided as identification purposes or for Visa purposes.
- Breaches of student visa conditions relating to behavior (academic or non-academic), attendance or satisfactory academic performance.

Information collected is used for a variety of purposes, including, but not limited to:

- Student admission;
- Enrolment and academic progression;
- Program and course administration;
- Communications with students;
- Statistical purposes, such as college planning;
- Scholarship administration;
- Provision of student services;
- Conduct of student elections;
- Financial management

- Mandatory and/or discretionary reporting to external bodies/agencies, as detailed in procedural Section entitled “Disclosure of Personal Information Records” below;
- Promotion of the College - in the case of photographic records and other images. This will occur only with the explicit written permission of the individuals involved.

University of Fujairah will collect personal information only where it is necessary for one of more of our functions or activities. Where personal information is collected, all reasonable steps will be taken to inform the individual of:

- The purpose for which the information is collected;
- Any person to whom, or body or agency to which the College usually discloses information of that kind;
- Any law that requires or authorizes particular information to be collected.

University of Fujairah will take all reasonable steps to ensure that personal information collected is accurate, relevant, up-to-date, complete, and not misleading. To this end, the College will take reasonable steps to allow individuals to correct accurate information as appropriate.

#### 2.9.4 STORAGE OF PERSONAL INFORMATION

- All student records will be stored as per the schedule in the College’s Records policy.
- The University will take all reasonable steps to protect records of personal information from misuse, loss, unauthorized access, modification or disclosure.
- Staff access to records of personal information will be on a "need to know" basis: only staff members who need the information in order to carry out their duties and responsibilities, in the personal and/or academic interests of students, will be permitted to have access to student files.
- Staff who are granted access to records of personal information will be made aware of the strict conditions set out under the relevant UAE legislation for access to records of personal information that have been collected for any purposes. Staff will be made aware that
  - disclosing such personal information, outside of the requirements of official duties;
  - copying a record of such personal information outside of the requirements of official duties; and causing unauthorized access to such personal information held in a computer system are prohibited and may lead to disciplinary action imposed by UOF and/or legal action under relevant UAE legislation.
- Where information is no longer needed for any legitimate purpose it will be destroyed in accordance with the College’s Records Policy.

#### 2.9.5 USE AND DISCLOSURE OF PERSONAL INFORMATION

- Personal information will be used only for a purpose to which it is relevant. Where information has been obtained for a particular purpose, it will not be used for any other purpose, unless:
  - The individual concerned has consented to its use;
  - Use of the information is required by law;
  - UOF believes it is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.
- UOF will not disclose personal information about students to people, bodies or agencies outside the College (including parents, spouses or other relatives of the student), or to staff who have no need of the information, unless:
  - The student has given written permission for the College to disclose the information;



- The College has taken reasonable steps to inform the student that information of that kind is usually passed on to those people, bodies or agencies; including but not limited to; the UAE Government, the UAE Ministry of Higher Education and Scientific Research.
- The College believes the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.

#### 2.9.6 SENSITIVE INFORMATION

The College will not collect sensitive information, unless such collection is required by the law, or occurs with the consent of the individual student (eg. health records, counseling information).

#### 2.9.7 INDIVIDUAL'S RIGHT OF ACCESS TO PERSONAL RECORDS

- The College will take reasonable steps to allow individual students to view the personal information the College holds about them.
- Student has the right to view and correct personal statistics, enrolment details, and details of deferred payment options.
- Students who wish to view any other records of personal information kept on them by the College may apply to do so through the Registrar's Office.
- In particular, where the College collects and holds personal information for the purposes of administering the Ministry of Higher Education and Scientific Research Standards and/or UAE laws, students will have the right to be allowed to view the individual personal information that the College collects for those purposes and holds about them, except where the College is required or authorized by UAE legislation to refuse to provide the individual with access.

#### 2.9.8 DISCLOSURE OF PERSONAL INFORMATION RECORDS

1. University of Fujairah will regularly provide personal information on students to:
  - a. The Ministry of Higher Education and Scientific Research Higher Education as required for administrative purposes. This will include information on all students, regarding:
    - i. enrolments and student load (including information on characteristics of enrolled students);
    - ii. academic programs being undertaken;
    - iii. completion of courses and academic programs
  - b. The UAE Department of Immigration regarding various administrative matters relating to student visa requirements.
2. University of Fujairah will release information about individual students under certain circumstances to the following:
  - a. Recognized education institutions and tertiary admission centers, providing information on students who have applied for admission;
  - b. The police. The College may be under a duty to provide information on request for the enforcement of the criminal law;
  - c. The court. The College may be requested under subpoena or other order to provide information related to a civil legal action;
  - d. Professional bodies, only to the extent needed to meet their requirements for establishing the entitlement of students and graduates to practice in a profession;
  - e. Other agencies as required and approved by the Chancellor, Dean of Academic Affairs, Director of Administration, and/or the Registrar.

**2.9.9 GRIEVANCES REGARDING PERSONAL INFORMATION RECORDS**

Grievances regarding any aspect of UOF's collection, storage, use and disclosure of students' personal information must be made, in writing, to the Dean of Academic Affairs.

**A. General Principles of Grievance Resolution**

The following general principles underpin UOF's approach to the resolution of grievances:

- UOF is committed to the early and informal resolution of grievances. Students should therefore attempt to resolve any grievances in an informal way with the person involved before initiating formal grievance resolution processes.
- Parties involved in a grievance must participate in the grievance resolution process in good faith.
- Grievance resolution processes should be applied fairly, flexibly and expeditiously.
- All parties involved in a grievance should be treated with respect and impartiality.
- The principles of natural justice should be observed. To this end the parties involved in a grievance have a right to a fair hearing and to have a decision made by an unbiased decision-maker.
- The confidentiality of parties involved in a grievance should be respected at all times, subject to the need to fully investigate the matter and any legal requirements for disclosure.

**B. Possible outcomes**

After examining the relevant documentation and speaking to the student and other relevant parties where appropriate, the Dean of Academic Affairs may:

- a. refuse to take the matter further if there are insufficient grounds for the grievance;
- b. conciliate the matter in accordance with section "C" below; or
- c. take appropriate action in accordance with section "D" below.

**C. Conciliation**

- a. The Dean of Academic Affairs may clarify the issues with the student and suggest possible directions for resolution of the grievance.
- b. The Dean of Academic Affairs may, with the student's consent:
  - i. refer the student to another person, or student representative body, who can provide relevant advice or assistance with the aim of resolving the grievance; and/or
  - ii. facilitate negotiation of the grievance between the parties.

**D. Decision**

- a. Where the Dean of Academic Affairs decides that due process has not been followed he/she may:
  - i. conciliate the matter in accordance with section "C" above; or
  - ii. make a decision to resolve the matter.
- b. Where the Dean of Academic Affairs makes a decision under section "D (ii)" above, he/she must notify the student in accordance with section "E" below.

**E. Student Notification**

The Dean of Academic Affairs must notify the student, in writing, of his/her decision regarding the matter and of the student's right to appeal to the Chancellor.

**F. Appeal to the Chancellor**

- a. Lodging an appeal: A student who has exhausted all of the grievance resolution processes at Sections "C" and "D" above, may appeal in writing to the Chancellor on the grounds that:

- i. due process has not been adhered to at either of these stages; or
  - ii. relevant new or additional information is now available.
- b. An appeal under section “F(a)” must:
  - i. be lodged, in writing, with the Chancellor within fourteen (14) days of receiving written notification of the decision of the Dean of Academic Affairs;
  - ii. state fully the reasons for the appeal; and
  - iii. include any relevant documentary evidence to support the appeal.
- c. Referral of matter
  - i. Where the Chancellor is satisfied that the appeal is based on the grounds of lack of due process, he/she will refer the matter to the Dean of Academic Affairs.
  - ii. Where the Chancellor is not satisfied that the appeal is based on the ground of lack of due process or that relevant new or additional information has been presented he/she will refuse to refer the matter to the Dean of Academic Affairs.
  - iii. The Chancellor must notify the student, in writing, of his/her decision regarding the matter as soon as practicable.

## 2.10 HEALTH AND SAFETY POLICY

### 2.10.1 CAMPUS SAFETY AND RISK MANAGEMENT PLAN

This plan was developed to provide a safe environment for students, employees and visitors. The benefits of a safe campus cannot be over emphasized. These procedures are designed to make the campus environment safe for all members of the UOF community and to provide guidance when safety problems occur.

Students must understand that they have personal responsibilities for their own safety issues. This handbook includes issues for on campus safety. Efforts to maintain a safe campus support the educational activities of the University and allow the UOF family to interact in safe, secure and enjoyable surroundings. The Campus Safety Department works to ensure safety campus-wide with their interaction with students, faculty and administrators.

### 2.10.2 Fire Safety

Fire Safety is a primary concern for all members of the UOF family. A serious concern for safety in any public building relates to fire. UOF sets forth the following guidelines:

1. Smoke detectors, fire alarms, and fire extinguishers must not be tampered with.
2. Smoking inside any building on the UOF campus is strictly prohibited by policy and law and is a health and fire hazard.
3. Incense, candles and any other open flame instrument as well as electric room heaters are not to be used in the residence halls.
4. The use of tobacco is strongly discouraged. However, smokers must safely dispose of all tobacco products and must obey all “No Smoking” signs.
5. Hallways must be clear of all objects that might impede exit from the building.
6. Students must participate and cooperate fully in all fire drills. Failure to comply with these guidelines will result in severe sanctions and/or dismissal.
7. Staff and students should become familiar with the location of the fire exits and fire extinguishers posted in each floor.

If you see a fire, smoke or suspect a fire due to fire odors, activate the building’s fire alarm immediately. Notify the safety officer who will call 991 to report the fire to the Civil Defense Department. Report all fires regardless of size or damage to the reception.

If you hear a fire alarm sounding, be calm, don’t panic and do the following:

1. Evacuate the building by the closest exit in a peaceful and orderly manner.
2. When a person is unable to evacuate a building because of disability, the person will be placed in a safe location at a fire exit stairwell.
3. Elevators must not be used during fire or fire alarm conditions.
4. Control of elevator functions may be relinquished to professional fire fighters.
5. Once evacuated, a building will not be re-entered until the "all clear" has been given by a fire safety authority and communicated through Security Services and the Fire Wardens.
6. The Physical Plant Fire Safety Technician will keep records of tests of fire equipment on file for a period of at least two years.

### **2.10.3 Building Security**

The Campus Safety Committee will check unoccupied buildings to assure that each is locked. This building check will provide the opportunity to observe problems at the buildings such as water leaks, fires and broken windows/doors.

Students are required to carry their identification cards at all times and present them to university officials upon request.

- a. Don't count your money in public and carry only a small amount of cash at a time
- b. Walk purposefully, briskly and keep moving
- c. If leaving by yourself after dark, ask someone you trust to walk you to your car or other destination.

## Section 3. Academic Policies

### General Admission Policy

1. Applicants are admitted to UOF regardless of their origin, color, gender, disabilities or religion.
2. The University treats all of its students equally and grants them the same rights and privileges.
3. Any applicant is welcomed to apply to UOF; however, in order to maintain its quality standards, applicants must meet program admission requirements as detailed below.
4. Application for admission shall be submitted by the dates prescribed in the academic calendar.
5. Applicant shall complete and sign an admission application
6. All applications shall be reviewed and evaluated on an individual basis.
7. All documents received by UOF in connection with applications for admission will become the property of the University; under no circumstances will they be returned to the applicant, forwarded to another institution or duplicated for any other purpose.
8. The Department of Admission and Registration (DAR) shall notify, in writing, the applicant about the final decision regarding his/her application.
9. The University shall consider the certificates issued by other educational systems, only if they meet the conditions set by the Ministry of Higher Education and Scientific Research (Decrees No. 133 in 2004 and Decree No. 200 in 2005) University's admission criteria.

## 3.1 GRADUATE ADMISSION REQUIREMENTS POLICY

### 3.1.1 Graduate Admission Requirements

1. The Completion of a recognized baccalaureate degree in a discipline appropriate for the Master's degree. A higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to Master's programs. If the degree is awarded by a foreign university, an equivalency letter from the U.A.E. Ministry of Higher Education and Scientific Research recognizing the degree must be submitted. Applicants are required to submit an official transcript with an English translation (if necessary) from the university granting the degree. The transcript should indicate the degree and when it was received. If the transcript does not include this information, an official degree certificate must be submitted.
2. The minimum TOEFL score is 550 on the Paper-based, 213 on the Computer- Based, or 79 on the Internet- Based test, or its equivalent in a standardized English language test, such as 6.0 IELTS or another standardized, internationally recognized test approved by the CAA, with the following exceptions:
  - a. a native speaker of English who has completed his/her undergraduate education in an

- English- medium institution an in a country where English is the official language;
- b. an applicant with an undergraduate qualification from an English-medium institution who can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the CAA, at the time of admission to his/her undergraduate program.
3. If the MBA candidate applicant has insufficient background in the functional areas of business, he/she will be enrolled in preparatory MBA remedial courses prior to the official enrolment in the MBA program. The remedial courses cover principles of economics. Introduction to statistics, principles of management and principles of accounting. Students will be required to take the remedial courses in the subject areas in which they fail to demonstrate sufficient background for the specified remedial course as indicated by their undergraduate business program and/or their official undergraduate transcript.
  4. Applicants shall not have been dismissed from the University or from any other university for disciplinary reasons.

### **3.1.2 Required GPA for Admission**

- (a) A minimum cumulative grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the applicant's baccalaureate degree program.

### **3.1.3 Conditional Admission**

Conditional admission requirements for the MBA programs:

1. A student with a recognized baccalaureate degree and a TOEFL score of 530 or its equivalent on another standardized test approved by the CAA may be admitted conditionally to the MBA program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
  - a. must achieve a TOEFL score of 550, or its equivalent by the end of his/her first semester of study;
  - b. may take a maximum of six credit hours in the first semester of study, not including intensive English courses.
  - c. must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.
2. A student with a recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its established equivalent, and who meets the English language competency requirements for general admission, may be admitted conditionally to the MBA program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
  - a. may take a maximum of nine credit hours in the first semester of study;
  - b. must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the MBA program.

### **3.1.4 Residency Semester Requirement: Study Duration**

1. Student must successfully complete 36 credit hours (12 courses).
2. The minimum period for the study of the MBA program is three regular semesters or two

regular semesters plus summer semesters, and the maximum period is eight (8) regular semesters excluding the period of registration suspension. However, the University Council may, due to valid reasons and upon a recommendation by the Graduate Committee, ignore the requirement for the maximum period.

## **3.2 UNDERGRADUATE ADMISSION REQUIREMENTS POLICY**

### **3.2.1 Undergraduate Admission Policy**

#### **Overview**

This policy operationalizes the CAA's Standard applied to the admission of students for undergraduate programs to ensure quality assurance at UOF.

#### **Scope**

This policy applies to all academic programs, departments, and colleges.

#### **Objective**

This policy intends to establish the Terms of Reference (TOR) in admitting students for undergraduate programs.

### **Policy Statement and Processes**

#### **A. General Admission Requirements**

Applicant's eligibility for admission to the undergraduate academic program shall have one of the following recognized General School Certificate (GSC) and shall meet the minimum overall GSC average prescribed for the academic program applied and a score in EmSAT-English and EmSAT Arabic examinations or its equivalent set by the Commission for Academic Accreditation (CAA).

1. The UAE Secondary School Certificate attested by Ministry of Education or Emirates Schools Establishment.
2. Applicants from GSC private schools, within UAE, are required to submit a certificate of equivalency for their High School Certificates from Ministry of Education.
3. Applicants from international schools, outside UAE, are required to submit a certificate of equivalency for their High School Certificates from Ministry of Education.

Students who earned an Associate of Arts degree from UOF, or an equivalent degree from an accredited institution, with a minimum CGPA of 2.0/4.0 shall be admitted into the third year of a Bachelor's degree provided that they have fulfilled the requirements for the regular admission.

**A. Criteria for Specific Secondary Program-Stream**

**1. General Admission criteria**

1.1 The general admission criteria set the admission requirements of the High School and English Language Proficiency. An applicant under the Elite stream or Advanced or General stream shall fulfill the general admission criteria shown in Table 1.

[1.2 Academic Programs under the College of Business Administration, College of Communication, College of Arts, Social Sciences and Humanities, and College of Information Technology may accept applicants whose High School GPA is less than 60% provided that they will register in 3 remedial courses to be determined according to the degree requirements and the grades of relevant subject’s high school certificate.](#)

**Table 1. General Admission Criteria**

College	Medium of Instruction	High School GPA (>=)			EmSAT Score (>=)	OR	IELTS (>=)	OR	TOEFL (>=)		
		Elite	Advanced	General	English		Academic		TOEFL	TOEFL iBT	TOEFL CBT
College of Business Administration	English	60%	60%	60%	1100	OR	5.00	OR	500	61	173
College of Information Technology	English	60%	60%	60%	1100		5.00		500	61	173
College of Health Sciences (Nursing)	English	65%	70%	80%	1100		5.00		500	61	173
College of Communication	Arabic	60%	60%	60%	NA		NA		NA	NA	NA
College of Arts, Social Sciences and Humanities	Arabic	60%	60%	60%	NA		NA		NA	NA	NA

**2. Subject-Specific Admission Criteria**

The Subject-Specific Admission Criteria sets the admission requirements for subjects relevant to specific programs. An applicant under the Elite stream or the Advanced or the General streams shall fulfill the subject-specific admission criteria related in Table (2).



For applicants from private schools or international schools, the applicant shall fulfill the subject-specific admission criteria related to the College of Business Administration and College of Health Sciences and College of Information Technology shown in Table (3). Additionally, pass the personal interview set by the desired College.

**Table 2. Subject-Specific Admission Criteria (Governmental Schools)**

Colleges	EmSAT Score ( $\geq$ )				OR	High School Subject ( $\geq$ )			
	Mathematics	Biology	Chemistry	Physics		Mathematics	Biology	Chemistry	Physics
College of Business Administration	600	N/A	N/A	N/A		60%	N/A	N/A	N/A
College of Health Sciences (Nursing)	700	700 (any two science subject: Biology, Chemistry, and Physics)				80%	80%	80%	80%
College of Information Technology	700	700 (any one science subject: Biology, Chemistry, and Physics)				60%	60%	60%	60%
College of Communication	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A
College of Arts, Social Sciences and Humanities	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A

**Table 3. Subject-Specific Admission Criteria (non-Governmental Schools)**

Colleges	EmSAT Score ( $\geq$ )				OR	International Tests Scores ( $\geq$ )			
	Mathematics	Biology	Chemistry	Physics		Mathematics	Biology	Chemistry	Physics
College of Business Administration	600	N/A	N/A	N/A		SAT 450	N/A	N/A	N/A
College of Health Sciences (Nursing)	700	700 (any two science subject: Biology, Chemistry, and Physics)				SAT 450	SAT II 450	SAT 450	SAT 450
College of Information Technology	700	700 (any one science subject: Biology, Chemistry, and Physics)				SAT 450	SAT II 450	SAT 450	SAT 450
College of Communication	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A
College of Arts, Social Sciences and Humanities	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A

**B. Admission or Placement Test Option:**

- a. The UOF placement tests are developed to be comparable to the level of standards tests. Tests are conducted on campus and computer-based.
- b. If the student scores ( $\geq 60$  and  $< 70$ ) in a placement test, the student shall register for a 16-week relevant course that's not part of the program requirements, and student must score B or higher in the course. If fails to get a B, the student must change to another major.
- c. Students who've scored below 60 in a placement test must choose another major.

**C. Conditional Admission**

- a. Based on CAA standards, a student who meets the admission criteria but lacks the necessary documentation such as an English equivalent score on a standardized test approved by the CAA-MOE may be admitted on a conditional basis for one (1) regular semester. Exceptionally and after CAA approval, another one full regular semester can be given to students who are conditionally admitted to cover the remaining general education courses.

The conditional acceptance must include:

- 1) English and Mathematics for programs under the College of Business Administration.
  - 2) English, Math and any two subject: (Biology Chemistry, and Physics for the programs under College of Health Sciences.
  - 3) English, Math and any one subject: (Biology, Chemistry, and Physics) for the programs under the College of Information Technology.
- b. During the student's conditional admission status, the student may enroll in no more than (12) credit hours from the list of General Education core courses of the academic program to contribute toward an undergraduate degree.
  - c. The student may enroll in the Intensive English Language Program, for non-credit remedial courses to prepare the student for any form of English Test approved by the CAA.
  - d. However, if the student can submit an appropriate English Test score approved by the CAA during the semester, he/she shall be then fully admitted for the next semester and can enroll in the corresponding credit-bearing courses of the program he has been fully admitted for.
  - e. The Department of Admission and Registration (DAR) shall notify the student, under conditional admission, to submit the necessary documents on or before the end of the conditional admission semester. Failure to supply the missing documents by the end of the first semester will result in the administrative dismissal of the student.

**D. Application for Admission**

Prospective students are required to apply and fill the Admission Form. The admission form can be downloaded from the University's website or directly from the DAR. They can apply by mail, in person, or online. The application must be accompanied by the admission fee, which is non-refundable, and all the documentation mentioned in the form. Students not meeting the deadline will be required to wait until the next semester when new students are admitted.

**E. Admission Decision and Notification**

Decisions on admission will be made by the DAR. All prospective students will be notified by mail/e-mail of their admission status within two weeks from the time they apply.

The deadline for admission is one week before the end of semester registration.

**F. Testing and Placement of New Students**

All new students are expected to attend the orientation session held during the week before the beginning of the semester. Students who have not attained the necessary score on one of the English Placement Tests will be assigned to the Intensive English Program and must complete that program before beginning an Associate of Arts or a Bachelor degree program.

**G. Admission and Credit Transfer**

Students who have completed collegiate work at recognized Higher Education Institutions (HEIs) and programs with an overall grade point average of 2.0 or higher may apply for admission to the University of Fujairah (UOF) and may also apply to transfer some of that approved credits to UOF. In addition, potential transfer students must meet all of the requirements for regular admission stated above.

Whether or not the courses were taken elsewhere are transferable is an administrative decision made by UOF. Factors that enter into the decision include the requirements for the course, the degree of similarity between the course taken elsewhere and a course offered at UOF, including the student learning outcomes of that course, the students' major, and the grade received. Under no conditions shall credit be given for courses in which a grade of less than "C" was earned. Under no circumstances shall credit be given for experiential learning, training provided by non-collegiate institutions, professional certification, continuing and professional development, or for outreach or service educational programs of study undertaken on a non-credit basis. Courses for which transfer credit is given shall not transfer as grades but only as courses completed. Up to 50% of the CH required for a University of Fujairah degree may be taken elsewhere.

In order to have the course work assessed for potential transfer, the student must provide detailed course descriptions, course syllabi, and official transcripts to the DAR at the time of application for admission. The DAR shall inform the student, in writing, what course work has been accepted towards the requirements for the University of Fujairah degree at the time of the positive notification of admission to UOF. Students who have been given credits for a course taken elsewhere in substitution for UOF course may not take that course at UOF for credit.

**H. Inter-Program Transfer Credit**

For the inter-program transfer credit, the following conditions are applied:

- For students who are still studying and wish to change their major from one program to another the following policies will apply:

- a. If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.
- b. If their CGPA is less than 2.0, the courses with C grades or above will be accredited for them with their grades and with no change in their ID numbers.
- If students had withdrawn from any program and have applied for re-admission into another program, they can be re-admitted as new students with new ID numbers and courses with C grades or above will be credited for them and Transfer credit (TC) will appear on their transcript.

#### I. Additional requirements

The following are the additional documents:

1. An application form, and a non-refundable application fee
2. Passport photocopy
3. Two personal photographs
4. A written commitment in compliance with the UOF's Academic Integrity, rules and regulations.

#### J. Remedial Courses

The remedial program that UOF is providing is referred to Intensive English Level Program.

The Intensive English Level Program caters to students **with 60% and above score in UAE Secondary School Certificate without minimum English Admission requirement.**

- a. Students who do not have the necessary English Qualifications to permit direct entry into the University's academic programs are required to take the English Placement Test. Such students are assigned to the Intensive English Level Program according to their scores in the placement test as described below:
  - English Communications Skills I (Level 1: Beginner or Intensive English Level Program 1)
  - English Communications Skills II (Level 2: Intermediate or Intensive English Level Program 2)
- b. While enrolled in the Intensive English Program, students may enroll in no more than to **12 credit hours** from the list of appropriate General Education courses, as described in Table 2.7.1, to contribute towards an undergraduate degree.

Table 2.7.1 List of Prescribed General Education Courses

<i>Course ID</i>	<i>Course Name</i>	<i>CH</i>
COM-1123	Arabic Communication	3
HUM-1613	Islamic Studies	3
HUM-1633	UAE Society	3
ICT-1313	Computer Application	3
LSS-1723	Introduction to Psychology	3

- c. After completing the Intensive English Program, students are required to meet the admissions requirements regarding their English competence (i.e., an acceptable TOEFL or IELTS score) before admission to an academic program.

## **K. Policy on Transfer Admission and Transfer of Credits**

### **I. Overview**

The UOF recognizes that students may have completed some course work at another Higher Education Institution (HEI) within or outside the United Arab Emirates (UAE). The concerned College or Department, through the Committee on Transfer Admission and Transfer Credits (CTA-TC), shall review the courses completed at the other HEI and determine whether the courses for review are equivalent to the courses within a particular UOF degree program and therefore, be credited.

### **II. Scope**

The *Policy on Transfer Admission and Transfer of Credits (PTATC)* applies to all academic programs.

### **III. Objective**

This policy aims to provide guidelines and a Terms of Reference for *Transfer Admission and Transfer of Credits* to establish a systematic process compliant with quality assurance principles.

### **IV. Policy Statement**

#### **A. Admission of a Transfer-Student**

A student who have completed course work of a program that is recorded in the National Register of Licensed Higher Education Institution (HEI)), or an academic institution in the UAE approved by the Commission for Academic Accreditation (CAA), or a recognized HEI located outside the UAE, may apply for Transfer Admission at UOF provided that the prospective transfer-student meet the following prescribed minimum requirements for admission:

1. Good Academic Standing: The prospective transfer-student demonstrate a good academic standing:
  - 1.1 Undergraduate Program:
    - A minimum Cumulative General Point Average (CGPA) of 2.0 on a 4.0 scale, or equivalent
    - CGPA is based on the assessment system used in the HEI where they initially enrolled; and
    - CGPA is supported by certified academic Transcript of Records (TOR) or other document-evidence.

1.2 Graduate Program:

- A minimum of CGPA of 3.0 scale; or equivalent;
- CGPA is based on the assessment system used in the HEI where they initially enrolled; and
- CGPA is duly supported by certified academic Transcript of Records (TOR) or other document-evidence.

2. a. A transfer student from other Higher Education Institutions (HEIs) must meet all the admission requirements of UOF to include the GSC average requirement as shown in Table 2.7.2

Table 2.7.2 GSC Admission Requirement

College	Medium of Instruction	High School GPA (≥)			EmSAT Score (≥)	OR	IELTS (≥)	OR	TOEFL (≥)		
		Elite	Advanced	General	English		Academic		TOEFL	TOEFL iBT	TOEFL CBT
College of Business Administration	English	60%	60%	60%	1100	OR	5.00	OR	500	61	173
College of Information Technology	English	60%	60%	60%	1100		5.00		500	61	173
College of Health Sciences (Nursing)	English	65%	70%	80%	1100		5.00		500	61	173
College of Communication	Arabic	60%	60%	60%	NA		NA		NA	NA	NA
College of Arts, Social Sciences and Humanities	Arabic	60%	60%	60%	NA		NA		NA	NA	NA

b. English Proficiency: Meet the minimum English requirement (EmSAT, TOEFL, IELTS or other certification approved by the CAA) for full admission before they start their study in the program they transfer to at UOF as described in the Policy on Transfer Admission and Transfer of Credits.

- b. Minimum EmSAT-English score of 1100 or its equivalent for programs taught in English as prescribed by the CAA.

3. Not Good Academic Standing:

3.1 Students who are not in good academic standing is allowed to transfer only to a program in a field distinctly different from the one from which the student is transferring.

3.2 Provide the UOF with a letter from transferring HEI with a reason for not-good academic standing

3.3 Provide UOF with a declaration of ethical and professional conduct from the transferring HEI

## **B. Crediting of Courses/Subjects earned from other HEIs**

1. Whether or not the courses taken elsewhere are transferable is an administrative decision made by UOF.
2. The *Committee on Transfer Admission and Transfer Credits (CTA-TC)* for each academic program, chaired by the Dean or Head of the Academic Program, shall determine equivalency of a course in terms of degree of similarity that match a minimum of 80% of the UOF's course regarding the following indicators:
  - Courses description;
  - Course learning outcomes (CLOs);
  - Course content;
  - Number of credit hours (CH);
  - contact hours and number of delivery weeks. If applicable, the course must be part of an internationally accredited program, such as ABET, similar to the UOF's accredited program.
3. In order to have the course work assessed by the CTA-TC, an applicant-transfer-student shall submit an official academic Transcript of Records (TOR), course syllabi with the corresponding courses descriptions, course learning outcomes, course contents, number of credit hours, contact hours and number of delivery weeks.
4. The DAR shall endorse to the concerned CTA-TC the application for transfer credits of the applicant-transferee-student using the enclosed *DAR FORM 4: Application for Equivalency of Courses for Transfer of Credits*, for appropriate equivalency and transfer credit.
5. Under no conditions or circumstances shall credit be given for courses in which a grade of less than "C" was earned.
6. Transfer credits may not exceed 50% of the total credit hours of the UOF degree program.
7. Grades obtained from Transferred Credits (TC) shall not be included in the student's CGPA calculation at UOF.
8. Courses earned within five (5) years from previous HEIs shall only be considered for transfer credits.
9. The Head of DAR shall timely notify the student, in writing, how much course credit is granted for transfer based on the resolution and endorsement of the concerned CTA-TC and as reflected in the *DAR FORM 4: Application for Equivalency of Courses for Transfer of Credits*. The Head of DAR shall retain copies of the notification as a record-file to:
  - a. DAR: Student's Admission File
  - b. College: Faculty–adviser which will be filed to the Advising Records of student

**C. Inter-Program Transfer Credit**

In terms of inter-program transfer credit and as reflected in the Policy on Undergraduate Admission, the University applies the following conditions:

1. Students who are still studying at UOF and wish to change their major from one program to another the following policies will apply:
  - a. If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.
  - b. If their CGPA is less than 2.0, the courses with C grade or above will be accredited for them with their grades and with no change in their ID numbers.
2. If students had withdrawn from any program and have applied for re-admission into another program, they can be re-admitted as new students with new ID numbers and courses with C grade or above will be credited for them and Transfer Credit (TC) will appear on their transcript.
3. UOF's graduates who apply to be admitted into any of UOF's new programs, will be granted (TC) for all the transferable credits with C grade or above with new ID numbers, provided that these credits will not exceed 50% of the required courses in any program. And,
4. Dismissed or suspended students can be re-admitted into different UOF's programs as new students with new ID numbers and their courses with C grade or above will be credited for them and Transfer Credit (TC) will appear on their transcript.

**D. Committee on Transfer Admission and Transfer Credits (CTA-TC)**

To observe quality assurance, the Committee on Transfer Admission and Transfer Credits (CTA-TC) shall be established to implement the provision of Standard 6.4.1 (CAA Standard, 2019), and as enunciated on UOF's policies and procedures manual. In this regard, the CTA-TC shall:

1. Ensure that only students transferring from UAE institutions recorded in the National Register of Licensed HEIs, or other organizations in the UAE approved by the CAA, or recognized institutions of higher learning located outside the UAE, are eligible for transfer admission at UOF.
2. Require all entering transfer students to present valid certification (EmSAT, TOEFL, IELTS or other certification approved by the CAA) demonstrating the required language competency scores for full admission; prior to commencing their study in the program they transfer to at UOF.
3. Ensure that students transferring from other institutions into a program in the same field of study are in good academic standing (for under graduates, a minimum CGPA of 2.0 on a 4.0 scale, or equivalent), based on the teaching, learning and assessment system employed in the organization at which they initially enrolled, demonstrated by certified transcripts or other evidence.
4. Permit external or internal students who are not in good academic standing to transfer only to a program in a field distinctly different from the one from which the student is transferring.



5. Transfer undergraduate program credits only for courses relevant to the receiving degree that provide equivalent learning outcomes and in which the student earned a grade of C (2.0 on a 4.0 scale) or better.
6. Accept only transfer-students in good academic standing (a minimum CGPA of 3.0 on a 4.0 scale in graduate level course work, or equivalent) to graduate programs
7. Require the submission of official transcripts showing all post-secondary work attempted at all institutions attended.
8. Require that transfer students meet all of the admission requirements of UOF's academic programs, and does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission.
9. Treat work taken under an articulation agreement with another institution as transfer credit.
10. Limit the number of transfer credits which may be applied to a specific undergraduate degree program; the limit may not exceed 50% of the total number of credits which are required to complete a degree.
11. Limit transferred credits for Master's programs to a maximum of 25% of the total credits required for the program (or whichever equivalency measure is used in determining course or program requirements).
12. Transfer graduate program credits only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.0 on a 4.0 scale) or better.
13. Does not grant credit twice for substantially the same course taken at two different institutions.
14. Does not allow credits for graduation projects and theses to be transferred.
15. Through the Head of the DAR and upon the recommendation of the CTA-TC as reflected in DAR Form 4, provide for timely written notification to the student, prior to admission, of the transferability of credit, how much credit is granted, and how the accepted credit will be applied to the degree program at UOF

### **3.3 POLICY ON COMPLETION REQUIREMENTS FOR ACADEMIC PROGRAMS**

#### **I. Overview**

This policy operationalizes and sets forth the completion requirements for each academic program as mandated by the CAA Standard, 2019. It stipulates the procedures and other process-mechanisms that warrant compliance to quality assurance for ensuring and documenting the completion or graduation requirements at UOF.

## **II. Scope**

This policy applies to all academic programs.

## **III. Objective**

This policy aims to establish the term of reference for the completion or graduate requirements of the academic programs at UOF. Specifically, it delineates the following procedures and other process-mechanism for ensuring and documenting the completion requirements are compliant with the fundamentals of quality assurance:

1. Roles of Registrar, Program Chairperson, Deans, and Faculty Members in Academic Advising;
2. Roles of the Dean and Academic Advisor in the Course Completion Pre-Audit Program/Department/College Level;
3. Roles of the Registrar and the Committee on Quality Assurance and Program Effectiveness (CQA-PE) for each Academic Program in the Course Completion Final-Audit at the Program/Department/College Level;
4. Roles of Councils and the Governing Board in the Endorsement, Approval, and Confirmation of Academic Degrees;
5. Determining and Awarding Academic Honors;
6. Graduation Ceremony Tradition;
7. Replacement of Academic Credentials;
8. Authenticity of the Official Transcripts and Application for Additional Transcripts; and
9. Document Fees for Academic Credentials

## **IV. Policy Statement and Procedures**

### **3.3.1 Completion Requirements for Undergraduate Program**

The undergraduate students must complete all mandated courses prescribed by the academic program, as well as other academic activities assigned to their specialized study plan. The Grade Point Average (GPA) of each undergraduate student must be at least 2.0 out of 4.0.

The following are the minimum requirements for graduation:

1. Successful completion of all courses under the study plan.
2. Achieving a cumulative GPA of 2.00 and above.
3. Utilizing the minimum period of study required for awarding the degree and not exceeding the maximum period. The maximum period of study should not exceed 1.5 times the planned program duration.
4. Successfully completed 100 volunteer hours (25 hours per AY) during his study period at UOF.
5. In addition to the above-mentioned graduation requirements, the student must fulfill any other requirements needed by his/her program of study as stated in the Program Specifications.

The following are the completion requirements for undergraduate programs in terms of the number of credit hours:

College	Program	Completion requirements (number of credit hours)
<b>A. College of Business Administration</b>	• Bachelor of Business Administration: General	126
	• Bachelor of Business Administration in Human Resource Management	126
	• Bachelor of Business Administration in Banking and Finance	126
	• Associate of Arts in Business Administration	63
<b>B. College of Information Technology</b>	• Bachelor of Information Technology Networking and Security	126
	• Associate of Arts in Information Technology	63
<b>C. College of Communication</b>	• Bachelor of Mass Communications in Public Relation	126
	• Diploma in Public Relations	66
<b>D. College of Arts, Social Studies and Humanities</b>	• Bachelor of Arabic Language and Literature	126
	• Diploma in Family Sciences	66
	• Bachelor of Arts in Family Sciences major in Human Rights	126
	• Bachelor of Arts in Family Sciences major in Social Counselling	126
	• Bachelor of Arts in Family Sciences major in Social Services Management	126
<b>E. College of Health Sciences</b>	• Bachelor of Science in Nursing	120

### **3.3.2 Completion Requirements for Master Program**

The MBA graduate students must complete all course requirements, as well as other academic activities assigned to their specialized study plan. The GPA of each graduate student must be at least 3.0 out of 4.0.

The following are the minimum requirements for graduation:

- a. Complete all courses of the study plan.
- b. Achieving a cumulative GPA of 3.00 and above.
- c. Spending the minimum period of study required for awarding the degree and not exceeding the specified maximum period.
- d. In addition to the above-mentioned graduation requirements, the student must fulfill any other requirements needed by his/her program of study.

The completion-graduation requirement for an MBA degree in terms of the total number of credit hours is 36.

#### **A. Procedures for Ensuring and Documenting the Completion of the Graduation Requirements**

The following are the process-mechanisms to ensure proper documentation of the graduation requirements:

##### **1. Roles of the Registrar, Dean, and Faculty Member in Academic Advising**

- a. Each student shall be assigned to an Academic Advisor upon his/her enrollment to the academic program during the first semester up to the last semester and until he/she graduates from the academic program to ensure proper guidance of student and adequate documentation of completing his/her academic program. *Student advising plays a vital role in the successful completion of an academic degree, and it is integrated under faculty member's duties. Each faculty member is expected to be an academic advisor to students. His/her role as an academic advisor shall involve guiding the students in their study plans to guarantee they register for the right courses and ensuring that they are well assisted in the pursuit of their academic endeavors at UOF.*
- b. The official list of enrolled students every semester for each program shall be released by the Registrar or Head of the Department of Admission and Registration (DAR) to the Dean on or before the beginning of every semester.
- c. The Program Chairperson or the Dean shall guarantee that the students must have been assigned to an Academic Advisor and shall regularly monitor the implementation of the academic advising system of his/her academic program/department.

- d. The student shall be regularly monitored and assessed by his/her Academic Advisor in terms of complying with the courses enrolled as against the study plan of his/her academic program until the last semester of his/her study plan.
- e. The academic advisor shall maintain and update the individual student records that include:
  - 1) Academic Advising Form;
  - 2) Academic Program and Concentration (e.g. BIT in Networking and Security);
  - 3) Study plan and list of courses based on the curricular program;
  - 4) For transferee-student, the *DAR Form 4: Application for Equalization of Courses for Transfer Credits* showing the completed courses from other Higher Education Institutions (HEIs) and approved equivalent courses at UOF;
  - 5) Course Audit Checklist Form is used to monitor and validate that each course enrolled during the semester is completed according to the study plan. Ensures that student-advisee is monitored in terms of academic performance documented with a copy of grades, repeated courses, Semester GPA, and cumulative GPA to determine and monitor academic standing; and
  - 6) Copy of grades for each semester to be secured from the Department of Admission and Registration (DAR)

## **2. Roles of the Dean and Academic Advisor in the Course Completion Pre-Audit at the Program/Department/College Level**

- a. Each semester, the Academic Advisor under the guidance and monitoring of the Dean or Program Chair of the academic program shall conduct a Course Completion Audit for each Prospective Graduating Student-advisee. The Prospective Graduating Students (PGS) shall be provided with the appropriate information and guidance in terms of remaining/missed/failed/incomplete courses; and shall ensure that the PGS are enrolled and registered with their remaining courses on or before add/drop period of the final semester to guarantee that they complete all the academic requirements during their final semester.
- b. The Academic Advisor shall prepare and endorse to the Program Chairperson or the Dean the list of PGS who have satisfactorily completed the academic program requirements, together with the *Course Audit Checklist* completion form for validation. The list shall be cross-checked from the records of DAR the list of PGS per academic program as reflected on the Student Information System (SIS) database.

**3. Roles of the Registrar and the Committee on Quality Assurance and Program Effectiveness (CQA-PE) for each Academic Program in the Course Completion Final-Audit at the Program/Department/College Level**

- a. In week five of the current semester, the Registrar or the Head of the Department of Admission and Registration (DAR) shall collate the list of PGS per academic program and their corresponding transcript of grades from the Student Information System (SIS) database and ensure that the following details in the transcript of grades-records are correct:
  - 1) Complete name as reflected in the passport.
  - 2) Academic Program and Concentration (if applicable).
  - 3) Courses based on the Academic Program and Study Plan, Credits, Grades, Repeated Courses, Semester GPA, Cumulative GPA, Academic Standing.
- b. The Registrar shall ensure that the entry and exit requirements are properly documented and recorded in the individual admission and registration record of the PGS.
- c. In week six, the Registrar shall forward the list of PGS at the program/department/college level through the Program Chairperson or the Dean.
- d. In week seven and eight,
  - 1) The Program Chairperson or the Dean shall convene the Committee on Quality Assurance and Program Effectiveness (CQA-PE) for the academic program (MBA, BBA, BIT, BMC, BALL, BSN), *with the participation of the Registrar*, to review and validate the reliability of the eligibility for a student-candidate to graduate. graduation. Graduation eligibility is based on the academic completion requirements of his/her academic program through a cross-checking of the individual Course Audit Checklist Grades duly endorsed by the Academic Advisors to the Program Chairperson or the Dean versus the transcript of grades-records of PGS forwarded by the Head DAR ensuring that the following details are accurate:
    - a) Complete name as reflected in the passport.
    - b) Academic Program and Concentration.
    - c) Courses based on the Academic Program and Study Plan, Credits, Grades, Repeated Courses, Semester GPA, Cumulative GPA, Academic Standing.
    - d) Entry and exit requirements.
  - 2) Upon completing the required processes of validity and reliability of PGS documents, the CQA-PE shall finalize the list of graduating students-candidates and shall forward the list of candidates for graduation to the College Council for its resolution.

#### **4. Roles of Councils and the Governing Board in the Endorsement, Approval, and Confirmation of Academic Degrees**

- 1) The College Council shall endorse its resolutions corresponding to the lists of candidates for the different programs to the Academic Council for relevant resolution and appropriate endorsement to the University Council.
- 2) The University Council shall resolve and approve the list of candidates for graduation.
- 3) The University Council shall endorse the list of candidates for graduation to the Executive Committee and its endorsement to the Board of Trustees (BOT).
- 4) The BOT shall resolve and approve the list of candidates for graduation and shall confirm and authorize the granting of respective academic degrees.
- 5) The BOT through the Chancellor shall endorse to the Registrar the master list of confirmed graduates and their respective academic degrees for appropriate processing of the relevant graduation documents and academic credentials.

#### **5. Double-checking of Academic Records relevant to the Academic Degree Granted**

- a. From week eleven till sixteen, the Registrar shall verify further the transcript of grades-records of graduates in terms of completed courses as prescribed in the academic program specification; and the graduation documents' checklists of graduates have complied with the requirements.
- b. At the end of the semester process, the Registrar shall continue to administer the compliance processes and finalize the list of graduates to be conferred with the academic degrees corresponding to the master list of confirmed graduates as approved by the BOT.
- c. Upon conferment and awarding of degrees, changes in the contents of the academic credentials (e.g. grades, the cumulative GPA, and the like) shall not be permitted.
- d. A confirmation Letter of Completion (LOC) of the academic program shall be issued in English and Arabic to the graduate by the Registrar. The LOC and other Academic Credentials shall bear the specimen signature of the Registrar and the Official Seal of the UOF.
- e. The Registrar shall prepare and issue the following set of academic credentials:
  - 1) Official Transcript (Official Transcript of Grade-Records)
  - 2) Academic Diploma Certificate
  - 3) Other relevant documents

#### **6. Determining and Awarding of Academic Honors**

- a. The granting of a degree with honors shall be determined by the CQA-PE of the academic program.

- b. The CQA-PE and the Registrar shall evaluate and determine the graduating student with honors according to their CGPA, as described below:

<i>Grade Point Average</i>	<i>Description of Honor Award</i>
3.75 – 4.00	<ul style="list-style-type: none"> <li>▪ Distinction with Honors (DH)</li> </ul>
3.50 – 3.74	<ul style="list-style-type: none"> <li>▪ Distinction (D)</li> </ul>

- c. The achievement of academic distinction (D and DH) shall be reflected on the Transcript of Grades and Academic Credentials of the graduate.
- d. The graduate with DH shall be awarded separately with a Plaque, a Medal, and a Certificate of Honor based on his/her meritorious academic performance.

**7. Graduation Ceremony Tradition**

To observe the University tradition, UOF shall organize an in-house Graduation Ceremony to formally confer the completion of academic degrees to prospective graduates and a Plaque, a Medal, and a Certificate of Honor (separately) award to the deserving graduate whose academic performance is meritorious.

**8. Replacement of Academic Credentials**

Graduates must be aware that academic credentials and official transcripts are valuable documents and must be looked after with care. However, the graduate may secure a copy of the credentials with the following conditions:

- a. A graduate may apply to the Registrar for additional copies of the Academic Credential if the original document has been lost or damaged. The said copies shall be issued with a prescribed fee.
- b. Replacement of Credential shall only be issued and bear the name as recorded on the student's original credential.
- c. The Credential shall be replaced only once. After that, a true copy only shall be issued.
- d. The replaced Credential shall bear a statement identifying it to be a replacement.
- e. Request for replacement of Credential can be submitted by the student-graduate to the Registrar by paying the prescribed fees.



- f. Replacement Credentials shall be issued by the Registrar once the complete and accurate request is received.

**9. Authenticity of the Official Transcripts and Application for Additional Transcript**

- a. A transcript must be received directly from the issuing institution to be considered official and must contain institutional validation in the form of an official stamp, logo, or letterhead, be dated and signed by the Registrar.
- b. To be considered authentic, the transcript must be received directly from the DAR and include the Registrar’s signature, date of issue, and identifiable institutional validation.
- c. Official transcripts shall be issued either directly to an external institution or in a sealed envelope to the graduate.
- d. Request for official transcript can be submitted by the student-graduate using the student self-service online or at DAR by paying the prescribed fees.
- e. The DAR shall issue the Official Transcript once the completed and accurate request is received.

**10. Document Fees for Academic Credentials**

The following are the related current document fees for academic credentials. The fees are subject to change:

Description	Fee
1. Graduation Expenses (package) includes official Transcript of Records (TOR) or transcript of grade-records, Certification of Graduation and Degree Earned, and Academic Diploma-Certificate	1000
2. Application for a new copy or replacement of Certificate of Graduation and Degree Earned	200
3. Application for a new copy or replacement of the official Transcript of Records (TOR)	100
Note: The Additional Fee for any courier services may vary according to the location of the student-graduate.	

### **3.4 POLICY ON INDEPENDENT STUDY**

The following are the policies and procedures for directed/independent study:

1. A student enrolled in the undergraduate program shall be allowed to take independent study for only one course in his/her program.
2. The independent study shall be given if:
  - a. The particular course is not offered during the semester.
  - b. The student is graduating for the current semester, and/or expected to graduate within the next academic semester to facilitate the completion of his/her program's degree requirements.
3. For quality assurance, the faculty member teaching the course shall ensure a specific syllabus that includes the study plan, appropriate learning outcomes, appropriate teaching and learning methodologies, appropriate assessment instruments, and end-of-term evaluations.
4. The semester credit hours awarded shall be comparable in scope, content, academic rigor, and student study time similar to courses offered in the regular semester.

### **3.5 POLICY ON STUDENT STUDY MODE AND LOAD**

#### **I. Overview**

This policy operationalizes and sets forth the student study mode and load as mandated by the CAA Standard, 2019.

#### **II. Scope**

This policy applies to all academic programs.

#### **III. Objective**

This policy aims to establish the term of reference for the student study mode and load. It stipulates the procedures and other mechanisms that warrant compliance to a policy for the classification of student mode between full-time and part-time, which is identified for each student at the time of enrollment, and to reflect these study modes in degree completion requirements (CAA-STANDARD 2019).

#### **IV. Policy Statement and Procedures**

The following are the guiding principles of the student study mode and load according to CAA STANDARD 2019:

1. The full-time undergraduate student credit load is between 12 and 18 credits per regular semester and that for graduate students is 9-12 credits per regular semester.
2. Students undertaking less than 12 undergraduate or 9 graduate credits per regular semester must be considered as studying part-time.
3. Students cannot normally be allowed to undertake more than 6 credits in the summer term.
4. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term.

### **3.6 POLICY ON VOLUNTEER HOURS**

#### **A. Overview**

The University of Fujairah (UOF) is committed to the UAE Government's Vision 2021 that encourages Emiratis to be socially responsible and furthermore supports the UAE National Youth Strategy that encourage the youth to exercise their citizenship. Therefore, the UOF mandated a minimum of 100 Volunteer Hours (VH) as a graduation requirement for all enrolled students – 25 VH per Academic Year, will be obtained over the 4-year period of undergraduate studies.

Volunteering describes the activity where a student allocates their time to “do good:” by serving the community without financial gain. Volunteer Provider(s) can be virtually and include events, institutions, social affairs and emergencies.

#### **B. Policy Statements and Processes**

The UOF shall establish the compulsory VH as a requirement for graduation for each program and to provide students with insight into serving the community. Volunteering is an extension to the curriculum that provide students the opportunity to exercise their citizenship and contribute their skills-set during volunteer activities. Participating in volunteer activities will foster social responsibility and assist with the development of students' confidence, professionalism attributes, teamwork abilities and leadership skills.

##### **B1. Department of Student Affairs and Shared Services (DSASS) Responsibilities**

DSASS is responsible to coordinate VH activities at the UOF, facilitate the VH processes and ensure that students are efficiently prepared for VH activities. Additionally, DSASS provides a formal channel of communication between the University and the Volunteer Provider. Students will be assisted with:

1. Identify potential Volunteer Provider(s) and volunteer opportunities in a safe environment that are program specific.
2. Obtain written permission for volunteer opportunities from Volunteer Provider(s).
3. Obtaining a volunteer permit for students if it is required by the Volunteer Provider.
4. Obtain volunteer application form(s) from the different Volunteer Providers to assist students to register for volunteering.
5. Notify students and faculty about program specific volunteer opportunities and encourage student to register their interest.

6. Ensure all students are registered for the identified volunteer opportunities before attending any volunteer activities.
7. Determine health and safety risks associated with identified Volunteer Providers.
8. Provide Medical and Liability insurance or required insurance as specified by the Volunteer Provider for students to ensure students efficiently covered before attending volunteer activities;
9. Offer a *Social Responsibility Development Workshop Series* that is compulsory for each student to attend to ensure that UOF students are prepared and supported during their volunteer activities. This workshop series include at least the following topics:
  - a. Communication and relationship skills in diverse environments, including:
    - i. Health Student-Public Relationships;
    - ii. Empathy and Assertiveness;
    - iii. Emotional Intelligence; and
    - iv. Verbal and Non-Verbal Communication.
  - b. Innovative Presentation Skills (verbal and written), including:
    - i. Poster Presentations; and
    - ii. Power Point Presentations.
  - c. Reflective Report Writing Skills (Appreciative Inquiry Model Strategy; 5-D cycle, namely Definition, Discovery, Dream, Design and Destiny/Delivery); and
  - d. Team work and Leadership Skills.
10. Award an attendance certificate to each student after completing of the compulsory *Social Responsibility Development Workshop Series*.
11. Arrange orientation for students with the Volunteer Provided (if applicable) that include:
  - a. Orientation with the equipment or resources to conduct effective volunteering;
  - b. Tasks/duties to perform to ensure that the student is willing, competent and capable to perform the specified tasks/duties;
  - c. Abide with UAE confidentiality bylaws and UAE data and social media data protection legislation. Thus, maintain confidentiality about the Volunteer Entity and personal information about any person involved in the volunteer activity; and
  - d. Highlight health and safety risks associated with the volunteering opportunity.
12. Request electronic proof from the Volunteer Provider after completion of VH that the student successfully completed the volunteering opportunity. This e-document should include the name of the Volunteer Provider, name of the student and number of hours volunteering.
13. Facilitate an annual *Volunteer Award Ceremony* during which students receive certificates and are awarded for their volunteer services.

## **B2. Student's Responsibilities**

Each student is responsible to:

1. Must attend *Social Responsibility Workshop Series* facilitated by DSASS before attending volunteer activities.
2. Register for the program specific volunteer activities of choice.
3. Comply with the Volunteer Provider's Policies and Procedures.
4. Act professionally at all times.
5. Perform agreed upon tasks/duties as assigned by the Volunteer Provider's Activity Coordinator.

6. Notify the Activity Coordinator if he/she does not feel competent to perform a specific assigned task/duty.
7. Keep information about the Volunteer Provider and the activity confidential. Thus, the student must abide by UAE data and social media data protection legislation.
8. Submit a required UOF documentation after completion of each volunteer activity, namely:
  - a. UOF Volunteer Hours Activity Form; and
  - b. Reflection: Volunteer Activity Form

### **B3. Volunteer Hours Documentation Guidelines**

To ensure that VH are efficiently documented, each student should comply with the following guidelines:

1. Keep track of all volunteer hours by:
  - a. Completing the *UOF Volunteer Hours Activity Form*; and
  - b. Submit/Enter the VH at the UOF specified application.
2. Accurately complete the *UOF Volunteer Hours Activity Form* with the correct date, VH, place/venue, the purpose of the activity, as well as their role/tasks during the activity. Additionally, the student must document their reflection (thought and opinions) about the activity. The contact details (name and telephone number) of the Activity Coordinator that can verify that the student did attend the activity and stayed for the duration as documented in the UOF Volunteer Hours Activity Form.
3. Reflect about the volunteer activity and record the reflection on the following form: UOF Reflection: Volunteer Activity. The STAR (Situation, Task, Action and Result) approach is followed to reflect on what happened during the volunteer activity. Additionally, the Appreciative Inquiry Model (5-D cycle: Definition, Discovery, Dream, Design and Destiny/Delivery) is followed to encourage the student to reflect on his/her feelings and opinions about the activity. The strength of the Appreciative Inquiry Model is that it is a positive approach to develop self-determined change and leadership.

## **3.7 ACADEMIC PROGRESS POLICY**

### **3.7.1 SEMESTERS**

Courses at University of Fujairah are offered in two semesters: A Fall semester and a spring semester. Each semester consists of 15 weeks followed by the examination period. The University may also offer a summer session consisting of at least 6 weeks.

### **3.7.2 ACADEMIC ATTENDANCE**

1. Attendance at UOF is compulsory for Physical (face-to-face) and Virtual (online) classes.
2. Failure to adhere to this attendance policy would result in dismissal from courses.
3. The minimum percentage of face-to-face and virtual classes (combined) is 75%.
4. A student will not be allowed to take the final examination if he/she has missed more than 25 percent of physical and virtual classes (combined) during the semester.
5. Absence warning policies are set out below:

- a. If a student is absent for 10 percent of physical and virtual class hours, the instructor will issue the 10% Absence Warning (First warning).
  - b. If a student is absent for 20 percent of physical and virtual class hours, the instructor will issue the 20% Absence Warning (second warning).
  - c. If a student is absent for more than 25 percent of physical and virtual class hours, the instructor will issue the 25% Absence Warning, and a student will be administratively withdrawn from the course and assigned a “WA” grade, which is not calculated into his/her GPA. Once being administratively withdrawn, the student may not sit for or have graded the final examination in the course.
6. For the Associate of Arts Degree Programs: students must study for at least two semesters and must have completed at least 50% of the total number of credit hours required at University of Fujairah.
  7. For the Bachelor Degree Programs: students must study for at least four semesters and must have completed at least 50% the total number of credit hours required at University of Fujairah.
  8. Students are expected to attend all lectures, recitations, quizzes, and laboratories regularly, either through traditional face-to-face classes or online.
  9. Students may appeal to the Dean of the College by submitting official documentation asking for exemption. Under exceptional circumstances (i.e. Illness or death of an immediate family member) the College Dean may accept the appeal.
  10. A student who, during his/her studies, desires a leave of absence of more than two full consecutive days for non-medical reasons should apply to the Dean of the College concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is required. Student Affairs will post weekly the names of all students receiving the attendance warnings. Each student is responsible for checking the list to ensure its accuracy.

### 3.7.3 MAINTAINING GOOD ACADEMIC STANDING

To remain in good academic standing, undergraduate students must maintain an overall Cumulated Grade Point Average (CGPA) of 2.0 or better for all course work attempted at UOF. A student whose CGPA falls below 2.0 will be placed on academic probation for the following semester (summer terms are counted in the calculation of the probation periods for students who choose to register for 6 credit hours in each summer term). If at the end of that semester the student receives a SGPA of 2.0 or above, but is still below a CGPA of 2.0, he/she will remain on academic probation for one more semester. Students will be notified of their status by receiving probation notices and a copy will be sent to the Academic Advisor, Chair of the Department, Student guardian and the Sponsor, if any. Such students are allowed to register for no more than 15 credit hours for the first probationary semester and 12 credit hours for the second probationary semester. Students who do not meet the above criteria will be liable to the following actions according to their status:

**Action 1:** Students will be restricted to repeating courses in which they achieved grades below C, and/or taking one new course per semester only, until they achieve a CGPA of 2.0 or above.

**Action 2:** Students who have completed 90+ credits of the total credit hours required for graduation will be granted the opportunity to continue their studies in the same academic program, but will be allowed to register for no more than 12 credit hours of repeated courses (those with grades below C) per semester until they achieve a CGPA of 2.0 or higher.

### **3.7.4 APPLICATION FOR GRADUATION**

Students must apply for graduation during the eighth week of the semester prior to the semester in which they plan to graduate. The application form must be signed by the students' academic advisors and Program Coordinators and submitted to the Department of Admissions and Registration (DAR). The DAR will review the records of all students who have applied for graduation and inform them in writing of all requirements that still must be met in order to graduate and any deficiencies that need to be corrected. A report will be given to the student before registration for the next semester. A copy of the report will also be given to the student's advisors.

### **3.7.5 MAXIMUM ENROLLMENT PERIOD**

1. The maximum enrollment period for students enrolled in the Associate of Arts degree programs shall not exceed 1.5 of the program duration from the time they begin the degree.
2. The maximum enrollment period for students enrolled in the Bachelor degree programs shall not exceed 1.5 of the program duration from the time they begin the degree program.

### **3.7.6 ACADEMIC LOAD**

The study load for an undergraduate student usually ranges from a minimum of 9 credit hours to a maximum of 18 credit hours. In exceptional cases, a student may enroll for up to 21 credit hours, if:

- The student's Cumulative Grade Point Average (CGPA) is 3.6 or greater on a 4.00 scale.
- This additional load will enable the student to graduate in the current semester.

### **3.7.7 RETENTION POLICY**

#### **3.7.7.1 Adding, Dropping, and Withdrawal of Subjects**

- a. A student may drop or add subjects during the first week of classes in a regular semester or the first three (3) days of a summer semester.
- b. A student may withdraw from subjects during the first week of instruction.
- c. After first week of classes, withdrawals are allowed only for valid reasons. Students shall use the withdrawal form duly approved by the lecturer of the course-subject and by the Coordinator/Dean. Students shall be guided by the following:
  - 1) During the first week of instruction, students may withdraw from a course by filing a withdrawal form and submit the form to the Department of Admission and Registration (DAR).
  - 2) Withdrawing from the course during the first week of the semester does not need approval from the instructor; and there will be no indication on the student's permanent record that the student enrolled in that course.
  - 3) After the end of the first week of instruction, withdrawals are allowed only for compelling reasons.

- 4) Students who wish to withdraw from a course must submit a withdrawal form to DAR, duly approved by the lecturer of the course to be withdrawn and by the Program Coordinator/Dean.
- 5) If the student is passing the course at the time of withdrawal, the student will be assigned a grade of WP.
- 6) If the student who requested to withdraw from the course and if failing the course, the student will receive a grade of WF, which will be calculated as a failing grade.
- 7) Students who withdraw from a course after the end of the first week without the appropriate approval from the concerned academic authorities will receive a grade of WF (which is calculated as an F in the grade point average) for that course.
- 8) Students who stop attending classes and without dropping the course will automatically be assigned a grade of WF.
- 9)

#### **3.7.7.2 Leave of Absence (LOA) Policy**

The LOA policy allows students to take a leave from UOF up to two (2) years, and may consider students' reasons such as health issues, financial difficulties, study abroad opportunities, family-and-or work obligations, and personal reasons.

Students considering LOA shall report to the Department of Student Affairs and the Dean/Program Coordinator, to fill-out required forms; and shall be encouraged to talk with an academic advisor about options, the process of taking a LOA, procedure, and timeline of applying for readmission.

#### **3.7.7.3 Re-Admission Policy**

The University shall be guided by the following when readmitting students:

- a. When student returns during the time of his/her LOA, the student shall be accepted as continuing student status, and be readmitted to the University through Academic Advising process, and without reapplying through the DAR.
- b. With the aforementioned status, the student shall not be required to reapply for admission, or to pay another admission fee upon returning.
- c. If the student failed to return to the University on or before conclusion of his/her LOA, the University through the concerned department shall be advised the student to reapply for admission, pay the admission fee, and be held to all the requirements at the time of readmission.
- d.

#### **3.7.7.4 Probation Policy**

- a. Student whose semester GPA falls below 2.0 in any semester or whose Cumulative Grade Point (CGP) average falls below 2.0 shall be placed on academic probation, and are not considered to be in good academic standing.
- b. Student shall remain on academic probation until the GPA rises to 2.0 or better.
- c. Student under probation shall be given lesser subjects during the semester.
- d. Student on academic probation shall not be eligible to hold office in any student club or organization.



**3.7.7.5 Deficiency points**

- Students are required to maintain a GPA of 2.0 or higher to remain in good standing.
- Grades of D+, D, F or WF will accrue deficiency points. Students who accrue deficiency points are required to compensate for those deficiencies by attaining grades higher than C in a comparable number of credit hours.
- A grade of B in a course will generate one additional points per course unit and a grade of A in a course will generate two additional points per course unit.
- Students on probation are expected to decrease the number of cumulative deficiency points that they have each semester that they are on probation.

**Table 1. Grade and Deficiency Points**

Grade	Deficiency Points
D	1 point/credit hour
F	2 points/credit hour
WF	1 points/credit hour

**3.7.7.6 DISMISSAL AND ACADEMIC SUSPENSION POLICY**

The University may dismiss a student without demonstrating satisfactory progress during his/her probationary period.

Students on academic probation may be disqualified from UOF if they remain on academic probation for more than two (2) consecutive semesters or if their cumulative GPA fall below the levels shown in the Table 2.

**Table 2. Minimum GPA**

<i>Number of Credit hours Completed</i>	<i>Minimum Grade Point Average</i>
0-30 credit hours	1.50
31-45 credit hours	1.75
More than 45 credit hours	1.90

**Note that a minimum GPA of 2.0 is necessary in order to graduate.**

**3.7.7 ACADEMIC HONORS AND RECOGNITION POLICY**

A student who maintains an outstanding record of scholarship at UOF shall receive a special recognition upon graduation. The following are the Grade Point Average (GPA) and the corresponding qualitative description:

<i>Grade Point Average</i>	<i>Description of Honor Award</i>
3.75 – 4.00	▪ Distinction with Honors (DH)
3.50 – 3.74	▪ Distinction (D)

### 3.8 GRADING AND ASSESSMENT POLICY

Rigorous assessment is integral to the maintenance of academic standards. Assessment must be fair, equitable, reasonable, transparent and valid. Learning experiences are designed to assist student achievement of the learning outcomes, and carefully designed assessment tasks allow students to demonstrate progress towards attaining these outcomes. Assessment is thus linked to course level learning outcomes and graduate attributes which in turn reflect subject and/or course level learning outcomes and graduate attributes.<sup>1</sup>

#### 3.8.1 OVERVIEW

Assessment provides an opportunity for students to undertake learning and constitutes the process of collecting evidence and making judgments as to how well students have achieved the intended learning outcomes of a course. It is the means by which progress or achievement is evaluated. University of Fujairah encourages and values all valid and reliable forms of assessment. The assessment policy and the associated Guidelines for Assessment allow for diversity so as not to restrict academic staff to a single learning and teaching approach. Assessment methods may include assignments, examinations, project work, seminar papers, field and laboratory work and tutorial participation. Assessment is a key part of the teaching and learning environment. In evaluating assessment, the university values ethical behavior and does not tolerate dishonesty.

Assessment enables students to demonstrate progress towards attaining learning outcomes. Learning outcomes define what students are expected to know, understand or be able to do, to be successful in a course. Course learning outcomes describe something demonstrable and measurable. Learning outcomes are an essential section of the Course Outline. They should: clearly communicate the learning outcomes being tested, and the type and depth of learning students are expected to achieve; Deliverables and marking criteria should be clearly indicated to students; clearly communicate graduates' skills to prospective employers; and indicate to the students how they might organize their learning program.

#### 3.8.2 DIAGNOSTIC, EVALUATIVE, FORMATIVE, AND SUMMATIVE ASSESSMENT

To fulfill its varied purposes, assessment can be: diagnostic, to provide information on students' prior knowledge at the start of a course; formative, meaning the collection of information, usually through the informal assessment components of a course, in order to improve teaching and learning. Formative assessment provides specific feedback to students and teaching staff about student progress, helps teaching staff to diagnose learning needs, and to design, negotiate and modify learning activities for groups and individuals, in order to enhance teaching and learning; and/or summative, meaning the collection of information through the formal assessment components of a course, in order to improve teaching and learning, but also to contribute to the calculation of a student's final grade. Information collected for summative purposes is based on assessment tasks that reflect the range of concepts, processes, skills and attributes, including graduate attributes, as set down in the

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<sup>1</sup> Derived from a document entitled "Assessment Policy", University of New England, Australia, November 2008.

<http://www.une.edu.au/secretariat/Academic-Board/policies/assessmentpolicy.pdf>

desired learning outcomes of a course; and evaluative, meaning the collection of information to provide an indication of the effectiveness of teaching and learning process(es) within a course,

Assessment can also be informative and used for recording and reporting purposes, which provides information about students' performance across programs and forms the basis of deciding the overall award for the program.

### 3.8.3 COURSE OUTLINES

Course Outlines must be provided to students at the beginning of the teaching period detailing assessment details including topics, assessment criteria, weighting of the task and moderation processes. Course Outlines must specify the following assessment details and criteria in an assessment brief for each assessment task:

- the type of task;
- the topic of the task;
- the due date and submission time;
- the number of marks for the assessment task and the weighting or percentage of the total marks achievable by completing the assessment;
- the learning outcomes and graduate attributes to which the assessment relates;
- the dimension or magnitude of the assessment as appropriate for the discipline (eg word length in the case of all written assignments);
- the deliverables - the criteria upon which assessment will be marked;
- the moderation processes in place for marking any special requirements.

### 3.8.4 GUIDELINES AND STANDARDS FOR WRITING EXAMINATIONS AND MAKING COURSE ASSIGNMENTS

Faculty members shall be guided by the following considerations when preparing any form of examinations:

- Assessment reflects course learning outcomes,
- Assessment should be appropriate. There should be a match between each assessment task and the nature and extent of concepts, thinking processes, skills and attributes, including graduate attributes being assessed;
- the level of the course; the amount of assessment should reflect the course's level, i.e. introductory or advanced;
- Assessment should provide students with feedback on their progress;
- Assessment should be fair, equitable, reasonable, transparent and valid meaning that all students are provided with adequate and appropriate learning opportunities throughout a course to enable them to demonstrate their knowledge, thinking processes, skills and attributes, including graduate attributes through the set assessment tasks;
- all students are informed at the start of each teaching period about the assessment tasks associated with a course, and the assessment criteria for each assessment item;
- when marking assessment tasks, all judgments about achievement are made against stated assessment criteria (criterion-referenced assessment);
- moderation processes are an integral part of the assessment system for each course where multiple markers are involved to ensure fair and equitable marking and grading of assessment tasks and maintenance of standards;

- Changes in the forms of assessment or in the number of assessment tasks are not permitted once the teaching period has commenced; and
- Where extensions are possible, the maximum period of extension for completion of remaining work will be to the end of the next semester.

#### **3.8.4.1 Timing of Assessments**

- Due dates for assessment tasks may fall into any part of the teaching period. Dates must be chosen to allow feedback to be received by students before the next related assessment task is due and before the final examination.
- The timing of assessment tasks throughout a course should be managed so that students receive any necessary feedback before the next task and before the final examination (or equivalent tasks).

#### **3.8.4.2 Assessment Tasks**

- Non-examination tasks: usually designed for completion under non-examination conditions (e.g., periodic assignments throughout a semester of study, major papers due at the end of a semester, research reports, problem sets, laboratory or practicum reports, various types of construction, composition, or performance). They provide maximal flexibility for student assessment. Each task should be considered for its appropriateness relative to the learning to be assessed, the feedback to be gained, and clarity in structure, intent and expected response. Each task should be designed so that students lacking the opportunity to access key supplementary resources, unless access is a requirement of enrolling in the course, are provided with alternatives of equal rigor.
- Formative and/or summative self-tests or progress check tasks, which may include online quizzes, allow for early and/or frequent feedback on progress towards achieving the learning outcomes. There can be more than one such task for a course and the cumulative percentage for the self-tests or progress checks [such as online quizzes] may be worth no more than a maximum of 20% of the total assessment.
- Where a course includes mandatory quizzes or tests in class, failure to take a quiz or a test will mean receiving a zero mark. An individual test shall constitute more than 5% and up to 20% of the final assessment for a course and shall generally be of a lesser duration than a final examination. There may be more than one quiz or test for a course.
- Quizzes and tests may be held only in normal teaching times. Students must be given due warning of any test that will count towards the final assessment.
- Student self and peer assessment.
- It is recognized that there may be courses where, for pedagogical reasons, student self and/or peer assessments are sought as a valuable source of input into the course assessment process. Under no circumstances should any individually based course assessment, counting toward the aggregate mark for the course, be placed entirely in the hands of the students themselves. Student self and peer assessment must not constitute the major assessment method used for an entire course assessment program.
- Final Examinations. They must be administered examinations, explicitly supervised, timed and controlled, and must be designed to be completed within the time allotted. Examinations must be designed so that students have a realistic chance of completing them within the assigned time, because otherwise performance is confounded with reading

speed and ability. Examination questions should address the learning outcomes to be achieved in the course of study. Students must be informed of the format of the examination and of the link between the examination and the learning outcomes of the course. Assessment criteria for examinations, with the exception of multiple choice and other factual examinations, must be made available to students before the start of the examination period.

#### 3.8.4.3 Weighting of Assessment Tasks

Consideration must be given to the appropriate weighting of each assessment task. In many cases, a simple average may be used which means that each task carries equal weight. Alternatively, assessment tasks may be weighted in terms of their relative importance, expected word length, difficulty or complexity, or the amount of course material expected to be covered. In these cases, the weighting system must be clearly explained in assessment documentation provided to students. All the course's learning outcomes must be addressed in assessment tasks. The final examination must be weighted 40%-50% in the aggregate mark for any course.

#### 3.8.4.4 Assignment Submission

All assessments must be submitted in hard copy to the lecturer in class. E-mailed or faxed assessments will not be accepted, except where specifically necessary to fulfill the assessment requirements. Students are advised to keep a full copy of every assignment they submit.

#### 3.8.4.5 Guidance on Grading

Course grades shall be based on results of assessment and examinations, projects and homework assignments, class participation and other factors set by the lecturer. The syllabus for each course provides a detailed illustration of the basis for grading in each course. Students shall receive a preliminary assessment of his/her academic performance in each course at the middle of the each semester and the final grade at the end of each semester.

To pass a course the aggregate score should be 60 or above. However, a course taken at another institution with a passing grade of P or P+ is not transferable. Transferred students will have to repeat at course at University of Fujairah. The following is the grading scale:

### 3.8.5 GRADES DESCRIPTIONS

#### 3.8.5.1 Undergraduate Programs

Individual Course Grade		Grade Point Average (GPA)	
Percent Grade	Letter Grade	GPA Scale	GPA Grade
90 – 100	A	3.90 - 4.00	4.0
85 – 89	B+	3.50 - 3.89	3.5
80 – 84	B	3.00 - 3.49	3.0
75 – 79	C+	2.50 - 2.99	2.5
70 – 74	C	2.00 - 2.49	2.0
65 – 69	D+	1.50 - 1.99	1.5
60 – 64	D	1.00 - 1.49	1.0
Below 60	F	0.00 - 0.99	0.0

## 3.8.5.2 Graduate Programs

Individual Course Grade		Grade Point Average (GPA)	
Percent Grade	Letter Grade	GPA Scale	GPA Grade
90 - 100	A	3.90 - 4.00	4.0
85 - 89	B+	3.50 - 3.89	3.5
80 - 84	B	3.00 - 3.49	3.0
75 - 79	C+	2.00 - 2.99	2.5
Below 75	NP	00.00 - 1.99	0.0

## 3.8.5.3 Other Grading Code and Descriptions

Code	Description/Remarks
INC	Incomplete
W	Withdrawn
WA	Withdrawn Absent
WF	Withdrawn Failed
WP	Withdrawn Passed
FA	Failed Absent
TC	Transfer Credit
IP	In-Progress

**Legend:**

1. **Incomplete (INC).** If a student regularly attend classes but he/she fails to submit assessments or attend examinations, he/she will be given an INC.
2. **Withdrawn (W).** Officially dropped/withdrawn from the course.
3. **Withdrawn Absent (WA).** A 25 percent absent warning and a student will be administratively dropped/withdrawn from the course and assigned a "WA" grade, which is not calculated into his GPA.
4. **Withdrawn Failed (WF).** If the student is failing the course at the time of dropping/withdrawing, he/she will be assigned a grade of WF, which will be calculated as a failing grade.
5. **Withdrawn Passed (WP).** If the student is passing the course at the time of dropping/withdrawal, he/she will be assigned a grade of WP.
6. **Failed Absent (FA).** If the student stops attending classes without dropping/withdrawing the course, he/she will be given a grade of FA.
7. **Transfer Credit (TC).** If the student has withdrawn from any program and have applied for re-admission into another program, he/she can be re-admitted as new students with new ID number and courses with C grade or above shall be credited as Transfer Credit (TC) and will appear on his/her transcript.
8. **In Progress (IP).** If the student is currently in progress of developing a capstone research project and integrated paper, he/she will be given IP.

**3.8.6 MINIMUM PASSING MARKS**

- Where a specific minimum mark has to be achieved on an assessment component in order to pass a course and/or where this mark may be other than 50%, the percentage value and rationale for this mark must be well justified.
- To pass a course the aggregate mark should be 60 out of 100.
- The composite mark will comprise two elements: the marks earned in the final exam plus the marks earned during the semester (including homework, quizzes, midterm exams, projects and assignments). To pass the course you have to pass the final exam with a mark of at least 50%. Students who obtain a composite mark of greater than 60% but do not satisfy the Final Examination pass requirements will be awarded an F.

**3.8.7 FEEDBACK ON ASSESSMENT**

Feedback is intended to inform students on the progress they have made towards achieving the learning outcomes of a course. Feedback should be constructive, justify the mark and be related to the criteria. It should point students to ways in which they can improve their learning and achievement, and allow them to monitor and evaluate their progress against the course's and/or course learning outcomes, and graduate attributes. It can be given by a lecturer or tutor, an external assessor, or a student peer.

Feedback should be timely and developmental if the learner is to maximize their engagement with course requirements. Such feedback can fall into two broad categories:

- early in a course, prior to any formal assessments, to ensure an awareness of course requirements and expectations;
- after each assigned assessment task, but excluding invigilated examinations, so that students have sufficient opportunity to use feedback for improving

**3.8.8 REMARKING**

Students may request that an assessment task be re-marked, in its original form, in circumstances where the student presents a case arguing that the original marking was unfair or inconsistent with marking guidelines. This request must be directly addressed to the Department Chair, with a copy to the concerned Deans, by the student within 10 working days of receipt of the original marked assessment task. It will be the Department Chair's responsibility to arrange for the re-marking to be done. Only a single re-mark will be permitted, and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original mark. If the student remains dissatisfied with the outcome, then normal University procedures for handling appeals will be followed.

**3.8.9 INTEGRITY OF ASSESSMENT AND QUALITY ASSURANCE**

1. Regardless of the nature of the assessment task, students need to be provided with guidelines that define the scope of responses to the task. These guidelines can be in the form of specific criteria to be addressed and/or standards to be achieved.
2. Moderation processes will be implemented to ensure that the integrity of criteria and/or standards developed by lecturer will be preserved across different markers. It is required where there is an element of subjectivity in the evaluation. It is not necessary for multiple choice assessment tasks or other tasks in which there is no interpretative response by the student. For the purposes of moderation:
  - a. Criteria are the elements by which the quality of student work is to be judged.
  - b. Standards describe the levels of achievement to be attained.

- c. Moderation processes are those processes that ensure a students' work can be judged consistently regardless of who marks the task. They will include pre-marking standardization of criteria based on a sample of assignments. The sample size should 10% or 10 assignments whichever is the lesser figure.

### **3.8.10 POLICY ON EXAMINATION**

1. Final Examinations will be held as stipulated in the Academic Calendar.
2. Only students registered for a particular course will be admitted into the room for the respective final examination. The following students will not be allowed to sit for their final examinations: 1) students exceeded the 25% absence rule, or 2) students who have not paid their tuition fees, or 3) students who have been suspended/dismissed from the University.
3. If a student is unable to sit for an examination due to illness, he/she may apply for an incomplete status. The student must produce an official medical certificate signed by a registered medical practitioner, as well as a letter of approval from the Registrar, before sitting for such exam. Students should consult the respective faculty member for scheduling the exam.
4. Faculty may examine students using written, practical, or oral tests, by continuous assessment, or by any combination of these.
5. Students who wish to appeal against examination result(s) must complete an Appeal Form and submit this, together with the appropriate fee to the Registration Department within three weeks of the date of announcing the results.
6. If a student has missed an exam for any reason (other than for medical reasons as already noted), he/she may appeal to retake the test or exam if extreme justifying circumstances warrant it. A written student appeal must describe the circumstances which caused the student to miss the examination, and supporting documentation should be provided when appropriate. Copies of the appeal must be sent to the respective faculty member and the Registrar for review and approval.

#### **3.8.10.1 Policy on Make-up Examination**

##### **I. Overview**

This policy enunciates the processes for the students' application for the appeal to take final make-up examinations that enable them to rectify their Incomplete (INC) final grade due to missing the final examinations as scheduled.

##### **II. Scope**

This policy applies to all academic programs, departments, and colleges.

##### **III. Objective**

This policy aims to establish the term of reference in facilitating the students to take the final make-up examination and to resolve the student's final grade of Incomplete (INC) to completion.



**IV. Policy Statement and Processes**

Students who were unable to attend for a final examination due to justified reasons have the right to appeal for completion or make-up examination. To ensure transparency and fairness, the make-up examinations guidelines, eligibility criteria, and procedures for examination are as shown below.

**A. Guidelines**

1. A student who is eligible to take the final examination in a course but was not present in the final examination shall not be assigned a grade for the final examination-assessment component, pending review of the case.
2. If the reasons for missing the final examination are verified and justified, an Incomplete (INC) grade shall be recorded, and the student shall be permitted to take a completion or make-up exam for one time, no later than the end of the add-drop period of the subsequent semester.
3. It is the student's responsibility to provide the required documents of the reasons regarding missing the final examination according to the timelines announced by the Department of Admission and Registration (DAR).
4. Courses with an INC grade are not counted in the calculation of the student's CGPA during that semester.
5. If an INC grade is assigned in a course that is the prerequisite for a subsequent course, the student may not be registered in the subsequent course until the INC grade is completed and replaced with a passing grade.
6. No student may graduate with a grade of Incomplete on the academic record.
7. There shall be no further chances arranged for a student who misses the completion or make-up examination, as scheduled.

**B. Committee on Students' Final Examination Appeal (CSFEA)**

The CSFEA is a University-wide committee and shall take the primary responsibility to assess the merit of the appeal and recommend the respondent-student to be allowed to take the completion or final make-up examination. The decision shall be based, but not limited to criteria as described below.

**C. Criteria**

The following are the lists of accepted reasons for missing a final examination, given that proper, attested, and supporting documents shall be submitted by the student to the CSFEA:

1. Attested Sick leaves.
2. Death of a first level relative within a week of the examination day.
3. Death of a second-level relative within three days of the examination day.
4. Serve in a national mission or a mission given by UOF.
5. Serious Health-related cases.

6. Students who have arrived late to the examination halls due to various reasons. Approval is granted based on the submitted reasons and the history of their make-up application.
7. Other valid and documented reasons approved by the committee.

#### **D. Appeal Process**

1. The student shall apply for an appeal to take for a final make-up examination within the three (3) working days of the missed final examination. The *Application Form for Final Make-up Examination* shall be secured from the Department of Admission and Registration (DAR).
2. The student shall submit to the DAR the accomplished application form together with the duly attested supporting documents.
3. The DAR shall process the student's application and shall endorse it to the CSFEA within three (3) working days of the last final examination.
4. The **CSFEA** shall make final decisions on all submitted make-up examination appeal cases within five (5) working days of the last final examination.
5. Depending on the reasons and the documentation for each case, the **CSFEA** shall decide either of the following:
  - a. Grant the student an Incomplete "INC" grade.
  - b. Reject/disapprove the student's application for an appeal to take for a final make-up examination.
6. The DAR shall inform the respondent-student of the appeal regarding the decision of the **CSFEA**. The approved appeal shall be communicated to the recipient-student about the make-up examination schedule at least one (1) week before the schedule of the make-up examination.
7. Approved students shall take the final make-up examination as scheduled.
8. The DAR shall change the student's **final examination grade** to "Failed (F)" for the rejected or disapproved appeal cases.

#### **E. Make-up Examinations Schedule**

Approved make-up examinations' schedule shall be administered by the DAR with close coordination with Deans in the subsequent fall or spring or summer term. The DAR shall inform the students by email of the date, time, and location of the final make-up examinations. Students shall be responsible for checking their email regarding the details of the final make-up examinations.

#### **F. Make-up Examinations Materials**

- The dean and program coordinator, or any faculty nominated by the respective academic head shall be responsible to ensure that the readiness and completeness of the make-up examination materials shall be available to the recipient-student whose application for appeal has approved by the **CSFEA** to sit for the make-up examinations, as scheduled by DAR.

- The dean or program coordinator is responsible to ensure that all concerned faculty members shall submit two (2) sets of the final examinations copies per course. One copy shall be used for the make-up examination.

### **G. Make-up Examinations Grading**

The concerned faculty member shall encode the make-up examination grades at the Students Information System (SIS) within the published timelines, as per the following procedure:

1. A zero grade in the final examination component of the grading sheet shall be recorded if:
  - a. The scheduled make-up examination has not attended and not completed by the student, and the original excuse is not still valid (e.g. a long sick leave);
  - b. The student missed the deadline for applying for makeup examination approval (i.e. has no make-up approval);
  - c. The appeal to sit for a make-up examination has been rejected or disapproved by **CSFEA**.
2. For all make-up cases that are approved by **CSFEA** and are successfully attended by the recipients-students, the concerned faculty member is required to record and encode the appropriate grade of the final examination part and at the **SIS** within the published timelines.
3. The concerned faculty member shall accomplish *DAR Form 9: Application for Completion of Grades* which shall be submitted by the student to DAR and endorse to the faculty member. Upon completing the DAR Form 9 and by affixing the appropriate grade the faculty member shall forward it to DAR for record and quality assurance.

## **3.9 ACADEMIC ADVISING POLICY**

### **3.9.1 OVERVIEW**

The University values its students by providing continuous academic guidance through provision of academic advisors toward attaining successful academic careers.

### **3.9.2 SCOPE**

It covers regulations of the provision of advisor to student.

### **3.9.3 OBJECTIVE**

To provide advisor to every student during his/her academic residency at UOF.

### **3.9.4 POLICY STATEMENT**

UOF shall assign academic advisor to new individual-student at the beginning of the first semester and throughout his residency at the University.

Specifically, it shall:

1. Guarantee that all new students are provided with Advisors.
2. Ensure that respective advisor is available during consultation of the student and provide appropriate guidance. Student-advisee, in this regard, must secure an appointment prior to meeting his advisor.

3. Ensure that the advisor establishes academic related goals during enrolment of the appropriateness of courses enrolled according pre-requisite-structure and study plan of the academic program.
4. Require and monitor all students to regularly consult with their advisors to ensure that adequate guidance is received; all student's learning progress and that student's learning progress and grades are discussed with them to assure that they are aware of related consequences.
5. Maintain an individual-advisee's record by the faculty-advisor in a folder which include, but not limited to the following documents:
  - a. Academic Advising Form
  - b. Approved equalized grades and copy of Transcript of Records (TOR), for transferee students
  - c. Study Plan
  - d. Copy of grades every semester
  - e. Monitoring Plan of Grades Form

Academic advisors are expected to be available for a minimum of two (2) office hours per week to provide advising for their students. The office hours should be clearly announced on the advisor office as well as any appropriate channels, such as notice boards, website, etc. The maximum number of advisees to any advisor should no more than 35.

### 3.10 POLICY ON WORK PLACEMENT

#### I. OVERVIEW

Workplace-based / Industry-related activities are vital to ensure UOF graduates comply with the required employability skills, competencies and attitudes. This policy describes the processes to ensure that students abide by the UOF Registration guidelines for the required Work Placement (WP) course; students are effectively prepared, managed, monitored, and assessed during WP.

The University of Fujairah (UOF) acknowledge that high quality WP is dependent on effective relationships between key stakeholders, i.e. the UOF, WP provider and the student. Furthermore, the UOF recognizes the diversity of WP providers and WP opportunities across the curriculum of a specific program.

#### II. SCOPE

This policy applies to all Academic Programs / Departments / Colleges, the Department of Student Affairs and Shared Services (DSASS), and the Department of Admission and Registration (DAR).

#### III. OBJECTIVES

This policy aims to:

1. Establish the terms of reference for facilitating effective processes that accommodate authentic, structured and high-quality learning opportunities in a safe WP environment.
2. Enable students to obtain the required skills and competencies in their field of study that enhance their employability skill-set.

#### IV. POLICY STATEMENTS AND PROCESSES

The UOF shall establish the respective Work Placement (WP) Course(s) for each program to provide students with insight into the industry and workplace. The WP course is a continuation of the curriculum to develop safe employability skill-sets and understand employer expectations. During the WP period the students will develop confidence to become competent, independent and professional employable graduates.

##### A. Work Placement (WP) Course Registration Guidelines

The Registrar's Office has defined *Work Placement Registration Guidelines* for UOF students to adhere to during the Fall, Spring, and Summer Semesters within the framework of the *Policy on Work Placement (PWP)*. Taking the *Policy on Student Workload (PSWL)* into consideration, it is required to comply with the following requirements and guidelines:

##### 1. **Work Placement Period:**

- a. The duration of Work Placement is between 30-40 hours per week times 16 weeks based on the nature of the academic program).
- b. This WP period must be continuous and uninterrupted, during which the student is subject to follow the WP provider's rules and regulations.

- c. Bachelor of Science in Nursing (BSN) students' WP period is integrated (not continuous) during the Fall and Spring Semesters to ensure theory-practice integration as required by the CAA Nursing Reform strategy.

**2. *International WP:***

International WP is highly encouraged, provided it is in a highly reputable Western Company, and that the cost is externally funded.

**3. *Mandatory WP Course Registration:***

Before commencing WP every student must be registered for the WP course.

- a. During a Fall and Spring Semesters: A regular student can take only 9 Credit Hours of course-workload with a WP course, provided there is no overlap with WP working hours.
- b. During Summer Semester:  
A student may register for a WP course during the Summer Semester under the following conditions:
  - i. Progress and achievement of learning outcomes are monitored by assigned UOF faculty; and
  - ii. Required WP assessment is done by UOF faculty to determine the student's level of performance of the prescribed skills and competencies.

**4. *Full-Time Employed Students' Work Placement:***

- a. Students employed full-time in their field of study may fulfil only the documentation process as part of WP.
- b. Students employed full-time outside their field of study should perform a WP in their field of study within their employment organization.
- c. For a student to be considered a full-time employee, he/she must be employed for more than six (6) months. An Employment Certificate must be submitted with WP course registration for employment to be acknowledged by DAR.
- d. The WP course registration is done during the Summer Semester after meeting the prerequisites for the course as specified in the UOF Catalog.
- e. Students who are employed full-time must provide an Employment Certificate that specifies the employment date, period, and field, which must be submitted with the WP course registration.

**B. Responsibilities**

The stakeholders involved to ensure effective and successful WP for students, include the DSASS, Dean of the College / Chair of Department, WP liaison for the UOF program and WP provider(s).

**B1. Department of Student Affairs and Shared Services (DSASS) Responsibilities**

DSASS is responsible to coordinate WP activities at the UOF, facilitate the WP process and ensure that students are efficiently prepared before WP starts. Additionally, DSASS provides a formal channel of communication between the University and the WP provider.

**1. *WP Placement Preparation of Students:***

Efficient preparation before entering the industry market is essential to ensure a successful WP experience. Therefore, DSASS, in collaboration with the relevant College / Academic Department, will:

- a. Present a series of pre-placement workshops, resulting in a *Professional Development Attendance Certificate*, to assist a student about the following:
  - i. Formulating a Curriculum Vitae (CV).
  - ii. Communication and interview skills to prepare students for an interview with industry.
  - iii. Orientation program that includes at least the following topics:
    - 1) Code of Conduct in the workplace;
    - 2) Required employability soft skills;
    - 3) Orientation requirements as identified in the WP Portfolio for a specific WP course;
    - 4) Field-specific health and safety risks and risk prevention strategies; and
    - 5) Orientation to the WP Portfolio
      - Log Book completion requirements;
      - Daily and weekly written report (reflection) completion requirements;
      - Presentation guidelines;
      - Skills / procedures to witness and to perform;
      - Remedial activities; and
      - WP Assessment (Log Book, Daily and Weekly Written Report[s], Presentation, WP Provider Evaluation of Performance and Professional Conduct).
- b. WP Provider(s) information regarding:
  - i. Prescribed dress code
  - ii. Location and parking;
  - iii. Contact details of liaison;
  - iv. Whom to report to
- c. Arrange to procure applicable medical and commercial liability insurance coverage for all students to ensure effective insured before going to WP
- d. Completion of WP related documentation.
- e. Obtain written and signed consent from parent / guardian to attend WP where applicable.
- f. Submit to WP provider every program's WP schedule for student identified for a WP course three (3) months in advance of scheduled WP period.
- g. Facilitate post-WP feedback meetings with students and WP providers.

## **2. WP Placement Preparation of Industry:**

DSASS in collaboration with the relevant College / Academic Department, will present an orientation program to the relevant WP provider(s) / industry member(s), including the WP Provider Liaison(s), to ensure that they are well informed about the following:

- a. Program learning outcomes (PLOs);
- b. Course learning outcomes (CLOs), including CLO mapping to the PLOs;
- c. Course objectives
- d. Overview of the WP Portfolio, as well as the expected WP outcomes to achieve; and
- e. Assessment process of the students; and
- f. Responsibilities of the WP Provider Liaison(s).

## **B2. Dean of College / Chair of Department Responsibilities**

The Dean of the College in collaboration with the Chair of the Department(s) is accountable for the application of the Policy on WP to all programs and will therefore ensure that:

1. Every College program has a WP course(s).
2. Cooperative agreements are signed with WP provider(s) at least six (6) months before WP commencement.
3. DSASS is informed about the following requirements:
  - a. Liability insurance for students to ensure students efficiently covered before attending WP activities; and
  - b. Identified WP provider's health standards, including vaccination schedule where applicable i.e. BSN Program students.
4. Health and safety compliance, as well as risk assessment WP providers is determined to ensure optimal health and safe WP environment for students.
5. The timetable for each program will incorporate scheduled WP with a WP provider.
6. Master and PhD Degree holders employed by the WP providers should be granted the opportunity to apply for Adjunct Faculty positions. These candidates must comply with CAA regulations for teaching staff, as well as UOF Job Description requirements.

### **B3. UOF Liaison of a Specific Program's Responsibilities**

Each program provides a designated faculty member to liaise and coordinate WP to ensure optimal communication between the UOF and WP provider regarding:

1. Assigned cadre of faculty members for each group of students to ensure they are effectively guided, monitored and supported during the WP period.
2. Required dress code, and to ensure compliance with the WP provider's *Dress-code Policies and Procedures*
3. Submit to DSASS the WP schedule for student identified for a WP course three (3) months in advance of scheduled WP period. Confirmation from the WP provider should be received back one (1) month before the WP period starts.
4. Designated assigned UOF faculty attendance of WP provider's *On-Site Induction Program* to ensure that UOF faculty are informed about the required WP Policies and Procedures.
5. Consulting with assigned UOF faculty in the event of misconduct by a student regarding improper conduct, lack of competency, improper dress code or non-compliance with Policies and Procedures. Assigned faculty to address matters concerned with respective student according to UOF Policies and Procedures.

### **B4. WP Provider Liaison's Responsibilities**

A safe and appropriate WP environment should be provided by WP provider to ensure that students can obtain the prescribed learning activities and ultimately the required skill-set that will enhance employability. The WP provider will assign a designated liaison to liaise and coordinate the WP period to ensure optimal communication between the UOF and WP provider about the following:

1. Uphold of all required standards to ensure compliance with a WP learning and will allow authorities responsible for the UOF programs' accreditation to inspect the clinical facility if needed.
2. Coordinate / Present an *On-Site Induction Program* to:
  - a. Orientate UOF students for the WP experience, highlight Code of Ethics, their responsibilities, expectations and safety regulations.
  - b. Relevant Policies and Procedures, including Attendance Policy.
  - c. Emphasize health and safety guidelines, and inform students about risk management.



3. Ensure that each student is assigned to a mentor / preceptor / industry supervisor.
4. Ensure that students perform skills under direct supervision.
5. Arrange for optimal communication throughout the WP period with the DSASS and UOF liaison of a specific program.
6. Regular feedback to the DSASS and UOF liaison of a specific program about each student's performance and progress.
7. Timeous feedback to the designated liaison UOF faculty member in the event of misconduct by students regarding improper conduct, lack of competency, improper dress code or non-compliance with Policies and Procedures.
8. Confirmation / feedback to UOF about the submitted WP schedule for students at least one (1) month before the WP period starts.

#### **B5. UOF Students' Responsibilities**

Responsibility's for students include:

1. Register with DAR for the required WP course.
2. Complete the DSASS "WP Preparation Program".
3. Complete the WP Provider's Induction Program.
4. Adhere to scheduled WP period.
5. Comply diligently with UOF and WP provider's code of ethics and professionalism standards.
6. Comply and honor the WP provider's Policies and Procedures, regulations and rules.
7. Respect and maintain confidentiality with all sensitive organization-related information.
8. Inform the UOF Faculty / liaison and the WP provider liaison / mentor in case of any illness as promptly as possible. Hours / days missed during WP will require make-up session(s) to be arranged. Failure to arrange for make-up session(s) for the missed hours/days will result in an Incomplete (IC) on the student's transcript.
9. If there is any violation or breach of the above-stated requirements, committed by the student, then both the concerned College / Department and WP provided are authorized to cancel the training program.

#### **C. Student Work Placement Sites**

WP sites include places (institutions/organizations/companies) where students will undertake WP activities.

1. Identify suitable WP provider(s) for each program that:
  - a. Provides pertinent learning experiences for students as specified in the WP Course Syllabus;
  - b. Provides facilities and resources for students to enable them to achieve their assigned tasks and CLOs; and
  - c. Monitor student progress and communicate frequently to offer constructive feedback.
2. A facility analysis must be done for each identified WP provider to determine the maximum number of student capacity for each provider.
3. Ensure the efficient number of WP providers are identified to accommodate the number of student capacity per program.
4. Perform a WP provider site analysis for each program to ensure the required identified skills as recorded in the Program Specifications document, can be obtained.

**D. Cooperative Work Placement Agreements**

The UOF Colleges ensure that all cooperative WP Agreements with WP providers are in writing and signed by both parties (UOF and identified WP provider in advance of students' placement. Respective UOF College(s) must ensure that:

1. The agreement is current and renewed if feasible six (6) months before the expiry date.
2. The original signed agreement is submitted to the UOF QA-IRA office for safe-keeping.
3. A copy of the signed agreement is filed in the College Shared Folder.
4. A Cooperative WP Agreement must include the following as per CAA Requirements:
  - a. Responsibilities of the institution, student, and the WP provider/site (Standards, 2019, Annex 12, Section b);
  - b. Responsibilities of treatment and follow-up of students who experience occupational injuries; and
  - c. For the Bachelor of Science in Nursing (BSN) Program, the Cooperative Agreement must comply with the Requirements for Teaching Hospitals / Healthcare Units within the UAE (Standard, 2019, Annex 12, Section b):
    - i. Responsibilities regarding treatment and follow-up of students who were exposed to infectious or environmental hazards and other occupational injuries.

**E. International Work Placement**

1. Bilateral WP Agreement for inbound and outbound students.
2. Perform due diligence of the International WP provider to ensure that the student will obtain a high-quality learning experience and achieve the WP course learning outcomes.
3. Comprehensive orientation program by SASS, WP Course Faculty and International WP Liaison to include:
  - a. Virtual introduction to the International WP liaison and mentor;
  - b. Orientation by International WP liaison and assigned mentor;
  - c. Course learning outcomes to be achieved;
  - d. Visa, Passport and Travel arrangements;
  - e. Destination: climate conditions, accommodation and cultural differences.;
  - f. Required vaccinations and potential health risks;
  - g. Personal safety awareness;
  - h. International medical and liability insurance; and
  - i. Highlight and make the student aware about the consequences of not completing International WP.
4. Obtain weekly feedback from student and International WP provider to monitor and evaluate progress.

**3.11 REGISTRATION****3.8.1 REGISTRATION PROCEDURES**

- 1) Students after consultation with their academic advisors can register online or in campus.
- 2) The registration of courses is confirmed and access to the courses on the University's Electronic System is granted only when the advisor approves the courses selected by the student and the payment for the courses is complete. Courses are automatically dropped from the student's record if the payment has not been received before the end of the Add/Drop period.

- 3) New students register for courses as part of the orientation program that immediately precedes the start of each semester.
- 4) Continuing students register for spring semester during the last week of instruction in the preceding fall semester and for fall semester during the last week of instruction in the preceding spring semester.
- 5) Prior to registration, students must consult with their advisors and obtain approval of the courses for which they wish to register.
- 6) Students are not considered to be registered unless their names appear on the official course roster from DAR.
- 7) If the students' names do not appear on the official course roster at the end of the add/drop period, students are responsible for informing the course instructor. The instructor will report the problem to DAR which has the responsibility for correcting a clerical error or informing the students of the problem (such as nonpayment of fees).
- 8) The students are responsible for taking steps to correct errors that are brought to their attention. Failure to do so may result in the students not getting credit for the course.

### 3.11.2 ADDING COURSES

Students may add courses during the first week of the semester only if space is available in the class. Students must take add/drop form to the Head DAR who will indicate if space is available in the class. If space is available, the students must then pay appropriate fees at the Cashier's Office before they are considered added to the course.

### 3.11.3 WITHDRAWING FROM COURSES

- 1) Students may occasionally have to withdraw from a course during a semester. Accordingly, withdrawal for compelling reasons is permitted. During the first week of instruction, students may withdraw from a course by submitting the add/drop form to the Head DAR. Withdrawing from a course during the first week of the semester does not need approval from the instructor and there will be no indication on the students' permanent record that the student enrolled in that course.
- 2) After the end of the first week of instruction, withdrawals are allowed only for compelling reasons. Students who wish to withdraw from a course must submit a withdrawal form, which must be approved by the faculty member teaching the course and by the Program Coordinator or the Dean. If the withdrawal request is approved and the student is passing the course, the student will be assigned a grade of WP by Head DAR.
- 3) If the student who requests to withdraw from the course is failing the course, the student will receive a grade of WF, which will be calculated as an F failing grade. Students who withdraw from a course after the end of the first week without the appropriate approvals will receive a grade of WF (which is calculated as an F in the grade point average) for that course. Students who stop attending classes will automatically be assigned a grade of WF.

## 3.12 CLASS SIZE POLICY

### Overview

This policy describes the norm of class size in the academic programs to guarantee the effective delivery of academic programs in various undergraduate disciplines.

**Scope**

The policy applies to all MBA programs, undergraduate core courses, and curricular programs.

**Objective**

The policy aims to determine the class size of students for undergraduate and MBA courses and the corresponding conditions.

**Policy and Procedural Statement**

To ensure effective delivery of teaching and learning, UOF shall observe the following average class size:

1. English, Mathematics and specialization courses: 20-25 students
2. Other General Education courses: 30 students
3. Business, IT, Nursing, MCPR, and Arabic Language and Literature core courses: 25-35 students
4. Under particular circumstances, such as staffing or other constraints, it may be necessary to exceed this limit, not by more than five (5) students. Should an exception to this Policy is necessary, the Program Coordinator or the Dean must give approval.
5. The minimum enrolment requirement for an individual course is five (5) students. Under such conditions, and with the approval by the Program Coordinator or the Dean:
  - a. The course is required for graduation and cancellation would impede the student's normal progress toward graduation.
  - b. The course is required in a program and the class must be offered in a specific sequence or timing for students to maintain the proper sequencing of courses.
6. The university shall make every effort to allocate highly qualified teaching faculty to meet its pedagogical goals.

**For MBA Program**

1. To ensure that instructors provide high-quality instructions to every MBA student, the class size is maintained at a maximum of 20 students.
2. Under particular circumstances, under particular circumstances, such as staffing or other constraints, it may be necessary to exceed this limit, not by more than 5 students. Should an exception to this Policy be necessary, approval must be given by the Program Coordinator.
3. The minimum enrolment requirement for an individual course is 5 students. The exceptions are (with approval of the Program Coordinator):
  - The course is required for graduation and cancellation would impede the student's normal progress toward graduation.
  - The course is required in a program and the class must be offered in a specific sequence or timing in order for students to maintain the proper sequencing of courses.

The university shall make every effort to allocate highly qualified teaching faculty to meet the policy.

### 3.13 STUDENT FINANCE POLICY

#### 3.13.1 FEE STRUCTURE

##### 3.13.1.1 Application Fee

The application fee for admission for undergraduate and graduate programs or the Intensive English Program is presented in the below table registration and tuition fees. This is a one-time fee. Students who are placed in the Intensive English Program will not be charged an additional admission fee to enroll in university degree programs if they do so within one semester after they successfully complete the Intensive English Program.

- The credit hour fee is subject to ten (10) percent annual increment.
- The application fee must accompany the application form, and it is nonrefundable.

##### 3.13.1.2 List of Fees

#	ITEM - Fees البند - الرسوم	Amount(AED) المبلغ	REMARKS ملاحظات
1	Admission File Fees رسوم القبول وفتح ملف جديد	1,500	One time non-refundable
2	Semester Registration Fees رسوم التسجيل الفصلية	1,000	Regular semesters (First & Second)
		500	Short semesters (Summer)
3	BACHELOR IN ARABIC LANGUAGE & LITERATURE	Credit Hour Fees 935 AED	Per credit hour subject to 10% annual increment
	BACHELOR OF ARTS IN FAMILY SCIENCES: <ul style="list-style-type: none"> <li>• MAJOR HUMAN RIGHTS</li> <li>• MAJOR SOCIAL COUNSELLING</li> <li>• MAJOR SOCIAL SERVICES MANAGEMENT</li> <li>• DIPLOMA IN FAMILY SCIENCES</li> </ul>	Credit Hour Fees 1100 AED	
	<ul style="list-style-type: none"> <li>• BACHELOR OF BUSINESS ADMINISTRATION</li> <li>• ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION</li> </ul>	Credit Hour Fees 1028 AED	
	<ul style="list-style-type: none"> <li>• BACHELOR OF MASS COMMUNICATION IN PUBLIC RELATION</li> <li>• DIPLOMA IN PUBLIC RELATION</li> </ul>	Credit Hour Fees 1028 AED	
	<ul style="list-style-type: none"> <li>• BACHELOR OF INFORMATION TECHNOLOGY</li> <li>• ASSOCIATE OF ARTS IN INFORMATION TECHNOLOGY</li> </ul>	Credit Hour Fees 1028 AED	
	BACHELOR OF SCIENCE IN NURSING	Credit Hour Fees 1210 AED	
4	English Level Course Fees رسوم مساق اللغة الإنجليزية المكثف	5,000	

5	Graduation Fees (Certificate - Transcript - Letter of Completion) رسوم التخرج ( الشهادة الجامعية – كشف العلامات – إفادة )	1,000	One time at graduation
6	Graduation Certificate Fees (Replacement) رسوم الشهادة الجامعية ( بدل فاقد )	200	Original
7	Official Transcript Fees رسوم كشف العلامات	100	Original
8	Student Visa Deposit تأمين مسترد لإقامة للطلاب	2,000	Deposit (refundable when visa cancelled)
		200	Service fee
9	Locker رسوم إيجار خزانة	50	Per semester
10	Late Registration Penalty رسوم التسجيل المتأخر	500	According to the Academic calendar
11	Cheque Return Fees رسوم الشيك الراجع من البنك	300	—
12	To Whom it May Concern Letter (Finance) رسالة لمن يهمه الأمر ( مالية )	50	—

### 3.13.2 TUITION REFUND POLICY

Students who withdraw from classes during the semester are eligible to receive a refund as follows:

1. After registration and during the first week of instruction: A reimbursement of 100% of tuition fees.
2. During the second week of instruction: A reimbursement of 75% of tuition fees.
3. During the fourth week of instruction: A reimbursement of 50% of tuition fees.
4. During the seventh week of instruction: A reimbursement of 25% of tuition fees.
5. After the end of the seventh week of instruction, there will be no refund of tuition fees.

**Note that only tuition fees are covered under the refund policy. All other fees are non-refundable.**

### 3.13.3 FINANCIAL AID

Scholarship may be available from private and government organizations to qualified students. Information and applications are available from the Department of Student Affairs. Most of the scholarship grants that are awarded to UOF students are provided by Fujairah Welfare Association.

## 3.14 Grading and Assessment Policy

Rigorous assessment is integral to the maintenance of academic standards. Assessment must be fair, equitable, reasonable, transparent and valid. Learning experiences are designed to assist student achievement of the learning outcomes, and carefully designed assessment tasks allow students to demonstrate progress towards attaining these outcomes. Assessment is thus linked to course level learning outcomes and graduate attributes which in turn reflect subject and/or course level learning outcomes and graduate attributes.

### 3.14.1 ASSIGNMENT SUBMISSION

All assessments must be submitted in hard copy to the lecturer in class. E-mailed or faxed assessments will not be accepted, except where specifically necessary to fulfill the assessment requirements. Students are advised to keep a full copy of every assignment they submit.

### 3.14.2 MINIMUM PASSING MARKS

1. Where a specific minimum mark has to be achieved on an assessment component in order to pass a course and/or where this mark may be other than 50%, the percentage value and rationale for this mark must be well justified.
2. To pass a course the aggregate mark should be 60 out of 100.
3. The composite mark will comprise two elements: the marks earned in the final exam plus the marks earned during the semester (including homework, quizzes, midterm exams, projects and assignments). To pass the course you have to pass the final exam with a mark of at least 50%. Students who obtain a composite mark of greater than 60% but do not satisfy the Final Examination pass requirements will be awarded an F.

### 3.14.3 FEEDBACK ON ASSESSMENT

Feedback is intended to inform students on the progress they have made towards achieving the learning outcomes of a course. Feedback should be constructive, justify the mark and be related to the criteria. It should point students to ways in which they can improve their learning and achievement, and allow them to monitor and evaluate their progress against the course's and/or course learning outcomes, and graduate attributes. A lecturer or tutor, an external assessor, or a student peer can give it.

Feedback should be timely and developmental if the learner is to maximize their engagement with course requirements. Such feedback can fall into two broad categories:

1. early in a course, prior to any formal assessments, to ensure an awareness of course requirements and expectations;
2. after each assigned assessment task, but excluding invigilated examinations, so that students have sufficient opportunity to use feedback for improving

### 3.14.4 REMARKING

Students may request that an assessment task be re-marked, in its original form, in circumstances where the student presents a case arguing that the original marking was unfair or inconsistent with marking guidelines. This request must be directly addressed to the Program Coordinator, with a copy to the Dean, by the student within 10 working days of receipt of the original marked assessment task. It will be the Program Coordinator's responsibility to arrange for the re-marking to be done. Only a single re-mark will be permitted, and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original mark. If the student remains dissatisfied with the outcome, then normal University procedures for handling appeals will be followed.

### 3.15 STUDENT DISCIPLINARY POLICY

#### 3.15.1 GENERAL PRINCIPLES

It is important that the rules governing conduct at UOF is widely understood by all members of the campus community and that all work together to assure that the rules are followed. When appropriate, UOF will practice progressive discipline; that is, a student receives a lesser sanction for the first offense and progressively heavier sanctions if the same offense is repeated. There are some offenses, however, particularly for those involving criminal activity, for which the first sanction can be immediate dismissal from UOF.

#### 3.15.2 ACADEMIC INTEGRITY POLICY

##### 3.15.2.1 Overview

This section covers the general policy on academic integrity. It is designed to establish academic character that is fundamental to common responsibility in terms of honesty, fairness, respect, and honor. The academic integrity policy is the results of continuous governance practice and meetings among faculty, staff, and students to sustain academic integrity. The general employees of University of Fujairah are accountable in promoting and sustaining an academic institution grounded with ethical responsibility.

##### 3.15.2.2 Scope

This policy on academic integrity is applicable to the general faculty members (tenured or full-time faculty members and part-time faculty members) and students of the University.

##### 3.15.2.3 Definition

*Integrity* is referred to being honest by possessing moral character and ethical values.

##### 3.15.2.4 Policy and Procedure Statements

Faculty and Staff Roles. Employees shall:

- a. Uphold academic integrity at all times in the administration of programs to the general clients particularly the students;
- b. Adhere to the promotion and maintenance of the highest standards of ethical and professional behavior governing personal and professional work attitudes in academic environment toward achievement of goals.
- c. Lead and take responsibility to demonstrate academic integrity. They are expected to:
  - a) Demonstrate exemplary professional work ethics;
  - b) Uphold the "Code of Student Conduct";
  - c) Lead the successful implementation of academic integrity practice;
  - d) Focus on the violations of academic integrity mainly on cheating and plagiarism;
  - e) Apply protocols when administering and invigilating examinations;
  - f) Guide students in the use of the "Turnitin Plagiarism Software" to ensure plagiarism free paper;
  - g) Direct and monitor student's participation in team assignments/projects; and,
  - h) Report to the concerned authorities all violations of academic dishonesty.



### 3.15.3 CODE OF STUDENT'S CONDUCT

UOF requires students to uphold the highest standards of personal behavior in their academic work and in their personal conduct. Students are expected to comply with university's regulations and to conduct themselves courteously and considerately in their dealings with faculty, staff, visitors and other students.

Students of UOF must agree to abide the following Code of Student Conduct:

- a. Dress up appropriate to the UAE culture.
- b. Using a mobile phone in classroom or hallways;
- c. Eating/drinking in classrooms;
- d. Engaging in disruptive behavior in classroom, laboratory or library;
- e. Smoking on campus property;
- f. Obstructing the campus educational process;
- g. Forgery, alteration or misuse of campus documents or records or knowingly furnishing false information to University of Fujairah;
- h. Theft of or damage to campus property or the personal property of another member of the campus community;
- i. Unauthorized use of campus property;
- j. Violation of the criminal code of the United Arab Emirates;
- k. Unauthorized recording, dissemination or publication of academic presentations (such as lectures, speeches, performances, exhibitions) for commercial purposes;
- l. Abusive behavior directed toward any member of the campus community;
- m. Violating copyright policy;
- n. Soliciting or assisting others in any act that would violate this code; and,
- o. Misuse, alteration of computers, in any way shape or form.

### 3.15.4 THE PLEDGE OF HONOR

The Pledge of Honor allows the important administration of the statute of the UOF's Academic Integrity Policy. It signifies that UOF is committed to pursue on ethical responsibility.

Students enrolled at UOF shall pledge:

*"I pledged on my honor that I will abide to the rules and regulations of Academic Integrity Policy of UOF, and I promised not to violate them."*

### 3.15.5 STUDENT'S ACADEMIC INTEGRITY POLICY STATEMENT

UOF requires its students to be honest and open in all academic work. Students may not submit other students' work as their own and must acknowledge sources used in preparing their own work. Faculty members have the responsibility for planning and supervising all academic works, encouraging honest individual effort and for taking appropriate action, if instances of academic dishonesty are discovered. In the final analysis, however, honesty is the responsibility of each student.

Sanctions for violations of academic integrity may include loss of credit for an assignment, a failing grade in a class, or disciplinary sanctions as defined in the Student Handbook.

The three major examples of actions which violate academic integrity are cheating, plagiarism, and fabrication, as defined below.

### 3.15.5.1 Cheating

Cheating is a voluntary act for which there is no acceptable excuse. Cheating includes, but is not limited to:

- ✎ Receiving or supplying unauthorized information during an examination;
- ✎ Obtaining improper knowledge of the contents of an exam;
- ✎ Using unauthorized material/sources during an examination;
- ✎ Changing an answer after work has been graded and presenting it as improperly graded;
- ✎ Taking an examination for another person or having another person take an examination for a certain student; and,
- ✎ Forging or altering registration or grade documents.
- ✎ Copying from other students' exam or work paper.
- ✎ Allowing another student to copy
- ✎ Using unauthorized material during the exam, or
- ✎ Receiving help during online exams and other assessments activities.

### 3.15.5.2 Fabrication of Data

Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Fabrication includes entering false data into a log book, adding unused references to a bibliography, and the like.

### 3.15.5.3 Plagiarism Policy

#### Definition:

Plagiarism is the reproduction without acknowledgment, of the work of others, published or unpublished, verbatim or in close paraphrase.

#### Plagiarism Policy: Authentication of Student Work and Recording of Performance

1. All academic works and materials submitted for assessment must be the original work of the student or group of students.
2. Students are prohibited from submitting any material prepared by, or purchased from another person or company other than himself or herself.
3. Students shall adopt the American Psychological Association (2016) referencing style in all academic papers and related written materials.
4. All written assessments such as academic essay, reaction papers, case study, research capstones: Opportunity Analysis Project—Designing a New Venture, Feasibility Study, Strategic Management, Special Topics Capstone, Projects and Integrated Papers and the like shall be uploaded to TURNITIN Plagiarism Software through the SMART Learning--UOF website to determine the extent of Similarity Index.

5. The TURNITIN report shall show “zero (0)” percent Similarity Index. If in cases there are few percentages of similarity, they shall be then referred to sources of similarity. If the percentages are attributed to UOF’s forms and templates, the similarity shall be considered as null and void.
6. Students shall then download, print and submit to lecturer the results of their written works-assessments together with the results of similarity index report.

#### **Written Assessments Submission Policy**

1. All written assessments shall be submitted on or before 12:00 mid-night, a day before the deadline, to the lecturer in class in a hard copy accompanied by the TURNITIN Similarity Index Report which is included as appendix of the assessment.
2. E-mailed assessments will not be accepted, except where specifically necessary to fulfill the assessment requirements.

#### ***Level of Plagiarism:***

UOF determines six levels of plagiarism offenses. The level of plagiarism is categorized according to two criteria:

#### ***Student Categories:***

- First-year student (fresh student)
- Second and third-year student
- A fourth-year or after the student (experienced student)

#### ***Extent of Plagiarism***

- Level 1 plagiarism: 1% – 10% (minor offense)
- Level 2 plagiarism 11% – 40% (moderate offense)
- Level 3 plagiarism 41% – 100% (severe offense)

UOF applies composite criteria to classify the level of plagiarism, as follows:

Level (1): Minor plagiarism from a fresh student

Level (2): In the following cases:

- i) Moderate plagiarism by a fresh student, or
- ii) Minor plagiarism by a second or third-year student, or
- iii) Repetition level (1) plagiarism in the same semester.

Level (3): In the following cases:

- i) Severe plagiarism by a fresh student, or
- ii) Moderate plagiarism by a second or third-year student, or;
- iii) Minor plagiarism by an experienced student, or;
- iv) Repetition level (2) plagiarism in the same semester.

Level (4): In the following cases:

- i) Severe plagiarism by a second and third-year student, or;

- ii) Moderate plagiarism by an experienced student, or;
- iii) Repetition level (3) plagiarism in the same semester.

Level (5): In the following cases:

- i) Severe plagiarism by an experienced student, or;
- ii) Repetition level (4) plagiarism in the same semester.

Level (6): ): Repetition level (5) plagiarism in the same semester.

**Penalties**

Penalties will differ according to the level of plagiarism as follows:

Plagiarism Level	Penalty	Notes
Level (1)	the student to resubmit the work	--
Level (2)	issue a written warning and reduce the grade on the submitted work that involves plagiarism	copy to the student's file
Level (3)	issue a written warning and assign a zero mark for the submitted work that involves plagiarism	copy to the student's file
Level (4)	issue a WA (Administrative withdrawal) grade on the course under consideration.	copy to the student's file
Level (5)	issue an "F" grade on the course under consideration.	copy to the student's file
Level (6)	suspension from the university for the current semester. In this case grade, "WA" will be issued for all courses registered by the student in this semester	copy to the student's file

**Procedures for dealing with suspected cases of plagiarism:**

1. The instructor shall introduce the suspected plagiarism and the plagiarism evidence to the Dean. (A written report should be introduced including the student name & ID, the Student category (Fresh, second year, experienced, etc.), the course name and code, and the reason for suspected plagiarism)
2. The Dean shall form a plagiarism ad-hoc committee (chair and two members).
3. The plagiarism ad-hoc committee shall meet the student and discuss the instructor's report with him.
4. The plagiarism ad-hoc committee shall collect the student history in plagiarism with the college secretary (Each College Secretary keep a record of previous plagiarism penalties through the semester)
5. The plagiarism ad-hoc committee should determine the plagiarism level according to the plagiarism policies.
6. The plagiarism ad-hoc committee shall issue a plagiarism penalty according to the plagiarism policies.
7. The student should be informed (in a written way) by the committee decision through the Dean.

**Administration of Academic Integrity Policy**

1. Academic cases resulting from alleged violations of the University's academic honesty code are within the jurisdiction of the relevant faculty and Program Coordinator/Chair/Dean, while more serious violations or repetitive violations are brought to the Dean for further action. In the case where a student wishes to bring charges against another student, he/ she shall do so through the Faculty member in whose course the violation occurred and the Program Coordinator/Chair/Dean. In addition to this, he/she shall identify himself or herself to the faculty.
2. If a faculty member is convinced that an alleged offense has resulted from an error in judgment on the student's part rather than from purposeful dishonesty, the faculty may decide to use the occasion for instructing the student on acceptable standards for academic work. In such cases, the faculty member may, for example, require the student to rewrite or correct the original assignment, to submit a substitute assignment, or to apply a grade penalty. When faculty jurisdiction is exercised in the case of an unintentional academic violation, the faculty shall notify the Dean and the Head DAR.
3. In the case where the faculty member believes that the offense made by the student is a serious bridge of the university' academic honesty code, or in the cases of repetitive occurrence of such offenses, he/she shall report the violation to the Dean within 10 working days of the occurrence of the violation or after the day in which he/she has been aware of the violation. The report submitted must be supported by appropriate documentation or evidence.
4. Upon Receiving the Faculty report, the Dean or the Head-DAR will inform the student of the charges brought against him/her and arrange to discuss the charge with the student either online or in-person as appropriate. The student will be presented with the charge and the evidence and he/she will be advised of the procedures including his/her rights and will be allowed to respond to the charge either immediately or by writing within 5 working days. Faculty are not to submit grades for the work in question until the case has been settled. If the semester grades are due before the settlement process is complete, a temporary grade of NG or No Grade will be assigned.
5. After reviewing the charges and the evidence, the Dean in consultation with the Program Director may either:
  - a. Dismiss the case and notify the Head-DAR of the decision, or
  - b. Refer the case to the Student Disciplinary Committee. A case is referred to the Student Disciplinary Committee when the issue raised cannot be resolved through informal discussion or the student chooses to bring it to the formal committee. In such a case, the Dean shall notify the Student Disciplinary Committee to form the committee within 5 working days.
6. The Disciplinary Committee will allow hearing all parties involved in the case and based on the evidence provided will make a decision and notify the concerned parties through a formal letter within three working days from the hearing.
7. The Disciplinary Committee's decision will not be subject to appeal.

## Penalties

1. Students must be aware that academic violations will be treated seriously, with special attention given to repeat offenders.
2. In dealing with the violation of the academic honesty conduct, the Student Disciplinary Committee shall take into account both the seriousness of the offense and any particular circumstances involved. - Students who have been found guilty may be suspended, dismissed or expelled after the case is brought to the Student Disciplinary Committee.

3. Penalties for academic offenses may vary from a verbal warning to expulsion and may include one or more of the following:

- a. Verbal or written warning.
- b. Resubmission of the work in question.
- c. Submission of additional work for the course in which the offense occurred.
- d. A lower grade or loss of credit for the work found to be in violation.
- e. A failing grade of F for the course in which the offense occurred. A notation of the academic violation will be entered on the student’s permanent record.
- f. Suspension for one or more academic semesters, including the semester in which the offense occurred. A notation of the academic violation will be entered on the student’s permanent record.
- g. Dismissal (for a specified semester or permanently) from the University. A notation of the academic violation will be entered on the student’s permanent record.

A student may not withdraw from a course in which an infraction has been found and a penalty applied. No refund or cancellation of tuition fees will be permitted in such cases.

**3.15.5.3 Disciplinary Actions On Academic Integrity**

The disciplinary actions in terms of academic dishonesty, act and degree of offense are defined below:

CATEGORY OF ACADEMIC DISHONESTY	ACT	DISCIPLINARY ACTION(S) ON DEGREE OF OFFENCE	RESPONSIBLE AUTHORITY
1. Plagiarism	<i>Plagiarism on an assignment, project, laboratory report, or term paper</i>	<ol style="list-style-type: none"> <li>1. Warning letter plus rewrite and referral for counseling.</li> <li>2. Rewrite with deduction of marks</li> <li>3. ‘Zero’ or ‘F’ in the task plus remedial work (take Study Skills course)</li> <li>4. ‘F’ in the course</li> <li>5. Suspension from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor, Advisor, and Guidance Counselor</li> <li>2. Instructor</li> <li>3. Instructor and Chair</li> <li>4. Disciplinary Committee</li> <li>5. Disciplinary Committee</li> </ol>
	<i>Duplicate submission of assignments, project reports, or papers</i>	<ol style="list-style-type: none"> <li>1. Warning letter plus rewrite and referral for counseling.</li> <li>2. Rewrite with deduction of marks</li> <li>3. ‘Zero’ or ‘F’ in the task</li> <li>4. ‘F’ in the course</li> <li>5. Suspension from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor, Advisor, and Guidance Counselor</li> <li>2. Instructor</li> <li>3. Instructor and Chair</li> <li>4. Disciplinary Committee</li> <li>5. Disciplinary Committee</li> </ol>

	<i>Submit copy of another person's work as their own</i>	<ol style="list-style-type: none"> <li>1. 'Zero' or 'F' in the task</li> <li>2. 'F' in the course</li> <li>3. Suspension from the College</li> <li>4. Expulsion from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor and Chair</li> <li>2. Disciplinary Committee</li> <li>3. Disciplinary Committee</li> <li>4. Disciplinary Committee</li> </ol>
	<i>Submission of purchased paper, assignments, and project reports</i>	<ol style="list-style-type: none"> <li>1. 'Zero' or 'F' in the task</li> <li>2. 'F' in the course</li> <li>3. Suspension from the College</li> <li>4. Expulsion from the College Suspension from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Disciplinary Committee</li> <li>2. Disciplinary Committee</li> <li>3. Disciplinary Committee</li> <li>4. Disciplinary Committee</li> </ol>
<b>2. Cheating</b>	<i>Receiving, possessing, or supplying unauthorized information during an examination</i>	<ol style="list-style-type: none"> <li>1. Warning Letter in student file and referral for counseling.</li> <li>2. 'Zero' or 'F' in the quiz or exam</li> <li>3. 'F' in the course</li> <li>4. Suspension from the College</li> <li>5. Expulsion from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor, Advisor, and Guidance Counselor</li> <li>2. Instructor and Advisor</li> <li>3. Instructor and Chair</li> <li>4. Disciplinary Committee</li> <li>5. Disciplinary Committee</li> </ol>
	<i>Changing an answer after work has been graded and presenting it as improperly graded</i>	<ol style="list-style-type: none"> <li>1. 'F' in the course</li> <li>2. Suspension from the College</li> <li>3. Expulsion from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Disciplinary Committee</li> <li>2. Disciplinary Committee</li> <li>3. Disciplinary Committee</li> </ol>
	<i>Taking an examination for another person or having another person take an examination for you</i>	<ol style="list-style-type: none"> <li>1. Suspension from the College</li> <li>2. Expulsion from the College</li> </ol>	<ol style="list-style-type: none"> <li>1. Disciplinary Committee</li> <li>2. Disciplinary Committee</li> </ol>
<b>3. Fabrication of Data</b>	<i>Citing unused references</i>	<ol style="list-style-type: none"> <li>1. Warning letter plus rewrite and referral for counseling.</li> <li>2. Rewrite with deduction of marks</li> <li>3. 'Zero' or 'F' in the task plus remedial work (take Study Skills course)</li> <li>4. 'F' in the course</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor, Advisor, and Guidance Counselor</li> <li>2. Instructor</li> <li>3. Instructor and Chair</li> <li>4. Disciplinary Committee</li> </ol>
	<i>Fabrication of research data, laboratory results, and survey results</i>	<ol style="list-style-type: none"> <li>1. Warning letter plus rewrite and referral for counseling.</li> <li>2. Rewrite with deduction of marks</li> <li>3. Rewrite with extra tasks</li> <li>4. 'Zero' or 'F' in the task</li> <li>5. 'F' in the course</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor, Advisor, and Guidance Counselor</li> <li>2. Instructor</li> <li>3. Instructor and Chair</li> <li>4. Instructor and Chair</li> <li>5. Disciplinary Committee</li> </ol>

		6. Suspension from the College	6. Disciplinary Committee
		7. Expulsion from the College	7. Disciplinary Committee

**3.15.5.5.4 Disciplinary Committee on Academic Integrity Violation**

The membership and terms of reference for the Disciplinary Committee (DC) on academic integrity violation are:

- 1) The Discipline Committee (DC) shall be organized to hear and determine matters related to allege violations of academic integrity policy.
- 2) The DC shall be composed of three (3) senior faculty members from each academic program, namely:
  - Dean
  - Program Coordinator
  - One (1) senior Faculty member
- 3) The DC shall adhere to the provision of academic integrity policy and student disciplinary sanctions policy.

**3.15.5.5.5 Disciplinary Policy**

**1. General Principles**

It is important that the rules governing conduct at UOF is widely understood by all members of the campus community and that all work together to assure that the rules are followed. When appropriate, UOF will practice progressive discipline; that is, a student receives a lesser sanction for the first offense and progressively heavier sanctions if the same offense is repeated. There are some offenses, however, particularly for those involving criminal activity, for which the first sanction can be immediate dismissal from UOF.

**2. Role of Academic Community towards adhering to the Student Code of Conduct**

All members of the UOF community have a role to play in assuring that the student code of conduct is followed:

**a. Students**

It is the responsibility of every student to understand and follow the rules of conduct, including those related to academic integrity, and behavior. Ideally, students who observe a fellow student violating the code will remind their classmate of the appropriate behavior.

**b. Faculty and Staff**

It is the responsibility of every member of the faculty and staff to become familiar with the rules for student conduct; and, to remind students of these rules when they believe that the situation warrants it, and to report violations of the code of conduct to the appropriate administrator.

**c. Officer of the Student Counseling, Career Guidance and Alumni Services Unit**

The Officer of the Student Counseling, Career Guidance and Alumni Services Unit (SCCG-ASU) will be responsible for initiating investigations into any allegations of violation of the Student Code of Conduct. In addition, when the Coordinator of the SCCG-ASU learns that specific rules for student conduct are being broken, it will be his/her responsibility to publish those rules in a direct effort to remind students of the requirements of the Student Code of Conduct.



### **3. Procedures**

A student accused of violating the Student Code of Conduct will receive a written letter from the Coordinator of the SCCG-ASU indicating that charges have been filed and requesting that the student meet with the Coordinator to discuss the charges. The Coordinator will then investigate the charges and make a final determination. In a written letter to the student, the Coordinator will announce his/her determination including the sanction, if any.

### **4. Sanctions**

The possible sanctions in a disciplinary action case are:

- 1) Written warning
- 2) Administrative Probation (Defined as suspension or termination of students' rights to specific privileges for a specific period of time, for example, student on administrative probation might not be able to participate in any co-curricular activities for six months or student on administrative probation might not be able to use the open-access lab for two weeks).
- 3) Suspension from UOF for one or more semesters; and,
- 4) Dismissal from UOF.

For falsifying records, cheating, or plagiarism, sanctions can include any of those above and/or cancellation of award of credit for a class or cancellation of an awarded diploma or degree.

### **5. Appeal to Disciplinary Sanctions**

Students who wish to appeal a disciplinary sanction must submit a written letter to the Chancellor within one week of receiving written notice announcing the final determination of the disciplinary proceeding in question. The letter must include all mitigating circumstances and/or reasons why the disciplinary sanction should be lessened. Within one week of receiving the appeal letter, the Chancellor must convene an Appeals Review Panel, consisting of two full-time faculty and one administrator appointed by the Chancellor. The members of the Appeals Review Panel may not have been involved in the case prior to their appointment to the Panel. The Appeals Review Panel will review the appeal and make a written recommendation to the Chancellor within two weeks of being convened, with a copy to the faculty member. Following receipt of the Appeals Review Panels written recommendation, the Chancellor will make a final determination regarding the disciplinary sanction and will inform the faculty member of that determination, in writing, within one week of receiving the recommendation of the Appeals Review Panel.

## **3.16 STUDENT GRIEVANCE POLICY AND PROCEDURES**

If students feel that actions of any UOF faculty, staff, or administrator are unauthorized or unjustified and adversely affect them, they have the right to seek redress by filing a grievance. Although no grievance policy should substitute for open, honest communication, such a policy may be the best method for addressing some problems.

1. Steps toward redress must begin with informal discussion between the concerned parties. Attempts to establish open communication and understanding should always precede the initiation of the formal grievance process.

2. If attempts to resolve the problem at the informal level fail, the student shall file a written grievance with Vice Chancellor for Academic Affairs or his representative.
3. The grievance must include all essential information and be sent within two weeks of the occurrence of the incident or within two weeks of the time that the student became aware of the actions that have caused the grievance. Many who file grievances fail to distinguish between negative judgments with which they disagree and negative judgments that have been rendered on bases that are illegitimate. Only the second kind of judgment is subject to the grievance review procedure.
4. The VC-AcA will determine if grounds for a grievance exist. If the Vice Chancellor for Academic Affairs or his representative determines that the grounds for a grievance do not exist, he/she will so inform the student in writing within one week of receiving the grievance letter. Otherwise, the Vice Chancellor for Academic Affairs must convene a Grievance Review Panel, consisting of two full-time faculty member and one administrator appointed by the Chancellor.
5. The members of the Grievance Review Panel may not have been involved in the case prior to their appointment to the Panel. The Grievance Review Panel will review the grievance and make a written recommendation regarding its disposition to the Dean of Academic Affairs within two weeks of being convened.
6. The VC-AcA will make the final determination of the grievance and inform both the student and the person against whom the grievance was filed of the final determination in writing within one week of receiving the report from the Grievance Review Panel.

### **3.17 STUDENT APPEALS POLICY AND PROCEDURES**

Students may not appeal a grade solely because they do not agree with the grade received or that the grade has a negative impact on their academic record. Students may appeal a grade only because of an error of fact has been made (an error in calculating or recording a grade), the grading was based on standards other than academic performance in the course or that all students were not judged by the same standards. This appeal process may also be used by students who have received a WF grade because of excessive absences.

1. Before attempting to initiate a formal grade appeal, it is incumbent upon the student to meet with the faculty member to discuss the basis on which the faculty member assigned the grade. This step must be completed by the end of the first week of the semester following the award of the disputed grade.
2. If not fully satisfied with the results of the discussion, the student may submit a written appeal to the Program Coordinator/Dean no later than the end of the second week of instruction in the semester following the award of the disputed grade.
3. The written appeal must detail the justification for the appeal. The Program Coordinator/Dean will review the grievance and respond in writing within one week of receiving the written appeal.
4. If attempts to resolve the problem at this level fail, the student shall file a written appeal with the Vice Chancellor for Academic Affairs (VC-AcA) within one week after the response of the Program Coordinator/Dean. The letter must detail the justification for the appeal and must have attached to it the response from the Program Coordinator.
5. Within one week of receiving the appeal, the VC-AcA must convene an Appeals Review Panel, which consists of two full-time faculty members and one administrator appointed by the Chancellor.

6. The members of the Appeals Review Panel will not have been involved in the case prior to their appointment to the Panel. The Appeals Review Panel will review the appeal and make a written recommendation back to the administrator within two weeks of being convened.
7. The VC-AcA will make the final determination of the grade and inform both the student and the faculty member of the determination in writing within one week of receiving the report from the Appeals Review Panel.