جامعـة العـلـوم والتـقنـيـة في الفـجيرة
UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH

Student Handbook

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HIS HIGHNESS SHEIKH MOHAMMED BIN ZAYED AL NAHYAN
PRESIDENT OF THE UNITED ARAB EMIRATES

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سمُوُّ الشّيخْ مُحَمَّدْ بِنْ حَمَدْ بِنْ مُحَمَّدْ الشَّرْقِيّ
وَلِي عَهْدِ إِمَارَةِ الفُجَيْرَة

Contents

1 | Message to USTF Students

The USTF Student Handbook can be used as a quick-reference guide to student life at USTF as it provides answers to many of the questions that students ask. It gives general information about the University, the programs offered by each of the six colleges in USTF, admission and registration procedures, and the key regulations that are relevant to students.

2 | USTF History

The establishment of University of Science and Technology of Fujairah (USTF) comes as a response to the importance His Highness Sheikh Mohammed bin Zayed Al Nahayan, President of the United Arab Emirates (UAE), attaches to education, and particularly higher education. Based on this, and to assist the development of the UAE and the region, His Highness Sheikh Hamad bin Mohamed Al Sharqi, Member of the Supreme Council, Ruler of Fujairah, gave his blessing to the foundation of USTF as a full-fledged and independent university in 2019.

The timing of the launch of the University made it a pioneering force on the higher education scene as it was the first private University established in the eastern region of the UAE. The history of the University in creation and development of various programs and colleges demonstrates USTF efforts to promote high quality in education and to serve the needs of the region. As an independent university, USTF will continue to remarkably enhance and solidify its elite reputation among national and regional universities.

Accreditation and Licensure

University of Science and Technology of Fujairah (USTF) is a licensed university by the Commission for Academic Accreditation (CAA), and its academic programs are accredited by the CAA of the Ministry of Education (MoE) in the United Arab Emirates (UAE).

3 | Vision, Mission, Core Values and Goals

3.1 USTF Vision

University of Science and Technology of Fujairah (USTF) aims to be a proactive university in creating and integrating cutting-edge learning, impactful research, and effective community engagement to serve the people of the UAE and beyond.

3.2 USTF Mission

University of Science and Technology of Fujairah (USTF) is a multicultural university offering a wide range of academic programs that satisfy the needs of students, alumni, labor market and the community. USTF formulates and implements a research strategy to strengthen its recognition and profile and to enhance research impact on society. USTF develops graduates with creative minds, high level of professional skills and social responsibility to contribute to the sustainable development of the UAE, the region, and the world.

3.3 USTF Core Values

- **Excellence:** USTF upholds the highest standards to achieve academic excellence in teaching, learning and research.
- **Integrity:** USTF demonstrates honesty, trustworthiness, reliability, transparency, and accountability in all interaction with individuals and groups.
- **Respect and Tolerance:** USTF practices equity and fairness by listening to understand and support shared governance, inclusion, and diversity.
- **Collaboration:** USTF is committed to reciprocal cooperation developed through consultation to build strong relationships with communities.
- **Innovation:** USTF supports creative activities and productive initiatives for the greatest benefit of mankind.
- **Social Responsibility and Happiness:** USTF promotes community engagement, sustainability, and positivity to satisfy the needs and well-being of the community.

3.4 USTF Goals

Goal 1: Promoting excellence of education in an inspiring environment of teaching and learning.

Goal 2: Performing high quality, applicable and impactful research, and intellectual contribution.

Goal 3: Recruiting qualified diverse students, enriching their experiences, and serving their various needs in a student-centered environment.

Goal 4: Building reciprocal relationships and long-lasting ties with external communities.

Goal 5: Achieving operational excellence in university services.

4 | USTF Programs and Admission Requirements

All programs offered by University of Science and Technology of Fujairah, listed in the following table, are accredited by Ministry of Education (MoE), United Arab Emirates.

Table 4.1 USTF Accredited Academic Programs and Admission Requirements

College	Program	Concentration	Total Credit Hours	Certificate and percentage required for admission			EmSAT requirement
				Elite Stream	Advanced Stream	General Stream	
Engineering and Technology	Bachelor of Science in Electrical Engineering	Electronics and Communication	142	75%	80%	90%	EmSAT English (1100) or an equivalent test[1], EmSAT Math (800), EmSAT Physics (800)
		Power and Renewable Energy	142	75%	80%	90%	EmSAT English (1100) or an equivalent test[1], EmSAT Math (800), EmSAT Physics (800)
		Artificial Intelligence	142	75%	80%	90%	EmSAT English (1100) or an equivalent test[1], EmSAT Math (800), EmSAT Physics (800)
	Bachelor of Science in Information Systems	Project Management	123	60%	60%	65%	EmSAT English (1100) or an equivalent test[1], EmSAT Math (700), one subject of Physics, Chemistry, or Health Sciences (700)[2]
	Bachelor of Science in Information Technology	Cyber Security	123	60%	65%	70%	EmSAT English (1100) or an equivalent test[1], EmSAT Math (700), one subject of Physics, Chemistry, or Health Sciences (700)[2]
		Data Analytics	123	60%	65%	70%	EmSAT English (1100) or an equivalent test[1], EmSAT Math (700), one subject of Physics, Chemistry, or Health Sciences (700)[2]
	Bachelor of Interior Design		134	60%	60%	60%	EmSAT English (1100) or an equivalent test[1]
Business Administration	Bachelor of Science in Management		126	60%	60%	65%	EmSAT English (1100) or an equivalent test[1]
Humanities and Sciences	Bachelor of Arts in Sociology and Social Work		126	60%	60%	60%	NA
	Bachelor of Arts in Psychology		126	60%	60%	60%	NA
	Bachelor of Arts in Mass Communication	Public Relations and Advertising	126	60%	60%	60%	NA
Pharmacy and Health Sciences	Bachelor of Pharmacy		167	80%	85%	NA	EmSAT English (1100) or an equivalent test[1], EmSAT Math (800)[3], Two out of EmSAT Chemistry, Physics, Health Sciences (800)[3]
Dentistry	Bachelor of Dental Surgery		200	80%	85%	NA	EmSAT English (1100) or an equivalent test[1], EmSAT Math (800)[3], Two out of EmSAT Chemistry, Physics, Health Sciences (800)[3]
Law	Bachelor of Law		132	70%	75%	80%	EmSAT Math (600)[4]

1   EmSAT in English language with a score of 1100, or an equivalent TOEFL (500) or Academic IELTS (5).
2   An EmSAT score of (700) in Mathematics or equivalent, and an EmSAT Score of (700) in one subject of Physics, Chemistry, or Health Sciences. In case EmSAT scores in Mathematics and one science subject are not

available, a candidate shall sit for an equivalent Admission Exams designed by the University in Mathematics and one of the following subjects: Chemistry, Physics, or Health Sciences.

3 An EmSAT score of (800) in Mathematics or equivalent, and an EmSAT score of (800) in two of the three science subjects (Chemistry, Physics, Health Sciences). In case EmSAT scores in Mathematics and two science subjects are not available, a candidate shall sit for an equivalent Admission Exams designed by the University in Mathematics and two of the following subjects: Chemistry, Physics, or Health Sciences.

4 An EmSAT score of (600) in Mathematics or equivalent. In case EmSAT score in Mathematics is not available, a candidate shall sit for an equivalent Admission Exam designed by the University in Mathematics.

Notes: For secondary school certificates that do not follow the UAE ministerial curriculum, an equivalency letter from the Ministry of Education in the UAE should be submitted. Students who hold agricultural, industrial, technical, commercial, vocational, and religious secondary school certificates are eligible for admission to all degree programs offered to holders of General Track secondary school certificates. Students should also pass/fulfil any other admission condition set by the respective college. Students who hold Applied Technology High School certificates are eligible for admission to all degree programs offered by USTF according to their track and high school score, subject to fulfill any other program admission condition set by the college.

Derived from the major programs offered by USTF (Table 4.1) and accredited by the CAA, USTF also offers minors programs, given in Table 4.2., A minor is a separate field of study outside the major or concentration in which a student has a secondary area of specialization, requiring less course work than the major. Minors at USTF usually require that students earn 15 credits in subject area courses. *(For Details, Refer to the Undergraduate Admission Policy, Policies and Procedures Manual, Version Feb. 2024).*

Table 4.2 USTF Accredited Minor Programs and Admission Requirements

College	Minor Program	Total Credit Hours	Offered to	Admission Requirements
Engineering and Technology	Minor in Cyber Security	15	Electrical Engineering students	1. Students are eligible to enroll for a minor while they are pursuing their major provided, they fulfill the admission requirements of the minor. Also, their application for minor degree must be submitted prior to the specified deadline, which is the last year before graduation as per college offering. 2. The student will be enrolled for minors after obtaining approval from the advisor, minor program coordinator as well as the Office of Admissions and Registration
	Minor in Data Analytics	15	Electrical Engineering students	
	Minor in Data Analytics	15	Information System students	
	Minor in Data Analytics	15	Business Administration students	
	Minor in Project Management	15	Information Technology students	
	Minor in Project Management	15	Business Administration students	
Business Administration	Minor in Management	15	Non-Management Students.	
Humanities and Sciences	Minor in Psychology	15	Health Sciences students	
	Minor in Psychology	15	Business Administration and Engineering students	
	Minor in Psychology	15	Law students	
	Minor in Psychology	15	Humanities and Sciences students other than Psychology Students.	
	Minor in Sociology and Social Work	15	Non-Sociology and Social Work Students.	
	Minor in Public Relations and Advertising	15	Non-Public Relations and Advertising Students	
Law	Minor in Legal Studies	15	Non-Law Students	

5 | Undergraduate Admission and Registration

Applications for admission can be submitted online to the Office of Admissions and Registration prior to the beginning of each semester. To be eligible for admission, a student must have a secondary school certificate issued in the UAE, or its equivalent as approved by the UAE Ministry of Education (MOE). The USTF Council for Academic Affairs (CfAA) determines the number of students to be admitted to each degree program each semester, according to the university's available resources, and in accordance with the CAA ceiling (the number of students admitted to each degree program decided by the CAA of the MOE in the UAE).

5.1 General Admission Conditions

Holders of UAE Secondary School Certificate

- Holders of a Secondary School Certificate (SSC), Elite Track or Advanced Track (MOE), or equivalent, are eligible for admission in any college of the University if they satisfy the admission requirements for the degree program illustrated in Table 4.1.
- Holders of a Secondary School Certificate (SSC), General Track (MOE), or equivalent, are eligible for admission in the college of Engineering and Technology programs (Electrical Engineering/Power and Renewable Energy, Electrical Engineering/Electronic and Communication, Electrical Engineering/Artificial Intelligence, Interior Design, Information Systems/Project Management, Information Technology/Cyber Security, Information Technology/Data Analytics), Business Administration, Humanities and Sciences, and Law, if they satisfy the admission requirements for the degree program illustrated in Table 4.1. The decision to admit a student is made on a competitive basis, considering the number of available seats as determined by the individual college and the applicant's final secondary school examination score.

Holders of Foreign Secondary School Certificates

Applications made by holders of foreign secondary school certificates will be considered in case of compliance with the terms and conditions mentioned in the Ministerial Decision Number 4443 for the year 2001, and the Ministerial Decision Number 199 for the year 2019, regarding the Equivalency of Foreign Secondary School Certificates obtained inside or outside the UAE.

USTF accepts students holding a foreign secondary school certificate, subject to:
- The certificate is awarded after at least 12 years of schooling.
- Submission of an equivalency certificate from the MOE in the UAE.

5.2 Admission on Probation

According to the CAA directions regarding Accreditation of Foundation Programs for Undergraduate Admission, USTF does not accept applicants holding a high-school score below the required admission score of less than 60%. However, USTF can accept, on probation basis, students holding MOE-accredited higher diploma certificate, subject to achieve an overall Cumulative Grade Point Average (CGPA) of C at the end of their first semester at the University.

5.3 Re-Admission

5.3.1 New students who have missed two consecutive semesters of enrollment (excluding the summer semester) at the University may apply for re-admission by completing the re-enrollment form which is available from the Office of Admissions and Registration and must satisfy admission requirements in effect at the time of re-admission. Those students will be able to use their old university Identification (ID) number and the student should pay the non-refundable fee for the application.

5.3.2 Former students who have missed more than two consecutive semesters of enrollment at the University may apply for re-admission if they achieve the following:

- The required average in secondary school certificate.
- A valid English EmSAT scores, or equivalent, in addition to EmSAT scores in other subjects required for admission to different USTF academic programs listed in Table 4.1.
- Availability of vacant seats in the major.
- Approval of the College Dean and Director of the Office of Admissions and Registration (OAR).
- Payment of all debts.

A new university identification number (ID) will be issued, and the student should pay the non-refundable fee for the application. If the Dean of the previous college and the (OAR) accept the student to continue in the same major, the previous courses which the student has studied will be considered if they are included in the new study plan.

Important Notes:
- If the student was warned, he/she must transfer to another program providing that his/her CGPA for the courses to be transferred is 2.0 or higher.
- If the student can graduate within the time allowed for completion of a degree program, re-enrollment of the student with the same ID and in the same program will be considered after the payment of the required fees.

5.4 Transfer Students from Accredit Institutions

Students from accredited institutions of higher education may apply for admission in one of USTF programs in the same field of study if they have been of good academic standing, i.e., their Cumulative Grade Point Average (CGPA) is a least 2.0 on a scale of 4.0, or the equivalent, and if they are eligible to return to their current or formal institution (they have not been subject to disciplinary dismissal). However, those students who have not been of good academic standing (i.e., those with a CGPA of less than 2.0 on a scale of 4.0), will be allowed to transfer only to programs in a different field from the one in which they were enrolled at the institution they previously attended. Any transfer student must satisfy the secondary school average required for the program s/he is transferring to during the transfer semester and must have achieved all the admissions requirements, listed in Table 4.1, for this program in that semester.

The transfer of credited courses is considered for students who are transferring to a similar program to the one studied previously if:

- Their cumulative grade point average is at least 2.0 on a scale of 4.0, or the equivalent.
- The number of credit hours for the course is not less than that of the USTF equivalent course.

- The grade obtained on the previous course must have been at least C (2.0 on a 4.0 scale) irrespective of the course status (Satisfactory, Good, etc.), or the grade that corresponds to "Merit/Good" for institutions using a different grading scale.
- The course content at the institution previously attended should be similar to the course content of the corresponding course offered at USTF.

If the transfer student has a CGPA less than 2.0, and not subject to dismissal, is accepted in a program within a different field of study, the transfer of credited General Education may be considered if points 2-4 listed above are fulfilled. If a student meets these transfer conditions but is unable to submit the course content that was covered previously, he/she may sit an examination set by the College after payment of a fee. The examination result will be used to determine whether the course will be transferred or not.

If the transfer student has a CGPA less than 2.0, and was academically dismissed, is accepted in a program within a different field of study, he will be accepted in this program without transfer of any course he has studied before.

Only grades obtained from courses taken at USTF will be considered in the calculation of a student's CGPA, i.e., grades obtained from transferred courses at the previous institution will not be considered in the computation of the CGPA at USTF.

It is important to note that USTF does not grant transfer students a degree unless they successfully complete at least 50 percent of the credit hours of the program, including most of the final year courses at USTF.

5.5 Documents Required for Admission

- Application form, which may be obtained from the Office of Admissions and Registration, to be filled in by the applicant.
- UAE Secondary School Certificate, or equivalent, and grade transcript. Only certified copies are acceptable.
- Equivalency certificate issued by the Ministry of Education in UAE for holders of the non-UAE high school certificate.
- Photocopy of a valid passport and a residency visa (if applicable).
- Photocopy of a valid Emirates ID Card (UAE residents only).
- Photocopy Birth certificate.
- Photocopy of Family Book for UAE students.
- Health certificate.
- Status of UAE National Service for male students.
- Valid certificate of good conduct issued by an official body.
- Six passport-sized photographs with the applicant's full name on the back of each.
- A signed "declaration" by the applicant stating that he/she will observe university rules and regulations.

- If available, certificates of EmSAT scores or equivalent according to the admission requirements of to USTF academic programs listed in Table 4.1.
- Applications will be processed by the Office of Admissions and Registration only after the payment of application and registration fees.

5.6   Notification of Admission

Students fulfilling the admission requirement to USTF shall receive the following notification of acceptance:

"University of Science and Technology of Fujairah certifies that the student *(student name)*, ID number *(student ID number)*, has been accepted into the program *(name of the study program)* offered by the College of *(name of the college offering the program)*, in the semester *(semester of admission)* of the academic year *(the academic year)*."

5.7 Certification of Documents

- Newly admitted students are requested to have their documents certified before the end of the first semester of study; otherwise, their registration will be suspended.
- Secondary school certificates obtained in the UAE must be certificated by the UAE Ministry of Education.
- Secondary school certificates obtained abroad must be certificated by the Ministry of Education in the origin country, and by either the Ministry of Foreign Affairs of the country of origin and the UAE embassy in that country, or by the embassy of the country which issued the certificate, and by the UAE Ministry of Foreign Affairs.

5.8 Course Registrations for New Students

- Newly admitted students who fulfill the admission requirements illustrated in Table 4.1., will be allowed to register between 9 and 18 credit hours according to their study plan.
- Newly admitted students did not fully fulfill the admission requirements illustrated in Table 4.1. *(For Details, Refer to Undergraduate Admission Policy, Policies and Procedures Manual, Version Feb. 2024)*
- Once a student's selected courses have been approved by the academic advisor, and on payment of the tuition fees, the student will be given a timetable which states the name of each course, the schedule of classes, the name of the lecturer and the number of the classroom or the laboratory in which the course is held.

5.9 Course Registration for Continuing Students

Colleges encourage non-warned students to use the early registration period to select courses in consultation with their academic advisors. The early registration period is specified in the academic calendar. Warned students and students who did not benefit from the early registration phase can register during the registration week.

Registered USTF students may take some courses outside USTF subject to obtaining prior approval of the College Dean and Office of Admissions and Registration. *(For Details, Refer to Transfer Admission Policy, Policies and Procedures Manual, Version Feb. 2024)*

5.10 Adding and Dropping Courses

At the beginning of each semester, students can drop courses from their schedule and/or add new courses to their schedule, with the approval of their academic advisors, without penalty. Students enrolled in a semester may drop or add some courses previously selected and approved by their advisors, provided that the total number of credit hours does not exceed or fall below the limits according to the study plan. Students who add and drop courses during the first week, the add and drop period, will not lose the fees paid for dropped courses. When adding and dropping courses, students should bear in mind that the minimum number of credit hours for which they may register is nine.

Add and drop courses must be done during the first week, as students cannot change courses after this period. The period allocated for dropping courses will not affect the student's academic record, but without refund of fees. The withdrawal from a course after the add and drop period, the course appears in the transcript with the letter "W" with no effect on the computation of the semester Grade Point Average (GPA).

5.11 Study Load

A student's "study load" is the number of credit hours for which he or she is registered during the semester. For the fall and spring semesters, the study load varies from 9 to 18 credit hours, where one credit hour refers to one lecture hour or two hours of practical study per week, lasting for fifteen weeks. For summer semesters, the study load varies from three to six credit hours. Students may increase their study load by three credit hours if they are expected to graduate at the end of the semester and their CGPA is at least 2.0.

A student's study load is up to six credit hours in a summer semester. However, independently of their academic standing, students will not be allowed to sign up for more than 9 credit hours during the two summer semesters of the academic year. If they are expected to graduate at the end of the semester and their CGPA is at least 2.0. *(For Details, Refer to Academic Progress Policy, Policies and Procedures Manual, Version Feb. 2024)*

5.12 Time Allowed for Completion of a Degree Program

The maximum time allowed for a student in which he/she may complete a degree program is a maximum of double the regular number of required semesters. In other words, a four-year bachelor's degree must be completed in a maximum of 16 regular semesters of enrolment in the program. The minimum time allowed to complete a degree for non-transfer students is a minimum of six regular semesters for four-year programs and eight regular semesters for five-year programs under the condition that the number of registered credited hours by the student in any of the semesters will not exceed the limit defined by CAA.

The maximum and minimum number of semesters of enrolment for transfer students is determined after the deduction of the number of earned/transferred semesters (15 credits correspond to one semester) from the above limits. Suspended semesters are not counted in the time allowed for students to complete their degree. *(For Details, Refer to Undergraduate Completion Requirement Policy, Policies and Procedures Manual, Version Feb. 2024)*

5.13 Minor Degree Completion

A student must fulfil all the requirements for both the major and the minor before graduation. A student must complete 15 credit hours to obtain a minor degree at USTF. A student must obtain a C merit in each of the minor courses. *(For Details, Refer to Minors Policy, Policies and Procedures Manual, Version Feb. 2024)*

5.14 Dropping Minor

The students can withdraw from minor programs by filling in the "Withdrawal minor programs Request" from the Office of Admission and Registration on the add and drop week of his\here graduation semester. *(For Details, Refer to Minor Policy, Policies and Procedures Manual, Version Feb. 2024)*

5.15 Suspension of Registration

Newly admitted students can suspend their study only in their first semester, and they should register for courses in the next semester. Otherwise, he/she should apply for new admission. The total number of semesters for former students that can be suspended is four. However, suspension of registration for more than two consecutive semesters is not allowed. In all cases, the Office of Admissions and Registration should be notified in writing. *(For Details, Refer to Academic Progress Policy, Policies and Procedures Manual, Version Feb. 2024)*

5.16 Right to Cancel Registration

The University reserves the right to cancel an offer of admission if the applicant fails to satisfy all requirements, or if it is found that admission was obtained with the use of incomplete, falsified or altered information. In the case of withdrawal of registration from a university student, credits earned at USTF will be hidden and no transcript will be issued to the student.

6 | Graduate Admission and Registration

6.1 Admission and Registration

Applications for admission can be submitted online to the Office of Admissions and Registration (OAR) prior to the beginning of each semester. To be eligible for admission to master programs, the applicant must be a holder of a bachelor's degree issued in the UAE or its equivalent as approved by the UAE Ministry of Education - Higher Education Affairs. USTF's admission policy is non-discriminatory and the decision to admit a student is made on a competitive basis, considering the number of available seats according to the university's

available resources and CAA *Standards* and directives. *(Policies and Procedures Manual, Version Feb. 2024, Graduate Admission Policy)*

6.2   Full Admission

For Full admission, the applicant must satisfy the following:

- The applicant for master's programs is a holder of a bachelor's degree in the same field as that of the program applied for, with a minimum cumulative GPA of 3.0 on a scale of 4.0, or its equivalent.
- The applicant's bachelor's degree was issued from an accredited university recognized by the Ministry of Education (MoE), Higher Education Affairs, United Arab Emirates (UAE).
- The applicant achieved the minimum required score of proficiency test in English with a valid certificate as the following:
  - For master's programs taught in English, the applicant has achieved an EmSAT English with a minimum score of 1400 or its equivalent (Applicants for master programs taught in English may be exempted from the English proficiency requirement only for students who undertook all their schooling (K-12) plus a bachelor's degree in English in a reference English-speaking country (e.g., UK, USA, Australia, and New Zealand).
  - The applicant for the graduate programs taught in Arabic has achieved a minimum score of 950 on the English EmSAT examination, or its equivalent, and a minimum score of 1100 for the Arabic language of EmSAT examination.
- The applicant has paid the application fee.

6.3   Conditional Admission

If the applicant has achieved an EmSAT English with a minimum score of 1250 or its equivalent, for the master programs taught in English, with a recognized bachelor's degree and a minimum cumulative grade point average (CGPA) of 3.0 on a 4 scale, s/he may be conditionally admitted to the master program. Such a student must meet the following requirements during the first semester of conditional admission:

- Must take six credit hours in the first semester of study, not including intensive English courses.
- Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first semester.
- Must achieve an EmSAT English with a minimum score of 1400 or its equivalent, by the end of the student's first semester of study.

If the applicant for the programs taught in Arabic has a recognized bachelor's degree with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale, but has not achieved the required score on the English proficiency test and/or the required score in EmSAT "Arabic", such a student may be conditionally admitted and must meet the following requirements during the first semester of conditional admission:

- Must take six credit hours in the first semester of study, not including the remedial English, Arabic courses.

- Must achieve a minimum CGPA of 3.0 on a 4.0 scale, in the first six credit hours of credit-bearing courses studied for the graduate program.
- Must achieve an EmSAT English with a minimum score of 950 or its equivalent, by the end of the student's first semester of study.
- Must achieve an EmSAT Arabic with a minimum score of 1250 by the end of the student's first semester of study. *(Policies and Procedures Manual, Version Feb. 2024, Academic Probation Policy)*

6.4 Admission Master Bridge (Foundation Courses)

The bridge (Foundation Courses) are a few courses intended to bridge the gap between a student's prior work (bachelor's degree) and the background required for the master's program s/he is entering. The bridge courses typically do not carry degree credit. The master's program coordinator may consider admission applications to the foundation courses from students who satisfy the admission requirements of the program, but they are non-business degree holders. For transition from the foundation/Bridge courses to the master program, a student must:

- Pass all the registered foundation courses specified by the program coordinator and obtain an average "B" grade to be admitted to the program.
- Achieve an EmSAT English or its equivalent with a minimum, required score for his/her graduate program.

6.5 Admission Validity

Admission to a graduate program is valid only for the semester which is indicated in the admission letter offer. If an admitted student does not join the program during that semester, the admission offer will be canceled with no refund of the application fee. However, an admitted student, who did not join his/her program, could re-apply for admission to the same program or another program, subject to payment of the re-admission fee.

6.6 Re-Admission

New students who have missed two consecutive semesters of enrollment (excluding the summer term) at the University may apply for re-admission by completing the re-enrollment form which is available from the Office of Admissions and Registration and must satisfy admission requirements in effect at the time of re-admission. A new university Identification Card (ID) will be issued, and the student should pay the non-refundable fee for the application. To be eligible for re-admission, the following conditions must be met:

- The applicant was not subject to behavioral dismissal from USTF.
- The applicant was not academically warned.
- The applicant must satisfy admission requirements in effect at the time of re-admission.
- The course(s) that might have been completed at another institution (during the absence period) may be considered as per the course transfer policy.

- Approval of the College Dean and Director of the Office of Admissions and Registration (OAR).
- Payment of all debts.

6.7 Transfer Students from Accredit Institutions

Graduate students from accredited institutions of higher education who have not been subjected to academic or disciplinary dismissal may apply for admission to the USTF graduate programs. The University may transfer accredited courses to students who are transferring to a similar program. The transfer of credited courses is considered for students who are transferring to a program close to the one studied previously if:

- The transferred student fulfills the requirements for full admission to University of Science and Technology of Fujairah (USTF), including a valid English language proficiency certificate with the required score for the program. In addition, does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission.
- Their cumulative grade point average is at least 3.0 on a scale of 4.0, or the equivalent.
- The number of credit hours for the course is not less than that of the USTF equivalent course.
- The grade obtained on the previous course must have been at least B (3.0 on a 4.0 scale) irrespective of the course status (Satisfactory, Good, etc.), or the grade that corresponds to "Merit/Good" for institutions using a different grading scale.
- The number of credit hours for the graduate course is not less than that of the USTF equivalent graduate course.
- The course content at the institution previously attended should be similar to that of the corresponding course offered at USTF.
- The course is not a course of the Pre- Master foundation Program.
- USTF does not grant credit twice for substantially the same course taken at two different institutions.
- USTF will not transfer courses from an awarded degree.
- Only grades obtained from courses taken at USTF will be considered in the calculation of a student's CGPA, i.e., grades obtained from transferred courses at the previous institution will not be considered in the computation of the CGPA at USTF.
- USTF does not grant transfer students degrees unless they complete at least 75% of the total credit hours of the program including most of the final year courses at USTF.
- Limits transferred credits for master's programs to a maximum of 25% of the total credits required for the program.
- The transferred courses should not constitute most courses of the 2nd year of the program.
- The graduation projects and thesis are not subject to transfer.
- A transcript indicating the courses studied at the previous institution is required and it should be certified/attested by MoE, Transfer credit hours will be reported on the USTF

Transcript only when the Office of Admissions and Registration (OAR) receives the authenticity of the transcript from the former institution of the student and MoE.

- The course description for required courses must be stamped by the former educational institution and submitted to the Office of Admissions and Registration (OAR).
- The applicant must disclose his/her desire to transfer courses from the previous university during the admission stage at most, otherwise, s/he bears full responsibility if the transfer of courses is not accepted.
- A fee will be charged for the evaluation of courses to be transferred. The fee will be refunded if the student is admitted only.
- The transferred course will be marked in the transcript with the letter (T) only when the Office of Admissions and Registration (OAR) receives the required documents attested properly in addition to successfully completing the authenticity process. *(Policies and Procedures Manual, Version Feb. 2024, Transfer Admission Policy)*

6.8   Documents Required for Admission

The application is considered complete if the applicant submits to the USTF Office of Admissions and Registration (OAR) the following documents:

- Application form, which may be obtained from the Office of Admissions and Registration, to be filled in by the applicant.
- Official university transcripts and graduation certificates certified by the appropriate authorities for the applicants Master's programs.
- An Equivalency Certificate obtained from the UAE Ministry of Education's Higher Education Affairs Division for undergraduate degrees from universities outside the UAE.
- Photocopy of a valid passport and a residency visa (if applicable).
- Photocopy of a valid Emirates ID Card (UAE residents only).
- Birth certificate.
- Health certificate.
- Status of UAE National Service for male students.
- Valid certificate of good conduct issued by an official body.
- Six passport-sized photographs with the applicant's full name on the back of each.
- A valid Certificate of proficiency test in English of EmSAT scores or equivalent according to the admission requirements of to USTF graduate academic programs listed in section 6.2.
- A minimum score of 1250 in Arabic EmSAT for all Graduate programs taught in Arabic.
- Curriculum Vitae (CV) and experience certificate, if available.

6.9   Notification of Admission

Students fulfilling the admission requirements to USTF shall receive the following notification of acceptance letter: "University of Science and Technology of Fujairah certifies that the student *(student name)*, ID number *(student ID number)*, has been accepted into the program

(name of the study program) offered by the College of *(name of the college offering the program)*, in the semester *(semester of admission)* of the academic year *(the academic year)*."

6.10 Certification of Documents

- Newly admitted students are requested to have their documents certified before the end of the first semester of study; otherwise, their registration will be suspended.
- Official Bachelor's university transcripts and graduation certificates obtained in the UAE must be certificated by the UAE Ministry of Education - Higher Education Affairs Division, UAE.
- Official Bachelor's university transcripts and graduation certificates obtained abroad must be certified from the country of origin by the authorized educational authority, the country's Ministry of Foreign Affairs, and the UAE Embassy.

6.11 Right to Withdraw Registration

The university reserves the right to withdraw an offer of admission if the applicant fails to satisfy all requirements, or it is found that admission was obtained using incomplete, falsified, altered, or embellished information. In the case of withdrawal of registration from a matriculated student, credit earned at USTF will be withheld and no transcript will be issued to the student.

6.12 Study Load for Graduate students

A student's "study load" is the number of credit hours for which s/he is registered during the semester. For the fall and spring semesters, the study load varies from 9 to 12 credit hours, where one credit hour refers to one lecture hour or two hours of practical study per week, lasting for fifteen weeks. For summer semesters, the study load varies from three to six credit hours.

- For the part-time graduate student credit load is less than 12 credits per regular semester, where one credit hour refers to one lecture hour or two hours of practical study per week, lasting for fifteen weeks. For summer semesters, the study load varies from 3-6 credit hours.
- Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester.
- In case of an academic warning, the full-time student study load is reduced in accordance with the university Academic Progress Policy. *(Policies and Procedures Manual, Version Feb. 2023, Academic Progress Policy)*

6.13 Time Allowed for Completion of a Graduate Program

The maximum time allowed for a student in which s/he may complete a master's degree program is a maximum of double the regular number of required semesters (e.g., a two-year

master's degree must be completed in a maximum of 8 regular semesters of enrolment in the program). The maximum number of semesters of enrolment for transfer students is determined after the deduction of the number of earned/transferred semesters from the above limits. Suspended semesters are not counted in the time allowed for students to complete their degrees. *(Policies and Procedures Manual, Version Feb. 2023, Graduate Completion Requirement Progress Policy)*

7 | Orientation for New Students

USTF gives special attention and assistance to new students to ease the transition between life at high-school and that of the University. At the beginning of each semester, USTF organizes orientation sessions for new students which enables them to meet the Vice Chancellors, Colleges Deans, Admission and Registration personnel and Deanship of Students Affairs staff. This orientation also provides students with essential information about course registration, academic advising, important deadlines, and other related matters.

The University of Science and Technology of Fujairah (USTF) are committed to providing all its new students in each semester with a comprehensive orientation session aiming to ease the student's first steps in this new community. Each one of the orientation sessions must cover the following topics:

- USTF mission, vision, core values, and organizational structure
- Acquainting students with the Heads of each department and the offices that have direct contact with them.
- Acquainting the students with the indoor premises and the outdoor facilities available to them.
- List the services provided by various departments and offices.
- Overview USTF e-services including the website and student portals.

Prior to the meeting, the new students receive an invitation e-mail for the Orientation Session. The timing of the event should not conflict with students' timetable during the first week of the semester to encourage them to attend the session.

At the end of the session, all the students are given the time to ask questions to the college deans or the department heads attending the session. Session's attendees are asked also to fill an evaluation form for the event that covers the following aspects:

- Venue assessment
- Timing assessment
- Speakers' assessment
- Content assessment
- Evaluate perception of content topics (event specific questions)
- Additionally, each new student receives an e-mail contains the following information:

- Important contact: includes all contacts of USTF departments and office which are directly impacting student's university experience.
- Indoor facilities including academic and non-academic premises.
- Outdoor facilities including sports area.

8 | Academic Advising and Counselling

8.1 Introduction

As part of its dedication to academic success, USTF is committed to offering high quality academic advising to help students in the development and achievement of academic objectives consistent with their life goals. Academic advising is an ongoing process that connects students to the University to empower each student with knowledge, skills and competencies that will lead to academic success and lifelong aspiration to learn inside and outside the classroom.

8.2 USTF Advising Policy

USTF Academic Advising Policy Postulates that:

- Students shall be informed of the advising policy and advising process during the initial orientation and be directed to an appropriate advisor.
- Students shall be assigned advisors.
- Students on probation must be given regular academic advising each semester.
- Students expected to graduate must be advised at least twice every semester of their final year.
- Career counseling and student counseling shall be made available to all students.
- Advising by faculty members for all new and continuing students shall be provided every semester.
- Assessment of department advising shall be carried out, by USTF's Office of Institutional Planning and Effectiveness (OIPE), every semester as a part of the whole program assessment.
- Academic department advising shall be assessed and reviewed every year.
- Funding and resources shall be made available to all units to ensure effective and efficient advising at all levels. Training shall be provided for all advisors and peer mentors.
- Accurate information shall be posted and maintained on the university website. *(For Details, Refer to Academic Advising Policy, Policies and Procedures Manual, Version Feb. 2024)*

8.3 The Goals of Academic Advising

- Help students take the right decisions in choosing an appropriate course of study that is aligned with their interests, abilities and that meets their academic and life objectives.

- Answer questions raised by students and make sure they are aware of the consequences of their choices.
- Ensure that all students are aware of resources, services, and educational opportunities at USTF that may be pertinent to their educational goals.
- Provide information on university policies and procedures.
- Facilitate the resolution of academic problems, conflicts, and concerns, as appropriate.
- Refer students, as necessary, to other departments or personnel.
- Encourage students to be creative in their academic choices.
- Provide a forum for interaction and guidance about life and academic matters; and
- Collect data about students' needs, expectations, and aspirations.

8.4 Implementation of USTF Advising Policy

University Responsibilities
- Provide resources for continuous training of advisors and peer advisors.
- Gather and disseminate appropriate academic advising materials to assist colleges.
- Act as a reference service and respond to questions from colleges and departments, as well as from faculty and students.
- Take a positive role in solving advising problems.
- Design advising programs for new faculty.
- Publish relevant and accurate information on academic advising in the Student Handbook, on the university website and other relevant publications.

Colleges and Departments' Responsibilities
Faculty members carry out the responsibility of academic advising which represents a part of the education process. Departments, colleges, and the Deanship of Student Affairs must:
- Provide students with academic advising whenever they need it throughout the academic year.
- Make the following relevant information known to students:
  - University rules, regulations, and procedures.
  - Support resources available on campus.
  - Students' advising responsibilities.
  - Necessary forms and academic calendar.
  - Study plan.
  - Internship opportunities.
  - Projected course offerings by the department.
  - A standardized template for students' individual study plans; and
  - University catalogs.
- Provide materials and train advisors and peer advisors in the following areas:
  - University rules, regulations, and procedures.
  - Support resources available on campus.
  - Students' advising responsibilities.

- Necessary forms and academic calendar.
- Graduate programs at USTF.
- Training opportunity.
- Major /program requirements.
- Projected course offerings by the department.
- Appropriate personal and occupational choices for their advisee students.
- Academic advisors need to have up-to-date knowledge of current affairs outside USTF if they are to give meaningful advice to students.
- Advisors must be trained to relate students' abilities to requirements of their module/course selections.
- Technical requirements for the university requirements general education and major courses.
- Resources available on campus.

Advisor Responsibilities

Advisors are required to:

- Maintain the advising file for each advisee. At a minimum, these files shall contain:
  - A written record of advising session.
  - A copy of the advisee study plan.
  - Copies of advisee transcripts.
  - Copies of advisee current semester timetable.
  - A semester-by-semester graduation study plan for each advisee.
- Listen to the concerns of tudents under their supervision and respect their individual values and choices.
- Understand and effectively communicate all university and college academic policies and procedures.
- Refer students under their supervision to appropriate resources for both academic and non-academic concerns.
- Cooperatively evaluate and assess advisee's academic performance and areas of strength while assisting in selecting courses.
- Encourage advisees' participation in co-curricular activities.
- Ensure that advisees are aware of opportunities and benefits available at USTF.
- Maintain confidentiality.
- Keep a graduation progress check sheet for each advisee.

Peer Advisor Responsibilities

USTF peer advisors are continuing senior students who work primarily with students on probation. They are chosen from a selected group of students, of good academic standing, who have completed an interview and training processes.

Peer advisors are entrusted with:

- Assisting students in choosing courses.
- Familiarizing students with academic policies and procedures.

- Showing the resources available on campus to students.
- Offering advising based on their own experience.
- Peer advisors serve six purposes, as they:

  - Help new students and students in probation at USTF.
  - Help advisees master basic academic processes.
  - Teach students skills for success (i.e., time management and study skills).
  - Act as referral source.
  - Offer an alternative point of view to staff/faculty advisors.
  - Set examples of successful students.

Student Responsibilities

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

- Become familiar with their advisors and advisor offices by initiating contact and seeking assistance on a regular basis through email, phone, and individual appointments.
- Become familiar with academic policies, dates, and deadlines.
- Come prepared and on time to meetings with their advisor.
- Ask for clarification if the advisor fails to explain an issue or concern in a way that makes sense to the student.
- Read all email communication from the advisor and other USTF departments.
- Inform their advisor of problems and concerns which may impact their academic performance as soon as possible.
- Familiarize themselves with requirements for graduation and other requirements, published through different media.
- Maintain their own advising folders and take them to every advising session. For undergraduate students, the folder should include:

  - Copies of prior university transcripts.
  - Transcripts.
  - Current semester timetable.
  - The study plans.
  - Previous advising notes.

- Seek academic advising whenever it is needed.
- Develop an individual study plan. The individual study plan must be approved by the student's appropriate advisor.
- Be responsible for choosing their own classes based on their decisions as well as the academic advice that has been given.
- Feel free to evaluate the academic advising program and their academic advisors by filling in a feedback form.
- Meet with their advisor on a regular basis if they are on academic warning or probation.

Peer Mentoring of Students on Probation

Students with CGPA below 2.0 are considered on probation. The advisor shall advise the student to repeat courses with low performance grades (i.e., "F", "D", and "D+") to improve the CGPA. Each advisor will provide mentoring for a group of students on probation within his/her department. Mentoring includes peer mentoring, monitoring and progress reporting. To help students on probation, at the beginning of each semester, a list of students on probation is requested by the College Deans from the Office of Admissions and Registration. The Deans will advise Department Heads to draw corrective actions by:

- Holding regular individual meetings with students on probation.
- Advising students on probation to repeat courses with grades below "C" prior to registering for any further courses.
- Request students on probation to visit instructors frequently during office hours.
- Provide students on probation with peer mentoring from senior students.
- Request students on probation to meet their peer mentor on a regular basis.

The Department Head will request a feedback report on the performance record of each student on probation from course instructor(s). Each student's progress is monitored through special forms maintained in the Department. The Department Council will discuss the progress of students on probation in each of its regular meetings. Progress reports will be sent to the Dean. *(For Details, Refer to Academic Advising Policy, Policies and Procedures Manual, Version Feb. 2024).*

8.5 USTF Student Psychological Counseling

At USTF, the students' health is a priority whether that is physical or psychological, to ensure the students' well-being is not compromised. The University provides many services including psychological counseling where all students have access to a professional counselor that provides counseling or therapy to support students through the variety of issues students might be experiencing such as anxiety, depression, and stressful academic decisions. USTF provides students with consultation on situations where input from mental health professionals might be helpful. *(For Details, refer to page 37 of the Student Handbook and to Student Psychological Counseling Policy, Policies and Procedures Manual, Version Feb. 2024)*

9 | Change of Major

9.1 New Students

First-semester students may apply to transfer from one major to another within the University during the add and drop period. The application is processed through the Office of Admissions and Registration provided that:

- The applicant meets the admission requirements illustrated in Table 4.1 for the degree program to which he/she is applying.
- There is availability of seats.
- Approval of the deans of both colleges concerned is obtained, along with approval from the Director of the Office of Admissions and Registration.

9.2 Transfer between Programs

Students may transfer from one program to another within the University given they satisfy the following conditions:

- There are available seats.
- Approvals of the deans of both concerned colleges and the Director of the Office of Admissions and Registration.
- The applicant meets the admission requirements that were required for the program he/she is applying to transfer to during the semester in which he/she was accepted at the University.
- The preceding semester's GPA should be equivalent to that required by the new program.
- The application for transfer should be submitted within the period specified in the academic calendar. *(For Details, Refer to Transfer Admission Policy, Policies and Procedures Manual, Version Feb. 2024)*

10 | Academic Evaluation and Assessment

10.1 Course Assessment

In each registered course, a student's performance is assessed according to a procedure established by the college concerned and explained in the course plan. The overall score is normally distributed as follows: (a) Semester tests and activities (50%), (b) Mid-Semester examination (20%), and (c) Final examination (30%). The score for semester tests and activities includes marks for tests, quizzes, assignments, research papers and laboratory work. The pass mark in each course is sixty percent.

10.2 Grading System

Merit	Grade		Mark
	Point	Letter	
From 90 to 100	A	4.0	Excellent
From 85 to 89	B+	3.5	Very Good (High)
From 80 to 84	B	3.0	Very Good
From 75 to 79	C+	2.5	Good (High)
From 70 to 74	C	2.0	Good
From 65 to 69	D+	1.5	Pass (High)
From 60 to 64	D	1.0	Pass
Less than 60	F	0	Fail
Less than 60	XF	0	Academic Integrity Violation Fail

Notes:

- Only the last grade obtained in a course is considered in the computation of the CGPA no matter how many times the course was taken.
- For success in the course, attendance at the final exam is required. In case the student does not attend the final exam of the course, he is considered to have failed the course, even if his total marks are above 60.
- In case a student fails an elective course and substitutes it by another course, only the grade of the second course is considered in the computation of the CGPA.
- Pass (P) Grades: will be counted as earned hours without affecting the GPA or CGPA.
- No-Pass (NP) Grades: will neither be counted as earned hours nor affect the GPA or CGPA.
- The following non numerical grades are not considered in the computation of semester GPA and CGPA:

W	Withdrawn	T	Transferred	I	Incomplete	P	Pass	NP	No - Pass	IP	In Progress

10.3 Semester Grade Point Average

The semester GPA indicates student performance during the semester and is calculated as follows: the total of the grade point of each course taken in the semester multiplied by its credit hours, divided by the total number of credit hours registered in the semester. For example, if a student obtains the results as set out in the table given below, his/her semester grade point average will be computed as follows: GPA = 54/18 = 3. The following table summarizes the calculations described above:

Subject	Credit Hours	Points	Product of Credit Hours by Point Grade
Mathematics 1	3	3	9
Statistics	3	2	6
Physics I	3	3	9
Islamic Culture	3	4	12
Arabic Language	3	4	12
Psychology	3	2	6
Total	18		54 points

Notes: Used Codes

I	A course included in GPA and CGPA calculation
E	A course not included in GPA and CGPA calculation

10.4 Cumulative Grade Point Average

The CGPA indicates the student's average performance over all semesters up to the final or current semester. It is calculated as follows: the total of the point grade of each course taken to date, multiplied by its credit hours, divided by the total number of credit hours taken. If a student repeats a course in which he/she obtained an "F" grade or does so to improve his/her CGPA, the last grade obtained will be considered in the calculation of the CGPA regardless of whether the last grade is higher than the original one or not. However, the original grade will continue to appear in the academic record without affecting the calculation of the CGPA.

The CGPA is also used for academic probation as follows: starting from the end of the second semester of study, if the student's CGPA is less than 2.0, he/she will be regarded as an "academically warned" student and will be requested to improve his/her academic performance to raise the CGPA to 2.0 or higher.

A student will not be allowed to graduate unless his/her CGPA is at least 2.0, even if he/she has passed all required courses of the program of study. In this case, and in consultation with the academic advisor, the student must repeat courses of the study plan to raise his/her CGPA to 2.0 as a minimum.

10.5 Incomplete Grade

Attendance of the final examinations is compulsory. Failure to attend will result in the student failing the course. However, if a student does not attend the final examination due to an emergency and he/she scored at least 30 out of 70 in coursework (tests and midterm examination) the course may be considered as "incomplete". Acceptable evidence for failure to attend a final examination due to an emergency consists of the following:

- Illness certified in a medical report approved by the university Clinic.
- Death certificate of a first or second degree relative.
- Arrest or summons before a court or other legal body.
- Other excuses accepted by the College Council.

In these cases, the student must complete and submit a request form within the specified period in the academic calendar. He/she must also present the relevant documents to the Office of Admissions and Registration. Applications will be processed only if the student has no financial obligation to the University and has paid the fee for an "incomplete request". Applications submitted by students with a 25 percent absence warning will not be accepted. A student whose course result is "incomplete" must take the final examination before the end of the first week of the following semester in which he/she registers, as shown in the academic calendar. *(For Details, Refer to Academic Progress Policy, Policies and Procedures Manual, Version Feb. 2024)*

10.6 Examination Re-sits

If a student passed all the courses required for graduation except one course, and if this course is from the last semester, he/she will be allowed to re-register for that course. In this case, there is a charge of 50 percent of the course fees and the student must re-take the final examination before the beginning of the following semester. *(For Details, Refer to Examination Policy, Policies and Procedures Manual, Version Feb. 2024)*

10.7 Complaints about Grades

Complaints regarding final examination results must be submitted within a period of 5 working days following the announcement of examination results. Students should complete and submit a Complaint Form to the Office of Admissions and Registration after the payment of the required fees. The form will be transferred to the concerned college where an

appropriate decision will be made. The Office of Admissions and Registration notifies students, in due course, of the outcome of their applications. *(For Details, Refer to Grade Appeal Policy, Policies and Procedures Manual, Version Feb. 2024)*

11 | Independent Study

Colleges may approve independent study on selected courses designed for advanced undergraduate students The purpose of such courses is to make it possible to study all the units of a course under the supervision of a faculty member on a meeting session basis. The schedule of these meetings should not be less than 15 contact hours per semester.

The independent study should cover all the content of the course and meet its learning outcomes. The supervisor must ensure that the course is devoted to advancing students' knowledge and skills as required in the course outline. Reasons why a student may wish to take an independent study course include:

- Adjustment of his/her study plan by completing a specific course which is not offered in that semester.
- Completion of a course which is not offered but it is required for graduation during the final semester.
- A maximum of 3 (three) credit-hours of supervised study can be taken during a student's undergraduate degree program.

Assessment

If the independent study course is from outside the student's study plan, assessment of the course will be conducted as follows:
- Students will be required to sit for a written exam to be evaluated by the supervisor. This exam will be weighted at 20% of the final course mark.
- At the end of the semester, students will submit a written report to the supervisor detailing the work carried out. This report will be weighted at 50% of the final course mark.
- Students will present their work to an internal examiner who will not be the supervisor. The oral presentation will be weighted at 30% of the final course mark.

The student's final grade for the supervised study course will be determined by the student's supervisor and the internal examiner after evaluation of the student's work, written report, oral presentation, and response to questions. *(For Details, Refer to Independent Study Policy, Policies and Procedures Manual, Version Feb. 2024)*

12 | Attendance Policy

Attending classes is compulsory for all courses. A student will not be allowed to take the final examination if he/she has missed 25 percent of the classes in each semester. Absence warning policies are set out below:

- If a student is absent for 10 percent of theoretical and practical class hours, the lecturer will issue a 10 percent absence warning.
- If a student is absent for 20 percent of theoretical and practical class hours, the lecturer will issue a 20 percent absence warning.
- If a student is absent for 25 percent of theoretical and practical class hours, the lecturer will issue a 25 percent absence warning and the student will receive the grade of "F."

The Council for Academic Affairs (CfAA) may consider a student's withdrawal from the course if a sufficient and convincing reason for the absence is submitted to it by the Office of Admissions and Registration. *(For Details, Refer to Student Attendance Policy, Policies and Procedures Manual, Version Feb. 2024)*

13 | Academic Probation

If a student's CGPA falls below 2.0 in any regular semester, starting from his/her second semester at the University, he/she will receive an academic warning. The Academic Advisor will notify the student to submit a letter of undertaking to raise his/her CGPA to at least 2.0 in the following semester.

A student on probation must raise his/her CGPA to at least 2.0 within two semesters, not including the summer session.

The study load of warned students will be reduced, as follows:

First warning: a maximum of 15 credit hours of which three or six credit hours are repeated (the priority is to repeat all the courses with grade "F", "D" or "D+" then register for new courses), depending on the CGPA and the previous semester's GPA. If, following the first warning, the student has still failed to raise his/her CGPA to 2.0 or higher at the end of the following semester (excluding the summer semester), the second warning will be issued.

Second warning: a maximum of 12 credit hours of which six or nine credit hours are repeated (the priority is to repeat all the courses with grade "F", "D" or "D+" then register for the new courses), depending on the CGPA and the previous semester's GPA. Study load can be raised by 2 credits at the request of the Dean. If, following the second warning, the student has still failed to raise his/her CGPA to 2.0 or higher at the end of the following semester (excluding the summer semester), the third warning will be issued.

Third warning: this case will be reviewed by the College Council. The Council may take one of the following actions:

- Transfer the student to another program provided that his/her CGPA for the courses to be transferred is 2.0 or higher.
- Allow the student to study outside the University for one academic year (This option is open only for students who can raise CGPA to 2.0). After he/she raises CGPA to 2.0 or above, the student can continue in the same major at the University.

- If student's CGPA for the courses to be transferred is less than 2.0 and he/she will not be able to raise his/her to 2.0 or higher, even if he/she studied for an academic year outside the University, the student shall be dismissed from the University.

(For Details, Refer to Academic Probation Policy, Policies and Procedures Manual, Version Feb. 2024)

14 | Graduation Requirements

14.1 Undergraduate Degree Requirements

A student will be awarded an undergraduate degree subject to fulfilling the following requirements:

- Completion of all courses of the academic program.
- Completion of practical training as specified in the study plan.
- Achieving a CGPA of at least 2.0.

The merit of the degree is determined according to the following Scaling System:

Cumulative GPA	Merit
From 3.8 to 4.0	Excellent with Honor
From 3.6 to less than 3.8	Excellent
From 3.0 to less than 3.6	Very Good
From 2.5 to less than 3.0	Good
From 2.0 to less than 2.5	Satisfactory

(For Details, Refer to Undergraduate Completion Requirement Policy, Policies and Procedures Manual, Version Feb. 2024)

14.2 Graduate Degree Requirements

A student will be awarded the degree of Master in Entrepreneurship upon meeting the following requirements:

- Completion of the required MBA courses: 12 courses of 3 credit hours each which normally takes four semesters.
- Completion of the required MIE courses: 10 courses of 3 credit hours and 6 hours dissertation each which normally takes four semesters.
- Achievement of a CGPA of not less than 3.0 in both programs.

The merit of the degree is determined according to the following Scaling System:

Cumulative GPA	Merit
From 3.8 to 4.0	Excellent with Honor
From 3.6 to less than 3.8	Excellent
From 3.3 to less than 3.6	Very Good
From 3.0 to less than 3.3	Good

(For Details, Refer to Graduate Completion Requirement Policy, Policies and Procedures Manual, Version Feb. 2024)

15 | Double Concentration and Second Bachelor's Degree

15.1 Double Concentration

USTF students enrolled in a program with two or more concentrations are eligible to enroll for a second concentration. Their application for double concentration must be submitted prior to the specified deadline, which is the last day of the 12th week of the semester preceding their expected graduation semester. The Dean of the college where students are enrolled shall decide on his/her admission to second concentration. The primary academic advisor of the student will continue to serve as advisor for both concentrations.

The student must satisfy the requirements of both concentrations. However, courses that are common in both concentrations will be completed only once. It is important that prior to starting the second concentration, the student must obtain a list of required courses for successful completion of second concentration as approved by the Dean of the college where he/she is enrolled.

The student's transcript and degree certificate will indicate both concentrations completed at the time of graduation. For graduation, the student must obtain a cumulative GPA of at least 2.0 in all subjects related to the major with first concentration as well as a cumulative GPA of 2.0 in subjects required for the second concentration.

The cumulative GPA of the major with primary concentration shall be calculated based on all courses in the approved study plan of major for primary concentration. The cumulative GPA of the second concentration shall be determined based on the list of courses approved by the Dean for successful completion of the second concentration. Both GPAs shall be mentioned in the transcript. Furthermore, the degree certificate shall mention the corresponding merit (Excellent, Very Good, Good, …) for major with primary concentration as well as for second concentration.

15.2 Second Bachelor's Degree

Applicants who have earned a bachelor's degree from University of Science and Technology of Fujairah (USTF) or other accredited institution, recognized by the Commission for Academic Accreditation (CAA) of the Ministry of Education (MoE) in the United Arab Emirates (UAE) - Higher Education Affairs, may admit to a second bachelor's degree provided they fulfill all admission requirements of the second bachelor's degree. The second program must have at least 30 credit hours of unique subject-area courses. The admitted students must satisfy all degree completion requirements of the second bachelor's degree. However, the General Education courses completed during their first bachelor's degree may be counted toward the second bachelor's degree provided they are the same or substantially equivalent to those

required in the second degree. Similarly, students may not be required to repeat those courses in the second-degree program that have nearly the same contents as in some equivalent courses in the first-degree program. However, prior to starting his/her second degree, the student must obtain a list of required courses approved by the dean of the college where the student is admitted for second degree.

The cumulative GPA of a student shall be determined based on the list of courses approved by the college dean for successful completion of the second-degree program. A cumulative GPA of 2.0 is required for graduation.

According to the CAA 2019 *Standards,* a student can earn an additional bachelor's degree from USTF when a student meets the admission requirements for the second degree and upon completion of the requirements of the additional degree, which must include at least 30 credit hours that are distinctive to that major and not taken to meet requirements of the first degree. Similarly, an additional master's degree from USTF may be awarded when a student meets the admission requirements for the second degree and upon completion of the requirements of the additional degree, which must include at least 15 credit hours of courses, excluding dissertation credits, that are distinctive and not taken to meet requirements of the first degree.

16 | Student Records

Student records are kept at the Office of Admissions and Registration and contain the following documents:

- All the documents that were submitted for admission.
- Any letters of undertaking signed by the student during his/her studies.
- A copy of the updated transcript at the end of each semester.
- Any requests for suspension of studies (if any).
- Clearance forms for graduates or students who have withdrawn from the University.
- The transcript delivered by any other institution from which courses were transferred along with the course description, and the approval of the College for the transfer of the course. The authenticated certificate of the transcript, which was issued by the former university.
- The decision of completion of graduation requirements signed by the Dean of the College when the student completes his/her studies.

16.1 Confidentiality of the Records

- USTF considers that all personal and academic information is confidential and therefore cannot be given to individuals other than the parents or guardians of the student.
- The Office of Admissions and Registration will assist institutions when they request information on the authenticity of a copy of the transcript or a graduation certificate.

- Transcripts and official documents will not be issued to any person other than the student unless he has a letter of authorization signed by the student and accompanied by a copy of the student's ID.

16.2 Students Rights

Students have the right to:
- Inspect and review information contained in their education records.
- Request change or update of their personal data. *(For Details, Refer to Student Rights and Responsibilities Policy, Student Records Policy, and Student Information Release Policy, Policies and Procedures Manual, Version Feb. 2024)*

17 | Information Technology and Learning Resources

17.1 Introduction

USTF provides computing, networking, information, and telecommunication resources to the university community to support teaching, research, and efficient administrative processes. Access to Information Technology resources is granted to members of the university community who are enrolled students, employees, or academic staff members. The authorized Office for running these resources is the Office of Information Technology (OIT).

17.2 Services

- Network Account
- Email
- Internet
- Wi-Fi
- Online Registration
- E-Learning Management System
- Maintenance and replacement of computing and network resources for educational facilities and to USTF staff.

17.3 USTF IT Facilities

IT facilities at USTF are maintained by the Office of Information Technology. It is the responsibility of all users of the computer system to notify the Office of IT of violations of laws and university policies in connection with the use of computers, as well as of potential gaps in the security of the computer system. Any concerns, complaints, or reports of misconduct regarding the computer system should be reported to the IT Supervisor on 092023555 or email helpdesk@ustf.ac.ae.

17.4 Network Accounts

Accounts are intended to be personal. The individual to whom the account has been created is responsible for ensuring that his/her username and password remain confidential. No one is allowed to use another person's username and password.

17.5 User Accounts

All freshmen students should receive an identification letter by email with their password/user account details and how to use it after two (2) working days before the Registration starting date or one (1) working day from the admission approval, in the case of students who have been admitted during the registration period. All registered students should have passwords/user accounts. The password/user account will remain active for the duration of a student's course.

Students can use their user account to access all the below USTF web services:
- Computer labs.
- Wi-Fi
- Email
- E-Learning Management System (Moodle)
- Online Registration System (ORS)

(For Details, Refer to Learning Resources Policy, Use of Technology Resources Policy, and Information Technology Policy, Policies and Procedures Manual, Version Feb. 2024)

17.6 Electronic Communications

Email:
USTF has established e-mail as a primary vehicle for official communication with students. All university communications via email will be sent to this address. Faculty members will use the official university e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address. The University expects that students will receive and read e-mail in a timely manner. Students are expected to maintain their accounts and check their e-mail. A student is obliged to check university e-mail and act upon content.

E-Learning Management System:
USTF adopts an E-Learning Management System (Moodle) to enhance the teaching and learning process. It is a web-based application that allows instructors to deliver content and resources to students and manage their delivery. It provides easy ways for instructors to create and deliver their course content, communicate with students, and assess student performance. Students will be enrolled in all their courses automatically as the Moodle system is integrated with the registration system. *(For Details, Refer to Distance Learning Policy, Policies and Procedures Manual, Version Feb. 2024)*

Improper Use of the Computer System:

The Office of Information Technology (OIT) is neither an investigative nor a disciplinary entity in its primary responsibilities. However, in cases where university resources and privileges are abused or otherwise threatened, the Office may be asked to take appropriate action. Immediate revocation of access and subsequent prosecution by the authorities, for example, might be directed. Such revocation may be appealed to the Student Appeal Committee.

Access to university computing and communications equipment and facilities may be revoked for reasons including, but not limited to:

- Attacking the security of the system.
- Modifying or uncovering private information such as file or mail contents of other users without their consent.
- Misusing or abusing Internet/Network by using Internet tools or software that may affect the performance of the Internet/Network.
- Modifying or destroying university data.
- Using the networks/Internet in a manner contrary to the established guidelines.

Finally, users may not read sensitive information simply because it is accessible to them - because of accidental exposure and/or through the hate of others who have broken into a system or are misusing their access privileges. When sensitive information is recognized as such, it should not be examined further, but reported to the keeper of the materials, if known, or otherwise reported to the Office of IT.

Computer Laboratories

Computer labs operated by the Office of IT are a shared university resource available on a first-come, first-served basis. Food and beverages are prohibited in these labs. Labs may be reserved for exclusive use by a class or group. Some labs belong to colleges and students are requested to contact these colleges for their computer labs usage guidelines.

Terms and Conditions of Using IT Services
- The Office of IT considers all temporary and permanent connections via the university network to be subject to the provisions of this policy.
- Computing resources not owned or approved by USTF may not be connected to the university's network.
- The Office of IT has the right to monitor the traffic of all transmissions on networks always maintained by the Office.
- Operating systems currently supported (for the desktop) include Windows OS (Windows 10 and above) and Apple OS (11 and above). There are special requirements for Unix workstations in the College of Engineering and Technology. Upgrading will take place in a controlled manner.
- Software and hardware to be installed should be requested by the college dean or the Office director and it may not be installed or connected to the university systems without

the approval of the Vice Chancellor for Administrative and Financial Affairs. This includes the data and telephone networks.

- All university affiliates (faculty, staff, and students) are permitted to always use the university network and selected computing resources while the network is available.
- IDF/MDF rooms are under the authority and responsibility of the Office of IT. Everyone within the USTF Network community who uses university computing and communications facilities has the responsibility to use them in an ethical, professional, and legal manner.
- Violations of information technology policies and procedures typically result in university disciplinary action, which may have serious consequences, and in some cases, may result in legal action.

Data Backup

It is the responsibility of students to have a backup of their data and coursework on a personal data storage medium (such as External Hard Disks, USB flash drives or CD/DVD disks). Students may also backup on the cloud using the provided storage with the email service (50 GB on OneDrive).

17.7 Internet Services

Students may access the Internet through computers in university computer labs and through personal laptops connected to the university's Wi-Fi provided in designated locations. Student access to the Internet conforms to the laws of the UAE, including the monitoring and filtering of Internet content. Any attempt to bypass or disable Internet access controls set by the University is a violation of university policy and will result in a disciplinary action. *(For Details, Refer to Information and Software Technical Support Policy, Policies and Procedures Manual, Version Feb. 2024)*

17.8 Library

The Goals and Objectives of USTF library are to:

- Provide library materials and databases that support the academic curriculum.
- Provide access to information resources, regardless of location.
- Collect library materials in all formats, broaden and update all collections to meet the needs of USTF programs and support the various aspects of the institution: teaching, training, research, and services.
- Educate and assist faculty, students and staff in the identification and effective use of information resources.
- Continue to strengthen and update all collections to meet the needs of USTF programs.
- Preserve USTF collections and materials and maintain and upgrade physical and technological infrastructure to enhance the quality of services.
- Recognize that a minimum acceptable standard is one resource per topic per student.
- Meet accreditation standards.
- Provide access to library resources and servers via web pages and online resources.

- Ensure that resources available are current, appropriate, and accessible 24/7
- Work closely with users; know their needs and interests.
- Put into practice the motto that building library resources is a continuous process.
- Enhance information literacy, especially in the student community, by developing effective plans aiming at improving student ability to:
  - Access information effectively and efficiently
  - Evaluate information and its sources critically.
  - Understand economic, legal, and social issues when using information.
  - Use information critically and legally.

(For Details, Refer to Learning Resources Policy, Policies and Procedures Manual, Version Feb. 2024)

Searching Electronic and Distance Learning Resources and Data Base
- Write a site for the University of Science and Technology of Fujairah.
  http://ustf.ac.ae/en/
- Click academics and choose e-learning.
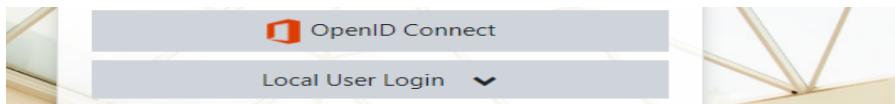
- Click OpenID Connect

USTF Electronic Resources from Students Library

- Click the link Electronic Resources

- For electronic databases, click on the link under ProQuest Central:
  https://search.proquest.com?accountid=205316
- In the search box, type the title or topic you are looking for.
- For e-books, click on the link under Academic Complete
- In the search box, type the title or topic you are looking for.

Table 16.8.1 *USTF's library opening hours for male and female students, including the weekend schedule.*

Library Working Hours for Female		Library Working Hours for Male	
Day	Female Timing	Day	Male Timing
Monday	7:30 AM to 2:00 PM	Monday	2:00 PM to 8:00 PM

Tuesday	2:00 PM to 8:00 PM	Tuesday	7:30 AM to 2:00 PM
Wednesday	7:30 AM to 2:00 PM	Wednesday	2:00 PM to 8:00 PM
Thursday	2:00 PM to 6:00 PM	Thursday	10:00 AM to 2:00 PM
Friday	7:30 AM to 10:00 AM	Friday	10:00 AM to 12:00 PM
Saturday	2:00 PM to 6:00 PM	Saturday	10:00 AM to 2:00 PM
Sunday	10:00 AM to 2:00 PM	Sunday	2:00 PM to 6:00 PM

17 | Clinic

18.1 Mission

The University Clinic seeks to complement the academic mission of USTF and provides educational, supportive, consultative healthcare services to students, staff, and faculty. In doing so, the University Health Clinic strives to make the campus a healthy and safe place to study, work and live. *(For Details, Refer to Health Service Policy, Policies and Procedures Manual, Version Feb. 2024)*

18.2 Objectives

The objectives of the University Health Clinic are to:
- Provide primary healthcare to students, college, and staff.
- Provide emergency healthcare to Residential Hall and campus residents during working hours.
- Support the integration of university services and provide a healthy atmosphere to accomplish the university objective of a disease-free community.
- Provide high quality integrated health services in a timely manner to generate complete customer satisfaction.

18.3 Health Services

The Office of Medical Services provides the following primary healthcare, within available capabilities, through its Health Clinic:
- **General Clinic:** primary healthcare, treatment, preventative medicine, and health education on common diseases through the nurse to the university community.
- **Nursing:** comprehensive nursing care and services, including routine and emergency cases, recording patient details, and providing treatment.
- **Reception:** receiving patients, preparing the patient files and records, recording personal data, preparing daily, monthly, and annual statistics.
- **Referral System:** referring urgent cases to hospital specialists.
- **Following up:** chronic cases and coordinating referrals to hospital specialists if necessary.

(For Details, Refer to Health Services Policy, Policies and Procedures Manual, Version Feb. 2024)

19 | Safety

The University has taken measures to ensure the safety of all present on its campus. USTF has an Environmental Health and Safety Officer (EHSO) responsible for the Office of University Facilities and Maintenance Service Unit as well. The work of this Unit is organized in coordination with other units and offices and has established a policy on Health and Safety. The University expects all its personnel and students to act in a safe and proper manner to minimize risks.

All students are asked to:

- Observe all relevant safety rules and instructions issued by the University.
- Follow all the instructions and rules related to the safe use of space, such as labs, classes, workshops, sport facilities, and residence hall.
- Familiarize themselves with procedures, emergency exits, and emergency contacts.
- Avoid any improper action or behavior which could be hazardous.
- Report any accident or a near accident experienced on campus.
- Report any significant hazard you discover on campus.
- Keep safety notices, contact emergency numbers and first aid boxes in appropriate locations. Notices are also displayed for emergency exit routes and assembly points in the event of fire. Students are required not to damage these.
- Act responsibly, in case of fire or emergency evacuation, and to not endanger the lives of others. All should adhere to announced procedures.

Any person who, for whatever reason, is because of disability (for example requiring assistance to evacuate a building during an emergency), should inform the relevant safety personnel or the Deanship of Student Affairs.

Safety Procedures for Laboratories

Students are expected not to manipulate instruments, equipment and materials that are potentially hazardous. Students are required to read safety lab manuals (associated with all labs). Students shall not be allowed to participate in a lab unless they have demonstrated a clear understanding of the safety procedures involved. Students should not work alone in a lab in case of an accident or medical emergency. Inattention or disruptive behavior will not be tolerated in any lab. Repeated cases will be referred to the University Disciplinary Committee for disciplinary actions. Equipment, tools, and materials must be handled in a manner that is safe for the student as well as for other students and the instructor.

Safety arrangements are reviewed on a regular basis. Suggestions for improving these procedures are welcome.

Students should contact the following numbers in emergency cases: 092023375 - 092023700.
(For Details, Refer to Health and Safety Policy, Policies and Procedures Manual, Version Feb. 2024)

20 | Deanship of Student Affairs

The Deanship of Student Affairs (DSA) is responsible for aspects of student life which extend beyond the classroom. The DSA is committed to encouraging the personal development and growth of students through the organization of a variety of co-curricular and extra-curricular activities, which include cultural, social, sport and entertainment programs. In addition, the DSA is responsible for the provision of a variety of services.

20.1 Student Counselling

Student Counseling and Services

The supervisor of Student Counseling and Services in the Deanship for Student Affairs is dedicated to helping students address personal or emotional problems that hinder them in achieving a fully beneficial experience at USTF and realizing their full academic and personal potential. Student Counseling and Services utilize a service system that emphasizes trust, respect, confidentiality, and compassion. Its overall goal is to maximize student success by attending to any emotional or personal needs which may delay learning. Through personal counseling, students learn to take charge of their lives, acquire skills necessary for adjusting to the demands of university life, and overcome difficulties that may prevent them from meeting their academic and career goals.

Student Counseling Policy:

Purpose: The purpose of this policy is to establish guidelines for student counseling.

Policy: USTF offers quality services to students. To maintain high standards and fully address the personal growth, psychological needs, and emotional wellbeing of students, USTF provides student counseling services. The Counselor, faculty in charge of student counseling, makes assessment and provides individuals, and groups, experiencing personal problems with support and guidance and assists them in overcoming obstacles to their educational success.

Personal Counseling: Refers to one-on-one counseling with each student on a regular basis. Students are seen for a multitude of issues that range from typical developmental challenges to more serious adjustment and mental health issues.

Listening to student complaints, working to find solutions, and informing parents about the academic status of their sons and daughters.

Group Counseling: Group interventions require working with a small number of students who share similar concerns and treatment goals. Group counseling addresses either general or specific issues. This form of counseling facilitates the healthy exchange of experiences, provision of sympathy and support and the development of skills necessary for effective coping and problem solving.

Eligibility: Counseling services are available to all currently enrolled, graduate, and undergraduate students. There is no fee required from students to utilize this one-to-one counseling service provided by the Student Counseling and Services at the Deanship of Student Affairs.

Confidentiality: Any communication between a student and a counselor is considered confidential. The confidentiality of the counseling sessions is protected. No student records are released to others (even within the university community) without the written consent of the student. If it becomes clear in the counseling session that there is a real danger to oneself or to others, the counselor is required to inform the Dean of Student Affairs, to a parent or someone close to the student. The confidentiality rule does not apply in this case but should go no further than the people mentioned.

Access: Students are encouraged to make an appointment with a personal counselor to discuss their concerns. A personal counselor is available on campus.

Referrals: The Counselor provides referrals to qualified psychologists, psychiatrists and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. If the referred student would like to maintain the involvement of the personal counselor, the counselor may request a copy of the report of the external visit and may follow up with the therapist regarding the student's treatment. *(For Details, Refer to Student Counseling Policy, Student Psychological Counseling Policy, Student of Determination Policy, Policies and Procedures Manual, Version Feb. 2024)*

20.2 Student Recreational Activities and Facilities

Under the sponsorship of the DSA, many recreational activities are organized with a wide range of interests, covering social issues, culture, art, and sport. It also acts as the central support for the numerous student societies. This supervisor provides and organizes the following recreational social, cultural, art and athletics activities:

Social Activities

These activities aim at widening and promoting the social aspects of the students' personality, activating, and developing their role in building society and its social institutions. These activities also aim at training students in groups and voluntary work. Moreover, there are several other social services and activities offered by the Deanship of Student Affairs throughout the academic year such as:

- Receiving new students and their parents and finding solutions for the difficulties students may face at the beginning of their academic life.
- Arranging and supervising meetings at which students can get to know each other, thus breaking down the psychological barriers between senior and new students and familiarizing them with the university environment.
- Promoting social awareness among students is achieved through several activities which include raising money for a variety of charitable events and visiting social institutions.
- Organizing activities, conferences, lectures, competitions, financial donations, and other charitable deeds.
- Arranging social and educational activities, such as visits to cultural landmarks, scientific exhibitions, and entertainment centers, and exchanging visits with scientific, teaching, and social institutions.

- Cooperating with UAE institutions and USTF in health-awareness campaigns on subjects such as illegal drugs and smoking.
- Supporting social activities that aim to develop students' personalities and consolidate their relationship with local values and morals.
- Organizing blood donation campaigns in cooperation with the Ministry of Health and Prevention and taking part in campaigns and celebrations organized by formal authorities, such as the Civil Defense and Traffic Week Festivals.
- Running training courses, such as first-aid and personality development.

Cultural Activities

The DSA organizes a series of intellectual and cultural activities throughout the academic year. These activities aim at stimulating and enriching both intellectual and cultural aspects of students' personalities. They also contribute positively to building a solid intellectual and cultural background, and help students distinguish between constructive and destructive thinking in their campus life. Cultural activities include the following:

- Organizing intellectual and cultural lectures and conferences featuring experts from within and outside the University
- Running cultural, intellectual, literary, and scientific competitions, and awarding prizes and certificates for distinguished projects such as short stories, literary articles, scientific research, and poetry competitions, with the aim of promoting student creativity.
- Organizing poetry readings, seminars, discussion forums and exhibitions of student work.
- Encouraging students to write articles for publication.
- Participating in cultural, intellectual, and scientific competitions organized by educational and scientific institutions in the UAE.

Art Activities

The DSA is keen to promote the aesthetic and artistic aspects of student life and seeks their further development. Throughout the year USTF students participate in the following activities:

- Presentation of student work, such as drawings, sculpture, calligraphy, art, zincography, and photography.
- Exhibitions of student artwork, which provides excellent motivation for talented students.
- Art competitions among talented students in a variety of fields inside the University.
- Art competitions are held in the UAE.

Sport Activities

Sport enables participants to build their physical wellbeing through exercise and is an important element in the development of personal and psychological balance. As an important part of the strategy and vision of USTF, the University has a wide range of sport facilities. These include playing fields for football, handball, basketball, and volleyball. In addition, the gymnasium is equipped for a variety of sports. The sport activities organized by

the Deanship of Student Affairs include many annual indoor and outdoor athletic championships, such as:

- Inter-college teams
- Forming university sport teams and regular training sessions
- Participating with universities and colleges from across the UAE in championships and sporting competitions organized by the Higher Education Sports Federation.
- Promoting health and fitness through body-fitness programs and courses in track and field sports, games, and swimming
- Ensuring that the university sports facilities and equipment are updated.
- Ensuring enforcement of safety standards.

(For Details, Refer to Student Activities Policy, Policies and Procedures Manual, Version Feb. 2024).

20.3 Student Councils

USTF considers its students to be an important element of its operations and events and values their opinions and suggestions. Students can submit their written concerns and suggestions to the Dean of Student Affairs, Vice Chancellors or to Chancellor through the appropriate channels.

Student Councils

Councils are freely elected bodies representing the voice of the students and providing leadership in assisting and organizing activities for all university students. There are opportunities for any student to serve as a member of the Council. Both graduate and undergraduate students of all programs who interested in being considered for membership on the Student Council should apply to the Deanship of Student Affairs (DSA), expressing their desire to run and their visions and programs for students. USTF organize election of two single-gender student councils, one for male students and the other for female students, every academic year. Each student council consists of 15 full-time student members, who are all chosen through campus-wide elections. The Student Council mission is to represent the students and give them the opportunity to communicate their views, suggestions, concerns, and complaints to the Higher Management. The Student Council also contributes to the provision of resources for the various student organizations and clubs, offering guidance and support to build a generation that is established on the notions of teamwork, dedication, and responsibility.

Council Election:

Article 1:
All the Student Council members are chosen through campus-wide elections by means of a secret ballot on the Moodle Learning Management System (LMS).

Article 2:

The candidate running for Student Council (SC) membership shall satisfy the following conditions:

- Be a regular student of USTF.
- Be not younger than 18 years of age.
- Be of good conduct and sound reputation.
- Must not have been convicted of any felony or misdemeanor involving moral turpitude or dishonesty.

Article 3:

The Vice Chancellor for Academic Affairs (VCAA) shall form the Student Councils Election Committee, including members of the Deanship of Student Affairs (DSA), in addition to a legal consultant from the College of Law. The Committee shall carry out the following responsibilities:

- Organizing and supervising the election process.
- Setting a timeframe for submitting candidatures.
- Receiving candidatures from interested students.
- Reviewing candidatures to ensure that all conditions stated in (2) above are satisfied.
- Considering and adjudicating appeals filed by or against any of the candidates.
- Publicizing the list of candidates and posting it on the university webpage.
- Establishing rules and procedures for constituting the electorate.
- Fixing the election date and announcing the method of voting.

Article 4:

The Student Councils campaigns and elections are held electronically. The voter needs to visit the e-vote link on the day following the election to select the members of her/his choice. The results shall be announced by the DSA on the day following the election day. After that, two Councils are formed, male and female, of 15 members each.

Article 5:

All university male students shall be invited to participate in election of the 15 members on the male student council. And all university female student be invited to participate in election of the 15 members of the female student council.

Article 6:

Candidates shall have the right to conduct pre-election campaigns in accordance with such regulations as are promulgated by the Student Councils Election Committee.

Article 7:

The rules and procedures of Student Councils election shall be as follows:
- Voting shall start at 8:00 am on the day of election and end at 6:00 pm of the same day.
- Voters shall use their usernames and passwords to sign into e-vote where they can cast one vote only.

Article 8:

Supplementary elections shall be held on the day following the election day in case of parity of votes between two or more candidates. The supplementary elections shall be held among the last of those tied in the election.

Article 9:

In all cases, if the supplementary elections result in another tied vote, the Student Councils Election Committee shall resort to a drawing of a public lot among the tied candidates to fill in the required seats.

Article 10:

The Committee shall receive election appeals within 48 hours of the announcement of the results. The Committee shall consider and adjudicate such appeals within a period that shall not exceed 48 hours from the date of receipt of each appeal, and the Committee's decision on this matter shall be final.

Article 11:

The first Student Council meeting shall be held within a week at most from the announcement of the election results, headed by the oldest council member at the University, in the presence of representatives from the Student Councils Election Committee. During the first Council meeting, the Council Chair and Vice Chair shall be elected among citizens of the United Arab Emirates (UAE) by the absolute majority of the council members.

Article 12:

The Student Councils shall meet periodically at least once a month to discuss the agenda. Minutes of the meetings should be prepared and signed by all council members, and their recommendations will be submitted to the DSA. A representative from the DSA shall participate in the Council meetings but has no right to vote. *(For Details, Refer to Student Council Policy, Policies and Procedures Manual, Version Feb. 2024)*

20.4 Student Clubs and Societies

A student society is a body elected by USTF students; society activities are supported by the DSA. The goals of these societies are to:

- Encourage student participation in a variety of activities.
- Promote the spirit of cooperation among students and encourage them to take on responsibility.
- Provide support to new students by advising and helping them in their new academic experience.
- Obtain student input regarding needs and wishes, and pass the information obtained to the DSA.
- Act as a link between students and DSA.
- Meet with DSA members on a regular basis.

- Arrange familiarity meetings among students and faculty to break down the barrier between new students and USTF's faculty.
- Promote study ethics among students and encourage them to abide by the rules and regulations of the University.
- Urge students to abide by the morals, principles, and values of the UAE Society.

In line with the vision and philosophy of the USTF, the DSA arranges a series of developmental, educational, and cultural seminars for student leaders, with the aim of improving their performance and developing their leadership skills.

Policies and procedures governing financial control in student run clubs and societies.

Student Clubs and societies are dedicated to promoting programs, events, and activities that allow students to exercise and develop their skills through practical learning experiences outside the classroom. USTF's student clubs and societies assist students in matters ranging from establishing and joining student clubs and societies to organizing events and activities. Within the Deanship of Student Affairs (DSA), student clubs and societies organize many of the university's most popular events such as Global Day, UAE National Day, and many others. These clubs and societies recognize student contributions to extra-curricular activities through their various awards, and appreciation functions. Students benefit from various extra-curricular opportunities that complement formal learning and promote their personal, intellectual and talent growth. This policy intends to shed light on financing the activities sponsored by the various student clubs and societies.

Policy Details

USTF is the only source of funding the activities of student clubs and societies through the Deanship of Student Affairs. Funds are released to student clubs and societies once their event is approved by the DSA and the Office of Finance.

The following are guidelines for usage of funds:

- Funds can be used for purchase requests for event-related items. Expenses should be incurred in line with the approved event budget.
- All approved and allocated funds for student clubs and societies are to be spent on the respective club's and society's events and development for the current academic year.
- Expenses of student clubs and societies should be consistent with the nature and purpose of the event.
- Student clubs and societies should provide a clear and complete explanation for expenses incurred after the event or if expenses are inconsistent with the nature of the event.
- Each event of clubs and societies will be subject to an audit by USTF internal auditor.

Procedures

- The Deanship of Student Affairs submitted an Annual Operational Plan (AOP) along with detailed budget of all expenditures covering activities of USTF's student clubs and societies and their required financial expenses.
- The Vice Chancellor for Academic Affairs (VCAA) review and approve the AOP of Deanship of Student Affairs, while the budget of the DSA budget is submitted to the Office of Budget and Planning.
- The student clubs and societies spending comes from the approved Deanship of Student Affairs' budget, and per USTF financial and administrative policies followed and through USTF Microsoft Dynamics.
- The DSA reviews, modifies, and approves the budget for the event, and returns written approval or disapproval to the concerned student clubs or societies.
- The DSA informs the student clubs and societies about the budgetary approval and discusses the implementation phase.
- After the implementation of the event, student clubs or societies are required to submit a completed post-event report along with receipts of all expenditures and excess cash, if any.
- DSA will deposit the excess cash in the Office of Finance.
- Student clubs and societies should always provide original, printed, receipts.
- Student clubs and societies must submit the post-event report to the Office of Finance within two working days after the event.
- Subsequent fund requests will not be processed unless the previous post-event report is submitted to the Office of Finance through the DSA.

20.5 Student-Run Media

The University has access to various media channels which reflect its noble mission and ensure effective communication with its population. Also, these channels are used for training students in a professional and credible manner. Among these important channels are the following:

Television

The University possesses a well-equipped television studio for training the media students in the different stages of television journalism. At the same time, it is used for internal transmission within the University.

Social Media

The university webpage is very informative on matters related to the University and students. Moreover, the university has a device related homepage and dynamic pages on social media: Facebook, Twitter, Instagram, and YouTube. Colleges have their own homepages.

Student Magazines

All USTF's issued student-run magazines are closely supervised by faculty members and university administration to ensure their academic and cultural value, in addition to their compliance with USTF's mission and strategic goals and the UAE society's norms and traditions.

The followings are some examples for USTF's student-run magazines:

- The IT TED Stars Magazines issued in 2022 by USTF engineering students issued.
- Sawahil magazine issued by students in Public Relations and Advertising program, under supervision of the Mass Communication faculty members.
- The College of Dentistry students have recently issued an excellent health-related magazine.
- USTF's Magazine is being issued by the Digital Marketing and Web Developing Office since September 2019.

21 | Student Services

The DSA is responsible for monitoring the student services offered by USTF and service providers working within it. Accommodation, transportation, and health care services are some examples. It seeks feedback from students regarding the effectiveness of these services and uses it to inform decision-makers for the improvement of these services.

21.1 Accommodation

USTF is eager to ensure the success of the education it provides. For this reason, Female Student Accommodation is given a high priority, as it plays a key role in student wellbeing and can have a positive impact on academic performance. An independent department has been founded which is concerned with every aspect of life in the student accommodation, for example matters of comfort, the mini- market, health club, and internet. These services are offered at very reasonable prices. The cafeteria is run inside the campus by a third-party company which is a well-known company in the catering field.

In addition, the organization offers additional free facilities:

- Electricity and water, study rooms, libraries, and newspapers.
- Well-designed rooms equipped with appropriate facilities such as furniture, refrigerators, and AC.
- Continuous supervision by qualified supervisors.
- Comfortable transportation between the accommodation and shopping centers.
- Student conduct in the Female Residential Hall is subject to applicable USTF's policies and procedures.
  - **Security**: all residents in the Female Residential Hall at USTF are protected by security staff patrols.

- **Attendance:** staff monitor attendance records regularly for absences. Repeated violation of attendance regulations may result in dismissal from the residential hall for one or more semesters.
- **Smoking**: Smoking in common areas is strictly prohibited *(For details, Refer to Smoking Policy, Policies and Procedures Manual, Version Feb. 2024)*
- **Littering:** all students are expected to maintain cleanliness inside the Residential Hall. Rooms are inspected periodically for cleanliness.
- **Alcohol and Illegal Drugs:** the use of alcohol or illegal drugs is strictly prohibited on campus. Students found in violation of this regulation will face severe disciplinary consequences.
- **Housekeeping**: student rooms are cleaned at least once a week, and all common areas are cleaned daily.
- **Dorm Leave**: all resident students are expected to sleep in their rooms at the Residential Hall every night, except during official dorm closing periods or upon verification with Residential Hall staff by parents or guardians.

- The DSA is eager to promote the quality of life in USTF's Female Students Accommodation. The Dean of the DSA pays regular visits, meeting students and listening to their suggestions and complaints. The DSA also receives regular reports from the Supervisor of the Hostel regarding conditions in the Hall and acts as necessary.

21.2 Transportation

USTF provides transportation service to shuttle students between the different Emirates and the university as well as between the University and their training sites. The University also provides students with transport to activities outside USTF, for example visits to scientific and entertainment venues, lectures, or conferences. One bus is kept on standby round the clock to cover emergency requirements.

USTF has defined the regulations governing the use of its buses and the fees students pay to ensure a systematic and good-quality service. These regulations are distributed to students who choose to make use of this service.

The DSA's role in student transportation is to:

- Coordinate the transportation of students to participate in various activities.
- Assess student views concerning the transportation services offered.
- Solve student problems in cooperation with the Maintenance and Services Officer, who keep the DSA informed of recent developments; and
- Improve the organizational performance to achieve high-standard service.

21.3 Copy Centers

Retail outlets on the campus meet student needs for stationery, books in Arabic and other languages, software facilities, photocopy, printing, and binding. Students may also purchase prescribed textbooks for all fields of specialization at reasonable prices. The DSA monitors the

quality of services and coordinates with the Copying Centers to solve any problems that may arise. The DSA makes every effort to ensure that books and notes are delivered promptly.

21.4 Other Services

The Office of University Facilities is responsible for examining the standard of other student services, for example cafeterias, mosques, maintenance, cleanliness, and security on campus. With regards to cafeterias, the DSA ensures that they are operating in accordance with required health standards. Mosques are kept clean and safe. The Office also checks the cleanliness and maintenance of lecture halls and deals with any problems that may arise. It also coordinates with the university's security staff to ensure appropriate handling of any problems. Finally, in cooperation with the Office of Institutional Planning and Effectiveness (OIPE), the Office of University Facilities designs questionnaires to assess the standard of services provided and recommends improvements.

Cafeterias: The University provides cafeterias by signing a contract with a third party which is well known catering company, offering a variety of meals and beverages. Separate areas are provided for male and female students. Prices are set according to the choice of meals and are kept at a reasonable level.

Bookshops: A bookshop sells books and stationery in courses which have no Electronic Books. It also provides photocopy services. The University made a real step forward to use the Electronic Books which takes time for adaptation. Recently, USTF has given its students the choice to buy their books on their own.

Prayer Rooms: The University has conveniently located prayer rooms with facilities for male and female students.

Shops: There are shops on male and female sides as well as in female student hostels to supply everyday items. Weekday and weekend opening hours are displayed on the shop fronts.

22 | Office of Alumni, Career Counseling and Events

22.1 Mission

The Office of Alumni, Career Counseling and Events endeavors to serve USTF students and alumni by educating them to successfully identify, plan and pursue their career goals. The Office supports the mission of the University by providing quality services which will enhance clients' employment potential, and by liaising with prospective employers. To achieve its mission, the Office is assisted by USTF Alumni Association, a non-profit organization which aims to enhance interaction between alumni, students, the University, and the community *(For Details, Refer to the Alumni Relations Policy, Policies and Procedures Manual, Version Feb. 2024)*

22.2 Objectives

The Office of Alumni, Career Counseling and Events aims to:

- Help new students to select courses appropriate to their career interests and aspirations.
- Help students and graduates in decision-making, goal setting and planning for their careers.
- Offer guidance to students and graduates regarding the skills necessary to meet evolving job requirements.
- Help students and graduates acquire effective job search skills.
- Signpost students and graduates to job search resources.
- Provide USTF with job-market information to aid academic planning.
- Seek recruitment, internship and voluntary or part-time opportunities for students and graduates through communication with businesses, governmental bodies, and organizations.
- Establish a plan for assessing the performance of career services and activities.
- Establish and foster lifelong professional and personal relationships between the University and its alumni.
- Promote communication among alumni, and between alumni and the University.
- Promote the Alumni Association within the University and engender goodwill, understanding and support for the University in the wider community.
- Offer alumni the opportunity to contribute to and participate in the university's decision-making processes.
- Establish fundraising mechanisms for the Alumni Association.

22.3 USTF Career Counselling

Goals

As a part of the University of Science and Technology of Fujairah's vision and mission to serve the local and global communities by enriching the labor market with impactful alumni, Office of Alumni, Career Counselling and Events (ACCE) is tirelessly seeking all the potentials available to achieve USTF goals through attainable objectives to provide an effective career counselling services for its students and alumni.

The career counselling services aims mainly to assist students upon their entry and prior graduation to prepare them for the post-graduation employment life. For Details, *(For details refer to Career and Placement Service Policy and Student Career Advancement Program Policy, Policies and Procedures Manual, Version Feb. 2024)*

Services provided by the Office of ACCE are characterized by the following:

- Assistance for free
- Guidance for first-generation college students as well as graduate students
- Broad networking opportunities
- Improve current industry knowledge.

ACCE Office services are provided through the following channels:

- On-campus and Webinar Events.
- Individual visits to the Office of ACCE.
- Use of online resources

22.4 Services

The activities of the Office of Alumni, Career Counseling and Events include:

Organizing

- Career days
- Social and cultural events
- Alumni clubs and forums

Providing services

- Career guidance
- Group and individual career counseling
- Employability skills development
- Psychometric tests

Informing (Career Placement)

- Posting job advertisements electronically and on campus notice boards
- Employer portal
- Job seeker portal

USTF's Office of ACCE assists students with all aspects related to their career and helps them decide what career paths they will decide after graduation.

Career exploration

Career exploration services can help to guide students to discover specific job opportunities that match their own interests and capabilities. This service also aims to introduce the students to the available range of careers based on their current majors and technical experience. Career services can provide direction and details about a variety of jobs through advising and prediction tests in collaboration with the office's partners. USTF's Office of ACCE conducted on-campus session with human resources (HR) specialist from lead companies (i.e., Fujairah Holding, Al Owais Holding and many others)

Job Recruiting

Career recruiting services also help students find a competitive job opportunity that matches their capabilities and ambitions. The Office of ACCE makes connections and works continuously to strengthen these connections to ensure their effectiveness in students' recruitment through either Job fairs, on-campus, and off-campus employment events. USTF's Office of the ACCE held an on-campus recruitment campaign with Fujairah Holding in addition to continuous employment coordination with Ministry of Health and Prevention, Fujairah Government Human Resource department and Al Ansari Exchange and many others.

Resume Reviews

Resume review services help students to prepare and review their individual resumes under the lead of CV writing experts as they begin a job search. USTF's Office of ACCE holds on-campus and off-campus CV writing skills sessions with the Ministry of Human Recourses and Emiratization and Bayt.com.

Interview Practice and Tips

Interview practice and tips are important soft skills which are considered very important in assisting the applicants to view their potentials in professional ways during the interview including practicing on how to answer interview questions and responding to an interviewer through verbal tone and body language. USTF's Office of ACCE held on-campus and off-campus interview practice and tips training sessions conducted by Etiquette expert Israa Shaheen in addition to Mr. Hayder Ali, the head of Human Resources Department at Fujairah Holding.

Internship Connections

Internship usually starts prior the graduation as per the academic plans of USTF majors. USTF's Office of ACCE always seeks internship opportunities for USTF students and alumni to serve dually to both completion of degree requirement and to introduce the students and alumni to recruiters on daily based interaction. USTF's Office of ACCE collaborates with the Ministry of Health and Prevention, Eva Interiors, Home art interiors and many others.

Loan and Debt Counseling

Loan and dept counselling services is provided by the Office of ACCE to students who seeks financial support services. the Office of ACCE role is to connect students, who are usually our alumni working in different banks, to assist the assist their fellow students to get much easier education loan service. USTF's Office of ACCE also collaborates with HSBC, Ajman Bank, ADIB, and Sharjah Islamic Bank.

23 | Training and Continuing Education Center

23.1 Mission

The Training and Continuing Education Center (TCEC) supports the vision and strategic plan of USTF by bridging the gap between the academic realm, community, and employment market. The TCEC achieves this aim through the supervision of on-campus training courses and field training in close cooperation with site training supervisor in community institutions. In doing so, the TCEC applies scientific criteria in the performance assessment and makes appropriate decisions that ensure the quality of training course learning outcomes. *(For details refer to Internship Policy, Policies and Procedures Manual, Version Feb. 2024)*

23.2 Objectives

The TCEC objectives are:

Objective 1: Support student training in the university colleges. This will be done by:

- Coordinating with different colleges for distributing the training course syllabi on trainee students before the start of the training activities.
- Cooperating with concerned colleges to following-up the trainees
- Bridging the gap between UAE public and private institutions and USTF by increasing student involvement in the actual work environment to prepare them for the future work.

Objective 2: Provide an effective training environment for intern students, and appropriate work experiences that are suitable to their specialization. This will be done by:

- Choosing an appropriate training institution, UAE public and private institutions, that meet the training objectives.
- Following up trainee students through personal visits or interviews, or by official mail.
- Overcoming the difficulties and problems that might face trainee students.
- Helping the concerned colleges in their search for new prospects for training institutions and corporations.
- Signing agreements with reputable training institutions.

Objective 3: Prepare intern students capable of demonstrating excellence and achieving distinction in their chosen fields. This will be done by:

- Choosing an appropriate field supervisor such that he/she is aware of his/her responsibilities, which is defined in the internship manual of the college in which the student is enrolled.
- Choosing an appropriate training institution that meets the training objectives.
- Preparing supported internal training programs in cooperation with concerned colleges to enhance students' skills and competencies.
- Allowing intern students to grasp the latest technologies and methodologies and how to apply them.
- Involving the colleges in the training processes to implement test-training plans and benefit from the outside training institutions related to the students' specialization.

Objective 4: Develop procedures that will ensure the achievement of training goals. This will be done by:

- Appling scientific criteria in the performance assessment and making suitable decisions that ensure the quality of training output.

24 | Prior Learning Assessment and Recognition

USTF shall recognize certified earlier learning of applicants which may lead to exemption from some university courses. This includes credit transfer of courses taken in an accredited program (formal learning) and non-formal learning.

USTF's PLAR policy and procedures:

- An applicant shall complete a PLAR application form providing complete details of his/her Prior Learning Experience.
- Submit it to the Office of Admissions and Registration after paying the fee to be re-sent to the designated colleges to do the necessary.
- In all cases, credits granted through Recognition of Prior Learning (RPL) must not exceed 25% of the total completion requirements including credit transfer of formal learning.
- For every course that has been successfully recognized against prior learning experience, a grade of 'S' (Standing) shall appear on the transcript. For all such courses, the course classification will be coded as 'PLAR'.
- PLAR courses shall not be used in determining the cumulative GPA.
- Unsuccessful applicants have the right to appeal to the College Dean who may submit it for review to the Appeal Committee whose decision shall be final. *(Policies and Procedures Manual, Version Feb. 2024, Prior Learning Assessment and Recognition Policy)*

25 | Student ID Card

Students will receive a university ID card containing their photograph, name, date of birth and USTF ID number. The ID card should be always carried. It provides access to certain academic buildings and hostels. In addition, the card is required for admission to sports facilities, sitting university exams and to make use of computer facilities. The loss of an ID card should be reported immediately to the Office of Admissions and Registration. dishonest use of an ID card shall result in disciplinary action.

26 | USTF Students' Rules and Policies

26.1   Students Rights and Responsibilities

Student Rights

Every student within the University enjoys all rights and freedoms recognized by the UAE Laws. Those students should not violate USTF's Code of Student Conduct.

Every student has the right to fair equal treatment by the University. A student has a right to be free from discrimination based on ethnicity, color, religion, gender, marital status, nationality, language, or personal handicap. However, a distinction, exclusion, or preference based on relevant academic or physical aptitudes required and made in good faith is considered non-discriminatory.

All students have the right to have an environment supportive of the university's mission and their own educational goals.

Students can function in their daily activities safely and easily.

The university is committed to ensuring that adequate measures are taken to protect the security of students on the university campus.

USTF respects the student's right to privacy of personal information. This implies that information disclosed by the student and for the student is personal; this information will not be disclosed to third parties without the student's consent. A permanent record for each student enrolled in the University is maintained by the Office of Admissions and Registration. The written consent of the student is officially required to disclose his/her academic record. Exceptions are made for parents, sponsors, authorized USTF officials and in compliance with a judicial order.

USTF shall make sure that students know their rights and responsibilities, as well as applicable University policies and procedures. The university's obligation under this section is fulfilled when the university makes copies (hard or on the university website) of the Student Handbook available to every student upon being admitted to the University.

Students have access to:

- Help in managing their own affairs, increasing self-awareness, career planning and personal decision making:
- Established grievance procedures.
- Various activities beyond the classroom, which support intellectual and personal development.
- Excellent faculty, educational technology, classrooms, libraries, presentations, and other resources necessary for the learning process.
- The right to get prompt and appropriate responses from the university's academic and administrative offices.

Every student has the right to:

- Quality education.
- Fair and impartial assessment of his/her performance as a student.
  USTF shall furnish students with relevant course information to enable them to make informed course selection.

A student who is accused of a disciplinary offence has the right to present an appropriate defense.

Student Responsibilities:

Students must behave in a manner that is civil and compatible with the university's function as an educational institution. Students are required to obey the rules and regulations of USTF as laid out in the Student Handbook and University Catalog. Students are expected to abide by all rules and regulations expressed in the Code of Student Conduct. Students are expected to familiarize themselves with these codes and their obligations and responsibilities toward the University, faculty and staff, other students, and visitors to the university. In USTF's community, disruption of learning, the educational process, destruction of property, interference with the orderly process of the University, or with the rights of other members of the community, cannot be accepted. To achieve its objectives and function properly, USTF

has the authority mandate to maintain law and order and to discipline those who are disruptive of the educational process. *(For details refer to Student Right and Responsibilities Policy Policies and Procedures Manual, Version Feb. 2024)*

26.2 Code of Student Conduct

All members of USTF are expected to conduct themselves in accordance with the regulations of the University and the laws of the UAE. USTF students are requested to play an exemplary and positive role in enhancing the reputation of the University by:

- Demonstrating a clear commitment to their own learning.
- Conforming themselves to all specified time requirements for registration, class schedules, examinations, and completion of assignments.
- Ensuring that work presented is their own personal work.
- Ensuring that all information presented to faculty members and administrative staff is accurate and true.
- Conducting themselves in a respectful and proper manner in their dealings with faculty members, employees, or other students.
- Meeting their academic advisors regularly.
- Respecting the property of others and of the University.
- Reporting grievances to their academic advisor or the college dean.
- Not engaging in cheating, plagiarism, disruptive behavior, or improper conduct which could damage the reputation of the University.
- Not using USTF facilities for other than learning purposes without prior authorization.
- Not falsifying documents or using falsified documents for any purpose related to the University.
- Not distributing brochures or collecting signatures on university premises or in hostels without prior authorization.
- Abiding by USTF rules and regulations, and the directives of the academic and administrative staff.
- Acting in a way that will not cause offence to the culture of the UAE.

26.3 Student Academic Integrity

The practice of academic integrity is vital for the learning process, and the university actively promotes a culture of honesty and respect. Upholding the principles of integrity is a collective responsibility within any community. At the University of Science and Technology of Fujairah, it is expected that students will uphold scholarly values and embrace academic, cultural, and social responsibilities throughout their educational journey. This policy applies to all instances of student misconduct, whether they are related to academic or non-academic. Students found in violation of this policy may face disciplinary consequences, regardless of whether the violation occurred on campus, during training and at host institutions for students participating in exchange programs.

Definitions

- **Academic Integrity**: According to the International Centre for Academic Integrity (ICAI), academic integrity is a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.

- **Academic Misconduct:** The act of presenting the work of other person(s) as the student(s) own without proper acknowledgement.

- **Poor Academic Practice:** involves minor breaches of discipline-specific citation and/or referencing conventions that give no discernible academic advantage.

- **Academic sanction:** is a penalty affecting a student's grade, including but not limited to the lowering of a grade on an assignment, test, or in the course.

- **Disciplinary sanctions:** is a penalty that goes beyond the academic sanction including, but not limited to, suspension or expulsion.

- **Disciplinary Committee**: is the authorized body to recommend academic and/or disciplinary sanctions (penalties) against violators of USTF's integrity, disciplinary, and ethics related policies and procedures.

Promoting the Academic Integrity Policy

- The academic integrity policy shall be posted on the university website and included in the student handbook.

- The academic integrity policy link will also be included in the courses' syllabi.

- Academic integrity policy orientation sessions for all new faculty (including part-time) and students to discuss the policy implementation procedures and the consequences of not obeying and adhering to this policy.

A. Examples of Academic Misconduct

1. Cheating:

1.1 Definition: Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.

1.2 Example of cheating include:

- Copying from another student or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites not designated for the class, including commercial homework aggregators, without the proper authorization of a professor.

- Unauthorized collaboration on assignments or exams.

- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or to complete an assignment for you, including exams taken on a home computer.

- Allowing others to conduct research and write your assigned papers or other assignments, including using commercial term paper services.

- Submitting someone else's work as your own, whether it is material obtained from commercial study or homework help websites, or content generated or altered by digital paraphrasing tools.

- Fabricating and/or falsifying data, whether in part or in whole.

- Giving assistance to acts of academic misconduct/dishonesty.

- Altering a response on a previously graded exam or assignment and attempting to resubmit it for additional credit or a higher grade without permission from the instructor.

- Submitting substantial portions of a paper or assignment to multiple courses for credit without permission from each instructor.

- During an examination, unauthorized use of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, or send information.

2. Plagiarism

2.1 Definition: Plagiarism is the act of presenting another person's ideas, research or writing as your own

2.2 Examples of plagiarism include:

- Copying another person's actual words or images without using quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in one's own words without acknowledging the original source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Engaging in internet plagiarism, which includes submitting downloaded term papers or parts of term papers, paraphrasing, or copying information from the internet without proper citation, or "cutting and pasting" from various sources without proper attribution.

2.3 The use of Turnitin Software Package

- USTF subscribes to an electronic service called the Turnitin Software Package, which is designed to detect plagiarism.
- Each semester, USTF organizes seminars for both faculty and students to educate them on the guidelines for the use of Turnitin Software Package.
- Instructor should enable the Turnitin assignment within the Learning Management System (The Moodle) and set the submission instructions including the start and due dates.
- Students should submit their assignments, graduation projects, and research papers through the LMS.
- Turnitin will analyze the submissions for similarity against its available database.
- A similarity report containing a similarity score (similarity index), will be generated for the submitted work.
- The Similarity score indicates how much of the submitted work matches the materials in the Turnitin database.
- A similarity score alone does not determine whether a student has plagiarized or not.
- Instructors, as subject experts, are responsible for using their academic judgment when reviewing the similarity report. They should consider acceptable forms of similarity, such as quotations, citations, and bibliographic material, provided that the similarity score does not exceed 20%.
- USTF maintains a strict zero tolerance policy to plagiarism. If detected, students are subjected to academic/disciplinary sanctions as students are in sectionB3.

3. Obtaining Unfair Advantage

3.1 Definition: Obtaining an unfair advantage refers to any action taken by a student that gives them an unfair advantage in their academic work over another student. It also encompasses any attempts by students to secure such an advantage over their peers in academic pursuits.

3.2 Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating, or otherwise gaining advance access to examination materials.

- Preventing other students from accessing library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using, or circulating examination materials which clearly indicate that they should be returned at the end of the exam.

B. Examples of Non-Academic Misconduct

4 Falsification of Records and Official Documents:

4.1 Definition: The fabrication of records and official documents is a type of academic misconduct that involves creating or falsification of information or data. This includes the fabrication of quotes, statistics, or even entire research studies.

4.2 Examples of falsification include:

- Forging authorization signatures.
- Falsifying information within an official academic record.
- Falsifying information on an official document such as grade reports, letters of permission, drop/add forms, ID cards, or other college documents.
- Falsifying medical documentation that has a bearing on campus access or the excuse for absences or missed examinations and assignments.
- Making up quotes or statistics, often used to support an argument or stance.
- Making up data or results. This is the most common form of fabrication. It involves creating data or results that never actually existed.
- Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

5 Levels of Academic Misconduct

a. Low-Level Academic Misconduct

These offenses often occur due to inexperience or lack of knowledge of academic standards by the persons committing them. These violations are likely to involve a small fraction of the total course work, lack extensive scope, and/or occur on minor assignments. The following are some examples:

- Paraphrasing a paragraph by making minimal word changes without changing the original sentence structure.
- Changing the sentence structure while keeping the same words.
- Copying another person's actual words or images without using quotation marks and providing proper footnotes to attribute the content to its source.
- Submitting the wrong assignment (where they can produce proof of the "correct one" and that it was completed prior to the submission date).

b. Medium-Level Academic Misconduct

These violations involve higher degree of dishonesty and have a more substantial impact on the course work. The following are some examples:

- Internet plagiarism, which includes submitting downloaded term papers or parts of term papers, paraphrasing, or copying information from the internet without proper citation or engaging in "cutting and pasting" from various sources without proper attribution.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Submitting the same work for multiple courses without informing the instructor or obtaining permission.
- Submitting an assignment that incorporates significant material from external sources without giving proper acknowledgement.

c. **High-Level Academic Misconduct**

High level offenses include dishonesty that significantly affects a major or essential portion of coursework required for the course and may involves premeditation or be preceded by one or more violations at low and medium levels. Here are some examples:

- Presenting another person's ideas or theories in his/her own words without acknowledging the source.
- Copying another student's work on examinations.
- Assisting in facilitating copying during an exam.
- Using generally prohibited materials during an examination without obtaining prior permission from the instructor.
- Collaborating before an exam to develop methods for exchanging information.
- Acquiring or distributing an examination from unauthorized sources prior to the examination.
- Plagiarizing major portions of a written assignment.
- Presenting the work of another as one's own.
- Using a purchased term paper or other materials.
- Removing posted or reserved material or otherwise preventing other students from having access to it.
- Using unethical or improper means of acquiring data.

6   Poor Academic Practice

Poor Academic Practice is the first level of academic integrity breach, and it is not considered to be academic misconduct. It applies only to students with no prior incidents of academic misconduct. When instances of poor academic practice are detected, the course instructor will address them by evaluating the student's work in accordance with the appropriate grading criteria. Additionally, the instructor will guide the student towards available resources aimed at enhancing their working methods and academic writing skills to prevent potential academic misconduct.

C. Procedures for Policy Implementation

These procedures are intended for use by faculty, or staff members when they perceive that an individual student is in violation of the university's academic integrity policy.

1. The Disciplinary committee (DC)

The Disciplinary Committee works in accordance with USTF policies and procedures that are relevant to faculty, staff, and students. The Disciplinary committee's terms of reference and membership details can be found on page 23 of USTF's Policies and Procedures Manual, Version September 2023.

1.1 Disciplinary Committee Regulations (Mode of Operation)

- All committee hearings will be closed to the public.
- Any DC member with a conflict of interest in a case must abstain from participating in the hearing.
- The burden of proof ("clear and convincing evidence") rests on the complainant.
- Parties or the DC may call witnesses, who may be either be witnesses to the actual event or character witnesses. Character witnesses, if appropriate, may be called during the sanction phase of the hearing. The DC may reasonably limit the number of witnesses through a majority vote for reasons such as redundancy or irrelevancy. Witnesses may be excluded from the hearing until their testimony is to be presented.

- The complainant, the respondent, and the members of the DC shall all have the right to examine and cross-examine witnesses.
- All evidence offered must be relevant, not privileged and legally acquired.
- The DC will determine the acceptability of evidence by majority vote.
- The respondent has the right to remain silent to avoid self-incrimination.
- If the respondent is unable to attend a scheduled hearing, which will have been communicated in advance to the DC in writing, they must notify the Head of the DC at least two working days beforehand, except in cases of extreme emergencies or with good cause. This notice allows the Head of the DC to reschedule the hearing. Failure to provide such notice may result in the DC proceeding with the case in the respondent's absence. Similarly, the complainant should attend any scheduled hearing, except in extreme emergencies, in which case immediate notification and justification of absence must be provided to the Head of the DC. Failure to attend a scheduled hearing without prior notice and justification may lead to the dismissal of the case by the DC.
- In closed session, the DC, after due deliberation will decide whether, by clear and convincing evidence, the respondent is, or not, in violation of the code as charged.
- After deliberation, the DC will determine the appropriate sanction.

2. **Procedures**
a. **Reporting to the Disciplinary Committee:** When a faculty member encounters an instance of academic dishonesty and/or misconduct, they should promptly inform the college dean. The college dean will then refer the case to the disciplinary committee.
b. **Investigation:** The Disciplinary Committee will investigate the presented evidence and decide on its validity within 48 hours of receiving the evidence. The Disciplinary Committee reports its recommendations to USTF's Vice Chancellor for Academic Affairs
c. **Verification:** The Disciplinary Committee will verify the student's academic integrity history, including cheating and plagiarism, which will determine the penalty for the violation.
d. **Decision and Notification:** An official letter with the decision of the Disciplinary Committee is communicated to the student by the Chair of the Disciplinary Committee via the university official email within 48 hours. A copy of the letter is shared with the VCAA, Office of Admissions and Registration, Student's Academic Advisor, and the College Dean.
e. **Appeal:** A convicted student has the right to appeal according to the terms and conditions outlined in the Student Appeal Policy and Procedures.

3. **Academic Sanction**
3.1. Suspicion of cheating in an exam:
- The exam invigilator confiscates the exam of a student suspected of cheating, investigates the case, and ejects the student from the exam hall or ends the student's online exam attempt. A student who suspects another student of cheating should report this to the exam invigilator or a member of USTF's Exams Coordination Committee (ECC) for further action. Any invigilator or the ECC member who ends a student's exam must report the case, along with the supporting evidence to the ECC on the same examination day for further investigation.
- A student's exam attempt should only be aborted if there is compelling evidence of cheating. If there is suspicion of cheating but no hard evidence, the student should be permitted to complete the exam with precautionary steps as needed (e.g., by moving the

student to a new location to complete the exam).

- During the exam, the invigilator, or ECC member can continue investigating the case and refer the incident to the Student Disciplinary Committee (DC).
- After the exam is finished. If the course instructor finds evidence of cheating, e.g., from reviewing a recording of an online exam, he/she should immediately report the case to the Disciplinary Committee,
- Either the invigilator and/or the course instructor must submit an exam cheating form supported with the appropriate evidence to the chair of Disciplinary Committee.
- The procedures outlined from (a) to (d) in section 2 will be followed and the penalties mentioned in Table (3.1.1) below shall be enforced by the DC, according to the level and severity of the committed violation.

Table 3.1.1 Severity, description of the levels and penalties for cheating

Severity	Description of the levels of cheating	Penalty
Low	• Having theoretical access to unauthorized materials or technology, such as having a phone in one's pocket without attempting to use it. • Communicating with another student during exams or tests, if it doesn't pertain to the content of the exam or test, for example, asking for the time.	• They will receive a zero mark for the assessment tool. • The penalty will not be recorded on the student's transcript.
Medium	• Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each instructor. • Unauthorized collaboration on assignments or examinations. • Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the instructor.	• Student will obtain a failing grade on that course and shall pay the full course fees. • The cheating offence shall be noted in the student's academic record and be marked with "XF".
High	• Copying from another student or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a professor. • Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for you, including exams	• Student will obtain a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses. • The cheating offence shall be

	taken on a home computer. • Allowing others to research and write your assigned papers or other assignments, including using commercial term paper services. • Submitting someone else's work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by digital paraphrasing tools. • Giving assistance to acts of academic misconduct/dishonesty. • Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, or send information.	noted in the student's academic record and be marked with the "XF" for all the courses taken in that semester.

3.2. Suspicion plagiarism Violation:

- The procedures outlined in sections 2 (a) to (d) will be followed and the penalties mentioned in the below table (Table 3.1.2) shall be enforced by the DC, according to the level and severity of the committed violation.

Table 3.2.1 Severity, description of the levels and penalties for plagiarism

Severity	Description of the Levels of Plagiarism Violation	Penalty
Low	• Paraphrasing a paragraph by only changing a few words without changing the sentence structure of the original text. • Changing the sentence structure but not the words. • Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source. • Submitting the wrong assignment (where they can produce proof of the "correct one" and that it was completed prior to the submission date). • Similarity index of less than 25% for undergraduate students and less than 15% for graduate students.	• The students receive a verbal warning from their academic advisors. • There is a 50% deduction from the total possible marks of the assessment tool. • The penalty will not be recorded on the student's transcript.
Medium	• Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing, or copying information from the internet without citing the source, or "cutting and pasting" from various sources without proper attribution.	• The students receive a written warning from their academic advisors. • They will receive a zero mark for the

	• Failing to acknowledge collaborators on homework and laboratory assignments. • Submitting an assignment incorporating significant material taken from other sources and without acknowledgement. • Submitting the same work for multiple courses without the instructor's permission • Similarity index is more than 25% and less than 35% for undergraduate students, and more than 15% and less than 25% for graduate students.	submitted assessment tool.
High	• Presenting another person's ideas or theories in his/her own words without acknowledging the source. • Plagiarizing major portions of a written assignment. • Presenting the work of another as one's own. • Using a purchased term paper or other materials. • Using unethical or improper means of acquiring data. • Similarity index is more than 35% for undergraduate students and more than 25% for graduate students.	• The student will receive a failing grade marked as XF on their transcript. • The Disciplinary Committee may take further actions, according to the severity of the violations

4. **Sanctions for Policy Violators**

4.1 Academic Sanctions

- If a student does not have a previous record of plagiarism, cheating or obtaining unfair advantage in any course, a zero grade will be given to the submitted work.
- A student committing a second offence related to plagiarism, cheating, or obtaining unfair advantage offense in any course, which need not be the same course, will receive a failing grade for that specific course with "XF" grade recorded on the student's transcript and shall be required to pay the full course fees.
- A student committing a third offence related to plagiarism, cheating, or obtaining unfair advantage offense in any course, which need not necessarily be the same courses, will be awarded failing grades for all courses in the semester in which the student commits the violation. Additionally, the student shall be required to pay the fees for all courses. The plagiarism offence shall be noted in the student's academic record and be marked with the "XF" grade for all the courses taken in that semester.

4.2 Disciplinary Sanctions

The procedures outlined in sections 2 (a) to (d) will be followed and the penalties mentioned in the below table (Table 4.2.1) shall be enforced by the DC, according to level of the committed violation.

Table 4.2.1 Description of the levels and penalties of disciplinary sanctions

Description of the Levels of Disciplinary sanctions	Penalty
• A student committing a fourth act of academic dishonesty (involving plagiarism, cheating, or obtaining unfair advantage offense) in any course, which need not necessary the same courses.	• A student will be suspended from the University for two semesters and will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses.
• A student committing a fifth act of academic dishonesty (involving plagiarism, cheating, or obtaining unfair advantage offense) in any course.	• A student will be expelled from the University and will be awarded a failing grade on all courses of the semester in which the student commits the violation and shall pay the fees for all courses.
• A student committing a first offence of falsification of any official records or documents.	• A student will be suspended from the University for two semesters.
• A student committing a second offence of falsification of any official records or documents.	• A student will be expelled from the University.

(For Details of Student Academic Integrity policy refer to Policies and Procedures manual, Version Feb. 2024).

26.4 Examination

a. Sit for Exams
- Only students who fulfill the following conditions will be allowed to sit for university examinations:
  - Students who arrive at the examination room at the specified time. If they are more than 30 minutes late, they will not be admitted. Going out of the examination hall shall be allowed only 40 minutes after the exam time starts.
  - If students are not suspended from classes.
  - Students should introduce the University Card and the No Liabilities Certificate.
- The student has the right to postpone a final exam if he/she has more than two exams on the same day.
- If the student in his/her last semester before graduation, succeeded in all courses except one, then he/she may have re-sit exam after paying 50% of the cost of the course.
- The examination regulations and procedures shall apply to the student during the period of exams, in examination halls.
- The possession of mobile phones or other electronic means of communication is strictly prohibited and will be confiscated by invigilators, if any.
- The answer sheets shall be preserved in the relevant college during the necessary period as prescribed by effective regulations.

b. USTF's Procedures for Regulating Irregular Behaviors during Sit-in Exams

- All cases of cheating or trying to cheat, disturbing the peace and calm of the examination hall, disrespecting one of the invigilators, impersonating an examinee or engaging someone else to take the exam by-proxy shall be reported to the College Examination Committee by all the invigilators.

- The invigilator shall notify the student who is caught cheating or trying to cheat to see the chair of the College Examination Committee by means of a form designed by the Examination Coordination Committee and by which he/she will be informed of the place and time of his/her appearance before the Examination Coordination Committee.

- The College Examination Committee shall refer the report to the Examination Coordination Committee and in turn submit it to the University Disciplinary Committee.

- The University Disciplinary Committee shall conduct the investigation with the cheater (or trying to cheat) and report all available witnesses within no more than 48 hours, then a report shall be submitted. In case the student does not attend at the assigned time, he/she will be subject to an investigation that will be conducted in absentia.

- The University Disciplinary Committee shall be entitled to take the decision to keep the report in case the infraction is not supported by any evidence; the decision is deemed definite, and the student may be allowed to re-sit the examinations.

- The Chair of the Examination Coordination Committee shall refer the report to the University Disciplinary Committee to take the appropriate decision regarding the infraction the examinee is accused of.

- Once asked by the invigilator, the examinee who is caught cheating or trying to cheat shall quit the examination hall.

c. Absence from a Final Exam

- In case the student is absent from an examination with a valid excuse, he/she will be allowed to take the exam within no more than two weeks from the start of the following semester. The student is deemed informed of the date of the incomplete exam.

- Any excuse shall be introduced in no more than 3 days from the exam provided that this excuse is ratified by the authorized parties in the University.

- The acceptable excuse shall be one of the following:
  - Medical report that is approved by the university clinic.
  - Death certificate of one of the first- and second-degree relatives.
  - Suspension or appearance in a court.
  - A perfectly valid excuse.

- The student shall pay the fees for the incomplete exam.

- The student who is absent from an examination without a valid excuse or absent from an incomplete exam for any reason will fail the exam.

(For Details of examination policy refer to Policies and Procedures manual, Version Feb. 2024)

26.5   Policy on Smoking

- Smoking is not permitted in all USTF buildings. All students and staff members of USTF are responsible for abiding by this policy. *(For details refer to Smoking Policy, Policies and Procedures Manual, Version Feb. 2024)*

26.6   Policy on Drug and Alcohol Abuse

USTF prohibits the possession, use, sale or distribution of illegal drugs and alcohol by students and employees on its property and at any university activity. Any violation of these policies will result in appropriate disciplinary actions including dismissal in the case of students and termination of contract in the case of employees, even if it is a first offense.

26.7   Policy on Dress Code

Students, faculty, and staff of USTF are expected to dress appropriately and to respect the cultural and traditions of UAE society. Inappropriate dress for both males and females is prohibited. This means dressing in a respectful and modest way. Furthermore, improper, or offensive pictures or slogans should not be displayed on clothing. Dress code violations should be reported to the Dean of Student Affairs. Students who do not abide by the USTF dress code are subject to disciplinary action.

26.8   Policy on Use of Email for Official Communication

USTF communicates with its students via email. All entities at USTF use email to convey important messages including time-sensitive ones. Students are allocated email addresses, and they should check their email every day. Students shall not be excused for not being aware of announcements or deadlines whatever the reason may be.

26.9   Policy on Disruptive Conduct

Purpose: To ensure students maintain good conduct and refrain from disturbing USTF community members.

Prohibitions:

- Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other university activities, including public service functions and other authorized activities on university premises.
- This also includes making or causing noise, regardless of the means that disturbs authorized university activities or functions.
- Cursing in a public setting, using unacceptable language, or making an offensive speech that includes, but is not limited to name-calling, insulting, profanity, vulgarity or in a way violating the UAE code of mutual respect.
- Persistent serious acts of disobedience

26.10 Policy on Theft, Property Damage and Vandalism

Purpose: To protect USTF community property and prevent misbehavior

Prohibitions:

- Theft or unauthorized taking of university property or property of an USTF student, faculty member, staff member or visitor on university premises. This includes knowingly possessing such stolen property.
- Unaccepted, intended, or careless damage to university premises or property.

26.11 Policy on Classroom Misbehavior

Purpose: To ensure that the rights of instructors teaching students are protected in lecture halls, labs, offices, and other University learning facilities.

Prohibitions:

- Persistent speaking without permission; engaging in activities that are not related to the class; inappropriate use of electronic devices, cell phones or laptops; sleeping in class; habitually class late or leaving early; eating or drinking in class without permission; showing disrespect for and arguing with faculty and their study follows in class.
- Threatening; verbal abuse, including but not limited to, using impolite language denoting the instructor or being argumentative; using insulting gestures; injuring; harassment; physical arguments; destruction of property; or any action that might jeopardize the security of a faculty or a student.

26.12 Policy on Use of Mobile Phones

Students are expected to respect their fellow students and faculty regarding the use of mobile phones. Students should turn off their mobile phones when they are in class, or attending a university function, lecture, or meeting.

26.13 Policy on Student Media

University of Science and Technology of Fujairah (USTF) welcomes participation through social media channels and often encourages interaction. This creates a platform for constructive interaction among USTF community members. However, posts that violate community ethics such as personal insults, irreligious behavior and illegal materials are strictly prohibited. USTF shall exercise its right to remove posts that are displayed for commercial purposes or any other posts that do not adhere to its rules and regulations that stem from the deep respect of the values and traditions of the UAE society. The content of posts displayed by USTF is its property and is subject to copyright laws.

26.14 Disciplinary Policy

Any violation of university regulations or directives, or improper behavior is considered as misconduct and will render the student liable to disciplinary action which may range from a verbal warning to dismissal from the University.

In addition, if a student violates any rule or instruction during an examination, or is caught cheating, he/she will be asked to leave the examination hall. In this event, the University Disciplinary Committee will interview the student on the day following that in which the incident occurred and will submit a detailed report to the Chancellor of the University, in which the level of the disciplinary penalty is recommended. The level of the penalty may range from the giving of an "F" grade for the course concerned, or failure in all courses for which the student is registered that semester.

A copy of the Chancellor's decision will be kept in the student's file, and the Office of Admissions and Registration will also inform the parents or the guardian as appropriate. *(For details Refer to Student Disciplinary Policy, Policies and Procedures Manual, Version Feb. 2024)*

26.15 Student Grievance and Appeal Policy

Purpose of the Policy: The student appeal policy guides the student through the steps of filing an appeal for reconsidering or changing an academic grade or decision. *(For details refer to Grade Appeal Policy, Policies and Procedures Manual, Version Feb. 2024)*

Policy Statement: On occasions, a student may disagree with the academic decision of a faculty member. The University provides an appeal process for the student to request reconsideration of an academic decision. Academic Appeal is a petition to change the decision basis for a student appeal matter. The decision may be either that the academic judgment was unfair in the view of the student or that the department academic decision is applied incorrectly in the view of the student.

Detailed Policy Statement: The Dean of Student Affairs forwards the student grievance to the Chairman of the Student Grievance Committee who will arrange a meeting to hear both parties and witnesses, as appropriate. The Committee will then deliberate upon its findings and make a recommendation to the Chancellor who will take the final decision, to be communicated to both parties.

Preliminary Steps: To initiate or pursue a grievance, the following steps must be observed no later than three weeks following the occurrence of the faculty member decision.

Step 1. The student should first discuss the matter with the person or persons directly involved, to resolve the issue through informal discussion.

Step 2. If there is no resolution in step 1, the student should discuss the matter with the department dead to whom those directly involved report (or if the department dead is directly involved, with the college dean. If the college dean is directly involved with one of USTF's two vice chancellors, depending on the nature of the appeal cases, if the vice chancellors are involved, USTF's chancellor shall attempt to mediate an informal resolution).

Step 3. If reconciliation has still not been achieved, the student shall submit a written statement of his grievance to the University Grievance and Appeal Committee through the Dean of Student Affairs. The statement shall contain:

- a brief narrative of the condition giving rise to the issue; or a designation of the parties involved.
- a statement of remedy requested.

Formation of the Student Grievance and Appeal Committee: At the beginning of each academic year the University Chancellor shall appoint five faculty members to form the Student Grievance Appeal Committee. The Chancellor also appoints a senior faculty member as the head of the Committee.

Committee Action: Upon receipt of a written statement of an academic grievance request, the Head of Student Grievance and Appeal Committee (SGAC):

- Determines prior to considering the case whether discussions between the persons directly involved, department head, and college dean have been attempting to resolve the issue.
- Notifies the parties named in the statement of receipt of a complaint naming them and sends a copy of the statement to the named parties and to all committee members.
- Meets within two weeks after receiving the written statement to discuss the statement and renders a decision as to whether sufficient ground is present to warrant a hearing.
- Notifies the grievant and the named parties of its decision in writing.
- If a hearing is held, the SGAC notifies in writing all parties involved, including witnesses, of the date, time, and place of the hearing at least one week prior to the date set.
- Informs the parties that the providing of proof rests with the grievant.
- Requests in writing from all parties involving any pertained material deemed necessary for review by the committee prior to the hearing. These materials, plus any additional materials either party chooses to submit must be made available to the committee no later than four days prior to the hearing. Any person named in the grievance may submit a written statement to the committee outlining issues from their perspective.
- All communication among the committee, the grievant(s), and person(s) named in the statement of complaint will be confidential.

Hearing Process: All hearing conducted by the Student Grievance and Appeal Committee shall be conducted confidentially in the following manner:

- The grievant(s) and respondent must be present during the information gathering portion of the hearing. Witnesses will be available and called when needed. The committee reserves the right to allow the presence of a secretary.
- All statements during the information exchange phase of the hearing will be written.
- Any committee member may question any of the participants at the hearing at any time during the proceedings.
- The grievant will present his/her statements and/or witnesses to the committee.

- The respondent will have the opportunity to question the grievant(s) and witnesses about their statements.
- After all the information is exchanged, all people, other than the committee members and the secretary will leave the committee meeting room. The grievant(s), respondent(s) and witnesses will continue to be available to the committee should further information be needed.

Decision: The Chancellor shall approve or reject the committee recommendation(s) within two weeks after it is received, unless the Chancellor feels that more information is necessary. In this event, the case will be referred to the committee for further findings prior to decision. If the decision of the Chancellor is not in accordance with the committee's recommendation(s), he shall state the reason for that decision, in writing, to the committee. The Chancellor shall then take the appropriate action to implement his decision. The grievant(s) and respondent(s) will be informed in writing of the Chancellor's decision.

Appeal

- The grievant(s) or respondent(s) may petition a grievance within two weeks of the Chancellor's decision.
- The Chancellor or the Student Grievance and Appeal Committee will determine the appeal viability based upon evidence not available at the original hearing.
- If an appeal is deemed viable, the Chancellor will ask for re-hearing.
- The Chancellor may deny the request for an appeal and affirm his earlier decision.
- A re-hearing will be conducted on the appeal. A decision rendered by the Chancellor will be final.

27 | Tuition Fees and Financial Regulations

USTF operates on a fully credit-based fee structure in addition to other fees. The University reserves the right to increase tuition and other fees, up to 10% per academic year when deemed necessary. All students who register for courses incur a financial obligation to USTF. Students are responsible for all charges incurred at USTF. Failure to attend classes does not constitute withdrawal from the institution or a class. Students will only be permitted to register for a subsequent semester if they have paid all their financial obligations.

27.1 Application and Registration Fees

Application and registration fees of AED 1,300 should be paid in cash in one installment upon registration and are not part of the tuition fees. Application and registration fees are non-refundable, except when the application is rejected in which case an amount of AED 1,000 will be refunded to the student.

A student who wishes to apply for transfer from another accredited institution will pay a non-refundable fee of AED 500. This fee shall be considered part of the application and registration fees if the student is admitted to the University.

Students admitted to the Dentistry undergraduate programs are required to pay a seat reservation deposit as stated in the table below. This deposit is non-refundable and non-transferable and must be paid before the deadline stated on the letter of admission. This deposit is deductible from the student's tuition once the applicant joins the University. If the student asks to defer admission to the following semester and the request is approved, the deposit will be applied to the following semester.

Program	Deposit (AED)
Bachelor of Dental Surgery	6000

The application and registration fee for graduate programs is AED 1,500. The fee should be paid in cash in one installment upon registration and is not part of the tuition. The application and registration fees are non-refundable, except when the application is rejected in which case an amount of AED 1200 will be refunded to the student.

27.2 Tuition Fees

Tuition fees for the Bachelor programs offered at the USTF are as follows:

College	Bachelor Program	Fee per one credit hour
College of Dentistry	Bachelor of Dental Surgery	AED 2100
College of Pharmacy and Health Sciences	Bachelor of Pharmacy	AED 1525
College of Law	Bachelor of Law	AED 1150
College of Engineering and Technology	B.Sc. in Electrical Engineering	AED 1325
	B.Sc. in Information Systems	AED 1025
	B.Sc. in Information Technology	AED 1025
	B of Interior Design	AED 1325
College of Humanities and Sciences	B. A. in Sociology and Social Work	AED 1100
	B.A. in Psychology	AED 1100
	B. A. in Public Relations and Advertising	AED 1100
College of Business Administration	B. Sc. in Management	AED 1025
General Education Courses		AED 1200

Credit Hours for master's program

Tuition fees for the master's Program offered at the University are as follows:

College	Major	Total CR Hs	Fee per one credit hour
College of Business Administration	Master of Business Administration	36	AED 2000
	Master in Entrepreneurship	36	AED 2000

Laboratory, Clinic and Studio Fees

Students registered in the programs offered by the College of Dentistry, College of Pharmacy and Health Sciences, and Department of Interior design pay a flat semester fee for specialized laboratory sessions and clinics as shown in the table below:

Fees	College Dentistry			College of Pharmacy and Health Sciences	Department of Interior design
	1st -3rd year	4th and 5th years			
		Clinics	Productive Lab		
	AED 4400	AED 6600	AED 3300	AED 2750	AED 1550

Note:

These fees do not include lab fees of courses of proposed sequence of study (study plan) offered by other colleges. Students registered in the program of Bachelor of Arts in Public Relation and Advertising will pay a studio fee of AED 1100 per semester for each registered course having Radio /TV session.

Orientation Session Fee

New students pay a fee of AED 1200. At the beginning of the first semester, USTF organizes an orientation session for new students which enables them to meet the chancellor, vice chancellors, college deans, Office of Admissions and Registration personnel and Deanship of Student Affairs staff. This orientation also provides students with essential information about course registration, academic advising, important deadlines, and other related matters. *(For details refer to Student Finance Policy, Policies and Procedures Manual, Version Feb. 2024)*

27.2   Additional Fees

- Additional lab fee for each registered course having lab sessions offered by colleges other than College of Dentistry AED 675
- Additional fee for courses having a tutorial session: AED 575
- Additional fee for graduation project courses at the College Engineering and Technology AED 625
- Additional fee for internship courses: AED 850
- Student service fee per semester: AED 500
- Application fee for an incomplete course: AED 500
- Reference letter: AED 40
- Extra copy of the academic transcript: AED 100
- Grade grievance application: AED 100
- ID card, per academic year: AED 30
- Additional fee of AED 500 per each registered course taken as independent studies.
- Each bounced cheque will be subject to a penalty of AED 200.
- 5% VAT will be added to all above-mentioned fees.

Note: The University reserves the right to increase tuition and other fees up to 10% per academic year when deemed necessary.

27.3   Payment Terms

A student should pay AED 4000 in advance as a deposit to register in fall/spring semesters (AED 2000 in summer session). Upon registration, the student should pay the tuition fees in full within two weeks from the end of the add/drop period. The Office of Finance has the right to take the necessary action against any student who has not settled their due balance of tuition fees, including suspension of registration and ineligibility to attend exam sessions.

The student has an option to settle tuition fees in (3) three monthly installments by providing postdated cheques. To get this privilege, the student should obtain the Office of Finance's approval after filling out the required form. This option is valid for Spring and Fall semesters only. Tuition for the summer semester should be paid in one installment within (2) two weeks

from the end of the add/drop period. Graduate students registering for Master Thesis will pay 50% of the applicable fee upon registration and 50% in the following semester.

Payments to USTF are accepted in the following forms:

- **Cash:** Denomination of UAE Dirhams, GCC currencies and USD
- **Cheque:** current and post-dated, UAE Dirhams cheques drawn on a UAE Bank*
- **Postdated cheques:** are subject to the Office of Finance's approval.
- **Credit Cards:** Visa, Master, American Express and Diners Club.
- **Direct deposit and bank transfer to**:

*****Bank:** Abu Dhabi Islamic Bank
Branch: AL Fujairah
Account Name: University of Science and Technology of Fujairah
IBAN: AED 120500000000010270215
SWIFT: ABDI AEAD

The student's name and University ID number (if available) must be mentioned in all deposits and transfers.

Please scan the deposit slip or transfer confirmation and e-mail them to: finance@ustf.ac.ae or fax them to: +971 92243134.

For further finance-related inquiries, please contact the Student Accounts on:

- Female section teller: +971 92023652, e-mail: h.bekhit@ustf.ac.ae
- Male Section teller: +971 92023653, e-mail: a.abdou@ustf.ac.ae
- e-mail: finance@ustf.ac.ae

27.4   Refund Policy

Add/Drop Period

During the add/drop period students may add or drop courses without incurring charges. If a student adds one or more course(s) during the add/drop period, he/she must pay additional fees for the added course(s) at the time of submitting the application, otherwise the application will be rejected.

If a student withdraws from one or more courses during the add/drop period, the fees of the dropped course(s) will be refunded only after the end of the add/drop period. Alternatively, the student may request that the amount be credited to his/her balance for the following semester.

A student may withdraw from one or more course(s) after the end of the add/drop period, provided he/she remains registered in at least three courses during that semester. In this case, the student does not have the right to claim any refund for the fees of the withdrawn courses.

Suspension of Registration

During the add/drop period a student may apply for suspension of registration for one or a maximum of two consecutive semesters. The application should be submitted to the Office

of Admissions and Registration. In this case, the full amount of any fees paid shall be credited in full to the student's account for the following semester or refunded one week after the submission of the refund application to the Student Account Officer at the Office of Finance

If the student applies for suspension of registration for one or two semesters during the two weeks following the end of add/drop period, he/she shall be entitled to only 50 percent of the tuition fees of the semester in which he/she submits the application for suspension. If the student applies for suspension of registration after the end of the two weeks following the add/drop period, he/she will not be entitled to claim a refund of any part of the tuition fees of the semester in which he/she submits the application for suspension.

If a student wishes to reclaim any amount from a credit balance, he/she must fill in an Application for Refund Form and submit it to the Student Account Officer at the Office of Finance after the end of the add/drop period. A payment cheque will be prepared within one week of receiving the application. If the student fails to do this, the amount will be credited to the student balance for the following semester.

Withdrawal from the University

During the add/drop period, the student may apply for suspension of registration and withdrawal from the University. The application should be submitted to the Office of Admissions and Registration. In this case, the student is entitled to a full refund of tuition fees paid for the semester in which he/she submits the application for withdrawal. The refund will be made one week after the submission of the application for a refund to the Student Account Officer at the Office of Finance.

If the student makes an application for suspension of registration and withdrawal from the University within the two weeks following the end of the add/drop period, he/she is entitled to a refund of only 50 percent of the tuition fees for the semester in which he/she submits the application. The student shall not be entitled to claim a refund of any part of the tuition fees if the application for suspension of registration and withdrawal from the University is made more than two weeks after the end of the add/drop period.

Disciplinary Dismissal

A student who is dismissed from the University for disciplinary reasons is not entitled to any refund of tuition fees of the semester of dismissal.

27.5   Tuition Fee Waiver and Scholarships

New students

New students are entitled to a waiver of 20 percent of the tuition fee for the courses in which they register in the first semester of their study, after fulfillment of the English proficiency requirements, if:

- The student obtains a minimum grade of 95 percent in secondary school final examinations (for the College of Dentistry and College of Pharmacy and Health Sciences programs)
- The student obtains a minimum grade of 90 percent in secondary school final examinations (for all other colleges)

Continuing Students

Continuing students are entitled to a reduction of 20 percent of their tuition in a regular semester if they have obtained a GPA of 3.8 or higher out of 4.0 and completed successfully at least 15 credit hours during the previous semester.

Continuing students are entitled to a reduction of 10 percent of their tuition in a regular semester if they have obtained a GPA of (3.6 to 3.79) out of 4.0 and completed successfully at least 15 credit hours during the previous semester.

The university reserves the right to amend the secondary school grade or semester GPA required by students to be entitled to tuition fee reduction.

Sibling Fee Waiver

All sibling students and first-degree relatives (parents and full siblings) registered in any undergraduate program are eligible for a fee waiver from 5% to 20% according to their order of registration in the same semester (excluding the summer term), after submitting a request with copies of their passports to the Office of Scholarship and Financial Aid. This fee reduction is not subject to the CGPA condition. It is applicable as follows:

Sibling	Waiver Rate
First	5%
Second	10%
Third	15%
Fourth and above	20%

Performance Fee Waiver

The first-place student from each academic program offered by University of Science and Technology of Fujairah (USTF) is selected based on his/her academic performance at the end of each regular semester (fall and spring semesters). The selected students are granted Academic Excellence Scholarships by exempting them from the tuition fees due in the next regular semester following the semester in which their academic performance was evaluated. The amount of the scholarship is 100% tuition waiver for first place student in each academic program. The following requirements should be met to be eligible for the discount:

- Candidates for the Academic Excellence Scholarship must complete at least one-half of the number of credit hours in the study plans of their study programs at USTF and the former Ajman University Campus in Fujairah. The credit hours completed by students at other universities and equated for by USTF are not considered among the credit hours calculated for each candidate.
- Candidate students must have a cumulative grade point average (CGPA) of no less than 3.8 out of 4.
- The first-place student for each academic program is selected from the candidates according to the highest CGPA.
- If the candidates are equal in item (3) above, the first-place student for a given academic program is selected from the candidate students who have completed more credit hours.
- If the candidate students are equal in items (3) and (4) above, the first-place student for the academic program is selected from the candidate students who have achieved the highest average credit hours completed in the regular classes.

- If the candidate students are equal in items (3), (4), and (5) above, the first-place student for each academic program is chosen from the candidates who achieved the highest average percentage of grades in all the courses he/she has completed at the University during his academic career.
- If the candidate students are equal in items (3), (4), (5), and (6), the first-place student from an academic program is selected from the candidates who have achieved the highest total points in the last regular semester. *(For details refer to Academic Excellence Scholarship Policy, Policies and Procedures Manual, Version Feb. 2024)*

Top Secondary School Students Waiver

The top three students from secondary schools within the Emirate of Fujairah are entitled to a fee waiver in the first semester of their study only, as follows:

- 100% for the first top student
- 75% for the second top student
- 50% for the third top student

General Notes

- Tuition waiver is applied to tuition fees, for credit hours only, during fall and spring semesters. Summer semester is excluded.
- If a student meets more than one of the above, i.e., conditions of fee waiver or scholarship, she/he will not be entitled to benefit from more than one fee waiver at the same time. In this case, the student will be granted the higher fee waiver.
- All fee reductions will be granted on the condition that the student satisfies all admission requirements stated by the Ministry of Education in United Arab Emirates, such as English and Arabic proficiency requirements before the end of the Add and Drop period in the first semester of their enrollment.
- All above-mentioned tuition fee reductions are subject to general eligibility conditions as specified in the university policies and procedures. For more details, please contact the Office of Scholarship and Financial Aid.
- All tuition fees are not included taxes (VAT)

28| USTF Student-Full Time Faculty Ratio

Table 28.1 Student-full-time Faculty ratio by colleges for the Fall Semester 2023-2024.

College	Student-Full Time Faculty Ratio 2023-1
College of Engineering and Technology	16.5
College of Business Administration	16.75
College of Humanities and Sciences	14.18
College of Pharmacy and Health Sciences	8.0
College of Dentistry	6.0
College of Law	20.0

29| USTF Contact Information

Toll Free: 800USTF   Tel: 00971-9-2222644   Fax: 00971-9-2227644

www.ustf.ac.ae   E-mail: info@ustf.ac.ae   P.O. Box 2202-Fujairah-UAE

Designation	E-mail	Extension
Chancellor	a.abouelnour@ustf.ac.ae	440
Chancellor Office Manager	h.alani@ustf.ac.ae	441
Vice Chancellor for Academic Affairs	zrizk@ustf.ac.ae	560
Vice Chancellor for Academic Affairs Secretary	o.hashlaf@ustf.ac.ae	501
Vice Chancellor for Administrative and Financial Affairs	a.zainelabdin@ustf.ac.ae	490
Vice Chancellor for Administrative and Financial Affairs Secretary	m.shabaan@ustf.ac.ae	491
College of Dentistry Dean	t.hassan@ustf.ac.ae	500
College of Dentistry Secretary	o.hashlaf@ustf.ac.ae	501
College of Business Administration Dean	a.elamin@ustf.ac.ae	750
College of Business Administration Secretary	m.shabaan@ustf.ac.ae	491
College of Engineering and Technology Dean	m.aldoori@ustf.ac.ae	590
Electrical Engineering Program Coordinator	m.tarique@ustf.ac.ae	754
Information Technology Program Coordinator	m.aldoori@ustf.ac.ae	590
Interior Design Program Coordinator	o.sherif@ustf.ac.ae	767
College of Engineering and Technology Secretary	a.bawaneh@ustf.ac.ae	471
College of Humanities and Science Dean	f.almatalka@ustf.ac.ae	477
Mass Median and Advertising Program Coordinator	k.khogali@ustf.ac.ae	472
Sociology and Social Work Program Coordinator	f.almatalka@ustf.ac.ae	477
Psychology Program Coordinator	s.basha@ustf.ac.ae	475
College of Humanities and Science Secretary	m.shabaan@ustf.ac.ae	491
College of Law Dean	i.rabadi@ustf.ac.ae	540
College of Law Secretary	m.albloushi@ustf.ac.ae	541
College of Pharmacy and Health Science Program Coordinator	s.ramamurthy@ustf.ac.ae	554
College of Pharmacy and Health Science Secretary	m.albloushi@ustf.ac.ae	521
Office of Admission and Registration Manager	s.khamis@ustf.ac.ae	425
Admissions and Registration Officer - Female Section	J.Alyasin@ustf.ac.ae	429
Admissions and Registration Officer - Male Section	wsweidat@ustf.ac.ae	426
Counseling & Students Services Manager	g.alraqbani@ustf.ac.ae	428
Student Counselor and Activities Supervisor	m.alawani@ustf.ac.ae	451
Student Affairs Supervisor	f.alqady@ustf.ac.ae	456
Hostel Supervisor	k.obaid@ustf.ac.ae	744
University Clinic (Nurse)	h.jebril@ustf.ac.ae	690
Librarian In Charge	n.alnageeb@ustf.ac.ae	696
Information Technology Services Supervisor	saeed@ustf.ac.ae	670
E-Learning Assistant	a.alqatmih@ustf.ac.ae	534
Training and Continuing Education Center	t.shahin@ustf.ac.ae	446
Office of Alumni, Career Counseling and Events	m.khazndar@ustf.ac.ae	452
Maintenance and Services Officer	ibrahim.a@ustf.ac.ae	734
Maintenance Supervisor	w.ibrahim@ustf.ac.ae	700
Financial Controller	a.abubaker@ustf.ac.ae	650
Chief Accountant	g.alkhatib@ustf.ac.ae	651
University Relation	khider.a@ustf.ac.ae	640
Digital Marketing and Web Developing Officer	eid.m@ustf.ac.ae	644
Telephone Operator	m.zamil@ustf.ac.ae	0
Security/ Emergency	092023735	

30| USTF Academic Calendar

Academic Calendar for Fall Semester 2023-2024

Day	Date	Description
Monday	August 28, 2023	Faculty members report for work
Monday-Friday	August 21 To September 1 , 2023	Course registration for continuing students
		Application for credit transfer
		Admission Exams for new students
Monday	August 28, 2023	16:00 Commencement Ceremony for new students
Monday-Friday	August 28 To September 1 , 2023	New Students' Orientation period
		Course registration for new students
Friday	September 1 , 2023	Last date for Incomplete Examinations
		Last date for changing major
Monday	September 4, 2023	Beginning of classes
Monday-Friday	September 4 To 8, 2023	Add and dropp period
Friday	September 8, 2023	Last date for adding and dropping courses
		Last date for dropping courses or suspending registration with 100% refund
Friday	September 15, 2023	Last date for suspension of registration with 50% refund
Monday	October 2, 2023	Beginning of admission period for Spring Semester 2023-2024
Monday - Friday	October 23 To November 3, 2023	Mid-term examinations period
Monday-Friday	November 13 To 24, 2023	Early registration for Spring Semester 2023-2024
Friday	November 17, 2023	Last date for withdrawal
Monday - Friday	November 27 To December 8, 2023	Period for Course and Advisor Evaluation
Friday	December 1, 2023	UAE Martyr's Day
Saturday - Sunday	December 2 & 3 , 2023	UAE National Day holiday
Friday	December 15, 2023	Last day of classes
Saturday - Monday	December 16 To 25 , 2023	Final examinations period
Thursday	December 28, 2023	Announcement of final examinations results
Friday – Sunday	December 29, 2023 To 7 January ,2024	Fall Semester vacation

Notes:
- *Islamic holidays are tentative and are subject to moon sighting.*
- *The dates and items in this calendar may be modified according to any future directives by the Ministry of Education*

Academic Calendar for Spring Semester 2023-2024

Day	Date	Description
Monday	January 8 , 2024	Faculty members report for work
Monday-Friday	January 8 To 12 , 2024	Course registration for continuing students
		Application for credit transfer
		Admission Exams for new students
Monday	January 8 , 2024	16:00 Commencement Ceremony for new students
Monday-Friday	January 8 To 12 , 2024	New Students' Orientation period
		Course registration for new students
Friday	January 12, 2024	Last date for Incomplete Examinations
		Last date for changing major
Monday	January 15, 2024	Beginning of classes
Monday-Friday	January 15 To 19 , 2024	Add and dropp period
Friday	January 19, 2024	Last date for adding and dropping courses
		Last date for dropping courses or suspending registration with 100% refund
Friday	January 26, 2024	Last date for suspension of registration with 50% refund
Monday	February 12, 2024	Beginning of admission period for Fall Semester 2024-2025
Monday – Friday	March 4 To 15, 2024	Mid-term examinations period
Saturday - Sunday	March 30 To 14 April, 2024	Spring Semester vacation
Friday	April 19, 2024	Last date for withdrawal
Monday -Friday	April 29 To May 3, 2024	Period for Course and Advisor Evaluation
		Period for early registration for Summer Semester 2023 - 2024
Friday	May 10, 2024	Last day of classes
Saturday - Monday	May 11 To 20, 2024	Final examinations period
Friday	May 24, 2024	Announcement of final examinations results

Notes:

- *Islamic holidays are tentative and are subject to moon sighting.*
- *The dates and items in this calendar may be modified according to any future directives by the Ministry of Education*

Academic Calendar for Summer Semester (I) 2023- 2024

Day	Date	Description
Friday - Friday	May 24 To 31, 2024	Period for course registeration
Monday	June 3, 2024	Beginning of classes
Monday - Tuesday	June 3 & 4 , 2024	Add and dropp courses period
Tuesday	June 4 , 2024	Last dates for adding and dropping courses
Monday-Friday	June 10 To 21, 2024	Period for early registration for Fall Semester 2024 - 2025
Wednesday	June 12 , 2024	Graduation Commencement
Saturday – Tuesday	June 15 To 18, 2024	Arafat Day, Eid Al-Adha holiday
Wednesday-Thursday	June 19 & 20, 2024	Mid-term examinations period
Friday	June 28, 2024	Last date for withdrawal
Tuesday- Friday	July 2 To 5 , 2024	Period for Course and Advisor Evaluation
Friday	July 12, 2024	Last day of classes
Saturday - Sunday	July 13 & 14, 2024	Final examinations period
Wednesday	July 17, 2024	Announcement of final examinations results
Thursday	July 18, 2024	Beginning of Summer vacation
Monday	August 26, 2024	**Faculty members report for work 2024 -2025**

Notes:
- *Islamic holidays are tentative and are subject to moon sighting.*
- *The dates and items in this calendar may be modified according to any future directives by the Ministry of Education*
- *Theoretical courses of three credit hours are taught from Monday to Wednesday at a rate of two hours per day.*

Academic Calendar for Summer Semester (II) 2023-2024

Day	Date	Description
Monday	July 22 , 2024	Beginning of Training, Internship
Friday	August 30, 2024	End of 6 weeks Training, Internship
Friday	September 13, 2024	End of 8 weeks Training, Internship

Notes:
- *Islamic holidays are tentative and are subject to moon sighting.*
- *The dates and items in this calendar may be modified according to any future directives by the Ministry of Education*

31| Glossary of Terms

College

An administrative unit within the University, comprising of one or more departments, to offer undergraduate and graduate programs, such as College of Dentistry or College of Engineering and Technology. Each college has a dean to oversee the operation of the college.

Undergraduate Student

A student enrolled in a bachelor's degree or studying undergraduate courses.

Graduate Student

A student who has earned a bachelor's degree and is pursuing an additional master of doctorate education in a specific field.

Bachelor's degree

The bachelor's degree is awarded after completing an undergraduate program of study typically completed in four to five years of full-time study, with a minimum of 120 semester credits. The most common undergraduate degrees are Bachelor of Art (BA) and Bachelor of Science (BSc).

Course

A course consists of several instructional activities over a prescribed period. It deals with a single subject and is commonly described by title, number, credits and expected learning outcomes.

Program

The set of courses and other formally established learning experiences which together lead to a qualification. Program may also refer to a specific aspect of the curriculum, such as the General Education Program.

Curriculum

The term refers both to the range of courses offered by the University and to a set of related courses constituting an area of specialization, such as the electrical engineering curriculum.

Course Syllabus

A description of course goals, learning outcomes, contents, assessment instruments and grading criteria, week-by-week study plan, and examination dates that is provided to the students at the beginning of their classes.

Credit or Credit Hour

A credit, or credit hour, is a unit of measurement defining the student's overall effort towards attaining a qualification. One semester credit or one credit hour equals approximately 1 hour of time in class per week over a semester of 15 weeks. For laboratory, 1 semester credit normally is given for two hours of laboratory time per week over a 15-week semester.

Study Load

The total number of credit hours a student can register for during a specific semester. The number of these hours varies between 9 and 18 during fall and spring semester and 3 to 6 credit hours during the summer semester. Graduating students can register 3 more credit hours for the graduation purpose.

Semester

A semester is a period, typically a minimum of 15 weeks, during which the University offers courses. Some courses may be offered during a shorter period, such as summer semester, which nonetheless offers class contact time and out-of-class assignments equivalent to a course offered during the fall or the spring semester. USTF offers courses in fall and spring semesters and optionally in summer semester.

Academic Calendar

The USTF academic calendar represents important semester-specific dates and deadlines for students, academic and administrative departments, and instructors.

Academic Year

The period of instruction is composed of the fall, spring, and summer semesters. The academic year begins at the start of the fall semester and ends after the last day of the summer semester.

Add and Drop Period

The week after the registration week during which the University allows students to add or drop one or more of their registered courses in a specific semester, without financial or academic consequences.

Academic Advisor

A faculty member who advises students on their study plan and course selection, monitors their academic progress, assists in their career planning, and guides in other academic and non-academic matters.

Academic Warning

An undergraduate student is issued an academic warning if his/her CGPA falls below 2 at the end of a semester. Such a student is said to be not in good academic standing. If this also happens at the end of another semester, the student is issued a second academic warning.

Academic Dismissal

If a student on academic (with two academic warnings) fails to raise his/her cumulative GPA (CGPA) at the end of the next semester, the student is academically dismissed from the University. A student can be dismissed if exceeding the completion period of hir degree without fulfilling all the graduation requirements.

In-Progress (IP)

A grade indicating that a course is still in progress and will be completed later.

Conditional Admission

A student may be given conditional admission requiring him/her to successfully complete some specified coursework and/or fulfill other requirements to progress into the full set of courses within an academic program.

Learning Outcomes

Refers to knowledge, skills, and aspects of competence that a student is expected to know and be able to do at each level of qualification.

Credit Transfer

A system whereby successfully completed unit of study contributing towards a degree can be transferred from one program to another within USTF or from another university to USTF.

Pre-requisite

A course or courses that serve as foundations for continued (advanced) courses. A student must successfully pass a pre-requisite course before taking a course for which it is a pre-requisite.

Electives

Courses which are not compulsory for students. Electives may be free-selected by the student from any course offerings, or restricted-chosen from a pre-determined list of options.

Developmental or Remedial Courses

Such courses prepare a student for enrolling in a regular curriculum and aid the student in rectifying an area or areas of deficiency. Developmental or remedial courses are non-credit courses and do not count toward the requirements of an academic qualification. The University limits the number of credit-bearing courses that a student may take while enrolled in developmental or remedial courses.

Bridge Program

A program intended to bridge the gap between a student's prior work and the background required for the program he/she is entering. Typically, such a program would be needed by students entering graduate business education where the student's undergraduate major was in an area other than business, or graduate engineering programs where the student's major was in a different engineering specialty. The courses in a bridge program typically do not carry degree credit. The University may choose to require enrollment in bridge programs as a condition of admission.

Directed Study/Independent Study

A course in which a student is individually supervised by a faculty member, which enables a student to undertake a learning opportunity which is otherwise unavailable. Directed learning or independent study courses must have an appropriate learning plan (typically a syllabus), learning outcomes, end of term evaluations and appropriate assessment.

Major

The major is the field of study in which a student specializes at the baccalaureate level. The major usually requires that a student complete a minimum of 30 semester credits (or equivalent) that are specified for the major and distinctive to that subject area.

Minor

A minor is a separate field of study outside the major or concentration in which a student has a secondary area of specialization, requiring less course work than the major. Minors usually require that students earn 12-18 semester credits in subject area courses.

32. Approvals

Approval Body	Document	Date
Board of Trustees	Student Handbook	04 October 2022
Board of Trustees	Updated Student Handbook	06 February 2023
Board of Trustees	Updated Student Handbook	03 October. 2023
Board of Trustees	Updated Student Handbook	22 February 2024