



# AURAK

الجامعة الأمريكية في رأس الخيمة  
AMERICAN UNIVERSITY OF RAS AL KHAIMAH

# LIFE-CHANGING EDUCATION WITH A GLOBAL REACH

AMERICAN UNIVERSITY OF RAS AL KHAIMAH  
STUDENT HANDBOOK ACADEMIC YEAR 2025-2026

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*The American University of Ras Al Khaimah Student Handbook contains important information about the University's expectations regarding student conduct, student rights and responsibilities, and relevant processes and procedures to address alleged misconduct.*

*All students at the American University of Ras Al Khaimah are bound by the policies and regulations noted within the Student Handbook. The University reserves the right to make changes to the procedures, policies, and regulations contained within the Handbook at any time at its sole discretion. Every effort will be made to keep students advised of any such changes via an email sent to the official email address of registered students. All students are expected to routinely check their university email. All official communications from the University will be sent only to students' email addresses.*

*Questions or comments about the Student Handbook should be directed to [StudentAffairs@aurak.ac.ae](mailto:StudentAffairs@aurak.ac.ae).*

## Message from the Associate Provost



Dear AURAK Students,

Welcome to the 2025-26 academic year at the American University of Ras Al Khaimah (AURAK). We are very pleased that you have selected to join our academic community, which is comprised of students, alumni, family members, faculty, staff and administrators. Being a member of our academic community is a privilege; and with that privilege comes a significant responsibility. Please take some time to familiarize yourself with the policies in the handbook, as they will serve as a guide to student life at AURAK throughout your time of study at the University.

Attending AURAK, an accredited, highly ranked and academically rigorous university will provide you the academic skills and professional preparation necessary for success in your chosen profession. Also, at AURAK, you will learn intercultural competencies, through studying, working and completing assignments with students and professors who are very different from you, in background, religion and culture. These competencies, in tandem with academic knowledge gained, will equip you for the globally diverse work world where you will live and work. As an AURAK graduate, you will be well equipped with both academic and intercultural competencies necessary for a rewarding and unlimited professional future. We encourage you to cultivate new friendships, attend university events, join clubs and organizations, study abroad and participate on athletic teams and attend programs and activities planned appropriately to keep you safe and healthy.

The Office of Student Affairs is here to be of support to you during your university journey. Please come to see us or contact us with any questions or concerns, as we know how to help you find answers to your questions. We have an open-door policy and we encourage students and families to allow us to be of support to you.

Wishing you much success this academic year.

Dr. Kevin S. Konecny  
Associate Provost  
Office of Student Affairs

## Message from the Manager, Student Life



Dear AURAK Students,

Welcome to a new academic year at the American University of Ras Al Khaimah! As the Manager for Student Life, it is my pleasure to extend a warm welcome to each one of you. Our campus is more than a place of academic learning—it is a vibrant community where you can grow, explore, and create lasting memories.

I encourage you to participate in the many activities, sports, clubs, and organizations available on campus. Getting involved in these opportunities will enhance your campus experience and also provide several important benefits.

- **Personal Development:** Engaging in educational and social activities helps you develop essential life skills such as leadership, communication, resilience, and teamwork. These skills are valuable in both your personal and professional life.
- **Networking Opportunities:** Joining clubs and participating in social and cultural events facilitates the opportunity to meet new individuals and establish a network of friends and mentors. These relationships can offer support, guidance, and opportunities throughout your years at AURAK and beyond.
- **Enhanced Academic Experience:** Research shows that students involved in campus activities tend to perform better academically. The skills and discipline gained through co-curricular involvement associated with your major and coursework, such as programs or academic societies, can enhance your academic experience.
- **Community Engagement:** Participating in community service or local social responsibility programs fosters a sense of belonging and contributes to the greater good in our Ras Al Khaimah community. You will have the opportunity to make a positive impact and be a part of something larger than yourself.

Our campus offers a diverse range of clubs and organizations catering to various interests. Whether you are passionate about the arts, music, sports, technology, e-gaming, volunteering, or other pursuits, there is a place for you here. I encourage you to explore these opportunities and discover where your passions lie. We also invite you to start new clubs and organizations if you do not find one that matches your interests.

Campus programs and activities are collaborative efforts involving several academic and non-academic units, including two main student leadership groups. The AURAK Student

Programming Board (SPB) is responsible for developing, planning, and executing enjoyable student events in partnership with the Student Government Association (SGA) and the Student Life Department. Connect with the leaders of SPB or SGA to learn more about upcoming events for the academic year.

We look forward to seeing you at many of our signature events, such as World Mental Health Day, Flag Day, UAE National Day, International Women's Day, and Global Day. We also encourage you to attend, participate in, and support the activities and events of various clubs, organizations, academic societies, the SGA, and SPB.

As we begin this new academic year, remember that your involvement and participation can shape the campus culture and your personal growth and development. I, along with the Student Life Team, am here to help you find your community and favorite activities on campus. Feel free to reach out with any questions or ideas.

Once again, welcome to the new academic year! Let us make it a time filled with excitement, growth, and unforgettable experiences and memories. Go Tahrs!

Ms. Karla Fraser, MAIS  
Manager  
Student Life Department  
Office of Student Affairs

# AURAK Vision, Mission, Goals and Values

## Our Vision

AURAK is committed to becoming an institution that embraces academic excellence, life-long learning, research, and sustainability and prepares graduates for careers to shape a better world.

## Our Mission

The Mission of the American University of Ras Al Khaimah is to prepare future leaders through a student-centered learning experience, based on the American model of higher education and informed by research, community engagement, and the pursuit of academic excellence.

## TAG Line

Life - Changing Education with a Global Reach

## Core Values – our guiding IDEAS

**Integrity:** AURAK models integrity through honesty, transparency, and accountability.

**Diversity, and Inclusiveness:** AURAK builds a diverse, inclusive, and culturally authentic community of students, faculty, and staff that embraces respectful dialogue and understanding.

**Excellence:** AURAK strives for excellence by setting high expectations for all units and all members of the community.

**Academic Freedom:** AURAK cultivates an environment of critical thought and enquiry, tolerance for views and beliefs, and an open and respectful exchange of ideas.

**Sustainability:** AURAK collaborates with local and global entities to improve human lives.

## THEMES: GOALS AND OBJECTIVES

AURAK's strategic plan focusses on **STEPS** to achievement.

Student-Centered Environment

Transformational Education

Engagement of the Community

Pioneering Research and Scholarship

Sustainability

These **STEPS** are divided into key goals and objectives which are underpinned by **INITIATIVES** that put the plan in action.

## **GOAL 1: Student-Centered Environment**

AURAK provides a student-centered experience focused on student success.

### **Objectives**

- 1.1 Increase the student body by attracting and retaining talented students from across the world.
  - Initiative 1 Improve campus facilities through enhanced maintenance, retrofit projects, and new construction.
  - Initiative 2 Implement a merit-based scholarship policy and need-based financial grant strategy that attracts high performing undergraduate students and increases enrollment.
- 1.2 Provide student life programs, residence halls, and campus facilities that sustain a vibrant campus life.
  - Initiative 1 Enhance student life programming on and off campus so that students benefit from extra-curricular and co-curricular activities that support the teaching and learning.
  - Initiative 2 Implement volunteer and internship programs that support the wider community and enhances the culture of social responsibility among the student body.
- 1.3 Improve student advising and enhance supports for student achievement.
  - Initiative 1 Improve student retention through the introduction of additional support for academic advising, increased staffing for Academic Recovery to work with students on Academic Warning and Probation, and enhanced Counseling Services and Residential Hall Programming.
  - Initiative 2 Implement AURAK's Quality Enhancement Plan and evaluate its effectiveness in accordance with the University's US Accrediting Body, SACSCOC.

## **GOAL 2: Transformational Education**

AURAK employs high-impact educational practices to promote active learning, intellectual inquiry, and development of life skills.

### **Objectives**

- 2.1 Introduce innovative teaching practices, including international experiences, to complement AURAK's high impact teaching practices.
  - Initiative 1 Provide training to the faculty on high impact teaching practices, assess their impact on student achievement and incentivize faculty accordingly.
  - Initiative 2 Partner with international higher education establishments that offer opportunities for student and faculty mobility and that enhance the programs offered by the University.
- 2.2 Enhance the teaching and learning environment by increasing the use of cutting-edge technology aligned with the discipline.
  - Initiative 1 Invest in technology that directly supports individual programs and places AURAK at the forefront of innovation in specific disciplines.
  - Initiative 2 Support faculty to develop the knowledge and skills to use new technologies effectively to promote student learning.
- 2.3 Introduce new, innovative academic programs and enhance existing programs to

respond to local, regional, and international employer demand.

Initiative 1 Conduct robust feasibility studies across the schools to underpin the introduction of new programs that meet the needs of employers and that will attract increased numbers of high caliber students.

Initiative 2 Obtain NAAB accreditation for the Bachelor of Architecture to enhance student enrollments and maintain AACSB and ABET International accreditation as well as CFA and ACCA accreditation for the Bachelor of Science in Business Administration majors in Finance and Accounting.

Initiative 3 Partner with local organizations and employers that can help shape the curriculum to promote employability of graduates.

### **GOAL 3: Engagement of the Community**

AURAK implements a comprehensive community engagement strategy that provides service to the community and benefits students.

#### **Objectives**

3.1 Increase employer engagement at school and university level to make links that enhance academic offerings and support employment and mobility of graduates.

Initiative 1 Host one job fair per annum that serves graduating students from each of the schools and connects AURAK graduates with potential employers.

Initiative 2 Host a school employer event per semester, per school, capturing employer details for transmission to ranking agencies.

3.2 Increase the availability of professional education and commercial services for the local community.

Initiative 1 Introduce new revenue-generating training programs and other services through the Center for Executive and Professional Education that meet the needs of partner organizations and provide life-long learning opportunities for community members.

Initiative 2 Offer expanded revenue-generating commercial and research services to industry through RAKRIC.

3.3 Increase alumni involvement in university activities.

Initiative 1 Create an alumni database that tracks the alumni and enables the provision of engagement opportunities through a variety of communication channels such as online alumni newsletters.

Initiative 2 Host general alumni events in all emirates to expand the participation among alumni.

Initiative 3 Create school-based alumni associations and offer school-organized events that complement the activities of the institutional alumni unit.

### **GOAL 4: Pioneering Research & Scholarship**

AURAK supports research and scholarship that addresses issues of significance to RAK, the region, and the world.

#### **Objectives**

4.1 Promote high impact research that provides solutions to local, international and global issues.

Initiative 1 Identify a range of alternative research funding opportunities and

- encourage specific faculty in the disciplines to apply for such funding with the support of AURAK.
- Initiative 2 Create an additional internal funding source for research using the funds obtained through commercial activities.
- 4.2 Collaborate with national and international entities to undertake leading-edge research.
- Initiative 1 Revise research incentive policies to encourage faculty to undertake high impact research in collaboration with other international partners that results in Q1 and Q2 Scopus indexed publications.
- Initiative 2 Provide support for faculty to present their research at international conferences and to engage in international research collaborations.
- 4.3 Identify and incentivize key research projects focused on social and environmental sustainability.
- Initiative 1 Provide opportunities for faculty to undertake research, particularly in the fields of public policy and sustainability and innovation, to enhance the University's reputation as a leading-edge research institution.
- Initiative 2 Identify opportunities for student research and put in place support mechanisms to enable students to undertake research and present their findings at reputable symposiums.

## **GOAL 5: Sustainability**

AURAK will promote sustainability in all university activities including the curriculum, student life programming, administrative functions, and campus facilities management.

### **Objectives**

- 5.1 Promote policies and procedures that align with the Sustainable Development Goals.
- Initiative 1 Implement procurement processes that generates economies of scale and that engage vendors who respect the environment and implement sustainable and renewable practices.
- Initiative 2 Implement sustainable funding and investment approaches that focus on the local community and environmentally sustainable enterprises, thereby promoting environmentally responsible practices that protect our planet's future and avoid investment in fossil fuels.
- Initiative 3 Ensure that human resource policies support achievement of SDG's related to the health, economic well-being, and educational attainment of all employees.
- 5.2 Reduce the University's carbon footprint in accordance with UAE goals s related to the environment.
- Initiative 1 Implement a green campus strategy for all new buildings using the green building standards set forth by the RAK Municipality's "Barjeel" regulations.
- Initiative 2 Identify and implement sustainable waste management strategies endorsed by the Ras Al Khaimah Environment Protection and Development Authority (EPDA) and Waste Management Agency.
- 5.3 Embed social and environmental sustainability principles in all university curricula.
- Initiative 1 Review the curriculum for each of the programs offered at AURAK as part of the annual program review and embed sustainability principles within each program.
- Initiative 2 Participate in competitions that encourage students to address sustainability issues facing society such as the UAE Hackathon, Middle

## Student Rights and Responsibilities

AURAK adheres to the following values that underlie the philosophy and goals of the university:

- The importance of personal integrity.
- The right of every individual to be treated with respect and dignity.
- The freedom of intellectual inquiry in the pursuit of truth.
- The freedom of speech and the open exchange of ideas.
- The acceptance and appreciation of diversity with regards to race, gender, religion, age, disability, and ethnicity.

The recognition that community service is an important component of the intellectual development of students.

### **Student Rights**

AURAK students have the right to pursue their education in a free and fair manner so long as they maintain their eligibility to remain as a member of the student community by meeting its academic and behavioral standards. It is the responsibility of students to observe the regulations imposed by the university for the governance of the academic community.

- Students have a right to expect AURAK to maintain a climate conducive to thinking and learning. University teaching should reflect consideration for the dignity of students and their rights as persons. Students have a right to be treated with courtesy and respect.
- Students have a right to reasonable notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistently by the criteria stated at the beginning of the course.
- Students have a right to perform student evaluations considered in the retention and promotion reviews of faculty members.
- Students have a right to be free from discrimination and sexual harassment. Campus policy prohibits discrimination and harassment of a student because of his/her race, color, religion, national origin, sex, age, or status as an individual with a disability.
- Students have a right to privacy and confidentiality subject to reasonable campus rules and regulations, right to protect against unauthorized disclosures of confidential information contained in their educational records. Students have a right to examine the information contained in their educational records.
- Students have a right to form student organizations for any lawful purpose consistent with the goals and mission of AURAK.
- Students have the right to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.

### **Student Responsibilities**

AURAK students are required to abide by the expectations within the Code of Student Conduct, maintain current contact information with the University, including permanent and local addresses, telephone numbers, student ID number, and legal name (as written in their passport). Each student must also maintain the University e-mail account assigned at the time of admission. Students are responsible for official communications directed to AURAK e-mail accounts. Students are responsible for providing a copy of their University ID when

requested by AURAK administration, faculty staff members and/or security guards and to comply with directives of a university official.

## **Student Affairs**

Student Affairs is student-centered and works in unison with various student organizations, clubs and groups to enrich AURAK's community with a variety of cultural, social, artistic, environmental and recreational programs and activities.

The departments under this Office, in collaboration with students, strive continually to create a vibrant student-centered campus life and to engage students with exciting new activities, events and experiences both on and off-campus. Student Affairs offers resources and services that support student learning, growth and development through co-curricular student engagement.

The Office of Student Affairs, under the leadership of the Associate Provost for Student Affairs, is composed of the following Departments:

- Student Life (Sports and Athletics, Student Programming Board, Student Ambassador Program, Leadership Program, Student Code of Conduct and Institutional Events)
- Student Residential Life Department
- Counseling Services
- Wellness Education and First Aid Station
- Academic Recovery Programs
- Study Abroad (Student Exchange, 3+1, 3+2, and Faculty-led Short-term Programs) and Internationalization Initiatives

The Office of Student Affairs is located in Building D, First Floor and can be contacted by phone at 07 246 8869 or by email at [studentaffairs@aurak.ac.ae](mailto:studentaffairs@aurak.ac.ae).

### **Study Abroad and Internationalization Initiatives**

The Office of Student Affairs is responsible for supporting visiting study abroad and exchange students to our campus as well as assisting current AURAK students with their plans for study abroad/exchange. Additionally, this office assists with support of international students.

Part of the college experience is challenging yourself. Participation in a study abroad and/or exchange program in a new university in another country is the kind of challenge that allows for personal and academic maturity. These rich experiences encourage tolerance, acceptance, and discovery. They build character, adaptability, and increase one's knowledge of international issues and people. All of these traits will serve you well in your future place of employment and in your community.

Both study abroad and exchange programs provide AURAK students the opportunity to enrich their educational experience by studying for a semester with one of AURAK's International partner universities. These programs also provide students from partner institutions the opportunity to study at AURAK. All participants are required to successfully complete the Study Abroad and Exchange Application, sustain a minimum CGPA of 2.50, and demonstrate adequate financial support. Courses are selected under the guidance and approval of qualified academic advisors to ensure the successful transfer of credits.

Study abroad differs from the exchange program in the manner in which the participants are

assessed tuition and fees. AURAK Study Abroad students pay the host institution for tuition and housing while exchange students pay AURAK tuition and the host institution for housing.

Those interested in study and travel abroad should contact the Office of Student Affairs in Building D, First Floor.

### **Wellness Education and First Aid Station**

The Wellness Education and First Aid Station is located on the first floor of Building D. Daily and preventative health care is provided by a trained and qualified nurse to students, faculty, and staff. Services also include treatment for minor health emergencies and conditions, dispensing medication for minor health problems, and provides individuals with medical referrals. Health experts are invited from time to time to give lectures about issues related to the overall well-being of students.

The Wellness Education and First Aid Station is open from 9:00 a.m. to 5:00 p.m., Monday to Friday, and can be contacted by phone at 07 246 8953. It is located in the Student Affairs Building (Building D) on the first floor.

## **AURAK Library and Library Resources**

### **Library Resources, Facilities and Services**

The Saqr Library's mission is to provide access to, and the effective delivery of accurate and timely information resources to AURAK students, faculty, and staff in support to the research, cultural, and instructional mission of the University. The library building occupies three floors with a total of 35,000 square feet within which are the library stacks, reading areas, individual and group study rooms, staff work areas, a computer laboratory for library applications, meeting rooms, training room, conference rooms, auditorium, a faculty reserved room, and a special collections room. The new library seating capacity is adequate to serve the students and faculty of the university. It has a total seating capacity of 549 which can accommodate approximately 46% of the total number of students currently enrolled in one sitting. In Addition, the library has already established a Reading Room at the School of Business with a seating capacity of 40; a Reading Room at School of Arts and Sciences with a seating capacity of 40; and a Reading Room at School of Engineering and Computing with a seating capacity of 35. Recently, another Reading Room for Department of Architecture with a seating capacity of 18 has been established and ready to receive users of faculty and students in Fall 2024.

The library is a place that is conducive to learning: it is well organized, air-conditioned, and well-lit with panoramic views of the nearby mountains. The security of library collections is ensured through CCTV cameras, which monitor areas in all floors. Two exit control systems are installed at the entrance and exit of the library with the RFID Security Alarm System.

The library currently has 28,083 printed books and journals available as well as 287,671 online E-books. The library also has 2,000 books of fiction, 1,800 reference titles, and 1,610 audiovisual materials. Faculty, staff, and students may also access materials through eleven electronic databases (e-Resources) which offer 21,326 E-Journals.. This access to electronic resources is available to students outside the campus, 24 hours a day.

Saqr Library has a wide range of current and relevant materials in all formats including books, references, periodicals, electronic databases, multimedia resources...etc. that is adequate and supports the instructional, research, and information needs of the university programs. Electronic Database subscriptions include:

1. [EBSCO ACADEMIC SEARCH ULTIMATE](#)
2. [EBSCO ACADEMIC EBOOK COLLECTION](#)
3. [LIBRARY, INFORMATION SCIENCE & TECHNOLOGY ABSTRACTS](#)
4. [GREENFILE](#)
5. [ERIC](#)
6. [SPRINGER LINK / EBOOKS](#)
7. [ARCHITECTURE OPEN LIBRARY](#)
8. [COMMUNICATION AND MASS MEDIA COMPLETE](#)
9. [SCOPUS DATABASE](#)
10. [ASTM COMPASS](#)
11. [JSTOR DATABASE](#)

To access and use these databases conveniently, the library has implemented Summon Discovery Service (Federated Search), which provides a single unified search experience across print books, e-books, journals, newspapers, video, images, research guides, and more, drawn from a consolidated index of pre-harvested content optimized for discovery.

### **Library Service Hours**

#### **Semester Hours**

Monday – Thursday: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday and Sunday: 10:00 a.m. – 6:00 p.m.

#### **Summer Semester**

Monday – Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: Closed

#### **Semester Break**

Monday – Friday: 8:00 a.m. – 5:00 p.m.

Saturday and Sunday: Closed

#### **Ramadan Timings**

Monday– Thursday: 9:00 a.m. – 5:00 p.m.

Friday, Saturday and Sunday: 9:00am – 4:00pm

The library will be closed on declared public holidays.

Changes in the above schedule will be announced and posted at the Library.

### **Library and Information Services**

#### ***Borrowing Service***

Borrowing privileges are provided to all registered students, and currently employed faculty and staff. Borrowing is currently offered through the RFID Self Check System, whereby users perform the service by themselves. A University ID card is required to check-out circulating items. Students, faculty, and staff have the privilege of borrowing books.

#### ***Reference Services***

Upon request, the library provides reference services to help students, faculty, staff, and library

visitors use and identify proper resources for their work. Patrons are encouraged to contact the librarian on duty for help in using reference services and online resources of books and journals.

### ***Internet Service***

Workstations within the Library Lab have internet access, as well as access to common productivity software applications. The library is serviced by wireless internet to facilitate the use of laptops. The wireless network will allow users to access both the library catalog as well as the electronic databases, inside and outside the University Campus.

### ***Online Public Access Catalog (OPAC)***

The library catalog contains all library holdings and serves as a search guide for easy retrieval of library materials. The Online Public Access Catalog allows users to browse all existing library resources of the university online. The catalog could be accessed through the library webpage within the University homepage.

### ***Printing Services (Colored and Black & White)***

Students can use the networked printer located in the Library Computer Lab through their accounts (IDs and Password). This printer can also be used by students and faculty as scanner, and photocopier.

### ***Individual and Group Study Rooms***

The library has eleven group study rooms, and three Meeting / Seminar Rooms that can be used by students and faculty for group discussions; and 8 Faculty/Graduate Students Reserved Individual Rooms for self-study purposes. Reservations for these rooms can be done online through the link : [m6.purplecloud.ai/?eId=2977&mId=135699100387&db=0&fs=1&mp=1](https://m6.purplecloud.ai/?eId=2977&mId=135699100387&db=0&fs=1&mp=1)

### ***Departmental Reading Rooms/E-Libraries***

The library has established Business Reading Room and another Reading Room at the School of Arts and Sciences, School of Engineering and Computing, and Department of Architecture which represent a departmental library and as additional facilities for reading and database search purposes.

### ***Library Guides and Tutorials***

The library has published online Library Guides and Tutorials to help and assist library users (faculty, staff, and students) better access and use of the available library resources. These guides and tutorials are available in the library webpage within the university homepage through the link: [https://aurak.ac.ae/life-at-aurak/library#library-guides-tutorials-4\\_item](https://aurak.ac.ae/life-at-aurak/library#library-guides-tutorials-4_item).

In addition, special library training sessions could be arranged in coordination with the concerned Schools and Departments.

### ***Document Delivery Service (DDS)***

Document Delivery Service (DDS) is a library service which electronically delivers copies of requested library resources such as periodical articles and copies of research and scientific papers, to faculty or students.

### ***Inter-Library Loan Service (ILL)***

The Inter-Library Loan service is run in cooperation with other UAE Academic and Research Libraries. The aim of this service is to provide library users (students, faculty and staff) with access to resources, books, monographs etc., which are not currently available at Saqr Library.

## Student Services and Academic Support

### Learning Support Services

University life offers tremendous opportunity for personal and intellectual growth. To assist students in making the most of their academic experience, AURAK offers many learning support services without additional charge to the student.

### Center for Learning Support Service and e-Learning Programs

AURAK's Center for Learning Support Service and e-Learning Programs operates to ensure that every AURAK student is provided the opportunity to maximize his or her academic success. Specifically, this Center seeks to help students achieve their academic goals by supporting the first-year experience and providing a wide variety of peer-tutoring support, Math and science support, and writing support for students.

The Center for Learning Support Service and e-Learning Programs is located in building D and provides support to aid students in a wide array of subjects including English, mathematics, biology, chemistry, physics, and computing courses. The Writing Center and the Math and Science Center are also located in the same area and provide student centered academic support.

- Center for Learning Support Service and e-Learning Programs: AURAK offers learning support services through the Center to support student academic performance and success. The Center includes the Math and Science Center, the Writing Center, and the Peer Tutoring Center. The Math and Science Center was launched in fall 2020, and the three centers were brought together under the Center for Learning Support Services in Building D. The Center has the aim of enhancing students' preparation for higher-level course work. Therefore, the Center for Learning Support Services and e-Learning Programs will provide students with, one-on-one or small group support, in both virtual and face-to-face formats, as well as faculty support by hiring in-class student assistants in various classes.
- ❖ Math & Science Center: The Mathematics and Science Center (MSC) is intended to assist students in becoming confident and independent learners of mathematics and sciences. The MSC provides a positive and professional learning environment in which students can develop or reinforce knowledge and skills needed to be successful in their mathematics and science courses. Assistance is provided to students by AURAK Math faculty members in either one-on-one sessions or in a small-group instructional sessions aided by online problem-solving resources.
- ❖ Writing Center: Students who require assistance with their writing skills and written assignment revision are encouraged to contact the AURAK Writing Center (AWC). The AWC staff, consisting of AURAK faculty credentialed to teach English courses, assist students with constructive feedback and appropriate editing suggestions for the submitted assignments and provide supplemental instruction in writing for the intended audience. Feedback and support are provided in relation to content and clarity, grammar, mechanics, organization, and citing and using sources properly (e.g., using APA referencing). Additionally, the AWC provides assistance to ESL (English as a Second Language) students who are preparing for English language proficiency exams.

Peer Tutoring Center: Students seeking extra academic support can avail themselves of peer tutoring in a wide variety of courses including mathematics, English, physics, chemistry, computer science, economics, philosophy, etc. Peer tutors are chosen for their excellent

academic records and dedication to supporting their fellow students. Peer tutors are recommended by AURAK professors and work with faculty to ensure that they can help their tutees improve and in time excel in their studies. Students wishing to avail themselves of these services may contact the Director of the Center for Learning Support Services and e-Learning Programs, Dr. Matthew Ames in Building D, and can be reached by phone at 07 246 8854 or by email at [matthew.ames@aurak.ac.ae](mailto:matthew.ames@aurak.ac.ae).

### **Academic Advising**

The goal of academic advising is to engage and empower students to make decisions that positively advance their educational, professional, and personal objectives. Academic Advisement is a critical dimension of the AURAK student experience which involves both students and faculty. Students who are assisted by faculty to formulate a sound educational and career plan are more likely to demonstrate higher levels of student satisfaction, persistence and graduation, and faculty and student interaction in academic advising enhances student overall satisfaction with the university experience. AURAK affirms the importance of faculty academic advising as an important element of faculty responsibilities and is included in the evaluation process.

### **The Policy:**

Each student is responsible for his or her progress toward degree and for meeting all requirements for graduation. The advisement process is available to assist the student in completing his or her studies, but the responsibility for doing so lies ultimately with each student.

Academic advising is primarily the responsibility of full-time faculty members. In each academic department that houses a degree-granting program, each student pursuing the program or major is assigned a full-time faculty member from that department to serve as the student's academic advisor. Typically, advisees are distributed equally among the full-time faculty in the relevant academic departments.

### **Advisors' Responsibilities:**

- Creating an inclusive environment that welcomes and supports all students.
- Engaging students in active discussion of their educational and career objectives and assisting students to better understand the logic of the curriculum and the relationships among General Education courses, University requirements, program and School requirements, and other academic experiences such as internships, study abroad programs, and research opportunities.
- Helping students plan and follow the prescribed course of study and providing advice about courses and the adjustment of course loads.
- Explaining and monitoring all academic requirements for graduation, including both program and General Ed requirements.
- Serving as a mentor to advisees to facilitate their academic success and to provide guidance regarding future studies and careers, helping students understand the expected standards of achievement and likelihood of success in certain areas of study.
- Assisting students in addressing concerns affecting their academic progress and making referrals to appropriate support services.

- Ensuring that students are aware of appropriate University procedures and policies, and helping students understand their purpose and rationale.
- Completing consistent electronic documentation of advising interactions in the SIS as a cohesive record of students' movement through the institution. Meet with each advisee in the two-week period before early registration each semester to guide the advisee in course selection.

### **Responsibilities of Advisees**

The student will:

- Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
- Engage in planning prior to meetings with the faculty advisor using relevant tools and resources, such as the University Catalog and suggested degree plans.
- Seek a variety of opportunities and information needed to set and achieve educational goals.
- Become knowledgeable about the relevant policies, procedures, and rules of the University, School, and academic program.
- Acknowledge that choosing to not follow the course scheduling advice of the faculty advisor will potentially cause delays in progression toward degree attainment.

### **University Responsibilities**

Through the offices of the Provost and the Deans, AURAK ensures that an adequate number of relevant and essential courses are offered in a timely manner, allowing students to complete their education without unnecessary delays, provided they plan carefully. Dr. Matthew Ames, at the Center for Learning Support Service and e-Learning Programs in Building D, can be reached by phone at 07 246 8854 or by email at [matthew.ames@aurak.ac.ae](mailto:matthew.ames@aurak.ac.ae) to answer questions.

## **Academic Recovery Programs and Counseling**

AURAK students receive services as a foundation for both academic and personal success at AURAK, through counseling, testing, and disability support services offered, coordinated, and administered through Office of Student Affairs. Both undergraduate and graduate students may request these free services from the point of entry into the university through graduation. These services provide learning support and accommodation to enhance the development and success of all students in academics, as well as with personal and interpersonal development.

- Learning and disabilities support: Students needing learning support may choose to participate in individual testing to discover their learning styles and strengths and to determine appropriate accommodations to provide them an equitable learning environment. Students may then avail themselves of appropriate support as determined by their test results. These services are provided to the AURAK community to ensure equal access to educational facilities, programs, services and activities, through assistance and support as needed on an individual basis. Additionally, this same office focuses on intervention and counseling with students who are struggling academically and have been placed on academic probation.

- **Academic Recovery:** All undergraduate students who fail to make adequate academic progress and are placed on Academic Warning during the first semester they do not maintain a CGPA of at least 2.0. Students on Academic Warning are required to complete UPAS 100, a study skills course to support their academic success. Students who continue to have a CGPA of less than 2.0 or fail to satisfactorily complete UPAS 100 are placed on Academic Probation and are referred to the Senior Student Affairs Officer for Disability Support Services and Academic Recovery to develop a personal plan to enhance their academic success. Any graduate student struggling to meet the requirements for good academic standing may also seek services from the department. The student's personal academic recovery plan is developed from an initial, thorough assessment of the students' study habits, time management, and learning strategies along with identification of areas where support services can be utilized to improve performance. After completing this assessment, the development of a thorough, personalized Academic Recovery Plan is created by the individual student with the Senior Student Affairs Officer for Academic Recovery. This individual Academic Recovery Plan is used as the basis for follow up meetings throughout the semester to determine which of the recommended planned activities, support services and study skills are being utilized successfully by the student, and if not to modify the plan and practices to assure the most successful academic outcome.

**Individual Counseling:** AURAK provides individual short-term personal counseling services for students needing assistance with a variety of issues. The service provides students the opportunity to discuss matters causing them concern, stress or anxiety. The objective of counseling services is to provide needed assistance and support, so the student can reach their full potential personally and academically. The counselor also offers referral services, when needed, to qualified and experienced professionals or organizations in the local community. All services will be provided in a confidential and private setting.

Additionally, the Counseling Service provides year-round wellness workshops for AURAK students with the aim to provide students a forum to explore their emotions, beliefs, and behaviors, confront challenging memories, identify areas for personal development, enhance self-awareness, promote understanding of themselves and others, set personal goals, and work towards positive change.

### **Testing Services**

AURAK provides testing services for students struggling with their academic courses. There are varieties of reasons students seek testing services. These include:

- ❖ Struggling with a specific course or set of courses
- ❖ Struggling with all courses
- ❖ Struggling to find the most effective learning strategies.

#### ***Testing Services offered include:***

- ❖ Cognitive Assessments
- ❖ Achievement Assessments
- ❖ ADHD Screenings
- ❖ Learning Style Inventories

### **Disability Services**

Students who have a documented need for academic accommodations must request support through Student Affairs located in building D. The university will support students with special

needs where resources are available. Requests are confidential and will be handled with complete discretion.

The student must complete the “Request for Accommodations” form and submit it, along with the required documentation, to the Student Affairs either in person or via email. The submitted request and documentation will be forwarded to the Senior Student Affairs Officer for Disability Support who will verify the student’s requested need and determine the accommodation required to provide equal access to educational facilities, programs, services, and activities. With the student’s written consent, the Senior Student Affairs Officer will communicate with the appropriate faculty providing verification of disability and required accommodation.

To contact the Senior Student Affairs Officer for Disability Support, please contact the Student Affairs Office in Building D, by phone at 07 246 8869 or by email at [studentaffairs@aurak.ac.ae](mailto:studentaffairs@aurak.ac.ae)

## **Student Life Department**

At AURAK, we believe that co-curricular learning experiences play a significant role in students’ professional development and personal growth, enhancing their skills in areas such as social and emotional well-being, physical endurance, leadership development, and organizational planning. Students are encouraged to become actively engaged in university life by participating in co-curricular and extracurricular activities, attending student trips, and joining student clubs and organizations.

### **Campus Programming**

The Student Life Department, in collaboration with the Student Government Association (SGA), the Student Programming Board (SPB), and in partnership with various academic units, plans and executes a diverse range of activities for students throughout the year. These activities showcase to students the diversity of the UAE on our campus and provide opportunities for personal growth and development, including educational, cultural, and social events.

### **Campus Services Navigator**

The Student Life Department is a welcoming and supportive resource for all students at AURAK. Whether it's a large or small issue, students are encouraged to visit us.

We serve as a sounding board, providing a listening ear and guidance as students navigate their educational journey.

Our department also offers numerous opportunities for students to engage in campus activities and participate in local and national college competitions.

Those interested in the programs should contact the Student Life Department (Building D, First Floor) by calling 07 246 8864 or at [student.life@aurak.ac.ae](mailto:student.life@aurak.ac.ae).

### **Athletics, Sports, and Recreation**

AURAK offers students the opportunity to participate in recreational sports and athletics through 15 sports teams. Our sports teams provide training, coaching, and participation in internal and external tournaments for men and women. Our athletics staff offers fitness and wellness programs, including challenges and well-being programs, for all members of the campus community. Additionally, our recreational facilities provide table games and e-

gaming options.

Students participating in these sports activities have the opportunity to develop leadership and teamwork skills. Regular games, tournaments, and friendly matches with other colleges/universities are organized on an ongoing basis..

The University's sports facilities include a multipurpose hall, a well-equipped gymnasium with workout machines, and several outdoor sports fields. Two gyms—one for men and one for women—are available for student use in the Sports Complex.

To learn more about participating in athletics, sports, and recreation activities, please contact the Senior Student Life Officer – Athletics via phone (07 246 8867), or email (sports@aurak.ac.ae), or visit this staff member's office at the Sports Complex.

### **New Student Orientation**

The Student Life Department, a unit of the Office of Student Affairs, conducts an orientation program at the beginning of each semester for all undergraduate students new to AURAK. Orientation is required for all new students at AURAK. In addition, for those international students who are new to AURAK, there is an additional International Student Orientation program that new international students must attend.

The orientation program is designed to facilitate the transition from high school to university and familiarize new students with the university by providing information on academic programs, facilities, policies, procedures, and resources.

Newly joining **international students** are required to attend some sessions tailored especially for their transition to the university, Ras Al Khaimah Emirate, and the United Arab Emirates.

New Master's program student will have their orientation session conducted from their program with their school. These orientation sessions are separate from the ones conducted from undergraduates.

One of the many benefits of attending orientation is the opportunity for students to meet their academic advisor, professors, and administrative staff, as well as new and current students. All new students are provided with more specific information through a series of welcome emails regarding the date, time, format, and structure of the orientation program.

### **Requirements for Organizing Student Activities**

All student representatives and students involved in extracurricular activities, such as intercollegiate or intramural sports events, clubs, student government, and social events, are governed by a policy for non-academic extracurricular activities.

All non-academic activities (co-curricular, extracurricular, or sports) must be pre-approved by the Student Life Department, a unit of the Office of Student Affairs, and supervised by a faculty or staff advisor, and meet AURAK requirements for safety and security. All activities must reflect positively on AURAK and must adhere to the laws and the cultural and social norms of the UAE.

If you are thinking about planning an activity for AURAK students, please contact the SGA Events Chairs, Student Programming Board Co-Chairs, or the Student Life Department well in advance, meaning at least three (3) weeks of your expected event date to discuss the steps required in this planning process. This will help ensure that you will effectively manage the

planning process and your event will be well-publicized, well- attended and successful.

### **University-sanctioned or Sponsored Off-Campus Events**

A University-sanctioned or sponsored trip by a student organization must follow the appropriate travel procedures to ensure the safety of all involved. The person/group organizing the event must submit an Event Proposal Form, via the Student Government or the Student Programming Boards, to the Student Life Department at least three weeks prior to the date of travel. An online registration process is initiated to collect the list of attendees, which includes a travel-informed consent/liability waiver approved by the student and parent (if applicable).

A university employee must chaperone the students, and this person must be approved by the Office of Student Affairs.

When students from student organizations travel, they represent AURAK and are expected to conduct themselves in an appropriate manner. They are bound by the Code of Student Conduct whether on campus or attending any AURAK-sponsored programs or activities off campus. Any person attending an event who fails to follow the AURAK Code of Conduct will be prohibited from attending future events and may also be subject to disciplinary action from the university.

### **Lost and Found**

All lost and found items will be kept in a secure location until the owner claims them. Items found or turned in to an academic department, Security, or any other office at AURAK should be forwarded immediately to the Student Life Department. Students, Faculty, Staff, and Visitors are encouraged to inquire about lost or misplaced articles in person with the Department of Student Life.

Listed below are the procedures to be followed:

- Turn in lost items to *Lost and Found* in the Student Life Department (located in Building D, First Floor) as soon as possible, but not later than the end of the business day on which they were found. After hours, contact a Security Officer(s) on duty.
- Items of value, such as wallets, purses, keys, backpacks, and electronic devices, should be immediately forwarded to the Student Life Department.
- All lost items are inventoried and logged upon receipt by the Student Life Department.
- Students who have lost items are required to file a Lost Item Report in the EUMS portal, which is accessed via the Online Forms section of EUMS.
- If the lost item is reported as found, the student can collect it from the Student Life Department with proper identification.

Items in Lost and Found that remain unclaimed by the end of each semester will be donated to a local charity.

### **Student Government Association**

The Student Government Association (SGA) comprises student representatives from the student body, providing an opportunity for students to demonstrate leadership and serve as a liaison between the students and the University administration. SGA often serves as the voice

of the students to the administration and provides leadership in assisting and organizing activities for all students, as well as assisting the Office of Student Life with new student orientation programs for students. The SGA plays an important role in planning and sponsoring student campus activities and events. The SGA leadership currently consists of three executive officers:

- 1) President,
- 2) Vice President,
- 3) Treasurer.

The President of the SGA, or his or her designee, serves on the Academic Council and may place items on the agenda as desired by the SGA membership. Representatives of the SGA serve on various other university committees as deemed appropriate.

The SGA at AURAK operates under a constitution that outlines its goals and objectives, as well as defines the roles and responsibilities of each SGA officer and member. The constitution also specifies the policies and procedures to follow for planning and organizing University events, as well as establishes the minimum qualifications for students who want to run for office.

Representatives from the SGA serve on various university committees to advocate for student interests. If a student has a concern, they are encouraged to share it with any SGA officer. SGA leaders will in turn address the issue with the SGA advisor, who will determine the appropriate follow-up and guide the next steps.

### **SGA Elections and Nominations**

General elections for the SGA Executive shall be held in April during the spring semester of each academic year using the ballot system. Candidates shall be publicly announced at least one month prior to the election date. The Election Commission, an ad hoc standing committee of the SGA, shall conduct and oversee all elections for SGA Executives and Senators, with the assistance of the Student Life Department.

SGA can be contacted by email at [sga@aurak.ac.ae](mailto:sga@aurak.ac.ae).

### **Student Clubs and Organizations**

The Office of Student Affairs supports student development through a variety of clubs, which offer activities to complement courses that are academic, civic, social, or recreational fun and leisure. Membership in these clubs not only helps students make new friends and meet people with common interests but also helps students acquire important skills such as leadership, organization, teamwork, and event planning. The University encourages all students to establish or join clubs to explore and further their interests. All clubs and organizations work very closely with the SGA.

All student organizations or clubs must be authorized and registered annually with the Office of Student Affairs. Registration includes completing the appropriate forms and submitting a constitution, bylaws, and membership roster. At least one officer of each student organization or club must meet with the Associate Provost for Student Affairs and Manager of Student Life or designee at the beginning of each semester to review the relevant policies and procedures.

All clubs and organizations are required, at the beginning of the academic year, to submit their proposed events and activities along with the budget requirements for an academic year following consultation and approval of the faculty advisor. Student clubs/organizations must submit a completed program request form at least three weeks prior to any event, depending on the size and scale of the event. Prior approval for use of campus facilities is required. To

assist the group in creating a constitution for the organization, the Office of Student Affairs will provide a sample constitution and bylaws for the group to utilize and to assist with the establishment of new clubs and organizations.

All approved student clubs and organizations must have a full-time faculty or staff member to serve as an on-campus advisor. The advisor provides support and guidance to officers and members of a student organization. The advisor serves as a representative of the group in an official capacity and as an advocate for the group. The advisor role models leadership behavior, influences the group, stimulates members, and brings new ideas. The advisor also assists with the group's programming content and organization.

Fiscal oversight of the SGA and clubs/organizations is the responsibility of the Manager of Student Life. Student professional organizations affiliated with a specific academic program or major must also adhere to all expectations for student clubs and organizations. They are closely aligned with an academic unit and typically have an advisor from that same academic unit.

The list of recognized student clubs and organizations will vary from year to year. Here are some of groups from past years: 1) Arts & Design Club, 2) Astronomy Club, 3) Biotechnology Club 4), Coding Club 5) Cooking Club, 6) Cultural Club, 7) Engineering Club, 8) Finance Club 9) Gaming Club, 9) Media Club, 10) Music Club 11) Nigerian Club, 12), Technology Club, and 15) Volunteers Club.

The list of recognized student professional organizations includes the following: 1) American Institute of Architecture Students - AIAS, 2) American Institute of Chemical Engineers Student Chapter – AICHE, 3) American Society of Civil Engineers Student Chapter – ASCE, 4) Institute of Electrical and Electronics Engineers Student Chapter – IEEE, 5) American Society of Mechanical Engineers Student Chapter – ASME, 6) Society of Petroleum Engineers Student Chapter – SPE, and 7) Society of Petro physicists and Well Log Analysts Student Chapter SPWLA.

## **Alumni and Career Services Department**

The Alumni and Career Services Department is dedicated to supporting students in achieving their career aspirations and securing suitable internships. From the moment students join the University until they graduate, we offer services aimed at helping them realize their full potential. Our department focuses on three main areas:

- Alumni Affairs
- Career Services
- Internships

### **Alumni Affairs**

A robust and well-connected alumni network is a powerful driver of employability and institutional reputation. AURAK's Alumni and Career Services Department is dedicated to maintaining strong relationships with graduates and leveraging their experiences to enrich the student journey.

### **Alumni Contributions to AURAK and Student Success**

At AURAK, we are proud of the meaningful relationships we maintain with our alumni. Their ongoing engagement plays a crucial role in enriching the university community and

supporting the success of our students in several impactful ways:

- **Mentorship and Guidance:** Alumni actively participate in mentorship programs, career talks, and guest lectures. Their insights offer students valuable real-world perspectives, career advice, and job search strategies.
- **Internship and Employment Opportunities:** Many alumni assist students by facilitating internship placements and referring them for job opportunities within their organizations. This support significantly enhances our students' employability and career readiness.
- **Professional Networking:** Through alumni events and digital platforms, graduates and students are able to connect for career opportunities, collaborations, and industry exposure. These interactions foster a strong professional network anchored in the AURAK community.
- **Support and Advocacy:** Alumni serve as ambassadors of AURAK, promoting the university within their professional networks. Their advocacy helps raise the university's profile and opens doors for strategic partnerships.
- **Bringing Expertise Back to Campus:** Our alumni often return to share their expertise through lectures, workshops, and industry insights, contributing directly to the academic and professional development of our students.
- **Sponsorship and Funding Support:** Some alumni also contribute to the university and broader community through sponsorships and financial support, which help fund scholarships, campus initiatives, and community development projects.

Through their time, expertise, and resources, AURAK alumni play a vital role in shaping the future of both our students and the institution as a whole.

### **Alumni Benefits**

- Access to university resources post-graduation, such as library databases, research tools, and campus facilities.
- Career support services, even after completing your studies.
- Networking opportunities through alumni groups, reunions, and conferences.
- Participation in social events, including sports tournaments, award ceremonies, and community service initiatives.
- Professional recognition, including Alumni Achievement Awards and features in university publications.
- Graduates are encouraged to register with the Alumni and Career Service Department upon completing their degree to stay connected and benefit from lifelong support.

### **Career Services**

At AURAK, career development begins on day one. The Alumni and Career Services Department provides a comprehensive platform for students to explore careers, build job-seeking skills, and gain access to a wide network of employers.

Key services include:

- Individual Career Advising for resume reviews, career assessments, and interview preparation.
- Career Readiness Workshops on topics such as personal branding, job search strategies, and workplace professionalism.
- Employer Engagement Events, including job fairs, on-campus employer days, and recruitment drives.
- Job and Internship Listings through the university's online career portal.

We strongly recommend that students start engaging with Career Services in their first year and continue through to graduation. Early planning enhances career clarity and significantly increases graduate employability outcomes. Junior and senior students are encouraged to meet with the department at least twice per semester to stay on track.

Our services are aligned with international standards in graduate career development. We partner closely with academic departments to ensure students' professional goals align with industry expectations.

### **Internships**

Internships are a vital component of the academic journey and a key factor in boosting students' employment potential. At AURAK, internships are designed as structured, credit-bearing learning experiences that allow students to gain practical exposure in their field of study.

Students enrolled in the Schools of Engineering and Computing, Business, and Arts & Sciences must complete an internship as part of their graduation requirements. These internships are typically undertaken in the third or final year, and students are expected to initiate the planning process early to secure optimal placements.

Internships at AURAK are governed by a three-party agreement among the student, the employer, and the university. Each intern is mentored by both a faculty advisor and a professional supervisor at the host organization.

The benefits of the internship program include:

- Gaining hands-on experience in real work environments.
- Enhancing workplace soft skills such as communication, time management, and problem-solving.
- Strengthening professional networks and increasing job prospects post-graduation.
- Bridging the gap between academic learning and industry expectations.
- Detailed internship guidelines and responsibilities are available in the AURAK Undergraduate Internship Manual at the Alumni and Career Services Department.

### **In Summary:**

The Alumni and Career Services Department at AURAK is not just about providing services.

It is about shaping futures. By actively engaging with our career and alumni platforms, students gain access to critical tools and networks that enhance their employability, empower their professional decisions, and open doors to a successful career path.

## **Office of Facilities Management**

### **Student Parking**

Parking services are offered on campus. Students will find information on “AURAK Parking Rules and Regulations” displayed on campus through appropriate signage. Students must park only in the student designated parking, and they must display the appropriate parking permit on their vehicle/car at all times. Permits can be obtained from the Office of Facilities Management Department. To acquire a permit, the student should bring his AURAK ID, Valid Driving license, and a valid registration card for the vehicle, which must be registered in the name of the student or one of his family members. If the vehicle is rented, the rental contract is required. The permit will remain valid until the 30<sup>th</sup> of September each year and must be renewed annually before it expires.

Any violation of traffic laws on campus, including reckless driving and parking in unauthorized spaces is considered behavioral misconduct. Driving rules include:

- Allowing pedestrians, the right of way,
- Parking in designated areas,
- Parking within the white lines, and
- Maintaining a driving speed of no more than 15-20 kmh.
- Avoid parking in People of Determination parking slots, unless you have a determination permit. It needs to be displayed on the dashboard while parking on campus
- No parking along curb areas with yellow and black stripes

The University reserves the right to discipline any student for behavioral misconduct including driving recklessly through the University parking lot and/or campus.

## **Student Residential Life Department**

AURAK manages the Student Residential Life Department which provides student housing on the AURAK campus. All residence halls offer studio-style, gender-separate housing for males and females, in a safe and comfortable environment. The close proximity to the AURAK campus makes these residential facilities very inviting to students and allows them easy access to all programs and events on the university's campus.

The Student Residential Life Department provides student events and programs on evenings and weekends to increase the quality of student life and enhance student engagement.

The facilities are multi- storied apartment buildings, for male and female students. For added comfort the resident administrator is available to help students with their needs. Closed circuit

television cameras are located throughout AURAK's facilities including the parking areas. Two recently added buildings provide shops, and restaurants on the ground level for convenient use by AURAK students.

### **Dining Services**

Dining facilities on campus are located in the Student Center (Building C). Affordable meals are offered to the university community in the dining space adjacent to the game room. In addition, there are several independent cafes located at the ground level of the student residence halls near the Cordoba, Granada and Seville Residence Halls. These include La Antigua Café, Peru Café, Al Maher Cafeteria and also a pharmacy for student health essentials. Additionally, there are some neighboring food markets and cafes also within walking distance to campus.

### **Mosque (Masjid)**

The mosque, located on campus between the Cordoba and Granada Residence Halls, (also known as Buildings 2 & 3) is open for prayers at all times. There is a separate female prayer room within the mosque.

The campus also has a multi-faith room in Building H. This is an open, accepting space where all AURAK family members are invited to freely practice their various personal religions.

## **Scholarship**

The American University of Ras Al Khaimah values the importance of access to quality education. We also realize that enrolling at a university often has an enormous impact on personal finances. AURAK exists to dismantle those obstacles between you and your future career and therefore offers various academic scholarships and financial aid programs to fit your specific needs.

AURAK's merit scholarships are offered to eligible full-time students of all nationalities. The academic merit scholarships aim to recognize high-achieving students who go above and beyond and to encourage students from Ras Al Khaimah, the region, and abroad to join its academic programs.

## **AURAK Financial Grants Program**

At AURAK, we believe that finances should never be a barrier to a student pursuing their academic dreams. AURAK is therefore excited to offer eligible undergraduate students, with limited financial resources, an opportunity to realize their educational goals.

We understand that investing in your child's education is a significant financial commitment. To ensure that financial constraints do not hinder their academic journey, AURAK has designated funds specifically for students who meet our admission criteria but face financial challenges. Our Financial Grants aim to alleviate the financial burden and provide a pathway to educational excellence.

### **Requirements**

To be eligible for a Financial Grant, students must meet the following requirements:

- Official letter of admission: Students must have received an official letter of admission to AURAK.

- Limited financial resources: Students should demonstrate limited financial resources, indicating a need for financial assistance.
- GPA and enrollment status: Enrolled students must have a cumulative GPA of 2.0 or above and be a full-time student (minimum of 12 credits).

The amount of the Financial Grant awarded will be determined based on the student's financial need. At AURAK, we are committed to diversity and inclusivity. Our Financial Grants are awarded regardless of race, color, gender, religion, or national origin. We believe every student deserves an equal opportunity to pursue their dreams and to excel academically.

For inquiries about available Scholarship or the AURAK need-based financial aid grants please contact Enrollment Management/Admissions:

Ms. Shamila Beevi, Coordinator, Office of Enrollment Management

Office Hours: 9:00 a.m. – 5:00 p.m., Monday –Thursday

9:00 a.m. – 3:00 p.m., Friday (1-2 break)

Admissions Department – Building D Student Affairs

Scholarship & Financial Aid Office – Building D Office D5

Tel: +971 7 246 8851

Email: [shamila.beevi@aurak.ac.ae](mailto:shamila.beevi@aurak.ac.ae)

## Health Insurance

All students (undergraduate and graduate) enrolled at AURAK are required to have health insurance. International students, under sponsorship by AURAK, will automatically have the health insurance policy ordered for them and the annual expense of the insurance premium will be billed to their student account. UAE-based students who are covered by their parent's health insurance policy (or other comparable health insurance policy) are required to provide proof of valid insurance coverage by submitting details (declaration of coverage page and insurance card) in the EUMS student portal. The declaration page submitted must specify the extent of coverage and include the AED upper limit of coverage provided by the policy. This confirmation of health insurance coverage must be received by the last day of the class drop/add period each fall and spring semester. Refunds are not granted for proof of insurance that is submitted after the last scheduled day to drop/add classes each semester. The required two documents must be uploaded on the AURAK EUMS portal by accessing the following link: <https://eums.aurak.ac.ae/SisStudentPortal/InsuranceForm>

By entering this information before the deadline date, each semester, UAE-based students will be exempted from the purchase of the University offered insurance policy. If a student does not enter proof of insurance coverage the University will automatically purchase health insurance on behalf of the student and the policy fee will be billed to the student's account. UAE nationals and citizens of other GCC countries who are covered by the UAE Government Health Insurance policy are also exempted from the purchase of the University offered insurance policy. For questions regarding Health Insurance, contact Ms. Shamila Beevi in Building D, Ground Floor. In addition, she may be reached via email ([shamila.beevi@aurak.ac.ae](mailto:shamila.beevi@aurak.ac.ae)) or office phone ( [+971-7-246-8851](tel:+971-7-246-8851)).

## Use of Institutional Facilities and Digital Resources

### IT Services

The Office of Information Technology (OIT) at AURAK is dedicated to supporting the technological needs of students, faculty, and staff members. OIT services include:

## Internet Access

Students can connect to the campus Wi-Fi using their AURAK account credentials, with secure access points available across campus.

- **Campus Wi-Fi Network Name: AURAK-BYOD**  
Upon enrollment, students will receive their AURAK account details and instructions for campus Wi-Fi access.

## Student Email Account

Each enrolled student is assigned a dedicated AURAK email account linked to their student ID. This email is essential for all internal communications, including important announcements, campus events, and news. Students are encouraged to regularly check their AURAK email to stay informed. Students can continue using their AURAK email account after graduation.

For a step-by-step instruction on how to activate multifactor authentication and gain access to your E-mail, please refer to the “Manuals for Reference” section in the “Student Services”, available on the website under “My AURAK” page.

## My AURAK

MY AURAK is an online webpage that gives access to users to various academic services (e.g., Blackboard and Library services) and administrative services (e.g., Student Portal and IT HelpDesk) in a centralized and convenient manner. It also includes video tutorials and user guides for self-help options. To access the Student Services in My AURAK:

- Visit AURAK website at <https://aurak.ac.ae/>
- Go to MY AURAK and select Students.

## AURAK Online Services

Online services are provided and available for use even when outside the university premises. These services include:

- **Student Portal** - Allows students to view their schedules, degree progress, grades, and register online. They can also access tuition fee details and make online payments.
- **Virtual Lab Portal** – Enables students to remotely access the software and applications installed in the lab computers from their personal computers while off campus.
- **E-learning (Blackboard Learn)** - Faculty use this system to upload course materials, collaborate with students, deliver tests and assignments. Students can participate in online discussions, submit assignments, and communicate and collaborate with their instructors through this platform.
- **Webwork Portal** - Online homework portal for math students. Usernames and passwords will be provided by their respective instructors.
- **Webmail** – Online portal to access university email.
- **Saqr Library E-Database** - Search for library resources – books, Electronic Databases, journals, scientific articles and audio visuals.
- **Library Study Room Booking** – Allows students to reserve study rooms using an

AI-powered tool.

- **Writing Center Appointment** – Enables students to schedule appointments with the Writing Center.
- **IT Helpdesk Portal** – Provides an online self-service portal for creating and managing incident tickets and requests for IT support services.
- **Facilities Management HelpDesk** – Portal for creating incident tickets and requests related to campus physical facilities.
- **Online Password Reset** - Allows registered users to reset forgotten passwords, update expired passwords, or change passwords while off-campus, without requiring IT assistance.

### Computing Facilities for Students

Computers designated for student use or service computers are conveniently located in various campus buildings. These computers are equipped with a variety of applications that replicate those used in classrooms/labs. Students can utilize these PCs for tasks such as accessing email, preparing assignments, printing documents, conducting research, and browsing the internet. Service computers are available at the following locations in the campus and are accessible during campus operating hours:

- G201 (Building G, 1st floor)
- Library Computer Laboratory (Building J, 1st floor)

### Virtual Lab

AURAK offers students with off campus access to software and applications installed in the lab computers. This allows students to remotely access the software and applications installed in the lab computers from their personal computers.

To avail yourself of this service, please login to the “Virtual Lab” portal using your AURAK account credentials. “Virtual Lab” portal link is available in the “Student Services”, available on the website under “My AURAK” page.

### Print Centers

The university offers printing services to students at a considerable rate. All printer units support A4/A3 printing. These printers are available at the following locations in the campus:

- Library Computer Laboratory (Building J, 1st floor)
- Reading Room (Building H, Ground floor)
- Reading Room (Building K, Ground floor)
- Reading Room (Building G, Ground floor)

The Follow Me printing feature allows students to print from any service computer on campus and retrieve their printouts from any service printer within eight (8) hours of initiating the print job, after which the system cancels the job. Printing charges are incurred only upon release of the print job. Additionally, students can use these printers for scanning documents at no cost, with scanned documents automatically sent to their AURAK email. Students can recharge their

accounts through the Office of Finance.

### **Advance Printing Services**

Other printing services are available in the Architectural Model Making Room, located in Building L, which supports advanced printing functions. These include **3D printers** and plotters, with lab technicians available to assist students with 3D printing or large-format printing, such as A1 and A0 paper sizes. Additionally, a **plotter** is available for use in the Architecture Lab in Building K. **Laser cutters** are also accessible to students in the Architectural Model Making Room.

### **MS Office Educational Version**

Microsoft Office 365 is freely accessible to all AURAK students, providing essential applications such as Word, Excel, and PowerPoint. These tools are crucial for learning and collaboration purposes. Students can install Office 365 on their personal computers by signing in with their AURAK Email account.

To assist with installation, a quick reference guide and video tutorial are available on the website. For detailed instructions, visit the Manuals for Reference sections at: <https://aurak.ac.ae/my-aurak/student>.

### **Cloud Storage for Students**

In addition to Office applications, each student receives 1TB of cloud storage on OneDrive. This enables secure file storage and sharing, essential for collaborative work on group projects with colleagues and faculty.

For detailed guidance on using OneDrive for Business, please refer to the OneDrive video training for work or school, available on the Student Services webpage under the Manual for Reference section at: <https://aurak.ac.ae/my-aurak/student>.

### **Microsoft Teams**

AURAK provides access to Microsoft Teams (MS Teams) for all faculty, students, and staff, offering a robust collaboration and communication platform that supports voice calls, video calls, or instant messages. Additionally, students can collaborate in real-time by sharing documents with their team members.

For guidance on downloading and installing Microsoft Teams, please visit the Manuals for Reference section at the following link: <https://aurak.ac.ae/my-aurak/student>.

### **Blackboard Mobile Application**

AURAK utilizes Blackboard as its Learning Management System (LMS), providing a centralized platform for managing course materials, assignments, grades, and more. Additionally, AURAK students can enhance their learning experience by downloading the Blackboard Mobile App. This app allows convenient access to course content, the ability to submit assignments, check grades, participate in discussions, and receive important notifications directly on their mobile devices. The Blackboard Mobile App is available for download on both iOS and Android platforms.

### **IT Help Desk**

The IT Helpdesk offers students support and advice for all technology-related issues while utilizing AURAK IT resources. The IT Helpdesk serves as the single point of contact for addressing and promptly resolving all technology-related issues. Students can create service tickets through the IT HelpDesk Portal on the “MY AURAK” webpage. Additionally, support

is available via email, phone, and walk-in assistance.

**IT HelpDesk URL:** <https://itsupport.aurak.ac.ae/>

**Email:** [it@aurak.ac.ae](mailto:it@aurak.ac.ae)

**Phone:** +971 7 246 8999

**Walk-in:** *OIT Main Office*, Building I near Gate 2, Ground Floor.

**Office Hours:** 8:00 AM - 6:00 PM, Monday – Thursday,  
8:00 AM - 4:00 PM, Friday,  
9:00 AM - 5:00 PM, Saturday – Sunday.

## **Computer Lab and Library Browsing Area**

### **Usage Rules to observe:**

- Food and drinks are not permitted inside any computer labs and in the Library Browsing Area.
- Installation of any software without consulting the Office of Information Technology (OIT) is strictly prohibited.
- Users are prohibited from adding, removing, modifying or transferring any IT equipment unless they are explicitly authorized by IT.
- Avoid saving important files to any computer in the computer labs and in the Library Browsing Area. Users may utilize the OneDrive for Business for storing files online. OIT will not be held responsible for any loss of data stored in the computer labs and in the Library Browsing Area.
- Downloading copyright protected video, audio, pictures, or other material from the internet to any computer in the labs or in the library is prohibited.
- Messengers or any other chat services should be used for educational purposes only. No chatting is allowed during class hours.
- Installing or playing games, music streaming, watching videos not for educational purposes and similar activities are not allowed in the computer labs and in the Library Browsing Area.
- Be cautious when downloading any file from the Internet and avoid intentionally spreading computer viruses.

## **IT Resources Usage Guidelines**

AURAK provides a wide range of computing and networking resources to its members. Access to computing systems, and networks owned by the University is a privilege, which imposes certain responsibilities and obligations. All users of these resources must comply with certain policies and guidelines governing their use, and act responsibly while using shared computing and network resources. The purpose of this policy is to promote the efficient, ethical, and lawful use of the University's computer and network resources and to define the acceptable use of AURAK IT resources in order to preserve its security, availability and integrity.

The use of AURAK's IT resources must be in line with the academic mission of the University. These IT resources are made available to support the University's mission in

committing to the highest standards of teaching and research and to ensure that the work of AURAK community reflects the University's values in offering high quality academic and professional programs that build mastery and commitment to life-long learning.

Users should be aware of AURAK's Acceptable use of Technology Resources procedures. This policy along with its procedures outlines liability for computing and communication resource utilization, privacy and security issues, and sets out the consequences of violations.

### **Acceptable Use**

- Use only those computing resources for which you are authorized.
- Protect access to computing resources by not sharing your account password with others.
- Abide by applicable laws and university policies.
- Respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- Use computing resources only for their intended purposes. Uses that are indirectly related to University's purposes which may have educational and research benefit such as but not limited to news reading, and personal communications should be kept to a minimum.
- You are individually responsible for the appropriate use of all resources assigned to you, including accounts, computers and the software installed. Therefore, you are accountable to the University for all use of such resources.
- Respect the privacy and personal rights of others.
- Abide by the security restrictions on all systems and information to which you have access.
- Information/data must not be disclosed without authorization. Unauthorized access, manipulation, disclosure, or duplication of such information constitutes a security breach, and may be subject to disciplinary action up to and including termination and may lead to legal action by government authorities.
- Taking any University-owned computer or equipment off campus without proper approval is strictly prohibited except for those that are issued to individuals.
- Users of AURAK information technology resources are responsible for the content of their personal communications. AURAK accepts no responsibility or liability for any personal or unauthorized use of its resources by users.
- Users are responsible for backing up their important files saved on any service computers. Students are encouraged to use OneDrive for Business to store their files in the cloud.

### **Other Inappropriate Use**

The following are indications of the irresponsible utilization of AURAK computing resources. Any illegal, immoral, unethical, or inappropriate use constitutes a violation of this policy regardless of whether it is specifically mentioned herein:

- Entering or contributing to abusive sites and downloading its contents. Examples of these abusive sites are but not limited to a) sites that promotes racism, b) contains religious feelings, c) offensive language or assaulted or abused for any individual or group and, d) sites with pornographic content.
- Monopolizing systems, overloading networks with excessive data, and degrading services.
- Accessing banned sites or that contain blocked content under the policy of AURAK by any means.
- Use of information/data and/or system for personal business or to commit fraud.
- Sharing University's Internet connection via hotspots / tethering on smartphones.
- Extending AURAK network without explicit permission from the Office of Information Technology. Unauthorized use of routers, switches, modems and other devices can impact the security and stability of the network.
- Any form of attempt to bypass or disrupt the system's security measures or engage in behavior that is intended to propagate viruses, damage files or alter University's data.
- Redistributing of copyrighted materials or software. A user is not permitted to copy, download, store or transmit material, which infringes copyright, such as music files, movies, or videos.
- Installing pirated software.
- Running network scanning software and email relay agents without approval from OIT.
- Users should not change the administrative functions set on any computer, by any means, such as the operating system in the device or the definition of a system administrator and password.
- Using AURAK email to impersonate others.
- Using another user's AURAK email.
- Sending emails that could affect or damage AURAK's reputation.
- Sending or forwarding chain letters, commercial or materials advertising discounts/benefits etc., and other junk emails of any kind.
- Publishing emails for charity causes without prior approval from the applicable legal entity and AURAK.
- Sending unsolicited and unauthorized mass emails which can be considered as mail spamming.
- Using automatic email forwarding to AURAK email from any external email service.

- Configuring automatic forwarding of AURAK email to external mail addresses.
- Using AURAK email address to register with websites or any business entity for non-academic purposes of the University.
- Sending threatening, offensive, or harassing messages to any other individual or group.
- Unauthorized transmission of confidential material to any third party concerning the activities of the university.
- Sending or forwarding university-related emails to personal email accounts under any circumstances.
- Subscribing to non-university-related mailing lists using your student email account as the volume of mail traffic can be large and the mailbox storage space may fill up.

### **Usage and Responsibilities**

- Students are responsible for protecting the information accessed through their accounts from damage, loss, and theft.
- In the event of unauthorized access to your account or any suspicious activity, students must report it immediately to the Office of Information Technology.
- Users should not leave any university-issued accounts or devices containing university data unattended in public.
- Users should password protect the lock screen of their laptop, desktop, or mobile device after use.
- University email accounts configured on personal devices must be properly removed before selling or giving the device to another person. Users may consult the OIT for assistance with removing the account. This includes removing saved login credentials from web browsers.
- Immediately report any suspicious emails to [itsecurity@aurak.ac.ae](mailto:itsecurity@aurak.ac.ae).
- Any member of AURAK community who suspects a violation of AURAK's acceptable use of information technology resources must notify their supervisor and the Office of Information Technology immediately.

## **Social Media and Marketing Coverage**

The AURAK Office of Marketing and Communications (OMC) reserves the right to capture and utilize photographs, videos, and other forms of media during all events held on and off campus for the university's promotional purposes, including but not limited to social media, the official website, and other marketing materials. Permission will not be sought individually from students, staff, or faculty prior to the use of such media captures at on or off campus events.

If any student, staff, or faculty member has reservations about appearing in AURAK's corporate social media channels, website, or marketing materials, they must inform a representative from the Marketing

and Communications team at the event and request that their image or footage be deleted at that time. Failure to make such a request at time of the event will result in the media being used as necessary, and once published, will not be subject to removal or deletion.

For footage or media that was not captured during a campus event, the Marketing and Communications team will seek consent from the students appearing in the shots. These students will be required to complete and sign a consent form, granting AURAK the rights to edit, use, and publish the media in any promotional materials deemed necessary. Once the consent form is signed and the media is published, consent cannot be revoked, and the media will not be subject to removal or deletion.

## **Student Guidelines for Amateur Photography, Video, Social Media and Informational Posting**

Student-run media is subject to all policies of the university and must conform to AURAK and UAE copyright guidelines. Student media refers to publications of student clubs, organizations, or the Student Government Organization. Student-run media must be vetted and approved through the Associate Provost for Student Affairs.

### **Photography, videos and publications of the Student Government Association and Student Clubs/Organizations**

Publications that are distributed by the Student Government Association or by Student Clubs/Organizations have editorial freedom but are subject to review and approval by the Associate Provost for Student Affairs or Manager of Student Life Department in his/her role as advisor to SGA. Any information given by the SGA or students to electronic media/press/web shall be pre-approved and vetted by the Associate Provost for Student Affairs prior to distribution. Requests for approval should include the timing, purpose, and scope of the project. The Associate Provost for Student Affairs must also pre-approve student photography, video and audio for club and organization usage and Student clubs and organizations must request approval prior to implementation. Requests will be decided on a case-by-case basis, and this approval includes university sponsored events both on and off campus. Photographs, video, audio clips, or other approved media are the shared property of the student organization and AURAK.

### **Student Photography, Video and Media and Publication Guidelines for Academic Assignments and AURAK Academic Media Projects**

The Academic Dean leading the school in which the course is housed is responsible to assure that all students are provided clear guidance and expectations in the course syllabus regarding the expectations for photography, video and or any written assignments intended for the School's media publications. The assigning faculty member must seek and receive approval from the Academic Dean of the school where the course is housed, in order to publish or print student assignment photos and video. The content must adhere to generally accepted standards of media and publications of AURAK, Ras Al Khaimah, and the United Arab Emirates. These standards include respect for the social, cultural, moral, and religious values of the institution and region. The requirements described below under Student Photography and Video Expectations should be included in the expectations for all academic course assignments which include photography or video. The Academic Dean is encouraged to consult with the Associate Provost for Student Affairs or the Department of Communication and Public Relations to ascertain appropriate approval criteria. Proper permission from potential photography subjects is absolutely necessary for photos prior to being taken. Photographs, video, audio clips, or other approved media are the shared property of the student and AURAK.

## **Student Photography and Video Expectations**

Camera phones are common and many students take pictures of friends, campus events and activities on a regular basis. Additionally, academic assignments and club and organization projects often include photography and videography.

However, regardless of the genesis of the photography or videography it is essential to understand that:

- Taking a photograph of someone without their approval is forbidden
- It is clearly the responsibility of the photographer to get permission from all those who may be visible within a photograph and, preferably, before the photograph or video is taken.
- Any potential subject of a photograph can forbid the photographer from proceeding to take a photograph or video of themselves for any reason at any time. The photographer must abide by the wishes of the individual to be photographed and not proceed to photograph him/her.
- Directives from staff, or faculty must be complied with regarding photographs taken on campus

Should a photograph or video be completed, and afterward the person photographed demands that the photo be removed or destroyed, the photographer is required to do so.

The student taking photos on campus must ask the subjects in his/her photograph whether or not a photo or video may be taken and must abide by the wishes of the potential subjects of the photo.

Any photos from campus which are placed on social media MUST include the signed permission for posting from the subject of the photo.

In all cases, if a student is taking photos of other students on campus he/she is required to comply with directives from AURAK staff and/or faculty. If the student disagrees with the directive, the student should comply with the directive and is then later free to voice an appeal to the Associate Provost of Student Affairs. When requested by AURAK staff, students must provide evidence of having secured permission from the Associate Provost for Student Affairs for the club and/or organization photography, video or be able to produce the syllabus and expectations for the assignment which requires the photography, audio or video, etc.

Photographs, video, audio clips, or other approved media are the shared property of the student organization and AURAK.

## **Distribution of Handbills, Posters, Pamphlets and Other Written Material**

Posters and other similar written notices must be registered with the Student Life Department before they are distributed or displayed. Approved materials may only be displayed in locations designated for the designated length of time for that purpose. Student organization, clubs or individual falling to adhere to the stipulate guidance will subject to the appropriate disciplinary action.

Distribution of handbills and/or pamphlets in classrooms or offices is prohibited. Organizations that are not formally recognized by the University shall not distribute such material anywhere on campus or in the residence halls.

### **Social Media Guidelines**

Social media has become the norm for dissemination of information among organizations, communities, and individuals. Facebook, Twitter, and Instagram are among the most popular among students. Shooting of film and still photography on campus for social media usage without approval of the Associate Provost for Student Affairs is not permitted. Student clubs and organizations must request approval of projects to be shared with social media prior to their implementation, on a case-by-case basis. Approval includes university-sponsored events both on and off campus.

### **Misuse of Cyberspace including Blogging**

Students must refrain from misusing or abusing web-based technologies including internet, blogging, etc. to adversely comment or malign the reputation of the University, faculty, staff, students, or programs. Any issue or student concern should always be vetted through available channels with University authorities.

## **Student Code of Conduct/Student Disciplinary Process**

### **Overview**

The Code of Student Conduct and Student Disciplinary Process at AURAK outlines the standards of behavior expected from students and promotes personal accountability, ethical leadership development, and respect for all community members. The overall goal of the student disciplinary process is to facilitate management of conflict and behavioral actions that are not aligned with an inclusive, safe, and secure campus community.

The Student Disciplinary Process is a non-academic student support service administered by the Student Life Department of the Office of Student Affairs. It is designed to promote an open and understanding environment conducive to learning and the pursuit of knowledge.

The student disciplinary processes are communicated to students through the Student Handbook and email notifications. Members of the community is responsible for learning about their rights and responsibilities as part of the AURAK academic community. Community members are encouraged to uphold the highest standards of ethical behavior, both to protect the AURAK community and to promote students' moral development. During new student orientation and in the UNIV 100 course, new students are introduced to the Student Code of Conduct and the student disciplinary process.

The Student Disciplinary process aims to address allegations of misconduct under the Student Code of Conduct in a manner consistent with the institution's core values of fairness, honesty, and integrity. The Chair of the Student Disciplinary Committee is responsible for the overall coordination and adjudication of student conflicts and non-academic disciplinary matters.

Student Affairs professional staff and Committee members maintain strict confidentiality regarding student information. Therefore, information shared with officials associated with the student disciplinary process and the Student Disciplinary Committee will be disclosed only on a "need to know" basis. Following the adjudication of a case, the Office of Student Affairs will share information about the outcome with the relevant parties in Academic Affairs. In some cases, the Office of the Registrar will also be notified of the outcome.

AURAK students are expected to read and understand the established Student Code of Conduct Policy and student disciplinary procedures.

## Interpretation and Revision

The Student Code of Conduct shall be reviewed annually by the chairperson of the Student Disciplinary Committee under the direction of the Associate Provost for Student Affairs. Students and university community members may make policy suggestions. These recommendations should be sent to the attention of the Chair of the Student Disciplinary Committee via email: [student.life@aurak.ac.ae](mailto:student.life@aurak.ac.ae)

## Purpose

The purpose of the Student Code of Conduct (“Code”) is to define the standards of behavior expected from AURAK students and the procedures and sanctions that will apply when student behavior is inconsistent with the university's policies. Additionally, the AURAK conduct process is an educational process, not a legal process; therefore, the university reserves the right to pursue a case even if law enforcement authorities do not pursue it as a legal matter.

The AURAK Code applies to:

- All conduct from the time of enrollment in an AURAK undergraduate or graduate program or course until the student completes the course, graduates from the program, or formally withdraws from the University. The University reserves the right to impose sanctions in cases in which a student has withdrawn from courses, withdrawn from the University, or been awarded a degree prior to the resolution of a conduct case. If a sanction has been imposed on a student who has withdrawn from the University or has been awarded a degree prior to the resolution of a conduct case, the files will be retained as a conduct record for at least eight (8) years from the date of issuance.
- Off-campus conduct at a University-sanctioned event or when representing the University, including, but not limited to, tours, field trips, sports tournaments, and events of student organizations, clubs, and teams that are under the direct or indirect supervision of the University.
- Off-campus conduct that adversely affects the rights of other University community members, the University’s reputation, or affects the health and safety of others.
- Any student who engages directly, indirectly, or as an accomplice in violating the Code. A student who has been found to have violated the Code directly, indirectly, or as an accomplice may be subject to conduct action.
- Any enrolled international exchange student or enrolled visiting student.
- Any student who has been referred to the UAE law enforcement authorities. A student who has been referred to the authorities will be subject to the adjudication process and, if found to be in violation, will be subject to conduct action under the Code. The Code does not preclude the Associate Provost of Student Affairs or the Chairperson of the Student Disciplinary Committee (or designee) from referring an incident to the Security Department or the appropriate law enforcement agency prior to or during the adjudication process or after conduct action is taken by the University.

## Definitions

Please see *Appendix I* for definitions of important terms in this document.

## Student Disciplinary and Conflict Resolution Process

The student non-academic disciplinary and conflict resolution process provides students with a fair adjudication process in instances of alleged violations of the Code. Student conduct

proceedings determine whether the University's standards of conduct have been violated. The University views the student disciplinary process as an educational opportunity that leads to a greater personal understanding of one's responsibilities and privileges in the University community. Acceptable standards of conduct have been established to protect the rights of others, ensure the safety of community members, and ensure the orderly operation of the University. Students must ensure that their conduct does not violate applicable local laws of Ras Al Khaimah, Federal laws of the UAE, and all AURAK policies and regulations, including the Code.

#### ***A - Scope and Authority of the Code***

A1 - AURAK students must adhere to the applicable local laws of Ras Al Khaimah, Federal laws of the UAE, and all university policies, procedures, and regulations, including the Code.

A2 - The Code should not be interpreted to limit students' freedom in the pursuit of knowledge, participation in co-curricular, extracurricular, individual, and group activities, or use of University resources and facilities. The assumption is that a student's conduct as an individual, or as part of a group, is orderly and does not disrupt or unreasonably interfere with the rights of other members of the University community.

A3 - Student organizations, clubs, teams, and associations affiliated with specific Student Affairs programs or specific school programs may have additional standards of behavior or a specific code of ethics with which students are expected to comply. Any violations will be treated as per the relevant AURAK policy. In cases where breaches also constitute a violation of the Code, the student may be subject to adjudication and possible disciplinary sanctions under the Code as determined by the Student Disciplinary process.

A4 - If a violation of the Code can also be considered a violation of academic, athletic, residential, or student organization/club policy, then the Chairperson of the Student Disciplinary Committee or designee will consult with the other relevant unit(s) to determine the sequence by which the case will be handled by the relevant unit(s).

A5 - In instances where Code violations may be addressed under another AURAK policy, then the Chair of the Student Disciplinary Committee shall refer the case to the Associate Provost for Student Affairs or other University Administrator for a final determination regarding the process to be followed.

#### ***B - Misconduct Offenses***

The following are categories of offenses. For a listing of specific offenses within each category, please see Appendix 2.

B1 - Disruptive Behaviors

B2 – Endangering Self or Others

B3 – Refusal to Identify or Comply

B4 – Falsifications or Attempt to Defraud

B5 – Harassment

B6 – Inappropriate Contact / Public Display of Affection

B7 – Sexual Harassment and Misconduct

B8 – Physical Interference or Assault

- B9 – Dress Code Violations
- B10 – Smoking
- B11 – Inappropriate Use of Information Technology
- B12 – Theft, Property Damage, and Vandalism
- B13 – Misconduct Related to Student Clubs or Organizations
- B14 – Involvement in Unauthorized and Illegal Activities
- B15 – Student Conduct System Abuse and Repeated Violations

The specific offenses listed in Appendix 2 are further classified as Level 1, Level 2, and Level 3 offenses as described in Appendix 3.

### **Student Disciplinary Hearing Process**

The Chair of the Student Disciplinary Committee or Student Disciplinary Official will review, investigate, and, in some instances, adjudicate alleged violations of the Code of Student Conduct with the primary aim of creating a conducive learning environment for students while protecting all members of the campus community.

All violations of the AURAK Code of Conduct are taken seriously and resolved fairly and judiciously. It is essential to note that sanctions resulting from prior violations, for which the student accepted responsibility or was found responsible, will be reviewed and considered during any future sanctioning phase.

#### **a. Notification to Students**

Upon receipt of a complaint from faculty, staff, or students or an official incident report from security, the Chair of the Student Disciplinary Committee or Student Disciplinary Official will notify the accused student(s) of the alleged charges via email. Notification to a student's AURAK email address of record is considered official. For non-AURAK students residing in the AURAK Residence Halls, their university email address is considered their official address.

Students will be informed of the alleged violation(s) of the Code of Student Conduct, and they must respond by contacting the Chair of the Student Disciplinary Committee or a Student Disciplinary Official within three (3) working days of receiving the official notification.

Students will then be required to meet with the Chair of the Student Disciplinary Committee or a Student Disciplinary Official for an investigation meeting. Based on the outcome of the investigation, the alleged incident will be addressed in one of the following three ways: in an informal hearing, through an individual hearing, or by the Student Disciplinary Committee. The hearing notification will state the nature of the meeting.

Failure to respond to the official notification from the Chair of the Student Disciplinary Committee or the Student Disciplinary Official will automatically disqualify students from providing personal testimony regarding their alleged violations. Additionally, failure to respond will be considered an act of non-compliance, which may result in a disciplinary hearing being held in absentia or in further disciplinary action.

Note: Students who are not enrolled during the notification period will be placed on conduct registration hold and will be unable to register for courses until the alleged offenses have been processed.

b. **Investigation Meeting(s)**

A meeting or series of meetings conducted by the Chair of the Student Disciplinary Committee or Student Disciplinary Official, the complainant, the respondents, and any witnesses to understand the nature of the case and gather facts and evidence. The meeting could also provide increased clarity or answer questions about the Student Disciplinary Process.

c. **Individual Hearing**

An individual hearing process is appropriate for Level 1 and Level 2 offenses and is as follows:

- a. It is a one-on-one meeting with a Student Disciplinary Official.
- b. The hearing can be held on MS Teams or in-person as stipulated in the Hearing Confirmation Letter
- c. MS Team Hearings are recorded, while in-person minutes will have a summary of minutes/notes
- d. Posted hearing recordings or notes will be archived in accordance with the Disciplinary File and Records policy.
- e. The following is an outline of the hearing process:
  - a. Includes the complaint(s), respondent(s), and witnesses
    - i. At the hearing, the accused will be given the opportunity to:
      1. Clarify why the misconduct report has been submitted and questions will be asked by the Disciplinary Committee
      2. The accused explains what happened from their perspective
      3. The accused shares any evidence they wish to present
    - ii. The accused will be found responsible or not responsible for the alleged violation
  - b. Based on the conversation and any evidence presented, including whether the student accepts responsibility voluntarily, the SD Official will determine responsibility for the misconduct and an appropriate sanction if warranted.
  - c. Prior to being communicated to the accused, the recommended sanction will be reviewed and approved by the Associate Provost for Student Affairs, who reserves the right to modify the imposed sanction.
- f. The accused will be notified of the outcome of the hearing in writing via the Hearing Decision Letter from the SD Official. Prior to the release of the
- g. Failure on the part of the accused to be present at the hearing (via MS Teams or in-person) on the designated day, date, and time will not postpone the hearing. The hearing will be held in the absence of the accused and an outcome will be decided based on the evidence submitted. Furthermore, the accused may also be charged with a violation of Section B15.1B of the Code.

d. **Committee Hearing**

Student Disciplinary Committee hearings are appropriate for Level 3 offenses and work as follows:

1. The committee will be comprised of not fewer than three committee members, but as many as seven, including the Chair.

2. Hearings are held via MS Teams unless otherwise stipulated in the Hearing Confirmation Letter.
3. Hearings are recorded and archived, posting hearings in accordance with the Disciplinary File and Records policy.
4. The hearing is conducted in two parts – The Case Meeting and the Committee

Deliberation Meeting.

- a. Case Meeting includes the accuser(s), accused, witnesses, and the SDC members.
  - i. At the hearing, the accused is be given the opportunity to:
    1. Clarify why the alleged misconduct report has been made and respond to questions
    2. Share what happened from his/her perspective
    3. Share any evidence for the committee's consideration
  - b. Deliberation Meeting includes the SDC members.
    1. The Committee determines the responsibility of the accused for the misconduct.
    2. The Committee recommends an appropriate sanction for the misconduct.
  - c. Both meetings are facilitated by the SDC administrator, who provides administrative support.
  - d. Prior to being communicated to the accused, the recommended sanction will be reviewed and approved by the Associate Provost for Student Affairs, who reserves the right to modify the recommended sanction.
5. The accused will be notified of the outcome following the hearing and in writing via the Hearing Decision Letter from the SDC Chair.
6. Failure on the part of the accused to be present at the hearing (via MS Teams or in-person) on the designated day, date, and time will not postpone the hearing. The hearing will be held in the absence of the accused, and an outcome will be decided based on the evidence submitted. Furthermore, the accused may also be charged with a violation of Section B15.1B of the Code.
- e. **Appeals Process**  
The accused may appeal any resolution that results in a sanction of disciplinary or conduct probation, removal from University housing, suspension, or dismissal.

A student who wishes to appeal the decision must submit a written appeal via email, subject to the following conditions:

1. The written appeal must be submitted within five (5) business days after receiving the sanction.
2. The written appeal may be no more than two (2) pages in length.
3. The written appeal must identify one or more of the following grounds for the appeal:
  - a. There were errors in following established policies for the informal

- b. The sanction(s) imposed are inappropriate in relation to the violation(s).
  - c. There is new evidence that was not reasonably available at the time of the hearing that should be considered.
- 4. For appeals of decisions arising from Individual Hearings, the written appeal must be submitted to the Associate Provost for Student Affairs.
- 5. For appeals of decisions arising from Student Disciplinary Committee hearings, the written appeal must be submitted to the Provost (Vice President for Academic Affairs and Student Success).

The following are the possible outcomes for an appeal:

- Appeal is denied and the original finding of the Student Disciplinary Official or the Student Disciplinary Committee is affirmed.
- Case may be remanded for rehearing by the Student Disciplinary Committee or the Student Disciplinary Official if specified procedural errors or errors in interpretation of university regulations were so substantial as to deny the respondent a fair hearing or if new and significant evidence has become available that could not have been discovered before or during the original hearing.
- Sanction may be decreased if found to be substantially disproportionate to the offense.
- Case may be dismissed if the finding is deemed to be unsupported by the evidence.

### **Confidentiality**

Incident discussions and conduct proceedings are treated confidentially for both the complainant and respondent. Only members of the AURAK community with legitimate need-to-know will be consulted or informed of confidential information regarding a student. The University will weigh the request for confidentiality with the safety of the community in cases where there is evidence that the offender will cause harm.

If requested, efforts will be made to protect the complainants' and witnesses' identities as a preventive measure to ensure the safety of all parties involved. Parties will sign a No-Contact Contract with the Office of Student Affairs.

The right to confidentiality will be considered waived if an accused student discloses confidential information regarding the proceedings or decisions to a third party.

### **Student Disciplinary Files and Records**

Case/Incident referrals may result in the development of a disciplinary record in the name of the respondent that will be retained in the Student Affairs Management System.

- The file will be marked not responsible if the student is found not in violation of the code.
- The disciplinary record of students found responsible for any charges against them will normally be retained for at least eight (8) years from the date a decision letter stating the sanctions is issued.

- Evidence in the form of audio or video records, SMS or text messages, written proof, or other material in physical or electronic form collected by SDC will be archived.

### **Standard Sanctions**

Standard sanctions such as reprimands, warnings, social probation, fines, or assessments for damages to University property may be appropriate for lesser offenses. Repeat offenders may receive harsher sanctions.

For more serious matters, such as behavior that disrupts the orderly operation or compromises the safety and security of the residential halls or the University, disciplinary probation, suspension, or dismissal from the residential hall or the University may be recommended.

For student groups or organizations, probation, denial of use of university facilities, fines or withdrawal of official recognition, or discontinuation of the organization/group for up to two semesters may be recommended.

The Student Disciplinary Committee or Disciplinary Official will recommend sanctions consistent with the severity and nature of the offense. Sanctions must be completed within the period specified in the decision letter.

One or more of the sanctions listed in Appendix 3 may be imposed for a violation of the Code. The Student Disciplinary Committee or Disciplinary Official is not limited to the list of sanctions provided in Appendix 3 and may recommend new sanctions.

However, all sanctions require review by and approval from the Associate Provost for Student Affairs, who may modify, defer, or suspend the recommended sanction. A reprimand (verbal warning) or written warning notice will be presented to the student that continuation or repetition of unacceptable conduct may be cause for additional disciplinary action.

## **Appendix 1**

### **Definitions of Terms**

**Academic Integrity Violations:** Behaviors that violate the Research – Ethical Issues Policy, the Academic Integrity Policy, or the Examination Protocol are addressed through specific procedures associated with those policies.

**Adjudication:** The process by which the University conducts meetings, hearings, or other actions, bringing matters to resolution.

**Administrative Sanctions:** Sanctions imposed by the University administration for violations of the code.

**Appeals Process:** A formal letter written to the Provost by a student to appeal the outcome of an individual or committee decision, and must be based upon one of the three grounds for an official appeal.

**Behavioral Contract:** A written agreement between a student and the Office of Student Affairs allowing the student to continue at AURAK under agreed upon terms. Failure to comply with the agreement may result in further disciplinary action.

**Committee Hearing:** A student(s) meets with a Student Discipline Committee to address their

alleged violation(s) of the Code of Student Conduct.

**Complainant:** Complainant is any individual, including any member of the University community, who has reason to believe that a student has committed an offense and files a complaint to initiate a procedure under the Code.

**Disciplinary Probation:** A sanction issued to a student containing specific terms and conditions. The conduct probation period may be extended, or additional sanctions may be imposed, if the student violates the Code again during the conduct probation period.

**Disciplinary Reprimand:** A written notice documenting a conversation regarding inappropriate behavior.

**Disciplinary Warning:** A written notice indicating that inappropriate behavior, if repeated, may result in a more severe sanction.

**Dismissal:** Permanent separation from the American University of Ras Al Khaimah.

**Educational Sanctions:** Sanctions that require students to reflect upon their own conduct, promote policy learning, and develop skills so they can make better choices in the future.

**Fines:** Monetary sanctions billed to the student account, with failure to pay by the due date potentially resulting in a hold on the student's account.

**Guest:** Any person on the AURAK campus who is not a university staff member, student, or faculty member.

**Individual Hearing:** Students meet with a Student Discipline Official as part of the process of adjudicating their alleged violation(s) of the Code of Student Conduct.

**Interim Suspension:** Temporary (for a specified period) exclusion of a student from the University premises or from the residential halls while the formal investigation of an alleged student conduct violation is in process.

**Mediation:** An alternative form of resolving conflicts with the assistance of a mediator to help the disputants reach an agreement.

**Member of the University Community:** A person who is a registered student, faculty member, staff member, administrator, or any other person employed by the University.

**Non-Compliance:** When sanction assigned to a student are not completed by the designated deadline date. When an authorized university official provides a reasonable directive to a student but the student does not comply with the request or directive.

**No Contact:** A contract between a student or students and the Student Life Department, or between two parties, stipulating that there is to be no interaction.

**Organization:** Any student club, student organization, or sports team that is formally recognized by the University.

**Policy:** Any AURAK Board of Trustees-approved written regulation of the University that governs the behavior of students.

**Preliminary inquiry:** An inquiry conducted as part of the Student Conduct process that is intended to provide the student an opportunity to present evidence that explains the incident or disputes an allegation(s).

**Student Privilege Restriction:** A sanction that prohibits or revokes a student's leadership role or participation in extracurricular activities, including accessing University-offered privileges or facilities.

**Respondent:** Any student accused of violating this Student Code.

**Restitution:** (Reimbursement or Replacement) A sanction requiring a student to make compensation for damages. Damage to university property may require a student to pay actual repair or replacement costs. Failure to pay will result in a Conduct Registration Hold, Transcript Hold, and/or additional disciplinary actions. A registration and/or transcript hold prevents students from registering for the next semester or prohibits them from obtaining a transcript until they reimburse the university for the costs of the damage.

**Student:** All students enrolled and taking courses at the University, both full-time, part-time, and international exchange students. This policy applies to alumni while on AURAK premises and using the University facilities.

**Student Account Hold:** Conduct, Financial, Registration, Transcript, or Residential Housing Hold on the Student Record for a serious breach of the Code or suspension from residential halls after the sanction letter is issued.

**Student Discipline:** An area of responsibility of the Student Life Department for responding to non-academic misconduct incidents, resolving conflicts, collecting evidence and supporting documents, and maintaining student conduct records.

**Student Disciplinary Committee (SDC):** Appointed by the University President, the committee is comprised of faculty, staff, and students responsible for ensuring that an objective and constructive resolution is provided to alleged violations of the Code. The SDC is comprised of two (2) students, four (4) faculty members, one (1) University administrator, and the chairperson from the Student Life Department.

**Student Disciplinary Official:** A University official authorized to further conduct inquiries, resolve allegations of misconduct, hear and/or present evidence, and sanction students found in violation of the Code across campus, including the Student Residential Halls.

**Suspension:** Temporary (for a specified period) exclusion of a student from the University premises or from the residential halls.

**Undertaking:** A formal written affirmation of the responsibility conform to the Code.

**University:** American University of Ras Al Khaimah.

**Volunteer Work:** A sanction requiring a student to provide service to the university by completing a certain number of service hours on campus, commensurate with the initial penalty. The Student Office, in consultation with offices/departments in need of volunteers, will negotiate, approve, and monitor completion of the sanction. Students who do not complete their volunteer service or other disciplinary requirements in a timely manner will be placed on Conduct Registration Hold until such time as the volunteer hours have been completed.

Additionally, they may be subject to further disciplinary action for failing to comply.

## **Appendix 2**

### **Specific Conduct Offenses**

#### **B1 - Disruptive Behaviors**

B1.1 - Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other university-authorized activities or functions on University premises,

B1.2 - Using derogatory, threatening, or insulting verbal or written comments or gestures, including, insults, profanity, inappropriate slang, vulgarity, or speech that violates relevant laws of Ras Al Khaimah and the UAE that prevent any University community member from executing his/her legitimate activities.

B1.3 - Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

B1.4 - Engaging in activities that are not related to the class; inappropriate use of electronic devices, smart devices, mobile phones, or laptops; sleeping in class; chronically entering class late or leaving early; eating/drinking in class without permission; disputing authority and arguing with faculty and other students in class.

B1.5 - Engaging in activities that result in excessive noise that, regardless of the means, disrupt or compromise University activities or functions.

B1.6 - Persistent acts of disobedience, including failure to comply with the reasonable requests of a university official, that disrupt or compromise University activities or functions.

#### **B2 – Endangering Self or Others**

B2.1 - Conduct that threatens or endangers the health or safety of any person on university premises or at university-sponsored events or functions on or off campus.

B2.2 - False activation of fire alarms, unjustified discharge of fire extinguishers, or purposefully tampering with the power supply equipment causing power failure; or misuse of any other firefighting or electric equipment in a manner that disrupts or compromises University activities or functions or results in potential harm to others.

B2.3 - Engaging in blackmail or coercion.

B2.4 - Enticing or inciting a person to commit an act that is humiliating or demeaning, that does not result in a physical injury but causes mental or emotional distress to any member of the University community.

B2.5 - Misdemeanors that include, but are not limited to, malicious mischief and indecent or obscene communication with another University community member.

B2.6 – Engaging in self-harm or inflicting self-injury.

B2.7 - Driving a vehicle on campus without a valid license, university sticker, or

without the permission of the vehicle owner, or without university permission

B2.8 - Failure to abide by traffic laws on campus or driving in a manner that may endanger the health and/or safety of oneself or others.

### **B3 – Refusal to Identify or Comply**

B3.1 - Entering or attempting to enter any building or facility on University premises without permission from its lawful authority to remain therein and refusing to quit the same on request of the person lawfully in charge.

B3.2 - Entering forcibly, trespassing, or utilizing University academic buildings or facilities during or after official University working hours without necessary authorization.

B3.3 - Failing to comply with the residential hall agreement regarding entry and overnight stay procedures in the residential halls or responsible use of University residential assets and facilities.

B3.4 - Failing to comply with the direction of University officials and/or designated University security officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

B3.5 - Failing to vacate a building or facility when a fire alarm is activated, leave a building, street, walk, driveway or other facilities of the university when directed to do so by an official of the university having just cause to so order.

### **B4 – Falsifications or Attempts to Defraud**

B4.1 - Lying or knowingly furnishing false information to any University official or office. For matters related to falsification in academic work, please refer to the Student Academic Integrity Policy in the undergraduate and graduate catalogs.

B4.2 - Fraud, forgery, alteration, or unauthorized use of medical documents submitted to the University with the intent to defraud or deceive.

B4.3 - Fraud, forgery, alteration, or unauthorized use of documents, University records, or instruments of identification with the intent to defraud or deceive, including, but not limited to, misusing or reproducing University-issued documents such as ID cards, commencement tickets, temporary entrance permits bus pass/sticker, keys, or car stickers or false accounting (submitting false or exaggerated claims for reimbursement of expenses from university allocated budget for university-sponsored or university-approved activities).

B4.4 – Impersonation of another student with or without the intent to obtain confidential information about the other student or misrepresent their identity for academic or non-academic purposes

B4.5 - Tampering with or unauthorized or fraudulent use of campus telephones or mobiles or access codes or inappropriately using telephone or bank credit or debit cards of any AURAK community member.

## **B5 – Harassment**

B5.1 - Behavior (physical, verbal, graphic, written, or electronic) or intimidation that is sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of a person to work, study, or participate in an activity.

B5.2 - Stalking: Repeatedly engaging in a course of conduct directed at another person that makes a credible threat with the intent to place a person in reasonable fear for their safety or the safety of their family.

B5.3 - Defamation: Spreading rumors about a person and disclosing his/her personal information or invading their privacy to cause embarrassment and distress to another person.

B5.4 - Use of profane, obscene, indecent, immoral, or seriously offensive language, gestures, or propositions in a manner that seeks to intimidate, subjugate, or coerce.

B5.5 - Behavior demonstrating a lack of respect or harassment that is based on race, gender, color, national origin, gender, age, religion, socioeconomic status, or disability.

B5.6 - Use of information and communication technologies including, but not limited to, email, mobile phones, instant messaging, text messages, personal websites, social networking sites, and online personal polling websites to support harassing or hostile behavior by an individual or group, or that is intended or has the potential to harm or demonstrate disrespect for others (e.g., cyberbullying).

B5.7 – Bullying and or Hazing: Encouraging or being involved in any act individually or in conjunction with a group to cause physical or mental harm or humiliation or substantial risk to a student or other members of the AURAK community. Such acts may include, but are not limited to, forcing someone to smoke or drink alcohol, creating excessive fatigue, or punching or kicking in any form.

## **B6 – Inappropriate Contact | Public Display of Affection**

B6.1 - Inappropriate contact between a male and female is strictly prohibited by the cultural norms of Ras Al Khaimah and the UAE and is considered a violation of the Code.

B6.2 - Inappropriate contact between the same gender is strictly prohibited by the cultural norms of Ras Al Khaimah and the UAE and is considered a violation of the Code.

## **B7 – Sexual Harassment and Misconduct**

B7.1 – Sexual Harassment – Comments being conducted verbally, by mail, email, or phone calls, graffiti, or the display of offensive material; unwanted sexual attention of a persistent or abusive nature; or sexually-oriented remarks, jokes, inappropriate touching, or other non-physical conduct of a sexual nature.

B7.2 - Sexual Assault: Unwanted sexual, physical contact with clear voluntary

consent including, but not limited to, the following: inappropriate touching or fondling against a person's will; non-consensual sexual intercourse; or non-consensual sexual contact that includes, but is not limited to, any intentional sexual touching with any body part by any person upon any person without consent.

B7.3 - Indecent exposure is defined as the exposure of the private or intimate parts of the body in a lewd manner, in public or in private premises, when the accused may be readily observed.

B7.4 - Any request for sexual favors or activities used as a condition for the evaluation of performance, including grades and/or behavior which may reasonably be perceived to create a negative psychological or emotional environment for learning in or using facilities; or an implied or expressed threat or reprisal for rejecting a sexual solicitation or advance.

## **B8 – Physical Interference or Assault**

B8.1 - Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner

B8.2 - Physical violence or abuse, including, but not limited to, assaults or physical injury to persons on University premises or at University-sponsored events or functions.

## **B9 - Dress Code Violations**

B9.1 - Inappropriate dress for both males and females is prohibited. Moreover, clothing must not display obscene or offensive pictures and slogans. The detailed policy can be found in the Student Handbook.

## **B10 - Smoking**

B10.1 - Violating the University's Smoke-Free Campus Policy and UAE law, including, but not limited to, smoking in the washrooms in all academic and administrative buildings, residence halls, and parking areas.

B10.2 - Failure to comply with instructions or requests from persons responsible for enforcing smoking policies on the AURAK campus.

B10.3 - Smoking, including vaping or possession of shisha on campus, including in the residence halls.

## **B11 – Inappropriate Use of Information Technology**

B11.1 - Stalking, harassing, bullying, or otherwise intimidating others using any information technology device, computer, social media, or social networking websites.

B11.2 - Use of software or tools that constantly refresh or monitor for and or disrupt registration seat availability or those that automate filling fields or speed up registration in an unfair manner.

B11.3 - Misuse of social or artificial intelligence Bots or similar tools to manipulate student voters' decisions during club/organization elections or events.

B11.4 - Hacking into the AURAK network to access student records or other unauthorized information creates a security hazard or intimidates students, faculty, or staff members.

B11.5—Intentionally interfering, using, or altering the AURAK network, devices, or IT systems from its intended use, including but not limited to spreading malware or viruses to the AURAK network.

B11.6 - Gaining unauthorized access to the computer or email, student information system, or course management system accounts of any member of the AURAK community.

B11.7 - Unauthorized use or manipulation of University IT systems and/or University processes to alter or hinder University operations for personal, material or monetary gain. This includes, but is not limited to, reserving seats or buying, selling, trading or taking advantage of reserved seats in courses during registration, and the use of University resources to mine for any types of cryptocurrency.

B11.8 - Tampering with, or unauthorized or fraudulent use of, University computers or other students' computers, network systems, personal USBs or other data storage devices or computer files as defined under IT policy. For more information, please see the IT Policies section (insert location).

B11.9 - Use of the AURAK network or any IT device for any unauthorized purpose not otherwise listed in this Code.

B11.10 - Failure to adhere to the Acceptable Use of IT Policy that preserves the integrity, availability, and confidentiality of the university's network resources and services, including adherence by all individuals granted access to any machine or network access at any time, whether physically present or via remote access

## **B12 - Theft, Property Damage, and Vandalism**

B12.1 - Theft or unauthorized use of University property or the property of an AURAK student, faculty member, staff member, resident, or visitor on University premises.

B12.2 - Possession and use of stolen property from the University or any member of the ARUAK community.

B12.3 - Vandalism, including, but not limited to, damaging or defacing objects or any University property willfully and/or recklessly, including residential facilities.

## **B13 – Misconduct Related to Student Clubs or Organizations**

B13.1 - Tampering with the elections of any University-registered club or organization.

B13.2 - Abuse of the membership or leadership position as an elected or appointed member of the Student Government Association or any registered

organization/club/society.

B13.3 - Misuse of resources allocated, including but not limited to monetary funds, physical space, or equipment.

#### **B14 - Involvement in Unauthorized and Illegal Activities**

B14.1 - Unauthorized Possession or Use of Weapons: Using, possessing, selling, or distributing any firearms, fireworks, explosives, or weapons, or possessing any object produced as a weapon on University premises or at university-sponsored functions, or of any other materials or substances that are prohibited by law, with the sole exception of law enforcement officials duly authorized by law to possess firearms for the performance of their duties.

B14.2 - Controlled Substance/Drug Abuse: Possession, use, sale, or distribution of controlled substances/drugs, including, but not limited to, the use of any mind-altering substances in violation of the Code and the relevant laws of Ras Al Khaimah and the UAE.

B14.3 - Unauthorized use, distribution, or posting of any printed material (including in electronic form) or use of the University's corporate name or logo in any communication or print by any student(s) or student organizations. This includes the use of the University's logo or corporate name in any off-campus function that may not be reserved in the name of the University.

B14.4 - Unauthorized soliciting or canvassing by any individual, group, or organization on University premises or in University residential halls.

B14.5 - Gambling or other illegal or unauthorized games or contests of chance on University premises and in University residential halls or at University-sponsored functions.

B14.6 - Recording of images without knowledge – using electronic or other means to make a video or photographic record of any student in a location where there is a reasonable expectation of privacy without the person's prior knowledge when such a recording is likely to cause injury, distress, or damage to reputation. This includes but is not limited to taking video or photographic images in showers, locker rooms, residential hall rooms, classrooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized recording by any means is also prohibited.

B14.6 - Electronically or physically distributing, storing, or posting of pornographic or offensive material that demonstrates a violation of the relevant UAE laws and federal laws of the UAE.

B-14.7 - Obtaining, reproducing, or distributing University-issued documents for personal, material, or monetary gain. This includes but is not limited to obtaining through unauthorized means and/or distributing course-related or University-issued material, reproducing University-issued material, and producing and/or buying, selling, or trading University-issued documents such as registration passes or Commencement tickets.

B14.8 - Violations of traffic laws, including, but not limited to, reckless driving,

forced parking, parking in a manner that blocks entrance or exit, and parking in unauthorized spaces. This also includes failure to comply with instructions provided by persons responsible for enforcing parking and traffic rules on the AURAK campus.

### **B15 - Student Conduct System Abuse and Repeated Violations**

B15.1 - Interference with the student conduct system, including, but not limited to:

B15.1A - Failure to obey the directives of the Student Disciplinary Committee (SDC) or Student Disciplinary Officials.

B15.1B - Failure to appear at scheduled meetings or hearings.

B15.1C - Falsification, distortion, or misinterpretation of information before the Student Disciplinary Committee (SDC) or Student Disciplinary Officials.

B15.1D - Disruption or interference with the orderly conduct of a disciplinary proceeding or hearing.

B15.1E - Discouraging a student's or witnesses' proper participation in, or use of, the student conduct system.

B15.2 - Attempting to influence the impartiality of an SDC member prior to and/or during the hearing.

B15.3 - Harassment (verbal or physical) and/or intimidation of a Student Disciplinary Committee (SDC) Member or Student Disciplinary Officials prior to, during, and/or after a conduct proceeding or a hearing.

B15.4 - Influencing other students to commit abuse of the student conduct system

B15.5 - Violating the terms of any disciplinary sanction imposed in accordance with the Code.

B15.6 - Failure to comply with the standards set forth in this policy may result in disciplinary action.

B15.7 - Continuous violation of the Code with no regard for the governance stipulated by AURAK.

## **Appendix 3**

### **Standard Sanctions for Misconduct**

| <i><b>Violation Level</b></i> | <i><b>Specific Misconduct Offenses</b></i> | <i><b>Recommended Sanction</b></i> |
|-------------------------------|--------------------------------------------|------------------------------------|
|-------------------------------|--------------------------------------------|------------------------------------|

|                                                               |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inappropriate Conduct on or off Campus – Level 1              | B1.1   B1.2   B1.4   B1.5   B1.6   B2.1   B2.2   B2.4   B2.8   B3.1   B3.3   B3.4   B4.1   B4.3   B5.1   B5.3   B5.4   B8.1   B11.1   B12.1   B12.2 | Disciplinary Reprimand<br>Disciplinary Written Warning<br>Student Privilege Restriction<br>Educational Sanction<br>Volunteer Work<br>Disciplinary Probation (1 Semester)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Inappropriate Conduct on or off Campus – Level 2              | B5.6   B5.7   B7.1   B7.2   B8.2   B11.2   B11.3   B11.8   B11.9   B12.3   B14.3   B14.4   B14.5   B14.6   B14.7   B14.8   B15–(All)                | Disciplinary Written Warning<br>Student Privilege Restriction<br>Educational Sanction<br>Volunteer Work<br>Disciplinary Probation (1 year or higher)<br>Suspension (1 semester to 1 year)<br>Dismissal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Inappropriate Conduct on or off Campus – Level 3              | B7.3   B7.4   B11.4   B11.5   B11.6   B11.7   B11.10   B14.1   B14.2                                                                                | Educational Sanction<br>Suspension (1 year or higher)<br>Dismissal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Inappropriate Contact   Public Display of Affection – Level 1 | B6 (All)                                                                                                                                            | Disciplinary Written Warning<br>Disciplinary Probation<br>Repeated Level 1 Offense is assigned to Level 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Inappropriate Contact   Public Display of Affection – Level 2 | B7.3                                                                                                                                                | Suspension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Dress Code Violation                                          | B9                                                                                                                                                  | 1 <sup>st</sup> Offense - Disciplinary Reprimand<br>2 <sup>nd</sup> Offense - Disciplinary Written Warning<br>3 <sup>rd</sup> Offense and higher – Outcome of SD Official or Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Smoking Violation                                             | B10 –(All)                                                                                                                                          | 1 <sup>st</sup> Offense - Disciplinary Reprimand<br>2 <sup>nd</sup> Offense - Disciplinary Written Warning<br>3 <sup>rd</sup> Offense and higher – Outcome of SD Official or Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vandalism /Damage to University Property                      | B2.2   B4.5   B11.8   B12.2   B12.3   B13.3                                                                                                         | Replacement or Reimbursement in addition to Level 1, 2 or 3 Sanction(s) Assigned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Student Organizations/Clubs/ Sports Teams/ Associations       | B13 (All)                                                                                                                                           | <b>Loss of Status:</b><br>Individual students resign from their existing positions in that organization or the group of students running the registered organization.<br><b>Social Probation:</b><br>The registered organization will not be allowed to conduct any student activity or event or host an event for a specified period.<br><b>Discontinuation:</b><br>The organization/club/society will be dissolved and unable to conduct activities for up to one (1) year.<br><b>Other Sanctions:</b><br>Based on the nature of the situation, additional sanctions may include but are not limited to referral to the Student Disciplinary Process, an educational or reimbursement requirement. |

# Code of Research Integrity

## Introduction

The basic pillars of the mission of a university are education, research, and innovation. Due to immense opportunities in innovation and increasing technological progress, huge expectations arise. Research is described in The European Code of Conduct for Research Integrity as “the quest for knowledge obtained through systematic study and thinking, observation and experimentation”. Hence, society and universities are dependent on the validity and reliability of the results of scientific work and academic scholarship.

The outcome and interpretation of research can be verified by the scientific or academic community, but the research cannot be verified by the public for whom the new knowledge is intended. Therefore, in order to gain the confidence of society, the research of every institution needs to be valid and reliable. This expectation for reliable and valid research carries with it an ethical commitment to pursuing research in ways that ensure that this expectation is met. This code is intended to articulate the principles and standards of good research practice as a basis for a high standard of research quality at the university.

AURAK’S Research Code of Conduct provides guidelines for good practice in research, and guidance on avoiding misconduct in research. This code is based on codes and standards of a number of international organizations.

AURAK is committed to maintaining the highest standards of rigor and integrity in the conduct of its research. Therefore, the University expects all those involved in research to be familiar with these standards and to embed good practice in all aspects of their work, including the training of new researchers.

## Standards for good research practices

### *Conduct*

1. Conduct the research accurately and with precision.
2. Employ research methods that are scientific and/or scholarly.
3. Make sure that the choice of research methods, data analysis, assessment of results and consideration of possible explanations is not determined by non-scientific or non-scholarly (e.g., commercial or political) interests, arguments or preferences.
4. Do not fabricate data or research results and do not report fabricated material as if it were fact.
5. Do not remove or change results without explicit and proper justification.
6. Ensure that sources are verifiable.
7. Describe the data collected for and/or used in the research honestly, scrupulously and as transparently as possible.
8. Manage the collected data carefully and store both the raw and processed versions for a period appropriate for the discipline and methodology at issue.
9. Contribute, where appropriate, towards making data findable, accessible, interoperable and reusable in accordance with the FAIR Principles developed by the organization [GO FAIR](#) in collaboration with the Committee on Data ([CODATA](#)), Research Data Alliance ([RDA](#)), and World Data Systems [3].
10. Take into consideration the interests of any humans and animals involved, including test subjects, as well as any risks to the researchers and the environment, while always observing the relevant statutory regulations and codes of conduct. This includes the review and approval of AURAK’s Institutional Review Board (IRB) prior to commencing research endeavors.

11. Maintain a level of expertise appropriate to the research undertaken.
12. Take on only those tasks that fall within one's area of expertise.

### **Research Misconduct and Other Unacceptable Research Practices**

The European Code of Conduct for Research Integrity defines research misconduct as fabrication, falsification, or plagiarism (the so-called FFP categorization) in proposing, performing, or reviewing research, or in reporting research results:

- **Fabrication** is making up results and recording them as if they were real.
- **Falsification** is manipulating research materials, equipment, or processes, or changing, omitting or suppressing data or results without justification.
- **Plagiarism** is using other people's work and ideas without giving proper credit to the original source, thus violating the rights of the original author(s) to their intellectual outputs.

These three forms of violation are considered particularly serious since they distort the research record. It is expected that any and all student researchers are expected to work under the supervision of an AURAK instructor. Student-researchers and faculty-researchers are all expected to adhere to the guidelines expressed in the Research Code of Conduct.

AURAK Research Code of Conduct is available on the website. To access it, please follow the link below:

<https://aurak.ac.ae/files/aurak/provost-page/AURAK%20Research%20Code%20of%20Conduct.pdf>

## **Student Attendance Policy and Procedure**

### **Attendance Requirements**

Regular student attendance and class participation are essential for students to meet course expectations and to succeed in their studies. The following are benefits associated with attending classes:

- Opportunity to participate in active learning
- Opportunity to demonstrate preparation for class
- Opportunity to engage with the faculty member teaching the course, classmates, and the course material

The following are requirements of the university's attendance policy:

- Students must provide a satisfactory reason for being absent from class, to the course instructor, in advance of missing a class.
- Students must observe protocols for online course attendance (e.g., having camera turned on).
- Students must arrive on time for class and must not depart early from the class. Persistent late arrival at, or early departure from, class meetings may result in being counted as absent from class.

**If students fail to attend 20% of the scheduled classes for the semester without a valid excuse, the following will be the consequence:**

- Students will receive a notice that they have been withdrawn from the course, receiving a grade of either W or F (or U).
- W if the 20% absence is reached prior to the deadline for withdrawing from a course with a grade of W.
- F (or U) if the 20% absence is reached after the deadline for withdrawing from a course with a grade of W.

Students with excused absences should send the relevant documentation to Student Life ([attendance@aurak.ac.ae](mailto:attendance@aurak.ac.ae)). **The total number of unexcused and excused absences cannot exceed 30% of the class meetings for the course, with unexcused absences not exceeding 20%.** Students who miss more than 30% of the scheduled classes will not be permitted to continue in the course.

## Academic Integrity

### AURAK HONOR CODE

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the AURAK community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code:

*“As a member of the AURAK family, I pledge to be reliable, responsible, honorable, and to embrace only the success and recognition I earn and deserve. I will act with integrity and honesty and will strive daily to become the best version of myself – a decent human being, a conscientious student, a good citizen, and a successful professional.”*

The role of the Honor Code and associated Academic Integrity Policy is to protect the academic integrity of the university, encourage consistent ethical behavior among students, and foster a climate of honorable academic achievement. The Honor Code is an integral part of university life, and students are responsible, therefore, for understanding and abiding by the code's provisions. While a student's commitment to honesty and personal integrity is assumed and expected, this Code and associated policy and procedures provide clarity of expectations. To maintain an academic community according to these standards, students and faculty follow the reporting policy and procedures herein.

At the beginning of each semester, faculty members have the responsibility to explain the Honor Code and their expectations for students in each class, with special focus on plagiarism as well as specifics related to anticipated coursework and assignments. They must also explain the extent to which aid from others, if any, is permitted on academic work. Students should request an explanation of any aspect of an instructor's expectations regarding the Honor Code that they do not fully understand. Students have an obligation not only to follow the code themselves, but to encourage respect for and compliance with provisions of the code by other students. This includes the student's obligation to report potential violations by fellow students and to understand that not doing so may also violate the Honor Code.

Faculty members are responsible for maintaining the integrity of the learning and evaluation process. Faculty members are expected to actively proctor exams and should enforce the prohibition on possession of mobile phones during exams. Faculty may also take any additional action they believe is warranted to assure academic integrity.

While the internet and easy access to information and knowledge are commonplace, the University is committed to students understanding and demonstrating the ethical foundational values of scholarship. For all academic assignments, project work, and presentations, students need to ensure that due acknowledgement is given to the source of any information which they incorporate in their work.

## **Academic Integrity Expectations**

Cheating, plagiarism, and all other forms of academic fraud are unacceptable; they are serious violations of university policy. AURAK expects all students to be familiar with university policies on academic integrity. The university will not accept a claim of ignorance—either of the policy itself or of what constitutes academic fraud - as a valid defense against such a charge.

## **Violations of Academic Integrity**

Violations of academic integrity constitute academic fraud. Academic fraud consists of any action that serves to undermine the integrity of the academic process or that gives the student an unfair advantage, including:

- Inspecting, duplicating or distributing test materials without authorization.
- Cheating, attempting to cheat, or assisting others to cheat – relevant here is the prohibition on being in possession of a mobile telephone or similar electronic device during a test or examination. In case such devices are found with a student, the student will be deemed to have attempted to cheat and will be subject to disciplinary action under this policy.
- Altering work after it has been submitted for a grade.
- Plagiarizing.
- Using or attempting to use anything that constitutes unauthorized assistance.
- Fabricating, falsifying, distorting, or inventing any information, documentation, or citation.

Each student's program may have on record additional specific acts particular to a discipline that constitutes academic fraud. These specific acts are specified in relevant handbooks or course syllabi.

## **Statement of Plagiarism**

One of the most common violations of academic integrity is plagiarism. Plagiarism can be intentional or unintentional. However, since each student is responsible for knowing what constitutes plagiarism, unintentional plagiarism is as unacceptable as intentional plagiarism and commission of it will bring the same penalties. In many classes, faculty members will provide their definitions of plagiarism.

In classes where a definition is not provided, students will be held to the definition of plagiarism that follows:

**Definition of Plagiarism.** Plagiarism—submitting the work of others as one's own—is a serious offense. In the academic world, plagiarism is theft. Information from sources—whether quoted, paraphrased, or summarized—must be given credit through specific citations. When a student paraphrases a work, it is still necessary to cite the original source. Merely rearranging a sentence or changing a few words is not sufficient. The citation style should be appropriate for the discipline and should clearly indicate the beginning and ending of the referenced material. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper, as appropriate in the discipline.

## **Student Responsibilities**

- Each student is responsible for upholding the highest standards of academic integrity. All member of the AURAK community shall honor the spirit of this policy by refusing to tolerate academic fraud.
- When expectations for a course are not addressed in this policy, it is the responsibility of the instructor to provide students with additional guidelines for what constitutes “authorized” and “unauthorized” assistance.
- It is the responsibility of every student to seek clarification if in doubt about what constitutes “authorized” and “unauthorized” assistance. In cases involving collaborative work, all students within the collaborative group may be held responsible for violating the code if any member of the group receives, accepts, or utilizes “unauthorized” assistance.
- Students are required to obtain permission prior to submitting work, any part of which was previously or will be submitted in another course. The instructor has the option of accepting, rejecting, or requiring modification of the content of previously or simultaneously submitted work. A student who suspects that a violation of academic integrity has occurred should report that violation to the dean or to the Office of the Provost. In this report, the student should describe any action taken, such as talking with the person involved or with a faculty or staff member. Every effort will be made to preserve the anonymity of the student reporting the incident; however, confidentiality cannot be guaranteed.

## **Resolution at the Faculty/ Student Level**

When a faculty member suspects a student of a potential violation of academic integrity, they must formally notify the student using the Student Academic Integrity Violation Submission Form. The faculty member must schedule a meeting with the student to explain the contents of the form and request that the student sign it, acknowledging that the meeting took place and that the contents were discussed. A copy of this communication, along with the completed form, must then be submitted to the Office of Academic Integrity and the Academic Integrity Officer. The Office of Academic Integrity will subsequently email the student—copying the faculty member—to confirm receipt of the alleged violation, explain its nature, and inform the student that they have five business working days to respond before the faculty member makes a final determination regarding the academic integrity violation.

Taking into account any response provided by the student, the faculty member decides, following the five days for the student’s response, if the student has breached academic integrity and whether a penalty is warranted. The faculty member then prepares a report detailing the alleged academic fraud, with a copy sent to the:

- Dean of the School in which the affected course is located.
- Dean of the School in which the student is enrolled.
- Student
- Academic Integrity Office (as Office of Record).

The suggested penalty for academic fraud in any course is failure in the course. However, faculty members may impose lesser penalties. Penalties available to faculty members include:

- Formal warning – appropriate only for early assignments in first-year undergraduate courses.
- Reduction in grade for the assignment or assessment (test) up to and including a grade of zero for the assignment or assessment – a reduction in grade less severe than a grade of zero is appropriate only for early assignments/assessments in first-year undergraduate courses.
- Reduction in the grade for the course up to and including a grade of F for the course.

A reduction in grade for an assignment or assessment is likely to result in a reduction in the grade for the course. However, in instances in which the assignment or assessment is weighted such that a grade of zero does not result in a grade of F for the course, the faculty member may impose the penalty of a grade of F in the course. A faculty member can also choose to impose this penalty for an egregious act of academic dishonesty, such as attempting to steal an examination or submitting the work of another person as one's own.

### **Review by the Academic Review Board**

When a faculty member suspects a student of a potential violation of academic integrity, they must formally notify the student using the Student Academic Integrity Violation Submission Form. The faculty member must schedule a meeting with the student to explain the contents of the form and request that the student sign it, acknowledging that the meeting took place and that the contents were discussed. A copy of this communication, along with the completed form, must then be submitted to the Office of Academic Integrity and the Academic Integrity Officer. The Office of Academic Integrity will subsequently email the student—copying the faculty member—to confirm receipt of the alleged violation, explain its nature, and inform the student that they have five business working days to respond before the faculty member makes a final determination regarding the academic integrity violation.

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- Reduction in grade for the assignment or assessment (test) up to and including a grade of zero for the assignment or assessment – a reduction in grade less severe than a grade of zero is appropriate only for early assignments/assessments in first-year undergraduate courses.

- Reduction in the grade for the course up to and including a grade of F for the course.

A reduction in grade for an assignment or assessment is likely to result in a reduction in the grade for the course. However, in instances in which the assignment or assessment is weighted such that a grade of zero does not result in a grade of F for the course, the faculty member may impose the penalty of a grade of F in the course. A faculty member can also choose to impose this penalty for an egregious act of academic dishonesty, such as attempting to steal an examination or submitting the work of another person as one's own.

### **Appeal to the Academic Review Board**

Students may appeal a decision on academic integrity made by either a faculty member or the Provost to the Academic Review Board within ten (10) working days of notice of the decision. For decisions made by the Academic Review Board, the student may request reconsideration of the decision by the Academic Review Board within ten (10) working days of notice of the decision. Grounds for appeal are limited to:

- Failure to follow university procedure for cases of alleged academic integrity violations;
- 
- Presentation of evidence was not considered when the original decision was reached.

At an appeal before the Academic Review Board, the student has the opportunity to be heard and the right to produce witnesses or introduce evidence subject to the reasonable discretion of the Academic.

Review Board.

The student may also be accompanied by a representative of his or her choosing who may not participate in the appeal.

The results of all appeals to the Academic Review Board, permitted in the Academic Integrity Policy, shall be final. The Academic Review Board will communicate its final decision to the student, the faculty member who filed the academic integrity violation case, the dean of the school in which the student is pursuing a program of study, the Provost, and the Department of Registrar.

Any matter submitted to a faculty member or the university for decision or review under this policy shall be decided in a timely manner. The parties shall use their best efforts to conclude the proceedings within the semester in which the alleged offense has occurred or the appeal is received. However, any delay in the proceedings shall in no way operate as a waiver of the university's right to assess any or all of the sanctions permitted under the Academic Integrity Policy.

## **Examination Important Information**

It is your responsibility to know and adhere to the instructions below. Being fully informed better enables you to be fully prepared for all examinations and quizzes in all your courses at the American University of Ras Al Khaimah.

### **What you Need to Bring:**

#### **1. Your AURAK ID**

- You **MUST** have your AURAK ID to take your Exam
  - Please reach out to Admissions if you have lost yours.
- Your instructor/ exam proctor will check your ID when taking attendance
- Your ID must remain on your desk at all times during the exam.
- Your instructor/ exam proctor will check your ID when your exam is collected.

**2. ONLY items that are allowed**

- a. You may bring (1) pens; (2) pencils (if allowed); or (2) an approved calculator (if allowed)

**3. DO NOT BRING any electronic devices with you to the exam.**

- a. Your mobile phone(s), smart watch(es), and other devices MUST BE SWITCHED OFF, not just SILENCED.
- b. Possession of any unauthorized electronic device will result in an automatic “F” on your exam and you will be ejected from the exam room.

**4. DO NOT BRING any class-related or study materials to the exam.**

- a. You are not allowed to have any class-related material with you

**5. All personal items brought to the exam room will be placed in a designated space that you will not have access to during the exam. You may want to leave your personal items at home/ in your car/ room.**

**What to Expect During your Exam**

1. You must arrive to the exam 10 minutes before the exam is scheduled to begin.  
For example, if your exam begins at 9:00am, you need to be at the exam room by 8:50 am
2. You must switch off ALL electronic devices.
3. You must leave ALL personal items at a designated space (you will not have access to these items during the exam).
4. You must sit where the Proctor has selected; you will not select your seat.
5. You must present your AURAK ID and keep it on the desk throughout the exam.
6. You must sign the attendance sheet; your exam proctor will check your name and ID number against your ID Card.
7. You must sign the Academic Integrity Pledge.
8. You may not start the exam until the proctor has instructed you to begin
9. You are not allowed to leave the exam room until 1/3 of the allotted time has elapsed (40 minutes for Final Exams)
10. You must remain seated until your exam is collected by your instructor/ exam proctor
11. Upon completing your exam, remain seated and raise your hand. Your instructor/ exam proctor will collect your exam from you.
12. Once a student has exited the exam room, he or she will not be permitted to re-enter.
  - a. Students who submit legitimate justification for special accommodations must seek approval from the Office of Student Affairs.
13. If you are late to the exam, but within 20 minutes, you may take the exam.
  - a. You will not receive any extra time.
14. If you are more than 20 minutes late to the exam, you will not be allowed to enter the room.
  - a. You will receive an automatic grade of zero (0) on the exam.
  - b. Any medical exceptions must be approved by the Office of Student Affairs.
15. If you do not attend your Exam, you will receive an automatic “F” on your exam.
  - a. Any medical exceptions must be approved by the Office of Student Affairs.
16. Your instructor/ exam proctor will keep a record of any students who are not adhering to the Honor Code and/ or rules of the exam.
17. **If you have any unauthorized electronic device with you during the exam (such as a mobile phone, smart watch, headphones, and others), you will receive an automatic grade of zero (0) your exam.**
18. **If you have a “cheat sheet” of any kind during the exam (such as unauthorized notes, printed, or handwritten material), you will receive an automatic grade of zero (0) on your exam.**

## Disciplinary Policies, Grievances and the Appeal Process

AURAK is committed to treating all members of the University community fairly in regard to their personal and professional concerns. Any AURAK student who believes that he or she has not been treated fairly may make use of the student grievance process. The primary objective of the student grievance process is to ensure that concerns are promptly dealt with and resolutions reached in a fair and just manner.

For these purposes, a grievance is defined as dissatisfaction or a disagreement with any decision or action that affects AURAK students. Grievances are divided into two major categories: 1) academic grievances and 2) non-academic grievances. Academic grievances include issues such as faculty and course related issues. Non-academic grievances include issues related to behavior and the University environment.

### Student Academic Grievance Policy and Procedures

Academic grievance include grievance students may have against a faculty member, procedures implemented in class, or related academic issues. All students have the right to express their dissatisfaction. If the student has a disagreement with the faculty, grades, or the classroom the grievance is a Student Academic Grievance. To appeal a grade, the Grade Appeal Form, obtained from the Department of Registrar and filled out by the student is the most expeditious and efficient way to address a grade appeal with a professor. The following is the process for a student academic grievance.

If any student wishes to file a formal grievance, these steps apply:

1. The grievant must file a formal written complaint with the Associate Provost for Student Affairs.
2. The Associate Provost for Student Affairs will ascertain if the complaint falls within the scope of an action appropriate for a grievance and will attempt to resolve the complaint informally before instituting the official grievance process.
3. If such action is deemed appropriate, the Associate Provost for Student Affairs will convene a committee of a minimum of three people including faculty, administration, and student representative(s) within three working days.
4. The committee will review the complaint, interview the complainant and any witnesses cited in the complaint.
5. The Committee will recommend a cause of action to the Associate Provost for Student Affairs within seven working days.
6. The Associate Provost for Student Affairs will forward to the student the recommendation of the Committee or a modification of its recommendation deemed appropriate after consultation with the committee within three working days.
7. If the student does not agree with the decision, the student has the right to file an appeal with the Provost. The Provost will review the decision and render a final decision in the matter within three working days. The Provost is the final authority to whom appeal may be made.
8. If a grievance is with the Provost, then the student may submit the grievance in writing to the President to initiate the process.

### Student Non-Academic Grievance Policy and Procedures

All students have the right to express their dissatisfaction and misconduct issues are handled

under the non-academic grievance policy and procedures. Incidents that occur outside the classroom or disagreements with the staff fall under the non-academic grievance policy. If a student wishes to file a grievance, these steps apply.

1. The grievant must file a formal written complaint with the Associate Provost for Student Affairs.
2. The Associate Provost for Student Affairs will ascertain if the complaint falls within the scope of an action appropriate for a grievance and will attempt to resolve the complaint informally before instituting the official grievance process.
3. If such action is deemed appropriate, the Associate Provost for Student Affairs will convene a committee of a minimum of three people including faculty, administration, and student representative(s) within three working days.
4. The committee will review the complaint, interview the complainant and any witnesses cited in the complaint.
5. The committee will recommend a cause of action to the Associate Provost for Student Affairs within seven working days.
6. The Associate Provost for Student Affairs will forward to the student the recommendation of the committee or a modification of its recommendation deemed appropriate after consultation with the committee within three working days.
7. If the student does not agree with the decision, the student has the right to file an appeal with the Provost. The Provost will review the decision and render a final decision in the matter within three working days. The Provost is the final authority to whom appeal may be made.
8. If a student's grievance is with the Associate Provost for Student Affairs, it may be submitted to the Provost to begin the process.
9. If a grievance is with the VPAASS or other Vice-President, the student may submit the grievance in writing to the President to begin the process.

### **Obtaining Additional Information**

The Office of Student Affairs is available to answer any questions that may arise concerning AURAK's grievance policies and procedures. Please feel free to visit should you require additional information.

## **AURAK Student On-Campus Dress Guidelines**

AURAK strives to uphold the highest standards of professionalism at all times, and the appearance of students is a reflection of those standards. Students and their guests are expected to dress in a modest manner that respects Emirati customs and traditions and to attend the University in clothing that is suitable for the UAE workplace. We expect each student to act and dress appropriately while on campus, in preparation for the important professional and leadership roles and responsibilities they will assume after graduation.

As a result, students are expected to respect themselves and others by their dress while on campus, demonstrating appreciation for the local culture and traditions of the United Arab Emirates. Guidelines for appropriate and professional student dress are described below.

Please note that since no set of guidelines can cover all possibilities of dress, the Manager for Student Life may determine that any specific aspect of campus dress may not meet the high standards of AURAK professionalism and will communicate that to the student(s) involved. Violations of the dress code are subject to the Code of Student Conduct and can be addressed through the Student Disciplinary Process.

### **Dress Expectations for Male Students**

- National dress (Kandura, Ghatra and Ugal)
- Elbow length and long sleeve shirts only, with no sleeveless or tank tops.
- Clothing with impolite wording or inappropriate sayings are not allowed on campus
- Sportswear only in gymnasium and inside student housing.
- Not acceptable are tight-fitted clothes and shorts, short trousers, or jeans with holes.

### **Dress Expectations for Female Students**

- UAE National dress including Abaya and Shela, or modest attire
- Elbow-length or long sleeve tops only covering shoulders and midriff area completely.
- Clothing with impolite wording or inappropriate sayings are not allowed on campus
- Not acceptable are tight or revealing clothing, shorts, dresses and skirts above the knee or jeans with holes or cleavage bearing tops or dresses.

## **Campus Safety**

AURAK is committed to providing an environment that is reasonably free from recognized safety hazards and complies with applicable laws concerning hazardous chemicals, fire prevention, occupational health and safety, handicapped accessibility, and the environment. To reduce accidents and illnesses, AURAK has developed a Comprehensive Safety Plan. The Health, Safety and Environmental Officer (HSEO) along with the Occupational Health and Safety (OHS) Committee manages the plan and reviews it annually to ensure student's and other AURAK community members needs are considered. Efforts are focused on several specialty areas, including fire protection, occupational health and safety, hazardous materials management, environmental health, emergency planning, and risk management.

The HSEO, together with other departments and security, develops and publishes procedures to respond to civil disturbances, hazardous material incidents, fire, gas leaks, severe weather conditions, and other potential threats to campus safety and security. Individual security officers are also trained and encouraged to report unsafe conditions observed while on patrol and to act as first responders to accidents. The HSEO ensures that appropriate environmental health and safety rules and regulations are written, published, and effectively communicated to students, faculty, staff and visitors to maintain safe work practices during all university activities.

### **Awareness Programs**

Health and safety awareness programs are developed and regularly scheduled for AURAK students, faculty and staff. The programs promote a safer and healthier campus environment by increasing awareness of safe behaviors and practices for everyone. The Student Life Department may present programs regarding topics which include alcohol and substance abuse, or other health and safety issues.

## **Fire Drills**

The Student Residential Life Department in collaboration with the Health, Safety and Environmental Officer, Office of Facilities Management and AURAK Security, conduct fire drills in the residential halls at least once per semester. These drills are designed to ensure that all residents are familiar with emergency procedures and evacuation routes.

## **Emergency Evacuation Routes**

AURAK has developed standardized emergency evacuation maps and evacuation routes for every building on the campus. These maps are prominently displayed on every floor in A3 sized acrylic plastic displays. Individual evacuation plans may be developed for any students, faculty, staff and visitors who has a disability and who may require special assistance in the event of an emergency building evacuation. Faculty, Staff, Supervisors and students must identify individuals requiring special assistance, or individuals may self-identify, to the HSEO who will then coordinate the development of an individualized evacuation plan with the Office of Facilities Management. Each building is equipped with evacuation chairs to assist in the safe evacuation of individuals with mobility impairments.

## **Fire Safety Plan**

The Fire Safety Evacuation plan provides instructions for identifying, monitoring and addressing fire safety issues at AURAK. The plan describes emergency procedures, building evacuation drills, inspections, training and guidelines to follow in the unfortunate event of a fire. In addition, names and contacts information of emergency contacts are displayed in the labs and other critical areas. The HSEO is responsible for ensuring that all aspects of the Fire Safety Plan are up to date and effectively communicated.

## **Fire Suppression Equipment**

AURAK maintains various fire suppression systems in each building. These include fire extinguishers, standpipes and fire hose reel water pumps strategically placed throughout the campus. Approximately 124 portable fire extinguishers are located around and inside the campus building -off-campus residences and other buildings have additional extinguishers. The HSEO, in conjunction with other departments conducts training on emergency response, including First Aid, CPR and the use of fire extinguishers. This type of training is conducted periodically throughout the academic year. AURAK also arranges for an outside contractor to inspect the fire suppression systems on campus on a quarterly basis.

### Kindly note the following:

Emergency exits should be used during emergencies only. Please comply accordingly for safety and security reasons. Misuse or abuse of emergency exits will lead to a warning and other disciplinary action.

## **Medical Emergencies**

In the event of a medical emergency on campus, students should immediately call the ambulance at 998 as the first response. If additional guidance is needed while waiting for emergency services, you may contact the AURAK Nurse at +971 7 246 8953, located at the Wellness Education & First Aid Station in the Students' Affairs Building (D). You may also contact AURAK Security at +971 7 246 8998, who are trained as first responders and will coordinate with emergency medical services and the Health, Safety and Environmental Officer (HSEO) as required.

Do not attempt to move an injured person unless they are in immediate danger. Remain with the individual, provide reassurance, and keep the area clear. If you are trained in first aid or

CPR, you may provide assistance until professional help arrives. All AURAK buildings are equipped with first aid kits and have designated personnel trained in emergency response. Students are encouraged to familiarize themselves with the nearest emergency response team, whose contact information is posted in each building.

#### **Emergency Contact Summary:**

- **Ambulance:** 998
- **AURAK Security:** +971 7 246 8998
- **AURAK Nurse:** +971 7 246 8953

## **Student Records and Right to Privacy**

A student's education record is files, materials, or documents in electronic format that contain information directly related to the student and maintained by the University. The following documents are stored as a student's record:

- Application form
- Personal Details: the student's name, address(es), telephone number(s), e-mail address, photographs, birth date and place, program undertaken, dates of attendance, credential awarded.
- Certificates and transcripts of all the qualifying examinations
- Admission letter, visa copy, passport copy & copy of Emirates ID.
- Enrollment and registration to the program
- Transcripts and degree progress

The record-keeping system ensures that records are adequately created, managed, and archived. The system assures confidentiality, access only by authorized users, and secure record keeping. The office of the Registrar has the authority to access student records and to manage and update student records. Student records are kept on file for a period of five years after graduation; an official transcript is kept for the lifetime of the student.

Students may request to see the contents of their educational records at any time including grades and other relevant information. Students may also request amendment of information in their educational records. Requests must be made in writing and submitted to the Office of the Registrar for consideration. All AURAK students have the right to access their grades online through the E-University Management System.

Access to a student's education records is available to authorized officials of AURAK for academic purposes, such as recording grades, attendance, advising, or review of academic progress. Education records may be disclosed to university officials having a legitimate educational interest without prior written consent. University officials are those employed by the university in administrative, counseling, supervisory, academic, student support services, or research positions. School officials also include persons employed by or under contract by the university to perform a special task.

Identification of an individual as a university official does not automatically grant access to educational records. In all cases, a legitimate educational interest must be established. Legitimate educational interests include the following:

- The information is necessary for the official to perform appropriate tasks specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official university business.
- The information is relevant to the accomplishment of some task or to a determination about the student.

In all cases, the information must be used consistently with the purposes for which the data are maintained. The confidentiality of student information is periodically reviewed to check the system's efficacy. Student records are not disclosed to any third party unless a student gives permission for this in writing. The only exception to this is official accreditation bodies conducting a review or government/law enforcement officials.

The University employs multi-layered security protocols to protect student education records, including access controls, encryption, audit logging. All access to educational records is logged and subject to periodic internal audits to ensure compliance with privacy regulations.

## Accessing Academic Policies

The following AURAK policies relate directly to students and may be accessed in the AURAK Catalog and through the link listed on the far-right column for each policy.

| Policy/Procedure                       | Reference Number                      | AURAK Catalog   |
|----------------------------------------|---------------------------------------|-----------------|
| Undergraduate Admission                | <a href="#">INSTSI-2022-ADM005-v3</a> | pp. 46-55       |
| Graduate Admission                     | <a href="#">INSTSI-2022-ADM001-v4</a> | pp. 163-168     |
| Undergraduate Transfer Admission       | <a href="#">INSTSI-2014-101.21_PO</a> | pp. 52-53       |
| Student Records                        | <a href="#">INSTSI-2015-101.30_PO</a> | pp. 44          |
| AURAK's Scholarship Program            | <a href="#">INSTSI-2021-SCH003-v3</a> | pp. 29-31       |
| Student Fees                           | <a href="#">INFRST-2020-SCH004-v3</a> | pp. 24-29       |
| Individuals with Disabilities          | <a href="#">INSTSI-2017-101.42_PO</a> | pp. 37          |
| Academic Advisement                    | <a href="#">INEPSL-2015-101.28_PO</a> | pp. 55, 169     |
| Student Grievance                      | <a href="#">INPDHR-2019-101.45_PO</a> | pp. 3334, 67-68 |
| Student Academic Grievance (Procedure) | <a href="#">INPDHR_2020_101.11_PR</a> | pp. 32-33       |

## Frequently Asked Questions

### Q: How can I find out about activities being held?

We announce our activities through electronic bulletin boards, emails, SMS, the AURAK website and Facebook or visit the office of the Department of Student Life.

**Q: How can I sign up for any activity?**

Simply use the EUMS system to sign up for an activity online. Or, stop by the Department of Student Life on the First floor Building D and sign up. You can also sign up utilizing the event QR code or on the student information system announcement.

**Q: Can I join or start a student society/club?**

Yes, you can, if you follow the established procedures. Ask the Office of Student Life for information concerning the requirements and application process.

**Q: Where do I go if I lose something on the AURAK premises?**

"Lost and Found" is located in the Department of Student Life, Building D. You can also report a lost item on the EUMS system online. Go to Student Life to report a missing item, or to get more information about the online lost and found process.

**Q: Do you have a Wellness Education and First Aid Station on campus?**

Yes, we have a Wellness Education and First Aid Station in Building D on the 1<sup>st</sup> Floor with a registered nurse who can provide first aid when necessary.

**Q: Do you have someone I can talk to about some problems I am facing?**

Confidential counseling is available for AURAK students. For further information, please contact the Office of Student Affairs, located in Building D on the 1<sup>st</sup> Floor.

**Q: What are the office hours of the Student Affairs?**

The Office of Student Affairs have staff available Monday through Thursday from 9:00 a.m. until 5:00 p.m. and Fridays from 8:00 a.m. until 3:00 p.m.

**Q: Where do I find my student ID number?**

- New Students - Your student ID number is on your admission letter.
- Returning Students - If you forgot your student ID, look on your AURAK Student Card or on your AURAK Student Portal. The transcript and bill statement all indicate your AURAK Student ID number.

**Q: What is the AURAK Student Portal?**

The AURAK Student Portal is your online tool that gives you access to

- Registration
- Bill statement (a bill statement will not be mailed to you)
- Timetable / Class Schedule
- Class information that your instructors post such as the syllabus, announcements, assignment descriptions, notes, etc.
- Your grades
- An unofficial transcript

**Q: How do I access my AURAK Student Portal?**

New Students are given an AURAK Student Portal User ID and password prior to registration. Returning Students - If you forgot your User ID or password, contact Office of Information Technology in building I, Ground Floor.

**Q: How do I access AURAK computers and my AURAK Email?**

New Students - will be issued a User ID, password, and AURAK Email after registration. Returning Students - If you forgot your User ID or password, contact Office of Information

Technology in building I, Ground Floor.

This password will give you access to:

- On-campus Computers
- AURAK Email - This is the primary way that you will be contacted throughout the year with important information

**Q: I need confirmation of my enrollment. How do I obtain verification of enrollment?**

If you need a letter written, complete the Enrollment Verification form in the Department of the Registrar. If you need a form completed, bring the form to the Department of the Registrar.

**Q: I have a physical limitation, learning disability, or mental health disability. What should I do?**

A student needing accommodations must see the Office of Student Affairs for consultation and support. The Office of Student Affairs will provide students with an accommodation request form to begin the process. It is ultimately the student's responsibility to make the need known to the University by registering with the Office of Student Affairs.

**Q: How many credits do I need to take to be a full-time student?**

To be a full-time student you need to be enrolled in a minimum of 12 credit hours (4 courses) per semester for undergraduate and 9 credit hours for graduates (Masters).

**Q: I think I am eligible to graduate. What do I need to do?**

Visit the Department of the Registrar and complete the graduation form, for evaluation of your coursework completion.

**Q: To whom do I talk to about student financial aid?**

Contact the Scholarship and Financial Aid office in Building D, Ground floor.

**Q: When are fees due? How do I pay?**

For information on when fees are due and how to pay, visit the Office of Finance.

**Q: Why should I register for classes early?**

- Early Registrants receive priority for spots in classes
- During Early Registration, course and program advisors are available to aid students in course selection

**Q: I want to know which courses are required for my degree program. How do I find out?**

Your first step is to visit with your academic advisor who has information regarding your degree plan. The degree plan you follow depends on the year you entered the university and the area of concentration for your degree. The degree plan established when you enter the university will be the degree plan you follow through your graduation. By obtaining a copy of the degree plan from your advisor you will be able to track the courses needed and those you have completed.

As you near completion of your degree, you may complete a degree audit form, found in the Department of the Registrar, to ensure that you will meet all the requirements to graduate.

**Q: I am an athlete. Should I take a full course load?**

- All AURAK student-athletes must be enrolled in a minimum of 12 credit hours per

semester

- All returning AURAK student-athletes must pass 18 credit hours during their previous year of study and maintain a GPA of 2.0 or higher.
- Consider your work-load carefully in consultation with an academic advisor. Some student athletes carry a full load of 15 credit hours per semester and maintain very good GPAs. Others reduce their loads to 12 credit hours per semester.

**Q: Why should I get to know my faculty advisor?**

Your faculty advisor is available to meet with you about courses, future academic and career plans, or spiritual/personal issues. Faculty advisors take a special interest in their students' needs and concerns, and can help to give perspective and advice.

**Q: Why should I declare my program of study?**

Declaring a program of study allows you, the student, to clarify your educational and career goals. Additionally, the university is able to plan for future classes, faculty, and staff. Another benefit is found in that declaring your major may open financial aid doors.

**Q: What are credit hours?**

Credit hours are a standard measure used in determining how much academic material is covered. A course of three credit hours normally requires three hours of lectures per week for one semester. Thus, if you choose five courses of three credit hours each, you will be in class for fifteen hours. Students are allowed to register for a maximum of eighteen credit hours in a semester.

**Q: What are prerequisites?**

Prerequisites are courses that must be completed before enrolling in some upper-level courses. Some courses at the 200 and 300 level have prerequisites. All courses at the 400 level or higher have prerequisites.

**Q: What are "Humanities"?**

The Humanities are those branches of learning concerned with human intellectual culture, exploring its past, present, and future. At AURAK, we offer courses in the Humanities in these fields: English, History, Languages, and Philosophy.

**Q: What are "Social Sciences"?**

Social Sciences are those branches of study concerned with human society, social relationships, and individuals within society. At AURAK, we offer courses in the Social Sciences in these fields: Anthropology, Economics, Geography, International Development Studies, Peace and Conflict Transformation Studies, Political Studies, Psychology, and Sociology.

**Q: What are "Sciences"?**

Sciences are those branches of study concerned with the phenomena of the material universe and its general laws, employing methods of empirical observation and systematic classification. At AURAK, we offer courses in the following Sciences: Biology, Chemistry, Computer Science, Mathematics, and Physics.

**Q: What are "Integrative Studies"?**

Integrative Studies explore the mosaic of knowledge, around a theological center, in service of the highest of human loves, which are the love of God and the love of neighbor.

**Q: What are the exam regulations?**

AURAK faculty will ensure that the academic assessment of the undergraduate is fair, accurate, aligned with learning outcomes and program goals and is undertaken at an appropriate level as follows:

- Students shall undergo a minimum of 3 assessments distributed evenly throughout the semester.
- Assessment tools may be in the form of Exam, Project, Paper, Presentation, Homework assignment, Class quiz and Case study/analysis.

**Q: Are there special arrangements for students with disabilities in exams?**

Yes. A student needing accommodations must visit the Office of Student Affairs to discuss individual needs. Staff will document the need, create a learning plan with the student and be the liaison between you and your professors/instructors. It is ultimately the student's responsibility to make the need known to the Office of Student Affairs.

**Q: Where do I obtain information on the degree programs?**

You can visit the AURAK website, click the admissions button and there you can find the undergraduate and graduate programs.

**Q: How can I change my major?**

- A: Fill out the change of major form at the registrar's office and have it signed by the new advisor and old advisor.
- Please note that the form requires several additional signatories beyond those two.

**Q: Is confidentiality ensured?**

Yes. All students' information is confidential and cannot be divulge to any person without written permission from the concerned student.

**Q: Whom should I contact if there is a mistake in my academic record?**

Visit Office of the Registrar.

Office of the Registrar

American University of Ras Al Khaimah Sheikh Saq Bin Khalid Road Ras Al Khaimah, UAE  
PO Box 10021

Tel: + 971 7 246 8873

Email: [registration@aurak.ac.ae](mailto:registration@aurak.ac.ae)

**Q: How can I obtain a letter to confirm that I am a student at AURAK?**

Visit the Office of the Registrar and complete the request for enrollment verification form.

**Q: How do I request a Leave of Absence from AURAK?**

A student may request a Leave of Absence which will be reviewed and approved on a case-by-case basis.

If a temporary withdrawal is granted for a semester or a year, a student will be given a semester to apply for re-admission. Unless there are extenuating circumstances such as illness, a leave of absence is not normally given to a student who leaves the university during a term.

Official withdrawal removes students from any academic program and cancels student status at AURAK. In order to return to the university, students need to apply for re-

admission through the Admissions office. Students who wish to withdraw have to complete a 'withdrawal form' available at the Registrar's office and get clearance from all university departments. If the withdrawal process is completed satisfactorily and all financial obligations to the university are cleared, the effective date of withdrawal is noted on the student's permanent academic record. The effective date is the date used for calculating billing or refunds. No grades other than a W for the current semester are recorded.

If a student wishes to return, he/she needs to apply for re-admission through the Admissions office.

**Q: Can I get help with my CV/Resume?**

Certainly, you can definitely receive assistance with your CV/Resume through the services provided by the Alumni and Career Services Department. This department is dedicated to helping students and alumni enhance their professional profiles and career prospects. They offer a range of valuable resources and support to ensure your CV/resume is polished and effective.

**Q: As a Masters student what are the minimum grade requirements?**

The normal graduate student load is 9 credit hours. However,

- A student with a cumulative GPA of 3.5 or above is entitled to register for 12 credit hours in the following semester.
- A student with a cumulative GPA of less than 3.00 is entitled to register for 6 credit hours in the following semester.
- Only 3 credit hours are allowed during any individual summer term.
- If a graduate student's cumulative GPA is below 3.00, the student is placed on academic probation. During probation status, the following conditions apply:
  - ❖ A graduate student on probation may not register for thesis or final project credit hours until a cumulative GPA of 3.0 is achieved. Probation will be removed at the end of any semester in which the student attains a CGPA of 3.00

**Q: Do I need to be enrolled as a full-time student?**

- A: It is the student's choice to enroll full-time. To be considered a full-time graduate student, you need to enroll in a minimum of nine credit hours per semester. For undergraduates, the requirement is twelve credit hours per semester.
- However, the catalog states: All undergraduate students are expected to enroll on a full-time basis unless granted permission by the dean of the respective school to enroll on a part-time basis.



# AURAK

الجامعة الأمريكية في رأس الخيمة  
AMERICAN UNIVERSITY OF RAS AL KHAIMAH

## GET IN TOUCH

**TOLL FREE 800 AURAK (28725)**

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✉ [inquiry@aurak.ac.ae](mailto:inquiry@aurak.ac.ae)

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