



جامعة الشارقة
UNIVERSITY OF SHARJAH

Student Handbook

2025-2026

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Chapter One: About the University

1.1 History

The University of Sharjah was established in 1997 as a non-profit institution of higher education under the auspices of the Government of Sharjah and the wise leadership and guidance of His Highness Sheikh Dr. Sultan Bin Mohamed Al Qassimi, Member of the Supreme Council, Ruler of Sharjah, Founder of the University of Sharjah. The University is an autonomous, non-profit, academic corporate body, enjoying financial and administrative autonomy owned by the government of Sharjah. The University is fully licensed by the UAE Ministry of higher Education and Scientific Research. These tremendous accomplishments have been made possible through the support and guidance of His Highness Sheikh Dr. Sultan Bin Mohammed AL Qasimi, Member of the Supreme Council, Ruler of Sharjah and the President of the University of Sharjah, His Highness Sheikh Sultan Bin Ahmed AL Qasimi.

1.2 UoS Vision

Excellence in teaching together and research that matters to our community.

1.2.1 UoS Mission

We are an innovative world-class teaching, learning, and research institution providing a distinctive, inspirational, creative, and supportive environment.

1.2.2 UoS Pillars

The main pillars of the UoS Strategy:

1. Impact-Centered Excellence in Teaching and Learning.
2. Excellent and Sustainable Research that Matters to Our Community, Government Industry, and Academia.
3. Our People and Our Performance.
4. Community Collaboration and Impact.
5. The Student Experience - Fit for the Future.

1.2.3 UoS Core Values

The University of Sharjah is united by six core values that underpin our daily actions as students, staff, faculty, administrators and alumni. They are as follows:

1. **Integrity and Ethics:** Ethical standards at the University of Sharjah are founded on ethical and civic responsibility in accordance with progressive Arab and Islamic ideals.
2. **Dedication:** Dedication to providing students with knowledge and support, so they are fully prepared to be the leaders of the future.
3. **Inclusiveness:** We welcome and value each other and embrace the diversity of ideas and people.
4. **Excellence with limitless Drive:** For quality enhancement and continuance improvement.
5. **Accountability and Transparency:** We pride ourselves on our responsibility, and transparency in our actions, providing a fair and positive work environment.
6. **Innovation and Entrepreneurship:** We work without bounds to improve lives through innovation in the pursuit of academic excellence.

1.2.4 UoS Key Priorities

1. **Emiratization** By 2030, 25% of UOS Faculty will be Emiratis, contributing on a world stage in research and education.
2. **Digitization** By 2030, 85% of all primary services will be fully digitized, leading to a paperless, optimized, and efficient organization.
3. **Global Engagement** By 2030, UOS will be ranked within the top 200 universities globally and be ranked number one in the UAE.
4. **Entrepreneurship** By 2030, UOS employees, faculty, students, and graduates will have initiated over 60 start-ups, impactful research to our community, and other commercial research ventures.

1.2.5 The UoS Advantage

The University of Sharjah was established with a great vision to enjoy essential qualities shared by renowned universities around the globe. Such qualities enable these institutions to progress forward much faster than others. The education and research programs they offer tend to be comprehensive and multi-disciplinary. They enjoy considerable infrastructure for learning and research and manage to attract renowned faculty with academic heft. They are decidedly international in their outlook and vision and in the composition of their student and faculty population. They attract talented students from different backgrounds and challenge them both inside and outside the classroom. Finally, they are independent both academically and financially, which means their decisions are guided by the integrity of best expertise and what is good for the advancement of learning, education and research.

The main campus is located in Sharjah city and is divided into five campuses: Men's Campus, Women's campus, Fine Arts Campus and Medical colleges' campus. In addition to a central campus (M11) which holds the University Administration.

The University of Sharjah has expanded in a relatively short span of time to include **15** colleges offering more than **150** diverse academic programs (majors) at the postgraduate diploma, bachelor, master and PhD levels. There are currently about **21,215** students enrolled at the university with academic instructions delivered by **757** faculty members having diverse international experience and renowned stature. The University has long-term cooperation agreements and strategic alliances with 40 leading academic institutions around the globe. These agreements ensure that the education our students receive meets the highest international standards.

The University's architecture lends full expression to its Islamic and Arabic heritage with splendid buildings and captivating landscape. The campus provides spacious, outstanding facilities that include multimedia study halls, advanced scientific and research laboratories, dedicated libraries rich with information resources, state-of-the-art IT infrastructure and computing labs, theatres, clubs, two major sports complexes, student centers with access to restaurants and variety of shops, and many other facilities. There are also separate residential areas for male and female

students and the faculty.

The University's Medical Complex includes the Colleges of Medicine, Dentistry, Pharmacy, Health Sciences, Medical Research Laboratories, University general hospital, and a Dental Hospital.

While rooted in Islamic and Arabic traditions, the University of Sharjah promotes an international outlook and respect for other individuals and cultures. UOS takes pride in being a major international center for learning, culture and education where east meets west and north meets south. We look at learning from international perspective, and our educational programs are linked through agreements with universities in Australia, Canada, Japan, the UK and USA.

The University employs renowned faculty from around the world, and hosts a significant number of international students, it also sends its students to various international destinations on internship programs and accepts a large number of visiting international students. This unique mix of cultures and nationalities helps student expand their horizons and learn from the individual uniqueness of the diversified student body and faculty.

1.2.6 Governance

The organization of the University of Sharjah is composed of the President, Board of Trustees, Chancellor, Vice Chancellors, Associate Vice Chancellors, Deans of Academic Units and Directors of Administrative Units.

The President and founder of the University is the highest authority in the institution and acts as the chair of the Board of Trustees. The Board consists of fourteen members and holds the power of legislation, approving policies and supervising University performance. With the exception of the Chancellor, no board members are involved in the day-to-day operations of the University.

The Chancellor is the chief executive officer of the University. The Chancellor is appointed by the Board of Trustees and is empowered to head all academic and administrative staff, implement policies and represent the University in national and international settings.

The Deans' Council which is chaired by the Chancellor and includes the Vice Chancellors and College Deans. The Council is responsible for approving study curricula, study plans, academic calendar, faculty appointments, promotions, extra curricula activities, research and scholarship activities.

There are eight Vice Chancellors. The Vice Chancellor for Academic Affairs and The Vice Chancellor for Medical and Health Sciences Colleges are delegated academic responsibilities, while The Vice Chancellor for Financial and Administrative Affairs is delegated the non-academic responsibilities along with The Vice Chancellor for Community Affairs which is responsible for Alumni and community relations and the Vice Chancellor for Public Relations. Moreover, there is Vice Chancellor for research and graduate study to be responsible for all graduate and research activities. UoS has Vice Chancellor for student affairs to be responsible for all students needs and requirements. Moreover, UoS take in the consideration the quality of education and it has Vice Chancellor for Institutional Effectiveness and Accreditation. In addition, the Chancellor appoints

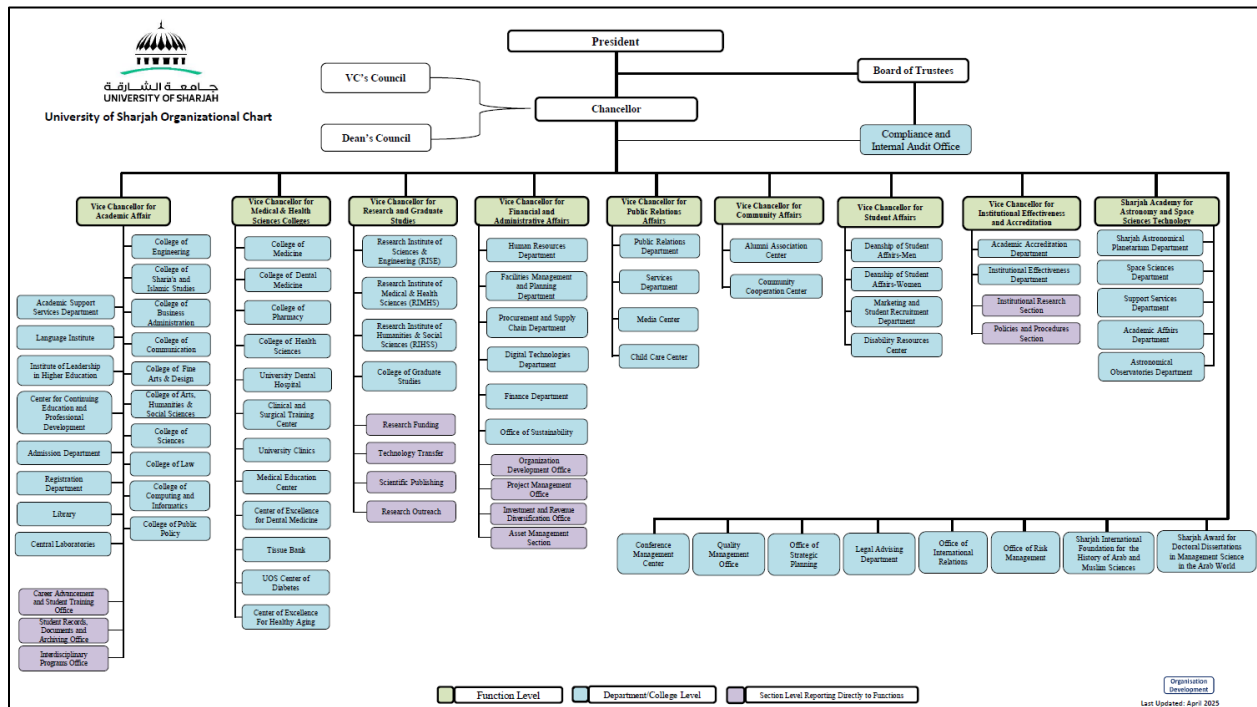
the Assistant Chancellor for Legal Advisor and Director of the Enrollment Management & Academic Guidance Unit.

Academically, the University is composed of thirteen colleges divided into two sectors. The first sector reports to the Vice Chancellor for Academic Affairs and includes: College of Shari'a and Islamic Studies, College of Arts, Humanities and Social Sciences, College of Business Administration, College of Engineering, College of Law, College of Communication, College of Fine Arts and Design, College of Sciences, and the Center for Continuing Education and Professional Development. The second sector reports to the Vice Chancellor for Medical and Health Sciences Colleges and includes: College of Medicine, College of Dentistry, College of Pharmacy, College of Health Sciences, Medical Education Unit, Medical Services Department, Clinical Training Center, Dental Hospital and Institute of Medical Research.

The University organization also includes three Deanships. The Deanship of Academic Support Services supervises the Admission, Registration, IT, Libraries and Laboratories services. The Deanship of Student Affairs supervises students' activities in the male and female campuses and administers issues related to Career Advising, Sports Complex, Student Counseling and Student Dorms. The Deanship of Graduate Studies and Research overlooks the research and scholarship activities in the institute.

1.2.7 Organizational Chart

<https://www.sharjah.ac.ae/en/Discover-UoS/Organizational-Structure>



1.2.8 Colleges and Programs

The University of Sharjah has expanded in a relatively short span of time to include **15** colleges offering more than **150** diverse academic programs (majors) at the postgraduate diploma, bachelor, master and PhD levels. There are currently about **21,215** students enrolled at the university with academic instructions delivered by **758** faculty members having diverse international experience and renowned stature. The University has long-term cooperation agreements and strategic alliances with 40 leading academic institutions around the globe. These agreements ensure that the education our students receive meets the highest international standards.

The University is fully licensed and all its programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education and Scientific Research in the United Arab Emirates. Furthermore, the University of Sharjah aims to obtain full accreditation and recognition from prominent international organizations as applicable to various programs of study. The following list shows the colleges and degrees offered at the University of Sharjah.

University Colleges and Degree Programs

College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
College of Shari'a and Islamic Studies كلية الشريعة والدراسات الإسلامية	Doctor of Philosophy in Hadith and its Sciences	دكتوراه الفلسفة في الحديث وعلومه	1
	Doctor of Philosophy in Exegesis and Quran Sciences	دكتوراه الفلسفة في التفسير وعلوم القرآن	2
	Doctor of Philosophy in Jurisprudence and its Foundations	دكتوراه الفلسفة في الفقه وأصوله	3
	Master in Exegesis and Hadith	ماجستير في التفسير والحديث	4
	Master in Jurisprudence and its Foundations	ماجستير في الفقه وأصوله	5
	Bachelor in Religious Discourse and Community Communication(New)	بكالوريوس في الخطاب الديني والتواصل المجتمعي(جديد)	6
	Bachelor in Shari'a - Jurisprudence and its Foundations	بكالوريوس في الشريعة - الفقه وأصوله	7
	Bachelor in Shari'a - Foundations of Religion	بكالوريوس في الشريعة - أصول الدين	8
	Doctor of Philosophy in History and Islamic Civilization	دكتوراه الفلسفة في التاريخ والحضارة الإسلامية	9
	Doctor of Philosophy in Applied Sociology	دكتوراه الفلسفة في علم الاجتماع التطبيقي	10
	Doctor of Philosophy in Arabic Language and Literature	دكتوراه الفلسفة في اللغة العربية وآدابها	11
	Doctor of Philosophy in Linguistics and Translation	دكتوراه الفلسفة في اللغويات والترجمة	12
	Master of Arts in Arabic Language and Literature	ماجستير الآداب في اللغة العربية وآدابها	13
	Master of Arts in Translation	ماجستير الآداب في الترجمة	14

College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
College of Arts, Humanities and Social Sciences كلية الآداب والعلوم الإنسانية والاجتماعية	Master of Arts in History and Islamic Civilization	ماجستير الآداب في التاريخ والحضارة الإسلامية	15
	Master of Arts in Applied Sociology	ماجستير الآداب في علم الاجتماع التطبيقي	16
	Professional Diploma in Teaching	الدبلوم المهني في التدريس	17
	Bachelor of Education in Special Education (New)	بكالوريوس التربية في التربية الخاصة (جديد)	18
	Bachelor of Arts in Arabic for Non-Native Speakers (New)	بكالوريوس الآداب في اللغة العربية للناطقين بغيرها (جديد)	19
	Bachelor in Family Counseling and Guidance (New)	بكالوريوس في الإرشاد والإصلاح الأسري (جديد)	20
	Bachelor of Arts in French Language and Literature	بكالوريوس الآداب في اللغة الفرنسية وآدابها	21
	Bachelor of Arts in Arabic Language and Literature	بكالوريوس الآداب في اللغة العربية وآدابها	22
	Bachelor of Arts in English Language and Literature	بكالوريوس الآداب في اللغة الإنجليزية وآدابها	23
	Bachelor of Arts in History and Islamic Civilization	بكالوريوس الآداب في التاريخ والحضارة الإسلامية	24
	Bachelor of Arts in History and Islamic Civilization – Tourism Guidance	بكالوريوس الآداب في التاريخ والحضارة الإسلامية - الإرشاد السياحي	25
	Bachelor of Arts in Sociology	بكالوريوس الآداب في علم الاجتماع	26
	Bachelor of Education in Early Childhood	بكالوريوس التربية في الطفولة المبكرة	27
College of Business Administration كلية إدارة الأعمال	Doctor of Business Administration	دكتوراه إدارة الأعمال	28
	Master in Business Administration	ماجستير إدارة الأعمال	29
	Executive Master in Business Administration	الماجستير التنفيذي في إدارة الأعمال	30
	Master of Science in Business Analytics	ماجستير العلوم في تحليل الأعمال	31
	Bachelor of Science in Accounting	بكالوريوس العلوم في المحاسبة	32
	Bachelor of Science in Business Administration Concentration: - Marketing - Management - Human Resource Management	بكالوريوس العلوم في إدارة الأعمال تخصص دقيق: - التسويق - الإدارة - إدارة الموارد البشرية	33
	Bachelor of Science in Finance	بكالوريوس العلوم في التمويل	34
	Bachelor of Science in Supply Chain Management	بكالوريوس العلوم في إدارة سلسلة الإمدادات	35
	Bachelor of Science in Economics	بكالوريوس العلوم في الإقتصاد	36
	Doctor of Philosophy in Science and Technology for Heritage Conservation and Management (New)	دكتوراه الفلسفة في علوم وتكنولوجيا حفظ وإدارة التراث (جديد)	37

College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
College of Engineering كلية الهندسة	Doctor of Philosophy in Electrical and Computer Engineering	دكتوراه الفلسفة في الهندسة الكهربائية وهندسة الحاسوب	38
	Doctor of Philosophy in Civil Engineering	دكتوراه الفلسفة في الهندسة المدنية	39
	Doctor of Philosophy in Engineering Management	دكتوراه الفلسفة في الإدارة الهندسية	40
	Master of Science in Architecture	ماجستير العلوم في العمارة	41
	Master of Science in Mechanical Engineering	ماجستير العلوم في الهندسة الميكانيكية	42
	Master of Science in Sustainable and Renewable Energy Engineering	ماجستير العلوم في هندسة الطاقة المستدامة والمتجددة	43
	Master of Science in Biomedical Engineering	ماجستير العلوم في الهندسة الطبية الحيوية	44
	Master of Science in Environmental Science and Engineering	ماجستير العلوم في العلوم والهندسة البيئية	45
	Master in Conservation Management of Cultural Heritage	ماجستير في إدارة حفظ التراث الثقافي	46
	Master of Science in Engineering Management	ماجستير العلوم في الإدارة الهندسية	47
	Master of Science in Civil Engineering	ماجستير العلوم في الهندسة المدنية	48
	Master of Science in Electrical and Electronics Engineering	ماجستير العلوم في الهندسة الكهربائية والإلكترونية	49
	Bachelor of Science in Mechatronics and Robotics Engineering	بكالوريوس العلوم في هندسة الميكاترونكس والروبوتات	50
	Bachelor of Science in Chemical and Water Desalination Engineering	بكالوريوس العلوم في الهندسة الكيميائية وتحلية المياه	51
College of Engineering كلية الهندسة	Bachelor of Science in Civil Engineering	بكالوريوس العلوم في الهندسة المدنية	52
	Bachelor of Science in Electrical and Electronics Engineering	بكالوريوس العلوم في الهندسة الكهربائية والإلكترونية	53
	Bachelor of Science in Architectural Engineering	بكالوريوس العلوم في الهندسة المعمارية	54
	Bachelor of Science in Industrial Engineering and Engineering Management	بكالوريوس العلوم في الهندسة الصناعية والإدارة الهندسية	55
	Bachelor of Science in Sustainable and Renewable Energy Engineering	بكالوريوس العلوم في هندسة الطاقة المستدامة والمتجددة	56
	Bachelor of Science in Nuclear Engineering	بكالوريوس العلوم في الهندسة النووية	57
	Bachelor of Science in Mechanical Engineering	بكالوريوس العلوم في الهندسة الميكانيكية	58
	College of Health Sciences كلية العلوم الصحية	Doctor of Philosophy in Physiotherapy(New)	دكتوراه الفلسفة في العلاج الطبيعي(جديد)
Master of Science in Medical Diagnostic Imaging		ماجستير العلوم في التصوير التشخيصي الطبي	60
Master of Public Health		ماجستير في الصحة العامة	61
Master of Science in Environmental Health		ماجستير العلوم في الصحة البيئية	62

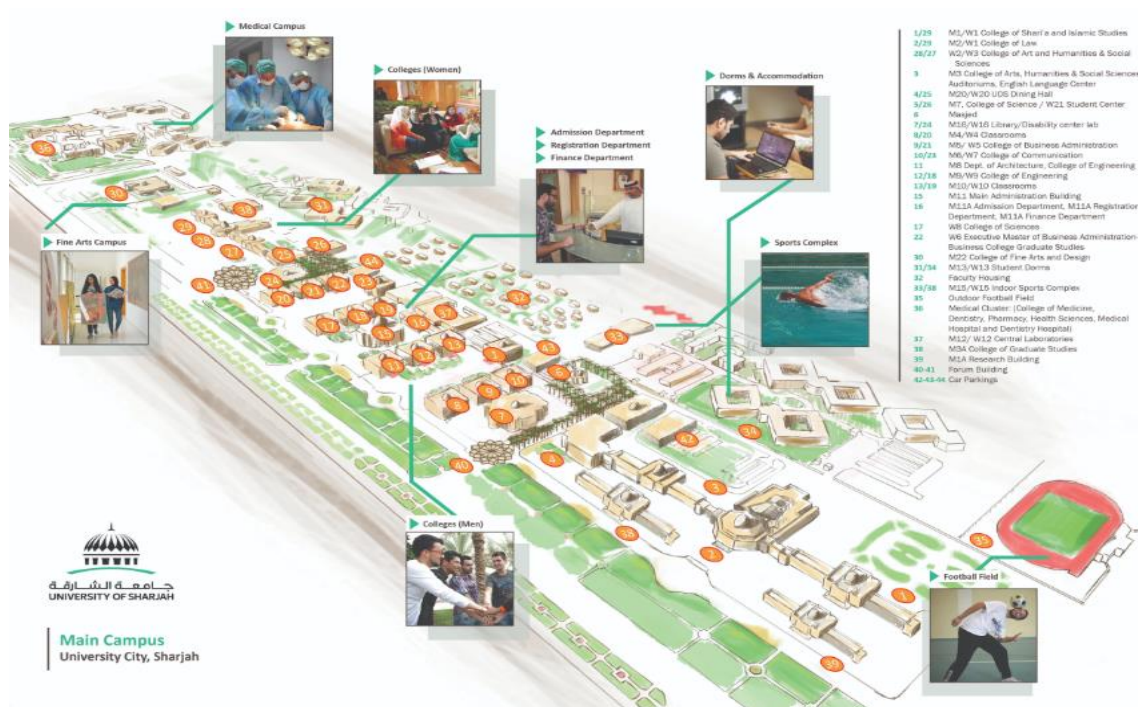
College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
	Master of Science in Adult Critical Care Nursing	ماجستير العلوم في تمرريض العناية الفائقة للبالغين	63
	Master of Science in Physiotherapy	ماجستير العلوم في العلاج الطبيعي	64
	Master of Science in Medical Laboratory Sciences	ماجستير العلوم في علوم المختبرات الطبية	65
	Master of Science in Applied Nutrition	ماجستير العلوم في التغذية التطبيقية	66
	Bachelor of Science in Audiology and Speech Language Pathology(New)	بكالوريوس العلوم في أمراض السمع والنطق واللغة(جديد)	67
	Bachelor of Science in Medical Laboratory Sciences	بكالوريوس العلوم في علوم المختبرات الطبية	68
	Bachelor of Science in Medical Diagnostic Imaging	بكالوريوس العلوم في التصوير التشخيصي الطبي	69
	Bachelor of Science in Nursing	بكالوريوس العلوم في التمريض	70
	Bachelor of Science in Health Care Management	بكالوريوس العلوم في إدارة الرعاية الصحية	71
	Bachelor of Science in Physiotherapy	بكالوريوس العلوم في العلاج الطبيعي	72
	Bachelor of Science in Environmental Health Sciences	بكالوريوس العلوم في علوم الصحة البيئية	73
	Bachelor of Science in Clinical Nutrition and Dietetics	بكالوريوس العلوم في التغذية العلاجية والحميات	74
College of Law كلية القانون	Doctor of Philosophy in Public Law	دكتوراه الفلسفة في القانون العام	75
	Doctor of Philosophy in Private Law	دكتوراه الفلسفة في القانون الخاص	76
	Master in Public Law	ماجستير في القانون العام	77
	Master in Private Law	ماجستير في القانون الخاص	78
	Master in Air and Space Law	الماجستير في قانون الجو والفضاء	79
	Bachelor in Law	بكالوريوس في القانون	80
	Bachelor of Law in English	بكالوريوس في القانون باللغة الإنجليزية	81
College of Fine Arts and Design كلية الفنون الجميلة والتصميم	Master of Arts in Curatorial Practice (New)	ماجستير الآداب في الممارسات القيمة (جديد)	82
	Bachelor in Fine Arts	بكالوريوس في الفنون الجميلة	83
	Bachelor of Fine Arts in Interior Design	بكالوريوس الفنون الجميلة في التصميم الداخلي	84
	Bachelor of Fine Arts in Fashion Design and Textiles	بكالوريوس الفنون الجميلة في تصميم الأزياء والمنسوجات	85
	Bachelor of Fine Arts in Visual Communication	بكالوريوس الفنون الجميلة في الاتصال المرئي	86
	Bachelor of Fine Arts in Art History and Museum Studies(New)	بكالوريوس الفنون الجميلة في تاريخ الفن ودراسات المتاحف(جديد)	87
College of Communication كلية الإتصال	Doctor of Philosophy in Communication	دكتوراه الفلسفة في الإتصال	88
	Master of Science in Media Entrepreneurship and Digital Innovation	ماجستير العلوم في الريادة الإعلامية والإبتكار الرقمي	89
	Master of Arts in Communication	ماجستير الآداب في الإتصال	90

College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
	Bachelor of Arts in Strategic Communication and Advertising(New)	بكالوريوس الآداب في الاتصال الاستراتيجي والإعلان(جديد)	91
	Bachelor of Arts in Communication - Digital Media Design	بكالوريوس الآداب في الاتصال - التصميم الإعلامي الرقمي	92
	Bachelor of Arts in Communication - Electronic Journalism	بكالوريوس الآداب في الاتصال - الصحافة الإلكترونية	93
	Bachelor of Arts in Communication - Radio and Television	بكالوريوس الآداب في الاتصال - الإذاعة والتلفزيون	94
	Bachelor of Arts in Mass Communication	بكالوريوس الآداب في الاتصال الجماهيري	95
	Bachelor of Arts in Public Relations	بكالوريوس الآداب في العلاقات العامة	96
College of Medicine كلية الطب	Doctor of Philosophy in Public Health (New)	دكتوراه الفلسفة في الصحة العامة(جديد)	97
	Doctor of Philosophy in Health Professions Education (New)	دكتوراه الفلسفة في تعليم المهن الصحية(جديد)	98
	Doctor of Philosophy in Molecular Medicine and Translational Research	دكتوراه الفلسفة في الطب الجزيئي وتطبيقاته الإكلينيكية	99
	Doctor of Medicine	دكتور في الطب	100
	Master of Science in Molecular Medicine and Translational Research	ماجستير العلوم في الطب الجزيئي وتطبيقاته الإكلينيكية	101
	Master of Science in Leadership in Health Professions Education	ماجستير العلوم في القيادة في التعليم الطبي	102
	Master of Science in Diabetes Management	ماجستير العلوم في إدارة مرض السكري	103
	Postgraduate Diploma in Leadership in Health Professions Education	دبلوم الدراسات العليا في القيادة في التعليم الطبي	104
College of Medicine كلية الطب	Postgraduate Diploma in Ultrasound Technology Applications	دبلوم الدراسات العليا في تطبيقات تكنولوجيا الموجات فوق الصوتية	105
	Bachelor of Medical Sciences	بكالوريوس في العلوم الطبية	106
College of Dental Medicine كلية طب الأسنان	Doctor of Philosophy in Dental Sciences	دكتوراه الفلسفة في علوم الأسنان	107
	Master of Dental Surgery in Pediatric Dentistry(New)	ماجستير جراحة الأسنان في طب أسنان الأطفال(جديد)	108
	Master of Dental Surgery in Periodontology	ماجستير جراحة الأسنان في أمراض اللثة	109
	Master of Dental Surgery in Orthodontics	ماجستير جراحة الأسنان في تقويم الأسنان	110
	Master of Dental Surgery in Prosthodontics	ماجستير جراحة الأسنان في الاستعاضات السنية	111
	Master of Dental Surgery in Endodontics	ماجستير جراحة الأسنان في علاج جذور الأسنان	112
	Master of Dental Surgery in Oral Surgery	ماجستير جراحة الأسنان في جراحة الفم	113
	Bachelor of Dental Surgery	بكالوريوس في طب وجراحة الفم والأسنان	114
College of Pharmacy كلية الصيدلة	Bachelor of Pharmacy	بكالوريوس في الصيدلة	115
	Master of Science in Pharmacy Practice (New)	ماجستير العلوم في الممارسة الصيدلانية(جديد)	116

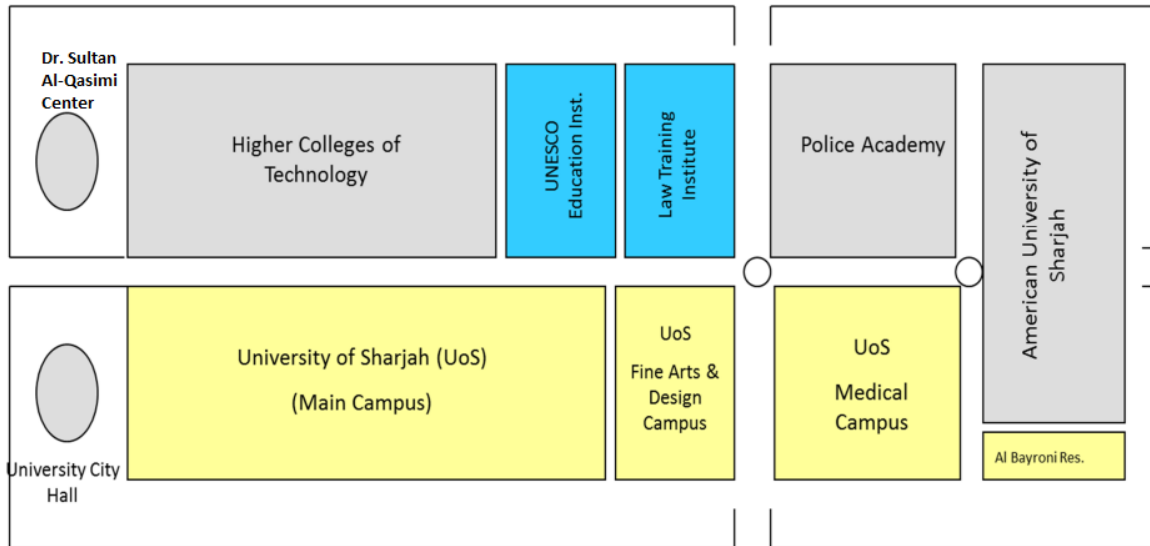
College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
	Master in Pharmaceutical Sciences	ماجستير في العلوم الصيدلانية	117
	Doctor of Pharmacy (PharmD)	دكتور في الصيدلة	118
	Doctor of Philosophy in Pharmaceutical Sciences Streams: - Drug Design and Discovery - Pharmaceutics - Pharmacology	دكتوراه الفلسفة في العلوم الصيدلانية المسارات: - تصميم واكتشاف الأدوية - الصيدلانيات - علم الأدوية	119
College of Sciences كلية العلوم	Doctor of Philosophy in Space Science and Technology (New)	دكتوراه الفلسفة في علوم وتكنولوجيا الفضاء (جديد)	120
	Master of Science in Applied Mathematics	ماجستير العلوم في الرياضيات التطبيقية	121
	Master of Science in Physics	ماجستير العلوم في الفيزياء	122
	Master of Science in Chemistry	ماجستير العلوم في الكيمياء	123
	Master of Science in Biotechnology	ماجستير العلوم في التقنيات الحيوية	124
	Master of Science in Astronomy and Space Sciences	ماجستير العلوم في علوم الفلك والفضاء	125
	Master of Science in Geographic Information Systems and Remote Sensing	ماجستير العلوم في نظم المعلومات الجغرافية والاستشعار عن بعد	126
	Bachelor of Science in Petroleum Geosciences and Remote Sensing	بكالوريوس العلوم في علوم الأرض البترولية والاستشعار عن بعد	127
	Bachelor of Science in Mathematics	بكالوريوس العلوم في الرياضيات	128
	Bachelor of Science in Applied Physics	بكالوريوس العلوم في الفيزياء التطبيقية	129
	Bachelor of Science in Chemistry	بكالوريوس العلوم في الكيمياء	130
	Bachelor of Science in Biotechnology	بكالوريوس العلوم في التقنيات الحيوية	131
College of Computing and Informatics كلية الحوسبة والمعلوماتية	Doctor of Philosophy in Computer Science	دكتوراه الفلسفة في علم الحاسوب	132
	Master of Science in Digital Transformation (New)	ماجستير العلوم في التحول الرقمي (جديد)	133
	Master of Science in Robotics and Control Systems(New)	ماجستير العلوم في الروبوتات وأنظمة التحكم(جديد)	134
	Master of Science in Artificial Intelligence	ماجستير العلوم في الذكاء الاصطناعي	135
	Master of Science in Cybersecurity Engineering	ماجستير العلوم في هندسة الأمن السبيرياني	136
	Master of Science in Data Science	ماجستير العلوم في علم البيانات	137
	Master of Science in Computer Engineering	ماجستير العلوم في هندسة الحاسوب	138
	Master of Science in Computer Science	ماجستير العلوم في علم الحاسوب	139
	Bachelor of Science in Biomedical Informatics	بكالوريوس العلوم في المعلوماتية الطبية الحيوية	140
	Bachelor of Science in Cybersecurity Engineering	بكالوريوس العلوم في هندسة الأمن السبيرياني	141
	Bachelor of Science in Business Information Systems	بكالوريوس العلوم في نظم معلومات الأعمال	142
	Bachelor of Science in Computer Engineering	بكالوريوس العلوم في هندسة الحاسوب	143

College Name English/Arabic	Program Name (English)	Program Name (Arabic)	No.
	Bachelor of Science in Computer Science	بكالوريوس العلوم في علم الحاسوب	144
	Bachelor of Science in Information Technology - Multimedia	بكالوريوس العلوم في تقنية المعلومات - الوسائط المتعددة	145
College of Public Policy كلية السياسة العامة	Master of Public Policy (New)	ماجستير في السياسة العامة (جديد)	146
	Master of Arts in International Relations	ماجستير الآداب في العلاقات الدولية	147
	Master of Leadership in Higher Education	ماجستير القيادة في التعليم العالي	148
	Postgraduate Diploma in Leadership in Higher Education	دبلوم الدراسات العليا في القيادة في التعليم العالي	149
	Bachelor of Arts in International Relations	بكالوريوس الآداب في العلاقات الدولية	150

1.2.9 University Campuses



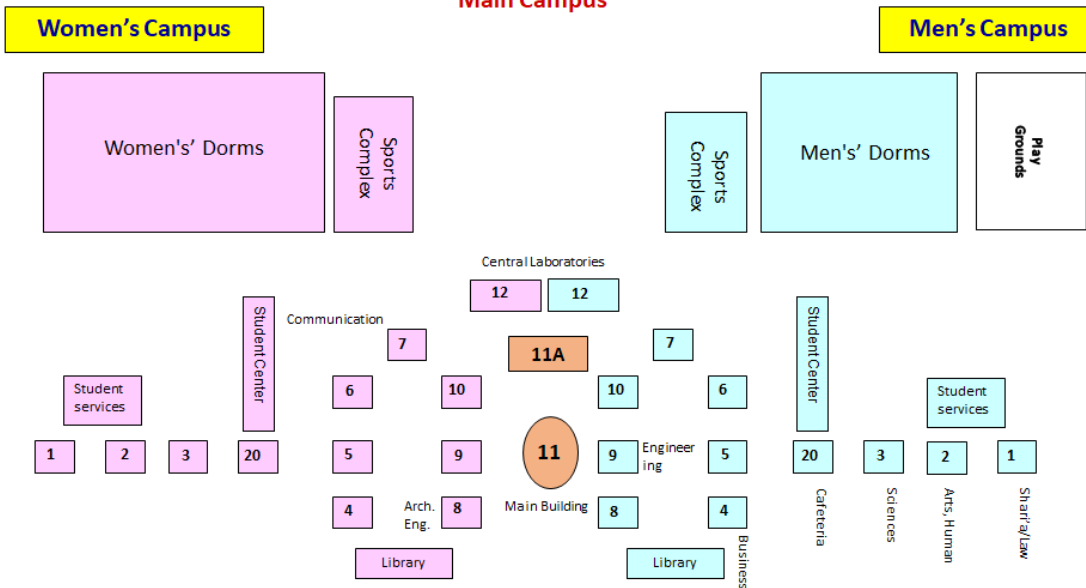
المدينة الجامعية University City



Total Area is 7.5 Km²

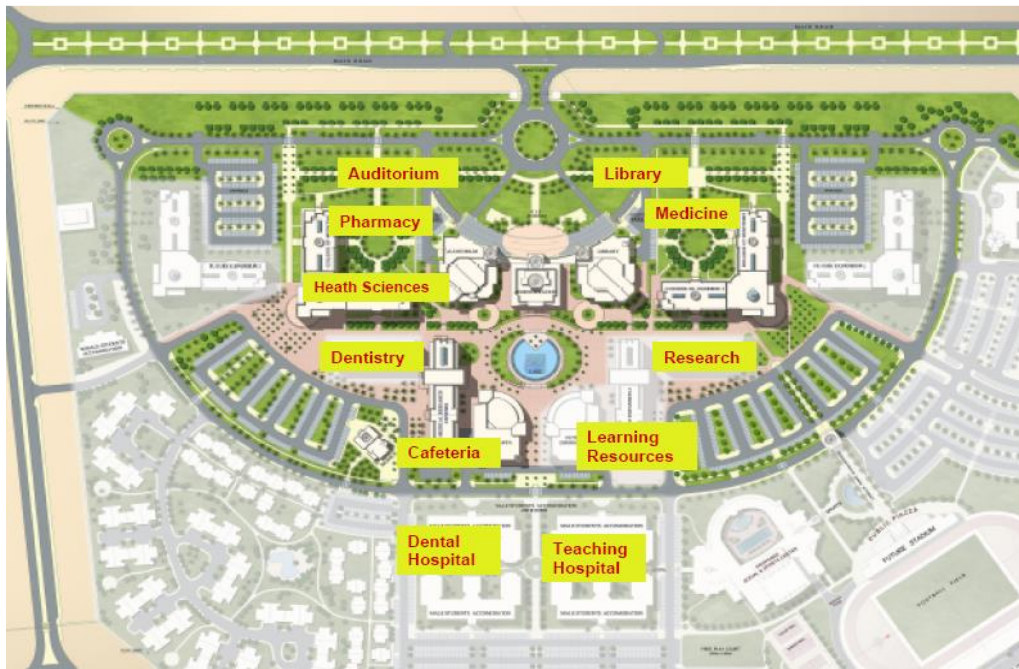
University of Sharjah

Main Campus



Total Area is 1.4 Km²

Medical and Health Sciences campus



1.2.10 Correspondence Directory

Contact Information for offices providing students' services Students Services (Men)

Deans Office		
Prof. Eid Mohammad Kanaan	Dean of Student Affairs	ekanaan@sharjah.ac.ae
Mr. Adham Ali Abdelrazek	Administrative Assistant	aabdelrazek@sharjah.ac.ae
Student Activities Section		
Dr. Hesham Abdel Halim	Head of student Activities section Scouts supervisor	hesham@sharjah.ac.ae
Mr. Najib Ben Mohammed Naas	Student activities officer Ushers supervisor	nnaas@sharjah.ac.ae
Mr. Mohamad Khalfan Al Hamadi	Student activities officer	mk.alhammadi@sharjah.ac.ae
Dr. Dheyaa Fakhri AL Qaysi	Senior Student activities specialist	dhia@sharjah.ac.ae
Sports Activities Section		
Salah Tahir Al Amirri	Acting Head of Sports Activates Management Unit	alamirri@sharjah.ac.ae
Psychological Support And Counseling Section		

Mr. Basem Ahmed AbdelGhaffar	Counselor	babdelghaffar@sharjah.ac.ae
Student Dormitory department		
Mr. Suliman Khamis Al-Naqbi	Acting Head of Student Dormitories	suliman.alnaqbi@sharjah.ac.ae
Art Studio		
Mr. Mohamed Mahmoud Hussein	Art Activities officer	mmhussein@sharjah.ac.ae
Clinic		
University city ambulance	Emergency	050 527 2233 050 161 6365 050 677 6844
National Ambulance	Emergency	06 - 558 4444

Students Services (Women)

Name	Job Title	Email
Dr.Salama Mohd. Alrahoomi	Dean of students' affairs	salrahoomi@sharjah.ac.ae
Dr. Somaya Alshamayleh	Psychological counselor	sshamayleh@sharjah.ac.ae
Aisha Al-mutawa	Psychological counselor	aalmutawa@sharjah.ac.ae
Mariam Ali Albalushi	Student's activity officer	maalbalushi@sharjah.ac.ae
Hala Mohammed Ahmed Suleiman	Student's activity officer	hsuleiman@sharjah.ac.ae
Mooza Khalifa Alghufli	Student's activity officer	malghafli@sharjah.ac.ae
Farah Amjad	Drawing supervisor	farah@sharjah.ac.ae
Samira M.R. Shehadeh	Student's activity officer	Samira1@sharjah.ac.ae
Sport Complex (Women)		
LILI MORADI	Athletic Coach	Imoradi@sharjah.ac.ae
KHALEDAH ALLAM	Sport Coach	khalida@sharjah.ac.ae
SALY JACOB	Athletic Coach	sherin@sharjah.ac.ae
ABEER LABIB RASHID	Swimming Coach	abeermirza@sharjah.ac.ae
INAS ZAKRY HEJAZI	Lifeguard	lhejazi@sharjah.ac.ae

JUHAINA ALSAMRAIE	Swimming Coach	juhaina@sharjah.ac.ae
ELSHYMAA KAMAL M. ALI	Athletic Coach	sh.ali@sharjah.ac.ae
Dorms (Women)		
Bakhita Alkhatiri	Dormitory Director	bakhita@sharjah.ac.ae
Naglaa Sabr Abdalla Hesham	Administrative assistant	nhesham@sharjah.ac.ae
Rihab Musa Mohamed Ahmed	Administrative assistant	rmusa@sharjah.ac.ae
Fatima Mohamed El Ghazali	OPERATION OFFICER	fsaleh@sharjah.ac.ae
Abdurrahim Ghulam Rahim	OPERATION OFFICER	arahim@sharjah.ac.ae
Gumala Abd alrahman Saleh	COUNSELOR	jalqasimi@sharjah.ac.ae
alya sayed arif ahmed	STUDENT DORMITORY OFFICER	202301@sharjah.ac.ae
Emelie Bedrero	Office attendant	ecarmelotes@sharjah.ac.ae
Hafsa bint Omar building W13A		
Rehab EL Sherbini	DORMITORY SUPERVISOR	relsherbini@sharjah.ac.ae
Samia Mohamed	STUDENT DORMITORY OFFICER	samohamed@sharjah.ac.ae
Fatima Al Zahraa Building W13B		
Nazik Mohammed Al-Fateh	DORMITORY SUPERVISOR	nalfateh@sharjah.ac.ae
Zahret El-Alla Ammar	STUDENT DORMITORY OFFICER	mame@sharjah.ac.ae
Khadija Bint Khuwailid Building W13C		
Nadia Bairkdar	DORMITORY SUPERVISOR	rose@sharjah.ac.ae
HANAN MOHAMED ABDULLAH	STUDENT DORMITORY OFFICER	habdullah@sharjah.ac.ae
Aisha bint Abi Bakr building W13D		
Mona Sayed Zin Abd Elmaksoud	DORMITORY SUPERVISOR	mzein@sharjah.ac.ae
Taiseir Abdol Gani Shaykhown	STUDENT DORMITORY OFFICER	tshaykhown@sharjah.ac.ae
Safia bint Hayy building W13E		
Hanan A Azzam	DORMITORY SUPERVISOR	hazam@sharjah.ac.ae
Sahar AlHashimi	STUDENT DORMITORY OFFICER	sahar@sharjah.ac.ae
Umm Salamah Building W13 F		

Zainab Mohammed Eissa	DORMITORY SUPERVISOR	zeissa@sharjah.ac.ae
Marwa Mohamed Abdalzz	STUDENT DORMITORY OFFICER	mabdalzz@sharjah.ac.ae
Al-Juwayriyah Bint Al-Harith Building		
Buthaina Mansour	DORMITORY SUPERVISOR	bibiy@sharjah.ac.ae
MARWA MUAZ SIR ALKHATIM	STUDENT DORMITORY OFFICER	msiralkhatim@sharjah.ac.ae
Maymouna Bint Al Harith Building		
Intisar Hassan Issat	DORMITORY SUPERVISOR	iissat@sharjah.ac.ae
Medical Campus A		
Gehan Dawood Dahab	DORMITORY SUPERVISOR	gdahab@sharjah.ac.ae
Moza Mossa Al-shehabi	STUDENT DORMITORY OFFICER	malshehabi@sharjah.ac.ae
Medical Campus C		
Amira Karrar Bashir	DORMITORY SUPERVISOR	abashir@sharjah.ac.ae
Nabwia Abdalla	STUDENT DORMITORY OFFICER	nab.abdalla@sharjah.ac.ae
Medical Campus D		
Fatma AbdulHassib	DORMITORY SUPERVISOR	fabdulhassib@sharjah.ac.ae
Bayan Jaber Altaj	STUDENT DORMITORY OFFICER	baltaj@sharjah.ac.ae
Medical Campus E		
Eman Aldulaimy	DORMITORY SUPERVISOR	ealdulaimy@sharjah.ac.ae
Azza Soliman	STUDENT DORMITORY OFFICER	asoliman@sharjah.ac.ae
Medical Campus F		
Aisar Muhsen Al Mimar	DORMITORY SUPERVISOR	aalmimar@sharjah.ac.ae
Hasnaa Elsayed	STUDENT DORMITORY OFFICER	helsayed@sharjah.ac.ae
Medical Campus G		
Hoda Abdel Maksoud Mohammed	DORMITORY SUPERVISOR	hmohammed@sharjah.ac.ae
SHAIMA MOHAMED TALAAT	STUDENT DORMITORY OFFICER	stalaat@sharjah.ac.ae
Medical Campus H		

Afaf Mohammed Subhi	DORMITORY SUPERVISOR	asubhi@sharjah.ac.ae
Basma Atef Hagra	STUDENT DORMITORY OFFICER	bhagra@sharjah.ac.ae
Computer Labs Supervisor		
Amina Ali Al Muraikhi	COMPUTER LABORATORY OFFICER	amena@sharjah.ac.ae
Einas Shams El Din Ali	COMPUTER LABORATORY OFFICER	eelgailani@sharjah.ac.ae
Nada Gad El Kerim Abd El Hakim	COMPUTER LABORATORY OFFICER	nelkarem@sharjah.ac.ae
Clinic		
University city ambulance	Emergency	050 527 2233 050 161 6365 050 677 6844
National Ambulance	Emergency	06 - 558 4444

Telephone and Fax Directory

University of Sharjah
P. O.Box 27272 Sharjah
United Arab Emirates
Tel: +971 6 5585000
Fax: +971 6 5585099
Email: info@sharjah.ac.ae

Office / College / Department	Telephone Number	Fax Number
Chancellor's Office	+971 6 5050001	+971 6 5585185
Vice Chancellor for Academic Affairs	+971 6 5053032	+971 6 5053034
Vice Chancellor for Medical & Health Sciences Colleges	+971 6 5057201	+971 6 5585879
Vice Chancellor for Finance & Administrative Affairs	+971 6 5050103	+971 6 5050101
Vice Chancellor for Community Affairs	+971 6 5050524	+971 6 5050523
Dean for Academic Support Services	+971 6 5053014	+971 6 5050139
Call Center for New Students Admissions and Registration	600-522251 +971 6 5050735	+971 6 5585184
Disability Resource Center	+971 6 5053028	+971 6 5053112
New Dental Hospital Call Center	06-5057666 (External) Ext 7666 (Internal Within UOS Campus)	

Students Housing	Men	+971 6 5052778	+971 6 5585487
	Women	+971 6 5051500	+971 6 5585419
Passport Unit		+971 6 5050066	+971 6 5050026
College of Shari'a & Islamic Studies		+971 6 5050181	+971 6 5050334
College of Sciences		+971 6 5050226	+971 6 5050489
		+971 6 5050225	
College of Arts, Humanities and Social Sciences		+971 6 5053301	+971 6 5050644
College of Business Administration			
Men		+971 6 5053500	+971 6 5050100
Women		+971 6 5053522	
College of Engineering			
Men		+971 6 5050901	+971 6 5585173
Women		+971 6 5050952	+971 6 5585191
College of Health Sciences			
Men		+971 6 5057501	+971 6 5057502
Women		+971 6 5050801	+971 6 5050802
College of Law			
Men		+971 6 5050195	+971 6 5050140
Women		+971 6 5053187	+971 6 5053155
College of Fine Arts & Design		+971 6 5053441	+971 6 5053444
College of Communication		+971 6 5050695	+971 6 5050688
College of Medicine		+971 6 5057201	+971 6 5585879
College of Dental Medicine		+971 6 5057301	+971 6 5585641
College of Pharmacy		+971 6 5057401	+971 6 5585812
College of Sciences		+971 6 5050225	+971 6 5050489
		+971 6 5050224	
College of Computing and Informatics		+971 6 5585000	
College of Public Policy		+971 6 5053201	
College of Graduate Studies and Research		+971 6 5050550	+971 6 5050552
Deanship of Student Affairs			
Men		+971 6 5050759	+971 6 5585174
Women		+971 6 5050701	+971 6 5585160
Information Technology Center		+971 6 5050014	+971 6 5585101
Physical Plant		+971 6 5050058	+971 6 5050051
Human Resources		+971 6 5050023	+971 6 5585200
Public Relations		+971 6 5050020	+971 6 5585099

Media Center	+971 6 5050020	+971 6 5585099
Finance Department	+971 6 5050048	+971 6 5585183
Alumni Association	+971 6 5050527	+971 6 5050523
Office of Grants and Sponsorships	+971 6 5050530	
Center for Continuing Education and Professional Development (CCE)	+971 6 5057081, +971 6 5057087	+971 6 5057078
Central Laboratories	+971 6 5053453	+971 6 5050444
Medical Service Department		
Men's clinic	+971 6 5050207	+971 6 5053222
Women's clinic	+971 6 5050642	
Emergency Phone Numbers		
Emergency Males	050/3619222	
Emergency Females	050/3619333	+971 6 5053250
Ambulance	050/5272233	
Medical Laboratory	+971 6 5585416	
Pharmacy	+971 6 5053272	
Libraries		
Medical Colleges	+971 6 5057161	+971 6 5585186
College of Fine Arts & Design	+971 6 5053190	+971 6 5053167
Men	+971 6 5050245	+971 6 5050249
Women	+971 6 5050673	+971 6 5050671
Business Services and Purchases Dept.	+971 6 5050081	+971 6 5050419

University City Security- Sharjah

Main Number (Operator) is 06-5059555

Offices	Extension No.
Head of the Station	00
Secretary	89
Force Officer	91
Head of Traffic and Patrols Branch	33
Traffic Cases Follow-Up	21-20
Operations	55
Investigation Offices- 1	51-50
Investigation Offices- 2	61-60

Chapter Two: Academic Calendar

2.1 Academic Calendar 2025/2026

<https://www.sharjah.ac.ae/en/Academics/Academic-Calendar>

Fall Semester 2025/2026

Day	Date		Description
	AD	H.	
Mon	23 June	27 Dhi Al-Hijja	Beginning of regular Online Admission in Fall 2025/2026 for bachelor programs
Thu	26 June	1 Muharram 1447	Alhijiri New year
Thu	10 July	15 Muharram	The last day of regular Online Admission for Colleges of Medicine and Dental Medicine.
Thu	31 July	06 Safar	The last day of regular Online Admission for other colleges
Mon	18 Aug	24 Safar	Return of Academic Staff
Mon - Thu	18-21 Aug	24-27 Safar	New Students Orientation Week
Mon	25 Aug	02 Rabi I	Classes begin
Thu	28 Aug	05 Rabi I	Last day for Add/Drop
Mon - Thu	13-23 Oct	21 Rabi II - 01 Jumada I	Midterm exams
Thu	30 Oct	08 Jumada I	Last day for dropping courses without 'F'
Thu	20 Nov	29 Jumada I	Last day for withdrawal from the semester
Thu	27 Nov	06 Jumada II	Classes end
Sat - Sun	29 Nov -14 Dec	08 - 23 Jumada II	Final exams
Mon	01 Dec	10 Jumada II	Martyr's Day
Tue - Wed	02-03 Dec	11 - 12 Jumada II	UAE National Day
Mon - Tue	15-16 Dec	24 - 25 Jumada II	Last day to sit for Incomplete Exams
Mon - Sun	15 Dec - 11 Jan	24 Jumada II - 22 Rajab	Students' winter break

Spring Semester 2025/2026

Day	Date		Description
	AD	H.	
Thu-Sun	04 Dec-03 Jan	13 Jumada II - 14 Rajab	Online Admissions Period for Spring semester 2025/2026
Thu	01 Jan 2026	12 Rajab	New year holiday
Mon	05 Jan	16 Rajab	Return of Academic Staff
Mon-Thu	05 - 08 Jan	16 - 19 Rajab	New Students Orientation Week
Mon	12 Jan	23 Rajab	Classes begin
Thu	15 Jan	26 Rajab	Last day for Add/Drop
Mon - Thu	02-12 Mar	13 - 23 Ramadan	Midterm Exam
Mon - Thu	16 - 26 Mar	27 Ramadan - 07 Shawal	Spring Break
Mon	23 Mar	04 Shawal	Last day for dropping courses without 'F'
Thu	16 Apr	28 Shawal	Last day for withdrawal from semester
Thu	30 Apr	13 Dhi Al-Qida	Classes end
Fri - Sun	01 - 31 May	14 Dhi Al-Qida - 14 Dhi Al-Hijja	Early Online Admission in Fall 2026/2027 for bachelor programs
Sat - Tue	02 - 12 May	15 - 25 Dhi Al-Qida	Final exams
Wed-Thu	13 - 14 May	26 - 27 Dhi Al-Qida	Last day to remove Incomplete Exams

Summer Semester 2025/2026

Day	Date		Description
	AD	H.	
Tue - Fri	26 - 29 May	09 - 12 Dhi Al-Hijja	Eid Al-Adha Holidays
Mon	01 June	15 Dhi Al-Hijja	Classes begin
Tue	02 June	16 Dhi Al-Hijja	Last day for Add/Drop
Mon	15 June	29 Dhi Al-Hijja	Last working day for those who do not have Summer teaching
Wed	17 June	01 Muharam 1448	Alhijiri New year
Thu	02 July	17 Muharam	Last day for dropping courses without grade 'F'
Thu	09 July	24 Muharam	Summer classes end
Sat - Thu	11 - 16 July	26 Muharam – 02 Safar	Final exams
Mon - Tue	20 - 21 July	06 - 07 Safar	Last day to remove Incomplete Exams
Mon	17 Aug	04 Rabi I	Return of academic staff
Mon	24 Aug	11 Rabi I	Classes begin for the academic year 2026-2027

** Holidays and graduation ceremony dates are subject to change.*

Chapter Three: Student Affairs

3.1 Deanship of Students Affairs

The Deanship of Student Affairs is an integrated educational and technical body that aims to provide quality services to the University's students. The Deanship takes an active interest in the social, cultural, physical and psychological affairs of students in order to enrich their university experience and educational process.

Mission

The Deanship of Students Affairs aspires to offer integrated and distinguished services to students in a transparent and dedicated manner that encourages students to be active, express themselves and get the most out of their University experience.

Goals

- Creating a favorable atmosphere to attract students and enable them to enhance their talents, skills and practical and educational experiences.
- Encouraging students to strike a balance between academic requirements and their social, physical and psychological needs.
- Creating contacts between UOS students and the community through contributing to community activities, events and institutions.
- Strengthening our students' sense of belonging to the Arab and Islamic nation and building a generation that will be proud of their national identity.
- Developing students' personalities and promoting their talents and skills in all aspects of life.
- Promoting teamwork and volunteer work among students and encouraging them to make the most of their time.
- Preparing the University's academic, cultural and sports teams to compete with those of other institutions.

The Deanship of Student Affairs has a separate division in the female students section, which aims to serve the needs of female students in cultural, social, athletic and psychological spheres, leading to the enrichment of their lives and supporting the educational process. It seeks to develop female students personalities and discover their creative potential to qualify them to meet the challenges of the market and to interact with the community in line with social traditions and values through a range of cultural, social, and sports activities.

3.2 Cultural, Social, and Arts Activities

Mission

This Department aims at providing students with adequate opportunities to show and enhance their talents and hobbies. Therefore, the department is responsible for organizing all kinds of cultural, social and art activities for the university students. The major goal of the department is develop the students talents and skills and to help them build up balanced personalities. Such activities are carried out within the mission of the University and aim to raise the standards of student performance to higher levels.

Goals

- promote the students sense of belonging to their Arab and Islamic nation
- develop and encourage students' talents, and channel them towards fruitful endeavors in various fields
- strengthen the ties with similar universities in the country, the Arab world and the whole world
- contribute to the preparation of the university student as a balanced and mature person
- promote the spirit of voluntary and teamwork among the students and encourage them to make the best use of their time

Activities

- Following up all the affairs of students societies and clubs and supervising their elections
- Supervising the Boys Scouts and organizing their internal and external trips
- Holding seminars, lectures and sessions on the various aspects of activities
- Organizing the reception ceremony for new students
- Celebrating the national holidays and overseeing the concluding party of the students' activities,
- Organizing recreational and cultural trips and journeys inside and outside the country

3.3 Voluntary Work and Boy Scouts

Mission

The Voluntary Work Unit in the Deanship of Students' Affairs aims at providing students with an atmosphere that is conducive to participation and contribution to voluntary activities that benefit the community through offering a variety of social services and activities. This Unit also contributes to the accomplishment of the mission of the Unit that focuses on rendering services to the University community and the local community as well. It also aims at training students to be productive, serious, loyal and hardworking in accordance with the values of Islam, for the ultimate purpose of developing and training community leaders who will be able to serve their country and nation.

Goals

- Developing the sense of responsibility among students towards their university and the entire community
- Providing an appropriate atmosphere and support necessary for rendering voluntary services and contributing to the various activities
- Offering training programs that aim at promoting students' efficiency and enhancing their personalities in a way that qualifies them to effectively and constructively take part in voluntary activities of high quality
- Organizing voluntary activities that serve the university and the local community
- Highlighting the role of the University of Sharjah in rendering services to the community

Activities

- The unit organizes a number of programs that suit and meet the needs of all students through the University of Sharjah Rovers for males and The Female Students' Guides.
- The Boys' Scouts and The Girls' Guides participate in the various activities at the local, regional and international levels

The Boy Scouts aims at expanding the scout services among the youth in the country and to encourage and train young people to contribute to social development in their community. It also aims at developing a generation of leaders committed to the principles of this movement and armed with knowledge and the necessary skills needed for becoming pioneers at the local and regional levels.

Objectives

- Develop students abilities and promote their leadership and planning skills
- Help students express themselves through the proper channels and in accordance with the observed laws and regulations.
- Enhance the sense of belonging to the University and nation in light of the value and principles of the religion of Islam.

3.4 University Theater

Theater activities are essential indicators for the nations' cultures. Such activities can reflect the cohesion of communities and the human psyche. Theater plays a major role in the student's life at the University as it develops students' mental and physical skills. It also encourages teamwork, organization and cooperation among student. Students participate in acting different roles in different plays such as the Losy Hope, Happened in Elderly Nursing Home, and Glory of Ancestors.

3.5 Plastic Arts

The Drawing Theater offers students a chance to develop their creative artistic and esthetic talents and skills through practicing plastic arts and calligraphy. These activities attract students who have special artistic talents in drawing plastic arts. The theater also strengthens the students' ties with their heritage and civilization. It also promotes the mission of art in expressing men's feeling and problems. The annual program of the Drawing Theater includes a number of activities such as the organization of the annual show and the art competitions in plastic arts at the national level. Students also participate in international and regional competitions in this field.

3.6 Career Advising and Student Training

Mission

Career Advising and Student Training Office (CASTO) plays a vital role in building up the scientific and professional character of the students through equipping them with the real-world skills and experiences by providing the best employment and training chances, then helping them in finding the most proper career position suited their specialty and attitudes and assisting them in self-continuous development after graduation.

This mission will be accomplished through collaborative work of all three main units of CASTO: Career Advising, Student Training, and Student Employment.

Goals

Career Advising:

- Holding workshops that develop students' professional skills in resume writing, job search and job interview.
- Organizing job fairs and assisting students in obtaining job opportunities.
- Assisting students in determining their career preferences and developing their awareness about the needs of the job market.

Student Training:

- Applying theory in the actual workplace.
- Strengthening the relationship between the University and the business community.
- Assisting students in gaining international experience and providing them the opportunity for scientific and cultural interaction with the international community through international training organizations.

Activities:

Career Advising:

- Holding annual career fairs which enable both students and graduates to meet with recruiters, and increase their opportunities to get a job.
- Conducting meetings with recruitment officers, to develop an updated understanding of the work status in the current work community.
- CV writing and Interview skills enhancement workshops
- Help students in developing their career choices through career assessments.

Student Training:

- Issuing Training handbook which make the student aware of his/her responsibilities and duties during the training process, the importance of practical training in fulfilling graduation requirements, and what maybe gained through practical training.
- Publishing the Training Forms online and conducting training workshops to both, inbound and outbound training programs.
- Holding annual honoring ceremony to show appreciation and strengthening the relations between the University and the work community.
- Sending around 400 students to undergo their internship program in more than 130 governmental and private sector.

Student Employment

The University provides students with the opportunity to partially support themselves by working up to 15 hours per week. In order to find out more about this program, students are encouraged to contact the respective office of the Dean of Student Affairs.

International Training (IAESTE):

History

The International Association for the Exchange of Students for Technical Experience (IAESTE) was founded in 1948 at Imperial College in London from 10 European countries in a post war effort to promote better understanding between countries and cultures.

Since 1948, the association has grown to include more than 95 countries world-wide and has exchanged in excess of 322,181 students. This means that yearly IAESTE exchanges around 6000 students playing a key role in the development of technical undergraduates able to make their mark in a global economy.

Mission

To operate a high quality practical training exchange program between members in order to enhance technical and professional development, and to promote international understanding and goodwill amongst students, academic institutions, employers and the wider community.

Aims

- To provide students in higher education with technical experience relevant to their studies.
- To offer employers well-qualified and motivated trainees.
- To be a source of cultural enrichment for trainees and their host communities.

3.7 Student Success Center

Mission

The Student Success Center (SSC) at the University of Sharjah provides services and programs that are essential to the intellectual, cultural, physical, social and moral development of students. Student success encourages students to realize their potential as individuals and as prepared, enlightened, responsible members of an increasingly complex and diverse global society. The SSC works in concert with the educational process at the University of Sharjah, a comprehensive institution of higher education offering world-class education and research.

Goals

- Providing the appropriate support in terms of services and means for special needs commensurate to each special needs case.
- Providing an interactive social environment open to all students and University activities commensurate to the abilities and potential of special needs students.
- Setting up opportunities and the proper guidance for the participation of special needs

students in various activities at the University.

- Providing academic support for practical coursework, technical services, taking exams, etc.
- Offering psychological support to University students with special needs of various types including helping special needs students to accept themselves, encouraging positive self-awareness, working to raise their self-esteem, encouraging self-dependence and caring for themselves, and developing communication skills and self-control.
- Providing appropriate counseling and guidance opportunities for students to realize a higher degree of adapting and integrating into university life.
- Coordinating with various parties and authorities to achieve our goals and aspirations.
- The Psychological and Social Care section aims to raise student awareness towards psychological and social development that will positively influence academic performance. The main goal of this Section is to provide a sense of physiological stability for the students and to overcome restraining matters that might hinder achieving academic excellence.

The office arranges for a number of lectures and workshops in the areas of interest to students such as adapting to university life, communication skills, study habits, career guidance, how to handle psychological problems such as the ability to make decisions, lack of self-confidence, shyness, depression, family problems, emotional problems, personal disorders, etc.

The cumulative average of many students may fall below the required average and so the Center arranges for individual sessions or group sessions to show the concerned students how to handle such conditions.

Social Advising Office:

This office aims at offering support and academic and social guidance to students in order to help them accomplish psychological and social stability. It also aims at developing all aspects of the students' personalities through helping them to acquire certain skills that facilitate learning at the university level.

The office focuses on developing an independent and balanced personality that is able to cope with the various life situations. The office also arranges for a number of lectures and workshops in the areas of interest to students such as adapting to university life, communication skills, study habits, career guidance, how to handle psychological problems such as the ability to make decisions, lack of self-confidence, shyness, depression, family problems, emotional problems, personal disorders, etc. The office adopts special programs and activities including individual, groups, and family counseling.

Goals

- Enabling students to become more dependent on themselves in solving their own problems efficiently and helping them develop their personal skills .

- Offering counseling services and offering workshops and training seminars at the level of individual and group throughout the period of study at the university .
- Communicate and follow up the affairs of the students with GPA less than 2.00 in order to identify the causes and offer programs to raise the students motivation to learn and improve their achievement and overcome the problems they may encounter.

The center focuses on developing an independent and balanced personality that is able to cope with the various life situations.

3.8 Services Provided by the Student Success Center Include

Learning support services

Learning Support Services (LSS) is the student portal for academic support at the University of Sharjah. The unit's goal is to ensure that students are provided with the study skills and learning strategy support programs that enhance their abilities and ultimately help them achieve their academic goals. Students' reading and study skills are assessed and individually planned programs are implemented using a variety of instructional tools, as well as personal instruction. Students can receive academic assistance in the following general areas:

Time Management; Scheduling Principles; Pacing Yourself; Lecture Note-Taking; Effective Listening and Note taking; Tips on Taking Lecture Notes; Reading a Text; What Students Should Know About Reading; Underlining and Highlighting; Taking Exams; How to Study for Exams; and Basic Test-Taking Strategies.

Learning Skills Lab

The Learning Skills Lab provides many services in the area of learning and study skills for students, faculty, and staff at the University. The lab staff emphasizes instruction in practical study techniques that can lead to greater academic success in many skills (English, Arabic, math and computer skills).

3.9 Students' Dormitories

Mission

The primary objective of this Department is to provide suitable accommodation, facilities and an atmosphere that is conducive to academic achievement. The University of Sharjah provides suitable accommodation to all students from inside and outside the country. There are two separate locations for student residences on campus, one for male students (male students' campus) and the other for female students (female students' campus). The dorms have well-equipped clinics, reading rooms, laundries, TV rooms, reception rooms for guests, and computer labs in every building that are supervised by specialists. The dormitory provides the students with the facilities possible and the atmosphere that is conducive to academic achievement through a qualified staff supervising all the affairs of the dormitory.

Goals

The Department seeks to enhance friendships amongst students from different nationalities and generally oversees all affairs related to students living in the dormitories.

Activities

- organizes entertainment schedules, sports events and weekly outings in order to ensure a comfortable stay for the students in the dorm that combines the family atmosphere, education and guidance.
- prepares the annual plan of the dorms, drafts reports and statistics
- advertises and publishes handouts
- receives new students at the commencement of the semester
- provides guidance
- acquaints students with dorm rules and regulations as well as their duties and responsibilities and follows up on special cases that need regular medical attention

3.10 Sports Activities

Mission

The Department aims to give an opportunity for the largest possible number of students and staff at the University to engage in sports and enjoy other recreational activities at their leisure time. It also aims at developing mental and intellectual abilities of the students and polishing their leadership skills. Furthermore, it aims at developing students' skills and special talents to reach a higher standard in the area of athletic activities.

Goals

- Maximizing the chances for faculty and students to practice their favorite sports and hobbies.
- Training the University sports teams to compete with similar teams of other universities and institutions.
- Enhancing athletic skills to the best level possible in order to create a friendly atmosphere among students and faculty.
- Promoting the concept of teamwork among the students.
- Representing the University through participating in local and international sports competitions

The sports complex does its best to develop a spirit of teamwork among students and to create an atmosphere of friendship among students and faculty. Experienced and highly qualified coaches supervise the Department of Sports Activities.

Activities

- Physical fitness
- Body building
- Swimming
- Karate
- Bowling

- Table tennis
- Chess
- Billiards
- Ground Tennis
- Baby football
- Squash
- Football
- Basketball
- Volley ball

The Department also organizes training courses for students and faculty and their children in swimming, rescuing, first aid, physical fitness, weight reduction, Karate, and self-defense. In addition, the department organizes programs in order to train and prepare sports teams for tournaments inside and outside the university. It develops sports programs to promote students' hobbies and interests in sports. The department executes many of the training courses for faculty, staff, and their children, as well as to students in swimming, karate and fitness under the supervision of a group of trained professional coaches. The Department maintains sports facilities and coordinates the use of machines, tools and sports equipment available in the department.

Sports facilities on the men's campus include:

- An indoor sports complex with an Olympic-size swimming pool, sports halls for basketball and volleyball, handball and tennis courts, a body-building hall, two squash halls, and table tennis and billiards halls.
- A sports club in M2 that includes billiards, table tennis and foosball tables.
- Outdoor courts for basketball, volleyball, and tennis and a separate training court for tennis.
- A football field and running track (fully lighted).

Sports facilities on the women's campus include:

- An indoor sports complex with an Olympic-size swimming pool, multipurpose recreational halls, and basketball, volleyball, badminton, and handball courts.
- A body fitness and aerobics hall.
- Table tennis, chess, foosball, and billiards halls.

3.11 Student Council

Mission

The Student Council aims at reflecting the positive aspects of the students involvement in any tertiary institution by facing up any challenges that students may encounter during their university life.

Objectives

- supporting scientific, cultural, social and sports activities
- promoting cooperation, team work and community service
- developing democratic practices, dialogue and respect for the other
- following up student issues and increasing their awareness of their duties
- preserving their achievements and coordinating with the university administration to solve student problems

3.12 Student Center

The Student Center was designed to meet the students' need for a large area in which to enjoy their free time, engage in student activities and hobbies, and benefit from various services. The Student Center has two divisions; one in the males campus and the other in the females campus. The men's Student Center includes the Deanship of Men's Student Affairs and all of its divisions, offices belonging to the men's Student Union, offices for student societies, the University Theatre, the Fine Arts and Calligraphy Center, a hall for major exhibitions, and a large prayer room. The men's Student Center provides an appropriate environment for students to enjoy activities and cultivate their talents. The men's Student Center includes an office for the Sharjah Traffic Police to provide all administrative services related to driver's licenses and other transactions, a Sharjah Co-op Society branch for grocery services, Sharjah Islamic Bank, Emirates Post, Etisalat and other services for purchasing textbooks and stationery supplies.

The Student Center on the women's campus was designed according to the same specifications as the men's Student Center in order to meet the needs of female students for a large area in which to enjoy their free time, engage in student activities and hobbies and benefit from various services. The women's Student Center includes the Deanship of Women's Student Affairs and all of its departments, offices belonging to the women's Student Union, offices for student societies, the Fine Arts and Calligraphy Center, and a hall for major exhibitions. The women's Student Center also includes a Sharjah Coop Society branch for grocery services, Sharjah Islamic Bank, other commercial branches for purchasing textbooks, stationery supplies, and healthcare products, Etisalat, and other stores to meet the consumer needs of female students.

3.13 Student Union

The Student Union reflects the positive aspects of the student's involvement in any tertiary institution as it is capable of facing up any challenges that students may encounter during their university life. The union realizes its objectives through supporting scientific, cultural, and social and sports activities, promoting cooperation, team work and community service, developing democratic practices, dialogue and respect for the other, following up student issues and

increasing their awareness of their duties, preserving their achievements and coordinating with the university administration to solve student problems.

The development of a mature personality and an awareness of pan-Arab and pan-Islamic issues, enhancing the sense of belonging to the homeland, the nation and the university within the values of Arab and Islamic civilization and heritage are the foundation of interaction between the Union and the students. The Union also seeks to provide opportunities for positive interaction between students, colleges and the university administration and to support the university's academic, social and cultural activities.

3.14 Student Societies and Clubs

- The Holy Qur'an Society
- Painting, Drawing, Calligraphy and Plastic Art Club
- Heritage Club
- Creative Students Club
- Ruá Club
- Poetry Club
- Drama Club
- Cultural Society
- Ruwwad Club
- Afaq Society

3.15 Student Cultural Clubs

- Emirates Cultural Club
- Saudi Cultural Club
- Syrian Cultural Club
- Omani Cultural Club
- Qatari Cultural Club
- Egyptian Cultural Club
- Jordanian Cultural Club
- Sudanese Cultural Club
- Iraqi Cultural Club
- Palestinian Cultural Club
- Kuwaiti Cultural Club
- Yemeni Cultural Club

3.16 Student Scientific Societies

The University encourages students to meet each other in a friendly atmosphere of the University surroundings. Almost every academic department has a student society, the purpose of which is to unite students and have them participate in activities to accomplish a set of academic objectives that enrich student life. Thus, lectures are organized, book and cultural exhibits are presented, national occasions are celebrated and intramural sports activities are widely

applauded.

- Student Societies (which are part of university colleges)
- Sharia and Islamic Studies Society
- Business Administration Society
- Health Sciences Society Law Society
- Medical Society
- Pharmacy Society
- Societies of College of Sciences
- Civil Engineering Society
- Astronomy and Space Society
- Communication Society
- Arts Society
- Arabic Society
- History Society
- Dentistry Society
- IEEE Society

3.17 Rules for Conducting Student Activities

The Students' activities at UoS are playing an important role during study period for each student. It provides the students good opportunities to show and improve their talents, skills and hobbies. There are different Types of activities in UoS, such as cultural, social and arts activities. These Activities are conducted via student clubs, associations and councils. All these students' activities will serve the mission of UoS enhance the standard of student performance to higher levels. For more details about student clubs, association and their activities, see policy and procedures of UoS policy number S-12-b. It includes a clear rules and guidelines for conducting student's activities at UoS.

Rules and Guidelines

The main rules and guidelines for student's organization and clubs are:

- Student organizations and activities are a crucial part within the education process at UOS.
- Student organization will be officially approved and recognized when it meets the UoS criteria, has a clear objectives and organizational structure, get approval from UoS top management.
- Student organizations and activities should follow the UoS by-laws and policies and procedures as well as the guidelines and rules set by student's activities section under the Deanship of the Student Affairs.
- The UoS Shall promote various extracurricular activities in the fields of educational, cultural, artists, volunteering, sport events, social, theater, fine arts, recreation and Heritage activity to serve UoS mission and vision.
- The Deanship of Student Affairs shall give plans and schedules for the students' activities yearly at the beginning of each academic year.

- The Students activities section shall coordinate with concerned departments and colleges to arrange any planned activity.
- The Deanship of Student Affairs responsible for encouraging all students to participate in the students activities to develop their extracurricular talents and built their personality.
- The UoS shall strive to provide the required facilities and resources for any approved student activity within the UoS budget.
- Each club or organization should provide, before establishment, executive board, advisor, events and activities plan, own rules and regulations, members and budget Plan.

Establishment of Student Organizations and Clubs

- 1- Form the student club or organization executive board to include at least the President, Vice President, Treasurer, Executive assistant and assigned coordinator
- 2- Assign an Advisor from the UoS Staff or Faculty member or Graduate Student. This Advisor can help and support the club and organization based on his experience and specialization. He will be the main mentor.
- 3- Recruit members to suggested club or organization at least 15 members who share common interest and hobbies related to the name of the club.
- 4- Write and approve the club by-laws and regulation based on the UoS By-laws and policies and procedures.
- 5- Create the organization structure and governance of the club contains details information about the Vision, Mission and Goals of the club. The purpose of new club should not be similar or near to any an existing club in the UoS
- 6- Create an Event plan for the club activities proposed throughout the academic year. This plan should include the schedule and calendar for the Events and activities with brief description for each Event.
- 7- Set the Budget Plan based on the Events plan with clear budget for each activity.
- 8- Complete and submit the form for creating student club with all information above to the Deanship of the Student Affairs.
- 9- The Deanship of the Student Affairs will review and get approval for the full application submit if the club fulfilled with all rules and regulation of UoS.
- 10- Once the Club or Organization approved and officially registered by receiving official letter from the Deanship of the student affair, the club should fully operate in compliance with UoS rules and regulation.

The Role of Faculty or Staff Advisor

The main roles for the advisor are to:

- 1- Organize and conduct productive and meaningful Events.
- 2- Ensure that all activities organized are in match with UoS mission and vision.
- 3- Make sure that the promotion and advertisement for activities are posted accordance to the UoS Policies and Procedures.
- 4- Mentor and coach students on how to gain from practical Experiences
- 5- Share her/his experience with students to achieve their goals and club mission.
- 6- Give suggestion and comments on each activity that may increase the outcomes and quality of this activity.
- 7- Provide consultation, solution and advising for any problem or obstacles may face the students during their activities.
- 8- Assist student in planning and budgeting their events, organization and clubs.
- 9- Support Student to be self-empower into their practical life.

Fiscal Control of Student Organization

Each Club or organization should ensure that:

- 1- A clear financial plan includes in details the income, sponsors and expenses are available.
- 2- Estimate the budget for each activity based on the requirement and nature of this event.
- 3- Receive approval for annual budget plan from Finance department in UoS.
- 4- Prepare executive plan for how to spend the budget.
- 5- Make sure there is no financial shortage for any approved activity.
- 6- Monitor any financial funding or support for each activity from internal (UoS) or external (Sponsors).
- 7- Keep the financial records of all event expenditures and awarded prizes.
- 8- Expenses should be incurred in line with the approved budget.
- 9- A system for collecting, managing and distribution funds for club's various event are implemented.
- 10- Submit fiscal report at the end of academic year to the Deanship of the student affairs and finance department.

Chapter Four: Student Services

4.1 Academic Support Services

4.1.1 Prayer Room

The University of Sharjah has three mosques and modern student accommodations where students can find peace and comfort as if at home. In addition, each building in the UoS campuses has suitable prayer room approved from Department of Awqaf government of Sharjah.

4.1.2 Orientation

The Deanship of Student Affairs was established as an important component of the University of Sharjah in 1997 by his Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Federal Supreme Council of United Arab Emirates and Ruler of Sharjah. The university was established because of Sheikh Sultan's vision of a distinctive institution in the Emirate of Sharjah, in order to meet the demand of the surrounding society, in particular of the UAE and the Middle East.

The main goals of the Deanship of Student Affairs are to:

- Support and attract students to be part of the university and its diverse activities.
- Promote and refine student talents in all aspects including: scientific, cultural, sports, arts, and leadership.
- Provide a rich and supportive environment for students to excel at academic and social levels.
- Connect students with society through diverse activities.
- Build strong commitment to the Arabic and Islamic communities.
- Direct and supervise students to solve their diverse obstacles, build relations with the Alumni.
- Establish scientific and sports teams that represent the university at regional and international levels.

Psychological Support and Counseling Section

This department aims at offering support and academic and social guidance to students in order to help them accomplish psychological and social stability. It also aims at developing all aspects of the students' personalities through helping them to acquire certain skills that facilitate learning at the university level. The department focuses on developing an independent and balanced personality that is able to cope with the various life situations.

4.1.3 Libraries

The University of Sharjah has four libraries on its various campuses. The first two libraries were established in October 1997. Libraries aim at supporting academic programs of the University through a collection of books, journals and multimedia resources. Currently, two of the UOS four libraries are located at the Men's and Women's campuses, the third at the Medical & Health Sciences campus, while the fourth at the College of Fine Arts and Design. Latest international

standards, practices and technologies are applied in the work of Libraries.

Goals

- The UOS Libraries are dedicated to supporting the University diverse programs through:
- Providing an outstanding collection of information resources to meet the needs of UOS teaching and research activities, and the community at large.
- Conducting information skills programs in individual and group sessions to empower users identify, find, retrieve, evaluate and use information resources.
- Promoting the use of information and communication technology to be in full harmony with the University's electronic environment and culture.

Working Hours

Normal weekly working hours for the libraries are Sunday through Thursday from 8:00 AM to 10:00 PM. However some libraries have different working hours for details see the library website <https://www.sharjah.ac.ae/en/Services/Departments/Library/Working-Hours>.

Library Information Resources

Collections available at the UOS Libraries include a wide range of information resources in both printed and electronic formats covering all areas and extra curricula activities at the University. Although Libraries maintain traditional printed resources consisting of books and periodicals and multimedia materials, libraries also hold a very outstanding collection of electronic resources. The e-resources are accessible through the library home page, which includes linkages to the full text online databases, e-journals, e-books and online catalog.

The website also includes valuable information about library policies, timings, auxiliary tools and services. For more details see [Search in Multiple Resources](#).

Finding Information Resources

The Library online catalog is the primary research tool to search for both Arabic and foreign information materials acquired by the Libraries. The online catalog is accessible on and off campus and via Internet. See <https://www.sharjah.ac.ae/en/Services/Departments/Library>.

Library Services

Libraries are keen to have professional staffs to assist users in their research through providing them with general and specialized reference services. Library staffs help users find materials and answers to the more detailed and specialized enquiries. Reference questions can be submitted either in person, by phone, or virtually by using email and the library home page electronic forms. The followings are the basic services libraries provide to their users.

4.1.4 Information Technology Center

The Information Technology Center (ITC) is a key support center with its main focus on providing an optimal technology infrastructure oriented towards addressing the IT related needs for the administration of the University and supporting and enabling academic activities. ITC provides innovative technologies and learning resources by providing integrated online services through

the UOS portal. The center is responsible for providing multimedia solutions and technical support to the classrooms in order to offer new teaching methodology and improve the academic use of technology. The IT Center provides the most up-to-date communication technology as well as management of information systems to serve the activities of the University. ITC have a dedicated team that focuses on providing prompt and quality support services for all UoS community (faculty, staff and students) as well as all centers . ITC provide an environment where all faculty, staff and students will have easy access to information resources by providing innovative technologies and learning resources, all linked through the UOS portal. Our support channels are mainly defined as self-service support (FAQ's, IT Knowledge Base, and Online request, Service Desk and specialized support) as well as liaison with external support and IT-related services.

Computer Labs

In the UoS colleges and departments have their own computer labs. UoS provided around 94 computer labs supported by 1875 computers. These labs serve more than 18000 students. IT Center ensure that these labs are equipped with latest technology and services (Hardware and software) which facilitate the teaching and learning to the all faculty and students. Students can use computer labs during the semester for any academic assignments and tasks. Computing facilities are extended for the sole use of University faculty, staff, students and other appropriately authorized users to accomplish tasks related to and consistent with the University's mission. University IT systems and services are University facilities, property and resources as those terms are used in University policies and applicable law. Any Computing facility assigned by the University to users, units, or functions of the University, is the property of the University. Students shall ensure that the internet facility is used strictly for official purposes in the Computer labs or any coverage area in the UoS campuses. The installation or distribution of "pirated" or other software products that are not appropriately licensed are strictly prohibited.

4.1.5 Central Laboratories

The Central Laboratories Directorate administers the labs belonging to the Colleges of Sciences, Engineering, Health Sciences, Pharmacy, Dentistry and Medicine. The Central Laboratories Directorate is responsible for purchasing laboratory equipment in cooperation with concerned colleges and the Purchasing Department, maintaining all laboratory equipment, Laboratory maintenance, inventory control, safety and space management.

The laboratories consist of two buildings in the main campus W12 and M12 with a total area of 12150m² and 9500m² respectively, laboratories in the Medical and Health Sciences campus M23, M27 & M28. Currently there are 100 labs in the main campus, 82 labs in the medical and health sciences campus.

Vision

The vision of the Central Laboratories Directorate is to be the largest and the leading university laboratories in the region in terms of resources and management, while providing quality services for education, research and the community at large.

Mission

The Central Laboratories Directorate mission is to provide a safe environment at its facilities, where students and faculty train, apply knowledge and conduct scientific/medical experiments and research in a professional and productive atmosphere. The Central Labs Directorate is aiming to efficiently utilize the resources, where planning and timed acquisition and contracted maintenance of resources (equipment and machines) are monitored continuously.

General Laboratory Safety Guidelines

1. Determine the potential physical, chemical and biological hazards and the appropriate safety precautions before beginning any new or modified procedures
2. Familiarize with the emergency procedures, alarms and evacuation routes. Know the location of emergency phone, emergency eyewash, safety showers and fire extinguishers and its proper operating procedures
3. Do not smoke, apply make-up, and consume food or beverages in laboratories. Never store food or drink in laboratory refrigerators
4. Know the types of and the use of personal protective equipment available for your laboratory operation
5. Wear protective clothing and gloves that are not permeable to the chemicals being used
6. Proper eye protector must be worn in laboratories when handling with hazardous chemicals, dangerous machinery, laser equipment or biological agents
7. Long hair and loose clothing should be confined when in the laboratory. Shoes must be worn at all times. Sandals or open toe shoes must not be worn in the laboratory
8. All containers of chemicals should be correctly and clearly labeled. The label should provide hazard and safety information about the chemicals to other laboratory users
9. All chemical wastes should be disposed of appropriately to the corresponding waste containers, log sheet should also be filled in properly
10. Equipment should only be used for its designed purpose and should not operate any equipment that you are not familiar with
11. Mouth pipette of chemicals must not be allowed. A pipette bulb or aspirator for pipetting chemicals should be used
12. Exposure to gases, vapors and aerosols should be minimized. Appropriate safety equipment in conjunction with fume cupboard should be used whenever such exposure is expected
13. Report any faulty equipment to laboratory staff and obtain a properly functioning unit. Faulty laboratory equipment might pose danger to laboratory users if operated unknowingly. It may result in personal injury or malfunction of other equipment
14. Mobile phones are not to be operated at any time within a laboratory. Mobile phones might cause disturbance to other laboratory users, and also cause signal interference
15. Students who fail to abide by these regulations will be told to leave the laboratory. This is necessary to keep order in the laboratory

General Safety Rules

1. Before beginning work, ensure that the equipment to be used is in safe operation condition, read and follow safety rules and operation procedures

2. Operate equipment only if you are trained and authorized
3. Immediately report any potentially unsafe condition (smoke, fire, spill or unusual odors) or act to your manager, supervisor or department chairman in your organization work
4. If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
5. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place
6. Know your specific department rules regarding first aid, evacuation routes and fire department notification
7. Do not use lift in case of fire or fire drill
8. Keep all passageways and walkways clear and usable at all times. Do not block access to doors. Equipment (e.g. coffee pots, hot plates, electrical irons) should be used when plugged directly into a wall outlet. No extension cord may be used for these types of appliances. And if there is any doubt about the safe work method to be used, consult your supervisor or safety department before beginning work.

Fire Prevention

- Aim to keep the three sides of the fire triangle apart
- Eliminate or reduce storage of flammable materials
- Control ignition sources
- Control smoking materials
- Good housekeeping
- Lubrication of machinery to prevent friction
- No overloading of electrical systems
- Regular inspections of electrical systems
- Ventilation outlets not obstructed
- Controlling hot works with permit system.
- Proper storage of flammable materials
- Segregation of incompatible chemicals
- Improve security to prevent arson
- Regular Inspection and supervision

In case of fire do the following

- Call the emergency number
- Go to the assembly area
- Give the fire department any information that you have, including: A. Which areas have not been evacuated
- The location of anyone who is unable to evacuate.
- Inform the police and fire fighters if there is anyone who refuses to evacuate
- After the emergency, obtain permission from the fire department before re-entering the building.

4.1.6 Admission and Registration

The first point of contact between the student and the University is the Directorate of Admission and Registration where the candidate may obtain his application form and it is the place where he collects his documents once he has graduated. Thus, the relationship between the two continues throughout the student's life at the University: it is in this Directorate that the student obtains registration certificates, grade transcripts, transfer between colleges, etc. The relationship is continuous and the Directorate bears the responsibility of advising the student on any changes or new policies that may affect his academic life such as change of study plans, change of regulations for offering degrees, etc. The Directorate is considered one of the pillars of the University administration due to the academic and administrative tasks entrusted to it.

Admission Department

The University of Sharjah admits Students irrespective of their national origin, color, gender, or religion and offers all the rights, privileges, activities and programs available at the University. Details of admission requirements and conditions can be found on the University of Sharjah website as well as the Undergraduate and Graduate Catalogs. The Admission Department supervises the admission process from the point of application submission until the announcement of names of students admitted to the University.

General Admission Requirements for Undergraduate Programs:

All applicants must satisfy the following basic admission requirements: (1) Completion of secondary education or an equivalent level with the required average no earlier than three years prior to joining the University. Applicants to the Colleges of Medicine and Dentistry need to have finished their secondary education no more than one year previously.; (2) have not been expelled from another institution for academic or disciplinary reasons; (3) Applicants should indicate their order of preference for majors on the online application form. (4) Applicants are accepted in different majors according to the student's preference and her/his grade average and depending on the capacity of each college and Acceptance is made on a competitive basis. (5) Applicants should Complete and submit the application form and all application materials to the Admission Department by the stated deadlines and pay the application fee of AED 300. (6) Meeting the secondary education grade requirements as well as other admission requirements, and submitting the application, paying the application fees & receiving an ID number does not in any way mean that an applicant is admitted to the University. Students are required to pay a reservation fee after meeting specific criteria on a competitive basis, in accordance with University policy. Student reservation fees are nonrefundable if the student withdraws or does not enroll in the University, and are applied toward tuition fees if the student enrolls in his/her program. (7) Applicants to the Colleges of Medicine and Dental Medicine pay a 1500 AED fee for their applications to be considered as part of the admissions competitive process. This fee is non-refundable if the applicant is rejected or withdrew from the university. (8) A Student will not be issued an ID or allowed to register in courses unless the admission requirements are completed.

Admission for Graduate Programs

Admission Requirements for Master programs

- The applicant must hold a bachelor's degree or equivalent from a university recognized by the ministry of higher education (MOHE) at the UAE with a minimum CGPA of 3.00
- A CGPA between 2.5 -2.99 may be admitted conditionally.
- Attendance in the bachelor's degree program must not be less than 75%
- Students in programs taught in English must obtain 550 In programs taught in Arabic, the student is required to take and pass an English course as perquisite during the first semester of admission. The student however, may be exempted from this perquisite if he/she scores 400 points on TOEFL or 4.0 on the IELTS, but for the Applied Sociology and law programs, the student must obtain 450

Admission Requirements for PhD programs

- The bachelor's and Master's degrees must be in a major that qualifies/allows the student to pursue a doctorate graduate program with a minimum grade of:
 - Students in programs taught in English must obtain 550
 - For other programs (Taught in Arabic), must obtain 450
- Pass the personal interview

Admission Requirements for EMBA program

- Meeting the general requirements of admission that are mentioned in the By-laws for the award of the Master's degree at the University of Sharjah and the Executive Regulations of Master's Program.
- A minimum of 4 years of work experience in a managerial position (middle or upper management) that entails the tasks of decision making and supervision of a number of employees. Professionals such as lawyers, medical doctors, engineers who are running their own practice would be considered as managers.
- Applicants may be asked to attend a scheduled personal interview to judge the candidate's seriousness and professionalism.
- The "fast track" applications, if any, will be carefully examined to ensure that the college and University ensure proper application of the University standards.
- The EMBA does not have a thesis or research project requirement.

Required Documents

- Equivalence certificate from the (MOHESR) if the certificate is issued outside U.A.E.
- A certified copy of the applicant's university degrees and transcripts
- A copy of the passport and family register for UAE nationals
- Two or more recommendation letters.
- Evidence of English Language Proficiency
- Two recent photographs
- Curriculum vitae
- Payment of application fees (non-refundable) in the amount of AED 200

Registration Department

The Registration Department is responsible for the application of the educational programs and student's academic records in accordance with university regulations, policies and bylaws. Moreover, the Registration Department considered as an essential source of information and statistical data relating to all students, which helps the University's Administration and colleges in making decisions and satisfy the requirements of external sponsors and institutions. The department has a central location for medical colleges in medical complex, in addition to its main location behind the administration building of the university.

Registration staffs are designated to help students in all colleges of the university, and their most important responsibilities are:

1. Preparation of the registration process for every semester, including follow-up of the course schedules and its modifications by the colleges
2. Monitoring the process of student's registration through the online self-service registration to audit and ensure that student's registration is in accordance with the by-Laws of the university and study plans.
3. Registering new students as well as students with academic difficulties (probations) or special cases in the registrar's offices.
4. Applying transfers between colleges and majors, and determining courses for transferred students.
5. Preparation of the final examination schedule for every semester.
6. Auditing the entry of course grades into the system, and calculation of the semester and cumulative GPA.
7. Preparation of reports concerning cases of academic standings for students and the implementation of the regulations and decisions on them.
8. Reviewing transcripts and study plans for students who are expected to graduate and implement the graduation decisions.
9. Contacting students by telephone, text messages or e-mail to inform them of any updates.
10. Preparation of reports and statistical data, and provide them for the concerned parties, in and outside the university.
11. Co-ordination with the University's Administration and colleges, and provide recommendations to resolve problems and modifications of the By-Laws / procedures.
12. Preparation of the certificates, attestations, and the student's transcripts.
13. Coordinating with financial sponsors of students on scholarships and ensuring sponsorship rules are maintained.

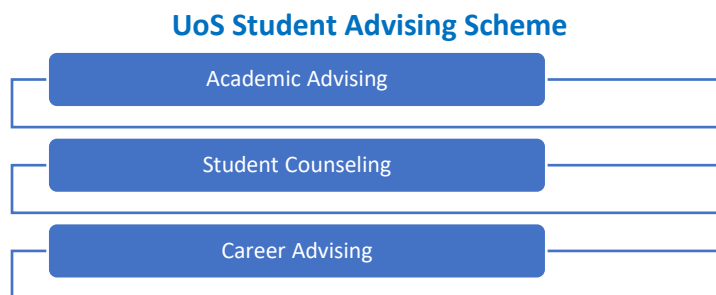
Registration Department is adopting the Students Information System "BANNER" in carrying out its work and in maintaining student's records, in coordination with the MIS team at the IT Center. Students and faculty have individualized secured account on Banner to see their relevant records, courses, schedules, grades, etc. Every student needs to review the Bylaws for their respective degree, which explains their academic rights and responsibilities, and these Bylaws are available in this catalog and on the university website.

Students Files and Archives

This unit handles the filing of student documents and files relating to their academic life from the point of joining the University until graduation. It also issues ID cards for new and regular students.

4.1.7 Student Advising

The student advising process at the University of Sharjah is three-fold, as shown in the figure below.



Academic Advising

The **Academic Advising** programs are responsible for providing academic support and services that promote student learning. Every student at UOS is assigned an academic advisor, and students are required to meet with that individual every semester. Advisors assist students in developing career goals, registering for courses, understanding university policies, and connecting to campus resources. The University provides advising and guidance for all freshmen as part of the student orientation program, which introduces students to important information about the University of Sharjah, student advising, registration and academic probation, curricula, academic support services, extracurricular activities, time management, and study skills. For more information on academic advising, kindly refer to the University of Sharjah Academic Advising Program (USAAP) page on the University website.

Student Counseling

This service aims at developing students balanced personality at the psychological, social, emotional, and mental levels. In doing so, the department abides by the values of confidentiality, integrity and privacy. The Department is keen on developing its counseling, training, remedial and diagnostic programs in light of the international philosophy that believes that the student is the focus of the educational process. The academic achievement of students depends on their possession of life skills and on his psychological state. In order to accomplish its mission, the Department aims at accomplishing the following goals:

- Enabling students to become more dependent on themselves in solving their own problems efficiently and helping them develop their own personal skills.
- offering counseling services and holding workshops and training seminars at the level of

individuals and groups throughout the period of study at the University.

- following up the affairs of the students who have low levels of achievement in order to identify the causes and offer programs to raise the students motivation to learn and improve their achievement and overcome the problems they may encounter.
- supporting special needs students throughout their university study.

Career Advising

In accordance with the University and Deanship of Students Affairs missions, which put the student in the focus of importance, through all processes of educating, teaching, training, qualifying and building up his/her skills and attitudes to be an active member in the society, CASTO plays an important role by leading and overseeing the professional builds up process of the student, which, no doubt, represents the integrative result of all preceding processes done by different university entities and colleges.

CASTO has articulated a well-designed set of goals that will result in performing its process according to the required standards, such as establishing win-win relationships between the governmental, private and all society bodies and utilizing these relations to find employment opportunities for university graduates as well as exploring the cooperation and integration opportunities between the university and markets. Moreover, CASTO stimulates and uses the feedback from the graduates and employers to reflect the efficiency and effectiveness of the university programs outcomes, and participate in pushing the university-wide continuous improvement process wheel.

Career Placement Services

CASTO (Career Advancement and Student Training Office) assists enrolled students with their practical training and ensures that they are well prepared for the challenging job market. The office currently comprises four main sections: career advancement, practical training, student employment program, and the International Association for the Exchange of Students for Technical Experience (IAESTE). These sections aim to ensure that our students thrive as interns and practice all the skills they learned in the classroom setting. Regularly the office organize workshops on basic internship and employment skills such as resume and cover letter writing, interview skills, and portfolio design. We also host representatives of different companies and institutions who provide students with an overview of the current requirements of the labor market, sought specializations, and job vacancies. The office liaises with all colleges and departments to explore and secure the best training and internship opportunities for their students under the supervision of their faculty members. The office also coordinates with companies and institutions that accept interns and exchange students within the UAE and overseas, in collaboration with the International Association for the Exchange of Students for Technical Experience (IAESTE). Moreover, the office have incorporated virtual/remote training/internship opportunities that enable students to complete their training safely and from the comfort of their homes. In addition, the office runs the part-time Student Employment Program (SEP) for full-time students at the University of Sharjah. This program enables students to gain job-related skills while simultaneously completing their studies.

Student can access to the job opportunities via visit the website:

<https://sep.sharjah.ac.ae/English/Pages/Students.aspx>

Any student can apply for student employment program via the website link:

<https://sep.sharjah.ac.ae/English/Pages/Students.aspx>

Any employer can register any time with UoS through the website link:

<https://sep.sharjah.ac.ae/English/Pages/Employers.aspx>

<https://old.sharjah.ac.ae/en/Administration/CASTO/st/Pages/vf.aspx>

Advising Students at-risk Situation

Students can be considered as at-risk situation for different reasons such as:

- Facing any problems or obstacles while doing their activities during the study period.
- Wrong decision that affect negatively on their academic performance.
- Return to the study after long absence and suspended situation.
- Their academic ability below the average student level in the same college or program they are enrolled in it.
- Any physical limitation or brain disability that prevent them for completing their studies.
- Multi probation or warning letters for low academic performance or any inappropriate behaviors.
- Psychological problems that lead to harming themselves or people who are dealing with.
- Bad circumstances and financial Problem.
- Risky environment, facilities and campuses.

Steps and procedures for advising student at-risk situation:

- UoS provide free consultation and advising for any problem may face the students during the study period via different channels and persons. UoS assign direct supervisor for each student who can guide the student during the academic journey. In addition, UoS has professional academic advising program to support and monitoring the performance of the students.
- The academic supervisor can expect to support students in study skills, learning skills, time management for study plan and study workload, career advising and any difficulties in studies.
- Academic supervisor should stay calm during advising session, deal with students professionally, keep the situation in safe mode, give correct assistance and be clear in giving instructions.
- When the academic supervisors feel the situation need extra support and advising, they can transfer the case to the student counseling, student affairs committee, academic advising committee and social advisor or specialist based on the level of risk may the student face.
- UoS deal with each case in high level of privacy and confidentiality.
- Each case should be under monitoring and supervision until receiving full support and the student solve her/his problem and be in the safe situation.
- UoS encourage students to seek advising and asking for consultation for any type of

challenges via different ways.

- UoS provide multi channels for advising such as face to face advising or distance advising through Microsoft Teams apps, email, phones and messages. These channels play important role to stimulate student for advising and consultation without embarrassment.

4.1.8 Alumni

CASTO is striving, through Alumni Association to achieve all goals and aims constitute the mission that UoS try to perform through establishing Alumni Association. The Alumni Association at the University of Sharjah aims at achieving the following goals:

- Keeping graduates in an on-going contact with the University community to exchange opinions and developing the University's curriculum through their feedback.
- Enabling graduates to benefit from the University's available resources and services.
- Providing the graduates with job opportunities through CASTO's' relations with job market.
- Enhancing the relationship between the university and its graduates and up keeping their loyalty to the university scientific and social events, plus allowing them to access and benefit from university services and facilities.

These goals will enable the UoS graduates to serve the society and employers more efficiently and productively using the latest methodologies and technologies. On the other hand, alumni will be a good source of feedback about the university study programs and services. Thus it will greatly help in continuous improving of these programs and services as the alumni reflections will serve as an indicator pointing out to what extent the university output is matching the needs and ambitions of the market and society as a whole.

Activities:

- Announcing the foundation of the UoS Alumni Association.
- Drafting the Executive Bylaws regarding the establishment and organization of the UoS Alumni Association.
- Organizing Alumni gathering ceremony
- Securing more than 300 full time job opportunities since the establishment of the Alumni Association.
- Updating alumni database, which included their working status, in order to include it in our statistical analysis.
- Drafting alumni Card policies and procedures, which provide many academic and social services to the alumni.

4.1.9 Health Care

The University provides medical clinics for both male and female students on a 24-hour basis plus ambulance services for emergency help whenever needed.

The University Medical Services Department was established in 1998 to serve the university community. Its task is to provide integrated and quality health services promptly, and with complete customer satisfaction.

Starting Fall 2007-08, all University students were required to have health insurance in any one of the following three schemes:

1. Health card issued by the Ministry of Health. In addition, students shall pay University fees in order to use University medical services in emergency cases and for basic routine treatment.
2. Health card issued by a private insurance company. In addition, students shall pay University fees in order to use University medical services in emergency cases and for basic routine treatment.
3. The University shall contract a health insurance company with competitive costs for interested students. In this case, students could benefit from University clinic services alongside those of the insurance company without paying extra fees.

The clinics of the Medical Services Department have been recently moved to the University Hospital-Sharjah located in the medical campus. The clinics offer all primary health care services in a comprehensive manner. This requires upgrading, modernizing and expansion of current services, raising the levels of services offered as well as keeping up with developments in diagnostic medicine, treatment and even administration.

4.1.10 Safety and Security

Each of us plays an important role in creating and maintaining a safe environment. The University of Sharjah considers all university community members as partners in providing a safe and secure campus in which to pursue students personal or professional goals.

All students of the UoS are encouraged to be active to maintain a safe and secure community. Any safety concerns should be reported to the Campus Police or Dorm Supervisors. A safe and secure living community for residents is important. Students are strongly urged to carry their keys at all time and keep the door locked when not in the room. Any action on the part of a resident that threatens the safety and security of another resident or his/her property will result in disciplinary actions. Potentially dangerous actions might include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, loaning keys, accessing student rooms other than one's own without permission, and/or taking another's property.

4.1.11 Disability Services

The University of Sharjah strives to assume its social responsibility towards students with special needs in order to make their learning experience as welcoming and convenient as possible. Aware of the needs of the disabled students, the University has built ramps that render most buildings wheel-chair accessible. Moreover, University security and staff are encouraged to make themselves available for all University students to assist them with their needs in an environment that values cooperation and social responsibility.

4.1.12 Transportation

In conjunction with the city of Sharjah, the University provides free transportation in air-conditioned shuttle buses to all students from different points in Sharjah to the University Campus. Buses are scheduled from 7 a.m. until 11 a.m. and take students to the University from

designated locations in the City of Sharjah. From 2:00 p.m. till 6:00 p.m. buses shuttle students from the University back to designated points in the city. An independent transportation company transports students daily from Dubai to the University. The same type of transportation is available to students coming from other regions of the country on a weekly basis. The transportation to and from the University is secure and reliable, and students who do not own cars need not worry about how to get to the University.

4.1.13 Food Services and Dining Halls

The University of Sharjah provides modern restaurants for male and female students where meals are served at reasonable prices. Cafeterias provide service not only for commuting students, but also for those in the dormitories. They remain open until evening. Dining halls (Men and Women) have different facilities including coffee and buffet restaurant with variety of snacks, sandwiches and desserts. For the duty time for these facilities, check the website: <https://www.sharjah.ac.ae/en/Student-Life/Dining-Hall>.

The new men's and women dining halls are considered as integrated halls that include all facilities in the same place. Contemporary and digitally enabled with over 750 seats, the facility provides a vibrant experience through its dining, socializing and working spaces. The dining hall has also feature a mini amphitheater and dedicated art walls to leverage students' co-curricular activities and strengthen their collaborations and sense of community.

Food & beverage services provided by professional companies, which follow international standards for food and beverages. From daily changing buffet counters, live cooking stations and salad bars to specialized standalone restaurants, students will have access to nutritious wholesome meals at student friendly prices.

With the upgraded facilities and the new F&B services, the University will implement a pre-paid meal plan system. Dorm fees will include meals starting from AED 18 per day. The new dorm fees will be activated in accordance with the opening timeline of each dining hall.

Through implementing meal plans, the University aims to bring positive change to students' lifestyles and dining behaviors. The upgraded F&B services will allow students to make healthier choices and be more mindful of what they're consuming. Students will be encouraged to incorporate sustainable practices through different awareness and promotional programs on waste reductions and minimizing food excess in support of the University's campus-wide sustainability initiatives.

4.1.14 Bookshop and Stationary Center

Book Center

This Center which provides all textbooks for required and elective courses as well as any other books students may need is located in M21 and W21.

Stationery Center

The center provides stationery, photocopying services and engineering needs. It is supervised by Al-Thiqa Center for people with Special Needs.

4.1.15 Banking Services

A branch of Sharjah Islamic Bank is located on each campus in Buildings M21 and W21. It offers all banking services such as cashing cheques, savings accounts and financial transfers. It also has an ATM.

4.1.16 Laundry and Barbershop

The Laundry and barbershop services are located on campus and provides their services to students as well as academic and administrative staff at reasonable costs.

4.1.17 Travel and Booking

Airline booking agency is located on campus and provides its services to students as well as academic and administrative staff at competitive prices.

4.1.18 Grocery (Sharjah Cooperative Society)

Located on the ground floor of the Student center on both campuses, the Sharjah Co-op Society stocks all the supplies (foodstuffs, canned food, juices, groceries) students need. The Society serves students as well as academic and administrative staff at the University.

Chapter Five: Student Council

The University of Sharjah Student Council represents all male or female students, or both, and is based on campus. Each student enrolled at the University to obtain an academic degree or certificate shall be considered an active member of the Council.

The Student Council aims to achieve the following objectives:

- Familiarizing new students with the University of Sharjah campus and its services.
- Liaising to communicate between students and the University Administration to better serve students, present their issues, and represent their point of view before the University Administration.
- Promoting partnership, collective efforts and cooperation between students, the Administration, and faculty and staff working at the University.
- Representing students at student assemblies held at educational establishments at the state level.
- Undertaking activities to develop national awareness among students, strengthening the spirit of belonging to the nation, and carrying responsibility to the nation.
- Providing opportunities to develop awareness of ethical and moral values.
- Organizing activities to promote the intellectual, social, sports and artistic interests of students on campus.
- Providing opportunities for students to discover and develop their talents, abilities, skills and creativity.

The Council shall oversee implementing the following tasks:

- Preparing a work plan for student programs and activities and discussing it prior to seeking approval from the Dean.
- Implementing the policies and decisions of the Council and taking the necessary action to organize events and activities to realize such aims and follow up on them.
- Preparing the Council's budget and presenting it to the Deanship for processing so that the Dean may then forward it to the Chancellor for approval.
- Reviewing student issues and working to solve them in coordination with the Dean and University Administration.
- Presenting the Financial and Administrative Report of the Council's activities to the Dean.
- Reviewing the proposals and suggestions of Council members and any Council sub-committees.
- Discussing the Council's budget as prepared by the Treasurer.
- Discussing the Annual Financial Report as prepared by the Treasurer, and the Annual Reports prepared by committee secretaries and agreed upon by the Council, and presenting these to the Dean to forward to the Chancellor for approval.

The Student Council shall be composed of fifteen (15) members from among students and approved by the Committee commissioned to form the University of Sharjah Student Council as follows:

- Five (5) students at the university level elected by the General Assembly.
- Ten (10) students appointed by the Committee.
- Each college at the University shall be represented on the Council to reach the number of

students as stated in this Article; the selection of more than one student from the same college may occur, taking into consideration the college's size, but may not exceed more than two students from the same college.

Terms and Conditions for Selecting Members of the Council:

- Students shall have been enrolled in the University at least two semesters.
- Students shall have successfully completed the minimum number of credit hours for two semesters as stated in the University By-Laws.
- Students must be at least 18 years old according to the Gregorian calendar.
- Students shall demonstrate good conduct and reputation.
- Students shall have at least two semesters remaining before their graduation, following the semester in which the elections take place and exclusive of the summer session.
- A student's GPA shall not be lower than 2.00.
- Students shall have been active and distinguished participants in the various student activities organized by the University and have the ability to organize and develop activities at the University.
- Students shall not have had any disciplinary action registered against them, nor be in any violation of the University By-Laws and regulations.
- Students shall not have been convicted of a felony or misdemeanor related to honesty and/or integrity unless such has been revoked.

Chapter Six: Academic Policies

6.1 Academic Integrity

The University of Sharjah comprises a community of students, faculty, administrators, and staff who share a commitment to learning of the highest quality. Since the practice of academic integrity is essential to learning, the university fosters a culture of honesty and respect. Adhering to aspects of integrity is a shared responsibility in any community. Students at the University of Sharjah are expected to honor scholarly values and assume academic, cultural, and social responsibility throughout their learning experience. The free exchange of ideas depends on the participants' trust that they will be given credit for their work. Therefore, everyone in an academic community must be responsible for acknowledging their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines. Since intellectual workers' words and ideas constitute a kind of property, plagiarism is like theft. Any violation of academic integrity codes either in or out of the classroom will be handled with the appropriate disciplinary measures by the University administration. In addition, a primary responsibility of an instructor is to certify that a specific academic assignment has been mastered sufficiently to merit college credit. An integral part of this responsibility is to take all possible precautions to ensure that the credit has not been attained by fraud. Instructors at the University of Sharjah should and would rigorously enforce honesty concerning all academic work submitted by his/her students for evaluation.

6.2 Classroom Expectations

A professor will normally provide at the beginning of each semester, an outline of the lectures, activities, assignments, and grading system appropriate to the course. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts may be directed by the faculty member to leave the class. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class or conduct that is disruptive, disrespectful or threatening will not be tolerated. In addition to academic measures that may be taken, behavioral infractions may be resolved through the Code of Student Conduct.

Attendance

- Students shall attend all theoretical lectures, laboratory hours, and training sessions. They shall also participate in research sessions and sit for all examinations required in the courses in which they are enrolled.
- If a student's absences exceed 10% of total hours designated for one or more courses without an acceptable excuse, the instructor of the course shall issue a warning. If the absences reach 15% without an excuse acceptable to the College, the instructor shall issue a final warning with the Dean's approval.
- If absences reach 20%, the student shall be barred from sitting for the final examination(s). If the absence is caused by ill health or some other cause acceptable to the Dean, the student shall be given a withdrawal mark (W) in his/her transcript. All such cases shall be reported to the Registrar's Office. However, students who represent the country or the University in official activities shall be allowed up to 25% absences.

- All absences, whether with or without an excuse, are calculated as part of allowable absences.

For more information about the attendance policies see the UoS Catalog and UoS policies and procedures manual.

6.3 Examinations, Grades, and Averages

The instructor shall prepare a detailed syllabus specifying the objectives, outcomes, content, teaching methods, evaluation, references, and additional readings required. The syllabus shall be handed out to students at the beginning of the semester and shall be kept in the course files in the college. Examination questions shall be:

- in line with the objectives and outcomes stated in the syllabus
- commensurate with the time allocated for the examination
- clearly formulated and weighted
- varied to measure the students' aptitude and skills in terms of recall, comprehension, application, and analytical skill
- in the language in which the course is taught

The final grade in any course shall consist of the grade obtained in the final examination plus all the other grades obtained during the semester. The general framework for examinations shall be as follows:

- 45-55% shall be reserved for the final examination, which shall be in writing, covering the entire contents of the course and realizing its objectives and outcomes and held at the times announced in the University calendar.
- 45-55% shall be given to course work consisting of one or two written examinations, reports, research papers, quizzes, and any other tasks. The relative weight of the examination(s) and other course work component shall be determined by the concerned department council. Grade distribution of each course must be approved by concerned college council.
- If one written examinations is specified for a course, then the examination shall be held in the between the seventh and ninth week of the regular semester or the in the fourth week of the summer session. If two written examinations are specified for a course, then the first examination shall be held in the sixth week of the regular semester or the third week of the summer session, and the second shall be given in the twelfth week of the regular semester and the fifth week of the summer session.
- At the beginning of each semester (or summer session), the course instructor shall inform enrolled students in his/her course of the course grade distribution and dates of examination(s).

The above are general regulations and shall not apply to courses that have a special nature of their own. Such courses and the methods of evaluation in them shall be specified by the College Council upon the recommendation of the Department Council. The Chancellor shall be informed of all decisions in this regard fully explained and justified. The instructor shall be responsible for correcting the examination papers of the course he/she teaches, recording final grades in letters

and percentages correctly. If a student fails to attend a final examination without an excuse acceptable to the Dean of the College that offers the course, the student shall be considered to have failed in that course.

The minimum passing letter grade in the Foundation year and in the Compulsory and Obligatory Courses is D. Letter grades shall be calculated as follows:

%	Letter	Grade
From 90 to 100	A	4
From 85 to less than 90	B+	3.5
From 80 to less than 85	B	3
From 75- less than 80	C+	2.5
From 70- less than 75	C	2
From 65- less than 70	D+	1.5
From 60- less than 65	D	1
Below 60	F	0

Grade Point Averages shall be designated as follows:

GPA	Designation
3.60 or more	Excellent
From 3.0 to less than 3.60	Very Good
From 2.50 to less than 3.00	Good
From 2.0 to less than 2.50	Satisfactory
Less than 2.0	Unsatisfactory

For graduate students may not defend their thesis before They complete their all courses in the study plan(including remedial courses and any other admission requirements) and their CGPA should be above 3 out of 4. In addition, they have to make sure that their papers are publishing in the specialized journal or conference and their name are in the main author in this paper.

For more information on examinations, grades, graduate, averages, and other academic policies, refer to the UoS Catalog.

6.4 Intellectual Property Ownership Rights

Unless otherwise stated in this policy, UOS shall own all Intellectual Property Rights of inventions or creative works carried out by faculty, staff and students at or under the auspices of UOS making substantial use of its resources.

1- Intellectual Property Created by Faculty and Staff

- a. Except as stated in paragraphs e and f of this section, UOS shall own all Intellectual Property invented, created or designed by faculty or staff members (post-docs, assistants, trainees, or students who are hired as employees) for the purpose of research, teaching and administration during their Employment at the university.
- b. Intellectual Property developed by faculty or staff as result of significant support from the UOS, including funds, facilities, resources and space is assigned to the university and considered university-owned.
- c. A faculty or staff member shall be required to sign any documents or formalities required to facilitate the protection of the invention and the filing of patent applications and the related procedures, including assigning his/her intellectual property rights to UOS
- d. By signing these documents, the inventor agrees to assign the intellectual property s/he has developed to UOS to be managed by the Technology Transfer Office.
- e. UOS does not claim ownership of copyright in any written work written by faculty for the purpose of scholarly research, such as: journal articles, conference proceedings and scientific books.
- f. UOS does not claim ownership of copyright material in artistic, musical, or imaginative works created or composed by faculty, except where such a work is considered as a potentially valuable IP asset - upon recommendation by the TTO - or has been specially made on request by the university.

2- Intellectual Property Created by Students

- a. Students who create intellectual property as a result of their participation in study programs at UOS, such as PhD dissertations, research reports or graduation projects shall retain ownership rights to that property unless:
 1. It makes considerable use of UOS property, personnel or facilities.
 2. It is supported by a direct allocation of funds through the University (grant, contract, fellowship, scholarship, etc.)
 3. It is commissioned by the University.
 4. It is subjected to contractual obligations such as a sponsored research agreement.
- b. b- If any of the above conditions are met, students shall be treated in the same way as any UOS employee. Students must disclose to the Technology Transfer Office any intellectual property they have developed in which UOS may have ownership rights.
- c. c- A faculty member who supervises students should have them sign an Assignment of Ownership Agreement Form and a non-disclosure form.

- d. d- Any student engaging in research or development of intellectual property under the supervision a faculty in connection with any program or activity subject to this Intellectual Property Policy shall claim no ownership rights, unless s/he has significantly contributed to the IP creation, and will be eligible to share the income and/or equity distribution determined by the Technology Transfer Office proportionally to his/her contribution as per the signed IP disclosure form.
- e. e- If a student independently creates and owns intellectual property that s/he believes to have a commercialization potential, the student may ask the TTO support to involve the university in the commercial exploitation of that property and shall assign the IP rights to UOS. In this case all the other procedures of IP policies - including revenue distribution - shall be applied.

6.5 Remedial Course

Academic knowledge and background is crucial part in the education process. The UoS offers remedial courses to develop students' background in such a field and major which may help student entering the program smoothly. Moreover, the remedial courses will help student apply to the higher level of education with solid educational foundation without any challenges or problems. The remedial course not offers toward a degree or to be in the study plan structure. It is (zero) credit hour and the grade not affects the GPA of the students.

- Remedial course may offer for graduate or undergraduate students.
- Remedial courses should have a clear course syllabus which contain of a measurable student course learning outcomes (CLOs).
- Faculty teaching remedial course should have an experience in a field related to the subject and appropriate qualification in related field.
- Students who are admitted conditionally and required to complete some remedial courses in UOS in order to fulfil the admission requirements, shall register the remedial courses that are specified by UoS.
- The Student should pass the minimum grade assigned for this course. The student GPA will not include the grade of remedial course.
- The maximum period to pass the remedial course(s) is specified to the student before register the remedial course.
- In case students do not pass the remedial course in their first attempt, they have the chance to repeat it the following semester if UoS and Ministry of Higher Education and Scientific Research by-laws allow that.
- In case the student fails, his/her record may be terminated and leave the institution based on the UoS by-laws and CAA standard.

- The graduate students can register for credit-bearing course after they have successfully completed remedial course if required.
- Remediation usually takes place during the first Year (Foundation Year) and it is preferable to be in the first semester to make the program study plan for the student more effective and practical.
- Each remedial course has E-file for archiving and assessment purposes.

6.6 Students Appeals

UoS gives the students chance and right to apply for any doubts in the academic results or any academic complaints. Students appeals is a formal request from a student asking for review a decision relating to any exam results, assessment, progression or any academic issue.

- Students have the right to apply for appeals and petitions for any issue in receiving academic results and decisions.
- UoS is committed to the equitable dealing and fair treatment in students' appeals.
- Submission appeal should be via registration department by online system.
- For more integrity and credibility, the students can follow their appeals electronically until received the final result.
- Any Appeal should be applied and dealt with within same academic year and should not be delay it to the next academic year.
- An Appeal must be raised within two weeks after receiving written result.
- Student should be aware of all terms, condition and fees before applying for such appeal. Most of the Appeals is free of charge except the review of final exam it is charge 21 Dhs and all the fees should be published in the UoS Website:

<https://www.sharjah.ac.ae/en/Admissions/Tuition-and-Fees/University-Services-Fees>

- Student cannot raise new issue during the triage and review stages.
- UoS deal with appeals with all respect, handle students' information confidentially and provide students all support information, evidence and resources.
- Students are responsible for engaging in the appeal process in a respectful manner.
- UoS is responsible to form a committee for students' affairs and petitions. This Committee shall study each student's petition in detailed.

Type of Appeals

The students have the right to appeal university decisions made in respect of:

- Examination Outcome.
- Academic Progress.
- Student Grievances and Complaints.
- Academic Misconduct.
- Fitness to Practice.
- General Misconduct.
- Fitness to Study.
- Suspension Order.
- Incorrect Information.
- Selection into a Course.
- Student Transfer Decision.
- Academic Probation.
- Exclusion for a Notifiable Disease.
- Admission Denial.
- Course or program registration Denial.
- Class Rooms Denial.
- Exam Denial.
- Certificate and Graduated Denial.

Appeals Process

- Students fill and apply the electronic form of the appeals.
- Student will submit the appeal within the submission deadline and academic calendar.
- The Committee should meet periodically during the semester according to the cases submitted.
- All the appeals and its documentations will be carefully reviewed by the Committee.
- The decisions of the Committee are final after approval from the chancellor and Dean.
- The final result will be informed to the student via the electronic system.

Guide for Submission

- A student may submit a written petition to the Dean of the College which offers the course within two weeks after the grades have been posted to have his/her final examination answer sheets or booklet reviewed.
- The petition shall be submitted through the Registrar's Office after payment of a fixed fee.

- If the petition is granted, the review shall be conducted by a committee formed by the Department's Chair consisting of himself/herself and two other members of the Department, one of whom shall be the instructor of the course.
- The review shall ascertain whether or not there is a material error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a question partially or wholly.
- If such an error exists, the instructor of the course shall correct it, and the corrected result shall be approved in accordance with standard procedures.
- The student may apply through the E-Services portal to fill the Student Issues form explaining the request.
- The Office of the Registrar reviews the case of the student and writes a brief explanation of the issue and the academic status of the student.
- The case is reviewed by the academic advisor, the head of department, the dean, and the student Issues representative at the college.
- Once the request is approved by the college, it is forwarded to the representative of the Student Affairs in the Office of the Registrar.
- All cases are presented in the Student Affairs Committee for decision.
- The secretary of the committee will consolidate the cases and their decisions in one form to be forwarded to the Chancellor for approval.
- Once approved, the committee's secretary will distribute the decisions among college registrars to implement and inform students.

6.7 Transferred Students Process

Transferred students must meet the transfer student conditions in order to look into their credit transfer. Credits that comply to this policy might be transferred towards the student's degree in UOS.

- The student affairs committee shall be formed annually in UoS. This committee shall review petitions of an academic nature, put forward by students, including courses they plan to register or withdraw from the evaluation, transfer student or credit, adjustment, or equating of academic record or any other matters related to academic issues. The committee shall study each student petition and then presents its recommendation to the chancellor for approval.
- The students who would like to transfer into UoS should have study records from licensed institution approved by CAA or any recognized institutions of higher learning located outside the UAE.
- Any transferred student should present in advance valid language certification such as EmSAT, TOFEL or IELTS.

- Any students who are not in good academic standing can transfer only to a program in a field distinctly different from the one from which the student is transferring.
- UoS allows the credits for clinical training to be transferred only when done in the UAE under review and approval from CAA.

Undergraduate and Diploma Students Transferring from another University

Students who are admitted as transferred students:

1. The maximum number of credit hours that can be transferred from another recognized university within the framework of the study plan applicable to the student at University of Sharjah shall not exceed 50%.
2. The Department Council may transfer credit for all or some of the courses taken in the university transferred from, provided that the grade in each is no less than C+ (2.5 out of 4.0) or equivalent.
3. Students transferred from a recognized institute of higher education to one of the University's colleges may transfer credit for all or some of the courses taken there provided that the grade in each is no less than B (3.0 out of 4.0) or equivalent.
4. Students transferring from other universities or institutes of higher education shall not benefit from their academic record if they have discontinued their studies for a period of four regular semesters or more.
5. Grades or averages transferred from another university shall not be included in the student's CGPA at UOS.
6. No transferred credits allowed in the foundation year in Medicine and Dental Medicine as courses grades must be counted for the promotion purposes.
7. No courses taken by a newly transferred student will count for credit if he/she has already gained a degree.
8. UoS does not allow credit for graduation project to be transferred.

Procedure and Process for Transferred Students

1. After the student is accepted as a transferred student by satisfying the minimum admission conditions, the student prior transcript, course syllabus, and transcript verifications are forwarded from the Admissions Department to the College for course evaluation.
2. The college forms a committee to evaluate the course syllabus.

3. The result of the evaluation is sent to the Office of the Registrar, where the following conditions should apply in order for the registrar to include the transferred credits in the student's transcript:
 - a. The student had completed a minimum of one year or two semesters in his previous institution (for diploma and undergraduate programs).
 - b. The CGPA in his previous institution is not below 2.5 out of 4.0 (for diploma and undergraduate programs).
 - c. The previous institution is accredited by the Ministry of Higher Education and Scientific Research and the transcript is verified to be authentic.
 - d. The grades of the transferred credits comply to the policy above.
 - e. The number of total transferred credits comply to the policy above.
 - f. The number of credits of each transferred course should be equal or higher than the equivalent course in UOS.
4. All transferred credits are inserted in the transcript of the student, however only those that comply to his study plan are included in the earned hours.
5. The registrar informs the student of the courses that have been accepted from his previous institution and updates the student study plan accordingly.
6. Transferred courses are indicated in the transcript by the grade 'TR'.
7. The name of the previous institution and UOS equivalent courses shall be displayed on the transcript.
8. In case a student repeats a course that was accepted as a transferred course, the transferred course will be excluded from the transcript and the grade of the course taken in UOS will be counted if it was passed

6.8 Program Accreditation, Recognition and Licensure

National Accreditation

The University is fully licensed and all its programs (currently **150** programs) are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education and Scientific Research in the United Arab Emirates

International accreditation:

The University aims to obtain accreditation and recognition for its programs from international accreditation and recognition.

ABET Accreditation

The following programs offered by the College of Engineering are accredited by the Accreditation Board for Engineering and Technology (ABET):

1. Bachelor of Science in Civil Engineering
2. Bachelor of Science in Electrical and Electronics Engineering
3. Bachelor of Science in Architectural Engineering
4. Bachelor of Science in Industrial Engineering and Engineering Management
5. Bachelor of Science in Sustainable and Renewable Energy Engineering
6. Bachelor of Science in Nuclear Engineering
7. Bachelor of Science in Mechanical Engineering

The following programs offered by the College of Science are also accredited by ABET:

1. Bachelor of Science in Mathematics
2. Bachelor of Science in Chemistry
3. Bachelor of Science in Biotechnology
4. Bachelor of Science in Applied Physics

The following programs offered by the College of Computing and Informatics are also accredited by ABET:

1. Bachelor of Science in Computer Engineering
2. Bachelor of Science in Computer Science
3. Bachelor of Science in Information Technology – Multimedia

AACSB Accreditation

The following programs offered by the College of Business Administration are accredited by the Association to Advance Collegiate Schools of Business (AACSB):

1. Doctor of Business Administration
2. Master of Business Administration
3. Executive Masters of Business Administration
4. Bachelor of Science in Accounting
5. Bachelor of Science in Business Administration (Concentrations: Marketing, Management, Human Resource Management)
6. Bachelor of Science in Finance
7. Bachelor of Science in Supply Chain Management

ACEJMC Accreditation

The following programs offered by the College of Communication are accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC):

1. Doctor of Philosophy in Communication
2. Master of Arts in Communication
3. Bachelor of Arts in Communication – Electronic Journalism
4. Bachelor of Arts in Communication – Digital Media Design
5. Bachelor of Arts in Communication – Radion and Television
6. Bachelor of Arts in Mass Communication
7. Bachelor of Arts in Public Relations

ACPE Accreditation

The following programs offered by the College of Pharmacy are accredited by the Accreditation Council for Pharmacy Education (ACPE):

1. Bachelor of Pharmacy.
2. Doctor of Pharmacy (PharmD).

ADC Accreditation

The program offered by the College of Dental Medicine is accredited by the Australian Dental Council (ADC) :

1. Bachelor of Dental Surgery (BDS)

AHPGS Accreditation

The following programs offered by the College of Health Sciences are accredited by the Accreditation Agency in Health and Social Sciences (AHPGS) :

1. Master of Science in Environmental Health
2. Master of Science in Adult Critical Care Nursing
3. Master of Science in Physiotherapy
4. Master of Science in Medical Laboratory Sciences
5. Bachelor of Science in Medical Laboratory Sciences
6. Bachelor of Science in Medical Diagnostic Imaging
7. Bachelor of Science in Nursing
8. Bachelor of Science in Health Services Administration
9. Bachelor of Science in Physiotherapy
10. Bachelor of Science in Environmental Health Sciences
11. Bachelor of Science in Clinical Nutrition and Dietetics

HCERES Accreditation

The following programs offered by the College of Law are accredited by the High Council for the Evaluation of Research and Higher Education (HCERES):

1. Doctor of Philosophy in Public Law
2. Doctor of Philosophy in Private Law
3. Master in Public Law
4. Master in Private Law
5. Master in Air and Space Law
6. Bachelor in Law

Recognition

AoME Accreditation

The program offered by the College of Medicine is accredited by the Academy of Medical Educators (AoME) :

- Master of Science in Leadership in Health Professions Education

The Sharjah Surgical Institute (SSI) offers training program for surgeons from the region, in cooperation with international partners, including Johnson and Johnson and Olympus.

The Clinical Training Center (CTC) is accredited as a medical training and testing center by the:

1. Royal College of Surgeons in England.
 2. International Federation of Surgery and Obesity and Metabolic Disorders (IFSO).
 3. European Association for Endoscopic Surgery (EAES).
 4. American Heart Association.
- University Dental Hospital Sharjah Accredited by Canadian Board.
 - University Dental Hospital Sharjah has been Accredited as An Age-friendly Establishment.
 - The Bachelor of Science in Medical Diagnostic Imaging is recognized by the College of Radiographers.
 - The Department of Medical Diagnostic Imaging is a member of European Federation of Radiographer Societies.

Licensure

UoS has institutional Licensure from Ministry of Higher Education and Scientific Research (MOHESR) for whole institution. The UoS certificate and Testation are recognized and approved from MOHESR. This licensure makes the certificate generated by UoS more trust locally and internationally. In addition, the medical colleges' students have extra recognition from Ministry of Health (MoH). All students graduated from college of medicine, College of Dental Medicine and health science can apply for licensure after fill the MoH requirements. College of Science is working to get MoH recognition for the biotechnology students to give them more opportunities in the career and make their certificate more confidence.

Chapter Seven: Students Code of Conduct

7.1 Code of Conduct

At the University, a student is expected to start a markedly new phase in education different from that in high schools. Here the student should behave responsibly towards everyone else. Freedom is a basic principle that is shared by all, and the limits of one's freedom are the legitimate demands that others impose on that freedom. But one cannot live responsibly without an adequate grasp of morality and ethical behavior. Acting responsibly and living morally are essential prerequisites for a genuine student life. Common experience tells us that student life is never repeated in one's life; it is unique, a fact that all students should remember. Life in the university is precious and one should take advantage of it to the maximum degree. One should aim at living a well-balanced life at the university, trying to satisfy one's interests without sacrificing one's main objectives. It is essential that one abide by the rules of the University and respect everyone else's property and rights. However, should anyone break the rules of the University and show disrespect to instructors and fellow students, then that person should be prepared to bear the consequences of his/her actions. It is not possible to cite all the possible regulations that students might violate; however, below is a list of some of the University violations that call for discipline. It is the student's responsibility to read and understand the By-laws regarding the student code of conduct that was duly approved by the University Board of Trustees in its ninth meeting held on 28/3/2002.

The UOS policies and procedures part of Student Code of Conduct state: "If a student is caught cheating or about to cheat in an examination or a test, the following penalties are applied to him/her collectively:

- a. He/she is failed in the course in which he/she was caught cheating on examination.
- b. All the other courses in which the student was registered for during the semester in which he/she was caught cheating, are cancelled.
- c. The student is dismissed from the University for one full semester following the semester session in which he/she was caught cheating and the summer is not considered a regular semester for this purpose. No course completed in any university elsewhere will be counted for him/her during the period of dismissal from the University".

7.2 Academic Violations

1. Breaking the laws of the State and the explicit rules of the University
2. Misbehaving in classrooms, laboratories, libraries and all other places in the University
3. Plagiarism: Plagiarism is the act of stealing someone else's property and claiming it as one's own. This property might be a paper, a book, an idea, a computer program, an experiment, an exam paper, an answer, etc. Being free, a person is entitled to act in accordance with one's beliefs, but it is wrong to plagiarize. Therefore, a person caught plagiarizing or stealing will be subjected to the University's code of conduct and will be punished accordingly. Students are alerted to this misdemeanor and are encouraged to behave properly and avoid exposing themselves to the consequences of this unethical and illegal behavior.
4. Inappropriate collaboration: The norm is that close collaboration with others on academic work requires acknowledgement of other collaborators. Inappropriate collaboration involves working with others in developing, organizing, or revising a project, which might

be a paper, a presentation of a research or design project, or a take-home examination without acknowledging their help.

5. Dishonesty in examinations and submitted work: All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.
6. Work completed for one course and submitted for another: Students may not present the same work for more than one course. Students are reminded that when incorporating their own past research in current projects, they need to document such previous work.
7. Deliberate falsification of data: Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.
8. Interference with other students' work: Students may not intentionally interfere with the work of others by sabotaging laboratory experiments, research or digital files, giving misleading information or disrupting class work.
9. Copyright violation: Copyright laws govern practices such as making use of printed materials, duplicating computer software, duplicating images, photo duplicating copyrighted material, and reproducing audio-visual work. Such practices must be observed. The code of conduct forbids theft and the unauthorized use of documents.
10. Complicity in academic dishonesty: Complicity in academic dishonesty consists of helping or attempting to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves pre-meditated and intentional acts, such as doing the work, designing or producing a project, willfully providing answers during an exam, test or quiz for other students; calling a student on a mobile telephone while taking an exam; providing a student with an advanced copy of a test; leaving inappropriate materials behind at the site of an exam or test; altering the outcome results of an exam, and so on.

Note to Students about Plagiarism

Please note that the University Committee of Conduct Control takes all complaints and accusations against students violating the University's Code of Conduct very seriously from cheating to attempting to cheat, helping or attempting to help someone else cheat, whether directly or indirectly, including the use of mobile phones. It investigates all such complaints and offences and has given stiff penalties to violators of any of the University's rules of conduct ranging from failing the course and suspension for a whole semester to suspension for the entire year. Our advice to students is to take the University's rules very seriously and avoid at all costs breaking its rules. Violating the rules does not pay, particularly cheating: in fact it brings hardships and shame to the person caught cheating or even caught preparing to cheat.

7.3 Student Disciplinary Measures

At the University, a student is expected to start a markedly new phase in education different from that in high schools. Here the student should behave responsibly towards everyone else. Freedom is a basic principle that is shared by all, and the limits of one's freedom are the legitimate demands that others impose on that freedom. However, one cannot live responsibly without an adequate grasp of morality and ethical behavior. Acting responsibly and living morally are essential prerequisites for a genuine student life. Common experience tells us that student life is never repeated in one's life; it is unique, a fact that all students should remember. Life in the university is precious and one should take advantage of it to the maximum degree. One should aim at living a well-balanced life at the university, trying to satisfy one's interests without sacrificing one's main objectives. It is essential that one abides by the rules of the University and respect everyone else's property and rights. However, should anyone break the rules of the University and show disrespect to instructors and fellow students, then that person should be prepared to bear the consequences of his/her actions. It is not possible to cite all the possible regulations that students might violate; however, below is a list of some of the University violations that call for discipline. It is the student's responsibility to read and understand the By-laws regarding the student code of conduct.

If a student is caught cheating or about to cheat in an examination or a test, the following penalties are applied to him/her collectively:

- He/she is failed in the course in which he/she was caught cheating on examination.
- All the other courses in which the student was registered for during the semester in which he/she was caught cheating are cancelled.
- The student is dismissed from the University for one full semester following the semester session in which he/she was caught cheating and the summer session is not considered a regular semester for this purpose. No course completed in any university elsewhere will be counted for him/her during the period of dismissal from the University.

7.4 Student Academic Dishonesty Policy

- Breaking the laws of the State and the explicit rules of the University
- Misbehaving in classrooms, laboratories, libraries and all other places in the University

Plagiarism

Plagiarism is the act of stealing someone else's property and claiming it as one's own. This property might be a paper, a book, an idea, a computer program, an experiment, an exam paper, an answer, etc. Being free, a person is entitled to act in accordance with one's beliefs, but it is wrong to plagiarize. Therefore, a person caught plagiarizing or stealing will be subjected to the University's code of conduct and will be punished accordingly. Students are alerted to this misdemeanor and are encouraged to behave properly and avoid exposing themselves to the consequences of this unethical and illegal behavior.

Inappropriate collaboration

- The norm is that close collaboration with others on academic work requires acknowledgment of other collaborators. Inappropriate collaboration involves working with others in developing, organizing, or revising a project, which might be a paper, a presentation of a research or design project, or a take-home examination without acknowledging their help.

Dishonesty in examinations and submitted work

- All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.

Work completed for one course and submitted for another

- Students may not present the same work for more than one course. Students are reminded that when incorporating their own past research in current projects, they need to reference such previous work.

Deliberate falsification of data

- Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.

Interference with other students' work

- Students may not intentionally interfere with the work of others by sabotaging laboratory experiments, research or digital files, giving misleading information or disrupting class work.

Copyright violation

- Copyright laws govern practices such as making use of printed materials, duplicating computer software, duplicating images, photo duplicating copy-righted material, and reproducing audio-visual work. Such practices must be observed. The code of conduct forbids theft and the unauthorized use of documents.

Complicity in academic dishonesty

- Complicity in academic dishonesty consists of helping or attempting to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves pre-meditated and intentional acts, such as doing the work, designing or producing a project, willfully providing answers during another person or company.

7.5 Disciplinary Procedures

- a) The disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.
- b) Violations to academic honesty may be processed through a panel hearing, in which the panel will be composed of faculty members, while non-academic violations of the Code may be processed through an administrative hearing composed of staff member(s).

c) **Procedures pre Disciplinary Committee Session**

An initial investigation session is convened with the violator student to determine to what extent he/she is responsible of the violation, in accordance to the following:

(i) The student is notified in a period not less than five (5) working days from the commencement of the initial investigation session to present him/herself to the investigation committee; if the student fails to attend the investigation session without an acceptable reason, the matter shall be referred to the Students Disciplinary Committee to settle the alleged charges.

(ii) Whoever undertakes the initial investigation may disregard any charges against the student, if it came clear that it is without grounds. In this case, the complainant may file an appeal of the decision to be submitted to the DVC for Students Affairs.

(iii) The initial investigation may end with a signed accord by the investigator and the student, imposing a disciplinary sanction to the student; by this accord all the disciplinary proceedings shall cease including referral of the matter to the Students Disciplinary Committee, also the student's right to appeal the disciplinary decision issued according to the aforesaid accord is fortified.

(iv) In case the mentioned accord in the previous article is not reached, the matter is to be referred to the Students Disciplinary Committee in five (5) working days after the initial investigation session; this period can be extended if the student presents an acceptable excuse to justify this extension

d) **Academic Misconduct**

(i) After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the Vice Chancellor will establish a hearing committee of three from among disinterested College faculty members to conduct a preliminary investigation. If the preliminary investigation concludes that the allegation has sufficient substance to warrant formal investigation, the Dean shall forward the Committee's report to the Provost who may decide to forward the case to the Student Disciplinary Committee to carry out the formal investigation.

(ii) The Student Disciplinary Committee is formed at the discretion of the Vice Chancellor, after consultation with the Provost. The Committee shall include three faculty members, among which at least one from the College of Law. Another faculty member will be from the College where the student belongs.

(iii) The Student Disciplinary Committee will set a date for a formal investigation and will inform

the student of the allegation(s) and the date of the session at least ten (10) working days prior to the session.

- (iv) Within (10) ten working days of the completion of the formal investigation, the student Disciplinary Committee shall submit a formal report to the Provost.
- (v) The Provost shall inform the Vice Chancellor of the Committee's findings and, if the Committee has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.
- (vi) The Vice Chancellor shall inform the student in writing, within (10) ten working days of receiving the Provost's recommendations, of the decision and of the academic sanctions, if any, to be imposed.
- (vii) The student may submit a written appeal to the Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the student in writing and the decision is final.
- (viii) In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for purposes of recording the decision on the student's record.

e) Non-Academic Misconduct

- (i) For alleged violations of the Student Code of Conduct, the Dean for Students Affairs may establish a committee to conduct an investigation. The composition of the Committee is at the discretion of the Dean for Students Affairs and shall be formed of three members.
- (ii) The Dean for Students Affairs will inform the student of the allegation and the date of the investigation session at least five (5) working days prior to the session.
- (iii) Within ten (10) working days of the completion of the investigation, the Committee shall complete the investigation and submit a formal report to the Dean for Students Affairs.
- (iv) The Dean for Students Affairs shall inform the student in writing, within ten (10) working days of receiving the report, of the decision and, if the student has been found to have violated the Code, the sanctions, if any, to be imposed.
- (v) The student may submit a written appeal to the Vice Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Vice Chancellor will be communicated to the student and the decision is final.

f) Commencement Disciplinary Proceedings

- (i) The University can by itself or based on a complaint submitted to the Dean for Students Affairs or to any competent department, commence the disciplinary proceedings of any student charged with breaching the applied code of conduct in the University.
- (ii) The complaint should be submitted no later than two weeks from the incident under investigation unless there is a reasonable justification for the delay; in any case commencement of the disciplinary proceedings should not be delayed for more than one month effective the date of committing the violation or determining the identity of the person who is believed to breach the students Code of Conduct.
- (iii) The complaint should be submitted in writing and include name of the violator student, address, date of the incident, its place and a detailed description hereof.
- (iv) The University may take the necessary action should the student withdraw or apply to withdraw from the University after commencement of the disciplinary proceedings. This

includes:

- Withholding the student's academic file and notifying him/her of the commencement of his disciplinary proceedings, before allowing him/her to re- register in the University.
 - Should the Disciplinary Authority decide to impose a sanction on the student, the sanction can be applied upon re-registering the student in the University.
- (v) The Students Disciplinary Committee may impose a sanction on the student with one of the stipulated sanctions if the student fails to be present in front of the Committee twice even though he was notified to attend, unless his non-presence was due to acceptable reason.

g) Postponement of Disciplinary Proceedings

Each student charged with violation of students' Code of Conduct has the right to apply to postpone the initial investigation session, as well as the students' Disciplinary Committee session based on well-founded reasons.

h) Notifying Student About Disciplinary Committee Session

The student is notified with the date of the students Disciplinary Committee session with a period not less than five (5) working days of the session date, unless stated otherwise; notification must be in writing and has to include the following:

- (i) Date and venue of the students Disciplinary Committee session.
- (ii) Notification is to be done through the way the Dean for Students Affairs sees appropriate.

j) Students Disciplinary Committee Sessions

Students Disciplinary Committee is convened according to the following rules:

- (i) Disciplinary Committee members are committed to the impartiality principal.
- (ii) Disciplinary Committee sessions are convened in closed-door room and only concerned parties are allowed to attend.
- (iii) The Committee rapporteur undertakes writing and keeping the sessions' minutes.
- (iv) The University representative undertakes the responsibility to prove that the student breached the Code of Conduct; he/she will present the conviction evidences to the Disciplinary Committee and has no right to attend the deliberation session and has no voting right as well.
- (v) Should the student fail to show up without an excuse after being notified with the date of the disciplinary session, this would not prevent the Committee from continuing the disciplinary proceedings.
- (vi) The charged student undertakes presenting his opinion to the Committee with regard to the charge(s) raised against him/her. The student may ask the assistance of a lawyer on his own expenses and the role of the lawyer is to advise the student without having the right to address the Committee directly.
- (vii) The Disciplinary Committee has to abide by the confrontation principle as settling violations or the violations submitted to it.
- (viii) The Chairman of the Disciplinary Committee undertakes the running of the session and is responsible to observe all the relevant regulations in an appropriate way.
- (ix) Should any individual including the charged student cause disruption to the session proceedings, or show non-compliance to the Chairman's instructions, the latter has the

right to order him/her out of the session.

- (x) The decision of the Disciplinary Committee is issued by majority, and must be in writing and supported with reasons and must have original in the documentation.
- (xi) The register of the Disciplinary Committee session comprises of the written session minutes, any documented evidences and the written decision of the Committee.
- (xii) The Disciplinary Committee session register is referred in whole to the competent authority in the University.
- (xiii) In all cases, the student and the complainant, if any, must have a copy of the final decision.

k) Disciplinary Sanctions

(i) **Individual Sanctions** refer to the authority of the Disciplinary Committee or other respective authority to impose a sanction on the student who breaches the University Code of Conduct with one of the following sanctions:

- Verbal warning or a written disciplinary warning.
- Fines: Are applied to compensate for losses, damages or actual casualties, and it may take the form of an appropriate service, financial fines or replacing the materials.
- To be under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it comes clear that he/she breaches the Code of Conduct while in the observation period.
- Deprive him/her to register in the University for a semester or more or for a period not less than the remaining period of the semester at the least.
- Dismissal and permanent separation from the University.

(ii) **Group Sanctions:** The following sanctions may be imposed on the University students groups or clubs:

- Ceasing the activity entirely or losing the prerogatives including the University recognition of that organization for a set period of time.

Sanctions mentioned in the first item of the individual sanctions above

Student Grievance Policy and Procedures

If a student feels that she/he has been treated unjustly by a decision of the disciplinary committee, she/he may submit a grievance in accordance with the following procedures:

- The student submits, within fifteen days from the date of receiving the committee's decision, a written letter to the chairman of the disciplinary committee explaining why she believes she has been treated unjustly.
- The grievance shall be forwarded to the Chancellor's Office
- The Chancellor will refer the grievance to the Council of Deans.
- The Council of Deans will examine the grievance and will decide to approve, modify or reject the penalty. The decision will be deemed final after it has been approved by the Council of Deans and may not be appealed before any other authority

7.6 Student Appeals Policy and Procedures

A student may submit a written petition to the Dean of the College which offers the course within two weeks after the grades have been posted to have his/her final examination answer sheets or booklet reviewed. The petition shall be submitted through the Registrar's Office after payment of a fixed fee. If the petition is granted, the review shall be conducted by a committee formed by the Department's Chair consisting of himself/herself and two other members of the Department, one of whom shall be the instructor of the course. The review shall ascertain whether or not there is a material error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a question partially or wholly. If such an error exists, the instructor of the course shall correct it, and the corrected result shall be approved in accordance with standard procedures.

7.7 No Smoking Policy

Smoking is not allowed in all the facilities of the University. The University policies and procedures state that "smoking of any form or type is strictly forbidden in all the facilities of the University including buildings, halls, and outdoor areas".

7.8 General Appearance

Students are expected to respect the University environment that includes academic and social aspects. Therefore, students should appropriate clothes that are compatible with the values and principles of the community. Furthermore, the University implements Law of Modesty (Ihtisham) that is effective in Sharjah. Students can wear any costumes as long as they do not contradict with the values of the community and violate its traditions and conventions.

Improper, transparent, and tight short garments or shoes are considered a violation of the University conventions. Therefore, the University urges all students, males and females, to observe the law of modesty regarding clothes.

Unclean or wrinkled garments are a sign of disrespect and indifference to the university conventions. Students need to put on their white gowns while working in labs or clinics during training. These gowns are not allowed in public places at the University.

7.9 Students Rights and Responsibilities

Governed by the University bylaws and defined policies and procedures, the following students' rights and responsibilities are defined:

Student Rights:

- Pursue academic education as long as the student is satisfying the eligibility criteria and adhering to the academic standards.
- Receive education in professional, supportive, equal and safe academic environment
- Be clearly informed of study plans and related bylaws, policies and procedures
- Have access to University facilities, services and learning resources
- Have access to related personal and academic records and have protection against unauthorized disclosure of confidential data
- Enjoy the benefits of student services

- Form and participate in student activity associations and clubs as described in the by-laws
- Membership and nomination in Student Union as indicated in the bylaws
- File a grievance when feeling treated unjustly by the disciplinary committee
- Submit an appeal to review grading of an examination as governed by the bylaws

Student Responsibilities:

- Adhere to all applicable University bylaws and laws of the Emirate of Sharjah and United Arab Emirates
- Respect Islamic ethics and cultural values of the UAE
- Uphold and maintain academic honesty and integrity
- Perform all academic obligations and be an active participant in the learning environment and the welfare of the university community
- Use university property and facilities in a manner that is responsible and mindful of the rights of others
- Respect the right and dignity of faculty members, university staff, students and others within and outside of the university community
- Provide the University with correct personal data and authentic documentation and update it whenever applicable.
- The terms and conditions in this manual and other UoS catalogs are considered as a part of contract between students and University of Sharjah.

To help students and faculty learn what constitutes scholastic dishonesty and how to maintain academic integrity, all students of the University have access to the following:

1. Students rights and submitting a grievance.
2. By Law of discipline.
3. By law of scientific associations.
4. By law of activity associations and clubs
5. Financial aid program
6. By law of Residence
7. UoS Catalogs
8. UoS policies and procedures manual.

Chapter Eight: Financial Services and Policies

University fees as well as any other fees are paid in the financial department which also provides students with financial details regarding any deductions or fees they have to pay during their study. Students may also pay fees through Sharjah Islamic Bank in order to save time and effort.

8.1 Financial Policies and Tuition Fees

The University tuition fees are determined by the Board of Trustees with the approval of the Supreme President of the University on an annual basis. It may introduce an increase in tuition fees between 3% and 5% to all students, whether new or returning without prior notice, but significantly higher increases are usually applied to new students only. Updated fees are provided on the University Website: <https://www.sharjah.ac.ae/>
<https://www.sharjah.ac.ae/en/Admissions/Tuition-and-Fees>.

8.2 Methods of Paying Fees

University fees must be paid in full before completing the registration process either in cash or by cheque made to the University due on the date of registration. However, for those unable to pay the full fees upon registration, the University has implemented the following options:

1. University fees must be paid in full before completing registration in any academic courses in any given academic semester.
2. Fees may be paid in cash, by crossed checks issued in the name of the University of Sharjah or by credit card.
3. Fees may be paid in two equal installments: the first is paid (in cash or by check) on the due date of registration and the second by a predated check due two months after the first payment.
4. Fees may be paid in three installments provided that the first installment is equivalent to 50% of the fees, in cash or by check, and the remaining two checks for the balance will become due one week prior to the mid-semester examinations and one week prior to the date of the final examinations respectively.

For a detailed breakdown of the University tuition fees per year, housing fees and other services at the University, kindly refer to the University's Catalog.

8.3 Financial Assistance

1. Siblings registered at the University in the same semester will be granted a 10% discount each on the net fees payable by each of them separately. Further details are available in the Department of Finance.
2. The University grants a reduction on total tuition fees for distinguished students in accordance with the decisions of the University Administration. A student will be entitled to such a reduction if he registers for a minimum of fifteen credit hours during the semester, and such hours will include practical training. IEP students are not eligible for this assistance, which cannot be combined with any other financial assistance available in the University.
3. The University offers financial assistance to needy students studying on a regular basis. However, the University will have the right to withhold such assistance in some or all semesters. The student must have registered for a minimum of 15 credit hours in the

previous semester and attained a G.P.A. of (3) or better. The University determines the period in which such an application may be submitted and the amount of assistance that a student may receive. It should be noted that the University does not provide any assistance in cash, but only credit towards payment of fees.

4. The University will grant a 50% reduction of tuition fees for the first semester only to students obtaining 90% or more on the General Secondary School Examination. This reduction will not apply to students who obtain a full scholarship.

In addition, the University offers financial support to students with an outstanding academic performance of 3.6 GPA and above. For more information on the University financial policies, kindly refer to the Finance Department.

8.4 Fees Refund in Case of Dropping Fall/Spring Credit Courses

- (a) Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fees,
- (b) Students dropping courses after the first week of the semester and before the end of the third week of the Fall/Spring semester will receive 100% refund of the tuition fees. In such cases a “Withdrawal without Penalty” (W) grade will be entered in their record,
- (c) Students dropping courses after the third week of the Fall/Spring semester will receive no refund, and will be awarded a W grade for that course,
- (d) If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course, and held accountable,
- (e) A 100% refund of tuition fees will be given for courses canceled by UoS,
- (f) The University reserves the right to cancel any course/level where the number of students registered does not meet the minimum required number of students.
- (g) There are no fees required from students for the period to complete their thesis amendments.

Chapter Nine: Student Run Media

All media activities related to the student should be through the media center and deanship of the student affairs (Men and women) in UOS only.

9.1 Policies and Procedure for Running Media

Media platforms are powerful communication tools that have a significant impact on an organization and its professional reputation and have transformed the way we communicate. Popular media channels are constantly growing and shaping the image of both individuals and organizations. The University of Sharjah has established the following policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in media.

- 1- The Student should not launch any media activities on behalf of the University or bearing its name/logo/emblem without communicates with media center.
- 2- The student should take permission for using University logos or trademarks.
- 3- All university students should be encouraged to follow and like all the University's Official media channels.
- 4- University students should never share any confidential information with media or online.
- 5- Behave according to University's Code of Ethics, even in the media and digital world.
- 6- Refrain from commenting on controversial subjects like opinions on regulatory and legal issues on behalf of the university.
- 7- Always identify your views as your own and it should be clear that the views expressed are not necessarily those of the University. Everyone in the UoS community should be aware that electronic media presents distinct considerations as it relates to representing the University.
- 8- The University has the right to take disciplinary action reinforced by the Chancellor in the case of non-compliance with this policy and guidelines.
- 9- Publishing any offensive and defamatory material on the media may constitute a crime punishable by the Federal Decree-Law No (5) of 2012 regarding Information Technology Crimes. Therefore, please review and adhere to the provisions of the said decree-law.

9.2 Proper Use of Electronic Resources

Efficient and Appropriate Use ensures that University electronics resources are used for the purposes for which they were intended, in a manner that does not interfere with the rights of others.

All students of University Computing Facilities:

- Will operate under the "Conditions of Use of Computing Facilities" as published in IT policy Manual.
- Must behave under the "Code of Practice in the Use of Computing Facilities" as published in IT policy Manual.
- Are responsible for the proper care and use of IT resources under their direct control.

All policies applied generally at the University are expressly applicable to the electronic environment.

9.3 Rules to Use Electronics Resources

- The student should comply with the time available for using electronic resources specified by UOS.
- The appropriate and responsible use of the University of Sharjah electronics resources is defined as use that is consistent with the University-related educational, research, professional, or other University-authorized activities and with the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered to be inappropriate use.
- The students should respect the privacy and confidentiality of other users; for example, not to intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users or the University;
- Not to represent others, unless authorized to do so explicitly by those users;
- Not to divulge sensitive personal data to which they have access concerning staff or students without explicit authorization to do so.
- Users are strictly prohibited from using University computing facilities to access to inappropriate Internet sites or materials, in accordance to the law, cultural, ethical, and religious values of the United Arab Emirates and the Government of Sharjah. The University Computing Facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material knowing it to be objectionable material as defined by the University policy and applicable law.
- To respect the legal protection provided by copyright and licensing of programs and data; for example, not to make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- Do not download or copy software without appropriate authority or license.
- It is an offense to knowingly inject viruses into any system or engage in any other form of hacking.
- It is an offense to transmit material which is offensive, obscene, harassing, slanderous, damaging to the files or programs of others, or which violate any applicable law.
- Student should fulfill UOS policies when using social media as a part of their official duties and represent UOS governing employee behavior and acceptable use of electronic and information resources.

9.4 Social Media in UOS

Type of Social Media at UOS

Type of Social Media	Name of the Program	Cooperation with	Target and Beneficiary	Link and account name
YouTube	University Diary Program	Sharjah T.V	Students, Society and UoS	https://www.youtube.com/watch?v=9LoNf3Wcvk0&feature=youtu.be
YouTube	University of Sharjah Media Page	UoS	Students	http://www.sharjah.ac.ae/en/Media/Pages/Videos.aspx https://www.youtube.com/user/uSharjah
Instagram	UOS page	UoS	All	https://www.instagram.com/uSharjah/
Facebook	UOS page	UoS	All	https://www.facebook.com/usarjah/
Twitter	UOS page	UoS	All	https://twitter.com/uSharjah
Flickr	UOS page	UoS	All	https://www.flickr.com/photos/usarjah
Live Chat	UOS page	UoS	All	https://www.sharjah.ac.ae/

9.5 Social Media Policy in UOS

The Purpose of this policy is to put the general frame for using social media at UOS. UOS and IT department encourage students, faculty, employee, alumni and other beneficiary for using social media to connect with other. Social media tools at UOS are professional and excellent to allow all users making discussion about university current news and events. Moreover, it will keep the users up to date for all new issue. This policy defines the procedures for using official social media sites to ensure quality and legal of the content before publishing it.

- All Official University Social Media Sites should respect the UOS by-laws.
- Official UOS social media sites should not contain sensitive personal information. Any confidential information or personal information posted on an official UOS social media sites must be removed by the site administrator as soon as practically possible upon discovery.
- The University is committed to fostering an educational environment that allows for freedoms of speech and expression in accordance with United Arab Emirates By-laws. The University reserves the right to remove any such posting without notice. The University also reserves the right to refer social media activity to the applicable social media platform and/or appropriate authorities for appropriate action.
- Employees should fulfill UOS policies when using social media as a part of their official duties and represent UOS governing employee behavior and acceptable use of electronic

and information resources.

- The administrator for the social media sites should be permanent employee at UOS. The administrator responsibility is to manage and control full social media site (shape and content). Moreover, administrator responsible to ensure social media content is fully accessible. The administrator should have assigned alternative administrator when he is on leave or break time.
- All University Social media sites must comply with any approved applicable CAA standard and UOS IT policy.
- Content posted by the University or the public on an Official University Social Media Site is a state record. University site administrators are responsible for ensuring compliance with all applicable record retention requirements for content posted on their sites.
- The University has the right to amend this policy at any time and when it is need.