



AL QASIMIA UNIVERSITY

Student Handbook

2024-2025



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Chapter I: About the University

1. About the University

1.1. Overview

Al Qasimia University was established by the decree of His Highness Sheikh Dr. Sultan bin Mohammed Al Qasimi, Member of the Supreme Council of the Union and Ruler of the Emirate of Sharjah, to serve as a beacon of knowledge and learning, showcasing the true essence of Islam and contributing to the promotion of dialogue between religions and cultures. The university strives to advance education and knowledge in all societies and welcomes students from around the world to foster shared human values.

1.2. Vision

Al Qasimia University is a distinguished multi-cultural academic hub that promotes progress in the sciences, humanities and the values of dialogue. It bases its activities on the guiding principles of Islam which endorse tolerance and openness to the whole world.

Mission

Al Qasimia University seeks to create an academic community that excels at higher education, scientific research, and community participation which attracts students and researchers from all parts of the world, and provides them with a competitive education that reflects the Islamic and human values. It also prepares them to be able to effectively contribute to the development of their societies and the global community in order to achieve the greatest degree of compatibility among all peoples of the world.

1.3. Goals

Al Qasimia University aims to:

1. Showcasing the true essence of Islam as a way of life and a methodology of work.
2. Preparing students in both religious and worldly sciences with a balanced education and training them to benefit from Islamic knowledge sources and scientific methodology.
3. Paying attention to scientific research and graduate studies, especially specialized research on Islamic world affairs.



4. Preparing specialists, technicians, and experts, encouraging the advancement of literature, sciences, and arts, and developing society while preserving its authentic Arab elements and rich Islamic heritage.
5. Strengthening cultural and scientific ties with other universities and Arab, foreign, and international institutions.
6. Providing a scientific framework for bridging differences between followers of Islamic sects and enhancing values of dialogue between religions and cultures.
7. Developing a sense of belonging to Islamic civilization and its values, and introducing its heritage and achievements.
8. Working towards the advancement of literature, arts, and sciences among Muslims and linking them to their Islamic origins.
9. Building and developing specialized scientific capabilities to serve human societies in general, and the Islamic world in particular.

1.4. Core Values

Al Qasimia University seeks to realize its mission through a set of core values that define it and distinguish its operation.

1. Global Vision

While the roots of Al Qasimia University are deeply embedded in its Islamic and Arab traditions, it simultaneously considers the global dimension of its mission, which is reflected in respect for others and their diverse cultures. The university serves all countries worldwide.

2. Social and Ethical Commitment

The university community is committed to observing the social and ethical dimensions of its activities, in line with Islamic teachings and the highest human values.

3. Supportive Educational Environment

The university views its students as the center of the educational process. It provides them with a modern, supportive learning environment that encourages independent critical thinking and positive interaction with the rapidly advancing technologies of the age.

4. Quality

The university is committed to applying the best standards of quality, constantly striving to improve the educational process, scientific research, and community service.

**5. Creativity**

The university encourages and nurtures creativity, supporting innovation in its pursuit of scientific excellence.

6. Academic Freedom

Al Qasimia University encourages openness, diversity, justice, fairness, and academic freedom.

7. Accountability

A sense of institutional responsibility and accountability are essential conditions for the university to achieve its goals and mission.

8. Leadership and Joint Cooperation

Al Qasimia University seeks to instill a sense of teamwork, tolerance, and leadership by example.



1.5. Academic Calendar

Fall semester 2024/2025

Day	Date		Statement
	Hijri	Gregorian	
Monday	15 Safar 1446 AH	19-Aug-2024	Start of the Fall Semester for faculty members
Monday	15 Safar 1446 AH	19-Aug-2024	Return of continuing students and reception of new students
Monday Thursday	- 15 - 18 Safar 1446 AH	19 - 22 Aug 2024	Placement tests in Arabic and English for new students
Monday Thursday	- 15 - 18 Safar 1446 AH	19 - 22 Aug 2024	Academic advising and orientation program for new students
Monday	22 Safar 1446 AH	26 August 2024	First day of classes
Sunday	12 Rabi' Al Awwal	15th September 2024	Prophet Muhammad's (peace, blessings and mercy be upon him) birthday commemoration
Thursday	16 Rabi 'al-Awwal 1446 AH	19 September 2024	Last date for submitting requests to pause registration
Thursday	7 Rabi Al-Thani 1446 AH	October 10, 2024	Last date to withdraw from one or more courses without failure
Monday Thursday	- 11 - 21 Rabi Al-Thani 1446	14 - 24 October 2024	Midterm exams
Monday Thursday	- 25 Rabi Al-Thani 1446 AH	28 - 31 October 2024	Start of early advising and registration procedures for the Spring semester
Monday Thursday	- 23 Jumada Al-Awwal 1446 AH	November 25 - December 5, 2024	Start of applications for inter-college transfers
Sunday	29 Jumada Al-Awwal 1446 AH	December 1, 2024	Martyr's Day holiday
Monday - Tuesday	1 - 2 Jumada al-Thaniah 1446	2 - 3 December 2024	UAE National Day holiday



Thursday	4 Jumada al-Thaniah 1446 AH	5 December 2024	Last day of classes
Saturday - Wednesday	6 - 17 Jumada al-Thaniah 1446 AH	7 - 18 December 2024	Final exams
Monday	22 Jumada al-Thaniah 1446 AH	23 December 2024	Start of the Fall semester Break

Spring semester 2024/2025

Day	Date		Statement
	Hijri	Gregorian	
Monday	6 Rajab 1446 AH	6 January 2025	Start of the Spring Semester for faculty members
Monday	6 Rajab 1446 AH	6 January 2025	Return of continuing students
Monday	6 Rajab 1446 AH	6 January 2025	First day of classes
Monday - Thursday	6 - 9 Rajab 1446 AH	6 - 9 January 2025	Add and drop course procedures
Monday	13 Rajab 1446 AH	13 January 2025	Opening of university admission applications for the Academic Year 2025/2026
Thursday	16 Rajab 1446 AH	16 January 2025	Last date for submitting the "Incomplete" exam
Monday	27 Rajab 1446	27 January	Commemoration of Isra and Mi'raj



	AH	2025	
Thursday	30 Rajab 1446 AH	30-Jan-2025	Last date for submitting requests to pause registration
Thursday	21 Sha 'ban 1446 AH	20 February 2025	Last date to withdraw from one or more courses without failure
Monday Thursday	- 25 Sha 'ban - 6 Ramadan 1446 AH	24 February - 6 March 2025	Midterm exams
Monday Thursday	- 10 - 13 Ramadan 1446 AH	10 - 13 March 2025	Start of early advising and registration procedures for Summer Semester
Monday Thursday	- 24 - 27 Ramadan 1446 AH	24 - 27 March 2025	Spring Break
Sunday Thursday	- 1 - 5 Shawwal 1446 AH	30 March - 3 April 2025	Eid Al-Fitr Holiday
Monday Thursday	- 23 Shawwal - 3 Dhu al-Qa 'dah 1446 AH	April 21 - May 1, 2025	Submission of inter-college transfer applications
Thursday	3 Dhu al-Qi 'dah 1446 AH	May 1, 2025	Last day of classes
Saturday Wednesday	- 5 - 16 Dhu al-Qa 'dah 1446 AH	3 - 14 May 2025	Final exams
Monday	28 Dhu al-Qa 'dah 1446 AH	May 26, 2025	Start of the Summer Break



Summer Semester 2024/2025

Day	Date		Statement
	Hijri	Gregorian	
Monday	28 Dhu al-Qa 'dah 1446	May 26, 2025	First day of classes
Monday Thursday	- 28 Dhu al-Qa 'dah - 3 Dhu al-Hijjah 1446 AH	26 - 29 May 2025	Add and drop course procedures
Thursday	16 Dhu al-Hijjah 1446 AH	12 June 2025	Last date to withdraw from one or more courses without failing
Monday Thursday	- 20 - 23 Dhu al-Hijjah 1446 AH	16 - 19 June 2025	Start of early advising and registration procedures for Fall Semester 2025
Thursday	1 Muharram 1447 AH	26 June 2025	Islamic New Year Holiday
Thursday	8 Muharram 1447 AH	03 July 2025	Last day of classes
Thursday	15 Muharram 1447AH	10 July 2025	Last date for submitting university admission applications for the Academic Year 2025/2026
Saturday Tuesday	- 17 - 19 Muharram 1447 AH	12 - 15 July 2025	Final Examinations
Monday	2 Rabi'al Awwal AH	25 August 2025	Faculty attendance



Chapter Two: Student Affairs

2. Student Affairs

2.1. 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.

2.1.1. 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.

2.1.2. 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 AQU 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 student's 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.

2.2. Cultural, Social, and Arts Activities

2.2.1.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

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.

2.2.2.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

2.2.3.Activities

- Following up all the affairs of student's 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.

2.3. Student Happiness Council Policy for Al Qasimia University

2.3.1. Objectives

- a. The Student Happiness Council aims to achieve the following goals:
 1. Organize activities that foster national awareness among students, strengthen their sense of belonging to the nation, and promote responsibility.
 2. Act as a liaison between students and university administration to serve students, address their issues, and advocate for their perspectives within the framework of the university's policies.
 3. Enhance the spirit of participation, teamwork, and collaboration among students, faculty, and university staff.
 4. Assist in introducing new students to the university and the services provided on campus.
 5. Provide opportunities to raise awareness of ethical values.
 6. Conduct activities that enhance intellectual, social, athletic, and artistic life within the university.
 7. Provide opportunities to discover, nurture, and develop students' talents, abilities, and skills while fostering their creativity.
- b. The Council is responsible for carrying out the following tasks:
 1. Develop an action plan for student programs and activities and discuss it for approval by the Dean, ensuring that activities and events maintain gender segregation as per university regulations.
 2. Implement the Council's policies and decisions, organize activities and events to achieve these objectives, and monitor their progress.
 3. Prepare the Council's budget and submit it to the Dean for further processing, and recommend its approval by the Director.
 4. Study student issues and work on resolving them in coordination with the Dean and university administration.
 5. Submit financial and administrative reports on the Council's activities and operations to the Dean.
 6. Review suggestions submitted by Council members or its committees.
 7. Discuss the Council's budget prepared by the Treasurer.



8. Review and approve the annual financial report prepared by the Treasurer, as well as annual reports from committee coordinators, and recommend them to the Dean for submission to the Director for approval.

The Council must adhere to the objectives outlined in section (A) of this policy. The Deanship of Student Affairs oversees the Council's programs and projects and provides guidance within the scope of the stated objectives.

The Council may, with the Dean's approval, organize conferences, seminars, meetings, events, or similar activities.

2.3.2. Administrative Affairs, Council Formation, and Membership

- a. Every student enrolled in the university for a degree program is considered a member of the Council
- b. The Student Council consists of 15 members from the general student body as follows:
 1. Five male and five female students from the university, selected by the general student body.
 2. The Council President, who must be a UAE national.
 3. The Council Vice President, who must be a UAE national.
 4. The Treasurer, selected by the general student body.
 5. The Secretary, selected by the general student body.
 6. The student with the highest cumulative GPA at the university is automatically a Council member.
- c. The University Director or their delegate shall issue a decision to form a committee called the "Student Council Formation Committee," consisting of faculty members and representatives from the Deanship of Student Affairs, chaired by the Dean. This committee oversees the Council's selection process.
- d. Conditions for selecting Council members:
 1. The student must have completed at least two semesters at the university.
 2. The student must have successfully completed the minimum credit hours required for two semesters, as specified in the university's regulations.
 3. The student must be at least 18 years old.
 4. The student must have a good reputation and conduct.



5. The student must have at least two semesters remaining before graduation after the semester in which the selection process takes place, including summer session credits.
 6. The student must have a cumulative GPA of at least 2.5.
 7. The student must have actively and effectively participated in various university activities and demonstrated the ability to organize and develop such activities.
 8. The student must not have received any disciplinary penalties or been involved in violations of university regulations.
 9. The student must not have been convicted of a crime involving dishonesty or immorality unless rehabilitated.
- e. Duties of Council members:
1. Comply with the university's laws, policies, regulations, and decisions.
 2. Adhere to the Council's policies and decisions.
 3. Work towards achieving the Council's objectives.
 4. Perform tasks assigned by the university administration or the Dean.
- f. General Information about the Council:
1. The process of forming the Council begins at the start of the first semester of each academic year, following procedures announced by the Dean.
 2. Selection is conducted via secret ballot at a designated polling station determined by the Dean on a single academic day.
 3. The Council is elected for a term of one year.
 4. Candidates with the majority of votes are elected to the Council. In case of a tie, a draw is conducted in the presence of the candidates.
 5. The Council term is one year from the date of approval.
 6. The previous Council continues to perform its duties until the new Council is approved and assumes office.
 7. In case the Council cannot be formed on time due to exceptional circumstances determined by the Director, the existing Council continues its duties until the situation is resolved, and the formation process is completed.



8. The Council may establish subcommittees for male and female students to execute tasks assigned by the Council. These subcommittees include:

- Sports Committee
- Cultural Committee
- Public Relations and Media Committee
- Artistic Committee
- Public Services Committee
- Social Activities and Trips Committee
- Scientific and Technological Activities Committee

g. Subcommittee Responsibilities:

Each committee focuses on specific activities aligned with its title and adheres to university regulations and societal norms.

2.3.3. Financial Affairs

1. The Council submits an activity plan and estimated budget at the start of each semester for approval by the Dean and the Director.
2. The Council's financial resources come exclusively from university allocations.
3. Expenses are authorized by the Dean.
4. The President, Vice President, and Treasurer must settle all financial matters at least one week before their term ends.

2.4. Voluntary Work and Boy Scouts

2.4.1. 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.

2.4.2. 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.

2.4.3. Organizing voluntary activities that serve the university and the local community.

2.4.4. Activities.

The unit organizes a number of programs that suit and meet the needs of all students through Al-Qasimia University 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.

2.4.5. Objectives

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

2.5. 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.

2.6. 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.

2.7. 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.

Psychological and 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 student's 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.

2.8. Services provided by the Student Success Center include:

Learning support services:

Learning Support Services (LSS) is the student portal for academic support at Al-Qasimia University. 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).

Students' Dormitories Mission

The primary objective of this Department is to provide suitable accommodation, facilities and an atmosphere that is conducive to academic achievement. Al-Qasimia University 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 report 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

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 couches supervise the Department of Sports Activities.

Student Council Mission

The Student Council aims at reflecting the positive aspects of the student's 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.



Chapter Three: Student Services

3. Student Services

3.1. Academic Support Services

3.1.1. Libraries.

Al-Qasimia University has a separate building for the library on its campus.

Goals

- The AQU Library is dedicated to supporting the University diverse programs through:
- Providing an outstanding collection of information resources to meet the needs of AQU 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 8:00 PM.

Library Information Resources

Collections available at the AQU Libraries include a wide range of information resources in both printed and electronic formats covering all areas and extra curricula activities at the University.

Library Services

Library is 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.

3.1.2. 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 AQU 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.

We have a dedicated team that focuses on providing prompt and quality support services for all AQU community (faculty, staff and students) as well as all centers of the community college. We strive to 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 AQU portal.

3.1.3. 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

Al-Qasimia University admits Students irrespective of their national origin, color, gender, or religion and offers all the rights, privileges, activities and programs available at the University. Admission requirements and conditions can be found on Al-Qasimia University website as well as the Graduate Catalog. The Admission Department supervises the admission process from the



point of application submission until the announcement of names of students admitted to the University.

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.

Registration staff 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.

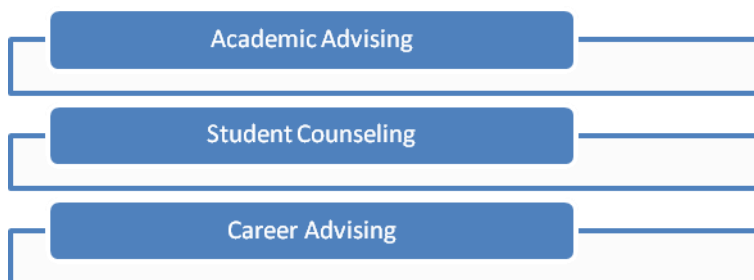
3.1.4. Students Files and Archives

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.

3.1.5. Student Advising

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

AQU Student Advising Scheme



Academic Advising

The **Academic Advising** programs are responsible for providing academic support and services that promote student learning. Every student at AQU 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 Al-Qasimia University, student advising, registration and academic probation, curricula, academic support services, extracurricular activities, time management, and study skills.

Student Counseling

This service aims at developing student's 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
Offering counseling services and holding workshops and training seminars at the level of efficiently and helping them develop their own personal skills.
- 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 student's motivation to learn and improve their achievement and overcome the problems they may encounter.
- Supporting special needs students throughout their university study.

3.1.6. Alumni

The Alumni Association at Al-Qasimia University 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.

3.1.7. 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.

3.1.8. Safety and Security

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

3.1.9. 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.

3.1.10. Food Services

Al-Qasimia University 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.

Grocery (Sharjah Cooperative Society)

Located on the ground floor of the main building, 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 Four: Student Council

4. Student Council

Al-Qasimia University 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 Al-Qasimia University 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 Al-Qasimia University 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 Five: Academic Policies

5. Academic Policies

5.1. Academic Integrity

Al-Qasimia University 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 Al-Qasimia University 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 Al-Qasimia University should and would rigorously enforce honesty concerning all academic work submitted by his/her students for evaluation.

5.2. 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.

5.3. 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 examination 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
From 2.0 to less than 2.50	Satisfactory Less
Less than 2.0	Unsatisfactory



Chapter Six: Students Code of Conduct

6. Students Code of Conduct

6.1. 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.

6.1 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.

6.2 Disciplinary Measures

The purpose of the Student Code of Conduct is to warn students in advance about the consequences of misbehavior or unacceptable actions in the University. It is hoped that disciplinary measures will not be resorted to and that every student will abide by the rules of the University, and behave according to sound moral judgment. However, should a student violate the rules and traditions of the University, that student shall receive the appropriate penalty, which can range from verbal warning to actual expulsion



from the University. The University cannot shirk its responsibility towards the student body and society.

It cannot tolerate or permit students to violate its rules with impunity. Students are expected to take themselves seriously and act responsibly. When they violate the rules of the University, they will be penalized. The penalty may include:

1. Verbal or written warning.
2. A stronger penalty is given to a student after two warnings. That student may be denied certain University privileges either on a temporary or permanent basis or prevented from attending classes in a particular course.
3. A student may be suspended from classes for a whole year or suspended for good from the University, while giving him the right to transfer to another university.
4. A student may be deprived from benefiting from his academic record or may be denied the privilege to graduate.
5. Expulsion from the University.

All violations by any person shall be referred to the University Committee of Conduct Control, which determines the penalty, if any. This Committee is setup by the Chancellor specifically to look into charges brought against students for violating the rules of the University and determining the penalty for each violation. The decisions of this Committee are final. An appeal, however, may be made to the Chancellor within two weeks from the date of receiving the penalty.

6.3 No Smoking policy

Smoking is not allowed in all the facilities of the University. The University by-laws states that “smoking of any form or type is strictly forbidden in all the facilities of the University including buildings, halls, and outdoor areas”.

6.4 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 Las of Modesty (htisham) 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 right 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.

6.5 Students Rights and Responsibilities

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

6.6.1. 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

6.6.2. 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

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