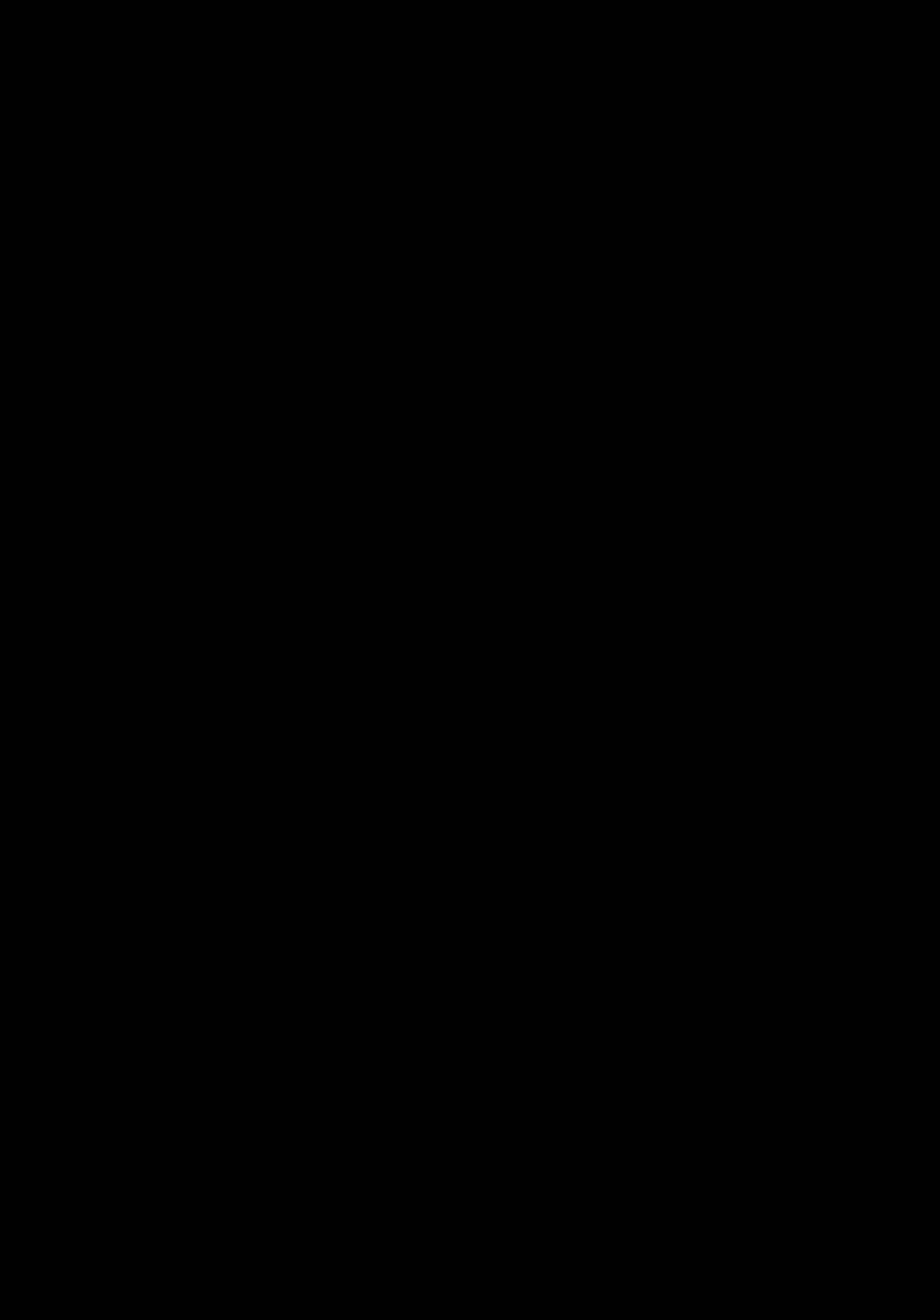


STUDENT 2019–2020

HAND- -BOOK





STUDENT HANDBOOK 2019–2020

Office of Student Affairs



WEL COME

Your university years are an exciting chapter of your life, and the *Student Handbook* will help you explore the many non-academic support services, extracurricular offerings and facilities that make student life at AUS so vibrant. Whether your interests are in sports, student clubs and organizations, volunteerism, multicultural learning or leadership, AUS provides many opportunities beyond the classroom that will help you pursue your interests and excel. The handbook also serves as an essential guide to the use of university facilities and to living in the residential halls.

An important component of the *Student Handbook* is the Student Code of Conduct. The Code sets out the university's expectations of students' behavior, consistent with the university's values. Students are responsible for reading the handbook in its entirety, and for abiding by all university rules and regulations.

If you have questions about the policies in this handbook or student life at AUS, please contact the Office of Student Affairs (OSA) staff. Contact information for the OSA units is included in this handbook. We look forward to assisting you.

We wish all the best for your time at American University of Sharjah. We are happy that you are here.

Office of Student Affairs



ABOUT AUS

American University of Sharjah (AUS) was founded in 1997 by His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Member of the Supreme Council of the United Arab Emirates and Ruler of Sharjah, who envisioned AUS as a leading educational institution in the Gulf region. American University of Sharjah is an independent, not-for-profit, coeducational institution. Consciously based upon American institutions of higher education, AUS is thoroughly grounded in Arab culture and part of a larger process of the revitalization of intellectual life in the Middle East.

American University of Sharjah has succeeded in building a multicultural education environment that brings together people from diverse nations and backgrounds. AUS strives to instill in its students the importance of appreciating and understanding diversity, global issues and their own roles in society.

AUS is a leading comprehensive coeducational university in the Gulf, serving students from the region and around the world. AUS students are introduced to a culture of high aspiration and achievement to aid them in leading productive and meaningful lives. AUS is also dedicated to the preservation of the physical environment, free from pollution and neglect. This sense of environmental responsibility is passed on to AUS graduates in order to create ecologically aware citizens.

In keeping with its mission, AUS offers students an education that will enable them to comprehend the dynamism and complexity of contemporary global processes. Through the integration of liberal studies and professional education, students are given both breadth of knowledge and specialization in their chosen fields. Education at AUS runs the gamut from art, poetry and religions from past civilizations to the latest skills and technologies of today's information age. These are all presented to students in order to produce future leaders with a firm understanding of how society has reached its present

state. The combination of traditional and innovative teaching methods provides an educational environment in which students can realize their individual potential and pursue their goals.

AUS is well qualified to meet the challenges inherent in preparing its students for life in the age of electronic communication, global economies, social pluralism and political interdependence.

The university offers undergraduate and graduate degrees through the College of Architecture, Art and Design; the College of Arts and Sciences; the College of Engineering; and the School of Business Administration.

While Arabic is the official language of the United Arab Emirates, the language of instruction at AUS is English. All classes and administrative functions are conducted in English.

Islam is the official religion of the state, and Arab Islamic culture predominates in the UAE. The nation is also distinguished by its tolerance toward its large expatriate communities, which comprise diverse nationalities, cultures and religious beliefs. Following in this spirit of understanding and acceptance of all peoples, AUS admits students solely on the basis of their academic qualifications regardless of race, color, gender, religion, disabilities, age or national origin. The university's mission is to create a multicultural, international academic community in order to prepare its students to become lifelong learners equipped to adapt to the needs of our changing world.

AUS was established as an "American" university not only in its formal academic and organizational characteristics but also in the recognition that the total culture and philosophy of the educational community is as significant as the formal program of studies. Students learn the lessons of the classroom and the lessons of life in a coeducational, multicultural and multinational environment. From its inception, AUS was envisioned as a place that would "feel" like an American campus.



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1.1 CAMPUS SERVICES & FACILITIES

1.1.1 Academic Facilities and Resources

The university offers a variety of learning resources, academic support services and laboratory facilities. For specific information, see the university website or *AUS Undergraduate Catalog*.

The University Library can be accessed at <http://library.aus.edu/>.

1.1.2 Banking

Located on the ground floor of the Main Building, Sharjah Islamic Bank offers banking services such as checking and saving accounts, ATM transactions and transfer of funds. ATMs are located at the bank, the Student Center and the Women's Welcome Center.

1.1.3 Bookstore

Located in the Student Center basement, the bookstore sells all required textbooks, other books, art supplies, stationery, notebooks and other general gift items.

1.1.4 Copy Center

The AUS Copy Center is located on the ground floor of the Main Building. It serves faculty, staff and students by providing a variety of quality and reasonably priced document reproduction services. The center also offers professional binding, lamination, stapling and other related services.

1.1.5 Dining

Many restaurants, coffee shops and snack services are located in the Student Center. Most of these outlets offer a delivery service.

Most residential halls are equipped with kitchenettes, which include refrigerators and hot plates, in addition to vending machines containing snacks and beverages.

1.1.6 ID Cards

Students must carry their IDs with them at all times and have them available upon request. ID cards must be validated by the Office of Protocol and Security every semester (including summer term) to avoid charges. The Office of Protocol and Security also issues AUS ID cards for faculty, staff and their dependents.

1.1.7 Immigration-Related Services

Immigration-related services are offered for students, faculty and staff, including passport custody, medical test assistance, and the processing of visas and residence permits. For specific details, contact Public Relations at gr@aus.edu.

1.1.8 Lost and Found

The lost and found is located at the Student Center reception desk. Lost and found items are held for a specific period of time. After the holding period expires, the procedure for disposing unclaimed items goes into effect.

1.1.9 Mini-Marts

The Sharjah Co-Op Supermarkets provide a large variety of grocery items, fresh fruits and vegetables, and other household items. One outlet is located in the Student Center; a second outlet is located in the Women's Welcome Center.

1.1.10 Parking

Parking lots, free and paid, are provided for faculty, staff, students and visitors. Vehicles must be registered with the Office of Protocol and Security, which is located on the mezzanine floor of the Main Building, (offices MM 29/30/31/32/33); it can be reached at 515 2114/515 2074 or at aus_security@aus.edu. Once the vehicle is registered, a car parking card is issued. Faculty, staff and students using rented cars or using cars on a temporary basis, as well as visitors, are issued temporary permits.

AUS parking cards should always be visibly displayed on the car's windshield. These stickers must be renewed during the first two weeks of every academic year.

Parking regulations and details on issuing car stickers are posted on the university website. The university reserves the right to make changes in urgent situations without any prior notice.

1.1.11 Personal Services

A beauty salon is located in the Women's Welcome Center, and a barbershop is located in the Student Center. Regular and dry-clean laundry services are available on the west and east sides of campus near the faculty housing.

1.1.12 Pharmacy

Located in the Student Center, the pharmacy is part of the health coverage program and offers a full range of medication and various health, hygiene and cosmetic products.

1.1.13 Post Office and Mail

AUS provides a full-service post office on

the ground floor of the Main Building. Mail is sorted daily in the post office and distributed to all offices. All mail intended for university offices and for those residing on campus should be addressed to:

American University of Sharjah
PO Box 26666
Sharjah, UAE

1.1.14 Safety

Campus safety is monitored by the Safety division, which provides information on occupational safety and health hazards, and promotes a safe and healthy environment on campus. The Safety division is located in the Campus Service Center (office 1022) and can be reached at 06 515 2068.

1.1.15 Security

The Office of Protocol and Security is responsible for campus security, as well as serving as the university's contact with federal and local government entities, embassies and consulates. The office also provides services such as AUS ID cards, parking stickers, lost and found, assistance with car registration, assistance with procedures related to traffic violations and on-campus accidents, vehicle assistance and official letters required by the University City Police.

The Office of Protocol and Security monitors security on the entire campus, including residential halls and all university owned buildings, and works to ensure that UAE laws and AUS regulations are implemented. If a violation occurs, the security officers have the right to withdraw any ID. AUS reserves the right to restrict or prohibit access to the campus. The office oversees

the campus traffic and parking system and is authorized to enforce all related regulations. It also provides security personnel 24 hours a day on university premises, including the residential areas, and for campus events when requested.

The Office of Protocol and Security is located in the west Mezzanine Floor of the Main Building (offices MM 29/30/31/32/33) and can be reached at 06 515 2114/515 2074/2075 or at aus_security@aus.edu.

1.1.16 Transportation

AUS offers a shuttle bus service between the student residential halls and other areas of campus. Students who wish to commute off campus may contact Transportation Services, which provides transportation to the cities of Sharjah, Dubai, Abu Dhabi and Al Ain. For more information on all routes and schedules, contact Transportation Services at 515 2171 or visit www.aus.edu/parking-and-transportation. For taxi services, call 600 525252.

1.1.17 Travel Office

The Travel Office, located in the Student Center, offers efficient and cost-effective services designed to assist all AUS students, faculty and staff. The office handles all travel arrangements, negotiates the most favorable rates and provides information on special offers.

1.1.18 University Health Center

The University Health Center (UHC) provides primary health care to all AUS students, and faculty and staff members and their dependents. The center is open Sunday–Thursday from 8:30 a.m. to 4:30 p.m. and provides 24-hour accident and emergency care as well. Depending on the severity of the illness, patients are referred to hospitals for further treatment. Great emphasis is placed on making the campus a healthy and safe place to study, work and live through providing preliminary physical examinations to all students and employees as a mandatory part of registration/employment process, followed by continued quality care throughout their time at AUS, including fitness checks for sports teams.

The UHC is staffed with a highly qualified

medical team, which includes general practitioners, clinical counselors, and registered nurses. The UHC is equipped with an observation room (day care) to closely monitor patients for short stays before transferring to a hospital if required. The UHC has access to an on-campus laboratory and pharmacy to assist in serving the AUS community. An ambulance is on standby 24 hours a day within University City.

1.1.18.1 Health Education Programs

As part of an educational institution, the UHC plays an active role in educating the university community and promotes on-campus health and wellness activities throughout the academic year. UHC programs include awareness campaigns on health-related issues such as first-aid training and CPR courses.

1.1.18.2 University Counseling Services

University Counseling Services (UCS) offers support services to enhance the success of students. These services include assisting with academic growth, educational and career goals, problem solving, decision making, understanding and appreciation of oneself, and interpersonal relationships.

UCS provides different types of counseling services: individual counseling, group counseling, crisis counseling and personality testing, and the Let's Talk program.

Counseling is strictly confidential. The information shared with a student counselor will not be disclosed to another individual or organization without the written consent of the student. Services are free, voluntary and available to all undergraduate and graduate students currently enrolled at AUS.

Appointments may be arranged by visiting the UCS at the rear of the University Health Center. For more information, please email UCS at ucs@aus.edu.

1.1.18.3 Health Insurance Plans for Students

As part of the registration procedures, every undergraduate student must enroll in one of two health insurance plans (Plan I and Plan II) by visiting the University Health Center and completing the necessary paperwork.

Plan I is compulsory for AUS-sponsored (visa sponsored by AUS) undergraduate students

but optional for those who are covered by private insurance (proof of coverage must be submitted to UHC). Plan I students must submit the required health insurance registration documents (for a list of these documents, see www.aus.edu/health-center) by the semester registration deadline to avoid incurring government fines at the time of UAE residence visa renewal. The University Health Center will not be liable

for any such fines. Students who fail to submit the health insurance registration documents by the deadline will be placed on Plan II.

Plan II is compulsory for all undergraduate students who are not enrolled in Plan I.

For more information on the health insurance plans, visit www.aus.edu/health-center.



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2.1 ABOUT THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA) is responsible for providing non-academic student support services to the AUS student body. OSA offers state-of-the-art services that support the university's mission. The services and programs delivered through OSA create a wonderful extracurricular atmosphere that enhances student life at AUS and develops students' all-around personality. OSA's support services help students learn through practical experience and achieve academic success.

Student Affairs programs, events and activities in the extracurricular arena cater to all registered students, beginning from freshman year through graduation and after. Graduates are no exception. OSA opportunities for students have goals entwined with learning outcomes that promote student development. The interest of freshman in out-of-class participation is measured through a survey and the respondents' participation is tracked through their AUS years. Freshmen and their parents also interact with Student Affairs during the orientation week at the beginning of fall and spring semester.

Open forums for students with the Vice Provost for Student Life and OSA staff are held to discuss their concerns and challenges, and to help improve student life at AUS. The Vice Provost for Student Life offers consultation on Student Affairs related matters. Mentoring sessions are offered for students' ethical and social development.

The Office of Student Affairs is led by the Vice Provost for Student Life. The Vice Provost for Student Life is available Sunday

to Thursday, during official working hours and can be contacted at:

Tel +971 6 515 2166/2216

Fax +971 6 558 5024

studentaffairs@aus.edu

Main Building, Second Floor

M217, M218 and M255A

2.1.1 OSA Vision

The Office of Student Affairs shapes future leaders to become productive citizens in a global society.

2.1.2 OSA Mission

The mission of the Office of Student Affairs is to provide high-quality services and programs facilitating informal learning that is in congruence with the Middle Eastern culture; complements formal learning; and promotes aesthetic, ethical, intellectual, personal, social and talent growth in a safe environment.

2.1.3 OSA Core Values

The Office of Student Affairs holds the following core values:

- commitment to excellence
- integrity and ethics
- respect human dignity
- celebrate cultural diversity
- responsible leadership
- lifelong learning



2.2 OSA DEPARTMENTS

The Office of Student Affairs offers varied non-academic student support services through the following departments:

- Student Athletics and Recreation
- Judicial Affairs
- Student Development and Organizations
 - Student Clubs and Organizations
 - Community Services
 - Student Employment
 - Student Multicultural Learning Program
- Student Leadership Programs
- Student Residential Life

OSA is a hub for welcoming freshmen, helping them adjust to the diversified AUS culture and to integrate into the AUS community. Student Affairs exposes students to experiential learning that taps their potential and intellect and develops their personality to prepare them to be responsible and contributing members of a diversified society.

Student Athletics and Recreation provides a variety of high-quality recreational and competitive sports programs through its indoor and outdoor facilities. Athletic Scholarships are awarded to athletes who excel in sports, exhibit good sportsmanship and dedication, and establish a record of consistent participation.

OSA ensures that AUS students follow the highest standards of personal conduct. The AUS Student Code of Conduct Policy is implemented by OSA. Student conduct administration is entrusted to Judicial Affairs. A safe living and learning environment is of prime importance, and that is ensured by enforcing the code.

Mediation is offered through Judicial Affairs, Mediation Services. AUS students are privileged to receive peer mediation

training, which is something found in this region only at AUS.

OSA's Student Leadership Programs strengthen students' leadership skills, increase the probability of participants becoming prominent leaders of tomorrow, and provide a leadership practice platform. Multiple opportunities for leadership development are provided on campus, locally, regionally and internationally.

More than 29 percent of our students live in the residential halls, which are living-learning facilities. Student Residential Life provides services and customer support 24/7 for resident students. Those students living on campus have easy access to multiple resources, are close to their school/college, live safely, interact with and learn from diverse nationalities, and participate in activities that are both educational and recreational.

Student Development and Organizations channels student energy into more than 130 registered ethnic and interest-oriented clubs/organizations, engages students in community service, finds students employment on campus, involves them in multicultural learning and makes resources available to facilitate student activities, events and programs. The specific units of Student Development and Organizations are Community Services, Student Clubs and Organizations, Student Employment and the Student Multicultural Learning Program. Student skills and talent growth are pursued through involvement and engagement in art, astronomy, music, science, technology, environment and many other areas. Community services teaches service to humanity, social work, awareness of social and humanitarian causes. Personal

and cultural development are achieved by involvement and engagement.

The Student Multicultural Learning Program (SMLP) is for students to gain firsthand knowledge of cultural diversity and expand their understanding of the cultural, historical and sociological backgrounds of the UAE and of other countries around the world. Besides cultural diversity, students also learn about diversity in business, government,

politics and lifestyle that exist in other societies around the globe. SMLP promotes multicultural learning through organized excursions to heritage villages, historical monuments, traditional habitats in the region and beyond.

Information on the Student Life and Student Activities fees can be found at www.aus.edu and in the *AUS Undergraduate Catalog*.



2.3 OSA SCHOLARSHIPS & RECOGNITION

The Office of Student Affairs firmly believes that student participation in out-of-class activities, events and programs enriches student life and enlivens campus life at AUS. Student contributions and achievements are acknowledged through various OSA scholarship and recognition programs.

The following awards honor student contributions to extracurricular activities at AUS.

Active Student Scholarship

The AUS Active Student Scholarship offered by the OSA is aimed at providing scholarships to outstanding, active students who demonstrate excellence in extracurricular activities and whose efforts yield exceptional results and inspire other students to become high achievers.

Criteria:

- Undergraduate students registered for a minimum of 12 credit hours in the semester that the application is submitted
- Minimum CGPA of 2.5
- Remarkable achievements in OSA-registered student groups (interest-oriented and ethnic clubs, community services, leadership groups and the Student Council)
- Outstanding record of active participation in extracurricular activities at AUS and beyond
- Good moral character with no disciplinary action on record

Conditions:

- The scholarship entitles the recipient to an award of up to 25 percent tuition remission for one semester

- Scholarship recipients must be registered for a minimum of 12 credit hours during the semester they are receiving the scholarship

Application:

Applications are open from the end of week six until the end of week 12 of the semester. To apply, download the Active Student Scholarship Application Form available at www.aus.edu/osa-scholarships. Submit your completed application form along with a CV to office A252 in the Student Center.

For more information, call the Student Development and Organizations Department on 06 515 2773 or email osaactivescholarship@aus.edu

Partial Athletic Scholarship

The AUS Partial Athletic Scholarship offered by the OSA is awarded to talented student-athletes who excel in sports, exhibit good sportsmanship and dedication and establish a record of consistent participation. The scholarship aims to encourage student participation, develop sports at the university and promote the role of athletics in an American model of higher education.

Criteria:

- Undergraduate student registered for a minimum of 12 credit hours in the semester that the application is submitted
- Minimum CGPA of 2.5
- Remarkable achievements and record of active participation in AUS varsity teams and beyond
- Good sportsmanship and good moral character with no disciplinary action on record

Conditions:

- The scholarship entitles the recipient to an award of up to 25 percent tuition remission for one semester
- Scholarship recipients must be registered for a minimum of 12 credit hours during the semester they are receiving the scholarship

Application:

Applications are open from the end of week six until the end of week 12 of the semester. To apply, download the Partial Athletic Scholarship Application Form available at www.aus.edu/osa-scholarships. Submit your completed application form along with a CV to office S119 in the Sports Complex.

For more information, call the Student Athletics and Recreation Department on 06 515 2772 or email osaathleticscholarship@aus.edu

2.3.1 Most Outstanding Active Student Award for Clubs and Organizations

This award recognizes distinguished undergraduate students for their contribution and dedication to extracurricular activities throughout the academic year. The award is aimed at acknowledging the efforts, commitment and hard work of students who positively contribute to the enhancement of student life on campus.

Criteria:

- undergraduate student with a minimum of 12 credit hours in the semester that the application is submitted
- minimum CGPA of 2.50

- a member of a student club for the current academic year
- noteworthy contributions to clubs and organizations
- active participation in club activities
- good moral character with no disciplinary action on record

Download the application form at www.aus.edu/awards-and-recognition.

For more information, visit the Student Clubs and Organizations Division in office A246 in the Student Center or call 06 515 4000.

2.3.2 Most Outstanding Athlete Award

This award recognizes distinguished undergraduate students for their contribution and dedication to AUS athletics throughout the academic year.

Criteria:

- undergraduate student with a minimum of 12 credit hours in the semester that the application is submitted
- minimum CGPA of 2.50
- an active member of an AUS varsity team for the current academic year
- noteworthy contributions to student athletics
- good moral character with no disciplinary action on record

Download the application form at www.aus.edu/awards-and-recognition.

For more information, visit the Student Athletics and Recreation Department in office S119 in the Sports Complex or call 06 515 2772.

2.3.3 Most Outstanding Community Service Volunteer Award

This award recognizes distinguished undergraduate students for their exemplary record of serving the community and in promoting the welfare of the underprivileged throughout the academic year.

Criteria:

- undergraduate student with a minimum of 12 credit hours in the semester that the application is submitted
- minimum CGPA of 2.50
- an active Community Service volunteer for the current academic year
- noteworthy contributions to community service
- good moral character with no disciplinary action on record

Download the application form at www.aus.edu/awards-and-recognition.

For more information, visit the Community Services Division in office A223 in the Student Center or call 06 515 2794.

2.3.4 Most Outstanding Student Leader Award

This award recognizes an undergraduate student for his/her exemplary leadership, dedication and commitment through selfless acts of leadership within his/her involvement in Student Leadership Program. The awardee will demonstrate a commitment to individual leadership and serve as a role model for the student body while displaying an overarching dedication to the campus community. This award acknowledges a student with excellence in leadership, service and community impact.

Criteria:

- undergraduate student with a minimum of 12 credit hours in the semester that the application is submitted
- minimum CGPA of 2.50
- an active member of the Student Leadership Program for the current academic year
- noteworthy contributions to leadership programs and initiatives
- good moral character with no disciplinary action on record

- is a Team/Peer Leader for the current academic year

Download the application form at www.aus.edu/awards-and-recognition.

For more information, visit the Student Leadership Program in office A249 in the Student Center or call 06 515 4774.

2.3.5 Student Recognition and Achievement Awards

The Office of Student Affairs concludes its activities/programs for the academic year through an annual recognition and appreciation awards ceremony. This ceremony celebrates our students' extracurricular achievements and contributions to the fields of athletics, clubs and organizations, community services, leadership, mediation and Student Council. For more information, please see www.aus.edu/student-recognition.

2.3.5.1 Athletics Award

Team members are honored for their contribution, distinguished work and achievement in various sporting events/programs.

2.3.5.2 Activities Award

Club members are recognized for providing extraordinary support in the planning and implementation of clubs/organizations activities during the previous academic year.

2.3.5.3 Community Service Award

Students who have an exemplary record of service to humanity through voluntary work, engagement in community outreach programs and dedicated community service are honored with the Community Service Award.

2.3.5.4 Student Leadership Award

Students with leadership abilities who set a consistent achievement record of active engagement and contribution to the university's Student Leadership Program will be honored with the Student Leadership Award.

2.3.5.5 Student Council Award

Student Council Board Members are awarded for their selfless service to the student body

and their support for improving student life through advocacy, activities and events.

2.3.5.6 Global Day Awards

Students are recognized for their active participation, dedication, time and effort, energy and enthusiasm in planning and implementing Global Day.

A. Global Day Best Pavilion Award

This award goes to the three corners that show the best effort to convey culture to visitors through planning and team effort. The winning corners will be those that best reflect the culture and tradition of the country represented. This includes, but is not limited to, important landmarks or cultural representation, artifacts, art, festivals, traditional costumes, folkloric performance, music, specialized cuisine, etc.

B. Global Day Best Performance Award

This award goes to the three best stage performances that raise a social cause or create an awareness of their tradition or culture with specific dance style and music, synchrony, energy and unity in a group performance. Planning, practice and team chemistry will be considered by judges.

C. Global Day Creative Idea Award (Pavilion)

Awarded to the cultural club with the most innovative and creative idea for their pavilion on Global Day.

D. Global Day Creative Idea Award (Performance)

Awarded to the cultural club with the most innovative and creative idea for their cultural performance on Global Day.

E. Global Day Teamwork Award (Pavilion)

Awarded to the cultural club that has shown teamwork in building and presenting its Global Day pavilion.

F. Global Day Teamwork Award (Performance)

Awarded to the cultural club that has shown teamwork during rehearsals and in their actual cultural performance on Global Day.

G. Global Day Best Sustainable Pavilion Award

This award highlights AUS's commitment to sustainability and creates environmental awareness among students that will lead to changes in the way the university organizes its annual Global Day. It recognizes the sustainable use of resources that ensure minimum waste and less harm to the environment. It takes into account the

materials used in building the pavilions, the energy used, sustainable activities and the management of waste after the event.

2.3.5.7 Club/Organization of the Year Award

This award is presented to the most outstanding club of the academic year. The winning club is recognized for its dedication and contribution towards extracurricular activities at AUS. The award takes into account the outstanding work, quality of events, efficiency of club operations, outreach efforts and collaboration with the Office of Student Affairs in addition to the number of events organized on campus.

2.4 STUDENT ATHLETICS & RECREATION

The mission of Student Athletics and Recreation is to provide high-quality competitive and recreational sports programs and coaching that inculcates an attitude of discipline, sportsmanship, integrity, leadership and team cohesiveness to attain success in team sports, individual sports, health and physical wellbeing, and to strengthen the students' athletic experiences.

2.4.1 Objectives

Student Athletics and Recreation aims to:

- develop fitness training programs and activities for the AUS community
- provide a variety of high-quality recreational and competitive sports programs for beginning, intermediate and advanced trainees
- develop athletes' skills through intensive training and coaching
- involve students in intramural sports to enable them to reduce stress, develop team-bonding, and provide an opportunity to socialize
- create opportunities for students to participate in local, regional and international intercollegiate sports and tournaments
- encourage the AUS community to adopt a disciplined and healthier approach to sports
- provide state-of-the-art sports facilities to all users
- interact with and support other AUS departments for various needs, especially in sports-related activities

2.4.2 AUS Sports Facilities

Whether you are looking to get in shape or participate in team sports such as soccer, basketball, cricket and volleyball, the AUS Sports Complex and Sports Pavilion are the places to go. Open to the AUS community, the sports facilities are available for users to pursue individual, group and team sports goals. The hi-tech equipment in the fitness centers, outdoor and indoor practice courts, running tracks, multipurpose halls, and other indoor and outdoor advanced facilities are the best for practicing sports.

Please visit www.aus.edu/rules or contact ext. 2778 for information on rules and regulations on use of facilities.

2.4.2.1 Sports Complex (Indoor Sports Facilities)

A. Sports Courts and Multipurpose Halls

- The gymnasium features two indoor courts that can be used for playing basketball, volleyball, handball and badminton in both organized sports and free recreation. Designed to be flexible for different sports activities and needs, it is equipped with bleachers capable of seating 300 people, an electronic scoreboard and a mechanical divider curtain that is used as a partition for special occasions.
- Apart from the sports courts, smaller multipurpose halls are located in the east and west sides of the Sports Complex. These rooms are equipped with table tennis tables, aerobics equipment and mats. They can be used for a variety of activities such as aerobics classes, martial arts training, dance lessons and much more. A locker room

featuring storage lockers, changing cubicles and showers is conveniently located in between the sports courts and multipurpose halls.

B. Swimming Pool

On the north corner of the building is a 50-meter indoor pool for lap swimming, training sessions and competition. Men's and women's facilities featuring storage lockers, showers and rest rooms are available in the pool area.

Lifeguards are available during operational hours and make the final decision on all safety and hygienic matters.

C. Sauna

Two saunas are available for use. They are conveniently located in both the men's and women's pool locker rooms.

D. Fitness Centers

The fitness centers are located on the east and west sides of the Sports Complex. They have a wide range of exercise equipment (free weights, and weight training and cardio machines) backed up by aerobic classes and fitness programs designed to suit individual needs. Additionally, friendly and qualified fitness trainers are available daily to provide guidance and supervision, as well as to answer questions regarding fitness, nutrition and safety.

E. Squash Courts

Two courts are located on the south corner of the complex. The official design of these courts makes them well suited for training sessions and competitions.

F. Exercise Hall

Aerobics sessions and circuit training are conducted in the exercise hall, which is equipped with mats, exercise balls and a music system. The exercise hall also offers members of the community a large space for individual exercise.

G. Reception Area and Lounge

General queries and information on facilities, programs and activities are available at the reception desk. Facility reservations and locker assignments are administered here. Next to the reception area is the lounge.

2.4.2.2 Outdoor Sports Facilities

A. Outdoor Courts

Close to the Sports Pavilion are six tennis courts, and two basketball courts, as well as changing rooms.

B. Sports Pavilion

The Sports Pavilion has a 400-meter running track and a full-fledged, floodlit soccer field that accommodates the various sports needs of the AUS community. The sports pavilion also includes an electronic multipurpose scoreboard, a spectator seating area, locker rooms for players, changing rooms, meeting rooms, a fitness room, a well-furnished reception and a lounge.

C. Cricket Ground and Practice Net

The cricket ground is located near the Sports Pavilion and attracts many cricket enthusiasts. It is equipped with floodlights for night matches.

To develop and enhance the player's skills in

batting and bowling, a practice net is also available near the cricket ground.

D. Baseball Field

A baseball field is located near the cricket field.

2.4.3 General Rules and Regulations

Sports facilities visitors can reserve a facility and get a locker key at the Reception Desk.

Listed below are the general rules and policies about using the sports facilities.

1. A valid AUS ID card must be deposited at the front desk for Sports Complex entry. ID cards are non-transferable and may be used only by the person to whom they are issued.
2. Users who have forgotten their AUS IDs can gain access by providing another photo ID and their AUS ID number or any other information that can be verified in the sign-in system for a maximum limit of three entries per semester only. Any consecutive entries after the grace period will be denied unless a valid AUS ID is presented.
3. All AUS campus buildings, including the Sports Complex, are non-smoking facilities. Chewing gum is also prohibited.
4. Appropriate athletic attire is required at all times. Formal pants, jeans, cutout jeans, string bikinis, see-through suits, unapproved footwear and bare feet are prohibited.
5. No children under 10 (including infants) are allowed in the Sports Complex. Children under 16 must be supervised by a parent.
6. Spirited competition is encouraged, but unsportsmanlike conduct and profanity are prohibited.
7. Bicycles, skateboards, rollerblades and roller skates are prohibited.
8. Pets are not allowed.
9. Users are expected to abide by the specific rules for each facility.

DISCLAIMER: Users are entirely responsible for their own belongings and safety during the use of sports facilities. AUS will not be responsible for any damage/lost items and illness/injury or death of a person. AUS and SARD will deny access to and have the power to remove from the facilities any person representing any danger or risk of danger to themselves and/or to others.

2.4.4 Policies

A. Equipment

Student Athletics and Recreation has a limited supply of sports equipment. Equipment is provided to team members only during organized training sessions. Users may bring in their own sports equipment.

Equipment can be borrowed for approved activities. Equipment requests should be submitted 48 hours in advance of the activity.

B. Guests

1. AUS students/faculty/staff are allowed to bring in one guest at a time.
2. The sponsoring AUS student or faculty/staff member must sign-in guests at the reception at the time of visit and they should be limited to one guest at a time and a maximum of three visits per semester.
3. Guests must abide by all facility use regulations.
4. The sponsor must accompany the guest at all times during his/her stay in the sports facility.
5. Alumni and faculty/staff dependents are not entitled to bring guests.

C. Personal Belongings

Lockers are available in changing rooms during the hours of operation and are not to be used for overnight storage. At closing time, personal items will be removed and placed in the reception. The owner can claim lost/found items upon proving ownership at the reception.

D. Reservations

First priority in scheduling will be given to instructional use and organized sports activities of SARD. All remaining time slots will be used to accommodate the AUS student body, faculty and staff. Student Athletics and Recreation management reserves the right to restrict the use of the facilities due to athletic or campus activities or special events. Individuals, partners or teams can reserve the indoor and outdoor sports courts through the following procedures:

1. Facility reservations can be made in person at the Sports Complex reception desk or by calling 06 515 2778.
2. Reservations should be made 48 hours before the intended playing time.

3. Reservations are administered by the Student Athletics and Recreation staff on duty and are accepted up to four days in advance.
4. AUS community members reserving facilities for team sports are allowed to bring a maximum of two guests per group.
5. The person who made the reservation must claim the court in person at the Sports Complex reception desk and deposit his/her AUS ID 15 minutes before the reserved time slot. Courts not occupied within 15 minutes after the scheduled reservation time become available for other users on a first-come, first-served basis.
6. Reservations are not allowed for two consecutive hours. Partners or groups may not reserve the same court for back-to-back hours.
7. Disregard and abuse of the reservation policy may lead to the cancellation of reservation privileges in future.
8. AUS students, staff, faculty and alumni are entitled to reserve the facility.
9. All reservations end at 10:00 p.m.
10. For all reservations, general and specific rules apply.

E. Signs

All temporary signs, class/program announcements and other general notices should be submitted to Student Athletics and Recreation management for approval. Only approved signs will be posted.

F. Photography/Videography in the Facility

To protect the privacy of users, taking photos and recording videos is prohibited in the changing rooms, restrooms, locker area, swimming pool and fitness centers. Permission for photography/videography for study-related projects in common areas will be granted only with prior approval of the Director of Athletics and Recreation upon submitting a request letter from the concerned authority.

2.4.5 AUS Sports Programs

Student Athletics and Recreation offers competitive and recreational sports programs for students through

intramural, interschool, interdormitory and intercollegiate competitions. We have the following sports teams:

- Men's and Women's Badminton
- Men's and Women's Basketball
- Men's and Women's Chess
- Men's and Women's Soccer
- Men's and Women's Squash
- Men's and Women's Swimming
- Men's and Women's Table Tennis
- Men's and Women's Tennis
- Men's and Women's Track and Field
- Men's and Women's Volleyball
- Men's Cricket
- Men's Jiu-jitsu
- Men's Karate
- Men's Powerlifting
- Men's Taekwondo
- Women's Self-Defense

Criteria for Joining the Teams

Any student with a GPA of 2.0 and above can become a member of any varsity team through tryouts held at the beginning of each semester. Selected players will undergo extensive training programs and AUS will provide team members gear, equipment, and local travel and event expenses for activities organized by the university, which allows students to achieve their full potential with no additional cost.

2.4.6 Hours of Operation

Sports Complex: Sunday to Thursday from 10:00 a.m. to 10:00 p.m. (Friday and Saturday from 5 pm to 10 p.m.)

Sports Pavilion: Sunday to Thursday from 10:00 a.m. to 10:00 p.m. and 5:00 p.m. to 10:00 p.m. on Saturday (closed on Friday)

The sports facilities are closed during official university holidays. Operating hours, including the scheduled closing of facilities, are announced/posted on a regular basis.

For more information, call 06 515 2778 or email osaathletics@aus.edu.

2.4.7 FAQs

1. *What do I need to start using the athletics facilities?*

All you need to do is bring your AUS ID and sports gear/equipment to get started.

2. *Are there trainers to assist me?*

Trainers are available during regular operating hours and they will be more than happy to assist you.

3. *Can I check out equipment?*

Equipment is limited and provided during scheduled training sessions only. In exceptional cases, equipment is provided but the borrower will be charged a replacement fee in case of loss or damage to the equipment.

4. *How can I reserve a facility?*

Reservations can be made in person at the Sports Complex reception or by calling 06 515 2778.

5. *How can I get a permanent locker?*

Lockers are provided for a day's use only. Unfortunately, due to the limited number of lockers we are unable to provide this service.

6. *What are the facilities with gender schedules?*

The swimming pool and fitness centers have separate schedules for men and women.

7. *What if I forget my ID—can I still enter the Sports Complex?*

Yes, provided that the receptionist is informed so that this can be noted. You will be unable to enter the complex without your AUS ID on the fourth count.

2.4.8 Contacts

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2.5 JUDICIAL AFFAIRS

The mission of Judicial Affairs is to articulate the standards of behavior expected from AUS students and to instill personal accountability, ethical development and respect for all members of the community through student conduct administration and conflict resolution practices that nurture a safe and secure campus.

Judicial Affairs is a non-academic student support service of the Office of Student Affairs. It is committed to promote an open and understanding environment that is conducive to learning and the pursuit of knowledge. Judicial Affairs is responsible for educating students about their rights and responsibilities and encouraging them to maintain the highest standards of ethical behavior, both to protect the AUS community and to promote students' moral development. During orientation week each semester, Judicial Affairs informs new students about its services, the Student Code of Conduct Policy and the conduct process. Judicial Affairs strives to resolve allegations of misconduct under the Student Code of Conduct Policy in a manner consistent with its core value of fairness, honesty and integrity. Judicial Affairs is responsible for the overall coordination and adjudication of the student conduct process.

Judicial Affairs also offers mediation services. Student conflicts addressed to Judicial Affairs are mediated by a qualified mediator. The mediation process is followed by the mediator in conducting mediation between students upon their written consent. Students are also offered training in mediation.

Judicial Affairs maintains strictest confidentiality with respect to student

information and therefore all the information shared with the Judicial Affairs officials and the Conduct Council Hearing Board will not be shared with any member of the community unless the student agrees or is found to be a threat to the AUS community. Information about academic and misconduct penalties will be shared between Academic Affairs and Student Affairs.

Judicial Affairs Team

Juliet B. Coutinho
Senior Manager, Judicial Affairs

Salima Al Dabowi
Judicial Affairs Senior Officer

Omar Abdullah Al-Houti
Judicial Affairs Officer

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www.aus.edu/osa/judicialaffairs

2.5.1 Student Conduct

Members of the AUS community live, work and study together in an institutional framework in pursuit of truth and the dissemination of knowledge. Freedom of inquiry and intellectual endeavor can flourish only in a community in which the participants are united in their mutual search for intellectual growth.

If the purpose of the university and its community is to be realized and advanced, the rights, responsibilities and reasonable

standards of conduct essential to a university community must be set forth. AUS students are expected to read and understand the established Student Code of Conduct Policy and conduct procedures.

2.5.2 Authority for Student Discipline

The ultimate authority for all university policy is vested in the Board of Trustees of American University of Sharjah. Non-academic disciplinary authority is delegated to the Vice Provost for Student Life, who implements student conduct policies and takes all necessary and appropriate action to protect the safety and well-being of the campus community. The university reserves the right to amend this Student Code of Conduct Policy at any time according to established procedures. Judicial Affairs reserves the right not to disclose internal case reports. Judicial Affairs has no jurisdiction in any legal matters related to external personal student disputes.

Non-AUS individuals or alumni reported for indulging in breach of the Student Code of Conduct Policy will be referred to Campus Security/Office of Protocol.

2.5.2.1 University Policies Governing Student Conduct at AUS

The Student Academic Integrity Code describes standards for academic conduct, students' rights and responsibilities as members of an academic community, and procedures for handling allegations of academic dishonesty. All alleged violations are resolved in accordance of the code under the direct authority of the Provost, Academic Affairs.

The Student Academic Integrity Code

is published in the *AUS Undergraduate Catalog*. Non-academic sanctions resulting from violation of the Student Academic Integrity Code are stated on page 40 of this handbook.

The Student Code of Conduct Policy describes standards of general student conduct usually excluding academic responsibilities. All alleged violations are resolved in accordance of the code under the direct authority of the Vice Provost for Student Life.

The Provost and Chief Academic Officer is responsible for all matters of student conduct.

2.5.2.2 Interpretation and Revision

The Student Code of Conduct Policy shall be reviewed annually by Judicial Affairs under the direction of the Vice Provost for Student Life.

Students and university community members may make policy suggestions directly to the Vice Provost for Student Life.

2.5.3 Student Code of Conduct

Purpose

The purpose of the Student Code of Conduct ("Code") is to define standards of behavior expected from AUS students, and the procedures and sanctions that will apply in cases where student behavior is inconsistent with the essential values of the university.

This Code applies to:

- a) All students' conduct from the time of enrollment in an AUS undergraduate or graduate program or course and until the student completes the course, graduates from the program, or formally withdraws from the University. The University

reserves the right to impose sanctions in cases in which a student has withdrawn from courses, withdrawn from the University, or has been awarded a degree prior to the resolution of a conduct case. If a sanction has been imposed on a student who has withdrawn from the University or been awarded a degree prior to the resolution of a conduct case, the files will be retained as a disciplinary record for at least five years from the date Judicial Affairs issues a letter stating the sanctions.

- b) All conduct that occurs on the University premises.
- c) Off-campus conduct at a University-sanctioned event or when representing the University, including, but not limited to, tours, field trips, and events of student organizations, clubs and teams that are under the direct or indirect supervision of the University.
- d) Off-campus conduct that adversely affects the rights of other University community members, the University's reputation, or affects the health and safety of others.
- e) Any student who engages directly, indirectly or as an accomplice in violating the Code. A student who has been found to have violated the Code directly, indirectly or as an accomplice may be subject to disciplinary action.
- f) Any International Exchange Program incoming student.
- g) Any student who has been referred to the Sharjah Police or UAE Federal authorities. A student who has been referred to the authorities will be subject to the adjudication process and, if found to be in violation, will be subject to disciplinary action under the Code. The Code does not preclude the Vice Provost for Student Life (or designee) from referring an incident to Campus Security or the appropriate law enforcement agency prior to or during the adjudication process or after disciplinary action is taken by the University.

Definitions

Adjudication: The process by which the University conducts disciplinary meetings,

hearings, or other actions, bringing matters to resolution.

Behavioral Contract: A written agreement between the student and Judicial Affairs.

Conduct Council Hearing Board (CCHB): The American University of Sharjah's responsible authorities who ensure just, speedy and constructive resolution of problems arising from infractions of the Code. The CCHB comprises of four (4) students, three (3) faculty members, two (2) administrators and a member from Judicial Affairs.

Conduct Probation: Sanction issued to a student containing specific terms and conditions.

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

Guest: Any person who is not a University staff member, student or faculty member.

Judicial Affairs: The University department responsible for the custody of students' conduct records, evidence collected and supporting documents issued under the Code.

Judicial Affairs Official: A University official authorized by the Vice Provost for Student Life to hear evidence and/or present evidence and/or impose sanctions upon students found in violation of the Code.

May: May is used in the permissible sense.

Major Misconduct: A serious breach of the Student Code of Conduct that is also threatening, aggressive, harassing, violent or harmful to property or individuals. Repeated minor acts of misconduct may be treated as major misconduct.

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

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

Minor Misconduct: An act not deemed to be a serious breach of the Student Code of Conduct by Judicial Affairs Official(s).

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

Policy: Any written regulation of the University as found in, but not limited to the Code, Residential Halls, the University web page, IT policy and graduate/undergraduate catalogs.

Preliminary inquiry: An inquiry conducted by the Judicial Affairs Official that is intended to provide the student an opportunity to present evidence that explains the incident or disputes the allegation(s).

Prohibition: A sanction that prohibits a student from participating in extracurricular activities or from accessing University-offered privileges or facilities.

Reprimand: A written letter issued to a student by Judicial Affairs for a minor infraction of the code.

Respondent: Any student accused of violating this Student Code.

Restitution: A sanction requiring a student to make compensation for damages.

Shall: Shall is used in the obligatory sense.

Student: All students enrolled and taking courses at the University, both full and part time, and international exchange students and Achievement Academy Bridge Program students. This policy applies to alumni while on AUS premises and using University facilities.

University: American University of Sharjah.

Verbal Warning: A warning issued verbally for disruption of University activities, including instructional activities.

Warning: Sanction stipulating that inappropriate behavior, if repeated, may lead to a more severe sanction.

2.5.4 Student Rights and Responsibilities

Each student charged with a violation of the Code has the following rights:

- To be treated with dignity and respect.
- To be heard without bias.
- To report a suspected violation of the code of conduct policy.
- To a fair and due process.

- To appeal for review of sanction.

Each student has the following responsibilities:

- To treat others with dignity and respect.
- To behave in a manner that is consistent with university values on campus and in public.
- To behave in a manner that will reflect credit to AUS on campus and in public.
- To be familiar with all rules, regulations and policies set forth by the University
- To conform to the Code, University policies, local laws of Sharjah, and federal laws of the UAE.

In cases of violations of the Code, Judicial Affairs and the Conduct Council Hearing Board shall not consider ignorance of a policy, rule or regulation an acceptable defense.

2.5.5 Policy Statement

Introduction

The student conduct system provides students with a fair adjudication process in instances where there are alleged violations of the Code. The purpose of student judicial proceedings is to determine whether the University's standards of conduct have been violated.

The University views the student conduct system as an educational opportunity that leads to greater personal understanding of one's responsibilities and privileges in the University community. Acceptable standards of conduct have been established to protect the rights of others and the orderly operation of the University. Students must ensure that their conduct does not violate applicable local laws of Sharjah, federal laws of the UAE, and all AUS rules, regulations and policies, including the Code.

Mediation is encouraged as an alternative means to resolve minor conduct cases. The Judicial Affairs Official will determine if mediation is appropriate and, at his/her discretion, may decline to process a complaint until the parties in a misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a conduct case, any mediated settlement must be approved by the Senior Manager of

Judicial Affairs. If mediation fails, the case will be forwarded for adjudication.

1. Scope of the Code

- 1.1 AUS students must adhere to the applicable local laws of Sharjah, federal laws of the UAE, and all AUS rules, regulations and policies, including the Code.
- 1.2 The Code shall not be construed to limit students' freedom in the pursuit of knowledge, participation in extracurricular individual and group activities, or use of University resources and facilities, provided that a student's conduct, as an individual or as part of a group, is orderly and does not disrupt or unreasonably interfere with the rights of other members of the University community.
- 1.3 Student organizations, clubs, teams and associations affiliated with specific Student Affairs programs or specific school/college programs may have additional standards of behavior or a specific code of ethics that students are expected to be aware of and comply with. Any violations will be treated as per the relevant AUS policy. In cases where breaches also constitute a violation of the Code, the student may be subject to adjudication and possible disciplinary sanctions under the Code as determined by Judicial Affairs.
- 1.4 If a violation of the Code can also be considered a violation of academic, athletic, residential or student organization/club policy, then the Vice Provost for Student Life or designee will consult with the other relevant unit(s) to determine the sequence by which the case will be handled by the relevant unit(s).
- 1.5 In instances where Code violations may be addressed under another AUS policy, then the Vice Provost for Student Life may refer the case to the Provost for a final determination regarding the process to be followed.

2. Policies Concerning Prohibited Conduct

Specific examples that include, but are not limited to, the following:

2.1 Policy on Alcohol Abuse

Prohibited Actions/Conduct:

- i. The possession, use, sale or distribution of alcohol in violation of the Code and the relevant laws of Sharjah and the UAE.
- ii. Entry upon University premises or involvement in any University activity in an intoxicated state or using or transporting alcoholic beverages into the residential halls or other locations on campus.

2.2 Policy on Controlled Substance/Drug Abuse

Prohibited Actions/Conduct:

- i. The possession, use, sale or distribution of controlled substances/drugs including, but not limited to, the use of any mind-altering substances in violation of the Code and the relevant laws of Sharjah and the UAE.

2.3 Policy on Disruptive Conduct

Prohibited Actions/Conduct:

- i. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other University-authorized activities, or functions on University premises using derogatory, threatening or insulting verbal or written comments or gestures, and individual or collective action that prevents any University community member from executing his/her legitimate activities.
- ii. Engaging in activities that result in excessive noise that, regardless of the means, disrupts or compromises University activities or functions.
- iii. Cursing in a public setting, using offensive or insulting language that includes, but is not limited to, name-calling, insults, profanity, inappropriate slang, vulgarity or speech that violates relevant laws of Sharjah and the UAE.
- iv. Persistent acts of disobedience that disrupt or compromise University activities or functions.

2.4 Policy on Dress Code

Prohibited Actions/Conduct:

- i. Inappropriate dress for both males and females is prohibited. This includes, but is not limited to, tank tops, clothing that is very tight or transparent and indecently exposes the waist or back or shoulders or cleavage, and clothing above the knee. Moreover, clothing must not display obscene or offensive pictures and slogans.

2.5 Policy on Endangering the Safety of Others

Prohibited Actions/Conduct:

- i. Conduct that threatens or endangers the health or safety of any person on University premises or at University-sponsored events or functions.
- ii. Blocking a person and intentionally restricting his/her movement without consent.
- iii. Engaging in a gang-related activity including, but not limited to, the overt display of gang affiliation.
- iv. False activation of fire alarms, unjustified discharge of fire extinguishers, or purposefully tampering with the power supply equipment causing power failure; or misuse of any other firefighting or electric equipment in a manner that disrupts or compromises University activities or functions or results in potential harm to others.
- v. Engaging in blackmail or coercion,
- vi. Enticing or inciting a person to commit an act that is humiliating or demeaning that does not result in a physical injury but causes excessive mental stress to any member of the University community.
- vii. Misdemeanors that include, but are not limited to, malicious mischief and indecent or obscene communication with another University community member.
- viii. Imposing self-harm or inflicting self-injury.
- ix. Driving a vehicle on campus without a valid license or without permission of the vehicle owner.
- x. Failure to abide by traffic laws on campus or driving in a manner that may

endanger the health and/or safety of oneself or others.

2.6 Policy on Refusal to Identify and Comply

Prohibited Actions/Conduct:

- i. Entering or attempting to enter without lawful authority any dwelling, building or facility on University premises against the will of the lawful occupant or of the person lawfully in charge thereof. Entering forcibly, trespassing or utilizing University academic buildings after officially announced University working hours.
- ii. Failure to comply with the residential hall agreement or published University policies governing student residential living or the use of University residential assets and facilities, including non-permissible entry or presence in any residential halls, unauthorized entry (sneaking in, entering through the window or failure to identify) or overnight stay in the residential hall room of others.
- iii. Failure to comply with the direction of University officials and/or designated University security officials acting in performance of their duties and/or failure to identify oneself to these person(s) when requested to do so.

2.7 Policy on Falsification

Prohibited Actions/Conduct:

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

2.8 Policy on Attempts to Defraud

Prohibited Actions/Conduct:

- i. Fraud, forgery, alteration or unauthorized use of documents, University records or instruments of identification with the intent to defraud or deceive, including, but not limited to, misusing or reproducing University-issued documents such as ID cards, Commencement tickets, registration passes, temporary entrance permits

or car stickers or false accounting (submitting false or exaggerated claims for reimbursement of expenses from University-allocated budget for University-sponsored or University-approved activities).

- ii. Unauthorized use or distribution of course-related content, research of a second party, video or audio or exams, without the consent of the owner.
- iii. Tampering with or unauthorized or fraudulent use of campus telephones or access codes or falsely using telephone or bank credit cards, including, but not limited to, accessing the answering machines or voice mail of any other student, faculty member or staff member on campus or use of bank credit cards that belong to any AUS community member.

2.9 Policy on Physical Assault

Prohibited Actions/Conduct:

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

2.10 Policy on Harassment

Prohibited Actions/Conduct:

- i. Conduct (physical, verbal, graphic, written or electronic) or intimidation that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of a person to work, study or participate in an activity.
- ii. Stalking: Repeatedly engaging in a course of conduct directed at the other person that makes a credible threat with the intent to place a person in reasonable fear for his/her safety or safety of his/her family.
- iii. Defamation: Spreading rumors about a person and disclosing his/her personal information invading his or her privacy so as cause embarrassment and distress to another person.
- iv. Use of profane, obscene, indecent and immoral or seriously offensive language and gestures or propositions.
- v. Inappropriate behavior, demonstrating a lack of respect or harassment that is

based on race, gender, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability.

- vi. Use of information and communication technologies including, but not limited to, email, mobile phones, instant messaging, text messages, personal websites, social networking sites and online personal polling websites to support harassing or hostile behavior by an individual or group, or that is intended or has the potential to harm or demonstrate disrespect for others (e.g., cyberbullying). For more information, please see <http://bit.ly/AUSDigitalContentGuidelines>.
- vii. Bullying: Encouraging or involving in any act individually or in conjunction with a group to cause physical or mental harm or humiliation or substantial risk to a student or other members of the AUS community. Such acts may include, but are not limited to, forcing someone to smoke or drink alcohol, creating excessive fatigue, or punching or kicking in any form.

2.11 Policy on Inappropriate Contact

Prohibited Actions/Conduct:

- i. Inappropriate contact between a male and female is strictly prohibited by the cultural norms of Sharjah and the UAE and is considered a violation of the Code.

2.12 Policy on Abuse of Information Technology

Prohibited Actions/Conduct:

- i. Stalking, harassing, bullying or otherwise intimidating others using any information technology device, computers, social media or social networking websites.
- ii. Use of software or tools that constantly refresh or monitor for seat availability or those that automate filling fields or speed up registration in an unfair manner.
- iii. Misuse of social bots or similar tools for manipulating student voters' decisions during club/organization elections or events.

iv. Hacking into the AUS network to access student records or other unauthorized information, cause a security hazard, or intimidate students or staff members.

- v. Intentionally interfering with the AUS network or IT systems to alter the intended use.
- vi. Intentionally using the AUS network or IT devices to spread a virus to the AUS network.
- vii. Gaining unauthorized access to the computer or email, student information system, or course management system accounts of any member of the AUS community.
- viii. Unauthorized use or manipulation of University IT systems and/or University processes to alter or hinder university operations for personal, material or monetary gain. This includes, but is not limited to, reserving seats or buying, selling, trading or taking advantage of reserved seats in courses during registration.
- ix. Use of the AUS network or any IT device for any unauthorized purpose not otherwise listed in this Code.
- x. Tampering with, or unauthorized or fraudulent use, of University computers or other students' computers, network systems, personal USBs or other data storage devices or computer files as defined under IT policy. For more information, please see the IT Policies section www.aus.edu/IT.

2.13 Policy on Sexual Misconduct

Prohibited Actions/Conduct:

- i. Sexual abuse: Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent including, but not limited to the following: inappropriate touching or fondling against a person's will; non-consensual sexual intercourse; or non-consensual sexual contact that includes, but is not limited to, any intentional sexual touching with any body part by any person upon any person without consent.
- ii. Indecent exposure defined as the exposure of the private or intimate parts

of the body in a lewd manner, in public or in private premises, when the accused may be readily observed.

2.14 Policy on Theft, Property Damage and Vandalism

Prohibited Actions/Conduct:

- i. Theft or unauthorized use of University property or property of an AUS student, faculty member, staff member or visitor on University premises, including, but not limited to, possession and use of stolen property.
- ii. Vandalism, including, but not limited to, damaging or defacing objects or any University property willfully and/or recklessly.

2.15 Policy on Illegal and Unauthorized Possession or Use of Weapons

Prohibited Actions/Conduct:

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

2.16 Policy on Involvement in Unauthorized and Illegal Activities

Prohibited Actions/Conduct:

- i. Unauthorized use, distribution or posting of any printed material (including in electronic form) or use of the University's corporate name or logo in any communication or print by any student(s) or student organizations. This includes use of the University's logo or corporate name in any off-campus functions, which may not be reserved in the name of the University.
- ii. Unauthorized soliciting or canvassing by any individual, group or organization on University premises or in University residential halls.
- iii. Gambling or other illegal or unauthorized games or contests of chance on University premises and

- in University residential halls or at University-sponsored functions.
- iv. Recording of images of individuals without their consent or using electronic or other means to make a video or photographic record of any student in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress or damage to reputation. This includes, but is not limited to, taking video or photographic images in showers, locker rooms, residential hall rooms, classrooms and restrooms. The storing, sharing and/or distributing of such unauthorized recording by any means are also prohibited.
- v. Electronically or physically distributing, storing or posting of pornographic or offensive material that demonstrates a violation of the relevant laws of Sharjah and federal laws of the UAE.
- vi. Obtaining, reproducing or distributing University-issued documents for personal, material or monetary gain. This includes, but is not limited to, obtaining through unauthorized means and/or distributing course-related or University-issued material, and reproducing-issued material, and producing and/or buying, selling or trading University-issued documents such as registration passes or Commencement tickets.
- vii. Violations of traffic laws, including, but not limited to, reckless driving, forced parking, parking in a manner that blocks entrance or exit and parking in unauthorized spaces. This also includes failure to comply with instructions provided by persons responsible for enforcing parking and traffic rules on the AUS campus.
- viii. Violations of smoking policies as defined by the University, laws of Sharjah and federal laws of the UAE. This also includes failure to comply with instructions or requests from persons responsible for enforcing smoking policies on the AUS campus.

- ix. Shisha smoking or possession is not allowed on campus premises including residential halls.

2.17 Policy on Student Conduct System Abuse

Prohibited Actions/Conduct:

Interference with the student conduct system, including, but not limited to:

- i. Failure to obey the directives of the Conduct Council Hearing Board (CCHB) or Judicial Affairs Officials.
- ii. Failure to appear at scheduled meetings or hearings.
- iii. Falsification, distortion or misinterpretation of information before the CCHB or Judicial Affairs Officials.
- iv. Disruption or interference with the orderly conduct of a judicial proceeding or hearing.
- v. Discouraging a student's or witnesses' proper participation in, or use of the Student Conduct System.
- vi. Attempting to influence the impartiality of a CCHB member prior to and/or during the hearing.
- vii. Harassment (verbal or physical) and/or intimidation of a CCHB member or Judicial Affairs Official prior to, during, and/or after a conduct proceeding or a hearing.
- viii. Influencing other students to commit an abuse of the student conduct system.

2.18 Policy on Repeated Violations of the Code of Conduct

Prohibited Actions/Conduct:

- i. Violating the terms of any disciplinary sanction imposed in accordance with the Code.
- ii. Violating the Code more than once.

2.19 Policy on Classroom Conduct

Prohibited Actions/Conduct:

- i. Engaging in activities that are not related to the class, inappropriate use of electronic devices, cell phones or laptops, sleeping in class, chronically entering class late or leaving early, eating/drinking in class without

permission, disputing authority and arguing with faculty and other students in class.

- ii. Threatening, verbal abuse including but not limited to using obscene language, demonstrating a lack of respect for the instructor, engaging in discussions in a manner that demonstrates a lack of respect for the instructor and/or others in the class, using admonitory or mocking gestures, indecent acts, defaming, harassment, physical altercations, destruction of property, any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy.

2.20 Policy on Conduct of Student Clubs/Organizations

Prohibited Actions/Conduct:

- i. Tampering with the elections of any University-registered club or organization.
- ii. Abuse of position and resources as an elected member of any registered organization including but not limited to, misuse of resources allocated.

Responsibilities

- Non-academic student conduct administration, conduct procedural compliance and approval of sanctions under the Code are under the remit of the Vice Provost for Student Life (VPSL). The Vice Provost for Student Life reviews modifications, consults with the Provost and Chief Academic Officer and thereafter endorses the Code. The Vice Provost for Student Life ensures that the Code is publicized during the orientation sessions, through Office of Student Affairs publications and the AUS website.
- Judicial Affairs implements the Code with the help of Campus Security, University City officials and the campus community.
- Members of the campus community should report breaches of the Code to the Office of Student Affairs/Judicial Affairs.
- Judicial Affairs will conduct a preliminary inquiry with the complainant and respondent, determine the policy violated, and take the necessary measures

to prevent student(s) from further involvement as well as educate students on the judicial process that will be implemented to enforce this policy.

- The Conduct Council Hearing Board (CCHB) is responsible for deliberating and recommending sanctions on major infractions of the Code.

2.5.6 Procedures/Guidelines

Complaints related to breach of the Code involving student(s) must be reported to the Vice Provost for Student Life and/or Judicial Affairs in writing or emailed to osa-judicialaffairs@aus.edu.

1. Student Conduct Process

- 1.1 Judicial Affairs Officials will acknowledge the complaint, meet with the student(s) involved [the complainant(s) and the respondent(s)], discuss the charges, determine whether the violation has occurred and issue the sanctions at a primary level. Verbal warnings, reprimands, first warning and second warnings will be issued by the Judicial Affairs Officials. In cases of minor infractions that warrant sanctions, the Judicial Affairs Officials will recommend sanctions to the Vice Provost for Student Life. Judicial Affairs Officials will be responsible for questioning, listening to the complainant and respondent, report writing, collecting supporting evidence, reporting to the Vice Provost for Student Life and the CCHB (when it is determined that the case warrants review by the CCHB), organizing hearings, implementing sanctions, documentation and storage of case-related material, follow up with students, witnesses and connected individuals, providing referrals to concerned University units, and archiving student files.
- 1.2 The Vice Provost for Student Life is authorized to impose the following sanctions: warning letters, disciplinary warnings, social and conduct probation, suspension for one or more semesters or dismissal from the residential halls, denial of use of University privileges,

levying fines; recommending suspension for a stipulated period or permanent dismissal from the University to the Provost and Chief Academic Officer when the student(s) are found guilty.

- 1.3 Students who have violated the Policy on Classroom Conduct must be referred to Judicial Affairs. Judicial Affairs will conduct an inquiry and take necessary action while the student continues his/her classes after signing the undertaking prohibiting him/her from continuing misconduct. If student behavior is found egregious and represents a threat to self or others, the concerned community member should provide Judicial Affairs referral for crisis intervention and emergency action.

2. Proceedings

- 2.1 Any member of the University community may bring a complaint against a student or a student organization. A complaint must be filed with Judicial Affairs within 10 working days of the occurrence or the discovery of the alleged infraction(s). The complaint should be a concise and complete statement of the allegations. If the complainant fails to appear or provide a written statement of facts within 10 days, the complaint will be treated null and void.
- 2.2 Judicial Affairs Officials will consult with the complainant and respondent to determine whether a violation has taken place. If there is sufficient cause to believe that violation has occurred, the parties will be notified of the charges and evidence will be collected. Upon determination of guilt, sanctions will be recommended to the Vice Provost for Student Life.
- 2.3 Judicial Affairs Officials will contact the CCHB members to set a time and place for the hearing. Every effort shall be made to schedule this hearing within one week of the time a complaint is filed. The respondent shall receive a notification of the alleged violation and the time and place of the hearing.
- 2.4 If the respondent chooses not to appear for the hearing, the CCHB will consider

the evidence supporting the allegations and a decision will be made in the absence of the respondent.

- 2.5 Judicial Affairs officials will notify the respondent in writing of the specific allegations filed, the hearing outcome and the sanctions.
- 2.6 Parents, family members, advisors or legal counsel are not permitted at any point during the conduct inquiry and adjudication process.
- 2.7 The University reserves the right to impose sanctions in cases in which a student has withdrawn from courses, withdrawn from the University, or been awarded a degree prior to the resolution of a conduct case. The University may impose registration and/or housing holds to prohibit registration during the proceedings. If a sanction has been imposed on a student who has withdrawn from the university or been awarded a degree prior to the resolution of a conduct case, the files will normally be retained as a disciplinary record for at least five years from the date Judicial Affairs issues a letter stating the sanctions.
- 2.8 Judicial Affairs reserves the right to continue the proceedings of an unclosed case after any semester break or university closure.

2.5.7 Special Cases

All AUS registered students are subject to rules and disciplinary procedures, including students with psychological, mental health or other medical conditions. The following will be treated under as special cases as per the following procedures:

When there is sufficient cause to believe that a student accused of a violation of the Code may pose a threat of violence directed against self, others or University property as a result of psychological, mental health or other medical conditions, the Vice Provost for Student Life or designee may provide a referral to University Counseling Services, the University Health Center or a qualified professional outside of the University for a comprehensive evaluation. The Vice Provost for Student Life may recommend to the Provost and Chief Academic Officer a

suspension until a comprehensive evaluation verifies that the student does not pose a threat to self, others or University property.

If circumstances warrant a comprehensive evaluation by a qualified professional outside of the University, students will be responsible for all costs associated with the evaluation. The University reserves the right to verify that the evaluation has been completed.

Emergency Action

If a student causes harm to self or poses an immediate threat to others, the Vice Provost for Student Life or designee will contact Campus Safety and Security for intervention and provide a referral to University Counseling Services, the University Health Center or a qualified professional outside of the University for a comprehensive evaluation. If circumstances warrant a temporary suspension, the Vice Provost for Student Life will make a recommendation to the Provost and Chief Academic Officer.

In the instance of severely and willfully disruptive behavior, or when the ordinary rights of any member of the University community are threatened by the continued presence or activity of any student or students in the residential halls or elsewhere on campus, the Vice Provost for Student Life may suspend such student(s) from participating in residential life or other campus activities, or suspend an organization or club temporarily pending the outcomes of a hearing.

Confidentiality

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

If requested, efforts will be made to protect the complainants' and witnesses' identity.

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

2.5.8 Parental Notification

The Office of Student Affairs may notify parents or guardians of students' misconduct in the following cases:

1. Violations of the University's alcohol or drug policies or involvement in an act of serious misbehavior judged by the Vice Provost for Student Life to be egregious to indicate that the student's health or safety may be at risk, or that the student may have placed others at risk.
2. A student's violations of the Code that result in the student's removal from the residential halls or suspension or dismissal from the University.
3. A second violation of the Code.
4. Violations of the Code that result in knowledge of a psychological, mental health or other medical condition that could result in the threat of violence directed against self, others or University property.

2.5.9 Non-Compliance with Policy

A. Sanctions

Standard sanctions such as conduct probation, social probation, fines or assessments for damages to University property may be appropriate for lesser offenses. Repeat offenders may receive harsher sanctions. For more serious matters, such as behavior that disrupts the orderly operation or compromises the safety or orderly operations of the residential halls or the University, suspension or dismissal from the residential hall or the University may be recommended. For student groups or organizations, probation, denial of use of University facilities, fines or withdrawal of official recognition or suspending the organization / group for up to two semesters may be recommended. The CCHB will recommend sanctions consistent with the severity of the offense. The CCHB may recommend sanctions reflecting the nature of particular offenses.

One or more of the following sanctions may be imposed for a violation of the Code. The CCHB is not limited to the list of sanctions provided below and may recommend new sanctions. However, all

sanctions require review by and approval from the Vice Provost for Student Life and the Provost and Chief Academic Officer (refer Student Conduct Process 1.2, 1.3), and may be modified, deferred or suspended. The sanctions that may be imposed are as follows:

- letter of apology
- presentation of a workshop
- research paper or project
- reflection paper
- warning (notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action)
- punitive fine
- conduct probation
- social probation (engagement in community service)
- temporary or permanent barring from University premises
- restitution (repayment of the direct cost for damages or services resulting from a violation of this code—Reference Restitution Policy)
- loss of privilege (for example, denial of visiting privileges in University housing or denial of access to computer services or to the Sports Complex)
- residential hall suspension (up to two semesters) or dismissal (permanent)
- suspension (up to two semesters) from the University (permanently recorded on the student's academic transcript)
- dismissal from the University (permanent termination of student status and exclusion from University premises, privileges and activities, which will be permanently recorded on the student's academic transcript) . In instances of dismissal from the University, the Appellate Board will review the case and make a recommendation to the Provost and Chief Academic Officer.

For information related to grades for courses in progress at the time of suspension or dismissal during a regular semester or summer term, please see the Grades and Academic Standing section of the

Undergraduate Catalog or the *Graduate Catalog*.

B. Failure to complete a mandated sanction within the period specified may result in administrative sanctions recommended by the CCHB.

C. Students are solely responsible for any financial implications resulting from a conduct violation.

D. Appeal Process

Disciplinary actions may be appealed in keeping with the following provisions:

i) Respondents may appeal any disciplinary determination arrived at through a hearing and resulting in disciplinary probation, removal from University housing, suspension or dismissal.

1. Appeals must be in writing and delivered to Judicial Affairs within seven working days after date of notice.
2. Appeals will be reviewed by an Appellate Board of the CCHB and will consist of two members who did not serve on the original hearing panel.
3. The Appellate Board will determine the appeal's viability based on whether there is new information that significantly alters the face of facts stated earlier, evidence of improper procedure, findings that are against the weight of evidence or excessive sanctions.
4. The Appellate Board may deny the request for appeal and affirm the original findings of the CCHB, or grant the request for an appeal and forward its recommendations to the Provost and Chief Academic Officer.
5. The following standards will apply when appeals are considered by the Provost and Chief Academic Officer:
 - a) Sanctions may be increased or decreased, if found to be substantially disproportionate to the offense.
 - b) Cases may be remanded for rehearing by the CCHB, if specified procedural

errors or errors in interpretation of university regulations were so substantial as to deny the respondent (or complainant) a fair hearing, or if new and significant evidence becomes available that could not have been discovered before or during the original hearing.

c) Cases may be dismissed if the finding is deemed to be unsupported by the evidence.

ii) Students may also appeal for reinstatement in residential housing, athletic teams, sporting events, student organizations, student activities, leadership events, community services programs and other Student Affairs programs after a year of receiving a letter for violation of the code of conduct or academic integrity code violation letter. Appeals of students with serious violations of the code of conduct and with egregious behavioral offenses will not be considered for reinstatement.

1. The Senior Manager of Judicial Affairs will form an advisory committee inviting temporary members on a case-by-case basis. For example, in the case of a student appeal with a housing hold, the Senior Manager of Student Residential Life and the

senior dormitory supervisor where the student caused the violation will be on the committee.

2. The student appeal will be forwarded to the advisory committee.
3. The advisory committee will interview the student and put in its recommendations to the Vice Provost for Student Life.
4. The Vice Provost for Student Life's decision will be final and conveyed to the student by Judicial Affairs in writing.

iii) A student withdrawn or suspended temporarily due to misconduct or a psychological, mental health or other medical condition may appeal for reinstatement in residential halls. The Vice Provost for Student Life will ensure that there is no indication of continuation of the misconduct that resulted in withdrawal or temporary suspension. The Vice Provost for Student Life will form an advisory group to assess the appeal, review supporting documents (e.g., medical reports), and make a recommendation to the Vice Provost for Student Life. The Vice Provost for Student Life or designee will inform the student of the final decision in writing.

2.5.10 Non-Academic Sanctions

| Level | Academic Penalty | Non-Academic Sanction |
|-------|---|--|
| a | Resubmission of the work in question | No non-academic sanction |
| b | Submission of additional work for the course in which the offense occurred | No non-academic sanction |
| c | Lowered grade or loss of credit for the work found to be in violation of the integrity code or a lowered overall grade for the course | Prohibition from OSA-related activities and disqualification from athletic or active student scholarship for one full semester (in addition to the semester/term in which the offense occurred) |
| d | Failing grade of XF for the course in which the offense occurred | Prohibition from OSA-related activities and disqualification from athletic or active student scholarship for one full academic year (in addition to the semester/term in which the offense occurred) |
| e | Suspension for one or more academic terms, including the term in which the offense occurred | Permanent prohibition from and disqualification from athletic or active scholarship and OSA-related activities |
| f | Dismissal (for a specified term or permanently) from the university | Not applicable |

2.5.11 Disciplinary Files and Records

Case referrals may result in the development of a disciplinary file in the name of the respondent. The file will be voided if the student is found not in violation of the code. Voided files will be so marked, will not be kept with active disciplinary records and will not constitute disciplinary records. Voided files will normally be destroyed after five years. The files of students found responsible for any charges against them will normally be retained as a disciplinary record for at least five years from the date Judicial Affairs issues a letter stating the sanctions. Evidence in the form of audio or video record, SMS or text messages, written proof or other material in physical or electronic form collected by Judicial Affairs will be archived in the student files.

2.5.12 Conduct of Students on Student Council or Boards of University-Registered Clubs/Organizations

Students on Student Council or on the boards of university-registered clubs and organizations are considered role models for their peers. AUS expects all board members to adhere to the highest standards of ethical behavior. A student on any board who is found in violation of the Student Code of Conduct or Academic Integrity Code or UAE laws during his/her tenure will be immediately ejected from the club/organization and discharged of his/her responsibilities from the date of receiving the notification from the Vice Provost for Student Life or designee.

2.5.13 Conduct of Participants and Spectators at Sports Events

Good sportsmanship is vital to the success of every athletic contest. The university and Student Athletics and Recreation work to ensure that students exhibit good sportsmanship while participating in or watching any athletic event. In order to encourage proper conduct during sports events, officials, supervisors and administration personnel shall make decisions on whether to warn, penalize or eject participants/players or teams showing poor sportsmanship. These decisions are final. The following are considered evidence

of poor sportsmanship:

- unnecessary delay of game
- participation under a false name
- use of profanity
- striking or shoving an opponent or official
- arguing with officials concerning judgment calls
- derogatory and abusive remarks
- any action intended to physically harm an official
- any action that shows disregard for the rules or policies of the AUS Student Athletics and Recreation department
- any other violations of the Student Code of Conduct

The Student Athletics and Recreation Director will immediately report any participants who exhibit improper behavior to Judicial Affairs. After a thorough investigation, the Judicial Affairs official(s), in consultation with the Vice Provost for Student Life and the staff of the Student Athletics and Recreation department will determine if a letter of reprimand or warning is sufficient or if the case warrants further action by the Conduct Council Hearing Board. The board may recommend sanctions including, but not limited to, a warning letter to the team/athlete or suspension of the team or athlete from engaging in sports activities for a semester or academic year.

2.5.14 General Regulations Regarding Use of Student Center Facilities

Any organization using the Student Center must abide by the university's rules and regulations and follow the Student Code of Conduct mentioned in this handbook.

1. Users must comply with all instructions given by the Student Center management.
2. No decorations, signs, posters, announcements or notices may be affixed to walls, ceilings or floors for any event without permission from Student Development and Organizations. Only approved signs can be posted on designated bulletin boards.
3. Users must refrain from moving and rearranging the furniture set-up of the Student Center.
4. Amplified sound, including items such as laptops, mobile phones, mp3 players, etc.,

must not be so loud as to disturb other events or students in the center.

5. No commercial activity or solicitation can be conducted in the Student Center unless approved by Student Development and Organizations.
6. No organization or student, except designated AUS employees, will remain in the building after it is officially closed.
7. Users under the age of 14 must be accompanied by an adult and must adhere to the same rules as all other users.
8. As with any other AUS building, smoking is not permitted in the Student Center.
9. The Student Center is not responsible for any lost or stolen items within its premises.
10. Refreshments served by food outlets in the Student Center must be consumed in designated areas only.
11. Dining is not allowed in the Student Center lounges.
12. Pets are not allowed in the Student Center.
13. No bicycles, roller skates, skateboards, etc. are allowed in the Student Center.
14. Gambling is not permitted in the Student Center.

Breach of Student Center regulations is subject to disciplinary action.

2.5.15 Library Code of Conduct

The AUS Library is committed to providing an engaging and productive learning environment for all library users. A variety of learning spaces are available to meet individual and collaborative needs, including group study rooms and "No Talking" zones. Users are required to exhibit appropriate academic behavior at all times.

1. Users of the library are expected to interact courteously and respectfully with other library users and library staff. Those who behave inappropriately will be required to leave the library.
2. Moderate phone use is allowed on the ground and first floor of the library. Phones must be set to silent on the second floor of the library and in all "No Talking" zones. A room for phone use is available on the second floor.
3. Silence is required in all "No Talking" zones, and group study rooms are limited to two or more people.
4. Personal items should not be left unattended. The AUS Library cannot accept responsibility for lost or stolen items.

5. No food or beverage, except bottled water, may be consumed in the library. Smoking is strictly prohibited.
6. Users of the library are expected to respect and preserve the library facility. Users who damage or deface furnishings and equipment will be heavily fined and reported to the authorities.
7. Users are required to comply with the university code of conduct for student use of computing services.
8. Library staff monitors the library and has the right to ask users for a valid AUS ID at any time.
9. An adult must accompany children under the age of 14. Children must abide by the same rules as other library users.

Library users play a fundamental role in creating an environment that is conducive to research, reflection and collaborative learning. As such, all library users are expected to act appropriately in the library and conduct themselves in accordance with this code of conduct.

Violation of the Library Code of Conduct will result in one or more the following:

- a verbal or written warning
- referral to Campus Security and the Judicial Affairs officials
- removal from the library
- suspension of library privileges

2.6 MEDIATION SERVICES

Mediation Services is offered to students through Judicial Affairs. Mediation is considered as an activity in which a neutral third party, the mediator, assists two or more parties in order to help them achieve an agreement on a matter of common interest. Mediation Services is committed to assist students in resolving their conflicts amicably to reach a win-win agreement that is beneficial for both parties involved in the conflict.

2.6.1 Purpose of Mediation

- To assist students in resolving disputes with the help of a neutral mediator
- To teach students how to mediate and learn to resolve their own problems using an alternative route, i.e., mediation

2.6.2 Benefits of Mediation

- Student conflicts are resolved by applying alternative problem-solving techniques.
- Positive thinking is inculcated in students and they learn to tolerate team members, fellow students and people with different cultures and traditions.
- Students' personal relationships improve as they learn to communicate better.
- Violence and disciplinary actions reduce.
- Students learn problem-solving and active listening skills.
- Students availing mediation services assume responsibility for resolving conflicts and learn the consequences of their decisions.
- Students are trained by professionals and become involved in facilitating the mediation process.
- Students are able to contribute to the community.
- The approach of trained student mediators helps mediation become more effective in residential halls as well as in the college/ school environment.

2.6.3 Conflicts that May Be Referred to Mediation Services

- Student misunderstandings due to individual factors (such as personal or individual differences) or interactional issues/dynamics between people.
- Interactional student conflicts due to behavioral differences; failure to recognize and understand cultural diversity; secondary emotions such as anger, frustration or hurt; poor listening and communication; selfishness; or irrational thinking and perspectives.
- Disputes invoking serious violations of the Student Code of Conduct will not be mediated.

2.6.4 The Mediation Process

- A dispute or disagreement between students is brought to Mediation Services.
- The mediator collects all the necessary information and makes an appointment to meet the disputants individually.
- Both students are contacted and the reason for their dispute learned.
- The mediation coordinator determines if the dispute is appropriate for mediation.
- She/he schedules the mediation in a neutral location.
- The mediators assist both the parties to arrive at a solution to the dispute.
- When the solution is found acceptable to both parties, a consensual agreement is signed in the presence of the mediator.
- After a certain interval, both parties are contacted to find out if the solution is working.

Students are also offered free mediation training. Selection criteria apply to every applicant. Conducted every semester, this training equips them with the skills to mediate. Trained student Peer Mediators

are privileged to experience real mediation cases, provided they remain active on the Peer Mediation Forum and upon the permission of the mediating parties.

Students are encouraged to write to mediation@aus.edu for queries concerning mediation or visit www.aus.edu/osa/mediation_services.



2.7 STUDENT LEADERSHIP PROGRAM

Student Leadership Program (SLP) recognizes leadership as an important aspect of a complete college education. SLP offers a wide range of opportunities for students to develop their leadership, personal and communication skills and prepares them for a lifelong commitment to leadership and good citizenship. SLP engages students in local, regional and international conferences and Model United Nations simulations that aid in the development of character, public speaking skills, confidence, mindset and overall leadership capabilities. Students can choose to get involved in programs such as the Peer Leaders Program, the Emerging Leaders Program, the Women's Leadership and Enrichment Program, and the Youth Leadership Training Program. They can also participate in the AUS Student Lecture Series and attend workshops under the Student Training and Workshop Series.

2.7.1 Programs Offered

2.7.1.1 Peer Leaders Program

The Peer Leaders Program allows students to serve as role models for incoming freshmen. Working as mentors, Peer Leaders positively impact new students' experiences and ease their transition into college life. Peer Leaders welcome new students, assist and guide them during orientation weeks, and help them discover the range of activities and organizations that can improve their lives at AUS. Peer Leaders work closely with the Director of the Student Leadership Program and are expected to attend all functions and activities during orientation.

A. Who Should Join the Peer Leaders Program?

The program is designed for students who:

- are interested in helping others
- want to develop their leadership skills
- are reliable, responsible and committed

B. Selection Criteria

Students selected as Peer Leaders must meet the following criteria:

- minimum GPA of 2.8
- sophomore, junior or senior rank
- interest in working with both staff and students
- interest in working with a diverse student group
- willingness to act as mentors for first-year students

C. Duties and Responsibilities

A student selected as a Peer Leader must:

- serve as a positive role model for new students
- help the program facilitator in preparation for program's activities
- abide by and enforce university rules and regulations
- serve as a resource person and work closely with SLP staff and AUS administrators
- attend orientation planning sessions
- remain present on campus when required during orientation activities
- follow up with his/her assigned freshman regularly during the first three weeks of university

D. How to Apply

During spring semester, an email will go

out to all students inviting them to apply. For more information, visit the Student Leadership Program's office in the Student Center, First Floor, A250.

2.7.1.2 Emerging Leaders Program

The Emerging Leaders Program introduces new students to the Student Leadership Program and supports freshmen who are interested in developing their leadership skills. The program helps to connect new students with campus life and encourages them to get involved from the beginning of their journey at AUS. Participants discover their leadership potential and learn from other students within the Student Leadership Program.

A. Who Should Join the Program?

This program is designed for freshman students who are interested in developing their leadership skills.

B. Requirements

An Emerging Leader is expected to:

- be a freshman
- have interest in leadership development
- maintain a minimum GPA of 2.5

C. How to Apply

Interested students many also apply during orientation week. To apply or for more information, visit the Student Leadership Program's office in the Student Center, First Floor, A249.

2.7.1.3 Youth Leadership Training Program

The Youth Leadership Training program engages students in meaningful projects that focus on personal development and community impact. Through this program,

AUS students help youth build their leadership skills and develop a sense of responsibility towards their communities. It prepares students to take significant leadership roles in their university and in other organizations across the UAE. Participants learn to work with people of different races, genders and backgrounds, which enable them to create change in their communities. This is a year-long program; participants are selected at the beginning of an academic year based on their performance in the Student Leadership Program.

2.7.1.4 Women's Leadership and Enrichment Program

The Women's Leadership and Enrichment Program helps female students discover their qualities and enhance their leadership skills. The program offers a comfortable environment for leadership development that encourages female students to take the lead. Participants can take part in worldwide programs that focus on women's development and attend workshops and training related to women in leadership.

Our program is designed for female students who:

- have a strong sense of purpose
- aim to develop their leadership skills and realize their full potential
- aspire to become prominent members of society

Students applying for our program must:

- have a minimum GPA of 2.0
- have tolerance, critical thinking skills and creativity

- be ambitious and have a desire to contribute to the community

To find out more, please visit the Student Leadership Program office in the Student Center, A249.

2.7.2 AUS Student Lecture Series

SLP invites students to lecture through AUS Student Lecture Series. The series offers a unique outlet for students on campus to share knowledge, optimism, successes, failures, and talk about their real life experiences, obstacles and challenges they have overcome. The series benefits students and inspires them through their peers.

2.7.3 International, Regional and Local Participation

The Student Leadership Program participates in many international, regional and local conferences, Model United Nations and other events to encourage students to explore and analyze new topics related to different fields and industries, attend seminars by renowned speakers, and participate in educational workshops to enhance their leadership skills and network with other students from around the world. Participation in international programs and events is highly competitive, so we encourage interested students to take more active roles in SLP. Opportunities include:

- Al Maktoum College Academic Training Program
- Al Maktoum College Summer School
- Bahrain Universities Model United Nations
- Cairo International Model Arab League
- Global Village for Future Leaders of Business and Industry
- International Youth Leadership Conference
- National Model United Nations
- One Young World Summit
- World Business Dialogue

2.7.4 Student Training and Workshop Series

The Student Training and Workshop Series provides students with great development experience. These training sessions and workshops enhance student learning and personal development under organized professional guidance and support. The workshops allow students to meet with experts in the field of leadership to inspire them and aid their acquisition of necessary skills to become influential and successful leaders. The series coaches students in making decisions with integrity, high ethical standards and an understanding of the interests of a diverse community.

2.7.4 Contact

For more information about Student Leadership Program, please visit us in the Student Center, First Floor, A248, A249 and A250. You can also go to www.aus.edu/leadership-program or email us at osasp@aus.edu.

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2.8 STUDENT RESIDENTIAL LIFE

2.8.1 Student Residential Life Mission

The AUS Student Residential Life staff support and complement the mission of the university and its academic programs by creating a comfortable and safe environment that contributes to the success of resident students' educational progress and personal growth.

Student Residential Life offers a learning environment that fosters self-dependence, respect for social and communal standards, and acceptance and tolerance of cultural diversity. The residential halls provide opportunities for residents to improve their leadership, communication and social skills, which support their academic development.

2.8.2 Room Types

Five room types are available: private, semi-private, sharing, single without bath or kitchen, and double without bath or kitchen. Please see www.aus.edu or the *AUS Undergraduate Catalog* for information on the room fees and the Utilities Service Fee.

2.8.3 Residential Halls Facilities and Procedures

A. Residential Halls Deposit/Fees. First-time housing applicants must pay the non-refundable AED 500 room reservation application fee. They should also submit a refundable maintenance deposit of AED 1,000 prior to checking in. For existing resident students who submit a Housing Application through the self-service Banner system, a fee of AED 500 will be charged if a student cancels the room reservation after the fixed application period as announced by the Student Residential Life. In both the above cases, the full room fee is due at time of room assignment but payable by the first day of classes. Also, in the case of withdrawal

after checking in, the housing fee refund policy will be applicable as mentioned in the housing agreement.

B. Moving In/Moving Out. The residential halls open two days prior to the first placement test given each semester. The residential halls are open 24 hours a day and have supervisors to show students their rooms, help them settle in, give them their access cards and answer questions.

Likewise, two days after the last final examination of any semester, residents will be expected to move out of their rooms and return their access cards to the staff at their hall. If a student overstays after the final checkout deadline he/she is liable to pay AED 30 PER DAY, however this overstay is subject to approval from residential halls management. Due to limited storage space, residents have to check with the Senior Dormitory Supervisor about leaving their belongings during the summer vacation. The university holds no responsibility for any stored items or belongings or valuables left behind during such breaks.

Note: All room assignments are valid for a single semester/term. Residents need to re-apply to renew their room assignments. All terms in the Housing Agreement remain valid as long as a student remains in the assigned room in the residential halls. If a student does not apply to renew the room assignment within the set dates, the student loses his/her right to get his/her choice of room and will be assigned based on room availability.

1. Procedures for Moving In

- The student's name will be verified on the hall's list of residents.

- The student will be given a room inventory form, which must be checked and signed within 24 hours from the time of issue.
- The student will receive an access card.

2. Procedures for Moving Out

- Staff will compare the room condition against the room inventory form.
- The student will sign the check out form.
- The student will return access card (room key).
- The resident will vacate the room at the end of the academic year, upon cancelling their room assignment or when being dropped from courses at any time.

C. Security. To ensure the security of all students, all residential halls are protected by patrolling security staff. Student Residential Life staff members also work to provide safety and comfort for all residents.

D. Room Inventory Forms. Room inventory forms must be signed and returned to the staff at the halls within one day of issuance. Failure to do so will result in the assumption that the room and furnishings are in excellent condition. Damage charges will be based on the above conditions. As a result, the student may be charged more than he/she would otherwise have been charged. Outstanding cleaning costs for the room, floor or door damage will be charged at the end of a student's occupancy or at the end of the academic year.

E. Check-out Procedure. Residents who intend to check out should inform the staff in advance. Residents must clean their rooms before checking out and return their rooms to the condition prior to occupancy. Students are responsible for having the room checked, locking the door, returning the access card and checking out with the staff at the hall. If a room is found unclean or student belongings unpacked, SRLD staff reserves the right to arrange for removal

and packing of items left behind. Cleaning and packing charges will be applicable depending on the number of cleaners engaged and the packaging material used for the task.

F. Transfer. Requests for a transfer to another room are first done through the residential hall supervisors and require final approval by the Senior Manager of Student Residential Life. If a resident is moving to a more expensive room, the difference in price should be paid prior to moving. Students who choose to downgrade their room status will receive no refund. Please note that transfers are only allowed once per semester and only with a valid reason approved by the Senior Manager of Student Residential Life. Students who change rooms, graduate, withdraw or take a leave of absence must completely vacate their rooms and return their access cards to hall staff.

G. Vacancies. Student Residential Life seeks to fill every space. A student whose roommate cancels his/her housing agreement or moves out of the room should not expect to occupy the room alone. Arrangements for another roommate will be made. Students may arrange to pay a higher rate to keep the room as a private room or a single room. This is subject to the approval of the Senior Manager of Student Residential Life.

H. Room Cancellations. Room cancellation requests are subject to established procedures and the approval of the Student Residential Life staff.

I. Access Cards. For security purposes, residents are compelled to keep their doors closed at all times. If a student loses his/her access card, a replacement fee of AED 50 will be binding. In case the lock cylinder has been damaged, the student will be charged AED 150. In the event any door lock spare part is damaged, charges will be imposed according to that spare part cost.

J. Entering Student Rooms. AUS officials, including the residential hall supervisors,

may enter student rooms (a) when an emergency exists, (b) when a service has been requested by a resident, (c) to check for cleanliness or (d) to check for prohibited items. AUS respects resident students' privacy and therefore will avoid violating it to the greatest extent possible.

K. Storage. Limited storage areas exist in residential halls, so students need to check with their Senior Residential Halls Supervisor regarding the space availability for storing their belongings during semester breaks. Stored items must be properly boxed and clearly labeled with the student's name and ID number. The university does not insure stored items and assumes no liability for them. If a student's belongings remain unclaimed for more than eight weeks, the Office of Student Affairs reserves the right to dispose of any unclaimed or leftover items in any manner it deems fit. In addition, if in any semester or session the resident fails to return back by the first day of classes, Student Residential Life has the right to vacate his/her room. In such cases, any removed personal belongings will be stored for a limited period as mentioned above, without any liability on the part of university. Kindly refer to the Residential Hall Housing Agreement for further details on leaving personal belongings in the residential hall.

L. Cable/TV/Internet. Students are allowed to have televisions and DVD players in their rooms, but personal cable or satellite connections are not allowed to be installed by the resident. However, each dorm has a lounge area with a television connected to satellite channels as well as connection to free-to-air satellite channels in each student room. Internet connections are available in all rooms free of charge.

M. Liability of Damage, Theft or Missing Belongings. The university is not liable, directly or indirectly, for the loss and/or damage of personal property that results from a fire, theft or any other cause.

2.8.4 AUS Resident Students' Bill of Rights

All residents have the following rights:

1. To read and study in their rooms
2. To sleep without disturbance from noise
3. To live in a safe, clean and drug/alcohol-free environment
4. To free access to rooms without pressure from roommates

5. To expect that roommates will protect their personal belongings
6. To personal privacy
7. To be free from intimidation and physical and emotional harm

If students feel that any of these rights have been violated, they should inform the Student Residential Life staff or file a complaint with Judicial Affairs.

2.8.5 Policies Governing Resident Student Conduct

Regulations for student conduct in the residential halls are based on AUS Student Code of Conduct and are detailed below:

A. Curfew. During the week (Sunday, Monday, Tuesday, Wednesday), all residents are expected to be in their respective dorms by 12 midnight. During weekends, (Thursday, Friday and Saturday) they must be in by 1:00 a.m. All residents are required to confirm their presence in person to the Dormitory Supervisor before the start of curfew hours. Once attendance is noted, residents are not to leave the residential halls until the end of curfew hours. Resident leaving the dorms after recording attendance will be considered absent. The Student Residential Life staff monitors the attendance records regularly for tardiness and absences. Late return or absence without permission will require students to sign an undertaking form. This undertaking places the responsibility of the student on him/herself for any consequences due to lateness or absence from the dorm and will be kept as a record. Repeated violation of attendance regulations are reported to the Senior Manager of Judicial Affairs on a weekly basis. The Judicial Affairs officials advise students who violate curfew/attendance regulations. Continuous violation of curfew/attendance regulations may result in a hold on the room reservation for the next semester or dismissal from the residential hall for one semester or more. The room reservation hold can be revoked by the Vice Provost for Student Life subject to procedures.

B. Residential Halls Leave. All resident students are expected to sleep at the residential halls every night, except during official dorm closing periods or if their parents/guardians verify otherwise with Judicial Affairs officials. No leave is given during the week. Students may only apply for leave on weekends with approval of their

parent(s) or guardian; this authorization will remain valid for the entire period of stay unless a notification stating the contrary (cancellation of this form) is received from parent(s) or guardian by Student Residential Life or Judicial Affairs. Leave during the week is only authorized in cases of emergency or under special circumstances and must be approved by the Judicial Affairs official. If a resident is absent for two consecutive weeks from the Residential Halls without written notice, the Student Residential Life Department (SRLD) is authorized to cancel the room assigned. In such cases, the student's belongings will be removed from the room and stored as per the storage policy outlined in the Residential Halls Agreement.

C. Alcohol/Drugs. Refer to the Student Code of Conduct section of this handbook.

D. Smoking. Refer to the Student Code of Conduct section of this handbook. The presence of cigarette smoke in a student's room will imply the use of cigarettes or tobacco and will be referred to Judicial Affairs as a health and safety violation.

E. Littering. Since the residential halls become residents' second homes, all students are expected to maintain cleanliness inside the halls. Rooms are inspected periodically for cleanliness. This practice is important, as it can have serious effects on student hygiene. Students are also expected to regularly empty their rooms of garbage.

F. Harassment/Discrimination. Refer to the Student Code of Conduct section of this handbook.

G. Right of Occupancy. Only full-time, registered AUS students who have paid or arranged for the payment of their residential hall fees, tuition and other university fees have the right to reside in the residential halls. Graduate students may apply for on-campus housing (depending on the availability of rooms). Students doing internships may be allowed to apply for housing depending on the availability of rooms and subject to approval of the Vice Provost for Student Life. These students must be registered and must sign a declaration that they will abide by rules mentioned in the *Student Handbook*.

H. Visitors. The intervisitation policy allows resident AUS students to stay overnight in other residential halls and AUS students to visit the residential areas during specified hours. Resident students can request to

stay overnight with a friend in another residential hall by presenting a valid ID and obtaining permission from the residential hall supervisor. Intervisitation requests will not be considered after curfew hours. Resident students cannot host more than one overnight visitor at one time.

I. Responsibility for Guests. Residents will be held responsible for the behavior of their guests and any other persons visiting them in their residential hall rooms as outlined by the conduct regulations. Residents may, in lieu of the guest or visitor, be charged with violating the respective sections of these policies.

Important:

- AUS students who are non-residents and any other guests can only visit resident students for brief periods and should only meet them in the reception, TV lounge or computer lab. They cannot enter the student's room.
- Fathers and brothers of male residents and mothers and sisters of female residents can visit the student's room for a brief period but cannot stay overnight.
- All types of external visitors need to ensure that they leave the dorm premises prior to the start of curfew hours. The host will be totally responsible for the guests during their stay in the dorm.

In addition:

- A resident shall not pressure a roommate to tolerate the presence of a guest.
 - The presence of the guest should not restrict residents' comfortable use of common and private areas.
 - Residents are not allowed to give access card to guests.
- J. Posting.** Residents must obtain prior approval from the Senior Manager of Student Residential Life before posting information on bulletin boards.
- K. Quiet Hours.** Whatever other functions a residential hall may serve, its essential role is to be a place where students can sleep and study. In order to assist you in your academic endeavors, our policy in all areas is that the right to quiet supersedes the right to make noise. The staff will be more lenient with noise during the day and stricter in their enforcement during the evening and nighttime hours. Quiet hours are designated daily between 12 midnight and 7 a.m. to provide more specific parameters to resident students.

Noise generated outside the residential halls may be reported to AUS Security.

- L. Exterior Displays.** Room decorations must be limited to student rooms. AUS assigns the inside of residences for student use and does not grant residents permission to decorate the exterior of university buildings. This includes window displays, regardless of whether a display is positioned on the inside or the outside of a window. The outside of your door is also considered an interior space for the purpose of decoration. Students will be held accountable to the university for the materials placed on their doors. Students are not allowed to repaint the walls or furniture or damage assets for the purpose of decoration, e.g., nailing a frame to the wall.
- M. Maintenance.** Student rooms will be fully maintained and repaired for any damages. If students cause damage, they will pay for the cost of repairs. In case of damage, the resident supervisor should be informed. Each student is responsible for any damage caused by his/her guest.
- N. Commercial Use.** Resident students are not allowed to conduct a business operation from within a residential hall. Resident students are prohibited from encouraging commercial or profit-making activities or calling in off-campus sales/beauty professionals. It is also prohibited to rent or sublet a room to another person, even if he/she is an AUS student.
- O. Flammable Chemicals, Firearms, Fireworks, Weapons and Explosives.** These articles are prohibited and residents found in possession of such articles will be subject to disciplinary action. Utility knives are permitted in the halls but will be confiscated if used as weapons.
- P. Fire Safety.** A fire alarm sound indicates that an emergency exists. Residents and guests should never assume that an alarm is false or a drill, as any delay in evacuating could be fatal. Setting fires, turning in false alarms, making a bomb threat, refusing to vacate during a fire alarm and tampering with firefighting equipment, fire alarm systems, fire protection sprinklers and smoke detectors are serious offenses and will result in severe disciplinary action.
- Staff on duty are the direct persons who are responsible for evacuation of the facility. Students and guests should fully comply with the instruction being issued by the staff.

- A fire drill will be conducted on regular basis at dorms to enhance students' evacuation time. Students are encouraged to participate and cooperate during the fire drill.

Q. Residential Facilities Policies. The policies below are aimed at protecting AUS and resident students' property from misuse. Students should not:

- attach a mirror to the walls
 - paint walls, ceilings, doors, university furniture, etc.
 - remove window screens
 - install personal locks or chains on bedroom doors
 - install external wiring, antennas or satellite dishes
 - put any holes or hooks in walls, floors or ceilings
 - intentionally or unintentionally damage university property
- R. Laundry.** Washers and dryers are located in each residential hall. Only resident students are allowed to use this service. AUS is not liable of any loss, damage or theft of student/s clothes. Students are encouraged to be on guard while they are using the laundry.
- S. Furniture.** Students are strictly forbidden from removing any of their room furniture. The necessary furniture is provided according to AUS standards. Resident students may obtain approval from the Director of Student Residential Life to bring in special furniture prescribed for medical purposes.
- T. In the Event of an Emergency.** In the event of an emergency, students may contact the dormitory supervisors on duty who will communicate with the emergency services of the university.
- U. Fitness Rooms.** By signing the check-in form, the residing student has accepted that AUS is exempted from any liability related to the use of the fitness rooms.

2.8.5.1 Prohibited Conduct Concerning Security

- a. entering any residential hall without showing identification card to the resident supervisor
- b. not responding to the hall supervisor's instructions
- c. hosting a visitor in the dorm without permission from the hall supervisor or

extending authorized visiting time

- d. propping open outside doors or exit ways without the permission of a resident supervisor
- e. using any marked fire exit except during a fire drill or in the event of an actual fire
- f. blocking any fire door or fire exit
- g. misuse of access card
- h. failure to return access card upon vacating a room
- i. entering or exiting a residential hall through a window in a non-emergency situation
- j. breaching the privacy of others in the dorms
- k. stealing, using or moving student belongings without their permission
- l. aggressive behavior towards other students or staff

2.8.5.2 Prohibited Conduct Concerning Fire Codes

- a. setting a fire within university buildings or areas next to the buildings
- b. using any broiler oven, electric coffee maker, popcorn popper, toasters, microwave oven, hotplate, open burner or electric water-heating device in non-designated areas
- c. cooking indoors with charcoal or any open flame device
- d. burning candles or incense indoors
- e. failure to evacuate buildings immediately and properly when a fire alarm has sounded and/or reentering any building during a fire drill or in an actual fire situation before receiving permission to do so from a resident supervisor or security official
- f. tampering with fire equipment or removing fire extinguishers from their mounts or storage boxes except in the case of an actual fire
- g. activating a fire alarm when no fire is present or falsely reporting a fire or other emergency
- h. using electrical lights and appliances so that wattage in use totals more than 850 watts in a student room at a given time
- i. disconnecting the alarm or otherwise tampering with any smoke detector
- j. running electrical wires beneath any rug or carpet
- k. replacing any university-provided room draperies with something other than fire-retardant materials

2.8.5.3 Prohibited Conduct Concerning Property

- a. removing furniture from any common area without the authorization of a hall supervisor
- b. removing any wall-mounted furniture
- c. marking or defacing any surface (e.g., door, wall, carpet)
- d. marking, defacing, stealing, harboring or damaging any property belonging to the university in general, to any hall resident or to any commercial vendor (i.e., vending machines, washing machines, dryers or telephone equipment)
- e. Vandalism/Responsibility for Damage. Residential halls and their populations are held responsible for all university property assigned for their use and may be financially liable for its destruction or loss. Residents will be billed for repair or replacement if they have caused damage in their own rooms or in common areas. In the event of willful damage to the common areas in the immediate vicinity of a student's room or to the furnishings or facilities located there, if the willful perpetrators of such damage cannot be identified, all residents served by that common area may be assessed for repair or replacement costs.

2.8.5.4 Other Prohibited Conduct

- a. engaging in any disorderly conduct or interfering with other residents' rights to an environment conducive to study and to sleep.
- b. any activity that excessively disturbs residents, especially during designated quiet hours
- c. engaging in sports activities or making excessive noise within 50 feet of any residential hall
- d. shouting or otherwise creating disturbances from any residential hall window
- e. making excessive noise by any means whatsoever. This includes putting loudspeakers through room windows at any time and any noise audible outside a student's room or in public areas, especially during quiet hours.
- f. dropping or throwing any solid object or liquid from windows
- g. keeping dangerous materials, including but not limited to firearms, air or carbon dioxide- powered weapons, fireworks and dangerous weapons

- h. refusing to follow a directive from a hall supervisor or security official who is acting in the performance of his/her duties
- i. harassing or verbally abusing any resident, guest or staff member living in the residential halls
- j. physically assaulting or causing harm to any person on university premises
- k. posting or distribution of any materials or soliciting or canvassing within the residential halls without the approval of the resident supervisor or in violation of university posting policies
- l. hosting an overnight guest (resident student only) without obtaining an internal visitor's form
- m. tampering with telephone equipment, falsely using telephone credit cards or otherwise fraudulently using campus telephones
- n. accepting any collect telephone calls to a university or residential hall phone
- o. participating in water fights in and around the residential halls using water guns, water balloons or buckets
- p. video shooting or filming documentaries in the residential halls
- q. keeping any pet in a student room

2.8.6 Resident Assistants

The Office of Student Affairs encourages undergraduate resident students to work as resident assistants (RAs). This opportunity enhances students' leadership qualities and contributes to their personal and professional growth. RAs facilitate community development and support the mission of the residential halls. Resident assistants will be selected every semester.

2.8.6.1 Criteria for Recruitment

- A. University Standing.** An applicant must be a full-time sophomore, junior or senior AUS student and must be residing in the residential hall for four continuous semesters. Students on disciplinary or academic probation are not eligible. Candidates must remain in good academic and judicial standing throughout the application process and employment.
- B. Grades.** All applicants must have a minimum cumulative GPA of 2.5. This GPA must be maintained even after the student is employed, although a higher average is encouraged.
- C. Skills/Qualities.** Applicants must have good communication skills, be cooperative, be

interested in building community within the residential halls and in working with a diverse population, be committed and possess a basic understanding of human interaction, and be capable of referring students to the right person on campus based on the need.

2.8.6.2 Process of Recruiting

Applications received will be short-listed. Students will be called for group discussion and individual interviews. One student will be recruited in each residential hall (four females and eight males). The Vice Provost for Student Life will issue an employment letter after the final selection.

2.8.6.3 Training

RAs will receive five hours of training scheduled by Student Residential Life Department.

2.8.6.4 Other Details

- A. Responsibilities.** RAs will be responsible for balancing their residence life responsibilities with academics, other campus activities and social commitments; for nurturing student development; for familiarizing students with their rights and responsibilities at AUS; for following the rules and regulations mentioned in the handbook; for completing administrative duties assigned by the Senior Manager-SRLD; for contributing to the welfare of students and the residential halls; for responding appropriately in emergency situations; for helping develop a healthy, positive community; and for regularly assisting with and participating in residential hall activities.
- B. Duty Hours.** RAs are required to work a minimum of five hours a week.
- C. Duration of Work.** Each RA will be employed for one semester only. The term will be renewed or extended by the Vice Provost for Student Life subject to requirement.
- D. Leave and Absence from Campus.** RAs are expected to be on assignment whenever the residential halls are open, including two days before the halls open to students and the last day the halls are open.
- E. Compensation.** The RA will be given a remuneration on his/her room. The Vice Provost for Student Life will approve the applicable remuneration and notify the Senior Manager-SRLD accordingly. This remuneration will be restricted to one semester only.

- F. Job Performance Evaluation.** RAs will be formally evaluated in the middle of the semester by the Senior Manager of Student Residential Life. In the event that the RA fails to perform duties as expected, his/her contract will be terminated and he/she will not be reappointed. In case of such a termination, the RA will not be eligible for 50 percent remuneration for the semester.

2.8.7 Desk Assistant

The Desk Assistant is a student employee. He/she is the customer's second contact with the residence hall after the supervisor.

2.8.7.1 Responsibilities

1. Perform duties following assigned hours at the desk.
2. Answer the desk telephone promptly and professionally.
3. Communicate messages recorded for hall staff.
4. Administer the hall's visitation (Dorm visitor students).
5. Liaise with hall residents, staff and guests.
6. Direct visitors/residents in the hall to appropriate people/places for assistance.

2.8.7.2 Specific Requirements

1. Read and understand the *Student Handbook*.
2. Work at the front desk with the exception of opening in the fall semester and closing in the spring semester (check in and check out).
3. Maintain the front desk by performing related administrative duties.

2.8.7.3 Duties

1. Attend and participate in all staff training sessions including staff meetings and others as assigned by the management.
2. Display a positive, professional attitude and support towards students, staff and visitors.
3. Report all emergencies and serious situations to the supervisor and help conduct emergency evacuations and/or drills on the supervisor's order.
4. Support, promote and participate in hall programs and activities.
5. Help to complete administrative tasks accurately such as check-in, check-out, maintenance requests, surveys, room inventory, head counts and others as assigned by the supervisor in a timely manner.
6. Be knowledgeable about and follow procedures for alarms and emergency procedure.

Interested students can obtain an application form from the Student Residential Life Office A259, First Floor, Student Center. Resident Assistants and Desk Attendants are students employed by Student Residential Life. Further details can be obtained from the website or the Student Residential Life.

Student Residential Life Department Contacts

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www.aus.edu/osa/residentialhalls

2.9 STUDENT DEVELOPMENT & ORGANIZATIONS

AUS students take an active role in governing and shaping campus life. The Student Development and Organizations department plays an important role in providing students with extracurricular opportunities that promote their intellectual growth, skills and all-round personality development by engaging them in multicultural programs, registered student organizations, volunteer programs, student employment, and varied events and activities locally, regionally and internationally. The department offers programs through many resources and services that aid student participation and development and builds university reputation through student achievements.

2.9.1 Student Center

The Student Center plays an important role in the extracurricular life at the university by serving as a central hub for student activities. It is primarily dedicated to serving the cultural, social and recreational interests of the student body as well as to providing students with a comfortable and inviting atmosphere to unwind.

The Student Center is more than just a place for students to socialize and relax; the Student Development and Organizations' offices are located at the center to provide students with non-academic support services and facilities under one roof. The Student Center provides a wide array of amenities and facilities. These include an information desk, a floating theater, a meeting room, club offices, lounges and a multipurpose room. Student Center spaces can be reserved by faculty and staff for approved university

events by logging in to reserve.aus.edu/Reserve/.

The department manages the Student Center facilities and all events and activities that take place at the center throughout the year.

2.9.1.1 Student Center Services

The Student Center reception offers the following services:

Lost and Found

Student Development and Organizations is responsible for managing, handling and returning of lost and found items through the Student Center reception desk. The lost and found service offers an opportunity for students to recover lost items or return items that have been found.

1. Returning Lost Items

1.1 An individual may turn in lost items to the reception staff on duty at the Student Center and fill out the Found Item Acknowledgement Form.

1.2 All items turned in to the Student Center lost and found will be labeled and documented by the reception staff on duty.

1.3 The items will be stored in a secured location in the Student Center.

1.4 Details of recently found items will be posted on the Student Center bulletin boards for a period of two weeks.

2. Claiming Lost Items

2.1 The owner of a lost item may check with the Student Center reception staff on duty in person or by calling 06 515 2400 from 10:00 a.m. to 10:00 p.m. daily.

2.2 The owner of a lost item must prove ownership and fill the Item Claim Form to retrieve their belongings.

3. Lost Item Classification and Holding Period

3.1 Valuable items—such as cash, jewelry, wallets, official documents, passports, mobile phones, car keys, ID cards, ATM cards, credit cards and electronic gadgets—will be held for a period of one year from the date turned in.

3.2 Less-valuable items—such as clothes, bags, books, notebooks, hard drives, flash drives, chargers, personal accessories and other items—will be held for a period of two months from the date turned in.

4. Disposal of Unclaimed Items

4.1 Unclaimed items that remain past the required holding period at the end of each semester will be disposed of whenever a reasonable quantity of items (i.e., 20 or more) has been accumulated. The disposal of items will be postponed to the next semester if a reasonable quantity has not been reached.

4.2 All unclaimed valuable items that remain after the holding period of one year will be disposed of as follows:

4.2.1 Cash will be deposited to the AUS charity account.

4.2.2 AUS IDs, passports and official documents will be turned over to the concerned AUS department.

4.2.3 ATM and credit cards will be discarded.

4.2.4 Other valuable items will be turned over to local authorities through the concerned AUS department.

4.3 All unclaimed less-valuable items that remain after the holding period of two months will be disposed of as follows:

4.3.1 Clothes, bags, sunglasses, books, notebooks, hard drives, flash drives, chargers and personal accessories will be donated to charity.

4.3.2 Other items that cannot be donated will be discarded.

DISCLAIMER: The Office of Student Affairs (OSA) is not responsible for any lost or stolen items in the Student Center. However, OSA maintains a lost and found center where students can claim for lost items that were found and turned in to the Student Center reception desk. Lost and found items are held for a specific period of time. After the holding period expires, the procedure of disposing of unclaimed items goes into effect.

5. Storage Services

The Student Center provides storage services and safekeeping of club items. All club items are the property of American University of Sharjah, whether acquired through sponsorship, donation or purchased using the club funds. Club items are in the safekeeping of Student Development and Organizations, which controls and monitors the usage. These items are for the official use of clubs for approved events and activities and cannot be used for personal purposes.

- Check out and check in of club items are administered by the Student Center Management.
- Clubs must indicate their event requirements in the Club/Organization Event Requirement Form submitted to the coordinator in charge.
- Club items will only be issued for approved events.
- All valuable club items considered by the university as capital assets are tagged by the Logistics Department for monitoring purposes.

- Less valuable club items such as handicrafts, costumes, traditional artifacts and the similar are disposed once they are damaged or are rendered useless. Clubs are notified to check their items.
- Club items cannot be used for personal purposes.

Contacts:

Student Center, +971 6 515 2752/4000,
www.aus.edu/student-center

2.9.2 Student Orientation

At the beginning of each semester, prior to registration, the Office of Student Affairs, through the Student Development and Organizations department, conducts an orientation-to-university-life program for all new students. The program helps new students adjust to AUS, meet other new students and speak with senior students who assist with the orientation program.

Orientation includes a freshman reception dinner, Sharjah and Dubai city tours, and week-long Student Center open house activities, including games and movies. Incoming freshmen are expected to participate in all activities, as information provided during the orientation program is designed to ensure a successful first-year experience.

2.9.3 Student Publications

Practical writing experience is available to AUS students through two student publications. Interested students should contact the Office of Student Affairs.

- A. The *Leopard* Newspaper: "A Reason to Roar."** The *Leopard* is an official university student newspaper and a voice of AUS students. The leopard is the official AUS mascot and was chosen because the UAE preserves and protects the Arabian leopard, which is currently on the brink of extinction.
- B. *Realms*.** This magazine was founded as a literary outlet for AUS students. *Realms* gives all students a chance to read the stories, poems and essays of their classmates, as well as to contribute their creative work. *Realms* aims to foster an interest in creative writing and literature and to help students view the English language as a means of expressing their thoughts and feelings and not merely as an academic tool.

2.9.4 Student Clubs and Organizations

The Student Clubs and Organizations division offers a rich practice field that allows students to exercise and develop their skills through practical learning experiences outside the classroom. The Student Clubs and Organizations division has three units that provide specific services to student clubs and organizations. The Cultural Clubs unit, the Interest-Oriented Clubs unit and the General Events unit offer a variety of club-specific services to assist students with everything from establishing and joining clubs to organizing events and activities.

2.9.4.1 Clubs and Organizations

Student-sponsored clubs are an integral part of the learning process at most institutions of higher education. The academic experience is enriched through activities that allow students to pursue their personal interests outside the classroom.

The Student Clubs and Organizations division acts as the central support for the numerous clubs and organizations on campus. Its role includes supervising and providing assistance with program planning and implementation. The clubs at AUS span a wide range of interests that cover music, literature, recreation, culture and social issues. The many cultural/national clubs reflect the varied backgrounds of AUS students. Participating in student clubs offers students opportunities for leadership development and for involvement in university life.

For more information about student clubs and organizations, please refer to the *Student Clubs and Organizations Manual* at www.aus.edu/student-clubs-and-organizations-manual.

The following interest-oriented clubs/organizations are registered with the Office of Student Affairs:

Interest-Oriented Clubs

| | |
|--|---|
| 495 Collective Club | IEEE Computer Society Chapter |
| Accounting Club | IEEE Solid State Circuits Society |
| Achievement Academy Bridge Program Club | Industrial Engineering Club |
| Advertising Club | Innovators Club |
| Aerospace Engineering Club | Institute of Electrical and Electronics Engineers Club |
| American Academy of Environmental Engineers and Scientists | Institute of Industrial and Systems Engineers Student Chapter |
| American Chemical Society Student Chapter | Interior Design Student Association Club |
| American Institute of Architecture Students Club | International Students Club |
| American Institute of Chemical Engineers Club | Leopard Club |
| American Institute of Graphic Arts | Leopards Association |
| American Society of Civil Engineers Club | Management Information Systems Club |
| American Society of Mechanical Engineers Club | Marketing Club |
| Architecture and Design Club | Martial Arts Club |
| Association of Women Engineers | Mass Communication Club |
| Astronomy Club | Math Club |
| AUS Debating Society | Microsoft Students Club |
| AUS Jiu Jitsu Club | Modern Visual Arts Club |
| Biology Club | Motor Sports Club |
| Book Club | Movie Club |
| Business Management Club | Multicultural Students Association |
| Chemical Engineering Honors Society | Music Club |
| Chess Club | Performing Arts Club |
| Civil Engineering Honors Society | Philosophy Club |
| Comedy Club | Photography Club |
| Computer Club | Physics Club |
| Computer Engineering Club | Pi Tau Sigma |
| Design Management Club | Power Hit Radio Club |
| Drama Club | Project Management Institute Club |
| Economics Club | Psychology Club |
| Electrical Engineering Club | Realms Literary Club |
| Electronic Commerce Club | Renewable Energy Society Club |
| Engineering in Medicine and Biology Society | Society of Petroleum Engineers |
| Engineers Without Borders Club | Student Mediators Association |
| Entrepreneurship Club | Student Residential Life Association |
| Environment Club | Student Volunteers Association |
| Environmental Sciences Club | Sustainability Club |
| Filmmakers Club | The Arabian Leopard Club |
| Finance Club | The Engineering Honors Society |
| Fine Arts Club | The Studio Club |
| Games Club | Traditional Poetry Club |
| Gastronomy Club | Upsilon Pi Epsilon Club |
| Google Students Club | Women Empowerment Club |

The cultural/national clubs represent the diversity of nationalities and cultures in the AUS community. They organize numerous activities throughout the academic year and play a vital role in fostering a rich multicultural environment on campus.

The following cultural/national clubs are registered with the Office of Student Affairs:

Cultural/National Clubs

| |
|---------------------------|
| Afghani Cultural Club |
| Algerian Cultural Club |
| American Cultural Club |
| Armenian Cultural Club |
| Azerbaijan Cultural Club |
| Bahraini Cultural Club |
| Bangladeshi Cultural Club |
| Bosnian Cultural Club |
| Brazilian Cultural Club |
| British Cultural Club |
| Canadian Cultural Club |
| Chinese Cultural Club |
| Egyptian Cultural Club |
| Emirati Cultural Club |
| Ethiopian Cultural Club |
| French Cultural Club |
| German Cultural Club |
| Indian Cultural Club |
| Iranian Cultural Club |
| Iraqi Cultural Club |
| Italian Cultural Club |
| Japanese Cultural Club |
| Jordanian Cultural Club |
| Kazakhstan Cultural Club |
| Kenyan Cultural Club |
| Korean Cultural Club |
| Kuwaiti Cultural Club |
| Lebanese Cultural Club |
| Libyan Cultural Club |
| Moroccan Cultural Club |
| Nigerian Cultural Club |
| Omani Cultural Club |
| Pakistani Cultural Club |
| Palestinian Cultural Club |
| Philippine Cultural Club |
| Romanian Cultural Club |
| Russian Cultural Club |
| Saudi Cultural Club |
| Somali Cultural Club |
| Spanish Cultural Club |
| Sri Lankan Cultural Club |
| Sudanese Cultural Club |
| Syrian Cultural Club |
| Tunisian Cultural Club |
| Turkish Cultural Club |
| Yemeni Cultural Club |

2.9.4.2 Club Fair

The bi-annual Club Fair is one of the most popular events held on campus. The event features various cultural and interest-oriented student clubs and organizations and provides an opportunity for students to register as members of these clubs. The two-day event also familiarizes students with Student Affairs' student support services.

2.9.4.3 Global Day

The biggest event at AUS, Global Day is an annual event held by Student Development and Organizations under the patronage of His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Member of the Supreme Council, Ruler of Sharjah and President of AUS. The event showcases the different cultures represented among the AUS student body. During Global Day, students from different nationalities display their cultures through country pavilions, folkloric songs and dances, traditional cuisines and more. Global Day is a campus-wide event and a major attraction to all members of the university community and the public.

2.9.4.4 Contacts

Student Clubs and Organizations
Tel +971 6 515 2751/4000
sactivities@aus.edu

www.aus.edu/clubs-and-organizations

2.9.5 Community Services

Community Services is a division of the Student Development and Organizations department under the Office of Student Affairs. Community Services (CS) offers AUS students the opportunity to get involved in social service and supporting charities. CS goals go hand in hand with those of the Office of Student Affairs to facilitate the cultural, social and intellectual development of students. CS aims to nurture responsible and effective individuals through its activities. It is the link between students and the various needs of society. It coordinates a variety of volunteer programs and encourages students to contribute toward the development of new ones.

2.9.5.1 Mission

It is the mission of the Community Services division to provide opportunities that allow students to experience the value of serving others, giving back to society and enriching their lives.

2.9.5.2 Why Join Community Services?

Becoming a Community Services (CS) volunteer gives students the opportunity to extend their learning beyond the classroom by getting involved with organizations that provide support to less fortunate members of the community. Volunteers will be part of a diverse and active group of students with a commitment to doing social service work in the community.

CS has established a cluster of volunteer communities with a range of programs that will cater to various student interests. Students can sign-up for CS communities based on their interest and may choose to enroll in more than one community.

A. Environmental Community

This groups aims to generate an environmentally conscious community within AUS by increasing awareness of key environmental issues while promoting environmentally friendly initiatives. Its programs include recycling, cleaning public beaches and parks, and more.

B. Charity Community

This group proposes and implements projects for the benefit of charitable organizations. Its programs include the Charity Iftar, the Charity Mini-Marathon and Charity Week, Food for the Needy and Orphans trip.

C. Awareness Community

This group creates awareness among students and the community about important health, road safety and other relevant issues that affect society at large. Its programs include blood donation campaigns, Awareness Day on campus, awareness campaigns in rural areas, Non-Smoking Day and weekly awareness activities.

D. Education Community

This community empowers people such as laborers, orphans and those with special needs by providing them basic literacy (reading and writing) classes, and soft skills

classes offered by students in computers, language, mathematics and more. This program aims to raise awareness among AUS community members about the need to fill in a fundamental knowledge gap and provide opportunities for students to partake in the same.

E. International Development Program

This program provides students with the opportunity to volunteer in some of the major humanitarian projects in developing countries. Its activities include visiting humanitarian organizations and charity campaigns for international relief.

2.9.5.3 Major Events

Each semester CS organizes events and programs to support charities and social services organizations. CS major events include:

- **Food for the Needy:** Held every semester, the campaign is focused on supporting the needy by providing them with food items or grocery vouchers.
- **Charity Bazaar:** This fundraising event generates funds for AUS charity initiatives and supports local charitable institutions. It brings together various local humanitarian and charitable organizations and members of the AUS community to exhibit and sell a variety of items to raise funds.
- **Ramadan Charity Iftar:** This special on-campus gathering is held once during the Holy Month of Ramadan. The iftar brings together more than 300 AUS community members and promotes the spirit of giving and sharing. The event is held with the support of student volunteers and in collaboration with the student cultural clubs.
- **Blood Donation:** Organized in spring semester in collaboration with the University Health Center and the Sharjah Ministry of Health. This campaign helps the lives of many people who are in need of blood.
- **Awareness Day:** Organized in spring semester in collaboration with various private and governmental organizations to raise awareness among students about health and safety issues. Various exhibitions, presentations, one-on-one consultations and free tests are offered during the day-long event.
- **Charity Fundraisers:** Support various charity organizations through a wide array of on-campus fundraisers such as bake sales and the annual charity week.

- **Hand-in-Hand:** This award-winning program of Community Services is held in collaboration with local humanitarian organizations. It is focused on renovating homes of orphans to provide them with a decent and respectful way of living. This program won AUS the Sharjah Award for Voluntary Work in the Educational Institutions Category in 2011 and 2013.
- **Cleanco and Security Appreciation Lunch:** Held before the end of the academic year in collaboration with some AUS faculty and staff members, the Cleanco and Security Appreciation Lunch honors the university's cleaning and security staff for their efforts and contributions to the AUS community. The event involves fundraising, a lunch and gift distribution.
- **American Sign Language (ASL) Initiative:** This initiative seeks to educate AUS students in American Sign Language to be able to interact and communicate with the differently abled community of the deaf and mute.
- **Toy Stories Initiative:** This initiative encourages volunteers to design and sew toys for orphans. Volunteers apply their creativity in hand-sewing toys, which are given to children.
- **Community Service Farm:** This farm on campus is nurtured by student volunteers. Students irrigate and grow plants utilizing sustainable methods and contribute to the Global Environmental Initiatives.
- **Beat the Heat Campaign:** The campaign is an effort to express compassion to outdoor workers during summer. The initiative is aimed at appreciating municipality workers who work in the sun all day to keep the AUS campus and University City clean and green. The event involves fundraising to host a lunch and buy water bottles and caps that the workers can use while they work under the scorching heat of the sun. A special lunch gathering is organized to acknowledge the workers and distribute the gifts.

2.9.5.4 Off-Campus Programs

Students are invited to participate in off-campus events for their personal and professional development. These events include visits to charitable institutions, regional and international voluntary work, conferences, festivals, exhibitions and many more.

2.9.5.5 Charity and Social Service Organizations

Many CS events are organized in collaboration with the following organizations:

- Al Ihsan Charity Center
- Al Thiqah Club for the Handicapped
- American Center for Psychiatry and Neurology
- Big Heart
- Consumer Protection Department
- Dubai Corporation for Ambulance Service
- Dubai Foundation for Women and Children
- Emirates Environmental Group
- Emirates Foundation for Youth Development
- Emirates Volunteers Association
- Friends of Cancer Patients
- Human Appeal International, Ajman
- International Humanitarian City, Dubai
- Maternal and Child Health Care Center
- Ministry of Culture, Youth and Community Development
- Noor Dubai Foundation
- Red Crescent, Sharjah
- Sharjah and Ajman Old People's Home
- Sharjah Cats and Dogs Shelter
- Sharjah Charity International
- Sharjah City for Humanitarian Services
- Sharjah Civil Defense
- Sharjah Environment and Natural Reserves Authority
- Sharjah Medical District – Preventive Medicine Department
- Sharjah Police, Traffic and Licensing Department
- Sharjah Social Empowerment Foundation
- Sharjah Youth for Volunteer Group
- Supreme Council for Family Affairs
- UAE Education Zones
- Unicef

2.9.5.6 Contact

To become a Community Services volunteer, please visit Community Services, Office A222, in the Student Center.

Community Services
Tel +971 6 515 2794 or +971 6 515 2785
Fax +971 6 515 2791
osacom-services@aus.edu
www.aus.edu/community-involvement

2.9.6 Student Employment

American University of Sharjah believes in learning through hands-on experience outside the classroom and provides employment opportunities to students who want to work on campus. Working on campus helps students acquire new skills in an office environment, better preparing them for the workplace. The positions offered are funded by the university, and the employers are AUS units, including departments, colleges/schools and administrative areas. Students can also work in the various outlets and facilities on campus.

The Student Employment division (SE), under the supervision of the Office of Student Affairs' Student Development and Organizations department, regulates and oversees the university-wide student employment process.

2.9.6.1 On-Campus Employment

On-campus employment offers wages ranging from AED 15 to AED 30 per hour. Students must meet the following criteria to be considered for on-campus employment. The applicant must:

- be a full-time undergraduate student (enrolled with at least 12 credits) who has completed one semester at AUS.
- have a GPA of at least 2.2
- have good conduct and social standing

Student employees can work for a maximum of 80 hours per month. During academic breaks and in the summer, working hours are extended up to 160 hours per month.

A. Role of the Employer

AUS units must:

- inform SE of student job openings. A unit may recommend a student for its job opening, verifying that the student meets the eligibility criteria.
- complete a New Employment Application form online through Banner and submit it to SE for approval. Upon SE's approval, the student can commence work and access the online timesheet.
- inform SE when staff and faculty members responsible for the SE online approval queue are on leave to avoid delays in student timesheet processing.

- inform student applicants of the job's requirements, responsibilities, wage and working schedule during applicant interviews.

B. Role of the Student

Students who meet the criteria for student employment should:

- visit the SE office or check for available vacancies online through the Student Employment Request- Job Vacancies page. Alternatively, students can inquire at AUS units.
- open a savings account with the on-campus Sharjah Islamic Bank, as payments will be made directly to the student's savings account.
- complete the online timesheet at the end of each month, and submit it for approval and processing.

C. Payment

Hourly rates are based on the nature of work and are determined by the AUS unit that employs the student. Students working as research program assistants, IT assistants and event coordinators are paid more than those in entry-level jobs such as clerks and receptionists. Payments are expensed from the AUS units' budgets. Payments are made each month directly to the student's savings account with Sharjah Islamic Bank.

2.9.6.2 Short-Term Off-Campus Employment

SE offers short-term occasional off-campus opportunities such as being hired as organizers at exhibitions, festivals and various other projects. If you are interested in knowing about these opportunities, we recommend that you get on the SE's mailing list.

2.9.6.3 Training Sessions

SE offers training sessions for both aspiring and current student employees with the aim of improving students' work skills and increasing their productivity. The following training sessions are offered:

- **Vocational Skills Training Sessions:** These training sessions are aimed at helping student employees gain the required skills to become more productive in the workplace and efficient in their roles as student employees.
- **Self-Improvement Training Series:** These

training sessions are intended for students who aspire to work as student employees at the university. The sessions aim to equip students with new skills to prepare them for the workplace.

2.9.6.4 Contact

For more information, visit the Student Employment office or visit the SE website.

Student Employment
Student Center 222A
Tel +971 6 515 2786
Fax +971 6 515 2791
semployment@aus.edu

www.aus.edu/on-campus-student-employment

2.9.7 Student Multicultural Learning Program

The vibrant multicultural community at AUS brings many opportunities for building cultural understanding. The Student Multicultural Learning Program (SMLP) at AUS expands on that by helping students gain firsthand knowledge of cultural diversity beyond their daily experiences on campus. It also increases their understanding of the cultural, historical and sociological backgrounds of the UAE and of other countries. Participating students gain practical knowledge, skills and experiences that augment their perception of cultural diversity, which helps them become effective citizens of a global society. Students also learn about diversity in business, government, politics and lifestyle found in other societies around the world.

The program brings together students who are interested in multicultural learning and provides them with opportunities outside the classroom to realize their personal goals.

2.9.7.1 Membership

SMLP offers students the opportunity to experience cultural diversity first-hand through its distinctive programs. If you have the determination to engage in cultural exchange beyond your daily activities on campus and are seeking for unique experiences, join us now. Students who would like to be part of SMLP must have good conduct and social standing with a GPA of at least 2.5.

To register, visit Office A234 in the Student Center to complete the registration form. Once registered, you will be added to the SMLP mailing list and will start receiving communication as a member.

As a member, you will:

- learn to respect and appreciate cultural diversity
- expand your understanding of unique cultures, ethnicities and heritage
- gain a deeper understanding of ethnic diversity
- have the opportunity to explore other countries and discover the culture, history and places

2.9.7.2 Events and Activities

Eligible SMLP members may join the following events and activities:

- local field trips: visits to popular historical sites, museums, cultural centers and heritage areas in the UAE
- international trips: tours abroad during long university breaks
- multicultural events and programs in collaboration with cultural clubs and associations, embassies and consulates in the UAE

SMLP announces its events through its mailing list, email, social media and posters. Students register for events online and priority is given to SMLP members. International cultural events incur costs for students. Most local events are free to join.

Students are selected for an event based on the following criteria:

- membership and good track record of active participation in SMLP events
- good social and academic standing
- interest in cultural diversity
- interview performance (for international trips only)

2.9.7.3 Contact

To join an SMLP program, visit the SMLP office, Room A247 in the Student Center

Student Multicultural Learning Program
Tel +971 6 515 2755
Fax +971 6 515 2791
smlp@aus.edu

www.aus.edu/student-multicultural-learning-program

2.9.8 Student Council

The Student Council is dedicated to the continuous development and welfare of AUS students. The Student Council is the executive authority of the Student Union, consisting of 14 executive officers elected through campus-wide elections and 3 appointed committee members. The Student Council's mission is to represent the students and give them the opportunity to communicate their views. It provides resources for the various student organizations and clubs, offering guidance and support, in an attempt to build a generation that is established on the notions of teamwork, dedication and responsibility.

The Student Council is composed of the following:

Executive Board

President
Vice President
Vice President for Public Relations
Executive Secretary and Office Director
Treasurer

Coordinators

Communication and Media Coordinator
Events and Activities Coordinator
Athletics and Sports Coordinator
Student Organizations and Campus Services Coordinator

School/College Representatives

College of Architecture, Art and Design Representative
College of Arts and Sciences Representative
College of Engineering Representative
School of Business Administration Representative
Achievement Academy Bridge Program Representative

The Student Council

- allows students to express their views on all university issues
- utilizes opportunities to better serve the students' interests
- supports students in their views and concerns
- initiates programs and projects that promote leadership and teamwork
- nurtures students' welfare in all fields
- keeps the AUS community up-to-date on events that affect it most
- solves students' problems effectively

Student Council

Ground Floor, Student Center
Tel +971 515 2735
Fax +971 515 2657
studentcouncil@aus.edu

www.aus.edu/student-council

2.9.9 Student Development and Organizations Staff

For information on campus activities, please contact the Student Development and Organizations department at ext. 2773.

For more information on any of the topics discussed in this section, please contact the following Student Development and Organizations staff members during working hours (between 8 a.m. and 5 p.m., Sunday through Thursday).

Office of the Director

Haifa Ismail
Acting Director, Student Development and Organizations
Tel +971 6 515 2771, hismail@aus.edu

Alaa Al Naboulsi
Senior Administrative Assistant
Tel +971 6 515 2773, aalnaboulsi@aus.edu

Student Center

Virgilio Mateo Jr.
Officer, Student Development and Organizations
Tel +971 6 515 2716, vmateo@aus.edu

Raafat Fathalla
Facility and Equipment Supervisor
rfathalla@aus.edu

Student Clubs and Organizations

Kadda Aoufi
Student Activities Coordinator
Tel +971 6 515 4000, kaoufi@aus.edu

Community Services

Aisha Ali
Community Services Manager
Tel +971 6 515 2794, aisha@aus.edu

Amawi El Khalifa
Community Services Coordinator
Tel +971 6 515 2785, aelkhalifa@aus.edu

Student Employment

Manal Mohammed Ali Alblooshi
Student Employment Coordinator
Tel +971 6 515 2786, malblooshi@aus.edu

Student Multicultural Learning Program

Maha Jibril
SMLP Coordinator
Tel +971 6 515 2755, mjibril@aus.edu



IMPORTANT CONTACTS

Campus Directory

| Department | Name | Title | Ext. |
|---|--------------------------|---|------|
| Chancellor's Office | Kevin Mitchell | Chancellor | 2205 |
| College of Architecture, Art and Design | Varkki Pallathucheril | Dean | 2825 |
| College of Arts and Sciences | Mahmoud Anabtawi | Dean | 2412 |
| College of Engineering | Naif Darwish | Acting Dean | 2948 |
| Advancement and Alumni Affairs | Charles A. Diab | Executive Director of Advancement and Alumni Affairs | 2547 |
| Enrollment Management | Ali Shuhaimy | Executive Director of Enrollment Management | 1000 |
| Financial Grants and Scholarships | Aldrine Creado | Manager, Financial Grants and Scholarships | 2005 |
| Library | Kara Jones | University Librarian | 2252 |
| Protocol and Security | Saeed Al-Shamsi | Chief of Protocol | 2296 |
| Provost's Office | Juan Sanchez | Provost and Chief Academic Officer | 2020 |
| Registrar's Office | Lynda Ataya | Registrar | 2031 |
| School of Business Administration | Nicholas Ashill | Acting Dean | 2310 |
| Student Accounts | Reem Al-Alami | Finance Manager | 2237 |
| Student Affairs | Lisa Bardill Moscaritolo | Vice Provost for Student Life | 2166 |
| | Haifa Ismail | Acting Director, Student Development and Organizations and Senior Manager, Student Leadership Program | 2771 |
| | Graeme Dobie | Acting Director, Student Athletics and Recreation | 2775 |
| | Aisha Ali | Manager, Community Services | 2794 |
| | Juliet Coutinho | Senior Manager, Judicial Affairs | 2250 |
| | Issam Zaroub | Senior Manager, Student Residential Life | 2427 |
| | Aissa Zahaf | Manager, Student Residential Life | 2244 |
| University Health Center | Dr. Lubna A. Yousif | Director | 2699 |

Emergency Contacts

| | |
|-----------------------|--------------|
| Security | 050 626 7818 |
| Medical Hotline | 050 635 7651 |
| Maintenance Emergency | 515 2100 |

SMS Alert System

AUS has an emergency messaging system that is used only during emergency situations. Students can add their mobile number and their parents or guardians' mobile number. To sign up for this system, go to <https://banner.aus.edu/index2.htm>, select Personal Information then Update SMS Emergency Mobile and Save your update. Students are encouraged to sign up to receive these SMS alerts, as in emergency situations this may be the only means of communication.

On-Campus Outlets

www.aus.edu/commercial-outlets | www.aus.edu/restaurants-and-cafes

| | |
|---|--|
| All Prints Bookstore | 515 2013 |
| Al Manara University Pharmacy | 558 9004 |
| American University Salon | 558 9655 |
| AUS Barbershop | 515 2793 |
| Blends & Brews Coffee Shops | Library Branch 558 9678 SBA Branch 555 8819 |
| Breakpoint | 574 5601 Delivery 050 444 0475 |
| Burger King | 600 522 224 |
| Copy Center/Post Office | 515 2019 |
| Dunkin' Donuts | 515 2765 |
| Food Planet | 058 931 6507 |
| ITL World Travel Office | 515 2010 |
| Kava and Chai | 552 7038 |
| Medical Lab | 515 2694 |
| Sahara Laundry | 515 3106 050 727 7846 |
| Sharjah Co-operative Society (Mini-Marts) | Student Center Branch 558 5767 Women's Welcome Center Branch 558 9663 |
| Sharjah Islamic Bank | 599 9503 599 9504 599 9505 |
| Starbucks | 593 3579 |
| Subway | 558 9632 |
| The Dining Table | 058 931 6507 |
| AUS Transportation Services | 515 2171 |
| Sharjah Taxi Services | 600 52 52 52 |
| Yogurberry | 056 284 4434 |

Accreditation and Licensure

AUS is licensed and its programs are accredited by the Commission for Academic Accreditation of the Ministry of Education's Higher Education Affairs Division in the United Arab Emirates. AUS has been accredited in the United States of America by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104, USA, Tel +1 215 662 5606) since June 2004.

The bachelor of science degree programs in chemical engineering, civil engineering, computer engineering, electrical engineering, industrial engineering and mechanical engineering offered by the College of Engineering are accredited by the Engineering Accreditation Commission of ABET (www.abet.org). The bachelor of science degree program in computer science offered by the College of Engineering is accredited by the Computing Accreditation Commission of ABET (www.abet.org). The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), www.aacsb.edu. The Bachelor of Architecture program of the College of Architecture, Art and Design is accredited by the National Architectural Accrediting Board (NAAB) of the United States, www.naab.org.



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