

3.x. Academic Regulations

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.x.	Latest Revision	Dec - 2023
Title of The Policy	Academic Regulations	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	5
Definitions	<p>Academic regulations are set of guidelines, rules, and standards.. AAU: Al Ain University</p>		
Purpose	Academic regulations are to govern and ensure the quality, integrity, and fairness of academic programs and activities among AAU family.		
Scope	The Academic Regulations Policy applies to all degrees		
Statement	<p>Academic Regulations highlight important processes, upholds the highest standards of quality, fairness, and integrity in all academic pursuits within all the programs. The objectives for this policy are to:</p> <ul style="list-style-type: none"> • Provide a framework to guide decisions regarding students' academic status. • Ensure a fair and transparent selection process for student admission, registration, and advising among the relevant staff. • Support student success by implementing attendance requirements, guidelines for progression, and academic support services. 		
Procedures	<p><u>Study Duration</u> <u>Undergraduate Programs</u></p> <ul style="list-style-type: none"> • The minimum duration for programs that usually require eight semesters for graduation is six regular semesters and the maximum is fourteen regular semesters. • The minimum duration for programs that usually require more than eight semesters for graduation is eight regular semesters and the maximum is sixteen regular semesters. • The minimum and maximum period of study for a student transferred to the university from other universities is calculated on the basis of the number of credit hours that have been equalized, taking into account the above-mentioned rules. <p><u>Master Degrees and Postgraduate Diploma</u> The maximum study period is 4 years (8 regular semesters). The minimum study period is 1.5 years (3 regular semesters).</p> <p><u>Academic Load: Regular Semesters (Semester One and Semester Two).</u> <u>Undergraduate Programs</u></p> <ul style="list-style-type: none"> • The full-time undergraduate student credit load is between 12 and 18 credits per regular semester. • Students undertaking less than 12 credit per regular semester must be considered as studying part-time. 		

Special Academic Load cases- Undergraduate Programs

- A student may register for up to a maximum of 21 credit hours under the following conditions:
 - If the student's CGPA or SGPA is 3.6 or above;
 - If this load will enable the student to graduate at the end of the semester.
- Upon the approval of the College Council, a student may register for up to 19 credit hours:
 - In the first semester if he/she is expected to graduate by the end of the following second semester with no more than 21 credit hours;
 - In the second semester if he/she is expected to graduate by the end of the following summer session with no more than 9 credit hours;
 - In either the first or second semester if all the remaining credit hours are practicum/ training/ internship courses.

Postgraduate Programs

- The full-time graduate student credit load is between 9 and 12 credits per regular semester.
- Students undertaking less than 9 graduate credits per regular semester must be considered as studying part-time.

One Summer Semester

- The maximum study load for an undergraduate student is 6 credit hours.
- The maximum study load for Diploma students is 6 credit hours.
- The maximum study load for MBA students is 3 credit hours.

Academic year

- The academic year consists of two semesters (first and second) each lasting for 16 weeks
- The University announces the forthcoming academic calendar during the second semester
- All national and Islamic holidays announced by the country is also considered holidays by the University.

Academic Attendance

Students are expected to attend all scheduled lectures. Absence does not exempt a student from submitting the work that he/she is required to complete within the course requirements. Absences ((including excused absents) will lead to:

- A first warning, for absence of 10% of the course hours;
- A second warning for absence of 20% of the course hours;
- A failing grade (FA) in the course for absence of 25% of the course hours.

A student whose absences exceed 25% of the course hours may be considered as, withdrawn from the course.

Course Registration

AAU students in every semester must carry out registration according to the stated dates in AAU's academic calendar, as instructed below:

- A student must obtain a registration form from his/her college, and write the courses he/she wishes to register based on the Study Plan.
- A student is not allowed to take a course unless he/she has studied the prerequisite(s) for that course.
- The student is not allowed to register for a course and its prerequisite(s) in the same semester, unless these courses are in the final semester before the student plans to graduate, or if the student is re-taking the prerequisite(s). In this case, the student needs to obtain the Dean's approval.
- The student must go to his/her academic advisor to approve the course and then proceed to the Finance Unit.
- The student must also go to the Admission and Registration Unit where the data is entered into the student's electronic file after double checking for the presence of the academic advisor's and the Finance Unit's stamps on the form.

Adding and Dropping Courses

During the first week of the semester, or in the first three days of the summer session, a student may add or drop one or more courses after receiving the approval of the academic advisor. To drop or add courses, the student should fill a specific form in the Admission and Registration Unit, and follow the same steps required for registration above.

Change of Major

A student may change his/her major provided that he/she meets the following requirements:

- The student must submit an application to the Admission and Registration Unit within the period specified in the academic calendar.
- The student must meet the admission requirements of the new major or college;
- The student should not have been previously dismissed from the department/college that he/she wished to transfer for.
- When a student changes to a new major or college, he/she may select courses which he/she had taken beforehand in order to be transferred, provided these courses are part of the student's new Study Plan. The grades of these transferred credits are taken into account when the student's CGPA is calculated.
- A student is entitled to only one change of major or college throughout his/her enrolment at AAU

Postponement of Study

If a student wishes to postpone his/her studies for a semester, he/she needs to obtain a form from the Admission and Registration Unit, and to submit it to the Admission and Registration Unit before the end of the drop-and-add period of the semester he/she wishes to postpone.

- The student may postpone his/her study for a period of time. This period must not exceed two consecutive semesters or four non-consecutive semesters during the entire period of study;
- The postponement period will not be considered as part of the maximum study

duration;

- A new student or a transfer student is not allowed to postpone his/her first semester at AAU;
- A student who has an "Incomplete" grade must remove the "Incomplete" grade before he/she postpones his/her studies.

Withdrawal from AAU

If a student wishes to withdraw from AAU, he/she needs to submit a withdrawal form along with a clearance form. His/her academic record will show as "Withdrawn". If a student wishes to join AAU again, he/she has to re-apply. In the case where the student is accepted to the same major, the student can keep his/her previous academic record, provided he/she completes the graduation requirements according to the Study Plan that is applicable at AAU at the time of re-joining. If the student is accepted into a different major, point (iv) of the section Changing Major (see above) will apply.

Disenrollment from AAU

In the first semester of admission, if a student does not enroll in courses, he/she will lose their AAU student number and will have to obtain a new student number if they wish to re-join.

Further, if the student fails to provide an official record of enrollment in courses at AAU for one or more semesters (excluding the summer semester), without an official notification of postponement, then he/she shall be disqualified from reserving a seat at AAU.

Readmission to AAU

If the student wishes to join AAU again, he/she has the right to re-apply. In case where the student is accepted into the same major, the student can keep his/her previous academic record, provided that he/she completes the graduation requirements according to the Study Plan that is applicable at AAU at the time of re-joining.

Moreover, the student's readmission will be subject to College admission requirements and tuition fees applicable at time of re-joining.

Regulating

Academic procedure for discontinued students should proceed in order to continue their studies. The procedure will be applied due to AAU academic instructions and within the registration period in the Academic calendar.

Studying Courses at Other Institutions

An AAU student who wishes to study courses at another institution may do so according to the following regulations:

- The number of credit hours taken at other institutions should not exceed (6) credit hours throughout his/her course of study.
- The student needs to obtain a written approval from the college dean prior to studying at other institutions by filling out the applicable form.
- The institution where the student wishes to study has to be accredited by the UAE Ministry of Education.
- The courses the student wishes to study can only be from the General Requirements or College Requirements.
- The student must study the last (30) credit hours (two semesters) at AAU regardless the nature of the courses.

	<ul style="list-style-type: none"> • The courses the student wishes to study must not be offered at AAU during the same semester/session. • Students enrolled in courses at AAU are not allowed to study at other institutions simultaneously. • The student must obtain (C) or above in the course for the credits to be transferred. • The study load for students in the summer session is (6) credit hours. He/she may study an additional (3) credit hours at another institution after the summer session at AAU ends in accordance with the above regulations. <p><u>Studying a Substitute Course</u></p> <p>If students' graduation depends on studying a course that is not offered in the semester in which they are supposed to graduate, or if the course time overlaps with another course; the student may, upon approval from the College Dean, study a substitute course (1) at the same level (or above), and (2) provided that the number of substitute courses do not exceed two with a total of six credit hours at the most.</p> <p><u>Repeating a Course</u></p> <p>A student may repeat a course in order to raise his/her CGPA.</p> <p>The student may choose a different elective or free elective, and substitute this for an elective or free elective in which he/she has previously failed.</p> <p>If a student repeats a course, the credit hours of the course are calculated as part of the hours required for graduation only once.</p> <p>In all cases, the higher grade for a repeated course is calculated into the CGPA.</p>
Recent Changes	<p>In the Definition: Revise the definition of the policy</p> <p>In the Purpose: Revise the Purpose of the Policy</p> <p>In the statement: The objectives have been revised and changed</p> <p>In the Procedure: Many items have been revised</p>