

STUDENT HANDBOOK

2020–2021



WELCOME



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, community outreach 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 Student Conduct and Conflict Resolution at sccr@aus.edu or +971 6 515 2250, or contact studentaffairs@aus.edu or call +971 6 515 2166. 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.

Go Leopards!

Lisa Bardill Moscaritolo
Vice Provost for Student Life
Office of Student Affairs

Stay connected



AUS OSA



AUS_OSA



@AUS_OSA



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 aims 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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Campus Services and Facilities

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 the *AUS Undergraduate Catalog*.

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

The Academic Support Center (ASC) helps undergraduate students succeed academically at AUS. ASC works with students who are struggling academically (such as those on academic probation) and provides them with extra support and skills development training required for academic progression. ASC also coordinates academic accommodations for students with documented disabilities recognized by the Americans with Disabilities Act (ADA) that are affecting their academic performance, in compliance with the UAE Federal Law 29 of 2006, to the extent permissible by available resources. For support regarding campus accessibility, please contact the Office of Student Affairs at studentaffairs@aus.edu.

ASC offers a variety of Student Success Workshops that are available to all undergraduate students, as well as peer supports. For more information, visit www.aus.edu/asc.

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 Residential Halls Welcome Center.

Bookstore

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

Copy Center

The AUS Copy Center is located on the ground floor of the Main Building, inside the Post Office. 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.

Dining

Many restaurants, coffee shops and snack services are located in the Student Center. Most of these outlets offer a delivery service. For hours and contact information, see www.aus.edu/life-at-aus/housing-and-dining/restaurants-and-cafes.

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

First Year Experience

The First Year Experience (FYE) program seeks to enable first-year students to discover their potential by supporting them through transition, connecting them to available campus resources, and engaging them in a learning experience that empowers intellectual and interpersonal growth. The focus of the FYE is to help first-year students develop an increased awareness of available campus resources, identify strategies for effective time management, demonstrate a deeper understanding of essential study skills for success at AUS, create goals to improve self-care and wellness, and engage in meaningful interactions with the AUS community. For more information, contact fye@aus.edu or 06 515 2180.

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.

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 Visa and Equalization Services at yes@aus.edu or visit www.aus.edu/admissions/international-students/student-visas.

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. See the Student Center section in this handbook for more information.

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 Residential Halls Welcome Center.

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.

Personal Services

A beauty salon is located in the Residential Halls 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.

Pharmacy

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

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

Safety

Campus public and occupational health and safety are monitored by AUS Safety and Crisis Management. Safety and Crisis Management provides information on public and occupational health and safety; it also monitors, controls and strives to eliminate health and safety hazards on campus. Safety and Crisis Management is located in the Campus Service Center (office 1022) and can be reached at 06 515 2068.

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 federal and local government entities.

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 2296/515 2074/2075 or at aus_security@aus.edu.

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.

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.

University Health Services

University Health Services (UHS) provides primary health care services to all AUS students, faculty, staff members and their dependents. UHS is open Sunday–Thursday from 8:30 a.m. to 4:30 p.m. and also provides 24-hour emergency care. Depending on the severity of the illness, patients are referred to a hospital for further treatment if required. Great emphasis is placed on making the campus a healthy and safe place to study, work and live by providing preliminary physical examinations to all students and employees as a mandatory part of the registration/employment process, followed by continued quality care throughout their time at AUS, including sport team fitness checks. UHS is a Ministry of Health licensed facility and is staffed with a qualified licensed medical team, which includes general practitioners and registered nurses. On-site counseling services are also available (refer to University Counseling Services at the end of this section).

UHS is equipped with an observation room (day care) to closely monitor patients for short stays before transferring to a hospital if required. UHS 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.

Health Education Programs

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

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 University Health Services 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 UHS). Plan I students must submit the required health insurance registration documents (for a list of these documents, see www.aus.edu/healthcenter) by the semester registration deadline to avoid incurring government fines at the time of UAE residence visa renewal. UHS 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/healthcenter.

University Counseling Services

University Counseling Services (UCS) provides psychological services that are designed to help students achieve their educational goals, learn the process of problem solving and decision making, develop the capacity for satisfying relationships, and learn to make full use of their potential for continued growth beyond their educational experience.

Counseling

Counselors at UCS help students explore any academic or personal problems or concerns that they may be experiencing. Some common issues that bring students to UCS include adjusting to university life, time management issues, confusion about life or career goals, identity concerns, relationship conflicts, eating issues, anxiety, depression or dealing with grief and loss.

Our counselors are prepared to deal with a multitude of issues or concerns and encourage students to identify personal goals and help them develop coping skills and generate solutions for current difficulties. Students may receive help for any social, emotional, educational or vocational issues.

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.

Students can schedule appointments by calling 06 515 2100 or by emailing ucsappointments@aus.edu or by stopping at the University Health Services reception.

More information is available at www.aus.edu/life-at-aus/student-life/student-support-services/counseling-services.

Self-Help Resources

UCS has extensive self-help resources

on many subjects in the form of handouts, books, videos and links on its section of the university library website at

<https://aus.libguides.com/well-being>.

Topics include coping with stress, depression, sleep disturbance, loneliness, anxiety, eating disorders, grief and loss, substance abuse, relationship building, assertiveness, career choices, study skills, concentration and memory, motivation, time management, and test-taking strategies.

Student Workshops

Workshops are conducted throughout the academic year on topics such as time management, study skills, communication skills, anxiety and

stress management, anger management, clinical anxiety and depression, personality assessment and disorders, treatment for posttraumatic stress disorders and trauma therapy, adjusting to university life, personal development, positive psychology, motivational exercises and memory improvement. Workshop topics and dates are advertised around campus, or students can email UCS at ucsappointments@aus.edu to learn about future workshops. Students are encouraged to contact UCS with ideas for future workshops.



Office of Student Affairs

The Office of Student Affairs (OSA) provides a range of non-academic student support services to the AUS student body 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' extracurricular programs, events and activities cater to all students, both undergraduate and graduate, across a wide variety of interests. From the very beginning of your AUS journey and through to graduation, OSA provides opportunities with learning outcomes that promote student development. First-year students and their parents interact with Student Affairs staff during the fall and spring orientation, and the interest of first-year students

in out-of-class participation is measured through a survey and the respondents' participation is tracked through their AUS years.

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

OSA Vision

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

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.

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



OSA Departments

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

- Student Athletics and Recreation
- Student Conduct and Conflict Resolution
- Student Engagement and Leadership
 1. Student Clubs and Organizations
 2. Community Service and Outreach
 3. Student Leadership Programs
 4. On-Campus Student Employment
- Student Residential Life

OSA is a hub for welcoming first-year students, helping them adjust to the diverse AUS culture and to integrate into the AUS community. Student Affairs offers students opportunities for experiential learning that tap their potential and intellect and develop 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 Student Conduct and Conflict Resolution. A safe living and learning environment are of prime importance, and that is ensured by enforcing the code.

Mediation is offered through Student Conduct and Conflict Resolution, Mediation Services. AUS students are privileged to receive peer mediation training.

Almost 30 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 Engagement and Leadership (SEL) channels student energy into more than 84 registered ethnic and

interest-oriented clubs/organizations, engages students in community service and outreach, 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 Engagement and Leadership are Community Service and Outreach, Student Clubs and Organizations, Student Leadership Program and On-Campus Student Employment. Student skills and talent growth are pursued through involvement and engagement in art, astronomy, music, science, technology, environment and many other areas. Community Service and Outreach teaches service to humanity, social work, awareness of social and humanitarian causes. Personal and cultural development are achieved by involvement and engagement.

SEL'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. Information on student life at AUS and on student activities fees can be found at www.aus.edu and in the university catalogs at www.aus.edu/catalog.

OSA Scholarships and 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 student 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 cultural clubs, community service volunteers, leadership groups, Student Council, and academic associations and societies)
- Significant involvement in extracurricular activities at AUS
- Good moral character with no conduct 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.

Athletic Scholarship

The AUS 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 sportspersonship and good moral character with no conduct 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. Students can apply online at

<https://osascholarships.aus.edu/>.

For more information, call 06 515 2166.

Athletics and Recreation: Individual Awards

Most Outstanding Female Athlete Award

This award is presented to the female athlete who has demonstrated outstanding athletic ability and talent in her respective sport. This athlete will have shown real dedication to AUS athletics throughout the academic year.

Criteria

- Minimum CGPA 2.50
- Distinguished herself in her respective sport(s) and academic performance
- Exhibited a great attitude on and off the court/field
- Showed positive sportsmanship among her teammates, opponents and officials

Most Outstanding Male Athlete Award

This award is presented to the male athlete who has demonstrated outstanding athletic ability and talent in his respective sport. This athlete will have shown real dedication to AUS athletics throughout the academic year.

Criteria

- Minimum CGPA of 2.50
- Distinguished himself in his respective sport (s) and academic performance
- Exhibited a great attitude on and off the court/field
- Showed positive sportsmanship among her teammates, opponents and officials

Most Inspirational Athlete Award

This award recognizes a special athlete who has managed to inspire others due to their ability to overcome. This athlete displays character qualities such as tenacity and self-discipline, and has an indomitable spirit. It is for the athlete who encourages his/her teammates to keep trying, no matter how dire the circumstances. It is for the athlete who suffers in loss, but never gives up.

Criteria

- Minimum GPA of 2.50
- Exhibited leadership and dedication, and is an example of and off the playing field
- Made an outstanding contribution to the team
- Has overcome adversity during the current academic year

Most Improved Player Award

This award recognizes the player who has showed the most improvement and progress over the season. This player will have made a significant contribution to their team or chosen sport. They will have shown qualities such as consistency, dedication to practice, and leadership.

Criteria

- Minimum CGPA of 2.50
- An active member of a varsity team
- Noteworthy contributions to student athletics
- Improved contribution to team success (30%)
- Minutes per game (25%)
- Injuries/missed games (25%)
- Improved productivity (20%)

Residential Life: Individual Awards

First-Year Leadership Award

This award recognizes the outstanding contributions of a first-year student who has taken the initiative to get involved in student organizations at AUS, even while adjusting to new surroundings. This student has shown potential as a leader as well as for future contributions to residential life at AUS. This award encourages involved first-year students living in the residential halls to remain active in leadership positions and to continue improving the residential hall environment.

Criteria

- Minimum CGPA of 2.50
- A first-year student or first-year transfer student who has lived in the residential halls a minimum of one semester
- Contributed to residential hall living throughout their time living in the residential halls
- Currently resides in on-campus housing
- Has promoted a sense of community among her/his peers

Resident Assistant (RA) of the Year Award

This is an individual award given to a resident assistant who has demonstrated exceptional contributions to his/her residential community through program development, addressing student needs, supporting other peers and senior staff, and showing commitment to community and leadership development. The RA of the Year is the resident assistant who has embodied the true essence of an

amazing RA in every sense of the word and is a consistent performer in all RA duties.

Criteria

- Minimum CGPA of 2.50
- Undergraduate student with a minimum of 12 credit hours in the semester that the application is submitted.
- Served as a resident assistant for the current academic year
- Has promoted a sense of community among her/his peers
- Excelled in his/her responsibilities as a RA

Student Engagement and Leadership: Individual Awards

Most Outstanding Student Leadership Award

This award recognizes an individual for his/her exemplary leadership, dedication and commitment through selfless acts of leadership within his/her involvement in Student Leadership Program. The student demonstrates a commitment to individual leadership and serves 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

- Minimum CGPA of 2.50
- An active member of the Student Leadership Program for the current academic year
- Made noteworthy contributions to leadership programs and initiatives
- A Team/Peer Leader for the current academic year

Most Outstanding Student Volunteer Award

This award recognizes a distinguished undergraduate student for his/her exemplary record of serving the community and in promoting the welfare of the underprivileged throughout the academic year.

Criteria

- Minimum CGPA of 2.50
- An active Community Service volunteer for the current academic year
- Noteworthy contributions to community service

Most Proactive Student Award

This award recognizes an individual who is highly engaged with student organizations throughout the

academic year. It acknowledges the student's efforts, commitment, hard work and contributions towards the enhancement of student life on campus. The individual exhibits the model of a student who maintains good academic standing while proactively engaged in extracurricular activities.

Criteria

- Minimum CGPA of 2.50
- Member of a student organization for the current academic year
- Proactive participation in extracurricular activities

Student Organization President of the Year Award

This award recognizes an outstanding individual who has served as the president of a student organization. It acknowledges the student's contribution towards the advancement of extracurricular activities at AUS through his/her leadership of the student organization. The student is a role model to peers and has promoted the advancement of the student organization's mission and proactively engaged its members in meaningful activities and out-of-class learning opportunities.

Criteria

- Minimum CGPA of 2.50
- Serves as president of an OSA-registered student organization for the current academic year
- Plans and conducts events that promote the advancement of the organization's mission
- Works in harmony with executive board members and exhibits ethical leadership qualities
- Serves as a role model and promotes the value and importance of extracurricular activities to one's personal and professional development
- Plans and implements events in accordance with the policies and procedure set forth by OSA and AUS
- Optimizes the use of resources and supports the university's sustainability efforts
- Contributes towards the development of major student events including the New Student

Orientation, Week of Welcome, Global Day, Club Fair and many others

Team Awards

Athletics and Recreation: Team of the Year Award

This award recognizes the team that achieved success and competed at a consistently high level throughout the year. This team will have demonstrated fair play and a good sporting attitude throughout the season.

Criteria

- An active AUS Varsity team for the current academic year
- Noteworthy contributions to student athletics
- Sportsmanship (20%)
- Teamwork (30%)
- Team Character/Respect Shown (25%)
- Work Ethic (25%)

Residential Life: Best Residential Hall Community

This award is given to the strongest community on campus. The students are connected and have formed a supportive and active residential hall community.

Criteria

- Works actively with the Student Residential Life Association to engage and connect residents
- Staff and RAs work as a team to create the closest residential hall community on campus
- Resident actively participated in the Battle of the Dorms offered by Athletics and Recreation
- Residents actively participate in activities on campus

Student Engagement and Leadership: Best Student Organization of the Year Award

This award recognizes outstanding student organizations from cultural and interest-oriented organizations. The award acknowledges the work, quality of events, outreach efforts and contributions of the student organization towards promoting a vibrant campus life and the

advancement of extracurricular activities at AUS. The student organization actively engages its members in activities that promote their mission by conducting events that serve as a rich platform wherein students can gain from practical learning experiences and hone their skills and abilities.

Criteria:

- Active and registered OSA student organization for the current academic year
- Plans and conducts events that promote the advancement of the organization's mission
- Creates extracurricular opportunities that support student development
- Works in harmony with other student organizations and promotes collaboration
- Promotes the value and importance of extracurricular activities by conducting events with clearly defined learning outcomes
- Plans and implements events in accordance with the policies and procedures set forth by OSA and AUS
- Optimizes the use of resources and supports the university's sustainability efforts
- Contributes towards the development of major student events including the New Student Orientation, Week of Welcome, Global Day, Club Fair and many others

For more information, see www.aus.edu/awards-and-recognition.



Student Athletics and 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.

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

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.

Sports Complex

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.

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.

Sauna

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

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.

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.

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.

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.

Outdoor Sports Facilities

Outdoor Courts

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

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.

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.

Baseball Field

A baseball field is located near the cricket field.

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.

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.

Hours of Operation

The sports facilities are closed during official university holidays. Operating hours, including the scheduled closing of facilities, are announced/posted on a regular basis at www.aus.edu/life-at-aus/athletics-and-recreation/hours-of-operation.

Sports Complex:

Sunday to Thursday from 8:00 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)

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

FAQs

- *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.
- *Are there trainers to assist me?*
Trainers are available during regular operating hours and they will be more than happy to assist you.
- *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.
- *How can I reserve a facility?*
Reservations can be made in person at the Sports Complex reception or by calling 06 515 2778.
- *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.
- *What are the facilities with gender schedules?*
The swimming pool and fitness centers have separate schedules for men and women.
- *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.

AUS Sports Programs

Student Athletics and Recreation offers competitive and recreational sports programs for students through intramural, interschool, inter-residential hall 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 Powerlifting

Criteria for Joining the Teams

Any student regardless of their current GPA can become a member of any varsity team through tryouts held at the beginning of each semester. If a student is selected for a team, their current GPA will be recorded. If the athlete's GPA decreases the athlete will be removed from the team, and will be unable to participate until such time as their GPA has increased to its original level or higher. 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.

Student Athletics and Recreation Contacts

Administration

Graeme Dobie
Director of Student Athletics
and Recreation
Tel +971 6 515 2775
gdoobie@aus.edu

Samar Mushtaha
Administrative Assistant
Tel +971 6 515 2772
smushtaha@aus.edu

Sports Programs

Solomon Aruparayil
Senior Supervisor, Sports Program
Tel +971 6 515 4031
saruparayil@aus.edu

Esam Abo Touk
Coach/Facility Supervisor
Tel +971 6 515 4093
eabotouk@aus.edu

Montassar Chaanbi
Coach/Facility Supervisor
Tel +971 6 515 2704
mchaanbi@aus.edu

Mhd Adil Alsati
Coach/Facility Supervisor
Tel +971 6 515 2782
malsatii@aus.edu

Souzan El-Mahrouky
Coach/Facility Supervisor
Tel +971 6 515 4036
selmahrouky@aus.edu

Fitness

Salem Ahmed Hassan
Trainer/Facility Supervisor
Tel +971 6 515 4030
sahassan@aus.edu

Tamara Arabyeat
Fitness Trainer/Facility Supervisor
Tel +971 6 515 2796
tarabyeat@aus.edu

Facilities and Operations

VC James
Senior Facilities and
Supervisor Equipment/Facilities
Maintenance
Tel +971 6 515 2776
vcjames@aus.edu

Shahid Nadeem Khan
Supervisor, Facility and Equipment
Tel +971 6 515 2778
shahidi@aus.edu

Raja Subramanya
Coach/Lifeguard Men
Tel +971 6 515 2795
rajas@aus.edu

Aldous Bryan Demaisip
Senior Receptionist/Storekeeper
Tel +971 6 515 2778
ademaisip@aus.edu

Natalia Kondrat
Lifeguard/Coach–Women
Tel +971 6 515 2745
nkondrat@aus.edu

Student Conduct and Conflict Resolution

The mission of Student Conduct and Conflict Resolution (SCCR) 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.

Student Conduct and Conflict Resolution 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. SCCR 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, SCCR informs new students about its services, the Student Code of Conduct Policy and the conduct process. SCCR 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. SCCR is responsible for the overall coordination and adjudication of the student conduct process.

Student Conduct and Conflict Resolution also offers mediation services. Student conflicts addressed to SCCR 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.

Student Conduct and Conflict Resolution maintains strictest confidentiality with respect to student information and therefore all the information shared with the SCCR 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.

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.

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. Student Conduct and Conflict Resolution reserves the right not to disclose internal case reports. Student Conduct and Conflict Resolution 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.

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](#). 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.

Interpretation and Revision

The Student Code of Conduct Policy shall be reviewed annually by Student Conduct and Conflict Resolution 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.

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 case the student behavior is inconsistent with the essential values of the University.

This Code applies to:

- a) All 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 been awarded a degree prior to the resolution of a conduct case. If a sanction has been imposed on a student who has withdrawn from the University or has been awarded a degree prior to the resolution of a conduct case, the files will be retained as a conduct record for at least five years from the date the Student Conduct and Conflict Resolution Department 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 conduct 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 conduct action under the Code. The Code does not preclude the Vice Provost for Student Life (or designee) from referring an incident to the Office of Protocol and Security or the appropriate law enforcement agency prior to or during the adjudication process or after conduct action is taken by the University.

Definitions

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

Administrative Sanctions:

Sanctions imposed for serious violation of the code.

Behavioral Contract: A written agreement between the student and the Student Conduct and Conflict Resolution Department.

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.

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 four (4) students, four (4) faculty members, two (2) University administrators, and a member from the Student Conduct and Conflict Resolution Department.

Conduct Probation: Sanction issued to a student containing specific terms and conditions. The Conduct Probation period may be extended if the student violates the Code again during the conduct probation term.

Dismissal: Permanent separation from American University of Sharjah.

Educational Sanctions: Sanctions that allow students to reflect upon their own conduct, promote policy

learning, and develop skills so they can make better choices in the future.

Fine: Payment in cash or kind for a breach of the code or causing damage to university assets.

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

Hold: Conduct or Residential Housing Hold on the Student Record for serious breach of the Code or suspension from residential halls after the sanction letter is issued.

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.

May: May is used in the permissible sense.

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 a Student Conduct and Conflict Resolution Official.

No Contact: A contract between the student and the Student Conduct and Conflict Resolution (SCCR) Department or between two parties to conform to the conditions stipulated therein.

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, regulations governing resident student conduct, the University website, IT policy and the graduate/undergraduate catalogs.

Preliminary inquiry: An inquiry conducted by the Student Conduct and Conflict Resolution 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 notice before the warning letter.

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.

Student Conduct and Conflict

Resolution Department: The University department responsible for responding to non-academic misconduct incidents reported, resolving conflicts, collecting evidence and supporting documents, and maintaining student conduct records.

Student Conduct and Conflict

Resolution Official: A University official authorized by the Vice Provost for Student Life to further conduct inquiries, resolve allegations of misconduct, hear and/or present evidence, and sanction students found in violation of the Code.

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

Undertaking: A formal acceptance to conform to the Code.

University: American University of Sharjah.

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

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

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 aware of all rules, regulations and policies set forth by the University.
- To conform to the Code, University policies and UAE law.

In cases of violations of the Code, the Vice Provost for Student Life, the Student Conduct and Conflict Resolution Department, and the Conduct Council Hearing Board shall not consider ignorance of a policy, rule or regulation an acceptable defense.

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. At times, mediation or other non-disciplinary alternate dispute resolution options will be considered to resolve minor conduct cases.

Mediation is encouraged as an alternative means to resolve minor conduct cases. The Student Conduct and Conflict Resolution 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-Student Conduct and Conflict Resolution. 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 Student Conduct and Conflict Resolution.
- 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 shall refer the case to the Provost and Chief Academic Officer for a final determination regarding the process to be followed.

2- Policies Concerning Prohibited Conduct

Specific examples 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:

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 intimidating 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, disrupt or compromise 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:

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 knees. Moreover, clothing must not display obscene or offensive pictures and slogans.

2.5 Policy on Endangering the Safety of Self or 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 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 any dwelling, building or facility on University premises without permission from its lawful authority to remain therein and refusing to quit the same on demand of the person lawfully in charge thereof. Entering forcibly, trespassing or utilizing University academic buildings or facilities during or after official University working hours without necessary authorization.
- 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 persons when requested to do so.

2.7 Policy on Falsification

Prohibited Actions/Conduct:

Lying or knowingly furnishing false information to any University official or office. For matters related to falsification in academic work, please refer to the Student Academic Integrity 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:

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 another person that makes a credible threat with the intent to place a person in reasonable fear for his/her safety or the safety of his/her family.
- iii. Defamation: Spreading rumors about a person and disclosing his/her personal information, or invading his or her privacy to 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). <http://bit.ly/AUSDigitalContentGuidelines>
- vii. Bullying: Encouraging or being involved in any act individually or in conjunction with a group to cause physical or mental harm or humiliation or substantial risk to a student or other members of the 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:

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, faculty 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 malware or viruses 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, and the use of University resources to mine for any types of cryptocurrency.
- 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 at 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, resident 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:

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 without knowledge – using electronic or other means to make a video or photographic record of any student in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress or damage to reputation. This includes, but is not limited to, taking video or photographic images in showers, locker rooms, residential hall rooms, classrooms and restrooms. The storing, sharing and/or distributing of such unauthorized recording by any means are also prohibited.
- v. Electronically or physically distributing, storing or posting of pornographic or offensive material that demonstrates a violation of the relevant UAE laws and federal laws of 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 AUS campus.

2.17 Policy on Smoking

Prohibited Actions/Conduct:

- i. Violating the University's Smoke-Free Campus Policy (w.aus.edu/smoke-free-policy) and UAE law including, but not limited to, smoking in the washrooms in all academic and administrative buildings, residential halls and parking areas.
- ii. Failure to comply with instructions or requests from persons responsible for enforcing smoking policies on the AUS campus.
- iii. Smoking or possession of shisha on campus, including in the residential halls.

2.18 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 Student Conduct and Conflict Resolution Officials.
- ii. Failure to appear at scheduled meetings or hearings.
- iii. Falsification, distortion or misinterpretation of information before the CCHB or Student Conduct and Conflict Resolution 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 Student Conduct and Conflict Resolution Official prior to, during and/or after a conduct proceeding or a hearing.
- viii. Influencing other students to commit abuse of the student conduct system.

2.19 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.

2.20 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, defaming, harassment, physical altercations, destruction of property, and/or any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy.

2.21 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. The Vice Provost for Student Life reviews modifications, endorses the Code and forwards it to the Provost and Chief Academic Officer for review and

approval. The Vice Provost for Student Life ensures that the Code is publicized during the orientation sessions, through the Office of Student Affairs publications and the AUS website.

Student Conduct and Conflict Resolution 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/Student Conduct and Conflict Resolution.

Student Conduct and Conflict Resolution 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 conduct 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.

Procedure/Guidelines

Complaints related to breach of the Code involving student(s) must be reported to the Vice Provost for Student Life and/or Student Conduct and Conflict Resolution in writing or emailed to scrc@aus.edu, or through an incident report filed through the Student Infraction Management System: https://aus-advocate.symplcity.com/public_report/.

1- Student Conduct Process

1.1 Student Conduct and Conflict Resolution 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, inform those responsible of the charges and issue the sanctions at a primary level. Student Conduct and Conflict Resolution officials will issue undertakings, reprimands and warnings (verbal, first, second and final). In cases of infractions that warrant sanctions, the Student Conduct and Conflict Resolution Officials will recommend sanctions to the Vice Provost for Student Life for consultation and approval. Student Conduct and Conflict Resolution Officials will be responsible for questioning, listening to the complainant and respondent, writing reports, collecting supporting evidence, and reporting to the Vice Provost

for Student Life and the CCHB (when it is determined that a major misconduct warrants review by the CCHB). SCCR will be responsible for organizing hearings; implementing sanctions; documenting and storing case-related material; following up with students, witnesses and connected individuals; providing referrals to concerned University units; and archiving student files.

1.2 When a student is found responsible, the Vice Provost for Student Life is authorized to impose warnings with the following sanctions: conduct probation, community services, suspension for one or more semesters or dismissal from the residential halls, denial of use of University privileges, and levying fines. The VPSL can also recommend the following sanctions to the Provost and Chief Academic Officer: suspension for a stipulated period, or one- or two-semester suspension or dismissal from the University.

1.3 Students who have violated the Policy on Classroom Conduct must be referred to Student Conduct and Conflict Resolution. Student Conduct and Conflict Resolution will conduct an inquiry and take necessary action while the student continues his/her classes after signing the behavioral contract or no contact 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 Student Conduct and Conflict Resolution referral for crisis intervention and emergency action or Student of Concern Committee.

2- Proceedings

2.1 Any member of the University community may bring a complaint against a student or a student organization. A complaint or incident report must be filed with Student Conduct and Conflict Resolution within 10 working days of the occurrence or the discovery of the alleged infraction(s). The complaint or incident report 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 invalid, unless there are extenuating circumstances that prevented the respondent from complaining within 10 days.

- 2.2 Student Conduct and Conflict Resolution Officials will conduct inquiries 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 policy violations, charges will be conveyed to the responsible student and sanctions will be discussed with the Vice Provost for Student Life for implementation. If an incident warrants a hearing, the Senior Manager for Student Conduct and Conflict Resolution will consult with the Vice Provost for Student Life and organize a hearing with the University's Conduct Council Hearing Board (CCHB).
- 2.3 Student Conduct and Conflict Resolution 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 Student Conduct and Conflict Resolution 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 Student Conduct and Conflict Resolution issues a letter stating the sanctions.
- 2.8 In virtual/remote conduct inquiries with the Student Conduct and Conflict Resolution officials, the Vice Provost for Student Life or the Conduct Hearing with the Conduct Council Hearing Board, where the student participates from his/her living room or other shared space and there is a potential for a person not participating in the hearing to be privy to confidential conversations whether intentionally or otherwise, the respondent will provide a confidentiality consent to Student Conduct and Conflict Resolution prior to the hearing. The student must ensure that he/she is alone, and do not record or take any screenshots or audio/video of the hearing session.
- 2.9 Student Conduct and Conflict Resolution reserves the right to continue the proceedings of an unclosed case after any semester break or university closure. Incidents will be kept open until the student is heard.

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 as special cases as per the following procedures:

1. When there is sufficient cause to believe that a student accused of a violation of the Student Code of Conduct 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 the University Counseling Services, the University Health Services, Student of Concern Committee 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.
2. 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 Office of Protocol and Security for intervention and provide a referral to University Counseling Services, the University Health Services, or a qualified professional outside of the University for a comprehensive evaluation. If circumstances warrant a suspension or expulsion, 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 evidence that the offender will cause harm.

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

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

Parental Notification

The Office of Student Affairs may notify parents or guardians of students' misconduct when:

1. A student violates the University's alcohol or drug policies or is involved 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 results in his/her removal from the residential halls or suspension or dismissal from the University.

3. A student is found responsible for a second violation of the Code.
4. A violation of the Code results 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.

Non-Compliance with Policy

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 to Student Conduct Process 1.2), and may be modified, deferred or suspended. A warning notice (oral or written) that continuation or repetition of prohibited conduct may be cause for additional conduct action will be conveyed to the student and may include any of the following sanctions:

Educational Sanctions: One or more educational sanctions may be considered, depending on the infraction, to promote student learning and understanding of the impact of their behavior on the community:

- Letter of apology addressed to the concerned student/faculty/staff routed through the Student Conduct and Conflict Resolution Department.
- Presentation of an educational workshop on a topic related to the policy violated.

- Research paper or project. Student will be provided an outline to work on a research paper or a project that will impact learning and be shared with the University community.
- Reflection Paper. The topic and outline will be provided by SCCR.
- Community Services. The student will complete specified hours of voluntary service.

Administrative Sanctions: One or more conduct sanctions may be considered depending on the policy infraction and harm caused to the community.

- **Conduct Probation:** Sanction issued to a student containing specific terms and conditions. The Conduct Probation period may be extended if the student violates the Code again during the conduct probation term.
- **Fines:** A predetermined monetary fine for violation of policy.
- **Restitution:** Repayment of the direct cost for damages or services resulting from a violation of this Code.
- **Loss of privilege:** For example, denial of visiting privileges in University housing or denial of access to computer services or to the Sports Complex.
- **Housing Hold:** Residential Hall suspension will lead to a housing hold for a specified period.
- **Conduct Hold:** Temporary suspension, or University suspension will lead to a conduct hold.
- **Residential hall suspension** (up to two semesters) or dismissal (permanent) from the residential halls.
- **Suspension** (up to one academic year) 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, when the student appeals the Appellate Board will review the case and make a recommendation to the Provost and Chief Academic Officer.

Sanctions for Student Organizations/Clubs/Sports Teams/Associations:

- **Loss of Status:** Individual students will have to step down from their existing position in that organization, or the group of

students running the registered organization will be asked to discontinue and the organization dissolved.

- **Social Probation:** The registered organization will not be allowed to conduct any student activity or event or host an event for a specified period.

3. Appeal Process:

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

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

1. An appeal must be emailed to the University Appellate Committee at UACSC@aus.edu within seven working days after date of notice. In instances of dismissal from the University, Senior Manager–Student Conduct and Conflict Resolution will forward the case to the Appellate Board and notify the student.
2. Appeals will be reviewed by an Appellate Board of the CCHB and will consist of three 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.

3.2 A student withdrawn or suspended temporarily due to misconduct or a psychological, mental health or other medical condition may appeal to the Vice Provost for Student Life for reinstatement in the 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 Provost and Chief Academic Officer. The Vice Provost for Student Life or designee will inform the student of the final decision in writing.

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 Student Conduct and Conflict Resolution 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 SCCR will be archived in the student files.

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.

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 Student Conduct and Conflict Resolution. After a thorough investigation, the Student Conduct and Conflict Resolution 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.

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.

- i. Users must comply with all instructions given by the Student Center management.

- ii. 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.
- iii. Users must refrain from moving and rearranging the furniture set-up of the Student Center.
- iv. 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.
- v. No commercial activity or solicitation can be conducted in the Student Center unless approved by Student Development and Organizations.
- vi. No organization or student, except designated AUS employees, will remain in the building after it is officially closed.
- vii. Users under the age of 14 must be accompanied by an adult and must adhere to the same rules as all other users.
- viii. As with any other AUS building, smoking is not permitted in the Student Center.
- ix. The Student Center is not responsible for any lost or stolen items within its premises.
- x. Refreshments served by food outlets in the Student Center must be consumed in designated areas only.
- xi. Dining is not allowed in the Student Center lounges.
- xii. Pets are not allowed in the Student Center.
- xiii. No bicycles, roller skates, skateboards, etc. are allowed in the Student Center.
- xiv. Gambling is not permitted in the Student Center.

Breach of Student Center regulations is subject to disciplinary action.

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 may be consumed in the library. Drinks in approved containers are permitted. 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 Student Conduct and Conflict Resolution officials
- removal from the library
- suspension of library privileges

Student Conduct and Conflict Resolution Contacts

Juliet B. Coutinho, Senior Manager
jcoutinho@aus.edu
 Salima Al Dabowi, Senior Officer
sdabowi@aus.edu
 Omar Abdullah Al-Houti, Officer
oalhouti@aus.edu

Student Center, First Floor
 Offices A233 and A254-256
sccr@aus.edu
 Tel +971 6 515 2250/2740/2894
 Fax +971 6 515 2737
www.aus.edu/osa/studentconduct

Mediation Services

Mediation Services is offered to students through Student Conduct and Conflict Resolution. 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.

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

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.

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.

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 w.aus.edu/osa/mediation-services.

Student Residential Life

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.

Room Types

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

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 coordinators 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 Residential Halls Coordinator 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.
- 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.
 - 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 coordinators 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 coordinators, 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 Residence Hall Coordinator 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 the 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 hall 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.

AUS Resident Students' Bill of Rights

All residents have the right to:

- read and study in their rooms
- sleep without disturbance from noise
- live in a safe, clean and drug/alcohol-free environment
- free access to rooms without pressure from roommates
- expect that roommates will protect their personal belongings
- personal privacy
- 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 Student Conduct and Conflict Resolution.

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 halls 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 Residence Hall Coordinator 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 halls 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 Hall and will be kept as a record. Repeated violation of attendance regulations are reported to the Senior Manager of Student Conduct and Conflict Resolution on a weekly basis. The Student Conduct and Conflict Resolution 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 suspension for one semester or more or dismissal from the residential halls. The residential housing hold can be revoked by the Vice Provost for Student Life subject to procedures. Curfew timings will coincide with library hours announced by the University Librarian during study period and exams. During official holidays and the holy month of Ramadan, curfew hours will be announced by the Vice Provost for Student Life. Resident Students will adhere to the Student Code of Conduct Section 1, Clause 1.1.

- b. **Residential Halls Leave.** All resident students are expected to sleep at the residential halls every night, except during official hall closing periods or if their parents/guardians verify otherwise with Student Conduct and Conflict Resolution 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 Student Conduct or Conflict Resolution. Leave during the week is only authorized in cases of emergency or under special circumstances and must be approved by the Student Conduct and Conflict Resolution (SCCR) 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 2.1 Policy on Alcohol Abuse and 2.2 Policy on Controlled Substance/Drug Abuse in this handbook.
- d. **Smoking.** Refer to the Student Code of Conduct 2.17 Policy on Smoking in this handbook and the

[Smoke Free Campus Policy](http://w.aus.edu/smoke-free-policy), which can be found at w.aus.edu/smoke-free-policy.

The presence of cigarette smoke in a student's room will imply the use of cigarettes or tobacco and will be referred to Student Conduct and Conflict Resolution 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.** Refer to the Student Code of Conduct 2.10 Policy on Harassment in 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 and Doctoral students can apply for on-campus housing. 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 residence halls coordinator. 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.
 - Fathers and brothers of male residents, and mothers and sisters of female residents can visit their student's room for a brief period during the check-in/move in day and check-out. 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 Residence Hall Coordinator 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 halls 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 Senior Manager 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 Residence Halls Coordinator 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.
- 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 Residence Hall Coordinator 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

Prohibited Conduct Concerning Security

The following conduct is prohibited:

- a. entering any residential hall without showing identification card to the Residence Halls Coordinator
- b. not responding to the Residence Halls Coordinator instructions
- c. hosting a visitor in the dorm without permission from the Residence Halls Coordinator extending authorized visiting time
- d. propping open outside doors or exit ways without the permission of a Residence Halls Coordinator.
- 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 halls
- k. stealing, using or moving student belongings without their permission
- l. aggressive behavior towards other students or staff

Prohibited Conduct Concerning Fire Codes

The following conduct is prohibited:

- 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

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.

Other Prohibited Conduct

The following conduct is prohibited:

- 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 coordinator 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 Residence Hall Coordinator 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

Resident Assistants

Resident Assistants (RAs) help students navigate life on campus. As the building blocks of the residential halls community, RAs have strong leadership skills, inform students about the academic support options available and help students understand the policies outlined in the *Student Handbook*. Most importantly, they help foster a sense of community among the students living on campus.

For more information, see: www.aus.edu/life-at-aus/housing-and-dining/residential-halls/resident-assistants.

Job Description and Responsibilities

The RA will oversee and manage a group of 25-40 residential students in one of the student residential life buildings. The RA will be reporting to the Residence Hall Coordinator 2 and work closely with other coordinators in the halls and their peers.

Responsibilities include the following:

Leadership and Role Modeling

RAs provide leadership, initiative, and support to students and the college. RAs are expected to actively demonstrate positive personal, academic and job-related behaviors.

Support, Counseling, Advising and Referral

RAs are expected to be available to discuss and mediate students' concerns and problems. The RA is also in a position to initiate referrals to the various specialized services available on campus and in the community. The RAs will be required to meet at least twice a semester with each resident on various topics to check in. The topics can include a conversation on how the student is connecting to the campus, wellbeing and academic success.

Community Development

RAs provide leadership and support for our departmental community development model. Some components of this model include educational and social programming, community service and leadership. RAs help connect students to

opportunities on campus through their school/college and the Student Engagement and Leadership department.

RAs will be required to complete four programs a semester for their residents that support their personal development. The RAs will work together as a team to create two programs a year that celebrate the community.

RAs are expected to design door tags once a semester for their residents and bulletin boards that add vibrancy to the community.

RAs will lead RA meetings once a semester and at other times when necessary to go over policies and other matters of the community.

Policy and Support

RAs are expected to actively promote and support policies outlined in the *Student Handbook*. This necessitates that each RA be thoroughly familiar with the policies and procedures for mediating disputes, enforcing policy and reporting violations. Within the residential halls, RAs serve on duty each night on a rotating basis from 6 p.m. to midnight in order to promote safety and build community.

RAs will also work with residents on managing conflicts that may arise between roommates and other residents. The idea is to help students to communicate better when there are issues in their community.

Administration

RAs are responsible for the environment of the residential hall and should timely comply with any paperwork back to the building coordinators and Student Residential Life office. This includes reporting facility or maintenance concerns and checking-in and checking-out RAs. RAs will also help with health and safety checks once a semester.

Teamwork

RAs should be able to work with other RAs in a professional manner. They should also be able to lead their community with enthusiasm, pride and spirit. RAs are supported by Student Residential Life staff and their coordinators. RAs will work together on a nightly schedule of when they are on duty for the residents. Being an RA is as much about being a part of a team as it is about any single component of the job.

Training and Education

RAs are committed to learning the leadership skills to be successful and will actively participate in education and training activities. RAs should be

knowledgeable on all services and resources available to a student. It is expected RAs will be involved with training activities possibly in the summer and a week before the semester begins. There will also be two in-services during the semester the RAs are expected to attend.

Qualifications/Eligibility

- Applicants must be a full-time student and preferably lived on campus; yet, since the position has been structured to provide more support for residential students, student leaders who have not had an opportunity to live on campus and have interest are encouraged to apply.
- Outstanding leadership, team building, organizational, and interpersonal communication skills are essential.
- Applicants must have a semester and cumulative GPA of a 2.5 GPA.
- Applicants must no record of conduct probation or a greater sanction resulting from a violation of the Student Code of Conduct.
- Applicants must be available to work evenings and weekends and before and after the halls open.

Benefits

- The ability to serve in a role that is recognized around the world, as one of the top leadership positions on a college campus
- Free private room in one of our residence halls

Job Performance Evaluation

RAs will be formally evaluated by the Residence Hall Coordinator 2 and 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 no longer receive a free single room and will be reassigned.

Desk Assistant

The Desk Assistant is a student employee who works at the front desk in the residential halls. The Desk Assistant is responsible for assisting the Residence Hall Coordinator by performing effective office and Administrative roles and by providing outstanding customer services to the residents.

Responsibilities

Perform duties following assigned hours at the desk:

- answer the desk telephone promptly and professionally

- answer questions from residents, visitors and guests
- communicate messages recorded for hall staff
- administer the hall's visitation (visitor's entry in the logbook)
- liaise with hall residents, staff and guests
- direct visitors/residents in the hall to appropriate people/places for assistance

Specific Requirements

- Desk Assistants must read and understand the *Student Handbook*.
- Desk Assistant must 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).

Duties

The Desk Assistant has the following duties:

- attend and participate in all staff training sessions including staff meetings and others as assigned by the management
- display a positive, professional attitude and support towards students, staff and visitors
- report all emergencies and serious situations to the Residence Hall Coordinator and help conduct emergency evacuations and/or drills on the Residence Hall Coordinator's order.
- support, promote and participate in hall programs and activities
- 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 Residence Hall Coordinator in a timely manner
- be knowledgeable about and follow procedures for alarms and emergency procedures

Interested students can obtain an application form from the Student Residential Life office A259, First Floor, Student Center. Please email res-halls@aus.edu for further details.

Student Residential Life Contacts

Issam Zaarob
Senior Manager
Tel +971 6 515 2427
res-halls@aus.edu

Aissa Zahaf
Manager
Tel +971 6 515 2244
roomassignment@aus.edu

Mohamad Raied Eizeddin
Residence Hall Coordinator 3
Tel +971 6 515 2291
res-halls@aus.edu

www.aus.edu/osa/residentialhalls

Student Engagement and Leadership

AUS students take an active role in governing and shaping campus life. Student Engagement and Leadership plays an important role in providing students with extracurricular opportunities that promote their intellectual growth, skills and all-around 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.

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; Student Engagement and Leadership's 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.

Student Center Services

The Student Center reception offers the following services:

Lost and Found

Student Engagement and Leadership 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.

Returning Lost Items

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.
2. All items turned in to the Student Center lost and found will be labeled and documented by the reception staff on duty.
3. The items will be stored in a secured location in the Student Center.
4. Details of recently found items will be posted on the Student Center bulletin boards for a period of two weeks.

Claiming Lost Items

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

Lost Item Classification and Holding Period

3. 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.
4. 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.

Disposal of Unclaimed Items

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.
2. All unclaimed valuable items that remain after the holding period of one year will be disposed of as follows:
3. Cash will be deposited to the AUS charity account.
4. AUS IDs, passports and official documents will be turned over to the concerned AUS department.
5. ATM and credit cards will be discarded.

6. Other valuable items will be turned over to local authorities through the concerned AUS department.
7. All unclaimed less-valuable items that remain after the holding period of two months will be disposed of as follows:
8. Clothes, bags, sunglasses, books, notebooks, hard drives, flash drives, chargers and personal accessories will be donated to charity.
9. 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.

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 Engagement and Leadership, 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.

Student Center
+971 6 515 2752/2400
www.aus.edu/student-center

Student Orientation

At the beginning of each semester, prior to registration, the Office of Student Affairs, through Student Engagement and Leadership, 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 first-year reception dinner, Sharjah and Dubai city tours, and week-long Student Center open house activities, including games and movies. Incoming first-year students are expected to participate in all activities, as information provided during the orientation program is designed to ensure a successful first-year experience.

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 includes Cultural Clubs; Interest-Oriented Clubs, Associations and Societies; and General Events, which offer students an opportunity to organize events and activities on campus and also help students to establish and join clubs.

Student-sponsored clubs are an integral part of the learning process at most institutions of higher education. Their academic experience is complemented 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 helping 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 and interest-oriented clubs reflect the varied backgrounds of AUS student and their personal interests. Participating in student clubs offers students

opportunities for personal growth and leadership development.

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, associations and societies are registered with the Office of Student Affairs:

Interest-Oriented Clubs, Associations and Societies

Achievement Academy Bridge Program Club
American Chemical Society Student Chapter
American Institute of Architecture Students Club
American Institute of Chemical Engineers Club
American Institute of Graphic Arts
American Society of Civil Engineers Club
American Society of Mechanical Engineers Club
Association of Women Engineers
Astronomy Club
AUS Debating Society
AUS Public Speaking Club
Biology Club
Book Club
Chemical Engineering Honors Society
Civil Engineering Honors Society
Computer Club
Computer Engineering Club
Design Management Club
Engineering in Medicine and Biology Society
Entertainment Collage Club
Entrepreneurship Club
Filmmakers Club
Gastronomy Club
IEEE Computer Society Chapter
IEEE Sight Chapter
IEEE Solid State Circuits Society
Industrial Engineering Club
Innovators Club
Institute of Electrical and Electronics Engineers Club
Institute of Industrial and Systems Engineers Student Chapter
Interactive Games Club
Interior Design Student Association
International Students Club
International Studies Association
Modern Visual Arts Club
Music Club

Network of Students in Medicine and Health

Performing Arts Club
Photography Club
Psychology Club
Physics Club
Power Hit Radio Club
Society of Petroleum Engineers
Student Residential Life Association
Sustainability Club
Table Top Games Club
Tau Sigma Delta
The Engineering Honors Society
Upsilon Pi Epsilon Club
Women Empowerment Club

Cultural Clubs

The cultural 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.

Algerian Cultural Club
American Cultural Club
Armenian Cultural Club
Bahraini Cultural Club
Bangladeshi Cultural Club
Brazilian Cultural Club
Canadian Cultural Club
Chinese Cultural Club
Egyptian Cultural Club
Emirati Cultural Club
Ethiopian Cultural Club
French Cultural Club
Indian Cultural Club
Iranian Cultural Club
Iraqi Cultural Club
Italian Cultural Club
Jordanian Cultural Club
Korean Cultural Club
Kuwaiti Cultural Club
Lebanese Cultural Club
Moroccan Cultural Club
Nigerian Cultural Club
Pakistani Cultural Club
Palestinian Cultural Club
Saudi Cultural Club
Somali Cultural Club
Spanish Cultural Club
Sri Lankan Cultural Club
Sudanese Cultural Club
Syrian Cultural Club
Turkish Cultural Club
Yemeni Cultural Club

Club Fair

The Club Fair is one of the most popular events held on campus each semester. 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.

Global Day

One of the biggest events at AUS, Global Day is an annual event held by Student Engagement and Leadership 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.

Student Clubs and Organizations

Tel +971 6 515 2751/4000

sactivities@aus.edu

www.aus.edu/clubs-and-organizations

Community Service and Outreach

Community Service and Outreach is a division of the Student Engagement and Leadership under the Office of Student Affairs. Community Service and Outreach (CSO) offers AUS students the opportunity to get involved in social service and supporting charities. CSO goals go hand in hand with those of the Office of Student Affairs to facilitate the cultural, social and intellectual development of students. CSO 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.

Mission

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

Why Join Community Services?

Becoming a Community Service and Outreach (CSO) 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.

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

Environmental Community

This group 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.

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.

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.

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.

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.

Major Events

Each semester CSO organizes events and programs to support charities and social services organizations. CSO 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.
- **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 Service and Outreach 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.

• **Adopt an Orphan for a Day:** This is a buddy program where student volunteers are paired with orphan children. The volunteers then spend a day with their orphan buddy, take them on trips to amusement parks followed by full day of fun and excitement. The aim of the project is to provide an exciting and rewarding experience to our students while bringing joy to the orphans.

• **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.

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.

Charity and Social Service Organizations

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

- Al Ihsan Charity Center
- Al Thiqah Club for the Handicapped
- Bee'ah
- Dubai ambulance and Corporation
- Dubai Blood Donation Center

- Emirates Foundation of the youth
- Emirates Society For Consumer Protection Friends of Cancer Patients
- Human Appeal International, Ajman
- Labor Standard authority
- Ministry of health and prevention
- Noor Dubai Foundation
- Red Crescent, Sharjah
- Roads and Transport Authority traffic Department
- Sharjah City for Humanitarian Services
- Sharjah Environment and Natural Reserves Authority
- Sharjah International Charity
- Sharjah Police
- Sharjah Social Services Department
- Sharjah Specialized Dental Center
- Supreme Council for Family Affairs

To become a Community Service and Outreach volunteer, please visit Community Service and Outreach, Office A222, in the Student Center.

Community Services and Outreach contacts

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

Student Leadership Program

Student Leadership Program (SLP, is a division of Student Engagement and Leadership that 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.

Peer Leaders Program

The Peer Leaders Program allows students to serve as role models for incoming first-year students. 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.

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

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

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 their assigned first-year student prior to coming to AUS and during orientation weeks
- help their assigned student during the first three weeks of university

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.

Emerging Leaders Program

The Emerging Leaders Program introduces new students to the Student Leadership Program and supports first-year students 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.

Who Should Join the Program?

This program is designed for first-year students who are interested in developing their leadership skills.

Requirements

An Emerging Leader is expected to:

- be a first-year student
- have interest in leadership development
- maintain a minimum GPA of 2.5

How to Apply

Interested students may 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.

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.

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.

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.

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
- Cairo International Model Arab League
- Global Village for Future Leaders of Business and Industry
- International Youth Leadership Conference
- National Model United Nations

- Peace Summit for Emerging Leaders Student Global Leadership Conference
- World Business Dialogue

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.

Student Leadership Program Contacts

Student Center, First Floor
Offices A248, A249 and A250
www.aus.edu/leadership-program
osaslp@aus.edu

Rashed Kabbara
SLP Development Officer
Tel +971 6 515 4774
rkabbara@aus.edu

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.

On-Campus Student Employment (OSE), under the supervision of the Office of Student Affairs' Student Engagement and Leadership, regulates and oversees the university-wide student employment process.

On-Campus Student Employment offers wages ranging from AED 15 to AED 30 per hour. Students must meet the following criteria to be considered for on-campus student 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.

Role of the Employer

AUS units must:

- inform OSE 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 OSE for approval. Upon OSE’s approval, the student can commence work and access the online timesheet.
- inform OSE when staff and faculty members responsible for the OSE 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.

Role of the Student

Students who meet the criteria for student employment should:

- visit the OSE 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.

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.

Short-Term Off-Campus Employment

OSE 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 OSE’s mailing list.

Training Sessions

OSE 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.

On-Campus Student Employment Contacts

Student Center 222A
 Tel +971 6 515 2786
 Fax +971 6 515 2791
semployment@aus.edu
www.aus.edu/on-campus-student-employment

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 to the university administration. 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

Student Council Contacts

Ground Floor, Student Center
 Tel +971 515 2735
 Fax +971 515 2657
studentcouncil@aus.edu
www.aus.edu/student-council

Student Engagement and Leadership Contacts

For information on campus activities, please contact Student Engagement and Leadership department at ext. 2773.

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

Office of the Director

Haifa Ismail
Director
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.
Student Engagement Officer
Tel +971 6 515 2716,
vmateo@aus.edu

Kristoffer Torres
Receptionist/Storekeeper
ktorres@aus.edu

Student Clubs and Organizations

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

Asil Chaar
Student Activities Coordinator
Tel +971 6 515 4000,
achaar@aus.edu

Muhammed Hassim
Student Activities Coordinator
Tel +971 6 515 2751,
mhassim@aus.edu

Community Service and Outreach

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

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

On-Campus Student Employment

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

Campus Directory

Campus Directory

General Information: 06 558 5555/06 515 5555 | For campus extensions, dial 06 515 when calling from a mobile.

Department	Name	Title	Ext.
Chancellor's Office	Kevin Mitchell	Chancellor	2205
Provost and Chief Academic Officer	Juan M. Sanchez	Provost and Chief Academic Officer	2020
College of Architecture, Art and Design	Varkki Pallathucheril	Dean	2825
College of Arts and Sciences	Mahmoud Anabtawi	Dean	2412
College of Engineering	Sirin Tekinay	Dean	2948
School of Business Administration	Narjess Boubakri	Dean	2310
Undergraduate Affairs and Instruction	James Griffin	Vice Provost	2281
Graduate Studies	Mohamed El Tarhuni	Vice Provost	2934
Academic Support Center	Mehvash Ali	Director	2180
Advancement and Alumni Affairs	Rania Morsi	Director, Administrative Services	2829
Career Services	Mohamed Yassine Otmani	Manager	2063
Enrollment Management	Ali Shuhaimy	Executive Director	1000
Financial Grants and Scholarships	Aldrine Creado	Manager	2005
First Year Experience	Erica Payne	Coordinator	2428
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
Student Accounts	Reem Al-Alami	Finance Manager	2237
Student Affairs	Lisa Bardill Moscaritolo	Vice Provost for Student Life	2166
	Ghada Al-Sakaf	Executive Assistant to VPSL	2166
	Haifa Ismail	Director, Student Engagement and Leadership	2771
	Graeme Dobie	Director, Student Athletics and Recreation	2775
	Aisha Ali	Manager, Community Service and Outreach	2794
	Juliet Coutinho	Senior Manager, Student Conduct and Conflict Resolution	2250
	Issam Zaarob	Senior Manager, Student Residential Life	2427
	Aissa Zahaf	Manager, Student Residential Life	2244
University Health Services	Dr. Lubna Al Saraj	Director	2699

Emergency Contacts

Security (24 hours) 050 626 7818

Medical Hotline (24 hours) 06 515 2100, Press Option 1 or ext. 4911 or 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

For operating hours, please visit www.aus.edu/commercial-outlets | www.aus.edu/restaurants-and-cafes.

Al Manara University Pharmacy	558 9004
All Prints Bookstore	515 2013
American University Salon	558 9655
AUS Barbershop	515 2793
AUS Transportation Services	515 2171
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 Residential Halls Welcome Center Branch: 558 9663
Sharjah Islamic Bank	599 9503 599 9504 599 9505
Sharjah Taxi Services	600 52 52 52
Starbucks	593 3579
Subway	558 9632
The Dining Table	058 931 6507
Yogurberry	056 284 4434

Accreditation and Licensure

American University of Sharjah, located in the Emirate of Sharjah, is officially licensed from June 19, 1999 to February 25, 2025 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education. Degree programs at AUS 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, <http://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, <http://www.abet.org/>. 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. The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB).