

American University of Ras Al Khaimah

Student Affairs Office

Student Handbook 2013-2014

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Introduction

Message from the President

Dear All,

Four years ago a new chapter was added to the rich history of Ras Al Khaimah when the American University of Ras Al Khaimah was established by the vision of His Highness Sheikh Saud bin Saqr Al Qasimi, the ruler of Ras Al Khaimah, who wished to establish an institution of higher education that followed the American model entwined with indigenous culture, and to expand local horizons to encompass western academic traditions. Consequently, the American University of Ras Al Khaimah was licensed by the Ministry of Higher Education and Scientific Research on August 1, 2009 with four accredited programs: BS in Biotechnology, BS in Business Administration, BS in Computing Engineering and BS in Electronics and Communication Engineering. Today, AURAK is enlarging that vision with the introduction of new programs, new faculty, rebuilding the infrastructure, modernizing the University with innovative technology, new laboratories, and enhanced facilities. Relationships have been forged with other academic institutions through the signing of memoranda of understanding with American Universities namely George Mason University, California State University of San Bernardino, Hong Kong University of Science and Technology and State University of New York. This paves the way for a closer bond of academic exchange, resources and expertise.

The growth of AURAK has often been challenging and arduous, but the results are fruitful and fulfilling. From the initial four programs, we now have new ones namely Bachelor of Science in Accounting, Civil and Infrastructure Engineering, Mechanical Engineering, Industrial Engineering, Computer Science, Finance, Marketing, Human Resource Management, Bachelor of Arts in English Language, Mass Communication and Graduate programs in MBA, Executive MBA, Engineering Project Management and Education.

We have also recruited excellent faculty and Deans of Schools. We now truly merit the name, the American University of Ras Al Khaimah, as it celebrates diversity and multiculturalism in the ethnic variety of its staff and faculty, but remains located within the American academic system. AURAK is in every way evolving, progressing and advancing forward.

I am confident that our united efforts will lead the University to the forefront of the best academic institutions in the UAE. I wish you all an enjoyable and productive academic years at the American University of Ras Al Khaimah.

Prof. Hassan Hamdan Al Alkim

President, AURAK

Academic Calendar (2013 – 2014)

Fall 2013

Placement Tests	August	28
New Faculty Orientation	August	28
Orientation & New Student Course Registration	August	29
First Day of Class and Fee payment	September	1
Last Day to Add / Drop	September	5
Last date to withdraw a course without grade (F)	October	3
Eid Al Adha Holiday	October	15-16-17
Islamic New Year	November	4
UAE National Day	December	2
Fall Semester Break	December	15 to Jan 2
Classes Resume	January	5
Last Day of Class	January	9
Examination Period	January	11 - 16
Prophet Mohammed's Birthday	January	13
Grades Available	January	21 onwards

Spring 2014

Placement Tests	January	22
New Faculty Orientation	January	22
Orientation & New Student Course Registration	January	23
First Day of Class & Fee Payment	January	26
Last Day to Add / Drop	January	30
Last Date to withdraw a course without grade (F)	February	20
Spring Break	March- April	March 30- April 10

Last Day of Class	May	22
Examination Period	May	25- 29
Grades Available	June	2 onwards
Commencement	June	5

Summer 2014- Session 1

Classes Begin	June	3
Last Day of Summer Session 1	July	10
	July	13
Grades Available		

Summer 2014- Session 2

Classes Begin	July	14
	August	17
Last Day of Summer Session II		
	August	19
Grades Available		

Note: All Islamic Lunar Holidays for the private sector will be fixed as per announcement by the relevant Ministry.

AURAK Vision, Mission and Values

Our Vision

To be a leading knowledge-based professional institution that adheres to the universality of knowledge-sharing.

Our Mission

The American University of Ras Al Khaimah (AURAK) is an independent coeducational institution of higher education. AURAK's mission is to provide high-quality undergraduate and graduate education based on the principles of objectivity and scientific merits that contributes to human development. It encourages life-long learning and professional education.

Values

People:

To create a student learning environment that develops social and cultural understanding for personal and professional growth and concern for others, builds skills of independence, self – direction, critical and reflective thinking, innovation and entrepreneurship, recruit high quality faculty and staff members capitalizing on their uniqueness and recognizing their excellence in performance.

Quality:

To offer high quality academic and professional programs that build mastery and commitment to lifelong learning.

Scholarship and Research:

To advance knowledge through discovery, dissemination, and application.

Cultural Authenticity:

To serve as a center for cultural dialogue and understanding, promoting cultural heritage and as a community resource for language development.

Engagement:

To engage faculty, students, and staff with the broader community; to maximize human resources and contribute to the solution of local, regional, and global problems by developing sustainable partnerships that enhance opportunities for students and the community, including

partnerships with local schools, local and regional governments, business and industry, and other institutions of higher education.

Improvement and Productivity:

To seek continuous improvement through reflection, assessment, and quality enhancement; setting and rewarding high standards and being proactive, efficient, and effective within the context of high quality.

Academic Freedom:

To create an environment of open, critical thought, and enquiry and exchange of ideas; of tolerance for divergent views and beliefs.

Integrity:

To maintain the highest standards of integrity and instill those standards as an important value for sustaining humankind.

Enterprising:

To value innovation and entrepreneurship in teaching, research, services, and other enterprises.

Global:

To promote multi- cultural understanding, global knowledge, and world citizenship for enhancing world peace and prosperity and creating sustainable futures.

Student Affairs

Mission and Goals

Mission

The Office of Student Affairs wants to get students involved, keep them active, and have fun. There are numerous clubs, adventures, and community outreach opportunities to help students make friends and become good global citizens. It supports the University's mission of student learning and personal development.

Student Life Office plays a vital role in the campus community by creating programs and providing services and facilities that are responsive to the personal, social, educational, cultural, and recreational needs of the AURAK student community. It aims to ensure student success and to enhance learning and overall personality development by motivating and inspiring the student community to get involved in educational and recreational activities both inside and outside the classroom.

Students are encouraged to acquire skills and abilities which will help them become well-rounded individuals who will lead productive lives and deal effectively with personal and professional challenges in a global world. The office of Student Affairs helps students better understand the University by clarifying and guiding them through its policies and procedures. It receives and addresses student concerns, complaints, and suggestions.

Goals of the Office of Student Affairs

The primary goal of the Office of the Student Affairs is to meet the needs of its students for co-curricular and extra-curricular activities. It is committed to providing the means, opportunities, facilities, and support to create an environment in which students can be developed as socially active, knowledgeable individuals and well-rounded citizens of the world.

The programs provided for student development are parallel to the development of AURAK as it evolves in terms of physical space and student numbers. While some programs and services already exist at AURAK, they will be expanded and supplemented to achieve the following broad goals:

- Formation of student clubs and forums will increase direct involvement of students in the AURAK community which will promote closer ties between students and their university.
- AURAK hosts a diverse and multicultural student body. To ensure a healthy, friendly, and integrated environment, events, programs, and activities revolve around AURAK's commitment to multiculturalism. Various co-curricular and extras-curricular activities, lectures, workshops and sports activities are organized where student creativity and diversity is encouraged.

- AURAK ensures equal access for students with disabilities; AURAK provides services, facilities, and assistance for its students with special needs.
- AURAK recognizes that parents and families play a critical role in the success of college students. Engagement with parents and families helps to build a wider AURAK family. We welcome family involvement in our University particularly their attendance in the New Student Orientation and presence at occasions like Student Recognition Award Ceremony and Graduation Ceremony.
- AURAK promotes an environment of tolerance in which gender-related issues can be addressed. Planning includes offering forums, groups, and counseling to address concerns related to gender from professional development to personal and domestic needs.
- Through education and training, AURAK assists students to become aware of issues related to alcohol and drugs and provides referral services when warranted.

Student Life Office

The Student Life Office (SLO), a unit in the Office of Student Affairs, is a source of comprehensive and impartial guidance and information about all aspects of life for an AURAK student. It can help students with personal, academic, and financial issues or direct students to someone who can.

Students can visit our office with any issue they may have, large or small. This office serves as a sounding board if students just need someone to listen and, to help guide them as they develop and mature through the educational process. This Office also offers various opportunities for students to participate in student activities offered on campus, be a part of some student clubs/organizations, develop leadership skills, participate in various inter college competitions etc.

New Student Orientation

The Office of Student Affairs conducts an orientation program at the beginning of each semester for all the newly joined students. The orientation program is designed to facilitate transition from high school to university and familiarize new students with the university by providing information on academic programs, facilities, policies, procedures and resources. Students have the opportunity to meet their advisor, faculty, and administrative staff as well as current students. During an orientation session, students are given a tour of the campus facilities, provided with materials and resources, and introduced to the advising and registration system. Students are also encouraged to participate in the ice-breaker activities designed to create a sense of belonging, to socialize, and to encourage collaborative learning. Attendance at the orientation session is mandatory for the new students.

Student Activities

At AURAK, we believe that out of classroom learning experiences plays a significant role in students' professional and personal development by enhancing their social, leadership and organizational skills. We encourage students to become actively involved in University life by participating in extracurricular activities, attending student trips, and joining student clubs and organizations.

In cooperation with the Student Government Association (SGA), Student Life Office oversees a wide range of activities for students throughout the year, aiming to introduce students to the immense cultural diversity of the UAE. Some of the organized activities and events are:

- Global Day
- Biotechnology Day, Engineering Day, Business Day
- Iftar Party
- UAE National Day
- Visiting Exhibitions in RAK and other emirates
- Museum Trips
- Community Service
- Inter-campus Competitions
- Recreational Trips
- Movie Nights
- New Students Welcome party
- BBQ
- Student Recognition Award Ceremony
- Graduation Ceremony

The University sports facilities include a multipurpose hall, a well-equipped gymnasium with new workout machines, and several outdoor sports fields. The sports activities aim to develop and maintain physical fitness among all members of the University community by offering a variety of sports programs. Students participating in these sports activities have the opportunity to develop leadership and teamwork skills. Games, tournaments and friendly matches with other colleges/universities are regularly organized.

Student Activities Management Policy

All administrative staff, student representatives, and students involved in extracurricular activities such as intercollegiate or intramural sports events, clubs, student government, and social events organized by the Office of the Student Affairs, are governed by a policy for non-academic extra-curricular activities.

AURAK is committed to student development through out-of-class and in-class learning experiences and welcomes suggestions from students and others for extracurricular activities. All

out-of-class activities must be approved by the Office of Student Affairs, supervised by faculty or staff members, and meet AURAK requirements for safety and security. All activities must reflect positively on AURAK and adhere to the laws and the cultural and social norms of the UAE.

Activities Planning: All University-sanctioned activities must be sponsored by a recognized student organization/club. A fully completed Event Proposal Form must be submitted at least 2-3 weeks prior to the proposed activity. A completed form includes:

- Description of activity
- Date and time of activity
- Learning Objectives (reflective of university mission statement)
- Estimated number of participants
- Budget (if required)
- Supervisors
- Facility needs
- Security
- Promotion plan

An Event Proposal Form is available in the Student Affairs Office.

Travel

To travel off campus for a university-sanctioned trip, a student organization must follow the appropriate travel procedures to ensure the safety of all involved. An Event Proposal Form and a list of attendees must be submitted by the person organizing the event to the Student Affairs Office at least one week prior to the day of travel. A signed Travel Release Form must be on file in the Student Affairs Office for any student wishing to attend the event. Students eighteen years and older may sign for themselves; however, students under the age of eighteen must have a parent or legal guardian sign on their behalf.

When students from student organizations travel, they are representatives of AURAK and are expected to conduct themselves appropriately. Any person attending an event who does not follow the Code of Conduct will not be permitted to attend future events.

The Travel Release Forms are available in the Student Affairs Office.

Student Government Association (SGA)

The SGA represents the student body, provides an opportunity for students to demonstrate leadership, and serves as a liaison between the students and the University administration. It also plays an important role in planning and sponsoring student campus activities and events. The SGA consists of five executive members: President, Vice-President, Treasurer, Secretary and Public Relations Officer. As the student body expands, representative

members will be added to the SGA and job responsibilities will change. The President of the SGA serves on the University Academic Affairs Council, Student Affairs Advisory Committee, Marketing Campaign Committee and Library Committee.

The SGA at AURAK follows a constitution which defines SGA's goals and objectives and establishes the roles and responsibilities of each SGA member. The constitution also defines the policies and procedures to follow for planning and organizing University events. It also establishes the minimum qualifications for students who want to run for office.

Student Clubs and Organizations

Student Life Office facilitates student growth through a variety of clubs. It supports activities to complement courses such as academic, civic, social, or recreational clubs for fun and leisure. Membership in these clubs not only helps students make new friends and meet people with common interests but it also helps them to acquire important skills such as leadership, organization, team work, and event planning. The University encourages all students to establish or join clubs to explore or further their interests. All clubs and organizations work very closely with the SGA.

All student organizations or clubs must be authorized and registered annually with the Student Life Office. Registration includes completing the appropriate forms and submitting a constitution, by laws, and membership roster. At least one officer of each student organization or club must meet with the Student Life Office Director at the beginning of each semester to review the relevant policies and procedures. All clubs and organizations are required to submit their proposed events and activities along with the budget requirements for an academic year after approval and consultation of the faculty advisor at the beginning of the academic year. Student clubs/organizations must send a request at least two to three weeks prior to any event, depending on the size and scale of the event. Prior approval for use of campus facilities is required. The Student Life Office has a sample constitution and bylaws available to assist with the establishment of new clubs and organizations. All sanctioned student clubs and organizations must have a full-time faculty or staff member to serve as an on-campus advisor. The Student Life Office can identify faculty and staff willing to serve as advisors, but it is preferable for club members to select their own representative.

Student Advisors

The advisor of a student club or organization should attend the meetings and functions as often as possible, offer suggestions for improvement and be available to the club's or organization's officers and members for consultation. The advisor's responsibilities include:

1. Responsibility to the group

- Assist the group in setting realistic goals and objectives each academic year
- Help the club/organization justify its expenditures of students' time, abilities, and energy
- Be well informed about all plans and activities of the group
- Discourage domination of the group by any individual or group of members
- Assist the group in making sure that the proper paperwork is submitted to the Student Life Office when required and when officers change
- Be aware of University policies and UAE customs and laws

2. Responsibility to individual members

- Assist students in maintaining a balance between the academic and the extracurricular aspects of student life
- Encourage each member to participate in and plan for group events
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group's role
- Be concerned about developing leadership skills of members by discussing and helping to analyze group interactions and decision-making
- Be aware of the goals and directions of the organization and help members evaluate their progress towards these goals

Student Clubs and Student Organizations must follow specific guidelines if they wish to post promotional advertisements on campus.

Posters and other marketing instruments must be approved by the Student Life Office. Student clubs/organizations may only post flyers on campus bulletin boards in designated locations (e.g. cafeteria, academic block, residence hall, and SGA office). They are responsible for the removal of flyers once the date of the event has passed. Flyers containing inappropriate content (e.g., lewd language, overt sexual content, or political propaganda) will be removed and the responsible party subjected to disciplinary action. Any promotional material sent to students campus wide by email must be sent from the Student Life Office/Student Affairs Office.

Health Services

It is mandatory that all enrolled AURAK students are to have health insurance. UAE based students who are covered by their parent's health insurance policy or are covered by other health insurance schemes are required to provide proof of valid insurance cover to the Accounts Department when paying their tuition fees to be exempted from the university insurance. UAE nationals who are covered by Government Health policy are also exempted from the University insurance. If a student does not show proof of health insurance, the Human Resources and Administrative Services Manager will supply information concerning local health coverage.

Both preventive and daily health care and education designed to support the physical and emotional health of students is provided to students by the trained qualified nurse at the health clinic. The RAK hospital manages, operates and maintains the clinic. Services also include treatment for minor health emergencies and conditions, dispensing medication for minor health problems, providing individuals with medical referrals. Health experts from RAK Hospital are also invited from time to time to give lectures at AURAK about issues related to the overall well-being of the students.

Disability Services

Students with disabilities may find that they require additional support, services or considerations if they are to realize their potential as students at AURAK. The University will endeavor to support students with disabilities or special needs where resources are available. Reasonable requests for accommodation will be made for students with disabilities so that they may have equal access to educational programs, services, and activities. Such students should contact the Student Life Office Director to discuss their needs.

Learning Support Services

At AURAK, academics include not only what happens in the classroom, but also to how students learn by being active participants in their own learning. The Student Life Office organizes various workshops at the Student Success Center to help the students achieve academic success. Students can learn specific study skills to enhance memory, comprehension, test performance, how to retrieve important class and lecture material by developing note-taking skills, stress management, identification of individual learning styles etc. Peer tutors are also selected by the faculty members each semester to help the academically low performing students in their classes.

Career Development Office

Career services at AURAK are designed to support the University mission by promoting students' successful academic progress and adjustment and by providing degree-seeking students with individual career guidance and assistance in job placement. The services offered by the Career Development Office include:

- Career Resources Library
- Online and paper based tools for self-assessment
- Learning and study skills workshops
- Information on career options and employment trends
- Workshops on job development skills and competencies
- Resume and cover letter writing
- Interview preparation through mock interviews
- Links with potential employers

- Advice concerning employment opportunities
- Organization of career fairs on campus
- Assistance with locating non-credit internships, jobs, and training opportunities
- Summer internships
- Placement services
- Expert talks from University or industry

AURAK students are allowed to work at the university as part-time staff in these positions: Library Assistant, Laboratory Assistant, Admission Assistant, Marketing Assistant and IT assistant according to the AURAK policy for Career Development and Student Empowerment. The aim of this policy is to support students to gain experience while they are getting their education.

Students are strongly encouraged to visit the Career Development Office during their first year at AURAK and continue working closely with this office to develop their career plan. Junior and Senior students are encouraged to visit this office at least twice every semester.

Personal Counseling Center

AURAK offers one-on-one personal counseling services. The Personal Counselor's role is to assess the problem and provide support and guidance for students experiencing personal problems. The confidentiality of the counseling sessions is protected by the counselor's code of ethics.

For some students, one conversation is all they need to make things better, while others may return for several appointments. The Personal Counselor provides referrals to qualified, certified, and experienced counselors, psychologists, psychiatrists, and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues.

Registrar's Office

The mission of the Office of the Registrar is to provide administrative services of the highest quality to students, faculty, alumni and administration in supporting the instructional role of the university. Those services include:

- Academic calendar creation
- Class scheduling including the Schedule of Classes publication
- Transfer credit evaluation
- Registration
- Student records maintenance
- Diploma processing
- Transcript processing
- Enrollment verification
- Degree verification

Additional University Services, Facilities

Student Accommodations

The University has two student residence halls, one for males and one for females, under an independent unit called EDRAK. These student residence halls provide a safe and comfortable environment conducive to students' academic and social aspirations that supports the University's academic mission.

The student residences consist of studio apartments. Each apartment is for double occupancy, but depending on availability single occupancy can be arranged at additional cost. Each apartment is furnished with two beds, two closets, two study tables, and easy chairs. All kitchenettes are equipped with a refrigerator and a microwave oven. There is a common living room with a television, sofas, chairs and coffee tables. The residence hall has washing machines for student use.

Student Residence Visa

The Office of Human Resources and Administrative services arranges student visas under the sponsorship of AURAK. Visas must be renewed every year. Students on AURAK visa who discontinue their studies or transfer to another university must submit their passport for visa cancellation prior to their departure.

The visa process takes approximately two weeks during which students cannot leave the country as they must hand over their passports temporarily. The visa application requires:

- Scanned color photograph
- Scanned passport copy, and
- Scanned copy of secondary school certificate.

All student applicants for a residence visa must undergo medical tests conducted by the Preventive Health Department of the RAK government, and fingerprinting by the Police Department. The medical tests include a blood test and an X-ray. Failure to pass either one of the medical tests leads to deportation to country of origin.

Student Center

A Student Center located in Building B is the heart of the student community. It is a place to meet fellow students, socialize, hang out, watch TV, play PSP and check your email. Students can play table tennis, pool, and other indoor games. The Student Centers are the venue for many student activities and events. It also houses the Office of the Student Government Association (SGA). A separate facility for female students in the form of a Ladies Lounge is also situated in the Student Center.

Student Dining Services

The Student Center has a vendor that offers a wide selection of tea, coffee, lattes, mochas, smoothies, and pastries apart from regular meals as breakfast, and lunch. The service is available on all five days of the week.

Transportation Facilities/Services

Bus service is available to pick up students from other Emirates on a daily basis. This service depends on the number of users and a fee is charged. Interested students should contact the Logistics department with transportation requests.

Student Parking

Parking services are offered to AURAK members on campus. Students will find information on “AURAK Parking Rules and Regulations” displayed on campus through appropriate signage. Students must park only in the student designated parking and they must display the appropriate parking permit on their vehicle/car. Permits can be obtained from the Office of Human Resources and Administrative services.

Students are expected to drive carefully and follow parking rules on campus. This includes allowing pedestrians the right of way; not parking on fire lanes, curbs, or special needs parking areas and parking designated for university vehicles; parking within the white lines; and maintaining speeds of 15-20 km/hour. Students who drive recklessly through the university parking lot and/or campus are subject to disciplinary action.

Computer Laboratories

The University has two computer laboratories connected to the main network that allows students to access their accounts and resources in the network related to their course and subjects.

- Computer Lab 1: B114 with 18 Desktops + 1 Desktop for the Instructor
- Computer Lab 2: B111 with 24 Desktops + 1 Desktop for the Instructor

These accounts are controlled by a domain controller with privilege access or permission to these documents and data being securely set by security policies on our servers.

Desktops used by students and faculty have adequate programmatic needs such as Microsoft Office, Matlab, VHDL, Netbeans and some other applications that Instructors and students may need for learning and research.

Bookstore

The AURAK bookstore is located in the Academic Building D. In addition to textbooks, the bookstore carries stationery supplies and other materials. Operating hours are posted on the bookstore door. The bookstore is operated as an outsourced operation.

Students' Rights and Responsibilities

AURAK adheres to the following values that based on the philosophy and goals of the university:

- The importance of personal integrity.
- The right of every individual to be treated with respect and dignity.
- The freedom of intellectual inquiry in the pursuit of truth.
- The freedom of speech and the open exchange of ideas.
- The acceptance and appreciation of diversity with regards to race, gender, religion, age, disability, and ethnicity.
- The recognition that community service is an important component of the intellectual development of students.

Students' Rights

AURAK students have the right to pursue their education in a free and fair manner so long as they maintain their eligibility to remain as a member of the student community by meeting its academic standards. It is the responsibility of students to observe the regulations imposed by the campus for the governance of the academic community.

- Students have a right to expect AURAK to maintain a climate conducive to thinking and learning. University teaching should reflect consideration for the dignity of students and their rights as persons. Students have a right to be treated with courtesy and respect.
- Students have a right to reasonable notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, with the criteria stated at the beginning of the course.
- Students have a right to perform faculty evaluations which are considered in the retention and promotion reviews of faculty members.
- Students have a right to be free from discrimination and sexual harassment which is illegal. Campus policy prohibits discrimination, harassment of a student because of his/her race, color, religion, national origin, sex, age, or status as an individual with a disability.
- Students have a right to privacy and confidentiality subject to reasonable campus rules and regulations, right to protection against unauthorized disclosures of confidential information contained in their educational records and to examine the information contained in their educational records.

Grievance Policy

All students have the right to express their dissatisfaction. If they wish to file a formal grievance, these steps apply:

- The grievant must file a formal written complaint with the Dean of Student Affairs.
- The Dean of Student Affairs, will ascertain if the complaint falls within the scope of an action appropriate for a grievance and will attempt to resolve the complaint informally before instituting the official grievance process.
- If such action is found valid, the Dean will convene a committee of a minimum of three people including faculty, administration, and student representative(s) within three working days.
- The committee will review the complaint, interview the complainant and any witnesses cited in the complaint.
- The committee will recommend a cause of action to the Dean of Student Affairs within seven working days.
- The Dean will forward to the student the recommendation of the committee or a modification of its recommendation deemed appropriate after consultation with the committee within three working days.
- If the student does not agree with the decision, the student has the right to file an appeal with the Provost. The Provost will review the decision and render a final decision in the matter within three working days. The President is the final authority to whom appeal may be made.

Apart from formal reporting of grievances, there are two Complaint/Suggestion Boxes installed at the University. If the student does not wish to directly contact the Faculty, Advisor or any other Staff, they are advised to write their grievance and drop it in these boxes. Any complaint/suggestion dropped in this box comes directly to the Office of the President, and confidentiality is ensured. But we do expect that the student will mention his/her ID No.

Students are encouraged to meet the faculty member during their assigned office hours. Due to any reason if they are not able to meet the faculty during office hours, they may request an appointment either through phone or email. Their contact numbers and email addresses are displayed on their office doors. Alternately, an appointment may be fixed through the Faculty Administrative Assistant.

If the grievance is regarding a Chairperson, and it has not been resolved after meeting with him/her, then the student may approach the Dean of the School. If the grievance is with the Dean, then the student may see the Provost and if the grievance is with the Provost, then the student may see the President. Please request for an appointment.

Students' Responsibilities

AURAK Communication Policy

AURAK students are required to maintain current contact information with the University, including permanent and local addresses, telephone numbers, student ID number, and legal name (as written in their passport). Each student must also maintain the university e-mail account assigned at the time of admission. **Students are responsible for official communications directed to AURAK e-mail accounts.**

Student Publication Policy

Currently, there are no student-run media. In future, any student publication coming up at AURAK will be required to conform to the norms of responsible journalism and avoid libelous, indecent, or harassing material. The same publication policies will apply when deciding what material can be included on the web site, or any other social media, developed and managed by the students. All the publications should particularly keep in mind the cultural norms of Ras al Khaimah and the UAE.

Students should get all the articles, stories or any other related materials reviewed by the University Editor to ensure the correctness of the English language. Students should have prior approval from the Dean of Student Affairs before distributing, posting or publishing any printed/online material in the name of AURAK.

Guidelines for Using AURAK Name, Logo, and Mark

Students may use the AURAK name in association with their University- sanctioned activities. Recognized student groups producing merchandise for sale that incorporates AURAK's name, marks or logos must comply and get permission from the Dean of Student Affairs. Students may use the name of a school, department or other AURAK programs outside the University (other than on a resume) only with approval of the appropriate authorized person.

Financial Responsibilities

- Registration shall not be considered complete unless all outstanding balances from the prior term are paid in full.
- By registering for classes, students accept responsibility for charges for the entire semester.
- Failure to receive a reminder bill stating the dues does not waive the requirement for payment when due.
- Students are responsible for dropping unwanted courses by the drop dates and using the drop and withdrawal procedures published in each term's Schedule of Classes. Full or partial tuition liability may apply.

- Non-returning students are responsible for submitting a written withdrawal to the Dean of Student Affairs. Penalties may apply.

Code of Conduct

Student Conduct

As members of the University community, students are to conduct themselves appropriately at all times.

Students are expected to:

- Demonstrate sensitivity to the cultural and religious norms and customs of the UAE and ensure that their conduct is in line with those cultural expectations.
- Show proper respect to fellow students as well as to AURAK employees and representatives. This includes security personnel in addition to faculty and staff.
- Display principles of integrity at all times.
- Treat others as they would themselves wish to be treated.
- Have knowledge of and observe the regulations of AURAK.
- Use University property/facilities responsibly.
- Refrain from disruptive behavior, such as talking during speeches or classes; arriving late for classes or leaving early; receiving or initiating telephone calls on mobile phones during classes; sending text messages during class; and making negative or rude comments during class about other students, faculty members, or the opinions of other students.
- Provide Security Guards with personal identification, such as their AURAK ID card, or other appropriate documentation upon request.
- Seek permission for using someone else's property.
- Refrain from organizing any event, co-curricular or extra-curricular activity inside AURAK without prior permission from the Student Affairs Office or the University.
- Refrain from distributing leaflets or journals, posting notices, or collecting signatures on the premises of AURAK without prior permission from the Dean of Student Affairs.
- Refrain from using another person's name and/or ID number for any reason.
- Use the internet responsibly. Do not access inappropriate material, use inappropriate chat lines or rooms, or misuse e-mail.
- Refrain from exchanging any gifts of significant monetary value with members of the faculty and staff.
- Attend classes regularly and punctually and complete assignments on time.
- Be actively involved in class discussions and other course-related classroom activities.
- Have knowledge of, and meet, the requirements for course and program completion.
- Abide by high standards of academic integrity, ethics, and honesty.
- Refrain from cheating on homework or examinations, plagiarizing other people's work by submitting it as their own, and/or any other forms of academic dishonesty.

- Adhere to the published test or examination rules and regulations.

Behavioral Misconduct

The university reserves the right to discipline students for any acts of behavioral misconduct. All cases of non-academic misconduct are reported to the Dean of Student Affairs (DSA). The following behavior is classified as misconduct according to AURAK rules and is subject to disciplinary action.

- Physical contact between males and females is strictly prohibited in keeping with the cultural norms of Ras Al Khaimah and the UAE.
- Inappropriate dress for both men and women is prohibited. This relates to tight, revealing and provocative clothing.
- Possessing, consuming or selling drugs, controlled substances and/or alcoholic beverages on campus or in the residence halls or at university-sponsored activities/events is strictly prohibited and will result in dismissal from the university.
- Sexual abuse; attempting or making sexual contact, including, but not limited to inappropriate touching, against a person's will.
- Behavior/conduct which threatens or endangers the health or safety of any person on university premises or at university sponsored activities/events.
- Willful or reckless damage to university property.
- Dishonesty or knowingly spreading false information.
- Intentionally disrupting or obstructing classroom activities or any other university activities.
- Altering or tampering with university records, documents or ID's.
- Distributing or posting printed material in the name AURAK without prior approval of the Student Affairs Office.
- Gambling or other illegal gaming activities on university or residence hall premises.
- Unauthorized use of the university's corporate name and/or logo.
- Harassment, which includes physical, verbal, graphic, written or electronic. Any form of intimidation that appears threatening to an individual or limits the ability of a student to work, study or live in peace.
- Abuse of computer equipment (stalking, harassment, stealing, deleting information, internet theft or knowingly introducing a computer virus). Tampering with university computer equipment, network systems or computer files.
- Failure to follow the direction of university officials acting in accordance with their duties.
- Any violation of traffic laws on campus, including reckless driving and parking in unauthorized spaces.
- Deliberately failing to comply with the directions of the university security guards acting in accordance with their duties.

Reporting Behavioral Misconduct

All cases of behavior misconduct should be reported to the Dean of Student Affairs who will follow the procedures described below. The result may be:

- Verbal or written warning
- University or community service
- Suspension from University activities

Dismissal

In the event of a suspected incident of behavioral misconduct, the person noting the incident must submit a formal written description of the incident in a report to the Dean of Student Affairs. The Dean of Student Affairs will review the written request. In the event of a suspected incident of behavior misconduct, the faculty member raising the issue must submit a formal written report to the Dean of Student Affairs requesting action. The Dean of Student Affairs will review the written request and determine if there are sufficient grounds to pursue the case further. If so, he/she will forward the case to AURAK's Disciplinary committee. The student under investigation will be formally notified of the date and venue. The Dean of Student Affairs will make the student under investigation, as well as all committee members, fully aware of the charges. Final decision will be taken by the Disciplinary committee.

During the hearing, both the student and the person bringing the charges will be allowed to state their case before the three-member committee. If requested, the parties involved will be allowed an advisor during the proceedings from inside the university community or from the student's immediate family. Once the committee has heard the evidence, it will come to a judgment and determine sanctions, if warranted, within two working days of the hearing. The judgment will be formally submitted in writing to the Dean of Student Affairs who will then inform the student immediately and administer the sanctions.

The student is allowed to lodge a formal, written appeal with the Dean of Student Affairs within seven working days after the committee's findings. Appeals can be granted only on the basis of new evidence, or procedural irregularity, or other grounds of a serious nature. The Dean of Student Affairs shall review the case and determine its final disposition on the case.

Academics

Financial Aid for Students

Current students interested in availing the financial aid opportunities for academics should contact the Office of Student Affairs for detailed information. Student's requests will be forwarded and reviewed in the AURAK's Student Financial Aid Committee and aid recipients will be informed. If the student gets any kind of scholarship from other sponsors, he/she is no longer eligible for any form of financial assistance from the University.

Categories of Aids:

Scholarships: Scholarships are based on academic performance or other factors and require the fulfillment of certain eligibility criteria as stipulated by the source. It does not require repayment and may be from internal or external sources. They may be granted by the university, the government, community donors, corporate donors, foundations, organizations or individuals.

Grants: Grants are awarded based on financial need and require the fulfillment of academic standards to be eligible. They may be from the government or other sources and do not require repayment.

Loans: Loans may be granted from the government or from private sources and eligibility is determined through several factors including the income level. Loans have to be repaid, and may differ in terms of rates of interest, cover and negotiability of conditions.

Tuition, fees, and charges discount: Discounts are based upon university policy and are awarded to students based on academic merit.

Work - Study: Financial aid through work-study provides students with part-time jobs to help them pay for their education and gain valuable work experience. Jobs may be at the university, may be related to their area of study, or in the community, and payment may vary depending on the responsibilities of the job. The maximum working hours is fixed by the university, and eligibility criteria prioritize the financial need of the student.

Student Success at AURAK

Successful students are actively involved in their own learning. They use the tools provided to them, like the *University Catalog*, to understand their options, their opportunities, and their responsibilities. They understand that they, and their professors, are partners in their university education. They take advantage of the opportunity to get answers to their questions in

courses and get help from their faculty advisors in planning their academic programs. Successful students have set their own educational goals and work hard at their job of being a student.

Catalog

The *University Catalog* describes the degrees, certificates, courses, and programs offered at AURAK and it is the primary source for academic information. It constitutes a contractual agreement between the University and the student, which means that students are required to fulfill the program and graduation requirements set forth in the *Catalog* for the year in which they enter the University. Students should be familiar with the contents of the *Catalog* and use it as a tool throughout their university years. Detailed information regarding the admission policies and procedures, financial aid and fee structure can be found in the *Catalog*.

You and Your Faculty

Your instructors, members of the AURAK faculty, are experts in their fields, and were selected because they care to create an atmosphere conducive to learning. They will make you work hard in your classes, but they do so because they want you to succeed. Don't hesitate to ask your Instructors for assistance if you need it, or for answers to your questions. Faculty members want to get to know their students and provide the assistance they need. A simple greeting, before or after class, is an easy way to connect with your Professor. Add a comment or two about the class, your background, or any thoughts on the subject. This is not, however, the time to bring up problems or difficulties that should be dealt with in an office visit. If you have a problem or need to address an issue that will take some time, schedule a visit during the instructor's office hours.

Academic Advising

The University is committed in helping each student achieve success in their course of study. Ensuring that students receive appropriate academic advising is part of that commitment. Students are advised by a faculty member in their disciplines. So that faculty members will have sufficient time for each advisee, no faculty member is assigned more than twenty-five students.

During Student Orientation, all students receive a current *University Catalog* and meet with their faculty advisor to discuss their programs. At these meetings, each student is informed of program procedures, courses of studies and the importance of understanding the information in the *Catalog*. Advisors help to answer specific questions concerning the academic programs. Handouts outline each program, its requirements, and a suggested plan of study.

Each faculty advisor maintains advising files for each of their advisees. These confidential files contain information about the student's program of study, their contact information, sample four year plans, and a log of all meetings.

If a student is not in good academic standing, as discussed below, the Student Affairs Office confers with appropriate faculty members. Students are advised of the support services, including tutoring, that are available to them and the steps they need to take to return to good standing. The Student Affairs Office may also contact students reported by a faculty member who have low performance on a course at mid-term assessment. The Student Affairs Office meets with the other students individually, as appropriate, to discuss their situation and outline a strategy for academic success.

Students are encouraged to meet with their advisor regularly during the semester throughout their academic career. To get the most from the University advising services, students should follow these tips:

- Assume total responsibility for your education and success at college.
- Attend and participate in new student orientation to gain valuable knowledge of the wide range of support services.
- Keep in frequent contact with your advisor and follow through on referrals they make to you.
- Speak with your professors when there is a problem or if you are having difficulties in any of your classes.
- Be an active and positive member of the AURAK campus community.
- Understand campus rules, academic policies, and the academic calendar.
- Understand your degree requirements and make sure you are taking the right classes.
- Arrive on time and be prepared for all advising appointments. You should give your advisor ample notice if you are running late or cannot make it. Have respect for their time!
- Make your advisor aware of any issues or special needs you may have.

AURAK Honor Code

Students are responsible for understanding the Code's provisions. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations.

“To promote a stronger sense of mutual responsibility, respect, trust and fairness among all members of AURAK community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code:

Student members of the American University of Ras Al Khaimah community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.”

In the spirit of the Code, a student's word is a declaration of good faith acceptable as truth in all academic matters until proven otherwise. To maintain an academic community

according to these standards, students and faculty must report all alleged violations to the Student Affairs Office.

At the beginning of each semester, faculty members have the responsibility of explaining to their students the policy regarding the Honor Code, what is considered an integrity violation in their courses with special attention to plagiarism. They must explain the extent to which aid, if any, is permitted on academic work. It is the sole responsibility of the students to request an explanation of any aspect of an instructor's policies regarding the Honor Code that they do not fully understand. They have an obligation not only to follow the Code themselves, but to encourage respect among their fellow students for the provisions of the Code. This includes an obligation to report violations by other students to the Student Affairs Office. Any student, who has knowledge of a violation but does not report it, may be penalized for violating the Honor Code.

Faculty members are also responsible for maintaining the integrity of the learning and testing process. Faculty members may actively proctor exams, prohibit the use of mobile phones in class, or take any other actions they believe are warranted.

For all academic assignments, project work, and presentations, students need to ensure that due acknowledgement is given to the source of any information which they incorporate in their work. Students must ask their professors if they are unsure whether or not something constitutes academic misconduct in any form. The following are some examples of academic misconduct:

- Cheating or using unfair means in examinations as determined by the professor.
- Significant paraphrasing in written academic work.
- Unacknowledged use of information or ideas unless such ideas are common place.
- Citing sources which student has not read or referred to.
- Breaching the word limit of assignments and/or intentionally mentioning the wrong word count.

Cheating may take many forms and here are the examples of cheating:

- Copying from another student's paper during an exam, or allowing or encouraging another student to copy from your paper during an exam.
- Having someone else take your exam in your place, or taking an exam for someone else.
- Obtaining unauthorized access to exams and accepting exams obtained by unauthorized access.

Violations of the Academic Integrity: Plagiarism

This is a serious academic offense which constitutes the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure or other work without properly

acknowledging its source. Plagiarism is dishonest because it misrepresents the work of someone else as one's own. It is intellectual theft as it robs others of credit for their work. For a student found plagiarizing, the punishment can range from receiving a failing grade on that particular assignment without the right to redo the assignment all the way up to a student receiving a failing grade for the entire course.

Plagiarism takes many forms and includes:

- Using someone else's words without putting these words in quotation marks.
- Handing in as "original" work prepared by someone else or preparing/completing someone else's work.
- Using unique, original ideas, phrases, sentences, paragraphs, etc. from a single source or a variety of sources such as a text, journal, web page, electronic source, design, artwork, etc. in one's work without citing all sources.
- Using the same work to satisfy the requirements of two or more courses (during the same or different terms).
- Having someone else rewrite a rough draft or rewriting a rough draft that is not your own work.

Violations of plagiarism are subject to evaluation according to the criterion of "reasonable doubt." Any violation of the University's academic rules, regulations or directives must be reported as soon as possible to the Provost and may result in one or all of the following disciplinary measures:

- Verbal or written warning
- Repeating the course
- Repeating the term
- Dismissal from the university

Reporting Violations of Academic Integrity/Misconduct

In the event of a suspected incident of academic misconduct, the faculty member raising the issue must submit a formal written report to the Dean of Student Affairs requesting action. The Dean of Student Affairs will review the written request and determine if there are sufficient grounds to pursue the case further. If so, he/she will forward the case to AURAK's Disciplinary committee. The student under investigation will be formally notified of the date and venue. The Dean of Student Affairs will make the student under investigation, as well as all committee members, fully aware of the charges. Final decision will be taken by the Disciplinary committee.

The Disciplinary Process

During the hearing, both the student and the faculty member bringing the charges will be allowed to state their case before the three- member committee. If requested, the parties involved will be allowed an advisor during the proceedings from inside the university.

Once the committee has heard the evidence, it will come to a judgment and determine sanctions, if warranted, within two working days of the hearing. The judgment and sanctions will be formally submitted in writing to the Dean of Student Affairs who will then inform the student immediately and administer the sanctions.

The student is allowed to lodge a formal, written appeal with the Dean of Student Affairs within seven working days after the committee's findings. Appeals can be granted only on the basis of new evidence, procedural irregularity, or other grounds of a serious nature. The Dean of Student Affairs shall review the case and determine the final disposition on the case.

Structure of Sanctions and Penalties for Student Behavioral Misconducts and Academic Integrity Violations

All the violations of the student behavior and academic integrity misconduct shall be dealt with fairly and judiciously.

1. Student Behavioral Misconduct

All student behavioral misconducts will be first tried to be resolved by the Dean of Student Affairs through mediation. This may involve issuance of a verbal warning. The Dean may judge that the conduct violation requires student's probation or suspension. In this situation, the case can be taken to the Disciplinary Committee. The following summarizes possible violations and disciplinary action to be taken by the Disciplinary Committee.

Student Conduct Violations	Possible Disciplinary Action to be taken by the Disciplinary Committee
Inappropriate Student Conduct- Level 1*	Disciplinary Written Warning Disciplinary Probation
Inappropriate Student Conduct- Level 2**	Disciplinary Written Warning Disciplinary Probation
Public Display of Affection-	Dismissal Disciplinary Written Warning

Level 1

Disciplinary Probation

Public Display of Affection-

Dismissal

Level 2

Damage to university property

Orders by committee to pay actual repair or replacement costs

Failure to pay may lead to additional disciplinary actions and/or Registration Hold, Transcript Hold.

**Inappropriate student conduct level 1: Behavior that violates U.A.E norms, practices, laws, beliefs and expectations of personal conduct. This includes “public” (anywhere on campus) displays of affection.*

***Inappropriate student conduct level 2: Behaviors that are extreme in nature, offensive and violates universal practices, beliefs and expectations of university student conduct. This includes “public” (anywhere on campus) displays of affection.*

The types of conduct that this regulation is designed to cover include, but are not limited to, the following examples:

1. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting harm upon any person; taking reckless action that results in harm to any person; taking any action that creates a substantial risk or harm to any person; or threatening by any means of transmission the use of force to harm or injure any person.
2. Disrupting the peace, impeding classes, causing emotional harm, and/or endangering the safety, health or life of any person on campus through actions or words.
3. Committing acts of an indecent or lewd nature.
4. Production of sound through amplification or other means (including voices) that unreasonably disturbs or disrupts the peace of others or violates university standards.

2. Academic Integrity Violations

The following shall be the penalties for academic integrity violations:

First time offense: The disciplinary committee will determine a penalty appropriate with the seriousness of the offense and the degree of student fault. The penalty may be as severe as dismissal from the university.

Second time offense: The sanction for the second time offenders of Honor Code is dismissal from the university. The student will have to withdraw from all of the courses for which he/she is registered. Additionally, A grade of "F" will be assigned as the final grade to the course in which the violation occurred.

Grades and Academic Progression

Grading Policy (GPA)

Quality points for each credit hour are assigned on a scale of 4.00. A grade point score is computed by multiplying the value of the letter grade by the number of credits for the course. For example, a student receiving an A in a three-credit course earns 12 quality points.

The grade point average is computed by dividing the quality points earned by the number of credit hours graded 'A' through 'F' (GPA hours). The grade point average computed for the current term gives the current GPA, which is the measure of academic performance in one semester and affects eligibility for the honor's list.

The grade point average computed for all institutional credit gives the cumulative GPA (CGPA), which is the basis for the university's retention policies, including good standing, warning, probation, suspension, and dismissal. The cumulative GPA also determines students' eligibility to graduate and to have honors posted at graduation. For more information, please see the *University Catalog*.

The university system for undergraduate grading is as follows:

Grade	GPA Points	Percentage Scores
A	4.0	90-100
B+	3.5	85-89
B	3.0	80-84
C+	2.5	75-79
C	2.0	70-74
D+	1.5	65-69
D	1.0	60-64
F	0.0	0-59

No credit toward graduation accrues from a failing grade or from a grade that is replaced by a repeated course.

Incomplete Grade Policy

A student receives a grade of 'Incomplete (I)' if for whatever reason the final exam was not taken at its regular time. In that case the student must complete the final exam by the end of the first week of classes in the subsequent semester, not including summer terms. 'Incomplete' grades not completed by the end of the first week of the subsequent semester will automatically become F grades.

Unfinished Grade Policy

A student receives a grade of 'Unfinished (U)' if the instructor agrees to allow the student additional time to complete substantial aspects of the courses required work. In that case the student must complete the required work for the course by the end of the subsequent semester, not including summer terms. 'Unfinished (U)' grades not completed by the end of scheduled classes of the subsequent semester automatically become F grades.

Academic Progress

Academic Excellence

To honor academic excellence, an AURAK Honor's List is published comprising all students who have a CGPA equal to or greater than 3.5 after completing at least 12 credits, subject to the following conditions:

- The student has completed all work assigned and does not have a grade of 'I' in any of these courses.
- The student has no grade below 'B'.
- The student has not repeated a course to improve the grade in any of the courses.

Satisfactory Progress

Students whose CGPA is 2.0 or better, are considered to be making satisfactory progress towards degree completion which requires a "C" (or 2.0 average CGPA).

Academic Warning, Probation, Suspension

At the end of each semester, the Registrar's Office will identify cases of non-compliance with the academic standards. Students who have received a semester GPA that has fallen below 2.0 are given an academic warning. Students who receive two warnings during any four

consecutive periods of enrollment are on probation during the academic period of enrollment following the second warning, unless suspension criteria apply.

For students whose cumulative GPA (CGPA) has fallen below 2.0 will be placed on academic probation. To remain in the program, students on academic probation must revert to good academic standing (2.0 CGPA and above) within one semester from the date they are placed on probation. Students on academic probation are limited to registering for a maximum of 12 credit hours in any fall or spring semester. The Registrar's Office will inform each student placed on probation, in writing, of the specific outcomes required for reversion to good academic standing.

Students on academic probation are not eligible to hold or run for office in any organization or activity associated with the university, travel to or compete in any event, or serve as a working member of any student organization.

Students on probation for two semesters who fail to improve their CGPA accordingly are subject to suspension. Students on suspension may not enroll for at least one full academic semester. They must officially request readmission and write a letter to the Dean of Student Affairs stating 1) what they have been doing during their period of suspension and 2) what they plan to do differently upon return if readmitted to AURAK.

Following a first suspension, students cannot take courses for two academic periods unless suspended at the end of a summer term in which case the student will be unable to enroll for the fall semester, but may return for the spring semester. Students receiving a second suspension may not take courses for one full academic year. A third suspension results in dismissal from the university.

Re-enrollment

Students who have missed two consecutive semesters of enrollment at AURAK may re-enter the University provided they were in good academic standing when they left and have not attended another college or University during their absence. To do so, they must complete a re-enrollment form available at the Registrar's Office.

Enrollment and Course Policies

Enrollment Periods

The standard enrollment period for a Bachelor of Science degree is eight (8) academic semesters or four (4) academic years. An academic year consists of two (2) academic semesters in addition to an optional summer session or term. The minimum enrollment period for a Bachelor of Science degree is three (3) academic years. The maximum enrollment period for a Bachelor of Science degree is six (6) academic years. Summer session or term is not considered an academic semester for the purposes of calculating enrollment periods.

Placement Exams

English Placement Exam:

All entering students take a placement test in English language skills. The purpose of the test is to place the students appropriately in different level of courses and to serve as a measure of the English language skills of all entering students.

Math Placement Exam:

The math placement test determines which mathematics course new students may take Analytic Geometry or Calculus I.

Students do not have to take the math placement test if they have received transfer credit for a math course taken at another institution that fulfills AURAK quantitative reasoning requirement.

Registration

Course Prerequisites, Co-requisites

Course pre-requisites or co-requisites reflect necessary preparation and conditions for attempting a course. It is the student's responsibility to be aware of these requirements as stated in the *University Catalog*, and to have taken required pre-requisites recently enough to be of value. The instructor may drop students who have enrolled in a course for which they have not met the pre-requisites or are not enrolled in a co-requisite.

Course Registration

The Schedule of Classes for the next semester is made available by the AURAK Registrar by the middle of the semester. AURAK reserves the right to change the class schedule as necessary, and courses listed in the Schedule of Classes may be canceled for insufficient enrollment.

Registration Procedure

- Students should register for courses prior to the beginning of each semester. Students are advised to follow these registration procedures.
- Students should start reviewing their academic program and their study plan.
- Students should plan to meet their academic advisors and review the current semester's course schedule to choose their courses and complete the online registration procedure.
- Students must meet with their advisor to approve their schedule of classes prior to online registration.

- After approval from advisor student will enter the approved courses into the online registration system to officially register.
- Once their courses are accepted by the system, students must proceed to the Finance Department to settle their financial dues.

Students must be present at the first meeting of every course (lecture and laboratory) to validate their registration. If students cannot attend the first meeting, they must notify the instructor beforehand if they intend to continue in that class. Otherwise, their names may be removed from the class roster in both lecture and lab.

Students are responsible for full tuition payment unless their registration is canceled for nonpayment. Registration is canceled administratively due to academic suspension, dismissal or termination, or if the course is dropped before the tuition liability begins.

Registration Changes

Registration changes must be completed within the scheduled adjustment period as indicated in the Schedule of Classes.

The last day for adding/dropping a course is published on the AURAK web site each semester.

All students are expected to complete their initial enrollment before the first day of classes for the semester. Retroactive credits will not be awarded to students who report that they attended classes but were not on the official rosters. Students will not receive credits for courses unless their names are on the official class rosters and final grade sheets.

After the date listed in the Schedule of Classes for adding courses, add actions are limited to unusual circumstances beyond the student's control, and require approval by the Vice President for Academic Affairs in consultation with the faculty/advisor concerned.

Registration is not canceled for failure to drop courses properly, and registration is also not canceled for failure to attend classes unless stated otherwise in the Schedule of Classes. All classes for which a student is enrolled past the drop deadline will remain part of the student's official academic record.

No change of registration is complete until it is processed in the Student Information System.

Students will not receive written confirmation of schedule changes. They are responsible for checking their schedules before the end of add/drop period to verify that their schedules are correct and that they are properly enrolled. Students are not allowed to remain in classes unless

they are properly enrolled. Students are responsible, both financially and academically, for all courses in which they remain officially enrolled.

Cancellation

Refunds of tuition fee on and after the first day of classes are made according to the tuition-liability dates published in the *Catalog*.

Add/ Drop

Students may add/drop a (all) class until the last day to add/drop (see Academic Calendar for dates).

Academic Load

The minimum load for full-time undergraduate students is 12 credit hours per semester. Students may register for up to 18 credit hours in a semester without special approval. If a student wishes to enroll for more than 18 credit hours in a semester the student must receive the written permission of the Dean of the student's School.

A student may enroll in the university as a part-time student, which means that the student registers for fewer than 12 credit hours per semester. A student may study part-time for no more than 7 semesters, at which point the student must enroll full-time to complete the degree or leave the university.

Concurrent Enrollment

Students who apply for admission to AURAK usually do not seek simultaneous enrollment at another institution. Should students seek concurrent enrollment, they must obtain advance written approval from the Dean of Student Affairs. Such an approval enables a student to enroll elsewhere in a suitable course unavailable at AURAK. Course numbers and descriptions of courses to be taken elsewhere must be submitted with the request for approval. As for any transferred courses, students must submit an official transcript to the Registrar's Office and grades will not be computed into the AURAK GPA. Students who enroll elsewhere without advance written permission while enrolled at AURAK will not receive transfer credit for the course work taken.

Advisors' Permission to Register

All newly admitted students and current students on academic warning or academic probation are required to obtain their faculty advisor's approval for registration. All students are encouraged to consult with their advisors concerning course registration each semester.

Class Size Policy

In order to ensure high quality and effective teaching, AURAK aims to adhere to the following set of guidelines for determining the maximum class size of offered courses. These guidelines take into consideration variations in courses' nature, level, and the required level of student-instructor interaction. AURAK is committed to offer enough classes to ensure these guidelines are consistently met.

a- 50 students for General Education courses.

b- 25 students for Humanities and Business core courses.

c- 20 students for Science, Technology and Engineering courses.

d- 20 students for English and foreign languages courses.

e- 15 students for laboratory-based courses.

Schools and Departments may choose to reduce the limits of class size depending on the nature of the courses. In exceptional cases and in order to facilitate academic progression of students, these guidelines may be relaxed upon prior approval from the President or Provost.

Attendance

Because students benefit from the lectures and activities prepared by their instructors and discussions with their fellow students, class attendance is required. Students are expected to attend all the classes, or other scheduled sessions for the courses in which they are registered, including make-up classes.

Student Attendance Policy

Students shall;

- Attend all learning and teaching sessions associated with their program of study.
- Notify their course instructors in advance (in person, by phone or e-mail) that they will be absent from time-tabled class sessions.
- Obtain prior permission from their instructor or course manager, for planned absences of two or more consecutive class sessions during the semester.
- Provide a medical certificate or other corroborating evidence to explain their absence, if required by the University.

Unsatisfactory student attendance includes failure to regularly attend learning and teaching sessions without providing a satisfactory reason to instructors for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions.

Where a student fails to attend classes for two weeks cumulatively without the University's permission, the student will receive a "non-attendance warning (NAW)", and will be required to provide satisfactory explanation for their non-attendance. With each subsequent NAW issued, a formal report on the student's non-attendance is made to their sponsor.

Where a student fails to attend classes for four or more weeks cumulatively, or where a recurring pattern of non-attendance (that is more than two NAWs) is observed, over the course of the semester, the student may be deemed to have failed the course, in which case they will receive an "F (Fail)" or "U (Unsatisfactory)" grade, as appropriate. At this point, and at the instructor's recommendation, the dean has the authority to instruct the registrar to remove the student from the course.

Course Instructors are responsible for reminding students of the importance of regular attendance at learning or teaching sessions, and for accurately recording student attendance. Instructors and Course Managers (Department Chairs or Program Coordinators) will be required to consult with the relevant School Deans, to ensure timely issuance of NAWs, non-attendance reports to sponsors (subject to data confidentiality stipulations) and to provide relevant academic counseling where necessary.

It is the policy of AURAK to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from class or examinations for religious reasons does not, however, relieve students from responsibility for any part of the course work required during the period of absence.

Assessment and Examination Policy

The American University at Ras AI Khaimah (AURAK) recognizes that assessment is a very important part of the teaching and learning process. Properly selected assessment tools are instrumental in developing the attributes of AURAK graduates. Constructive and timely feedback on assessment is also important in helping students to attain a sense of achievement and progress and to gain an appreciation of the performance and standards expected in a particular subject or professional area.

Purpose of Assessment

The purposes of assessment are outlined as:

1. To promote learning.
2. To judge the students' performance by awarding marks which indicate whether and how well a particular student has attained the stated learning outcomes.
3. To determine whether a particular student is sufficiently well-prepared in a subject area enabling him to meet pre-requisite and proceed to the next level in the course sequence.
4. To provide feedback to students which indicates levels of attainment, and to indicate and diagnose misunderstandings and learning difficulties.
5. To provide feedback to faculty indicating areas in which students are experiencing difficulties, and to identify ways for improvement in teaching.

Assessment Tools and Weighting

AURAK Faculty ensures that the academic assessment of undergraduate students is fair, accurate, aligned with learning outcomes and program goals and is undertaken at an appropriate level.

Students shall undergo minimum of 3 assessments distributed evenly throughout the semester
Assessment tools could be in the form of:

- Exam
- Project
- Paper
- Presentation
- Homework assignment
- In class quiz
- Case study/Analysis

In addition to the above mentioned assessment tools, "in class participation" may be used as an assessment tool, please refer to weighting of assessment for details on weighing.

AURAK Faculty ensures that appropriate assessment tools are employed for the specific learning outcomes.

Weighting of Assessment:

- No single assessment tool can count for more than 40% of the total grade.

- "In class participation" may be used in calculating final grade provided it does not exceed 10% of the total grade.
- Attendance has no weight in the final grade as it is dealt with under "attendance policy".

Administration and Timing of Examinations:

The University conducts examinations on behalf of the schools during specified periods at the end of each session, as set out in the University Calendars. The organization of these examinations is the responsibility of the Examinations and Timetabling Officer at Registrar Office. Additionally, schools may conduct examinations during the scheduled teaching periods, during the University examination periods or at other times.

Other tests and practical/laboratory examinations may be conducted at other times during the session, provided:

- (i) Students are advised at the beginning of the session that the test/examination will be held during one of the normal teaching periods.
- (ii) The time for the test/examination does not exceed the normal teaching period.
- (iii) The subject outline must inform students about the intention to conduct such an examination. Information about the date, time and place of the examination must be made available to the students as early as possible particularly should the examination be scheduled at an unusual time.
- (iv) That when held during a scheduled teaching period, the total time devoted to the examination must not exceed the scheduled class time, unless it is possible, with the unanimous consent of the class, to arrange additional time.

Final Exams

Final exams are usually given at the end of all undergraduate courses. Except for laboratory courses, exams may not be given during the last week of classes. Exams may not exceed the scheduled length of 3 hours. The final exam schedule is established at least one week prior to the beginning of the semester by the Registrar's Office, and all faculty instructors include the day and time of the final exam on their syllabi. The final exam schedule is also posted on campus.

An instructor who is assigning a take-home exam or significant end-of-semester paper or project should so inform the students on the syllabus at the beginning of the semester. Take home exams should be distributed by the beginning of the last week of classes so that students can coordinate them with preparation for other exams. Students must not be required to submit exams before the date of the regularly scheduled exam for a course.

Course instructors proctor their own exams. Each course's final exam is scheduled in its own room at its own time unless scheduling constraints prevent it. Students are expected to be at the exam room by the scheduled beginning of the class. Faculty instructors may, at their discretion, prohibit a student who arrives more than 10 minutes late from sitting for the exam.

Accommodation will be made for students with more than one final exam scheduled in the same time period. Re-taking (or re-sitting) a final exam is not permitted.

Absence from Final Exams

Absences from final exams are not to be excused except for sickness on the day of the exam or for other cause approved by the Dean of the respective School. The effect of an unexcused absence from an undergraduate final exam shall be determined by the weighted value of the exam as stated in the course syllabus provided by the instructor. If absence from a final exam is unexcused, the grade for the course is entered as F. See the "Additional Grade Notations" section in *University Catalog* for information on being "absent with permission."

Late Homework

Homework is due at the beginning of the class session on the due date. No late homework will be accepted for any reason.

Midterm Reports

Midterm progress is reported for all full-semester classes. The reporting period extends from the eighth through the tenth week of the semester, allowing flexibility as to when an individual faculty provide reports for their classes. Students should check with their instructors as to when reports will be complete and available for viewing. These progress reports, which appear as "Midterm Grades," do not become part of the student's official record. They are not calculated in any GPA, and they do not appear on any official or unofficial transcript.

Final Grades

Change of Grades

Students may print a grade report for their own records or to issue to a third party. Official semester grade reports for tuition reimbursement may be obtained through the Registrar's Office. Students may also order official transcripts through the Registrar's Office.

Grade Appeals

Although faculty members are generally the best judges of student performance, sometimes a student believes a grade is unfair. In such cases, the student first asks the faculty member to reconsider the grade. If the student is not satisfied, an appeal may be made to the

Provost. Unless there is new or additional information to substantiate an appeal the Provost has the final authority in determining the appeal decision. If the instructor is no longer associated with AURAK, the Provost will appoint a faculty surrogate, who will assume magisterial authority of the instructor of record at this level of appeal. If the matter is not resolved at this point, the Provost will hear the case and make a decision. Grade appeals are not accepted after two weeks of start of the following semester (spring for fall grades, fall for spring and summer grades).

Pending Grade Appeal

In select cases, a student may request the Provost to delay imposing academic suspension because of a pending grade appeal that could change the student's status. An approved delay allows the student to register. If the grade appeal is successful, the official transcript is corrected and the student continues in classes as a student in good academic standing. If the grade appeal is not successful, the student is required to stop attending all classes immediately. No record of registration for the academic period appears on a transcript, and the student receives the appropriate refund as of the decision date.

Requests for Academic Actions

All requests for academic actions, such as special permissions or exceptions to published academic regulations as found in the *University Catalog*, must be submitted in writing to the Registrar.

Student Records and Transcripts

Student Records

A student's education record is defined as files, materials, or documents including those in electronic format that contain information directly related to the student and maintained by the University. The following documents are stored as a student's record:

- Application form
- Personal Details: the student's name, address(es), telephone number(s), e-mail address, photographs, birth date and place, program undertaken, dates of attendance, credential awarded, copy of Emirates ID.
- Certificates and transcripts of all the qualifying examinations
- Admission letter, visa copies, passport copies
- Enrollment and registration to the program
- Transcripts and degree progress

The record keeping system ensures that records are adequately created, managed, and archived. The system assures confidentiality, access to authorized users, and secure record keeping. The Registrar has the authority to access student records and to manage and update student records.

Student records are kept on file for a period of five years after graduation; an official transcript is kept for the lifetime of the student.

Currently, AURAK is transitioning from a paper-based system of record keeping to an electronic based system, known as CampusVue. All student information (demographic data, courses, grades, transcripts, etc.) has been migrated to CampusVue and is protected by multiple back-up systems (Etisalat Cloud, magnetic tape, and DVDs). Application materials are still in hard-copy format but will be scanned and backed-up electronically in the coming year, and going forward, with the introduction of an online application process. Student records, with the exception of official transcripts, are disposed of by shredding all relevant materials.

Students may request to see the contents of their education records at any time including grades and other relevant information. This request must be made in writing and submitted to the Registrar. All AURAK students have the right to access their grades on-line through the CampusVue Student Portal System. Access to a student's education records is available to authorized officials of AURAK for academic purposes, such as recording grades, attendance, advising, or review of academic progress. The confidentiality of student information is maintained and periodic reviews are made in order to check the efficacy of the system. Student records are not disclosed to any third party unless a student gives permission for this in writing. The only exception to this is to official accreditation bodies conducting a review or law enforcement offices.

Student Records and Privacy: A form pertaining to confidentiality of student records is included with the admission packet. This form indicates who is allowed to view personal information should such data be requested by a third party. Students have the right to deny any third party, other than AURAK employees, from viewing such records. AURAK staff may view such information as necessary for legitimate academic purposes.

Transcripts

Official transcripts are sent from the Registrar's Office. All requests must be made in writing and submitted for processing. A maximum of two official transcripts can be ordered in any given week. Unofficial copies can be obtained through the AURAK student web portal at no cost.

Degree Completion and Conferral

By the end of the fifth week of classes in their final semester, students who expect to complete degree requirements must confirm their intention to graduate through the Registrar's Office. A separate application for each degree is required. Additional majors or concentrations, available in bachelor's programs only, must be earned concurrently with the primary major and also requires a separate application. The following are the degree completion requirements:

- Successful completion of all credit hours as specified by the program curriculum with a minimum GPA of 2.0.
- Completion of minimum enrollment period and not exceeding the maximum enrollment period.
- Transfer and concurrently enrolled students are required to complete a minimum of 50% of required credit hours at AURAK including the majority of the final 30 credit hours.

Intellectual Property (Student Work)

Intellectual property (IP) is property (an idea, invention, or process) that derives from the work of the mind or intellect. IP is also an application, right or registration of an idea, invention or prose. Copyrightable works, including publications and patentable works developed in connection with course work by students who are not AURAK employees, are deemed to be intellectual property that belongs to the student. However, AURAK may claim copyright ownership of a work or ownership of a patentable invention when extraordinary use of university facilities, personnel, or resources is made in the development of the materials or invention, especially when unrelated to course work. Students are subject to the university's stated policies regarding patents and copyrights.

Student Projects

Any student projects that are left on the property of the university must be reclaimed within one semester, or the projects may become the property of the university to be used for any purpose. The university has the right to photograph, photocopy, and/or keep student projects at any time for the purpose of keeping a permanent record of the work the student did while enrolled.

Learning Resources

Library

Overview

AURAK's Saqr library plays a significant role in upgrading information resources and services that could best support the instructional and research activity of the university. The library collection consists of many different types of library materials and information sources either in print or electronic formats. Located at the ground floor of Academic Building A, the Saqr library is a place most suitable for learning and information activities.

Library mission and vision

Mission

The mission of the Saqr library is to develop a large collection of knowledge resources and organize it to provide the best services in support of the university's teaching, research and community service programs.

Vision

The library supports AURAK's overall vision which is to promote strong partnership with the university's teaching and research endeavors, and to make direct and meaningful contributions to the civic, business, and social life of Ras Al Khaimah in particular and the region in general.

Library Service Hours

Sunday – Thursday: 8:00am - 9:00pm

Friday: Closed

Saturday: 12:00pm - 6:00pm

Declared Holidays: Closed

Changes in the above schedule will be posted or announced.

Library Collections

Other than books the Saqr Library houses a wide range of relevant materials including reference sources, periodicals, multimedia presentations, and electronic databases. Electronic Database subscriptions include: EBSCOhost, Springerlink, ProQuest ABI/ Telecommunications,

Euromonitor, JSTOR, ERIC and Directory of Open Access databases covering the content of full-text journals.

Library Services

Circulation Service

Borrowing

Borrowing privileges are provided to all registered students, and currently employed faculty and staff. A University ID card is required to check-out circulating items. Students, faculty, and staff have the privilege of borrowing books based on the following policies:

Loan Period

Students – 10 items for 3 weeks

Faculty – 20 items for one semester

Staff – 3 items for 3 weeks

Renewals

Circulating items may be renewed online or at the library Circulation Desk. The borrowers may renew items twice in succession unless the item has been requested by another user.

Fines

All borrowers pay overdue fines for late return of the borrowed items. Days on which the Library is closed are not counted. Current overdue fine is:

AED 5.00 per day per item (circulating and reserve materials)

Lost and/or Damaged Items

Replacement fines for lost or damaged library materials are the actual price of the material.

Reference Services

The library provides reference help to all students, faculty, staff and library visitors. Patrons are encouraged to contact the librarian on duty for help in using reference services and sources, particularly the online resources and access to reference materials such as dictionaries, encyclopedias, yearbooks, etc.

Internet Service

Workstations within the library have internet access, as well as access to common productivity software applications. The library is serviced by wireless internet to facilitate the use of laptops. The wireless network will allow users to access both the library catalog as well as the electronic databases.

Online Public Access Catalog (OPAC)

Contains all library holdings and serves as a search guide for easy retrieval of library materials. It allows users to browse all existing library resources of the university online.

Printing Services

Students can use the networked printer located in the Library Browsing Center with their account. The library also provides a coin-operated self-service photocopier which can be used for photocopying reference materials.

Library General Rules and Regulations

1. Silence should be maintained in the library.
2. An ID card must be presented for borrowing of library materials.
3. Eating, drinking, and other activities that distract other readers are strictly prohibited.
4. Online chatting and playing games are not allowed in the Library Browsing Center.
5. Use of mobile phones inside the library is strictly prohibited.
6. Do not leave your valuables in the library; Library staffs are not responsible for the loss of personal valuables.
7. Do not reshelved used library materials.
8. Handle all library materials with care.
9. Keep things in order. Arrange tables and chairs upon leaving the library.
10. Keep the library clean.

Library of Congress Classification Scheme

The library collections are arranged and classified according to the Library of Congress Classification System. The Library of Congress Classification System main subjects are:

A - GENERAL WORKS
B - PHILOSOPHY, PSYCHOLOGY, RELIGION
C - AUXILIARY SCIENCES OF HISTORY
D - WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA,
AUSTRALIA, NEW ZEALAND, ETC.
E&F- HISTORY OF THE AMERICAS
G - GEOGRAPHY, ANTHROPOLOGY, RECREATION
H - SOCIAL SCIENCES
J - POLITICAL SCIENCE
K - LAW
L - EDUCATION
M - MUSIC AND BOOKS ON MUSIC
N - FINE ARTS
P - LANGUAGE AND LITERATURE
Q – SCIENCE
R - MEDICINE
S - AGRICULTURE
T - TECHNOLOGY
U - MILITARY SCIENCE
V - NAVAL SCIENCE
Z - BIBLIOGRAPHY, LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

Information Technology

Student Identification Card

The Information Technology Department issues identification cards to new students, who need one passport-sized photo for their ID Card. Students on an AURAK student visa, receive their identification card after obtaining the student visa. The ID card, which provides access to the library and entrance to events and campus facilities, needs to be with students at all time while on the AURAK campus.

IT Services

Wireless internet access is available on campus and in the residence halls. All students must have a network account in order to access University computing resources including the

internet. To obtain a network account, take a photo ID such as a passport copy to the IT Help Desk office.

Internet access must conform to the laws and practices of the United Arab Emirates, including the monitoring and filtering of internet content. Any attempt to circumvent or disable internet access controls set by the University or the government of the UAE is a violation of IT policy and is subject to disciplinary action.

When not scheduled for classes, the three computer labs in the Academic Building B are available for students' use to read e-mail, prepare assignments, conduct research, or check the web. Internet access and MS Office are available on all computers in the computer labs. Computer Labs 113 and 119 have Matlab and Maple software installed on all computers. All classrooms have ceiling-mounted LCD projectors, a wall-mounted screen, and a PC with Internet connectivity for the instructor. Mobile overhead projectors are available for classroom use.

Computer and Network Resource Use Policy

The Responsible Use of Computing Policy applies to all academic and operational departments and offices at the university. The policies and procedures also apply to all AURAK faculty, staff, students, visitors and contractors.

AURAK provides and maintains computing and telecommunications technologies to support the education, research, faculty, staff, and students. To preserve the security, availability, and integrity of computing resources, and to protect all users' rights to an open exchange of ideas and information, the Responsible Use of Computing Policy sets forth the responsibilities of each member of the campus community in the use of these resources. This policy supports investigations of complaints involving computing abuse including sexual harassment, honor code, and UAE law violations.

Violations of this policy may result in revocation of access, suspension of accounts, disciplinary action, or prosecution. Evidence of illegal activity will be turned over to the appropriate authorities. It is the computer user's responsibility to read and follow the policy and all applicable laws and procedures (user sign-on agreement). Those who observe someone violating this policy or another university policy using AURAK computing resources should report it by e-mail to the Information Technology Department.

IT Support Services

The IT Support Services Section at AURAK provides computer and information systems support for all students. "IT support" is defined as responses to any queries made by end users to the IT Department regarding failures, problems, issues, questions, and other matters relating to the operation and continuity of Laboratory-owned PCs, servers, networks, web sites, software, peripherals, and any other ICT.

The range of support offered by the IT support staff will vary depending on the problem, the number of staff or resources available to resolve the problem, the criticality of the problem, and other factors regarding the nature of the support requested.

IT Help Desk

The IT Help Desk provides immediate assistance for all IT issues, including internet connections, printing-related issues, email problems, and similar matters. The Help Desk offers walk-in assistance in the Academic Building B. Problems and questions should be sent directly at it@aurak.ae or call to Support Helpdesk at **Ext. 1205 & 1266**.

Student Email Accounts

All enrolled students receive an individual AURAK mail account that is linked to their student ID number to ensure effective communication among students, faculty and the administration. Students are requested to check their AURAK email regularly for important announcements, information, grades, course schedules, and other information.

Laboratories

AURAK has well equipped labs, in line with the international standards, for all their programs. All teaching laboratories are equipped with audio-visual equipment and computers to facilitate teaching and learning.

Both the Biotechnology Department of the School of Arts and Sciences and the School of Engineering have a sufficient number of laboratories to support the learning, teaching and resource needs of all their programs. These laboratories are as follows:

- Biotechnology Laboratory 1 and 2
- Chemistry Laboratory
- ECE Laboratory 1
- ECE Laboratory 2
- ECE Senior Project Laboratory
- General Computer Laboratory
- Physics Laboratory

The Electronic Labs focus on electronics, communications, signal processing, digital systems, microprocessor and microcontrollers. All Engineering Labs are equipped with wired and wireless connectivity.

To support the laboratory-based modules of the Biotechnology Program, there are dedicated Biotechnology, Chemistry and Physics Laboratories to facilitate student learning through

practical exercises. The Biotechnology and Chemistry Laboratories are fully equipped with standard and specialized instrumentation including digital balances, centrifuges, pH-meters, spectrophotometers, spectrofluorometer, refracto meters, upright and inverted microscopes, laminar flow cell culture cabinets, PCR thermo cycler, Gas Chromatography and High Performance Liquid Chromatography equipment, rotavapor, incubators, shaking platforms, UV transilluminator, nucleic acid and protein electrophoresis equipment, protein blotting apparatus etc.

The Physics Laboratory is equipped with Force table and pulleys, free-fall apparatus, voltmeters, multimeters, oscilloscope, capacitors, Projectile launcher with Photo gates and PASCO computer Interface, force sensor, motion sensor, Dual Trace Cathode Ray Oscilloscope, Michelson Interferometer, Polarization Analyzer etc. Laboratory instrumentation and reagents are constantly being updated to ensure maximum efficacy of teaching of laboratory-based modules.

In addition to a dedicated Computer Laboratory, computer workstations equipped with data logger software are available in some laboratories for conducting laboratory exercises.

Laboratory Safety

Many laboratory-based modules require students to handle reagents, equipment or other material that may be of a hazardous nature. Students receive orientation by the course instructor on general laboratory procedures and practices in the first class of a laboratory course. This orientation also highlights the safety features of the laboratory including the position of the safety shower and eyewash stations and the fire exits. Instructions regarding any specific safety precautions and procedures (including usage of chemicals or other reagents of a hazardous nature) associated with a laboratory exercise are provided to students ahead of using the hazardous material or performing the associated technique/procedure or operating any equipment. Such instructions include information on the nature of the hazardous material/procedure, the associated risks and the appropriate safety procedures and techniques to handle and dispose of any hazardous substance as applicable. Students are encouraged to read the Laboratory Safety Manual which provides guidance on the safe handling of hazardous substances and general laboratory safety practices. A current version of the Laboratory Safety Manual is available in each instructional laboratory and a copy is also available in the Library. Students are required to strictly adhere to safety instructions and handle laboratory equipment and materials in a manner appropriate to their personal safety as well as the safety of their colleagues and laboratory personnel. Students are not allowed to work in a laboratory except under supervision of a course instructor or a laboratory staff member. Any student found to be outright non-compliant with laboratory safety procedures will face disciplinary action.

University Policies

Anti-Bullying

Bullying is defined as behavior that intimidates, degrades or humiliates a student, or a member of staff or faculty in front of other people or on a one-to-one basis. Bullying is considered a serious matter. However, bullying is not about differences of opinions except in the case of physical fighting, nor is it an occasional conflict or problem. Instances of bullying should be referred to the Student Affairs Office.

Copyright

AURAK follows the copyright laws of the UAE. Copyright notices are posted above the photocopy machine in the library and other locations as necessary. Copyright law covers the duplication or unauthorized use of materials such as:

- Books
- Articles from Journals (printed or online)
- Case Studies
- Chapter/s from book/s
- Databases
- Software
- Circulation of archival copy
- “Networking” software without license or permission
- Loading a single copy of a software program onto several computers for simultaneous use
- Making copies of copyrighted software for student use.
- Perpetual license vs. annual license.

Copyright is not to be taken for granted. Violating copyright law leads to legal disputes between publishers and AURAK. The following excerpts from the copyright law cover its most relevant provisions:

- “No part of these publications [articles, cases, books] may be produced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, scanning or any information storage and retrieval system, without prior permission.”
- “Upon acceptance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher. The transfer will ensure the widest possible dissemination of information. The Journal and the individual contributions contained in it are protected by the copyright of the publisher and the following terms and conditions apply to their use”.
- “Single photocopies of single articles may be made for personal use as allowed by copyright laws. Permission of the publisher and payment of a fee is required for all other

photocopying, including multiple or systematic copying, copying for general distribution, for advertising or promotional purposes, for creating new collective works, for resale, and all forms of document delivery. Special rates are available for educational institutions that wish to make photocopies for non-profit educational classroom use.” Publishers grant authorization for individuals to photocopy copyright material for private research use.

This authorization does not extend to any other kind of copying, by any means, in any form, and for any purpose other than private research use. Authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication and the publisher is notified in writing and in advance.

The following guidelines apply to AURAK:

- Books: A chapter of a book or less than 10% of the book can be photocopied for personal use. For classroom use and for general distribution, permission from the publisher is required.
- Software: All software used on campus must be used in compliance with applicable licenses, notices, contracts, and agreements. By using the university software, students assume personal responsibility for their appropriate use and agree to comply with the university policy and other applicable policies as well as local and federal laws and regulations of the UAE.

Drug and Alcohol Policy

The AURAK Campus adheres to the laws of the UAE concerning alcohol and drug use. Any student found using drugs and found drinking alcohol or having it in their possession on campus will be automatically dismissed.

Individuals with Disabilities Policy

AURAK is committed to providing equal access to employment and educational opportunities for people with disabilities. AURAK recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, and activities, and to have equal employment opportunities. AURAK adheres to all applicable UAE federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified people with disabilities. Students requesting reasonable accommodations for a disability should contact the Student Life Office.

Non-Discrimination Policy

AURAK's non-discrimination policy prohibits discrimination based on race, color, religion, national origin, disability, sex, or age. AURAK is committed to providing faculty, staff, and students with an environment in which they may pursue their careers or studies free from discrimination. The cornerstone of this policy is the University's Non-discrimination Policy Statement:

The American University of Ras Al Khaimah is an equal opportunity institution committed to the principle that access to study or employment opportunities afforded by the university, including all benefits and privileges, be accorded to each person. Students who believe a violation of this policy has occurred should report it to the Provost and Dean of Student Affairs.

Pets Policy

No pets, except those assisting people with disabilities, are permitted in campus buildings at any time. Pets on campus grounds must be on a leash and under supervision at all times.

Sexual Assault Policy

The following policy applies equally to all members of the AURAK community: students, faculty, administrators, staff, contract employees, and visitors. AURAK is committed to providing an institutional environment where all people may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

AURAK will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the campus community accused of sexual assault will be subject to campus disciplinary procedures when the alleged incident has occurred on campus, or when the incident has occurred off-campus and materially affects the learning environment or operations of the campus. For those seeking assistance, please contact the Provost and/or the Dean of Student Affairs.

Sexual Harassment Policy

The University is committed to providing an institutional environment in which all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual advances. The university strongly condemns sexual offenses, will not tolerate offenders, and supports those who have been harassed. Students who believe they have been the victim of sexual harassment should report the incident to the Provost or Dean

of Student Affairs. This policy applies equally to all members of the University community: students, faculty, administrators, staff, contract employees, and visitors.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about academic evaluation, employment, promotion, transfer, selection for training, performance evaluation, or selection for academic awards or benefits; (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment or substantially interferes with a student's academic or an employee's work performance.

Non-Smoking Policy

AURAK is a smoke-free environment. Smoking is not permitted in any building on AURAK campus including the Residence Halls.

Lost and Found Policy and Procedure

All lost and found items will be kept in a secure location until the owner claims them. Items found or turned in to an academic department/ Security/ any other office on AURAK should be forwarded immediately to the Lost and Found Office. Students, Faculty, Staff and Visitors are encouraged to inquire about lost or misplaced articles personally with the Lost and Found Office. Listed below are the procedures to be followed:

1. Turn in lost items to the Lost and Found Office as soon as possible, but not later than the end of the business day on which they were found. After hours, contact the Security Officer(s) on duty.
2. To report lost items, contact the Lost and Found Office and fill out the AURAK Lost and Found form.
3. Items of value such as wallets, purses, keys, backpacks, and electronic devices should be immediately forwarded to the Lost and Found Office. If the lost item(s) includes any identifying information, please make immediate attempts to contact the owner. If unsuccessful, turn the property over to the Lost and Found Office that will attempt to contact the owner directly.
4. All unclaimed property and unidentifiable property will be entered in the lost and found logbook and placed in a locker within the Lost and Found Office. The key is only accessible to the Office.
5. Unclaimed student ID's and others such as the driver's license or Emirates ID cards will be deposited to the Administration Office for further action.
6. To attempt to ensure lost items are returned to the rightful owners, persons claiming items will be asked to describe the items and to provide identification. Claimants must

sign for items before the items will be released to them and also fill a Lost and Found Claim Form.

7. Items in Lost and Found, which are not claimed by the end of each semester, will be donated to a local charity.

Safety Policy

AURAK is committed to providing an environment that is reasonably free from recognized safety hazards and complies with applicable laws concerning hazardous chemicals, fire prevention, occupational health and safety, handicapped accessibility, and the environment. To effectively meet the goal of reducing accidents and illnesses, AURAK has developed a Comprehensive Safety Plan. The Safety Office manages the plan and reviews it annually to meet the appropriate needs of AURAK. Efforts are channeled into several specialty areas, for example, fire protection, occupational health and safety, asbestos management, environmental health, emergency planning, and risk management.

In coordination with the AURAK Safety Office and other departments, AURAK security develops and promulgates procedures to respond to civil disturbances, hazardous material incidents, fire, gas leaks, severe weather conditions, and other potential threats to campus safety and security. Additionally, individual security officers are encouraged to report unsafe conditions observed while on patrol and while serving as first responders to accidents. To ensure safe work practices during all university activities, the Safety Officer makes certain that appropriate environmental health and safety rules and regulations are written, published, and communicated to employees and students.

Fire Safety Plan:

The Fire Safety Plan provides instructions for identifying, monitoring and addressing fire safety issues at AURAK. The plan describes emergency procedures, building evacuation drills, inspections, training and procedures to use in the event of a fire.

Drills:

The Resident Assistants, in cooperation with the Administration Manager and Emergency Planning of Ras Al Khaimah Fire Department and AURAK Security, conduct fire drills in the residential halls at least once a semester.

Fire Suppression Equipment:

AURAK maintains various fire suppression systems in each building. These include: fire extinguishers, standpipes and fire hose reel water pumps strategically placed throughout AURAK. Approximately 20 portable fire extinguishers are located on AURAK and in off-

campus residences and other buildings. The Safety Office is responsible for providing training, inspecting, testing and refilling fire extinguishers. Fire suppression systems on campus are inspected by an outside contractor on a quarterly basis.

Evacuation Routes:

Evacuation routes are developed for buildings on the AURAK campus. Locator maps are also be placed in classrooms showing emergency exits and escape routes as well as locations of fire extinguishers and fire alarms. Individual evacuation plans may be developed for any employee who has a disability and who may require special assistance in the event of a building evacuation. Supervisors must identify individuals requiring assistance, or individuals may self-identify, to the Safety Office who will coordinate the development of an individualized evacuation plan.

Awareness Programs:

Health and safety awareness programs are developed and regularly scheduled for students at AURAK. The purpose of these programs is to promote a safer and healthier campus environment by helping students become aware of their behavior. The Office of Student Affairs periodically presents programs regarding topics which include alcohol and substance abuse, CPR, stress management, and other health and safety issues.

Ramadan

During the most holy month of Ramadan the university expects all students, staff and faculty to refrain from smoking, eating and drinking in public during the daylight hours and fully abide by AURAK's Dress Code. This means that there is NO SMOKING outside on AURAK's campus during the daylight hours prior to Iftar. The AURAK rule of NO SMOKING in all university buildings is still in effect. Students, staff, and faculty are expected to show deference to Muslim colleagues and friends, and U.A.E. regulations and cultural practices by following these rules.

Campus Map



AURAK Directory

Name	Title	Tel. Ext	Email Address
Office Of The President			
Prof. Hassan Hamdan Al Alkim	President	1445	hhalkim@aurak.ae
Helen Amhani	Executive Secretary of the President	1445	hamhani@aurak.ae
Ivy Tanedo	Document Controller President's Office	1323	ivy.tanedo@aurak.ae
Dr. Renford Brevett	Director Institutional Effectiveness Office	1219	renford.brevett@aurak.ae
Mr. Ramy Iskander	Associate Director IRO	1505	ramy.iskander@aurak.ae
Alicia Villaluz	Program Analyst	1509	alicia.villaluz@aurak.ae
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