



جامعة البلمند دبي
UNIVERSITY OF BALAMAND DUBAI

Student Handbook Manual

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General Statement

In enrolling in the University of Balamand Dubai, students accept the rules and regulations of the University in general and the rules and regulations in the Student Handbook, in particular. While the University Catalogue defines most of the rules governing University academic life, the University, and the Faculties as well may be issuing new policies on a continuing basis. Students are advised to consult with the Office of Student Affairs (OSA) as they are responsible in compliance with them.

The University may reproduce or modify this handbook where modifications are only applicable to new students. Students will be notified through email, website and on OSA bulletin board any time there will be any modifications and/or amendments on the rules and regulations in this handbook. As a result, students should consult with the Office of Student Affairs (OSA) and obtain an updated copy of this handbook at the beginning of each academic year.

Mission

The University of Balamand Dubai (UOBD) is an institution of higher education that draws on the values of openness, understanding, tolerance, and inquiry. Based on the American system of higher education, the core curricula build on the rich multicultural environment of Dubai to generate graduates cognizant of the values inherent in world cultures. UOBD is dedicated to creating and communicating knowledge. It educates men and women to be successful in their chosen careers, active citizens in their societies, generous in their service to others and reflective lifelong learners. The University is committed to excellence in teaching, to rigorous research, and concern for the public good, within a context of inter-disciplinary openness and skills development. UOBD is committed to the socio-economic development of the region by engaging the community and supporting the initiatives of its faculty, students, and staff.

Vision

UOBD's vision is to be identified as a leader in Higher Education, not only in UAE but also in the region. We aim for excellence through the offering of internationally recognized academic programs focusing on the needs of the regional landscape and its socio-economic development.

Overview

The Dubai Balamand campus publishes a university-wide "handbook for students" that contains information for all UOBD students. Policies and regulations set forth in this handbook are effective throughout the academic year. Changes in the content of the Student Handbook may be made at any time by the University where students will be notified of these changes, and these changes are only applied on new students. The Student Handbook can be conveniently carried for reference. It should be used in conjunction with - not as a substitute for - the latest UOBD catalog. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the policies, regulations and procedures contained in it.

This handbook will:

- Give the UOBD student an overview of student rights and responsibilities.
- Give the UOBD student a brief overview of UOBD's administrative policies and regulations.
- Acquaint the UOBD student with the campus services, programs and activities.
- Introduce the UOBD student to the offices available to assist you.

Students Rights and Responsibilities

Statement

The University of Balamand Dubai is a learning community designed to foster collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges. In order to protect these rights and privileges, there are guidelines for conduct that are intended to create the environment and educational goals envisioned by the University and its students, and it is important that each student become familiar with them.

Student rights include, but are not limited to, the following:

- 1.The right of respect for personal feelings and individual dignity.
- 2.The right to participate in student committees, clubs and societies, in accordance with the University Policies and Regulations.
- 3.The right to an environment free from harassment, discrimination, and violence.
- 4.The right of due process in disciplinary procedures in accordance with the University policies and regulations.

Student responsibilities include, but are not limited to, the following:

- 1.The responsibility of assuming the consequence of one's actions.
- 2.The responsibility for knowledge of, and compliance with established University policies, procedures and regulations presented in official University publications.
- 3.The responsibility of insuring that the action of each student, committee, club or society does not infringe upon the spirit of the University and the moral imperatives of its community.
- 4.The responsibility of respecting the rights and privacy of others.

A copy of the Academic Integrity and Copyright Policy at the University of Balamand Dubai for the University of Balamand Dubai is attached in Appendix A of this document and is available on the website

University Policies & Procedures

Students Code of Conduct

University jurisdiction extends to conduct occurring on University premises, which adversely affects the UOBD community and/or the pursuit of its programs. A student who has submitted an application for admission, or any other service provided by the University should not act in such manner that adversely affects the UOBD community.

Any of the following actions, or the aiding or encouraging of any of the following actions, constitutes an offense for which a student, a group of students, or a student committee, club or society may be subject to the student judicial process:

- Misuse of keys - Unauthorized possession or use of any key or key type device to any university facility or property.
- Misuse of Identification - The use of falsified identification documents or of another's identification card/document, including the use of another's computer account/password.
- False Information - Knowingly making a false oral or written statement to any office or member of the University faculty, administration, staff or student body.
- Misuse of Materials - Unauthorized reading, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any university material, file document or record, computer records, software, data files and similar entities owned or maintained by the University.
- Response to Notice - Failure to make a timely response to any official request from a member of the faculty, administration, or staff. The University requires that each student maintain a University mailbox address. Official university correspondence mailed to that mailbox is deemed sufficient notice to the student.
- Response to Instructions - Failure to comply with authorized oral instructions from University officials, including student employees and assistants, acting in accordance with their assigned duties.
- Misuse of Property – Destruction, damage, misuse of property on the campus of the University, including but not limited to files, documents, records, research apparatus, or library materials, including computer systems and networks, owned or maintained by members of the faculty, administration, staff, or student body. Unauthorized entry into university buildings and intentional misuse of any university fire alarm or firefighting or safety equipment is also misuse of property.
- Theft - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property owned by the University personnel on campus.
- Gambling - Conducting or organizing any form of gambling which harms or exploits any member of the University community.
- Possessing weapons, firearms, or explosive devices - The unauthorized possession of weapon, firearm, or any incendiary, explosive or destructive device, including fireworks.
- Non-Smoking – Failure to respect the Non-Smoking policy enforced by the University and the UAE anti-tobacco Law.
- Illegal Use or Possession of Drugs - Illegal possession, use, sale or attempt to obtain drugs. The term «drugs» includes any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or substances treated as such and defined by the law.
- Privacy - Failure to respect the right to privacy of any member of the University community including accessing another's computer files and/or e-mail.

- Student Expression - Students are encouraged to express themselves. However, any demonstrations or protests must be non-violent in nature, and must be conducted without endangering the safety, health, or life of themselves, other students, faculty, staff or visitors. Students shall not knowingly damage any University or personal property. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or prevent the normal operation of the University, both inside and outside the classroom setting. Any violation will lead to strict disciplinary action/suspension from the University.
- Sexual misconduct, including sexual harassment and public indecency - Sexual harassment is conduct of a sexual nature or with sexual implications.
- Threats of Violence - A threat by word or act to do violence to another person, and doing some act, which creates a well-founded fear that such violence is imminent.
- Inappropriate Conduct at University-Sponsored Events - Students should govern their behavior at University-sponsored events and conduct themselves within the University policies and regulations.
- Closing Hours – No student is permitted to enter in any University building after normal closing hours, unless written approval has been obtained in advance.
- Guests – Students are welcome to bring guests to the campus, but must assume responsibility for their conduct.
- Driving on Campus – No student is permitted to drive on-campus unless he/she has a special UOBD parking permit issued by the Office of Student Affairs after presenting: (1) a valid driving license, (2) a valid car registration and (3) a valid insurance policy in the name of the student. Students shall park their cars in designated parking areas allocated. Students shall drive orderly, safely and slowly. Any violation will lead to strict disciplinary action.
- Academic Integrity – As a community committed to intellectual endeavor, the University of Balamand in Dubai recognizes honesty as the foundation of the academic activities of its faculty members and students. Plagiarism, falsifying or fabricating the results of one’s research, presenting the words, ideas, data, or work of another as one’s own, or cheating on an examination will lead to any one or a combination of the following disciplinary actions that may be imposed by the Faculty or the administrative committee:
 - 1.Failure of the assignment, project or examination.
 - 2.Failure of the course with the offense documented in the student’s file.
 - 3.Placement on academic probation.
 - 4.Suspension from the University for a Definite Period of time.
 - 5.Dismissal from the University.
- Copyright – The UAE Copyright Law provides stiff penalties for offenders who may print, publish, or sell copies of someone’s original work. That includes books, publications, computer software, video films and all kind of audio-visual work. Additional information on copyright may be obtained from the website: Students caught on-campus violating the copyright law will be subjected to strict disciplinary action.

A copy of the Academic Integrity and Copyright Policy at the University of Balamand Dubai for the University of Balamand Dubai is attached in Appendix A of this document and is available on the website.

UOBD'S Drug - Free Policy

UOBD is committed to providing an orderly and safe environment for all students, faculty and staff. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use drugs on its premises. Any violation will lead to strict disciplinary action and expulsion from the University.

Smoking Policy

The University of Balamand Dubai recognizes that smoking is harmful to the health of smokers and that passive smoking poses a health risk to non-smokers. In order to address these health concerns, the University of Balamand Dubai prohibits smoking in all hallowed halls e.g. classrooms, hallways, corridors, atriums, cafeterias, lounges, on-campus dormitories, etc. Smoking is only permitted in designated outdoor areas.

Prohibition of Sexual Harassment and Discrimination

The University of Balamand Dubai expects its students to treat other individuals with respect and human dignity in all interpersonal relationships. Any behavior that results in the harassment, intimidation or discrimination of another person will not be tolerated. Harassment and discrimination are prohibited on all UOBD campuses whether on the basis of citizenship, color, religion, sex, national origin, age, physical disability, or marital status.

Harassment is defined as conduct, which unreasonably interferes with an instructor, employee or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment could be of verbal, written or physical nature.

One of the most common forms of harassing behavior is sexual harassment. Sexual Harassment is considered as serious offense and consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and other verbal conducts of a sexual nature. Examples of such conduct are:

- Physical assault and threatening.
- Unwelcome physical contact of someone's body.
- Gestures and noise of sexual nature.
- Degrading words, remarks and jokes used to describe an individual.
- Sexually orientated messages, pictures or videos sent via email or posted on the website and other social networking services.
- Repeated requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome.

Students who have experienced or witnessed any type of harassment should refer immediately to the Student Affairs Office to report the relevant facts. The Student Affairs Office will direct the complaint to the Chairman of the Administrative Committee of the University in order to initiate the investigation. If the complaint is substantiated, the Administrative Committee will institute disciplinary action against the offender by imposing sanction that can range from issuing a warning to expulsion from the University depending on the severity of the situation.

In conducting its investigations, the Administrative Committee will strive to keep the identity of persons making reports as confidential as possible. In case the offender is an employee of the University, the person in charge of the offender will be informed and may be involved in the investigations (e.g. the Director of Human Resources in case the offender is a staff member or the Dean of the Faculty in case the offender is a faculty member).

A copy of the Statement Policy on Harassment at the University of Balamand Dubai is attached in Appendix B of this document.

Identification Card

Students must obtain and carry the UOBD identification card while on campus. The card is primarily used for identification, for verification of UOBD status, and for using University services such as the library, gymnasium, swimming pool and participating in University sporting and social events, and other related services. The card may be obtained from the Office of Admissions and Registration during the first month of the semester. The card is the property of the University of Balamand Dubai and must be returned on request.

Use of the card by anyone other than the person to whom it was issued is prohibited. The cardholder is subject to disciplinary actions or other penalties for improper use of the card. The cardholder is responsible for any and all losses associated with his/her card. In case the card is lost a replacement card may be obtained at a given cost.

Publicity and Posting Policy

All public notices or publicity material posted on campus property shall be stamped by the Office of Student Affairs prior to posting.

Sanction

Any of the following sanctions may be imposed on a student, a group of students, or a student committee, club or society through due process:

1. Written/Verbal Warning - A written/verbal warning issued to a student by a faculty/staff member that his/her behavior is inappropriate will be noted in the student's file.
2. Disciplinary Probation - An official notice to a student that his/her behavior is in serious violation of University policies and regulations. Continued enrollment depends upon the maintenance of satisfactory behavior during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation, e.g., suspension. During the probation period, the student is deprived of University privileges e.g. student work, financial aid, assistantship and others.
3. Suspension - Termination of a student's privilege to attend the University for a period of time specified in an order of suspension. This includes the termination of campus visiting privileges.
4. Expulsion - Permanent termination of a student's privilege to attend the University. This includes the termination of campus visiting privileges.

Course Delivery Policy

All major courses at UOBD are delivered by Ph.D holders specialized in the relevant major. All general or introductory courses are delivered by Ph.D or Master degree holders specialized in the relevant course major. All Academic departments at UOBD keep a course file for each course offered at the University. The course contents are arranged in line with the CAA standards and are updated regularly. Course instructors (Full timers and Part timers) are responsible for updating the relevant course files while it is the department Chairperson and Dean's responsibility to follow up on the proper updating of the course files. Course files should be submitted by the instructor for each semester or summer term to the Program Chairperson. The Program Chair checks each file for completeness and evaluates the contents as part of the faculty assessment which is forwarded to the Dean of the Faculty. The office of Institutional Effectiveness stores the course files, for a period of ten years in order that they can be examined by representatives of the Commission on Academic Accreditation. Course files are also used by the registrar in responding to grade appeals, by the Program Chair designated mentor to train new instructors, and by the Vice President for Academic Affairs to supervise the quality of courses, programs, and academic schools. Course file material submitted by the instructor for each course every semester or term must contain the following elements: 1) Syllabi for the current and previous

offerings of the course; 2) Copies of all instructor teaching materials; 3) Copies of all assessment instruments.; 4) Examples from across the range of student performance of graded responses to all assessment instruments; 5) A comprehensive instructor review of the presentation of the course; 6) Quantitative analysis of student performance (grade distribution; 7) Summary of student feedback on the evaluation of the course.

This policy outlines the details pertaining to course delivery at UOBD:

Course delivery is the implementation of the course design which describes how courses will be offered to students. Courses will be delivered through what is commonly referred to as the “traditional” method, which is primarily comprised of face-to-face instructional delivery occurring in real time, in a classroom or computer lab. Courses will be given on a full time basis, during day-time and over five days of the working week. Course delivery may include online assignments and/or the use of eBooks that complement classroom work in addition to the use of an educational platform such as Moodle.

Courses will be designed with a focus on students’ successful achievement of the program learning outcomes. UOBD will ensure that:

- the delivery of each course is consistent with its detailed syllabus.
- the academic assessment of students is fair, accurate, aligned with the learning outcomes and the program goals, and is undertaken at an appropriate level.
- there are updated files for the delivery of each course

The course delivery policy is the responsibility of the Vice President for Academic Affairs office at the University of Balamand Dubai.

Grievance and Appeal Policy

Grievance Definition:

By definition, grievance is an official statement of a complaint over something believed to be wrong or unfair. The University maintains a Grievance Procedure by which UOBD students may seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment contravening the established policies and procedures of the University. Grievance at UOBD is related, but not limited to, academic processes, administrative processes and other human relationships. Grievances should not be confused with petitions related to academic issues.

Filing a Grievance:

If a student believes that he/she is fronting grievance, they may immediately choose to file a formal grievance. However, informal procedures such as discussing the issue with the student, faculty or staff member involved and resolving it on the spot are preferred. When filing a formal grievance, a letter describing in details the issue should be submitted by the student to the Admissions and Registration Office. The student shall sign the letter and attach to it any evidentiary or supporting materials. The student should retain copies of the grievance letter and any other submitted materials.

Processing a Grievance:

In most cases, the Office will discuss the issue with the student then will forward the academic grievance to the relevant supervisor/chairperson of the department and the non-academic grievance to the Student Affairs Office. The Admissions and Registration Office will inform the student of the concerned personnel decision. In case the student was not satisfied with decision, then the Admissions and Registration Office will forward the official grievance to the Administrative Committee (Standing University Committee that deals with such issues). The Administrative Committee will meet with the student and the concerned personnel separately and will render its decision in writing and in a timely manner to the Admissions and Registration Office. The Admissions and Registration Office will then inform the student within 2 weeks from the date of grievance submission about the decision of the Administrative Committee.

Grievance Appeal:

In case the grievant is not satisfied with the taken decision, and wishes to appeal, the grievant should submit a petition form within 48 hours after the decision is received from the Administrative Committee. Alternatively, within 48 hours, the petition will be forwarded to the President. A Final decision to the petition will be made within 5 working days after the petition is filed.

Students Record Keeping

The Office of Admissions and Registration will be the central office for maintaining and storing the official permanent records of students. Data storage will be largely electronic and non-electronic. This information will be released to the students, faculty advisors and accounting department via a sophisticated automated student information system whenever such legitimate needs arise.

The system will contain information on students' admission, course enrollments, grades, academic transcripts, personal records, tuition payment, class schedule and students' general study progress. The staff of the Office of Registrar will be experienced in operating and maintaining sophisticated automated student information system. The Registrar will ensure the importance and integrity of securing and maintaining these records. Electronic back-ups of the entire student records information database will be stored at a local off-site banking facility.

Permanent records for all students and alumni will be kept in digital formats. Paper copies of other pertinent student files will be stored in fireproof cabinets. The Registrar will issue transcripts, letters of recommendation and letters certifying academic standing or completion. Maintaining the rights of individual privacy and confidentiality of records, release of information will require prior consent and authorization from concerned authority.

Students Services

The Office of student Affairs (OSA)

The Office of Student Affairs through its various divisions provides opportunities for student development through extra-curricular activities and programs that improve the students' potentials and interpersonal skills. The office offers a variety of multidisciplinary activities and services in (1) Career Guidance, (2) Counseling, (3) Campus Life and Student Development, (4) Athletics, (5) Student Work and, (6) Student Publication. These services will be available to guide students throughout their university life and will be developed gradually depending on the student enrollment and available facilities. Events and programs will be communicated to students through electronic means (mainly on UOBD website and social media pages) and updated continuously.

Career Service Center

The Office of Career Services provides career counseling and job search assistance. The career services activities trains students to conduct a job search and secure employment. Career counseling, CV writing, job search and mock interview related workshops are available. A career resource library is also available on the webpage as well as a Career Guide that offers ideas and strategies to make students plan their career from the first day they enroll at the University.

The Career Services Activities works on enhancing students' leadership and technical skills through developmental and capacity building projects. It gives attention to the undergraduates' career guidance, graduates' employability and ensures students' success when transitioning from academic life to post-graduation destinations. Career services personnel will liaise with potential employers in the private and public sectors and will invite them to the UOBD campus to organize recruitment seminars and participate in the Annual Career Fair. Student interaction with potential employers helps them develop a clear understanding of the skills required for securing a career opportunity that matches their interests and education.

Counseling

Transitioning from high school to university life can be challenging and stressful for many students. This can lead to personal difficulties that can hinder academic advancement and seriously affect a student's quality of life and wellness. The Counseling Center at UOBD provides professional counseling services and programs to help students succeed and make the most of their total college experience personally, intellectually, vocationally, socially and physically.

The Counseling Center consists of a professional personnel as follows:

- Psychologist/Psychotherapist who deals with critical cases that require follow up on an individual basis.
- Counselor that addresses common problems at the group level and promotes activities to encourage students to refer to the the counseling and/or the learning center.
- The Learning Support Office (LSO) coordinates with faculties, departments and other offices to provide assistance to students in study-related issues, exams anxiety and time management. The LSO aims to:
 - provide educational support through facilitating different learning strategies (peer support, technology integration, group learning...)
 - help identify students in need of specialized learning programs
 - offer an opportunity for students to reach their fullest potential
 - assist faculty seeking different ways in student learning strategies
 - encourage understanding of diversity among learners
- Professional Women Counselor that addresses women students' needs and interests and also serves

as a resource for the development of strategies and programs to involve women students in University activities.

There are no restrictions as to what can be discussed in counseling, and it is free and confidential.

International Services

Visas & Residency Cards: International students coming from abroad should present their official letter of acceptance from the University of Balamand Dubai at the student services office to obtain an entrance visa. Upon arrival to UAE, they should apply for residency. Students should insure that they are holding a valid passport and that the residency is obtained before expiration of the visitor visa.

Health Insurance: Health Insurance is mandatory for all International Students registered on a full-time and part-time basis at the University of Balamand Dubai. The Office of the Comptroller will proceed in providing the Health Insurance coverage at a specified fee which will be added to the student account. The health insurance provided by the University can be waived and fees reimbursed only if the International Student provides proof of insurance within the first week of each semester. Health Insurances are issued at the beginning of each semester and are valid till end of the same academic year.

Accident Insurance

All students are insured against accidents that that may occur on or off-campus during any University approved / organized activity.

Campus Life and Student Development

Clubs and Societies represent a wide variety of interests in which students experience growth outside the classroom setting. Professional staff members and advisors are available to assist individuals forming a club or society, and to advise registered groups.

Students are encouraged to join clubs and societies and participate in social, cultural and athletic events.

The Student Activities'Center offers an assortment of educational, recreational and cultural programs for the campus community. It coordinates the facilities, services and programs designed to meet the campus out-of-classroom needs. The Center also serves as the administrative liaison to student clubs and societies.

Campus traditions include: a welcoming reception for new students at the beginning of the Fall semester, National Day Celebration (December 2nd), an Iftar during the Holy month of Ramadan, a Spring Festival , the Awards Ceremony (last week of the Spring Semester), the Annual Outdoors (last week of the Spring Semester) and the Graduation Ceremony (in June).

Athletics (Sports and Recreation)

Sports and recreational activities offer students the opportunity to improve their physical well- being as well as enhance their social lives. A coordinator for athletic activities is available to ensure that athletic programs are designed to meet the diverse needs of the UOBD community. The UOBD campus has professional instructors in leisure activities (Aikido, Karate, Kung Fu, Badminton, Yoga, Soccer, Rugby, Tennis, Table Tennis, Volleyball, Basketball, Aerobics, Swimming, Squash, Track and Field and Bodybuilding). These activities are offered on-campus (depending on availability of space) and in nearby facilities.

Students shall present a valid ID to access the Campus recreational facilities. To accommodate all users, time on the cardiovascular equipment is limited to 25 minutes when others are waiting. All users must bring a towel to wipe the upholstery of each machine after use. Proper athletic shoes and attire are also required.

Lockers and shower facilities are available and locker keys may be checked out at the Activities Center with a student ID. The operating hours of the gymnasium are Sunday – Thursday (8:00 a.m. – 10:00 p.m.), and Saturday (10:00 a.m. – 5:00 p.m.) and can be altered for special occasions and on an as need basis. Holiday, semester break and summer semester hours vary. Students are not allowed inside athletic facilities when reserved for Physical Education classes and varsity teams training. Students who are skilled in specific sports are strongly requested to join the varsity teams of the University. Those include: volleyball (men + women), basketball (men + women), soccer (men + women), table tennis (men + women), tennis (men + women), rugby (men), swimming (men + women), squash (men + women), track and field (men + women), badminton (men + women) and marital arts. All these sports will be accommodated in nearby facilities, and will be developed gradually. Try-outs are usually scheduled at the beginning of each semester. For further information, you may contact the Athletics Department.

Athletic events, try-outs, programs and schedules will be communicated to students through electronic means (mainly on UOBD website and social media pages) and updated on a regular basis.

Student Work Office

Student work is considered to be an integral part of the daily operation of Faculties, Departments and Offices at the University of Balamand Dubai. The mission of the Student Work Program (SWP) is to offer students, mainly those with financial need, on-campus jobs which would allow them to earn income that will be deducted from their tuition fees and at the same time would help them achieve both professional and personal development skills. The Student Work Program (SWP) at the University is managed by the Student Work Office (SWO) in the Office of Student Affairs (OSA).

A Student Work Guide that provides information about eligibility, application procedure and responsibilities can be retrieved from the Student Work Office.

Student Publication

Highlights-Dubai is a newsletter prepared and distributed to all UOBD community on campus. It is issued by UOBD students on a semester basis. It provides students the experience of the regular creation and publication of a newsletter. It also enlightens the University Community about issues and events relevant to it and improves reading habits, knowledge and awareness. Students may join the *Highlights-Dubai* Team and are encouraged to write articles (articles can be submitted electronically).

The annual yearbook highlights the yearly main students events organized in the UOBD campus, especially the graduation ceremony. The yearbook will be available online.

Student Financial Services

Financial services are provided through the Office of the Comptroller. Official documents such as transcripts and certificates of enrollments may be obtained from the Office of Admissions and Registration after submitting an official request to Office of the Comptroller. Balance sheets, deferred payments etc. may be obtained through the Office of the Comptroller. Student work applications (only for undergraduate students) shall be retrieved from, and submitted to the Office of Student Affairs. Assistantship applications (only for graduate students) shall be obtained from, and submitted to the Faculties. Financial aid applications shall be retrieved from, and submitted to the Office of Financial Aid.

University Health Center (Infirmary)

A University Health Center that provides primary health care and first aid services is available on premises. The staff is comprised of general practice physicians from the Faculty of Medicine and Medical Sciences, nurses and assisting licensed students. For more serious medical problems and accidental injuries, health insurance plans that entitle students to report to the nearest hospital are available. Students are insured against injuries that occur on campus. Insurance forms may be obtained from the Office of Student Affairs.

Information Desk

An information desk operated by student employees is available at the main entrance of the administration building to assist students and visitors seeking help and information.

Bulletin Boards

There is at least one bulletin board in each faculty. Take a moment to check the bulletin boards as you pass them. If you cannot locate the information you need, don't hesitate to ask. You'll find that no matter where you are on campus, students, faculty and staff are willing to take the time to help you. Approval for posting on bulletin boards is required in advance from the Office of Student Affairs.

Library Learning Center

In addition to the book collections, the libraries offer many services:

- Open stacks and borrowing services;
- Interlibrary loan and document delivery services for materials that are not available in the libraries;
- Printing and photocopying services; (photocopying quota should be purchased from the Comptroller's Office, as well as refilling the printing quota upon expiry)
- Computer labs;
- Discussion and Group study rooms;
- Facilities reservation;
- Off-campus access to materials;
- Citation, plagiarism and other workshops and training sessions;
- Research and reference help.

The library offer users a pleasant study environment.

Users must abide by the libraries code of conduct when fulfilling their education and research needs:

- Good order and quiet should be maintained in all public reading areas;
 - Users should respect the sound level policy and abide by the signs available on each floor;
 - Group work is allowed only in specified areas;
 - Smoking is not allowed at any time or in any area of the library;
 - Food and beverages are not allowed in the library to avoid damage to books and periodicals. Exception is made for drinks in non-paper spill-proof containers;
 - Books and materials charged to a user's record are the user's responsibility. It is expected that books will be returned in good condition, unmarked, and without evidence of damage. Borrowers will be held responsible for materials returned damaged. If the book to be checked out is already damaged, this should be brought to the attention of the Circulation Assistant who will make a note of the damage so that users will not be held responsible;
 - ID cards are not transferable and should not be loaned to other people. Missing or stolen cards should be reported to the Office of Admissions and Registration.
- For more information about the libraries collections, services, and operating hours please visit the website.

University Committees

The University of Balmand Dubai (UOBD) is an institution of higher learning that encourages the intellectual and personal growth of its students. As members of the University, the students are encouraged to participate in the life of the University through various means, from serving as members on University Committees to consultations with University Officers.

There are two types of committees in which students participate:

Faculty Committees:

- Curriculum Committee
- Library and Information Technology Committee

University-Wide Committees:

- Campus Life
- Social and Cultural
- Curriculum
- Library and Information Technology
- Orientation
- Administrative

University Student Council

Elections for student representatives are held once a year, on the second Wednesday of the month of October. Elected students hold office for one year starting on December 1st and ending on November 31st. Bylaws for Student Representation in University Committees will follow the Ministry of Education rules and regulations.

Parking Services

Students have a variety of options for parking/getting around campus premises.

Bookshop

A bookshop for copying and buying stationery supplies is available on premises.

Food Services

The Cafeteria is a great place to go for everything from a quick snack to breakfast, hot meals, soup and sandwiches, munchies, fresh fruit, salads and hot and cold beverages. In addition to the many items on its regular menu, the cafeteria features daily specials and special holiday meals. Operating hours are Sunday - Thursday (8:00 a.m. -5:00 p.m.).

Dress Code

The dress code is liberal in Dubai; however, we need to be conservative. As a mark of respect, it is advisable to abide by the following:

- For women: knees, shoulders and midriffs should be covered. No tight or revealing clothing should be worn.
- For men: preferably long trousers with shirt or T-shirt.
- For children: adolescent girls would be advised to dress moderately in order to avoid attention.

Alumni Association

The UOBD Alumni Association gives alumni opportunities to build relationships, receive special benefits and extend a hand to recent UOBD graduates. Graduating students are strongly encouraged to join the Alumni Association.

Banking

The Bank offers students the options to open personal accounts, pay tuition fees, apply for student loans and withdraw money through an ATM machine.

Bookstores

There is a bookstore located on the UOBD campus.

Electronic Resources

All UOBD students:

- Have Wi-Fi access on campus
- Have SIS system account that provide them with an accesses to the university students platforms (Moodle, Library digital resources, personal accounting statement, etc.)
- Computer Laboratories: computer laboratories located on-campus.
- Electronic Mail Communications: Students are provided with one official computer account that is used to access electronic mail. This account is secured with a user name and password.

Security And Safety

On-Campus security is handled through the Security Office, located at the main entrance. Security officers are available 24 hours a day and may be called for emergencies such as personal security, theft, burglary, or assault. Note that a UOBD ID card is required to enter the campus and its facilities.

All UOBD students should abide by the evacuation plan available on campus. This plan, explains the emergency systems and evacuation procedures. This document provides information such as emergency telephone numbers, evacuation personnel duties, designated meeting points, and building information.

The Office of Student Affairs makes sure that students and organizers of activities carry out their events safely. Some activities (especially out-of-campus activities) will require obtaining insurance in advance of the event and therefore should be planned ahead of time.

Security and safety measures also ensure handling emergencies involving harmful materials such as chemicals, radioactive or bio-hazardous material spills, fire safety and toxic gas releases especially in laboratories. All UOBD students are required to read and understand the laboratory safety guidelines and sign the laboratory access consent before using the laboratory resources.

TELEPHONE RESOURCES

University of Balamand Dubai

Phone: 00971 4 8122500, press 0 for the Operator.

P.O.Box: 116458, Dubai, UAE

Website: www.uobd.edu.ae

Emergency Resources:

Emergency Number + 971 4 2232323

Fire Department 997

Police 999

Ambulance 998

Offices:

Hospitals:

Banks:

Resorts:

Theatres & Cinemas:

APPENDIX A

**ACADEMIC INTEGRITY
AND COPYRIGHT POLICIES
FOR
THE University of Balamand Dubai**

University of Balamand Dubai

Academic Integrity Policy

As a community committed to intellectual endeavors, the University of Balamand Dubai recognizes honesty as the foundation of the academic activities of its faculty members and students. UOBD strives to provide students with the knowledge, skills, and judgment they need to function in society as educated adults. Falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, or cheating on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise asked by the instructor. Students are urged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations if instructed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

Academic dishonesty includes, but is not necessarily limited to, the following:

a. Plagiarism is intentionally or carelessly passing off another person's work as one's own. It is taking and using information, ideas, opinions, theories or another person's actual words or source without acknowledging the source, thereby creating the impression that the work is one's own.

Plagiarism can occur in the following ways:

1. Using text from another source (e. g. books, journals, newspapers, web sites, etc.) without documenting the source.
2. Using direct quotation (the exact words or verbatim) from a text without quotation marks, even if the source has been cited correctly.
3. Paraphrasing or summarizing the ideas or text of another work without documenting the source.
4. Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage with or without citing the source.
5. Using graphics, visual imagery, video or audio material without permission of the author (or publisher) or acknowledgment of the source.
6. Translating text from one language to another without citing the original work.
7. Obtaining packaged information, foreign language translation or a completed paper from an on-line source and submitting it as one's own work without acknowledgment of the source.
8. Presenting the work of another as one's own.

b. Cheating is giving or receiving, or attempting to give or receive any unauthorized aid during an examination to improve a grade or obtain course credit. Cheating is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage.

c. Duplicate Use of Written Work is the submission of the same paper, or substantially similar papers for two different courses without the consent of the instructors.

Penalties for Academic Dishonesty

- If a student is found guilty of violating academic integrity policies, any one or a combination of the following penalties may be imposed:
 - oFailure of the assignment, project, or examination on which the student was found to be academically dishonest.
 - oFailure of the course in consultation with the Dean. Such offense will be documented in the student's record to note repeat offenders.
- Any case of cheating will automatically result in a grade of zero on the assignment in question. Repeat offenders must be administratively dropped from the course, with a grade of 40, and referred to the University Disciplinary Committee which will consider suspension or expulsion from the university.

The Faculty Dean may also raise the case to the University Disciplinary Committee where the latter may issue the following disciplinary sanctions after a hearing, in accordance with the *Academic Integrity and Copyright Policies*:

- Placement on Academic Probation
- Suspension from the University for a definite period of time ranging from semester to a full academic year
- Dismissal from the University.

Encouraging Responsible Work

Faculty members should encourage students to do responsible work. This is best accomplished by designing assignments, which require students to draw on their personal skills and do their own work. Lists of possible assignments duplicated/little changed from year to year should be avoided.

Plagiarism Statement For Syllabus

Faculty members are requested to include a statement on plagiarism in the syllabus of each course and make reference to the UOBD Policy on Academic Integrity and Copyright.

Academic Copyright Policy

Definitions

According to the UAE copyright law, “the authors of the works and holders of neighboring rights shall enjoy the protection stipulated by the law herein, if an infringement has occurred upon their rights, and particularly the following works:

- 1-Books, pamphlets, articles, and other written works.
- 2-Computer software and applications thereof; databases; and similar works as determined by the decision of the Minister.
- 3-Lectures, speeches, sermons, and any other works of similar nature.
- 4- Dramatic, dramatico- musical works and pantomime.
- 5- Musical compositions with or without words.
- 6- Audio, visual or audio-visual works.
- 7-Architectural works, and engineering drawings and layouts.
- 8-Works of drawing, painting, sculpture, engravings, lithography, printing on textiles, wood and metals, and any similar works of fine arts.
- 9-Photographic works and analogous works.
- 10-Works of applied arts and plastic arts.
- 11-Illustrations, geographical maps, sketches, and three- dimensional works relative to geography, topography or architecture and others.
- 12-Derivative works, without prejudice to the protection prescribed for the works from which it has been derived.

Protection shall include the title of the work, provided that such title is innovated; as well as the written innovated idea of the broadcast.”

Fair Use

A.The author and his successors shall enjoy, in respect of the work, moral rights, which are not liable for prescription or assignment. Such rights include:

- 1- The right to decide to first publishes the work.
- 2- The right to claim authorship.
- 3-The right to object to any amendment on the work if such amendment shall cause distortion or mutilation to the work, or which would be prejudicial to the reputation of the author.
- 4-The right to withdraw his work from circulation, if serious reasons justifying such has occurred.

The author and his successors or the holder of copyright may solely grant licenses for exploitation of the work, in any manner, particularly, through reproduction, including electronic storage or loading; acting, in any manner; broadcasting; re-broadcasting; public performance or communication; translation; assimilation; modification; rental; leasing; or publication; in any manner, including providing such work through computers, information or communication networks or any other means.

B.Reproducing all the rights

Making one copy of the work through the non-profit archives, libraries or authentication offices, either directly or indirectly, in the following cases:

- 1-Reproduction is made for the purpose of maintaining the original copy or of substituting a lost, distorted or invalid copy, if it has been impracticable to obtain a substitute thereof under reasonable conditions.
- 2-Reproduction is made in fulfillment of a request made by a natural person, for using same in study or research. Such reproduction shall be made for only once and on irregular intervals.

C.Reproducing part of the work

Reproducing short abstracts of a work in the form of manuscripts or audio, visual, or audio-visual recordings, for the purposes of cultural or religious education, or vocational training, with the proviso that:

- i) Reproduction shall be within the reasonable limits.
- ii) Reproduction shall not surpass the purpose thereof.
- iii) Mention shall be made of the name of the author and the title of the work, whenever possible.
- iv) The reproducer shall not seek profit, either directly or indirectly.

What Can be Photocopied?

A single photocopy of a portion of a copyright-protected work, such as:

- 1.A maximum of 10% from a book (never the entire book);
- 2.An article from a periodical or newspaper;
- 3.A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology;
- 4.A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

However, in all cases, the name of the author and the source should always be indicated.

When is Permission Required?

- 1.When the material is used for commercial purposes.
- 2.When the material is used repeatedly.
- 3.When a work longer than 2,500 words is used in its entirety.

What Are the Penalties?

The University of Balmand Dubai does not condone nor tolerate the unauthorized copying of licensed material by staff, faculty, or students. The University shall adhere to its contractual responsibilities and shall comply with all copyright laws, and expects all members of the University community to do so as well.

Members of the University community who violate this policy may be subject to discipline through standard University procedures. It falls on the Dean and faculty members to report such cases. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.

APPENDIX B

STATEMENT POLICY ON HARASSMENT

AT THE UNIVERSITY OF BALAMAND

IN DUBAI

Introduction

The University of Balmand Dubai (UOBD) is an academic institution with a distinguished intellectual background, as stated in the Mission Statement of the University. This background is rooted in an environment of dependence and trust, in which students, faculty and staff from different social groups and from various regions in UAE, the Arab world and foreign countries, are able to meet. The University is committed to the values of human dignity and equality, offering a climate that supports its academic mission and moral approach.

The University issues on a continuous basis, policies, regulations and declarations that define ethical standards and the disciplinary principles that members of the UOBD community are expected to follow in their personal and work relationships. With its commitment to morality, the University is particularly concerned about the issue of Harassment and is keen to interpret it in the context of our Eastern culture that is open to global influence.

Definition

There is no one definition of Harassment but all agree that such behavior creates an atmosphere of tension among students, faculty and staff members, violating human rights and the fundamental freedom of the individual. Harassment can be identified as an abusive act of a moral or physical nature, intended to:

- obtain a service that does not fall within usual functional responsibilities (such as personal administrative services).
- initiate unacceptable behavior (such as sexual Harassment).
- make a statement or adopt a position that is not related to job responsibilities.

Discrimination on the basis of sex, national origin, citizenship, age, personal status, religion, health or social status is also considered to be a form of Harassment.

Acts of Harassment may take one of the following forms:

Verbal abuse: abusing an administrative or educational official by issuing threats, repetition of undesirable and unjustified requests, swearing, yelling, vulgar insinuations, comments, jokes of a sexual nature and unwanted requests for a meeting.

Non-verbal abuse: suggestive sounds like whistling, offensive gestures, physical gestures of a violent or sexual nature.

Physical abuse: bullying, undesired physical contact, assault or other forms of physical aggression.

Social Media abuse: emails or postings on the Internet or social networking sites containing a clear threat of a sexual nature, in the form of writing, pictures or videos.

Note: These comments do not apply to those participating in courses requiring physical contact or unusual department such as the theater, physical education or medical treatment.

Concerned Groups

When the relationship between a student and a staff member or faculty member, or between a staff member and a faculty member, or between faculty members, is characterized by any one of the above forms of behavior, it will be considered Harassment. The University strictly forbids any such form of Harassment in daily relationships, and in particular:

- when accepting new students at the University, or during registration, or in classrooms, or during a particular activity. in grading and evaluating students' academic performance.
- in the recruitment process (student workers, faculty members, staff members and workers).
- in the promotion process in Faculties and Administrative Offices.

Filing a Complaint

In all cases of Harassment, the harassed person should discuss the matter with his direct supervisor. If the harassed person is a student, the direct supervisor is the Dean of Student Affairs; if the harassed person is a staff member, the direct supervisor is the Director of Human Resources; if the harassed person is a faculty member, the direct supervisor is the Dean of the Faculty.

Depending on the particular case, the direct supervisor of the harassed person, after consultation with the direct supervisor of the harassing person, will decide if the case has to be referred to the University Administrative Committee or if the direct supervisor can take the appropriate cautionary or punitive measures. If the case is referred to the Administrative Committee of the University, sanctions that can be imposed range from a verbal warning, to suspension for a period of time from the University, to expulsion from the University, depending on the severity of the case and the extent of its recurrence. In all cases, a detailed report describing the matter and sanctions imposed should be sent to the President of the University by the direct supervisor of the harassed person or the Chairman of the Administrative Committee.

In the case of a student, a staff member or a faculty member being harassed by a person visiting the University, the direct supervisor of the person who was harassed should consult with the person hosting the visitor to decide on the action to be taken. If deemed necessary, the direct supervisor may file a complaint under the applicable laws.