



جامعة خليفة
Khalifa University

WELCOME PARENTS

Parent Guidebook
2020-2021

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Welcome Message

Ahlan Wasahlan!

Greetings from Khalifa University of Science and Technology-a diverse, stimulating and inviting community committed to your success.

Khalifa University is the top-rated institution in the UAE according to QS World University Rankings 2021. Furthermore, in 2020, Khalifa University leaped higher by another 57 slots, to be ranked 211 in the QS. With the new rankings, Khalifa University has become the only university from the UAE to be placed among the top 250 universities in the world.

The University is closely aligned with Abu Dhabi's 2030 vision to expand the knowledge economy and diversify into strategic high technology sectors. Khalifa University is actively involved in establishing long-term strategic partnerships with a variety of organizations. The University currently enjoys strong relationships with many national and international partners including industry leaders, multinational entities, government agencies, universities and other institutions. By partnering with these entities, the University seeks to emphasize its commitment to research and development, as well as providing its students and faculty the opportunity to solve applied problems and gain real world experience. Our professors and staff combined with the outstanding programs and dynamic research opportunities make Khalifa University a truly excellent educational institution.

We are proud of our committed and high-achieving student body of which the female students comprise over fifty percent of total enrollment. There are active professional societies in every discipline and KU students participate in local and international internships. We regularly invite influential individuals and organizations to the campus to enrich our academic and professional experiences. KU Alumni have the advantage of starting their careers with top companies in the industry.

KU is very proud of its unique recreational and athletic facilities. We support a wide range of student activities, clubs and sports teams, and encourage students to become active participants in campus life.

Our door is always open to entertain comments and suggestions on how to better serve the constituency of Khalifa University. You are encouraged to explore the full range of our academic opportunities where you will find inspiration and support to fulfill your educational and career goals.

Welcome to Khalifa University!

Tips for Parents

Listen

Students will interact daily with their instructor, advisors, counselors and friends. But, when facing situations that are particularly difficult, don't be surprised if they turn to you for support and encouragement. It is important to remember that non-judgment listening is one of the most important interventions a parent can make.

Some suggestions on listening to your son/daughter:

- Always share your beliefs and values with your child.
- Try to understand your son/ daughter's point of view.
- They are more likely to listen to you if you listen to them
- Your empathy and understanding will encourage them to confide in you.
- Keep the communication lines open at all cost.
- Make time regularly to listen exclusively to your son/daughter with no distractions.
- Let them know you are always available if they need to talk to you.

Take care to avoid imposed solutions (which are frequently resisted). Instead. Ask them what solutions they have considered. You may be surprised to discover that they are much closer to resolving the matter than you may have realized.

Stay Informed

Taking an active interest in your son/daughter's life and staying informed about what is happening on campus can be a rewarding experience for parents.

For example, knowing that mid-term exams are about to begin or that an important project's deadline is near, can help parents understand why students may be stressed and oversensitive.

Don't Panic When They Panic

Some students settle very quickly, and occasionally seek reassurance and advice. While others may take longer to feel settled and worry about whether life at the university will work out for them, some might experience homesickness, worry about fitting in, making friends, being accepted, taking decisions about their career, etc.

Being encouraging and supportive at these times will help them see that their problem may be more manageable than they thought.



Trust Them

The university life represents the first opportunity for most students to try out newly-gained independence and to live many new experiences. Expect your first –year student to make a few mistakes that might be irreversible or disastrous.

But remember that your son/daughter will learn from these mistakes and will be much more skilled and confident in dealing with similar situations in the future. Trusting them when they need it most will go a long way towards assuring this.

University Calendar 2020 - 2021

August

Date	Event Name	Type
16	Faculty reporting	Academic
20-17	New Student Orientation	Academic
23	Hijri New Year	Public Holiday
24	Classes begin – Fall	Academic
27	End of add/drop for UG	Academic

October

Date	Event Name	Type
15	Mid-Grade Due Date	Academic
29	Last Day to withdraw with “W”	Academic

November

Date	Event Name	Type
3	UAE Flag Day	Public Holiday
23-15	Advisement Period for Spring 2020	Academic
26-24	Early Registration for Spring 2020	Academic

December

Date	Event Name	Type
1	Commemoration Day	Public Holiday
3-2	National Day	Public Holiday
13	Final exams begin/Final thesis submission	Academic
22	Final exams end	Academic
24	Final grades due	Academic
27	Fall break begins	Academic

NOTE

The above dates are subject to change. In the event of any changes, an official notification will be sent by the Office of Academic or Student Services.

January 2021

Date	Event Name	Type
10	Faculty reporting	Academic
13-12	New Student Orientation	Academic
21	End of add/drop UG	Academic
28	End of add/drop PG	Academic

March

Date	Event Name	Type
11	Mid-Grade Due Date	Academic
25	Last day to withdraw with "W»	Academic
28	Spring Break begins	Academic

April

Date	Event Name	Type
15-11	Advisement Period for Sum/Fall 2020	Academic
22-19	Early Registration for Sum/Fall 2020	Academic

May

Date	Event Name	Type
9	Final exams begin/Final thesis submission	Academic
13	Eid El Fitr	Public Holiday
20	Final exams end	Academic
25	Final Grades due	Academic

June

Date	Event Name	Type
6	Classes begin/Internship begin	Academic
24	Mid-Grade Due Date	Academic

July

Date	Event Name	Type
1	Last Day to withdraw with a grade of "W"	Academic
18	Final exams begin	Academic
22	Final Grade Due	Academic

About Khalifa University

Academic Information

Registration

The Registration Office is responsible for the management of the registration process by which students enroll in classes. Please refer to the Student Handbook for more info related to course enrollment, Add/Drop deadline and Course Withdrawal.

Attendance/Absenteeism Rules and Regulations (UG)

The university's attendance policy is strictly observed. A student may be deemed to have failed a course and denied entrance to the final examination if his/her attendance is less than %80 (or %50 for graduate studies) of the scheduled sessions of that course during the semester.

Please refer to the student handbook for more info related to attendance/ absenteeism procedures.

Scholarships and Incentives

Khalifa University, along with its partners, offers a number of financial packages designed to attract top students and support those with financial need, thereby enriching its campus community. These are available for both undergraduate and graduate students in a form of scholarships and stipends for both UAE national and qualified expatriate and international students.

Please visit Admission office to learn more about scholarships: Main Campus, E Building, Second floor.

Student Services

Counseling Services

The counseling services role is positioned to provide support and intervention services to assist the personal growth and development of Khalifa University students.

These services are rendered through a trustworthy, confidential and private atmosphere, where students can talk about any academic issues, personal difficulties, social problems and career-related concerns.

All students are encouraged to meet the counselors across the campuses.



**LEARNING
TO CHANGE
THE WORLD**

Special Needs Services

The services provided include information on accessibility, identification of accommodations, the filing of medical reports, and liaison with faculty and staff in establishing accommodations (i.e. equipment, tests, note-taking, etc.) and the provision of auxiliary aids when required.

Career Services

Students will be guided to plan for their future career, explore career options, and ultimately secure a job. This Service is delivered by professional staff, dedicated to support and guide students through the career planning path and achieve the set goals.

Internship

Undergraduate students at the University must complete an internship as one credited course by the end of their third year and during the summer term. An internship entails placement of a minimum of eight consecutive weeks in the industry, at national or international level. Moreover, a completed internship is a graduation requirement.

Post Graduate students are also encouraged to pursue internship opportunities throughout their period of study.

Career Development Course

An internship pre-requisite course is offered to KU students each academic semester. The purpose of this course is to assist students with the core skills required to be ready for the world of work. These skills are needed for employment in the market, and based on what employers and industries are looking for to bridge the gap between education and employment.

Career Services Events

Multiple student career related events are planned and organized throughout the academic year by Career and Alumni Services Office. Some of annual events are; Majors Day, Career Fair, Internship Fair. Other smaller events including Employer Engagement on campus and other workshops of various topics.

Alumni Office

This Office supports KU graduates and alumni with finding the right career and job opportunities through different mediums. Regular announcements and e-newsletters on available opportunities in the job market are shared continuously with the graduates and alumni. Alumni Office also encourages graduates to make the most of every networking opportunity advertised such as the KU Annual Career Fair, and other career and recruitment events organized off campus as well.

Student Life

Student Services are committed to enriching the University campus life by offering students a chance to take initiatives and assume leadership roles through student clubs and Student Council. Students are closely involved in organizing extracurricular activities, major and minor events.

Student Residences

Student housing is available at all three University campuses. All housing facilities are managed by on-site staff and security team. The University offers two types of residence quarters for its students: (a) male-only; (b) female-only. Please refer to the Undergraduate and Postgraduate Residence handbook for more info related to the residences.

Transportation Services

The Transportation services are provided to students living in Khalifa University accommodation and students living in Abu Dhabi suburbs. Daily, weekly (to and from their home emirates) and shuttle buses between the three campuses are part of this service.

The weekly transportation fees are set according to the university payment guidelines. For further info contact Student Services Office.

Sport Facilities

Sport and gym facilities are available at all three campuses of the University. All sports and fitness facilities are gender specific and are provided for the use of Khalifa University students with a valid student card.

Support and Services

Laboratory and Workshop Safety

In an engineering university, students are expected to manipulate instruments, equipment, and materials that are potentially hazardous. Students will not be allowed to participate in the lab or workshop activities unless they have demonstrated a clear understanding of the safety procedures involved. Please refer to the student handbook for more info related to Lab EHS procedures.

Health Services

Khalifa University employs a male and female nurse to provide First Aid services and emergency care at its Main Campus.

At the Sas Al Nakhl Campus, a clinic is onsite to provide primary healthcare to the residence students. The nurse also gives advice on healthy lifestyle and other related health issues.

In cases of accident or emergency, a nurse is on call to attend to the patient. Except in life threatening situations, the patient will not be moved, until an authorized person arrives and assesses the injury. Guardians will be notified as quickly as possible and instructions on the student's Medical Record Form adhered to where possible.

Emergency Services

Emergency services are also provided by the campus Security Department, which operates twenty-four hours daily. These services can be requested by calling or contacting the Security Department.

Food Outlets and Retails

Khalifa University campuses have a broad range of food and drink outlets operated by external providers. The University aims to ensure a range of good quality food and drink that offers convenience, customization, choice, value for money, and an environment that meets the demographic, lifestyle, belief and cultural diversity of the University.

Student Regulations

Student Code of Conduct

All students in the university community are expected to adhere to the following Code of Conduct: “Whether engaging in university activities or engaging in their lives outside the university, students at Khalifa University of Science and Technology are expected to show respect for order, morality, personal honor and the rights of others as is demanded of good citizens. This includes conforming to applicable laws and respect at all times for the cultural norms and expectations of the society we live in. Failure to do this will be sufficient cause for removal from the University.”

Students are expected to adhere to both academic and non-academic regulations and also governs the standard of behavior by which they live in other facets of their lives as well.

Co-Ed Conduct

Khalifa University is a co-educational and multi-cultural university. It is required that every student respects the norms of UAE society and he/she should not behave in a way that may offend cultural sensitivities.

The students must accordingly adhere to the following set of rules:

- All students are expected to be treated with respect and consideration. They have the right to pursue their studies and extracurricular activities without unwarranted intrusion. Certain areas and rooms on campus are designated for female only. Unauthorized persons are not permitted in these areas. Some other common facilities are open to female students at allocated times. Separate prayer rooms and wudhu facilities are provided for males and females.
- Many University courses use problem-based learning, which requires small group study and problem solving. In these exercises, no student shall be required to participate in a mixed group comprised of males and females. Students can exercise their own judgment as to whether or not to participate in such mixed groupings.

Please refer to the student handbook for more info related to Co-Ed Conduct.

Misconduct Behaviors

The following behaviors are considered misconduct on campus and the violation may result in disciplinary action up to dismissal from the university:

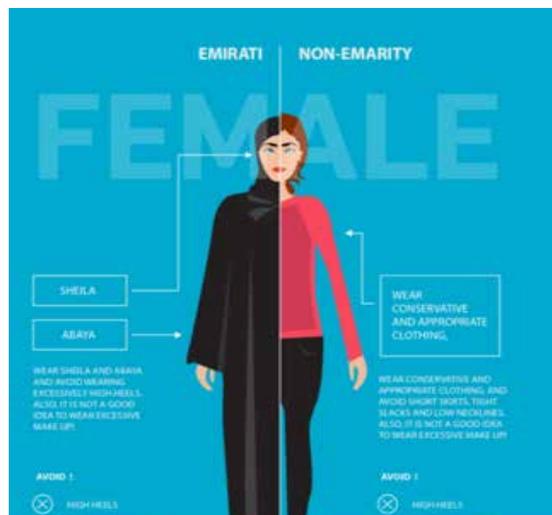
- Using university email for social purposes
- Taking photos or videos of others without their permission
- Inappropriate display of affections and physical contact

Khalifa University will evaluate any possible incidence of behavioral misconduct that is brought to our attention and will recommend further action when an infraction is apparent.

Please refer to the student handbook for more info related to misconduct behaviors.

Dress Code

Every student respects the norms of UAE society and he/she should not dress in a way that may offend cultural sensitivities.



Male Students

- UAE National male students must wear the national dress, which consists of the ankle length white Kandura and the white or red Ghutra head cover.
- Expatriate Male students must wear a shirt and long trousers/jeans. Shorts and sleeveless shirts are not allowed.

Female Students

- UAE National Female students must wear the national dress, which consists of the long loose black Abaya and the Sheila head scarf.
- Expatriate Female students must dress conservatively, wearing long-sleeved shirts/ blouses with long and loose fitting skirts/slacks, or a long-sleeve loose fitting long dress.

Please refer to the student handbook for more info related to dress code.

Student Responsibilities

All students are obliged to abide by the following rules of general conduct, which includes responsibility to:

- Keep their ID card with them at all times and present it on demand to university personnel.
- Refrain from using, circulating or displaying pamphlets, leaflets or posters in Khalifa University premises without prior approval.
- Do not smoke in any Khalifa University properties and buildings.
- Assume responsibility for all resources such as apparatus, equipment, computer, books and other provided materials.
- Park only in the designated areas. Students are not allowed to use the parking area designated for faculty and staff.
- Be fully responsible for personal property. Khalifa University shall bear no responsibility for any lost or missing items.
- No lecturer is required to accept misbehavior by any individual or group of students inside/outside the classroom, labs or any other campus facilities.

