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civilisations

# STUDENT HANDBOOK 2017/2018



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# ACADEMIC CALENDAR

## AUGUST 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

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## SEPTEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

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## DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

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## JANUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
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## OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
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22	23	24	25	26	27	28
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## NOVEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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## FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
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04	05	06	07	08	09	10

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## MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	01	02	03
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Teaching Weeks  
Exam Weeks

APRIL 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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08	09	10	11	12	13	14
15	16	17	18	19	20	21
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MAY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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JUNE 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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JULY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

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Visit the links below for further information:  
[sorbonne.ae/wp-content/uploads/2016/07/AcademicCalendar\\_2016-2017\\_Undergraduate.pdf](#)  
[sorbonne.ae/wp-content/uploads/2016/07/AcademicCalendar\\_2016-2017\\_Postgraduate.pdf](#)  
[sorbonne.ae/wp-content/uploads/2016/07/AcademicCalendar\\_2016-2017\\_IntensiveFrenchCourse.pdf](#)

# MESSAGE FROM THE VICE CHANCELLOR

**It is a great honour and a real pleasure for me, as Vice Chancellor, to welcome you to the Paris-Sorbonne University Abu Dhabi.**

Paris-Sorbonne University Abu Dhabi was established in Abu Dhabi in 2006. The university is proud of the success of its graduates who have since achieved important professional positions and responsibilities. This is the best reward our university and staff could hope for. Paris-Sorbonne University Abu Dhabi is an Emirati university that benefits from the 760 years of knowledge and excellence of the Sorbonne, with a campus that combines comfort with the efficiency of new technologies. The method, the education, and the diplomas are French, issued by the Paris-based Universities: Sorbonne Université in the fields of Humanities, Languages and Science, and Sorbonne Paris Cité for Law, Management and Economics.

You are now part of a modern, multidisciplinary, multicultural, and dynamic university. Everything is forecasted in order for your studies to enhance your university journey with world-class French education. The whole team at Paris-Sorbonne University Abu Dhabi is at your service to ensure your success. Wishing you a very successful journey with Paris-Sorbonne University Abu Dhabi and welcome aboard.

**Eric Fouache**  
**Vice Chancellor**  
**Paris-Sorbonne University Abu Dhabi**

# YOUR UNIVERSITY

## ESSENTIAL INFORMATION

You will find below essential information about the history, the functioning and the spirit of your University, as well as information about the French academic system. Do not hesitate to seek further information in the related chapters. You will also find information in the Glossary at the end of your Student Handbook.

In 1257, in Paris, Robert de Sorbon brought together students and teachers to establish what was then called a Universitas (Community) and settled it in the centre of Paris. This Universitas played a central role in making the city an important cultural and scientific centre of Europe.

Heir of this great medieval institution, the Paris-Sorbonne University is the one of the oldest and most prestigious universities in the world, and its buildings are still standing on the very site of the first foundation, in the heart of what is known as the Quartier Latin, in reference to its history. A centre of excellence, it is devoted to studies and research in the field of Humanities: The Arts, Social Sciences and Civilisations, as well as Languages. The unparalleled teaching of its lecturers has created generations of intellectuals and decision makers, with an open-minded view of the world.

In 2006, Paris-Sorbonne University Abu Dhabi opened, in the capital of the UAE, a University in which the curricula, the methods, as well as the spirit are identical to those developed in France. In addition to its main field, the Humanities, Paris-Sorbonne University has added degrees in Law and Economics as well as Sciences, thanks to partnerships with two other internationally recognised Universities, Paris Descartes University, and Pierre et Marie Curie University (UPMC).

In 2016, the Paris-Sorbonne University merged with the Pierre et Marie Curie University and became one single entity: Sorbonne Université; Paris Descartes University merged with other high standards French institutions to become Sorbonne Paris Cité. Henceforth, Sorbonne Université has 54,000 students, including 20% foreign students, who contribute to its richness and diversity. More than 6,000 teachers play a role in making it internationally renowned, carrying out research at the very highest level: more than 4,500 PhD students are registered, and more than 10% of the PhD graduates in France each year graduate from Sorbonne Université. Paris-Sorbonne University Abu Dhabi is therefore the combination of such heritage and spirit of innovation.

Visiting Professors come from France to deliver their courses. Teaching in such an intensive way, they are fully dedicated to their students at Paris-Sorbonne University Abu Dhabi, who benefit from an excellent teaching follow-up and a close proximity to their teachers. This is conducive to the exchange, enrichment, and discovery of ideas. It is the guarantee that the diploma you will obtain at the end of your studies will be the one delivered by the French University itself at which, as a Paris-Sorbonne University Abu Dhabi student, you are also registered.

Therefore, students registered in French Studies, Geography, History, History of Art and Archaeology, LEA, Philosophy and Sociology, as well as students in Physics will be granted a diploma issued by Sorbonne Université; students from the Law and Economics Department will obtain a diploma from Sorbonne Paris Cité. Consequently, those diplomas (as well as the transcripts) will be written in French; should you require a translation, you should request an official translation by an authorised translator.

All diplomas are accredited both in France and the United Arab Emirates following the International Agreement signed between the UAE and France in 2006, and are recognised internationally as well.

At the end of each semester, you will receive your transcripts from the Registrar. Those transcripts indicate the grades you have obtained in each subject and the number of credits (called “ECTS credits” for “European Credits Transfer System”) you have been granted. The ECTS has been implemented in all European universities, starting 1999, and allows equivalencies, transfers, compensation, and capitalisation.

Curricula, transcripts and average calculation follow the rules applied in each of our Parisian partner Universities: hence some specificities differ from one department to another. You should then consider the rules in your department, and your department alone.

All programmes are challenging and demanding. Therefore, attendance is mandatory. Working students are welcome in some of our programmes specially designed (FLE, Postgraduate and Sports Management classes), but should be aware that an undergraduate programme is a full-time commitment. Attendance is monitored and should be strictly respected. No medical certificate will be accepted if it does not come from the Health Authority.

At the beginning of the academic year, an Orientation Programme is conducted to help familiarise you with your University. Throughout the year, extra information will be sent to your Paris-Sorbonne University Abu Dhabi student email (such as transcripts, exams calendar, conference and workshop programmes etc.): as part of this University, you are expected to use your Paris-Sorbonne University Abu Dhabi student email for all correspondence. You are also offered the chance to give your opinion on the programmes and the activities: online surveys are regularly sent, and your opinion matters.

Do not forget to regularly check the website and make sure you can produce your student ID card whenever asked for it on Campus. Lost ID cards must be declared and replaced through the Enrollment and Registration Office. The Enrollment and Registration Office should be informed of any change in your personal information and may need to be in direct contact with your parents.

Do not forget that you must be in good standing with the Finance Department to be able to attend the classes, and that you cannot sit for exams with an outstanding balance. Scholarships may be granted based on academic excellence; students must apply, in accordance with the deadlines set in the Scholarship Committee's calendar.



SCIENCES SOCIALES →  
SOCIOLOGIE  
POLITIQUE  
ECONOMIE  
DROIT  
GESTION



ACADEMIC  
INFORMATION



# ACADEMIC INFORMATION

## DURATION OF STUDIES

Following the “LMD” reform, French University degrees have been broken down into 3 stages: L (Licence), M (Master), and D (Doctorate). “Licence” is the French word for a bachelor’s degree.

The Licence is a 3-year programme and represents 6 semesters validated by 180 ECTS credits. The Master is a 2-year programme and represents 4 semesters validated by 120 ECTS credits.

All Licence programmes at Paris-Sorbonne University Abu Dhabi are taught in French, with the exception of Physics. Students should have a French level equivalent to DELF B2 level to enter the Undergraduate programmes. This level can be achieved by following the French Intensive Course (FLE) at the University, which is normally a one-year course and can be extended to two years if necessary. In this case, you will be allowed to follow some undergraduate courses (chosen in collaboration with your instructors) as training during the second year of FLE. The evening classes are specifically designed for students who are undertaking a professional activity. At the end of the FLE programme, then you will be able to sit the D.U. exam.

All postgraduate programmes, with the exception of one, are taught in English. A language aptitude test is required as per each major specification. Postgraduate students are welcome to register in the FLE programme to increase their skills and add an extra language to their CV.

A doctorate programme, paired with a MBA programme, is proposed in collaboration with Paris-Sorbonne University and the Collège des Ingénieurs. It is a highly prestigious programme, and information can be found here, [sorbonne.ae/research/research-centre](http://sorbonne.ae/research/research-centre). Otherwise, Paris-Sorbonne University Abu Dhabi students can register in the various doctorate programmes from Sorbonne Université and Sorbonne Paris Cité or from any other University, as long as they have completed a postgraduate degree in the field.

## ACADEMIC YEAR AND SEMESTERS

The academic year normally starts in September and ends in June. Every academic year is constituted of two semesters (September to mid-January for Semester 1 and mid-January to June for Semester 2).

## VALIDATION OF SEMESTERS AND PASSING TO A HIGHER LEVEL

The French grading system ranges from 0 to 20. However, due to University high academic standards, it is rare to receive a mark of more than 16 out of 20, and almost exceptional to receive a mark equal or superior to 18 out of 20. On the other hand, achieving the average (10 out of 20) allows you to validate a course, an U.E. (unité d’enseignement), or a semester.

Each semester is made of UEs and each UE is made of ECs (courses). To be awarded a minimum grade of 10 out of 20 means successfully achieving one EC, or UE or semester. Achievement can, however, be obtained by compensation, when the average of 2 or more ECs, for instance, is a minimum of 10 out of 20. Compensation operates:

- Between ECs of the same UE
- Between UEs of the same semester
- Between both semesters of the same year of study

Compensation cannot occur between the semesters of different years of study. The rules of compensation may vary from one University to another, and from one year to another. Students should consult the document “Modalités de Contrôle des Connaissances” of their own department every year for any changes. The coordinators are always willing to help, please do not hesitate to ask them for clarification.

You can move to the next level of the Licence by validating both semesters of the current year, either by achieving a minimum average of 10 out of 20 in each semester or by compensation.

In case of absence or failure to attend the exams, you can retake missed exams during the catch-up or make-up session, called “rattrapages” or “session 2”.

Students can also pass to the next level without having completed all the UEs. This status is called AJAC: students must register for and validate the missing UEs during the following year. No passing to the higher level will be granted if the missing semesters are not completed. For instance, in the departments of Humanities or Languages operated by Sorbonne Université (former Paris-Sorbonne University), you can pass from the first year of Licence to the second year by earning either S1 or S2; but to continue in S4, you must validate at least two of the 3 previous semesters. In the Department of Physics, and with regards to what is applied in Paris, the jury may deny students the possibility of entering the next level, if one of the two semesters has not validated. In all the departments operated by Sorbonne Paris Cité (former Paris Descartes University), students must validate at least 48 credits in the current year to move to the higher level, regardless of earnings in any one semester. Students cannot pass to the third and final level without having validated all the UEs of the first level.

AJAC students should discuss with the coordinators and/or HoD (Head of Department) in order to understand exactly what needs to be validated in order to pass to the higher level.

Graduating at the end of the third year of Licence requires successful completion of the six semesters (S1, S2, S3, S4, S5, and S6), directly or by compensation. For some majors, an internship thesis is required and must be validated by a grade of at least 10 out of 20, although the grade of the internship is not

taken into consideration when calculating the final average, which means that the semester must be validated regardless of the internship thesis results.

Regarding postgraduate programmes (Master 1/Year 1 + Master 2/Year 2), students cannot pass from Master 1 to Master 2 unless both semesters of Master 1 are successfully completed, either each individually, or by compensation between both semesters.

To the right is a scheme representing the elements constituting a year of study.

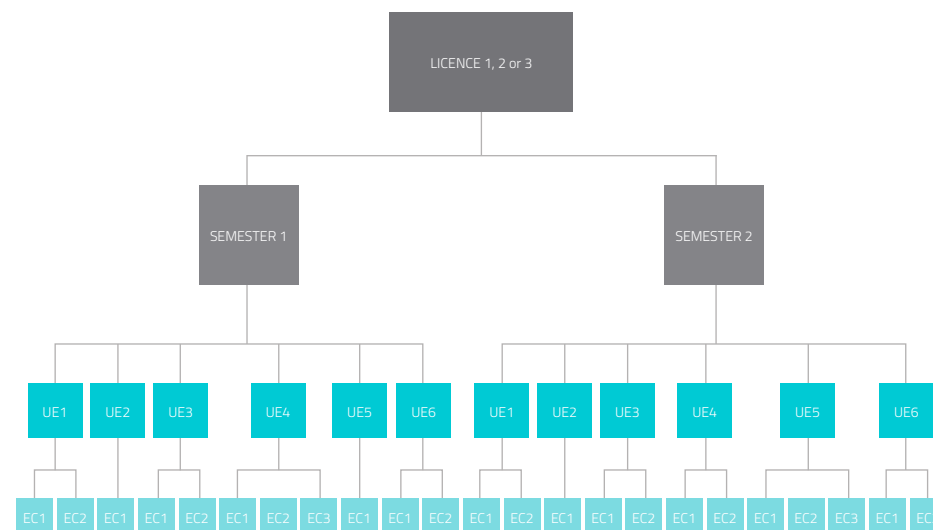
### Summary

- A UE is validated if the average of its ECs is a minimum of 10 out of 20  
This validation can be the result of passing all ECs related to a UE or compensation between these ECs.
- A semester is validated if its average is a minimum of 10 out of 20  
This validation can be the result of passing all UEs related to the semester or compensation between these UEs.
- A year of study is validated if the annual average of both semesters constituting the same academic level is a minimum of 10 out of 20. This validation can be the result of the validation of these two semesters by passing them both or by compensation between them.

If the annual average of a year of study is less than 10 out of 20, you will retake the failed UE of each failed semester at the make-up session (in June/July for both semesters), with the following conditions:

- Within one failed semester, all validated UEs are not to be repeated, even to improve results
- For non-validated UEs, only ECs below 10 are to be repeated
- Absence at the make-up session may lead to a replacement of the previous grade by an ABJ, which means a 0 out of 20

Following the make-up session, you can either validate all the semesters, or only one of them, or fail both. Your right to proceed and pass in the higher level depends on the MCC of each department. Questions and information can be obtained from the Academic Coordinator of the department.



Two semesters constitute the academic year. The two semesters' average constitutes the annual average. This annual average decides whether the student succeeds or fails the academic year. Each semester is made up of a number of UEs, which differs depending on the level, the major and the maquette.

UEs are the main teaching unit of a semester. The average of the semester's UEs constitutes the semester's average. Once validated, one UE can be kept indefinitely.

ECs are elements which constitute the UE. A UE can have two, three, four ECs or even one EC. Not all ECs have the same coefficient. The average of the different ECs, as per each EC coefficient, constitutes the UE's average. Any EC higher or equal to 10/20 can be kept for maximum four years.

## ATTENDANCE AND WORKING STUDENTS

All the diplomas delivered at Paris-Sorbonne University Abu Dhabi are based on you being present: as the core teaching method is grounded in face-to-face teaching, which includes an important part of knowledge delivery and assessments done during the course (either a 2-week period in the case of a POA's class or the whole semester). Most of the ECs are, indeed, evaluated by a mix of assessments during the course itself (by a system known as "Contrôle Continu", or CC), such as exposés (oral presentations) or tests, and a final exam which takes place at the end of the semester. In class, students acquire knowledge, increase methodology skills, ask questions, learn from the others, etc. Therefore, attendance is the best way for you to succeed and is also mandatory.

Attendance is compulsory to all types of classes, including lectures, tutorials, labs and class related conferences and activities. Students who do not comply with internal regulations on attendance will be required to meet with the HoD, alone and/or with family and may be subject to disciplinary sanctions. Prescriptions from the University doctor do not permit students to miss class.

In case his recorded attendance is less than 75% of the sessions of one course, the student may not be allowed to sit for the final exams of that course. In this case, justifications for absences may be accepted, provided that all the absences (25% or above) are justified.

In case his average recorded attendance is less than 75% of the classes offered in the programme, the student may be withdrawn from the programme.

An exceptional scheme can be applied for Bachelor students who cannot attend classes either due to employment or for medical reasons, subject to the acceptance of their request by the DVC for Academic Affairs. You must meet with your HoD to discuss the best plan of attendance for your situation. However, there will be no reduction of tuition fees granted on this basis, and the inability to attend classes should be compensated by additional work determined by the professor of each class. Work certificates should specify working days and hours and be renewed every 3 months; a general letter stating employment for the whole semester will not be accepted.

Due to their professional activities, attendance of Masters students may follow specific rules, in agreement with the Director of the programme.

Blackboard is an online course management tool allowing students and instructors to communicate outside the classroom. Some online lectures and/or assessments can be provided as a complement to the information given within the classroom, and students are strongly encouraged to refer to the Blackboard system as a part of the learning experience.

## UNDERGRADUATE AND POSTGRADUATE ADMISSIONS

In order to join Paris-Sorbonne University Abu Dhabi programmes, applicants must meet specific criteria which are presented on our website here, [sorbonne.ae/admissions/undergraduate-admission](https://sorbonne.ae/admissions/undergraduate-admission) and [sorbonne.ae/admissions/postgraduate-admission](https://sorbonne.ae/admissions/postgraduate-admission)

### As a French Intensive Course Student: How can you join an undergraduate programme?

As a registered student in FLE, you will have already submitted most of the required documents. If your acceptance was conditional, you will just need to complete your file with the necessary documents (such as an extra AS level, or any other condition indicated in your acceptance letter).

When you pass the D.U. in June or in September, you will then be permitted to apply for an undergraduate programme, if you have not already done so. Do not wait for the results to apply! Applications can be made as early as May and will be submitted to the Admission Committee, who will review your attendance and dedication during the FLE programme, as well as your previous results in high school. A cover letter, while not mandatory, is an additional support to your application.

Please take your time to research and review all available programmes (see list below) and consult the HoDs to obtain a clear idea about each programme before choosing one. Whilst changing programmes is always possible afterwards within certain time frames, it is a process that can be avoided if the you take the time to carefully select a major.

- **Bachelor in Applied Foreign Languages** (Sorbonne Université)
- **Bachelor in History of Art and Archaeology** (Sorbonne Université)
- **Bachelor in Literature, Publishing, and Media Audio Visual** (Sorbonne Université)
- **Bachelor in Geography and Planning** (Sorbonne Université)
- **Bachelor in History** (Sorbonne Université)
- **Bachelor in Philosophy and Sociology** (Sorbonne Université)
- **Bachelor in Economics and Management** (Sorbonne Paris Cité)
- **Bachelor in Law** (Sorbonne Paris Cité)
- **Bachelor in Physics** (Sorbonne Université)

### As an Undergraduate Student: How can you join a postgraduate (masters) programme?

Once you have obtained your undergraduate degree, you are entitled to join a postgraduate programme. The postgraduate programmes, managed by the Paris-Sorbonne University Abu Dhabi Department of Executive, Graduate and Continuing Education Studies, attract applicants with a strong record of academic achievements and a commitment to advancing their career prospects. All applicants must have a undergraduate degree in a discipline appropriate for the programme desired, and have the ability to

study and communicate in English, since the language of instruction is English (for all but one). If you are accepted onto a graduate programme that differs from the subject of your undergraduate degree, you will need a "Validation d'acquis" issued by Paris (a review of your professional experience to assign partial credit towards the programme of choice), in addition to the approval of the Director of that postgraduate programme. A fully updated list of the offered programmes is available on our website, as well as all entry requirements and deadlines.

For more information, interested candidates are recommended to drop by the Department of Executive, Graduate, and Continuing Education Studies and discuss their interests, or email [graduate.studies@psuad.ac.ae](mailto:graduate.studies@psuad.ac.ae) for advisory support.

## RÉGIME LONG STUDENTS

### What is the Regime Long?

The Regime Long status allows students to complete the first year of the undergraduate programme in two years. It is designed to help students who have completed the French Intensive Course to smoothly integrate into the licence programmes and minimise the risks of failure due to language and methodology difficulties.

This status is proposed at the beginning of the first year by the Head of Academic Department to any student that is felt could benefit from it, however, you may request to be registered in this status. The deadline to apply for Régime Long is the 5th of October; the registration requires the approval of the Admission Committee to become effective.

### Specific course Registration of Régime Long

The Head of the Academic Department will guide you to the courses that you should be registered in, to ensure that you are only expected to validate 3 to 4 courses per semester during the L1 level, whilst having the opportunity to improve your French language proficiency. Students should take advantage of tutoring courses offered by their academic department, and spend more time acquiring specific tools and methods in the French language. Régime long students will pay the tuition fees of one-year in two years by paying half the amount in the first year, and the second half in the second year. Régime Long students may only sit those exams related to the courses they are registered in for the current academic year.

## DOUBLE MAJOR STUDENTS

All postgraduate students can register in the FLE programme, for which they will then benefit from a 50% discount during their studies.

In some exceptional cases, students can register in two undergraduate degrees, provided that their academic results, as well as the time-schedule, allow them to do so. It is not necessary or mandatory to be in the same level for both majors but only the Heads of both Academic Departments can present the student's case for approval by the Admission Committee. A double major discount will be then granted to the student (refer to specific conditions with the Finance Department).

## EXCHANGE STUDENTS

Paris-Sorbonne University Abu Dhabi welcomes exchange students from Sorbonne Université and Sorbonne Paris Cité, for either one or two semesters on a yearly basis. Exchange students join Paris-Sorbonne University Abu Dhabi in order to learn more about the UAE and its heritage, as well as to communicate with students from various backgrounds and learn more about different cultures. They are curious and motivated: please share your experience with them and, above all, try to practice your French with them as much as you can.

The exchange program is also open to you in L2 and L3, where you can spend a semester in our partner Universities in Paris. Application forms for an exchange semester in Paris can be obtained from the Enrolments and Registration Centre, but this must be preceded by the approval of your HoD, who will review your academic results and your motivation, as this programme is designed to help you progress in your academic achievements.

Some programmes, like the International Relations path of the Bachelor in History, propose a study abroad semester either in Paris, Istanbul or Beirut.

Payment of tuition fees as well as the administrative and academic registration are completed at your home University, while courses are attended in the host university.

## AUDITORS IN UNDERGRADUATE AND POSTGRADUATE PROGRAMMES

Most of the classes from the undergraduate and the postgraduate programmes are open to Auditors. Auditors are people interested in one or more academic subjects but with no intention of obtaining any degrees. Candidates interested in attending some courses in a particular major must meet with the Head of Department to discuss their request, in order to better understand the auditor's status and the mandatory prerequisites needed to be part of the class.

Talk to your family and your friends about it!

Courses open to Auditors, the procedure and related fees can be found at the following link, [sorbonne.ae/wp-content/uploads/2016/08/Admissions\\_Form\\_Auditeurs\\_Libres.pdf](https://sorbonne.ae/wp-content/uploads/2016/08/Admissions_Form_Auditeurs_Libres.pdf)

## REPEATING STUDENTS

Students in both undergraduate and graduate programmes must earn a fixed number of ECTS credits to validate the two semesters of the year. It is not compulsory to succeed in each of the ECs nor the UEs, as they can be validated by compensation. However, if the average of the ECs, UEs, or two semesters is not adequate to compensate for the entire year, you receive a fail for that year and must repeat all the failed credits that have not been compensated. The tuition fees are recalculated according to the number of credits to be repeated.

FLE students who fail both the final exam of the Diplôme d'Université de Français in June and the resit exam in September must repeat the entire year of study and pay the relevant fees.

## COURSE EVALUATION

It is standard practice in any University to evaluate faculty members' performance in delivering their courses. It is not meant to monitor the faculty credentials, but to make sure that all academic needs of students are addressed and tackled. It also provides an opportunity for students to make suggestions and specific requests.

An online survey is open to you for every course taken. Results are strictly anonymous and no student names will be disclosed to any Faculty or Management staff.

The online course evaluation is a tool designed to help you succeed in your studies: take a few minutes and fill it out!

You can provide your feedback at the end of each course on the portal at [reg.psuad.ac.ae](http://reg.psuad.ac.ae)

## TRANSFER

Whilst we are very committed to the satisfaction and retention of our students, we understand that sometimes students may need or wish to join another university. Unlike the exchange programme, a transfer is a definitive relocation of the student. Therefore, Paris-Sorbonne University Abu Dhabi pledges to address all of your concerns/dissatisfactions and if possible rectify the situation before the transfer is completed.

All Paris-Sorbonne University Abu Dhabi students can request a transfer to the partner University in Paris, as they are already registered in the database of that university and are fully considered students of that university. Transfer requests can be made at the end of each academic year, providing that the requested number of credits ECTS has been completed. Transfers at the end of the first semester (following semesters 1, 3, or 5) or with an incomplete number of ECTS credits are not recommended for academic reasons.

Contact the Enrolments and Registration Centre, as well as your HoD if you wish to organise a transfer. Please keep in mind that asking for a transfer requires administrative work and a real involvement from the team, so you should ask for it only when you are really ready to commit to the transfer.

## SUSPENSION OF REGISTRATION

Students may suspend registration during the course of study, providing that they inform the HoD and the Registrar. Earned credits and validated UEs and ECs are then held as per the European Credits Transfer System.

If the suspension occurs within the semester, and as a result you are unable to sit for the exams, it is not permitted to sit the make-up session either, except in the case of Emirati students called for military service.

You may later want to ask for a readmission; as such it is essential to inform your HoD of your future plans, in order to organise the continuation of your studies in the best conditions. However, any request for readmission should be submitted for Admission committee agreement and may be denied, especially if, over time, the structure of the curriculum has changed.





ADMINISTRATIVE  
INFORMATION

# ADMINISTRATIVE INFORMATION

## HOW TO PREPARE FOR YOUR JOURNEY AT PARIS-SORBONNE UNIVERSITY ABU DHABI?

### STUDENT VISA

A student visa is compulsory for all nationalities, except for students from the GCC. Paris-Sorbonne University Abu Dhabi provides a student visa for applicants studying in any of its academic programmes. Please visit this link, [sorbonne.ae/wp-content/uploads/2016/07/PSUAD\\_Student\\_Visa\\_FAQ\\_V2.pdf](https://sorbonne.ae/wp-content/uploads/2016/07/PSUAD_Student_Visa_FAQ_V2.pdf) for further information.

### FOR INTERNATIONAL STUDENTS

We are your Sponsor!

As your sponsor, we will ensure that your stay in Abu Dhabi is legal and that you have your:

- Residency visa stamped on your passport
- Emirates ID card
- Health insurance card

Since you are a student under Paris-Sorbonne University Abu Dhabi sponsorship, you must contact the Visa Office if you would like to apply for a driving license or a visa to another country: they will provide you with a Non-Objection letter, which is a mandatory document required by the local authorities and embassies.

Student visas are valid for 12 months and, therefore, students will most likely require visa renewals during their studies at Paris-Sorbonne University Abu Dhabi. In order to avoid any financial penalties or administrative blocks, do not delay the renewal process.

### FOR GCC STUDENTS

GCC students do not require a student visa to enter or live in the UAE. However, they need to apply for the Emirates ID and health insurance.

Therefore, GCC students are kindly asked to visit the Visa Office as soon as they arrive at the Paris-Sorbonne University Abu Dhabi campus.

**Contact: Omar El Ghiati**

Tel: +971 (0) 2 656 9243

Office: Student Visa Office, Enrolments and Registration Centre, Ground Floor in Administration Building

Email: [omar.elghiati@psuad.ac.ae](mailto:omar.elghiati@psuad.ac.ae)

## REGISTRATION

The Enrolments and Registration Centre is the place you should visit in case any question arises or any change occurs in your personal situation, your student status or your registration.

It is highly recommended that your personal and contact details are correct and updated. There are several ways to inform the Enrolments and Registration Centre of such changes. You can choose from the following:

- Submitting your changes online via MYSSB
- Emailing the Enrollment and Registration Centre using your Paris-Sorbonne University Abu Dhabi student email account
- Sending a letter addressed to Enrollment and Registration Centre, accompanied by documentary evidence (e.g. certified copies of birth certificate, marriage certificate, or other legal documents) in case of change of name
- Submitting your changes in person to the Enrollment and Registration Centre

In case you require specific documents, such as academic transcripts, Non-Objection Letters, or Enrollment Verification Certificates, you should submit your requests for required documents online through Registrar Helpdesk at the following link, [registrarhelp.psuad.ac.ae](https://registrarhelp.psuad.ac.ae). Please note that requests will be completed within 2 working days, so please plan ahead in case of deadlines.

### Student Identification Card

Students who have completed the admission process will be issued a student identification card. The ID card will allow you to:

- Access the campus and its facilities
- Access the student residence (dormitories)
- Receive a car pass for the car parking area
- Borrow books from the library
- Make photocopies using your allocated student credit

Each ID card is issued with 50 AED of printing credit. Should you require extra credit, please contact the Finance Department to add credit from your own finances. In a strategy of promoting sustainable development, Paris-Sorbonne University Abu Dhabi strongly encourages its students to use electronic documents whenever possible. Log-in to the Blackboard system to access flyers, brochures, leaflets, and other academic documents distributed by your professors.

For your security, please note that your student ID card may be requested and checked by a security guard at any time. Please cooperate and remember that you must present the ID when asked.

This card is the property of the University: don't forget to return it when you leave the University, either upon graduation or withdrawal/transfer.

### Student Email Address

As a Paris-Sorbonne University Abu Dhabi student, you have been provided with a Paris-Sorbonne University Abu Dhabi email address: this address is the primary method of official communication between you and the University. You will receive essential information about any changes in your timetable, information about events being held on campus, official deadlines, the final exams calendar, and even your transcripts. Please check it regularly to make sure you receive all the information you require from the University. It is your duty to ensure that your email is active and your inbox is not full. No communication will be made to any personal email addresses.

### Registering for Courses: “Inscriptions Pédagogiques”

As per the French academic system, most of the courses are inherent to the “maquette” itself and are mandatory. The few elective courses are called option courses (mainly languages and sport) and must be chosen in the relevant academic department during the first week of the semester, and as explained to students by the academic coordinators.

Option courses require as much dedication as other courses and shouldn't be taken lightly. You are permitted to add, drop or change elective courses in L1 only and only during the Add/Drop period at the start of the semester as per the dates published in the Academic Calendar. As languages require long-term dedication and effort, please note that in case you've chosen language classes, no change of language won't be accepted within the 3 year of your curriculum.

Students are also encouraged to register for tutoring in the many classes that are offered by each department to help improve method and language skills.

Students are then registered in the mandatory and option courses in the Paris database: this process is done directly by the Admissions Department and students do not need to take any further steps, unless declaring a change of Major.

### Changing a Programme or Major

If you feel that another major would better suit your career goals, a request to change the major may be made.

In order to make sure this change will benefit you and is done smoothly, this change must be discussed with, and approved by, both the Academic Heads of each department, before being submitted to the Admission Committee, and should be done within a specific period as scheduled in the Academic calendar.

In this case, you must submit the required request form to the Enrolments and Registration Centre.

### Tuition Fees

It is highly important that you are in good standing with the Finance department, in order to have access to all facilities and activities available on campus. Any financial difficulty you may be facing should be addressed to the Student Affairs Department.

Students are required to pay their Administrative, Tuition, and Housing Fees by the deadlines published for each academic year. Students who have not completed payment of fees or do not have an approved payment plan by the deadlines in the academic calendar may be charged a financial penalty, be automatically withdrawn, and/or be forbidden to sit for the exams. Students admitted after the beginning of the semester must complete payment of fees or have an approved payment plan within 2 weeks after their admission. Refer to Tuition Fees, Payment, and Refund Procedures at the following link, [sorbonne.ae/admissions/tuition-and-fees](https://sorbonne.ae/admissions/tuition-and-fees)

### Withdrawal from the University (Student Initiated)

To withdraw from the University, you must complete the Clearance Process which is done on-line through the Enrolments and Registration Centre. The on-line clearance process requires confirmation from the relevant departments that there are no outstanding items to return or fees to pay. Students will not be provided with their academic transcripts until the on-line clearance process is completed. In case the withdrawal occurs during the semester, and within certain authorised periods, you may ask for a refund as per the Refund Policy. To be considered for readmission to the University at a later date, you must apply at the Enrolments and Registration Centre.

### Withdrawal or Dismissal from the University (University Initiated)

The University may withdraw a student in case of lack of adherence to the academic, administrative and/or disciplinary rules of the University. Withdrawn or dismissed students are not entitled to any refund.

Find out more by visiting the following link, [sorbonne.ae/wp-content/uploads/2016/08/Sorbonne\\_AD\\_Student-Code\\_of\\_Conduct.pdf](https://sorbonne.ae/wp-content/uploads/2016/08/Sorbonne_AD_Student-Code_of_Conduct.pdf)

Potential grounds for dismissal from the University:

- If you have outstanding Tuition fees for the semester as per the published deadline in the Academic Calendar
- If you have failed to provide the University with the documents proving you meet the standard required for admission
- In case of extraordinary personal or medical circumstances preventing you from attending, where there is evidence that you are not able to attend or participate in the learning activities for an extended period of time
- In any case of lack of attendance and/or disrespect of the Student Code of Conduct which leads to dismissal decided by the Disciplinary Committee

### Disciplinary Actions

You should adhere to the conduct of behaviour, attendance in classes and exam rules. Students who fail to respect these rules will be subject to a decision taken by the Disciplinary Committee. The applicable disciplinary sanctions are verbal and written warnings, temporary exclusion from the university, permanent exclusion from the university, or any other decision taken by the Disciplinary Committee.

### SCHOLARSHIPS

In its effort to support academic excellence and to help students conduct their studies in the best conditions, Paris-Sorbonne University Abu Dhabi offers scholarships to undergraduate students based on merit and academic excellence.

All students (except for students under total or partial sponsorship as well as exchange students) are eligible to apply for a scholarship. In order to ensure equal treatment among students, criteria are based on the academic results achieved at Paris-Sorbonne University Abu Dhabi. In exceptional cases, following a recommendation from the Head of Department and to encourage deserving students and provide them with better study conditions, financial aid can be awarded by the scholarship committee in case of financial hardship.

The scholarships are provided as a percentage discount on tuition and/or housing fees, and are managed through a Scholarship Committee, which meets each semester to review the academic performance of scholarship holders and new scholarship applicants, as well as their conduct and involvement in campus life. The committee ranks the applications according to the selection criteria. For instance, if you get 12,5/20 as an average for your S1, you are entitled to apply for a scholarship, up to 25% of the tuitions due for the S2.

The deadline for submitting an application is communicated by University email each semester to all enrolled students. Applications are submitted via the on-line application form. Incomplete and late applications will not be assessed. Don't miss the deadline and please check your Paris-Sorbonne University Abu Dhabi emails to be informed of the decisions of the Scholarship Committee.

### SORBONNE ABU DHABI ACADEMIC GRADES REQUIRED FOR SCHOLARSHIPS

Grades	New Applications		Current Scholarship Holders
Below 11	Not eligible		Automatic cancellation of scholarship (tuition fees discount); Housing assistance for financial hardship is reviewed separately
11-11.99	Not eligible*	25% maximum*	May retain a 25% scholarship for the coming semester, but will be informed by letter that an average below 12 in the following semester will lead to the cancellation of his/her scholarship.
12 - 13.9	25% maximum		No change
14 - 15.9	Commencing on 25% and increasing on a progressive basis to 50%**		Scholarship will automatically be reduced to the amount corresponding to the new results of its holder.
16 - 20	Commencing on 25% and increasing on a progressive basis to 75%**		Scholarship will automatically be reduced to the amount corresponding to the new results of its holder.

\*Only L1 Undergraduate Students coming from the FLE are eligible to 25% in this category.

\*\*A maximum 25% rate for students enrolled in the French Intensive Programme.

Paris-Sorbonne University Abu Dhabi's policy of helping students whilst ensuring academic excellence is made possible by the constant support offered by its sponsors, "Les Amis de la Sorbonne".

### GOLD SPONSOR



### SILVER SPONSORS



### BRONZE SPONSOR



## EXAMS AND RESULTS

The exams period is a unique moment for students, creating a mix of stress, fears, and prospects. Paris-Sorbonne University Abu Dhabi staff and Faculty, as well as the medical centre, work together to make this period as smooth as possible, whilst ensuring perfect equity among students. The value of your diploma relies on the seriousness in which exams are conducted. That is why Paris-Sorbonne University Abu Dhabi is determined to fight any kind of fraud and cheating.

Final exam schedules will be communicated to you via your Paris-Sorbonne University Abu Dhabi email, along with the list of the materials allowed for each test and the exam rules and regulations. It is your responsibility to bring the appropriate material; if inappropriate, the material may be refused and you would be obliged to sit for the exam without it. Most of the instructors allow non-francophone students to use a bilingual paper dictionary, but this must be checked with your coordinator. Do not forget to bring all items borrowed for the exams back to the Library!

Exams regulations are meant to allow all students to write their final exams in the best conditions. They may seem strict or too prescriptive, but their purpose is to give you useful guidelines to succeed and protect the value of your diploma. Do not forget that cheating in exams may lead to serious and problems that could and should be avoided.

If you do not receive the final exam schedules, make sure your Paris-Sorbonne University Abu Dhabi email is activated and that you are on the list: remember that you must have cleared any outstanding balances with the Finance Department.

Please refer to this link, [sorbonne.ae/wp-content/uploads/2016/08/Sorbonne\\_Exam\\_Rules\\_and\\_Regulations.pdf](https://sorbonne.ae/wp-content/uploads/2016/08/Sorbonne_Exam_Rules_and_Regulations.pdf), as often as required to check the rules and regulations and make sure you are ready for the exams.

## ACADEMIC TRANSCRIPTS

Once collected at Paris-Sorbonne University Abu Dhabi, all marks (for Contrôle Continu as well as Final Exams) are communicated to Paris and entered into the Apogée or Casper systems (grading systems used in France by Sorbonne Université and Sorbonne Paris Cité). Juries, composed of Faculty, will verify the grades and finalise the decisions for each and every major.

No result can, therefore, be communicated to students before the jury has been held in their major. Results and transcripts will be communicated to undergraduate students at the end of each semester. Postgraduate students may receive results and transcripts at the end of the academic year, depending on their own calendar.

As you are part of the partner Universities in Paris, your results will be verified along with Paris students, and the juries will meet according to Paris' own academic calendar. Please be patient and ask your HoD or your coordinators if you have questions.

Once received, the Admissions Department emails students their transcripts with their grades, providing that they have no outstanding fee payments. Copies of the student transcript will be issued at the student's request by the Registrar's office (see above, Registrar helpdesk).

Transcripts are in French and use a specific terminology. The sample on the following page allows you to get an idea of the way it works (this sample is from the former Paris-Sorbonne University; transcripts from the new Sorbonne Université will be issued for the first time in June 2018). You may also refer to the glossary at the end of this document and, of course, to your coordinator in case you need any explanation. The English translation is for indicative purpose only.



Transcript Sample in French

Université Paris-Sorbonne (PARIS 4)

Année universitaire 2015/2016

RELEVÉ DE NOTES ET RESULTATS

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Session 1

inscrit en

Licence, semestre 6 : Langues étrangères appliquées (LEA) AD

Notes et résultats					
	Note/Barème	Pts jury	Résultat	Session	Crédits
<b>UE1 Enseignements fondamentaux</b>	11.48 /20		Admis	S1 2015/16	14
UE1 Anglais, langue et civilisation, langue B	11.56 /20		Admis	S1 2015/16	
Affaires internationales	10.5 /20			S1 2015/16	
Langue et terminologie des affaires	11.43 /20			S1 2015/16	
Management interculturel	12.75 /20			S1 2015/16	
UE1 Espagnol, langue et civilisation, langue B	11.4 /20		Admis	S1 2014/15	
<b>UE2 Enseignements professionnalisants</b>	11 /20		Admis	S2 2014/15	6
<b>UE3 Enseignements professionnalisants</b>	9.5 /20		Compensé	S1 2015/16	6
Français	9 /20			S1 2015/16	
Droit	10 /20			S2 2014/15	
<b>UE4 Enseignements professionnalisants</b>	12.5 /20		Admis	S2 2014/15	2
<b>UE5 Enseignements d'ouverture</b>	11 /20		Admis	S1 2014/15	2
Résultat global					
Résultat d'admission :	11.024 /20		Admis		30

Fait à Paris, le 11 juillet 2016

Le Président

Barthélémy JOBERT

Transcript Sample in English (for clarification purpose only)

Name of the University

Academic year

TRANSCRIPT AND RESULTS

Page: 1 / 1

Session 1

Name of the student:

Student ID n° / INE n°: (numbers generated by the system)

Date of birth:

Place of birth:

Enrolled in:

(major – Level– Semester–)

Has obtained the following grades:

	Grade/Max Grade	Result	Session/AY	Extra grades (Jury)	Credits
UE1 Name of Unit					
EC1 Name of subject					
UE2					
EC1					
UE3					
EC1					
EC2					
UE4					
EC1					
UE5					
Results					
Final result for the session:	/20	RESULT			

Done in Paris, date

University's President name and signature

No duplicate will be issued

## EQUIVALENCE TABLE OF FRENCH, AMERICAN, AND BRITISH GRADING SYSTEMS

The French system may be difficult to understand if you come from the American or the British system. In order to facilitate its understanding and its comparison with the other educational systems, the University established an equivalence table shown on the right.

### GRADUATION AND DIPLOMA

The following Diplomas and degrees are awarded after successful completion of the programme's requirements and required study duration at Paris-Sorbonne University Abu Dhabi. They are issued by our partner Universities and affiliated institutions in France:

- Bachelor's degree ("Licence")
- Master's degree
- University Diploma

These academic programmes are completed when:

- All required credits (ECs) are fully earned (undergraduate and postgraduate)
- The final exam is successfully passed (University Diploma in French Intensive)
- All the modules are successfully passed (University Diploma in Sports Management)

To honour our graduate students, a graduation ceremony is held on the third Sunday of November each year. In this special moment, Graduates are surrounded by relatives and friends, eminent personalities from the government and business communities, our Management Council members, "Les Amis de la Sorbonne" representatives, members of the media, as well as representatives from the Sorbonne Université and Sorbonne Paris Cité's Academic and Administrative teams.

Details and invitations are sent out by the Student Affairs at the beginning of the Academic year. You must clear all outstanding fees and return university property to be placed on the graduating list. For any enquiry contact: [graduation@psuad.ac.ae](mailto:graduation@psuad.ac.ae)

French System			American System		British System			
Mentions	Notes	Letter	Numerical	GPA	Mentions	Letter	Numerical	Classification
Très Bien *	20	A+	95-100	4.33	Excellent	A	70-100	First Class Honours
	19	A+			Excellent			
	18	A+			Excellent			
	17	A+			Excellent			
	16	A		4	Very good			
Bien *	15	B+	90-94	3.6	Good	B	60-69	First Division Second Class Honours (2.1)
	14	B+			Good			
Assez Bien *	13	B	85-89	3.3	Fair	C	50-59.9	Second Division Second Class Honours (2.2)
	12	B		2.9	Fair			
Passable	11	C+	80-84	2.8	Average			
	10	C			Pass	D	40-49.9	Third Class
Echec	9	C-	70-79	2.6	Poor	E	34-39.9	Pass/Fail
	8	C-		2.3	Poor			
	7	D		2	Poor			
	6	D		1.6	Poor			
	5	D	50-69	0-1	Very poor	F	0-33.9	Fail
	4	E			Very poor			
	3	E			Very poor			
	2	E			Very poor			
	1	E			Very poor			
	0	E			Very poor			

\*Universities may use different policies for this "mention". It is the case for the Law Department of Sorbonne Paris Cité, which gives the mention as follows: 13/20: mention Assez Bien, 15/20: mention Bien, 17/20: mention Très Bien

All you need to know about your diploma:

- No diploma will be delivered before the graduation ceremony. If needed, students can request signed academic transcripts and/or a completion certificate.
- Diplomas are issued in Paris and sent to the Enrollment and Registration Centre.
- The name on the degree certificates is the legal name as per your passport submitted to the Registrar. It is your responsibility to make sure your personal information is correct before the diploma is issued, and no diploma will be reissued.
- Students living abroad can request their diplomas to be sent to their address. You must provide a full address to ensure correct delivery, and pay the courier charges.

#### Sample of an Undergraduate (Bachelor) Degree from Paris-Sorbonne University



- If you lose the degree certificate (regardless of the cause of loss), the responsibility is yours. No original degree certificate can be reissued, only a copy will be provided.
- In order to be valid in the UAE, all diplomas delivered by any University must be accredited and authenticated by the Ministry of Higher Education and Scientific Research. Information is available on the Ministry website, [mohesr.gov.ae/en](http://mohesr.gov.ae/en). It requires no specific accreditation on the French side.
- The diplomas are in French. Students may ask for an official translation from a legal translator.

Explanation and translation of a sample Degree Certificate are provided below.

#### Sample of an Undergraduate (Bachelor) Degree from Paris Descartes University







LIFE ON  
CAMPUS

# LIFE ON CAMPUS

Since 2009, Paris-Sorbonne University Abu Dhabi has had the privilege of occupying a new campus on Al-Reem Island thanks to the foresight of, and courtesy of, the Abu Dhabi Government. This is testament to the high quality of asset development in the UAE as Abu Dhabi continues to invest in world-class education resources. This campus respects the traditional architecture with a design similar to the chapel of La Sorbonne in Paris, while offering the latest facilities and technologies within a modern setting.

## YOUR CAMPUS

You will find below a quick description of your new campus and some hints about how to best benefit from it.

### Discovery

During the Integration Week, from the 10th of September, the Paris-Sorbonne University Abu Dhabi team will guide you through the academic and administrative departments, and all important external service providers (ID card, Insurance, Bank account, Phone number, etc.). Important academic activities (placement tests, methodology and introductory courses) will begin straight away, and you don't want to miss that!

Please visit the following link, [sorbonne.ae/wp-content/uploads/2016/08/Sorbonne\\_Student\\_Orientation\\_Programme\\_2016.pdf](https://sorbonne.ae/wp-content/uploads/2016/08/Sorbonne_Student_Orientation_Programme_2016.pdf), to find the programme of this very important moment in a student's life, not to be missed.

The Student Affairs Department is ensuring that new students and their families are warmly welcomed at Paris-Sorbonne University Abu Dhabi. In collaboration with Student Visa Office, the Student Affairs Department aims to facilitate the visa administrative process including medical insurance and UAE identification cards for international students during the Integration week programme.

New students are greeted at Abu Dhabi airport upon their arrival. Various recreational activities are planned with informative presentations designed to provide international students with a better understanding of the history and the culture of the UAE. These presentations are delivered by professionals to students and their families. Campus and library tours are guided by faculty members and current students.

The university academic and administrative department's teams will dedicate their time during the orientation week to meet individually with new students and to accompany them to ensure a smooth transition into their new campus environment.

For any enquiries, please contact: [orientation@psuad.ac.ae](mailto:orientation@psuad.ac.ae)

## First Mandatory Steps

You are now part of the Paris-Sorbonne University Abu Dhabi community, and the Academic and Administrative staff will be your trusted guide to assist you and reassure your safety and comfort on Campus, in addition to helping you succeed with your academic courses. Before we continue, kindly ensure you complete the following:

- Your Emirates ID – this is mandatory for all International students including GCC citizens. You must apply for your UAE ID Card within the first week of your arrival in the UAE. The Emirates ID card is required for several procedures, including obtaining your visa and your medical insurance application.
- Your student medical insurance – as a student, you are automatically covered for accidents on and off campus during any events or trips sponsored by the University. However, it is compulsory for all students, including GCC citizens and Paris-Sorbonne University Abu Dhabi sponsored students, to have a health insurance plan. The medical insurance is renewed on an annual basis and extends to 13th November of the following academic year for final-year students.
- Your residency visa – it is critical to obtain a residency visa, as students are not allowed to stay in the UAE on a tourist visa.
- A bank account – please ensure you open and learn how to operate a UAE bank account.
- Mobile phone and data packages – learn more about getting a SIM card to stay connected with your friends and family.

For any information regarding student visas or medical insurance and Emirates ID, kindly visit the Student Visa Office, located on the ground floor, in the Student Enrollment and Registration Centre, or send a message to [entryvisa@psuad.ac.ae](mailto:entryvisa@psuad.ac.ae)

## How to Raise a Claim or Address a Problem on Campus?

In the Student Code of Conduct, found here, [sorbonne.ae/wp-content/uploads/2016/08/Sorbonne\\_AD\\_Student-Code\\_of\\_Conduct.pdf](https://sorbonne.ae/wp-content/uploads/2016/08/Sorbonne_AD_Student-Code_of_Conduct.pdf), you will find the procedure to follow in case you encounter an act of misconduct, whether it occur in the classroom, the residence, or elsewhere on campus.

According to the Student Code of Conduct, the people qualified to accept a claim are as follows:

- The Head of the Academic Department, where the incident occurs during a class, in a classroom, and/or involves an instructor
- The persons in charge of the residence, where the incident occurs at the Residence
- The Head of the Student Affairs Department, where the incident occurs elsewhere on University Premises and does not involve instructors



If available, you are advised to refer to Security guards to report the misconduct.

In any case, it is imperative that you raise your claim with University staff.

The Security agents monitor security on the entire campus, including residential buildings, the sports hall, and the cafeteria. They work to ensure that UAE laws and Paris-Sorbonne University Abu Dhabi regulations are upheld. If a violation occurs, the security officers have an obligation to report it to the concerned department. Security officers have the right to ask to see a student ID.

## Library

The library is at the disposal of students in order to provide teaching and learning support.

The Paris-Sorbonne University Abu Dhabi Library is located in a special wing in the campus, and occupies two floors with a total of more than 5,000 square metres, offering ample space and facilities for study and research. Its collection consists of more than 100,000 books and 150 printed journals. The library also subscribes to a number of electronic databases which provide full text access to thousands of journal articles and reports, and more than 250,000 e-books.

The following information resources are available in the Library:

- Books and reference works covering the subject areas of Philosophy, Religion, Politics, Economics, Law, Language and Literature, Management, Art, Archaeology, Geography, History, Mathematics, and Physics. All books are arranged on the shelves according to the Dewey Decimal Classification System (DDC). Books can be searched for in the Library's online catalogue by author, title, subject, keyword, call number, and/or ISBN number.
- The Crouzet Collection is a private collection of books which belonged to the late Prof. Francois Crouzet and was donated to the Library. The collection focuses on economic history, and the history of France and Great Britain. It is housed on the First floor.
- Printed Journals covering all the subject areas mentioned under books, are housed on the First floor, arranged alphabetically according to title. All journal titles are indexed in the library's online catalogue.
- Printed newspapers including the most important local and international newspapers.
- Electronic databases with full text electronic access to thousands of journal articles, reports, newspapers, and e-books. Access to these resources is available 24/7 through the Library website found here, [library.psuaad.ac.ae](http://library.psuaad.ac.ae). On campus access is facilitated via IP address, and off-campus access is available to all registered students and staff via their Paris-Sorbonne University Abu Dhabi username and password.

The Library provides the following services to all library users:

### Borrowing privileges

All registered students are allowed to borrow 6 books for a maximum of 14 days. Reference works and journals may not be borrowed and should be consulted in the library.

### Training and reference services

The library provides a training programme to all students and staff on how to locate information and resources independently. Moreover, any user who needs information and/or resources and is having difficulty finding it, may approach the library staff member on duty for help and assistance.

### Printing and photocopying facility

Black and white and colour printing and photocopying facilities are available on the Ground floor. Copying and printing requires a valid student card and is charged to the student's account.

### Acquisition and access

The Library has an efficient policy to acquire the most recent information resources, in printed and electronic format. It also provides access to all the resources, on-campus, as well as off-campus, through the Library's automated system and the Library website. Working and postgraduate students, especially, should ask for information about off-campus remote access.

### A clean and quiet place to study

You may feel comfortable in the Library, but it is still a place to study. Therefore, even if you enjoy the comfortable sofas, it is highly inappropriate to use your mobile phone or to chat with your friends. Eating in the Library is forbidden. All users should respect the Library Rules and Regulations as well as its Code of Conduct, which you can find at the following link, [sorbonne.ae/library](http://sorbonne.ae/library)

If you wish to work in a group, study facilities, including formal study areas, informal areas, seminar rooms, individual study rooms, and quiet study areas, are available to students on both floors.

### Library hours

Sunday to Wednesday: 8:30am to 10:00pm

Thursday: 8:30am to 5:30pm

Saturday: 9:00am to 5:00pm

During holidays, the library is open from: 9:00am to 5:00pm, Sunday to Thursday.

During exams the library hours are extended for study purposes only. Please watch the plasma screens for details during these times.

### Contact details

Tel: +971 (0) 2 656 9678

Email: [bibliotheque@psuad.ac.ae](mailto:bibliotheque@psuad.ac.ae)

### General University Facilities

- **Underground parking** is accessible to you with a valid ID card, provided that you have communicated the vehicle's details as required. Please respect the parking regulations and do not park in areas designated for students with special needs. Fines will be levied for noncompliance.
- **A Bus service** is provided for activities planned by the concerned academic department and for the sports activities.\*
- **A Medical Centre** that provides emergency care by professional medical staff is available onsite. Appointments or walk-in visits are free to Paris-Sorbonne University Abu Dhabi students and all visits are strictly confidential. Services provided include, not limited to: physical examinations, medical treatment and prescriptions, and referrals. Nurses are available 24/7 on a shift basis, and the physician is available three days a week: Sunday, Tuesday and Wednesday (11:00am to 2:00pm).

Location: Building 3, inside the cafeteria

Extension: 9.621

Tel: +971 (0) 2 656 9621\*

- **The Counselling Centre** also offers services every weekday. This counselling service, provided by the American Center, is handled by professionals specialised in student needs. Do not hesitate to consult them in the case of stress, sleep or eating disorders, loneliness, or even just to discuss such possibilities.

Location: Building 7, Library, room 7.001

Extension: 9.627

Tel: +971 (0) 2 656 9627\*

- **The Cafeteria** provides a wide variety of healthy international dishes for breakfast, lunch, dinner, snacks, refreshments, coffees, teas, and confectionary at affordable prices. Food and Drink Vending Machines are located around the University (classroom hallways) as well as in the male and female residences.

### Cafeteria hours

Sunday to Thursday: 8:00am to 9:00pm

Weekends: 11:00am to 5:00pm

Location: Building 3, main floor

- **Computer and language labs** are located in buildings 4 and 5 of the campus. Computers can be accessed freely from 9:00am to 8:30pm under the guidance of a professor. These computers are equipped with internet access for those students wishing to work on research or projects using internet resources, to develop their knowledge of information technology, to communicate via new technologies, or otherwise.
- **An outstanding gym and sports facilities**, with Abu Dhabi's highest indoor rock climbing wall.
- **Music and Art practice room** designed to foster creativity, talent and collaboration. A grand piano in the Atrium is open to talented students to play at any time of the day.
- **Prayer Rooms** are available for both male and female. The male prayer room is located in building 4 room 118 (4.118) and the female prayer room is located in building 5 room 121 (5.121).
- **ATM/cash machine services** are provided 24 hours a day. The machine (National Bank of Abu Dhabi) is located at the cafeteria entrance.

### E-Services Available to Students

At Paris-Sorbonne University Abu Dhabi, we understand that going to university is a major transition and we are here to extend a helping hand to make your academic life easier and more enjoyable.

Every student will receive a single sign-on from the portal to gain access to student self-service. You can then review class schedules, financial statements, and pay your fees online through our self-service Banner 'Talaki'.

- You can access Talaki online at, [myssb.psuad.ac.ae](http://myssb.psuad.ac.ae). You will need your student ID and password to log in.
- An integrated email system accessible found here, [mymail.psuad.ac.ae](http://mymail.psuad.ac.ae), enables you to communicate with anyone while showing, by your personal address, that you are part of a well-known institution. It is important that you clear your email inbox regularly to ensure you receive important emails from the University.
- The Blackboard Learning Management System found here, [mybb.psuad.ac.ae](http://mybb.psuad.ac.ae), allows you to collaborate and enhance your learning experience at Paris-Sorbonne University Abu Dhabi.

The Blackboard System is an important tool for enhancing your studies in Paris-Sorbonne University Abu Dhabi. It is the best way to easily communicate with your professors, academic and admin teams, and to access important academic or administrative documents. Specific Blackboard training will be organised for students during the Foundation weeks. You may ask for an extra session whenever you feel you require further training.

If you have any issues accessing your email account or logging into the network or MYSSB please email the helpdesk or visit us in our offices on Floor 1 of the Administration Building.

#### IT Service Desk hours

Sunday to Thursday: 9:00am to 4:30pm

Tel: +971 (0) 2 656 9123

Email: [helpdesk@psuad.ac.ae](mailto:helpdesk@psuad.ac.ae)

#### Financial Information

The Finance Department is responsible for collecting tuition payments and all other fees. Please visit us online at, [sorbonne.ae/admissions/tuition-and-fees](http://sorbonne.ae/admissions/tuition-and-fees), for more details about your Tuition and Housing fees, the payment terms, the methods of payment and the conditions of refund.

You are advised to make yourself aware of and adhere to the deadlines in order to avoid late-payment fines. In the case of withdrawal, it is important to fully complete the withdrawal form on time, as failure to do so will result in a charge for the whole semester.

Please be informed that the Finance Department, located on the 1st floor, is open to receive payments from 9:30am to 1:30pm, Sunday to Thursday.

For more information and details, kindly contact at the Finance Department at: [finance-cm@psuad.ac.ae](mailto:finance-cm@psuad.ac.ae)

## YOUR JOURNEY AT PARIS-SORBONNE UNIVERSITY ABU DHABI WITH THE STUDENT AFFAIRS DEPARTMENT

The role of the Student Affairs Department is to accompany students during their entire student life at the university, from the Bienvenue programme from the Foundation Weeks, to the graduation ceremony and the end of their education to the beginning of their new professional and personal life when you will join the elite group of Paris-Sorbonne University Abu Dhabi Alumni.

The Student Affairs Department is committed to providing high quality student services, events and activities, and varied programmes to all students in connection with the culture of the United Arab Emirates which enhance the international intercultural environment created by the presence of more than 77 nationalities that make up the Paris-Sorbonne University Abu Dhabi student body. The Student Affairs Department promotes the University's motto, "a bridge between civilisations", by maintaining dialogue between cultures. It is a hub for welcoming new students, helping them to adjust to the diversified cultural environment, and integrating them into the Paris-Sorbonne University Abu Dhabi community. It offers services from, but not limited to, counselling for those who feel temporarily lost, to a wide range of activities that enhance students' personality, creativity, and responsibility, and provide opportunities for students to emerge as leaders by developing their skills and talents in different fields.

#### Student Housing

You have probably already discovered the residence by now, with its fully-equipped rooms and extensive facilities and services in the common areas. If not, you will find a complete description and details on how to register at, [sorbonne.ae/campus-life/residence](http://sorbonne.ae/campus-life/residence)

Divided into Female and Male wings, both located inside the university campus, the residence "Place de la Sorbonne" aims to offer you all you might need to ensure your full dedication to your studies whilst facilitating a good time with other students to avoid loneliness or feeling lost. On each floor, as well as on the ground floor of each building, common spaces are shared by residents and are open 24/7. Additionally, the residence organises various activities through the year in order to establish and foster links between students.

The residence is a place of life and exchange in an international context, a place where everyone takes part in student life. It aims to bring serenity and safety to each and every student. Therefore, it is essential to set and observe collective rules in order to make this experience a success. The Residence's rules and regulations can be read and downloaded from the following link, [sorbonne.ae/wp-content/uploads/2014/02/Rules-and-regulations-2013-2014-English.pdf](http://sorbonne.ae/wp-content/uploads/2014/02/Rules-and-regulations-2013-2014-English.pdf)

The reception staff, security guards, and cleaning team are here to help you keep the Dorms a clean, safe and quiet place to study, relax, and enjoy the company of other residents. Please make sure that you help in preserving this environment for everyone by adhering to the Residence's Rules and Regulations and by consulting the bulletin boards on a daily basis.

Every student should be able to fully enjoy their stay at the residence: you are responsible for establishing and protecting an environment of confidence and respect both amongst the residents and between the residents and the staff!

In case of emergency, your first reaction should be to inform the staff, the security guards and the medical clinic. They will guide you as to further actions.

The residence rent payments must be made prior to your arrival to secure your place in the residence. The residence administration team can guide you on the best payment method (by semester or monthly).

**Sylva Hardan - Section Head, Student Housing**

Tel: +971 (0) 2 656 9749

Location: Office # Building 10

Email: [sylva.hardan@psuad.ac.ae](mailto:sylva.hardan@psuad.ac.ae)

**Mona AlWheibi - Officer, Female Residence**

Tel: +971 (0) 2 656 9746

Location: Office # Building 10

Email: [mona.alwheibi@psuad.ac.ae](mailto:mona.alwheibi@psuad.ac.ae)

**Mostafa Aly - Officer, Male Residence**

Tel: +971 (0) 2 656 9591

Location: Office # Building 9

Email: [mostafa.aly@psuad.ac.ae](mailto:mostafa.aly@psuad.ac.ae)

**Overcoming the First Year Difficulties**

In order to further support first-year students, Paris-Sorbonne University Abu Dhabi offers the Peer Mentor programme. The Peer Mentor Programme is committed to providing an engaging and supporting community learning experience that supports new students in their academic, social, and cultural

transition to Paris-Sorbonne University Abu Dhabi. Throughout the year, Peer Mentors provide ongoing support to a select group of mentees with a focus on easing their transition to the university, bridging cultural gaps when necessary, directing them to on-campus resources, and helping them succeed. Most importantly, Peer Mentors can become a friend that new students can speak with regarding issues relating to their day-to-day experience at Paris-Sorbonne University Abu Dhabi.

**How It Works:**

- Participating new students will be assigned to a Peer Mentor group. Each group is led by a 1 or 2-person team of Paris-Sorbonne University Abu Dhabi Peer Mentors in L2 or L3. Some L1 students who came through the FLE programme can also assist you if you're a new student in FLE.
- Peer Mentors will meet with their mentees on a bi-weekly schedule to review a variety of topics selected to be discussed with new students throughout the year.
- The Advising and Resources Office will organise a meeting between all Peer Mentors and all Mentees a minimum of one time per semester.
- The Advising and Resources Office will organise an end of the year programme for all students to celebrate their success.

Through it is not a requirement and depends on the individual needs of each student, it is recommended that the Peer Mentor programme should be coupled with the tutorial support programmes, provided in every Academic Department. Please ask your Academic Coordinator for more information.

**Angela Franklin - Head of Section, Advising and Resources**

Tel: +971 (0) 2 656 9300

Location: Office #2.042

Email: [angela.franklin@psuad.ac.ae](mailto:angela.franklin@psuad.ac.ae)

## JOINING JOYFUL AND REWARDING ACTIVITIES

The privilege of being in the UAE gives students the opportunity to experience many interesting projects and activities such as Qasr Al Hosn festival and Saadiyat Cultural District where students from different disciplines can attend and experience conferences and talks on career opportunities such as; Louvre Abu Dhabi and/or Guggenheim Abu Dhabi Museums. Dubai Expo 2020 is a unique platform for all students to be part of an educational opportunity exploring how to adjust to diversity.

In order to broaden the range of student activities and to encourage an exchange of ideas, a wide variety of artistic activities, which unite modernity with tradition and create diversity in cultures & languages are available, such as:

- Music: piano, Guitar, Violin, Al Oud, Al Qanoun
- Clubs: painting, theatre, cinema and poetry evenings where poets from the community as well as students from other universities are regularly invited to join
- Workshops: Photography with a professional, cooking with a professional chef

Additionally, different clubs and workshops are organised under the guidance of qualified professionals from different nationalities to enhance student experience through culture. It educates students on how to build bridges with the world around them through multicultural dialogue.

- Workshops: providing focused support to students that empowers them mentally and socially. This includes individual and/or group support and wellbeing workshops for students.
- Cultural Events: providing a multicultural events programme that helps students expand their understanding and knowledge of the cultural, historical, and sociological backgrounds of the UAE and of other regions around the world. Safari, trips, and guided tours are organised with the collaboration of Emirati students. Panel discussions, debating clubs, events, and trips are organised to enhance the Paris-Sorbonne University Abu Dhabi community and the largely UAE community.
- Depending on their chosen disciplines, Paris-Sorbonne University Abu Dhabi students often have the opportunity to attend International conferences organised in the UAE to learn about diversity in business, art, administration, and lifestyle. Furthermore, the University organises many Concerts annually, from classical and modern performances to opera concerts which are performed in the 700-seat University Auditorium. Students are also strongly advised to attend the various academic conferences and seminars, which will introduce them to the world of active research and strengthen their academic skills.
- Social events: provided through the year, student activities promote the value of social work by offering students opportunities to volunteer in a variety of services such as humanitarian work, awareness campaigns, blood donations campaign, charity events, and hospital visits.

## Most Popular Events

### Cultural Events

UAE National Day, International Day celebrations, volunteering in community events such as Abu Dhabi Art fair, and Dubai Art Fair. Meetings are also held to enable our students to be part of Dubai 2020 universal exhibition. A monthly cinema club is also an occasion for students to gather and share their community interests. Do not hesitate to show your talents by taking part in collective student events (Talent show, Poetry night, Dance night etc.) either front of house or behind the scenes.

### United Arab Emirates

The Student Event Unit's objectives are to offer a variety of cultural and historical UAE awareness experiences. Many trips are planned to different emirates such as Abu Dhabi and Al Ain, Khorfakan, and Dubai. Usually, dedicated faculty members accompany students on these tours which are guided by local experts.

### France

Emiratis and International students can experience immersion in the French culture during the summer course in France. French language courses and accommodation in a French host family are organised with Sorbonne University - Paris or other language institutes in Grenoble, Vichy, Brest or Nice.

### Seloua Soud Joubert - Head of Section, Community and Students Events

Tel: +971 (0) 2 656 9353

Location: Office #2.043

Email: [community.studentevents@psuad.ac.ae](mailto:community.studentevents@psuad.ac.ae)

### Wafae Bisim - Coordinator, Community and Students Events

Tel: +971 (0) 2 656 9358

Location: Office #2.043

Email: [cse@psuad.ac.ae](mailto:cse@psuad.ac.ae)



## Participating on the Student Council

You can make things happen on Campus, by joining the Student Council.

The purpose of the Student Council is to provide the student body with a common platform that aims to promote interaction between students and the university body. Its mission is to represent the students and give them a voice. The Student Council works closely with the Department of Student Affairs to raise a spirit of community with notions of dedication and responsibility, understanding, and harmony throughout the campus. The Student Council also aims to provide students with unique opportunities to develop life and leadership skills.

The Student Council usually works using committees dedicated to all aspects of student life, like Sport and recreation, Cultural and Artistic activities, Public Relation & Media, Environment and Social concerns, Sciences and Technology and so on and so forth.

You will find a brief description of its goals, purposes, activities, and regulations at the following link, [sorbonne.ae/students/the-student-council](http://sorbonne.ae/students/the-student-council)

The Student Affairs Department provides resources and support for the student council committees and events: interested students should contact them for more information. As a representative of the student body, the criteria of eligibility for the Student Council are strict but don't let this put you off if you feel your skills, enthusiasm, openness, and dedication to others can make the difference!

### Angela Franklin - Head of Section, Advising and Resources

Tel: +971 (0) 2 656 9300

Location: Office #2.042 (ground floor)

Email: [angela.franklin@psuad.ac.ae](mailto:angela.franklin@psuad.ac.ae)

## Preparing for Your Professional Career

The Career Services & Alumni Relations Office serves as the interface between students of Paris-Sorbonne University Abu Dhabi and the job market. The service accompanies students in every step of their academic journey and provides one-on-one assistance to help plan, formulate, and implement career objectives.

In line with this, the service offers:

- Advice and individual and personalised assistance to help students explore career options

- Provision of resources and assistance to undergraduate and post-graduate students in gaining the vital skills necessary for success in the job search process: CV and cover letter writing; job interview technique preparation; internship opportunity finding;
- Organisation of career information events (conferences, workshops, forums) to facilitate interaction between students and employers;
- Support to facilitate student placements and access to a range of internships and employment opportunities.

### Information and networking events

Throughout the year, the Office offers students various events to meet professionals and to benefit from different practice areas, career information, and networking opportunities. Events, workshops, and activities help attendees successfully navigate through the career development process and learn about industries and careers. These include:

- Annual Career Week (4th to 8th of March 2018)
- Round Tables on Careers: discussions conducted by business representatives from a large range of organisations providing students with a better understanding of the working and business world;
- Conferences in economic sectors and/or major local or international corporations and groups of companies;
- Workshops run by Human Resource experts and professionals offering advice, training, and coaching on effective job-search strategies and interview techniques;
- Career mentoring ("Career Link Mentoring Programme");
- Student visits to local companies and organisations.

### Internship placement

Internships are a vital foundation for your future career. It is an opportunity to gain real experience inside a working organisation, to become more familiar with the business environment and to optimise your access to the workplace. The Office of Career Services is available to assist you in planning and organising your internship.

Our main objectives are to:

- Develop and maintain a database of internships in a variety of fields;
- Assist students with preparation for internship experiences;
- Provide useful internship guidelines to students, amongst them: general conditions and recommendations in locating internships, application processes and registration, duration, requirements, and issuing documentation, such as non-objection letter or internship agreement, between you, the company, and Paris-Sorbonne University Abu Dhabi.



### Contact Us!

Students are welcome to make appointments with the Office through email or by telephone.

#### Sylvie Foss - Senior Career Advisor, Career Services & Alumni Relations Office

Tel: +971 (0) 2 656 9104

Mobile: + 971 (0) 50 310 8816

Location: Office #2.041 (ground floor)

Email: [sylvie.foss@psuad.ac.ae](mailto:sylvie.foss@psuad.ac.ae) or [careerservicesoffice@psuad.ac.ae](mailto:careerservicesoffice@psuad.ac.ae)

### SPORTS: JOIN THE FOXES!

Paris-Sorbonne University Abu Dhabi is proud to present its 'PSUAD Foxes' varsity teams, who compete throughout the school year with many other universities based in the UAE in a friendly league. Joining a team to participate in the league matches and/or to other exciting competitions is easy: a simple registration to sports activities is required.

It is also possible to volunteer in organising events and tournaments.

The campus offers many possibilities to practice sport in a fully equipped and modern sports environment.

- The on-campus Sports Building has a large multi-sports hall, in which Basketball, Volleyball, Badminton and Futsal practice sessions take place.

Matches and competitions are held in the main Sports Hall as well, which can also accommodate up to 200 seated spectators.

- Adjacent to the main sports hall is a fully equipped gym in which students can practice weight lifting and cardio training.

The gym is equipped with around 35 fitness machines, rowers, treadmills, air-bikes, a free-weights area and a Stretching/Abs workout mat. Also, the gym has two separate rock-climbing walls allowing the practice of lead-climbing and bouldering, which makes for one of the very best indoor climbing facilities in the country.

- A dance room and a martial arts room, both fully equipped to modern standards, allow the practice of belly dance, yoga, and cardio/step training.

The martial arts room is perfectly suited for Thai-Boxing training as well as Body Circuit training classes.

- The roof courts offer excellent conditions during evening time for the practice of outdoor tennis, football, volleyball, and basketball, as they are all floodlit and well equipped for these activities.
- The Sports Building has several changing rooms with locker, as well as toilets and individual showers.

It is open all year round from 7:00am to 10:30pm 7 days a week.

A direct access to the Sports building through a secured door and an elevator from the underground parking lot is available to students arriving on campus by car.

Sport is an excellent way to relieve stress, to make friends, to experience competition in a rewarding way, or to get a good grade as sports can be included in the curriculum as an elective/optional course.

#### Activities offered on-campus include:

Badminton, Basketball, Body Circuit Training, Dance, Fitness, Football (Ladies or Men), Martial Arts, Outdoor Activities, Yoga, Zumba, Stand Up Paddleboard, Swimming, Table Tennis, Tennis and Volleyball/Beach Volleyball

#### Discovery Activities

Ski & Snowboard, Bowling, Karting, Paintball, Wakeboard, Shooting, Snorkeling

### Contact Us!

#### Severine Munoz - Academic Coordinator, Sports Department

Tel +971 (0) 2 656 9172

Fax +971 (0) 2 650 1204

Location: Office #2.031

Email: [severine.munoz@psuad.ac.ae](mailto:severine.munoz@psuad.ac.ae) or [sport.management@psuad.ac.ae](mailto:sport.management@psuad.ac.ae)

#### Karim Onsi - Physical Education Teacher

Tel: +971 (0) 2 656 9035

Fax: +971 (0) 2 650 1204

Location: Office #2.031

Email: [karim.onsi@psuad.ac.ae](mailto:karim.onsi@psuad.ac.ae) or [sport.management@psuad.ac.ae](mailto:sport.management@psuad.ac.ae)

# WHERE TO FIND FURTHER INFORMATION

Topic	Department	Location
Academic Advice Heads of Department & Academic Coordinators	<ul style="list-style-type: none"> <li>French Studies</li> <li>Geography and Planning</li> <li>History</li> <li>History of Art and Archaeology</li> <li>Philosophy and Sociology</li> </ul>	Floor 1 Administration Building
	<ul style="list-style-type: none"> <li>French as a Foreign Language (FLE)</li> <li>Applied Foreign Languages (LEA)</li> <li>Law - Economy and Management</li> <li>Sciences and Engineering (Physics)</li> <li>Sports</li> <li>Graduate Studies</li> </ul>	Ground Floor Administration Building
Academic Complaints	Student Enrolment and Registration Centre	Ground Floor Administration Building
Alumni Relations	Student Affairs Department	Ground Floor Administration Building
Extracurricular Activities (Art & Music classes...)	Student Affairs Department	Ground Floor Administration Building
Address change	Student self-service MYSSB	Floor 1 Administration Building
Career Services	Student Affairs Department	Ground Floor Administration Building
Computing	IT Department	Floor 1 Administration Building
Counselling	Student Affairs Department	Ground Floor Administration Building
Disciplinary matters	Student Affairs Department	Ground Floor Administration Building
Events	Student Affairs Department	Ground Floor Administration Building
Fees and Payments	On Line Payment via Self Service/Finance Department	Floor 1 Administration Building
Field Trip	Student Affairs Department	Ground Floor Administration Building
Financial Aid	Student Enrolment and Registration Centre	Ground Floor Administration Building
Grades/ Transcripts	Student Enrolment and Registration Centre	Ground Floor Administration Building

Topic	Department	Location
Healthcare	Clinic	Ground Floor Cafeteria Building
ID Card	Student Enrolment and Registration Centre	Ground Floor Administration Building
Lost & Found	General Services/Security	Ground Floor Administration Building
Lost ID Cards	Student Enrolment and Registration Centre	Ground Floor Administration Building
Parking	General Services	Floor 1 Administration Building
Peer Mentor Programme	Student Affairs Department	Ground Floor Administration Building
Scholarships	Student Enrolment and Registration Centre	Ground Floor Administration Building
Special Needs Services	Student Affairs Department	Ground Floor Administration Building
Sponsorship	Student Enrolment and Registration Centre	Ground Floor Administration Building
Sports Information	Sports Department	Ground Floor Administration Building
Student Council	Student Affairs Department	Ground Floor Administration Building
Student Housing	Student Affairs Department	Residence Building 9 and 10
Student Life Complaints	Student Affairs Department	Ground Floor Administration Building
Student Publication	Student Affairs Department	Ground Floor Administration Building
Student Visa	Student Enrolment and Registration Centre	Ground Floor Administration Building
Summer Study Abroad	Student Affairs Department	Ground Floor Administration Building
Tutoring	Student Affairs Department	Ground Floor Administration Building
Withdrawal from course/ University	Student Enrolment and Registration Centre	Ground Floor Administration Building
Work Experience	Student Affairs Department	Ground Floor Administration Building

# GLOSSARY

## **ABJ/ABI**

These acronyms stand for Absence Justifiée (justified absence) and Absence Injustifiée (unjustified absence). ABJ certifies that the University recognises a valid reason why you were unable to sit an exam, but won't change the grade you have been given nor does it allow you any extra catch-up sessions.

## **AJAC**

A student is referred to as AJAC when they have been given the opportunity to enter a higher academic level (by earning enough ECTS or validating a semester depending on their major) without full completion of the prior level. They are then "in debt" of credits and must retake and validate the remaining subjects. AJAC students should pay close attention to the exams calendar, and report any schedule conflicts.

## **Contrôle Continu (CC) and Contrôle Final or Terminal (CF or CT)**

CC refers to the continuous assessment done in class whereas CF or CT refers to the exams at the end of the semester. Most of the ECs (but not all, especially for the elective courses) are assessed by a combination of CC and CF or CT. The respective part of each assessment in the calculation of the CC average depends of the course and is determined by your instructor; the respective part of CC and CF or CT in the calculation of the UE's average depends on your major. The grades obtained in the CC are not taken into consideration in the make-up exam average.

## **Credits**

Credits are a material recognition of academic achievements. A certain number of credits appear in your transcript next to the validated ECs, no matter how the ECs have been validated (either directly, by compensation with other ECs or because the UE has been validated).

## **D.U.**

The acronym D.U. stands for "Diplôme d'Université". Each University has its own diplomas, called Diplômes d'Université, which are recognised internally. The D.U. in FLE allows students to register in the undergraduate programmes (it is not however mandatory for Physics, which is taught in English).

## **ECTS**

The acronym ECTS stands for "European Credit Transfer System". A credit system is a systematic way of describing an educational programme by attaching credits to its components. ECTS is based on the principle that 60 credits measure the workload of a fulltime student during one academic year. The definition of credits in higher education systems may be based on different parameters, such as written and oral assessments, tutorial and personal work. Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved.

In general, credits awarded in one program may be transferred into another programme, offered by the same or another institution, if it is in the same major. In order to join another major, you must obtain a "validation d'acquis" in the programme you wish to join.

## **HoD**

The acronym HoD stands for "Head of Department" (in French, "Chef de Département"). Each department, be it academic or administrative, is led by a HoD. However, when people refer to "your HoD", you should usually understand "The Head of the Academic Department you're registered in".

## **IP**

The acronym IP stands for "Inscriptions pédagogiques" and refers to the registration in a course. Even if the courses are already designed by the curriculum itself, you must be registered in the courses, as this is mandatory to sit the exams.

## **Jury**

It is the official entity responsible for reviewing results and making them official for release. The jury can help you to succeed or validate a semester by granting you "point de jury", which usually do not exceed 0,1 of the total (a 09,5 cannot be increased to a 10). The jury is the ultimate authority in all grades-related decisions.

## **Maquette**

In the French system, all the undergraduate degrees follow a strict curriculum that arranges which topics you must follow, and for how many hours, in order to graduate. This curriculum is called the "maquette".

## **MCC**

The acronym MCC stands for "Modalités de Contrôle des Connaissances" and refers to a document which summarises the way in which assessments are organised throughout the year and during the exam session, as decided in the partner Universities in Paris. The MCC explains what should be assessed by "contrôle continu" or "contrôle final", as well as the coefficient, the rules for an internship if applicable, etc.

## **Paris 4 (IV), Paris 5 (V), Paris 6 (VI)**

The use of number to name the Universities is the result of History. It has been replaced by the complete name of the institution such as Paris-Sorbonne University, Paris Descartes University, and Pierre et Marie Curie University respectively. Due to the concentration movement among French Universities, our partners are now known as Sorbonne Université (former Paris-Sorbonne and Pierre et Marie Curie Universities) and Sorbonne Paris Cité (former Paris Descartes University), but you will find a lot of people who keep using the old designations.

**POA/Missionnaire**

The acronym POA stands for “Professor on assignment”. Most of the POAs are Professors or Associate Professors in Paris-Sorbonne University Abu Dhabi’s partner Universities and come to Abu Dhabi specifically to deliver their course in an intensive two-week period. In French, they are also referred to as “missionnaires”.

**Relevés de Notes**

Is the French translation for “academic transcripts”. In a transcript, the final result is given by a grade out of 20, which reflects the general average of the semester (all UE averages based on coefficients). The pass grade is 10. The grade goes along with a short written comment which can be: Admis (admitted) / Ajourné (not admitted) / Accès étape supérieure (you have not validated the year, but you’re allowed to enter the higher level, as an AJAC student) / Compensé (Pass with compensation between UEs or semesters).

**Session**

Each academic semester ends with an exam session (called normal or first session); January exams cover courses completed in semesters 1, 3 and 5 and May or June exams cover courses completed in semesters 2, 4 and 6. Additionally, another session (called catch-up/make-up or second session) is organised in mid or late June, which covers the resit exams for both academic semesters.

**U.E.**

Stands for “Unités d’enseignement” (Units of teaching). Most of the U.E. are divided into sub-subjects called E.C. (Eléments constitutifs). An E.C. is usually one course or one subject.

**Validation d’Acquis**

If you plan to change major, or apply for another institution, you will be entitled to transfer the Credits you have already earned. However, depending on the curriculum you want to join, and especially if you have not validated a whole year, you may have to take some extra courses for your earned credits to be considered as equivalent to credits in your new major or institution by a “validation d’acquis” (“validation of earned credits”). The “validation d’acquis” is granted by the major or institution you are requesting to join.

