



2023 / 2024

**SORBONNE  
UNIVERSITY  
ABU DHABI**

A bridge between civilisations

# **STUDENT HANDBOOK**



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# Undergraduate Academic Calendar 2023-2024

## August 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	10

29 - 31 Aug Orientation Week

## September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	08

26 Sep Prophet's Birthday

## October 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	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

07 Nov Career Fair

## November 2023

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

07 Nov Career Fair

# Postgraduate Academic Calendar 2023-2024

## August 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	10

31 Aug Orientation Day  
Click here for first day of classes information

## September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	08

26 Sep Prophet's Birthday  
Click here for first day of classes information

## October 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	08

07 Nov Career Fair

## November 2023

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

07 Nov Career Fair

## December 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	07

01 Dec Commemoration Day  
2-3 Dec UAE National Day  
4-8 Dec Revision Week  
11 Dec-1 Jan Winter Break

## January 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	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	31	01	02	03	04

03-11 Jan Exams Semester 1  
15 Jan Semester 2 begins

## February 2024

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

06 Mar Astrolabe Workshop  
10 Mar Start of the Holy Month of Ramadan  
25 Mar-12 Apr Spring Break

## March 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	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

06 Mar Astrolabe Workshop  
10 Mar Start of the Holy Month of Ramadan  
25 Mar-12 Apr Spring Break

## December 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	07

01 Dec Commemoration Day  
2-3 Dec UAE National Day  
4-8 Dec Revision Week  
11 Dec-1 Jan Winter Break

## January 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	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	31	01	02	03	04

03-11 Jan Exams Semester 1  
15 Jan Semester 2 begins

## February 2024

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

06 Mar Astrolabe Workshop  
10 Mar Start of the Holy Month of Ramadan  
25 Mar-12 Apr Spring Break

## March 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	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

06 Mar Astrolabe Workshop  
10 Mar Start of the Holy Month of Ramadan  
25 Mar-12 Apr Spring Break

Note: Please check your schedule with your academic programme coordinator

## April 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	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

09-12 Apr Eid Al Fitr

## May 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	07	08	09

03 May End of Classes  
06-10 May Revision Week  
13-22 May Exams Semester 2

## June 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	31	01
02	03	04	05	06	07	08

16 Jun Arafat's Day  
17-19 Jun Eid Al Adha  
20-30 Jun Catch-up exams  
30 Jun End of Academic Year for Students

## April 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	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

09-12 Apr Eid Al Fitr

## May 2024

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

# FLE Academic Calendar 2023-2024

## August 2023

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

**21 Aug** DU preparation classes  
**22-25 Aug** DU rest  
**28 Aug** French Placement for non-beginners  
**29 Aug - 01 Sep** Orientation Week

## September 2023

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

**04 Sep** Semester 1 Begins for FLE morning classes  
**26 Sep** Prophet's Birthday

## October 2023

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

**02 Oct** Semester 1 Begins for FLE evening classes  
**09-13 Oct** FLE Orientation Exams (no classes for FLE morning programme)

## November 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	<b>07</b>	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	08	09	10

**07 Nov** Career Fair

## December 2023

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

**01 Dec** Commemoration Day  
**2-3 Dec** UAE National Day  
**11 Dec-1 Jan** Winter Break

## January 2024

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

**03 Jan** FLE Semester 1 resumes  
**15-29 Jan** FLE exams Semester 1  
**22 Jan** Semester 2 begins for FLE student (morning and evening classes)

## February 2024

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

## March 2024

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

**06 Mar** Astrolabe Workshop  
**10 Mar** Start of the Holy Month of Ramadan  
**25 Mar-12 Apr** Spring Break

## April 2024

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

**09-12 Apr** Eid Al Fitr

## May 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	07	08	09

## June 2024

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

**07 Jun** End of FLE classes  
**10-12 Jun** Revision for FLE students  
**13-14 Jun** FLE exams Semester 2  
**16 Jun** Arafat's Day  
**17-19 Jun** Eid Al Adha  
**20-21 Jun** Revision for FLE students  
**24-25 Jun** FLE exams Semester 2  
**30 Jun** End of Academic Year of Students



# OUR UNIVERSITY

# OUR UNIVERSITY

## HISTORY

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. Sorbonne Université is 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 fields of Humanities, Sciences and Medicine. The unparalleled teaching of its professors has created generations of intellectuals and decision makers, with an open-minded view of the world.

Today Sorbonne Université has 55,300 students and 6,400 teachers who play a role in making it internationally renowned, carrying out research at the very highest level.

In 2006, Paris-Sorbonne University Abu Dhabi opened in the capital of the UAE as a result of an agreement between the Abu Dhabi government and Paris-Sorbonne Université. 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, it added degrees in Law and Economics as well as Sciences, thanks to partnerships with two other internationally recognized Universities, Paris Descartes University, and Pierre et Marie Curie University. In 2018, Paris-Sorbonne University and Pierre and Marie Curie University merged to give birth to Sorbonne Université. Sorbonne is now well-positioned as a multidisciplinary research-intensive university offering a wide disciplinary range in arts, humanities, social sciences, natural sciences, engineering, and medicine. The merger also resulted in the change of name of Paris Sorbonne University Abu Dhabi to Sorbonne University Abu Dhabi. At the same time, Université Paris Descartes became Université de Paris.

Sorbonne University Abu Dhabi is therefore the combination of such heritage and spirit of innovation. Visiting Professors come from France to deliver some of the courses. This is conducive to the exchange, enrichment, and discovery of ideas. It is the guarantee that the level of the degree is the same as in Paris.

## SUAD VISION AND MISSION

**UNIVERSITY VISION:** To create and maintain a university in which, for the benefit of the UAE and the world, the core competencies and rich heritage of Sorbonne University in Paris stimulate intellectual excellence, innovation, critical thinking, harmonization of cultures, and development of knowledge.

**UNIVERSITY MISSION:** Sorbonne University Abu Dhabi is committed to the renowned excellence and worldwide recognition in Francophone education. Assimilated in the UAE national context, it is an exceptional model of learning and knowledge development that aims to create global leaders and thinkers and promote dialogue of cultures and civilizations.

## UNIVERSITY GOVERNANCE

Sorbonne University Abu Dhabi's governance structure has two principal bodies: The Board of Trustees and The Executive Committee.

The Board is the highest governing authority and is responsible for achieving the University's goals and objectives through its actions. The Board has ten members approved by the Chairman of the Executive Council of the Emirate. The Board delegates responsibilities to the Executive Committee (EC) to ensure the efficient conduct of university affairs. EC members consist of the Sorbonne University President (as Chair of the EC); the Sorbonne University Vice-President for International Development, the Sorbonne University Vice-President for Life-long Learning; the Vice-President of Sorbonne University for Research: the Deans of the three Sorbonne University faculties; the Vice Chancellor of SUAD, the Deputy Vice Chancellors of SUAD for Academic Affairs and for Administrative Affairs; a representative of the Abu Dhabi Department for Education and Knowledge (ADEK), and advisors of the President of the Board.

## FINANCIAL RESOURCES

Sorbonne University Abu Dhabi is a not-for-profit institution. The Government of Abu Dhabi supports all financial needs of the University.

## RECOGNITION OF SUAD DEGREES

SUAD grants degrees from Sorbonne University (Paris) in the fields of Sciences and Humanities and The University of Paris, in the fields of Law and Economics, that are internationally renowned. All our academic degrees are accredited in France and in the 48 countries members of the Bologna Agreement. They are also accredited by the Commission for Academic accreditation of the UAE or, when newly launched, submitted for accreditation to the CAA.



**PREPARING  
YOUR JOURNEY  
AT SUAD**



# PREPARING YOUR JOURNEY AT SUAD

## STUDENT VISA

A student visa is compulsory for all nationalities, except for students from the Gulf Cooperation Council (GCC) countries. Sorbonne University Abu Dhabi facilitates student visas for applicants studying in any of its academic programmes. For further information, please refer to the Frequently Asked Questions on the university portal: <https://www.sorbonne.ae/faqs/>

Location: Building 2, ground floor, Enrolments and Registration Centre  
Tel: +971 (0) 2 656 9243  
Email: [visaoffice@sorbonne.ae](mailto:visaoffice@sorbonne.ae)

## STUDENT VISA FOR INTERNATIONAL STUDENTS

Sorbonne University Abu Dhabi is your sponsor. It is our responsibility to ensure that your stay in Abu Dhabi is legal and that you have your:

- Residency visa
- Emirates ID card, and
- Health Insurance

Student visas are valid for twelve (12) months and, therefore, you will require visa renewals during your period of study at the university. In order to avoid any financial penalties or administrative blocks, do not delay the renewal process. If you wish to apply for a driving license or a visa to visit another country, contact the Student Visa Office at the University. On request, you will be issued a No-objection letter, which is a mandatory document required by local authorities and embassies in the UAE. The Student Visa Office is housed within the Enrollment and Registration Center.

## STUDENT VISA FOR APPLICANTS FROM GCC COUNTRIES (THE UNITED ARAB EMIRATES, SAUDI ARABIA, KUWAIT, QATAR, BAHRAIN, AND OMAN)

Students from GCC countries (residents) do not require a student visa to enter or live in the UAE. However, they need to apply for Emirates ID and Health Insurance. Approach the Student Visa Office on arrival at the campus.

## FIRST MANDATORY STEPS

Our academic and administrative staff will be your trusted guide in assisting you and reassuring your safety and comfort on campus, in addition to helping you succeed with your academic courses. Once you arrive on campus, kindly ensure you attend to the following:

- Apply for Emirates ID as the medical tests during the first week of your arrival in the UAE. The Emirates ID is a precursory requirement for obtaining your visa and medical insurance
- You are automatically covered for accidents on and off campus, and during any events or trips sponsored by the University. However, it is compulsory for all students, including GCC citizens, and Sorbonne University Abu Dhabi sponsored students to apply for Student Medical Insurance. The medical insurance is renewed on an annual basis
- Students are not allowed to stay in the UAE on a tourist/visit visa. It is therefore critical to obtain a Residency Visa
- Open a UAE Bank Account and learn how to operate it
- Enquire about picking a mobile/data package. There are plenty of options- pre-paid, postpaid, tourist, resident, local minutes, or international minutes- it all depends on your needs. Contact the Student Visa Office ([Visaoffice@sorbonne.ae](mailto:Visaoffice@sorbonne.ae)) for more information.

## STUDENT IDENTIFICATION CARD

After completion of admission procedures, students will be issued a Student Identification Card. The Identification Card will allow you to:

- Access the campus and its facilities
- Access the student residences (dormitories)
- Borrow books from the library
- Make photocopies using your allocated student credit

Your Identification Card is issued with AED 50 credit for printing. Should you require extra credit, contact the Finance Department to add credit using your own funds. In keeping with its goal of sustainable development, Sorbonne University Abu Dhabi strongly encourages its students to use electronic documents whenever possible. Your Blackboard platform has flyers, brochures, leaflets, and other academic documents distributed by your professors. Always keep your Identification Card with you and present it to the security during entry/exit or on demand. Identification Cards may also be requested for library book check-out and other services.

## STUDENT EMAIL ADDRESS

As a Sorbonne University Abu Dhabi student, you will be provided with a Sorbonne University Abu Dhabi email address. This email address will be your primary method of official communication with 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 your email regularly to make sure you receive all the information on time. 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.

## CHANGE IN PERSONAL INFORMATION

Any changes in your student status or personal information should be communicated to the Enrollment and Registration Center. There are several ways to do this:

- Submit your changes online via student access on E-Space
  - Send a letter addressed to Enrollment and Registration Center, accompanied by appropriate documentary evidence (e.g. certified copies of birth certificate, marriage certificate, or other legal documents)
  - Submit your changes in person to the staff at the department
- Requests for academic transcripts, No-objection Letters, Enrollment Verification Certificates etc., should be submitted online through the Registrar Helpdesk on the University's web portal (<https://helpdesk.sorbonne.ae/app/registrarhelpdesk/HomePage.do>). The Center will endeavor to process all requests within two working days.

## FINANCIAL MATTERS - TUITION FEES

Tuition and other fees (administrative) are due upon registration to a programme. The tuition fee is fixed for the duration of the student's selected programme. Other fees may include, and are not limited to books, or accommodation fees. The Finance Department at Sorbonne University Abu Dhabi is responsible for collecting tuition fee and all other payments. Details of tuition fee per programme and other fees including registration, housing, terms and methods of payment, terms of refund etc., are accessible through the web link:

<https://www.sorbonne.ae/admissions/tuition-and-administration-fees>

Please stick to payment deadlines in order to avoid late payment fees. In case of voluntary withdrawal from the university, complete and submit the withdrawal form on time, as failure to do so will result in a charge levied for the whole semester. The Finance Department is located on the first floor of the administration building. Our Finance Team members are friendly, warm and committed to support our students from admission to graduation.

For additional information, please email or contact the office.

Tel: +971 (0) 2 656 9406

Email: [financehelpdesk@sorbonne.ae](mailto:financehelpdesk@sorbonne.ae)

Location: 1st Floor, Building 2 Room 2.117

## FINANCIAL AID AND HOUSING ASSISTANCE

Financial aid and/or housing assistance may be offered to deserving students in cases of proven financial hardship. Priority is given to students in their final year of study in Bachelors and Postgraduate programmes. Eligibility to receive a financial aid is determined on a case-by-case basis at the sole discretion of the Scholarship Committee at Sorbonne University Abu Dhabi.

Housing Assistance may be offered to deserving students in cases of proven financial hardship. Priority is given to students in their final year of study in Undergraduate programmes. Eligibility to receive a financial aid is determined on a case-by-case basis at the sole discretion of the Scholarship Committee at Sorbonne University Abu Dhabi.

## SCHOLARSHIPS AND DISCOUNTS

In its effort to support academic excellence and to help students conduct their studies in the best conditions, Sorbonne University Abu Dhabi offers scholarships to undergraduate, postgraduate, and Executive Education students based on merit and academic excellence. All students (except for those already under total or partial sponsorship, and exchange students) are eligible to apply for a scholarship. In order to ensure equal treatment among students, criteria for continuing eligibility of scholarships are solely based on the academic results achieved at the university.

Scholarships are offered as a percentage discount on tuition 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 applications according to the selection criteria.

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

For more information on undergraduate and postgraduate scholarships, please email [admissions@sorbonne.ae](mailto:admissions@sorbonne.ae) and for information on Executive Education (CEED) Scholarships, email [ceed@sorbonne.ae](mailto:ceed@sorbonne.ae)

	Type of Scholarship	Eligibility	Award
Undergraduate Scholarships	H. H. Sheikh Mohamed bin Zayed Al Nahyan Scholarship for Emirati students	All Emirati students, and children of Emirati Mothers enrolled in SUAD bachelor programmes (including foundation year if any) as full-time students	100% Tuition fees waiver for all course related fees, Annual Administrative Fees; Any fees related to the programme such as mandatory field trip, mandatory internship, etc.  Housing Fees and Services fees are excluded from the above
	UG Merit Scholarship (for the 1st semester of enrolment)	New joiners with excellent academic results in high school are eligible <ul style="list-style-type: none"> <li>☐ Government schools: 90% in the advanced stream, or 95% in the general stream</li> <li>☐ American system: CGPA of 3.6 out of 4.0 or minimum average of 90%</li> <li>☐ British system: "A" grade or higher in three "AS-Level" subjects or "A" in the equivalent "A-Level" Subjects, plus "B" grade or higher in six O level subjects</li> <li>☐ SABIS: minimum average of 85%</li> <li>☐ International Baccalaureate: IB diploma with minimum score of 5 out of 7 in all courses – three of those subjects must be higher-level courses</li> <li>☐ French Baccalaureate: minimum average of 14 out of 20</li> </ul>	15% scholarship on tuition awarded during the first semester of study for new joiners demonstrating academic excellence in high school  You may later apply for the Academic Excellence Scholarship (if eligible)
	Academic Excellence Scholarship (awarded to eligible continuing students starting from the 2nd semester at SUAD)	Offered for students enrolled in UG Degree Programmes or the Foundation year based on their results obtained at SUAD in the previous semester  To maintain the scholarship, the following conditions must be met: <ul style="list-style-type: none"> <li>☐ Students currently receiving a 25% scholarship, must maintain an average between 12/20 and 13.99/20</li> <li>☐ Students currently receiving a 50% scholarship, must maintain an average between 14/20 and 15.99/20</li> <li>☐ Students currently receiving a 75% scholarship, must maintain an average between 16/20 and 20/20</li> </ul>	25% to 75% based on below criteria: <ul style="list-style-type: none"> <li>☐ Student achieving an average of 12/20 or above at SUAD for the first time will be awarded a 25% scholarship</li> <li>☐ L1 Students, coming from the foundation year, and achieving an average of 11/20 and above will be awarded a 25% Scholarship based on the results obtained in the 1st or 2nd semester of the Bachelor programme</li> <li>☐ Students currently receiving a 25% scholarship, and are not currently enrolled in any foundation programme, and achieving an average of 14/20 and above will be awarded a 50% Scholarship</li> <li>☐ Students currently receiving a 50% scholarship, and are not currently enrolled in any foundation programme, and achieving an average of 16/20 and above will be awarded a 75% Scholarship</li> </ul>
	Sponsored Scholarships	Students eligible for Academic Scholarship may be eligible for benefiting from the scholarship provided by SUAD Sponsors that may also include housing	Scholarship will be based on the conditions specified by the sponsor and may require an interview.

	Type of Scholarship	Eligibility	Award
Postgraduate Scholarships	Merit Scholarship	New joiners are eligible for scholarship on tuition starting from the 1st semester. Applicants are required to meet one or more of the below criteria: <ul style="list-style-type: none"> <li>☐ Bachelor CGPA average of 3.6/4.0 and above, or equivalent</li> <li>☐ Bachelor with Final Average of 15/20 or above</li> <li>☐ Bachelor with first class honours</li> <li>☐ Candidates graduating as the top of class, despite the average</li> <li>☐ For programmes taught in English: an English Proficiency level with a minimum of 7.0 for IELTS or 94 for TOEFL IB</li> </ul> <p>A minimum average of 14/20 is required to maintain the scholarship for the following semesters</p>	25% scholarship is awarded automatically upon enrolling at SUAD and for the 1st semester tuitions
	Discount	Discount is applicable subject to the below conditions:  <b>30% discount eligibility criteria:</b> <ul style="list-style-type: none"> <li>☐ Student must pay in full the administrative fees 2700 along with the first tuition fees instalment 10,000 within one month from receiving the acceptance letter</li> <li>☐ To benefit from this discount full payment of the total tuition fees MUST be paid by end of July</li> </ul> <b>20% discount eligibility criteria:</b> <ul style="list-style-type: none"> <li>☐ Student must pay in full the administrative fees of AED 2700 and first instalment of AED 10,000 after one month and before the end of the following month from receiving the acceptance letter</li> <li>☐ To benefit from this discount full payment of the total tuition fees MUST be paid by end of August</li> </ul>	<ul style="list-style-type: none"> <li>☐ Entitlement of 30% discount</li> <li>☐ Entitlement 20% discount</li> </ul>
Student and Alumni Discount on CEED Programmes	Discount	<ul style="list-style-type: none"> <li>☐ SUAD Alumni (Graduates from Bachelor/Master/Du Sport)</li> <li>☐ Student currently enrolled at SUAD in an Academic Program (FY + Bachelor program, Bachelor program, Master program)</li> <li>☐ CEED program is open to the public</li> <li>☐ Approval of the current Head of Department is required to enroll in a CEED program for students currently studying at SUAD</li> <li>☐ Not applicable to DU Sport</li> </ul>	20% waiver on tuition fees

To encourage, support, and attract talented and able students from the wider community, SUAD offers tuition discounts for several groups of individuals as tabulated below:

Type of Discount	Eligibility	Award
French Curriculum Schools Discount	☐ student must have obtained the French Baccalaureate from any of the French Curriculum schools in the GCC countries	10% discount on tuition during the first semester of study only. Afterwards, students may be considered for the Academic Excellence Scholarship (if eligible)
Family Discount	☐ Two or more immediate members of the same family enrol simultaneously (during the same semester) in similar or different degree programmes	☐ 10% discount on tuition offered to each member; discount is awarded by semester
Alumni Discount	☐ Alumni holding a bachelor's degree from SUAD and enrolls for a master at SUAD	20% waiver on tuition; the discount is awarded for the full duration of the master's degree
Second Master Discount	☐ SUAD Alumni enrolling to a second master's degree at the University	25% waiver on tuition
Corporate Discount	☐ Offered to organizations based on the number of students enrolling in SUAD postgraduate or CEED programmes	3 to 4 students: 5% 5 to 9 students: 10% 10 and more students: 15%
Staff Discount	☐ Spouses, children, and siblings of regular employees and long-stay Paris expats working with SUAD are entitled to enrol in full-time undergraduate, postgraduate and Continuing Education programmes. Where there is no operational impact, regular Employees and Paris Expats may themselves benefit from this tuition reduction	50% (exclusive of books, materials, and residence costs)
Double Major Discount	☐ Students enrolled in double majors at SUAD can benefit from a discount on the second major regardless of whether he/she is benefiting from another scholarship applicable on the first major	50% on the tuition of the second major for the full duration of the programme

## THE ORIENTATION PROGRAMME

The Orientation programme takes place at the beginning of the Academic year before the start of the classes. It aims at ensuring a smooth integration of new students into SUAD community and environment. During the Orientation Programme, staff and faculty at Sorbonne University Abu Dhabi guide students through the services provided by its Academic and Administrative departments including details of important external service providers in the UAE. (ID card, Medical Insurance, Bank Account, Phone numbers, etc.) Academic activities (placement tests, methodology and introductory courses) will begin straight away, and you don't want to miss that!

Our Student Affairs Department ensures that new students and their families are warmly welcomed at Sorbonne University Abu Dhabi. The Registrar Department aims to facilitate the visa administrative processes including medical insurance and UAE identification cards for international students during the Orientation Programme. Various recreational activities are planned with informative presentations designed to provide 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 Programme to meet individually with new students and to accompany them to ensure a smooth transition into their new campus environment. For enquiries, please write to [csevents@sorbonne.ae](mailto:csevents@sorbonne.ae)



**STUDYING  
AT SUAD**

# STUDYING AT SUAD

Since its inception in 2006, Sorbonne University Abu Dhabi (SUAD) has expanded in a relatively short span of time offering 26 academic programmes (three Foundation years, eleven Bachelor programmes, fifteen Postgraduate Programmes) and 5 Executive Education programmes open to the public, beside numerous Executive Education programmes tailor-made for private companies or public institution. The language of instruction is either English, French or Arabic.

Sorbonne University Abu Dhabi (SUAD) seeks to admit qualified students who wish to become part of an innovative global academic institution based on the French model of education. To be considered for admission, an applicant must present sufficient evidence of appropriate qualifications in line with the requirements of the French education system and the UAE Ministry of Education (Higher Education Affairs). The criteria for admission to specific programmes (undergraduate and postgraduate) offered by SUAD are available on our website <https://www.sorbonne.ae>

Around 1200 students were enrolled at the university in 2021-2022, representing around sixty-five nationalities.

## PROGRAMMES

### ACADEMIC PROGRAMMES

#### FOUNDATION YEARS

- French Intensive programme
- Foundation year in sciences
- Foundation year in Records Management and Archival Science

#### UNDERGRADUATE PROGRAMMES

- Bachelor in Applied Foreign Languages
- Bachelor in Economics and Management
- Bachelor in French Literature
- Bachelor in Geography and Planning
- Bachelor in History
- Bachelor in History of Art and Archaeology
- Bachelor in Law
- Double Bachelor in Philosophy and Sociology
- Bachelor in Records Management and Archival Science
- Bachelor in Physics
- Bachelor in Mathematics, specialization in Data Science for Artificial Intelligence

### POSTGRADUATE PROGRAMMES

- Master in Applied Sociological Research
- Master in Applied Foreign Languages: Specialty Management and International Business
- Master in Banking and Finance: Law and Regulations of Banking and Financial Systems
- Master in Health Economics
- Master in International Business Law
- Master in International Law, International Relations and Diplomacy
- Master in Environmental Sustainability Law and Policies
- Master in Urban Planning and Development
- Master in Environment: Dynamics of Territories and Societies
- Master in History of Art and Museum Studies
- Master in Archaeology and Cultural Heritage
- Master in Marketing, Management, Communication, Media
- Master in Physics: Specialisation in Non-Destructive Characterization with Applications to Cultural Heritage
- Master in Records Management and Archival Studies
- Master in Teaching French as a Foreign Language

### EXECUTIVE EDUCATION PROGRAMMES

Sorbonne Abu Dhabi provides niche, high quality, and lifelong learning programmes to empower working professionals and advance their professional goals and career prospects. It aims to contribute to the sustainable economic development of the UAE by offering programmes and learning opportunities that complement the skill demands of the economy and its future. The following programmes are currently offered:

- Executive Diploma in Sports Management (in association with the International Centre for Sport Studies and supported by FIFA and the UAE Football Association)
- French Intensive Programme- evening classes
- SELFEE-Sorbonne French language course
- Professional Certificate in Archives and Records Management (in cooperation with the National Archives)
- UAE Law Certificate
- Certificate in Digital Humanities

The present handbook focuses on Academic programmes. For more information regarding the Executive Education programmes, you can contact: [ceed@sorbonne.ae](mailto:ceed@sorbonne.ae)

## ACADEMIC PROGRAMME SPECIFICATIONS

French University degrees are broken down into 3 stages: **L (Licence)**, **M (Master)**, and **D (Doctorate)**. Credits are awarded according to the European Credit Transfer and Accumulation System in order to enhance student mobility.

“**Licence**” is the French word for a bachelor’s degree. A bachelor’s degree is a 3-year programme and represents 6 semesters validated by 180 ECTS credits. A master’s degree is typically a 2-year programme and represents 4 semesters validated by 120 ECTS credits.

The Academic programmes offered by SUAD, language of instruction, credit hours, number of semesters, and duration of study are tabulated below for easy reference. The foundation years and the DUs are not credited.

Department	Programme Title	Language of Instruction	Semesters	Credit Hours (ECTS)	Duration (#years)
Law, Economics and Management	Bachelor in Economics and Management	French	6	180	3
	Bachelor in Law	French	6	180	3
	Master in Banking and Finance: Law and Regulations of Banking and Financial Systems	English	4	120	2
	Master in International Business Law	English	4	120	2
	Master in International Law, International Relations and Diplomacy	English	4	120	2
	Master in Health Economics	English	4	120	2
	Master in Environmental Sustainability Law and Policies	English	4	120	2
Geography and Planning	Bachelor in Geography and Planning	French	6	180	3
	Master in Environment: Dynamics of Territories and Societies	English	4	120	2
	Master in Urban Planning and Development	English	4	120	2

Department	Programme Title	Language of Instruction	Semesters	Credit Hours (ECTS)	Duration (#years)
Applied Foreign Languages (LEA)	Bachelor in Applied Foreign Languages	French	6	180	3
	Master in Applied Foreign Languages: Specialty Management and International Business	English	4	120	2
Philosophy and Sociology	Double Bachelor in Philosophy and Sociology	French	6	180	3
	Master in Applied Sociological Research	English	4	120	2
French Studies	Bachelor in French Literature	French	6	180	3
	Master in Teaching French as a Foreign Language	French	4	120	2
History	Bachelor in History	French	6	180	3
	Foundation year in Records Management and Archival Science	English	2	N/A	1
	Bachelor in Records Management and Archival Science	English	6	180	3
	Master in Records Management and Archival Studies	English	4	120	2
Science and Engineering	Foundation year in sciences	English	2	N/A	1
	Bachelor in Physics	English	6	180	3
	Bachelor in Mathematics (specialization in Data Science for Artificial Intelligence)	English	6	198	3
	Master in Physics- Specialisation in Non-Destructive Characterization with Applications to Cultural Heritage	English	4	120	2
Archaeology & History of Art	Bachelor in History of Art and Archaeology	French	6	180	3
	Master in History of Art and Museum Studies	English	4	120	2
	Master in Archaeology and Cultural Heritage	English	4	120	2
CELSA	Master in Marketing, Management, Communication, Media	English	3	60	1.5
French Intensive	Foundation year in French Intensive-One semester Day classes	French	1	N/A	0.5
	Foundation year in French Intensive-One year - Day classes	French	2	N/A	1
	Foundation year in French Intensive-1.5 years - Day classes	French	2	N/A	1.5
	Foundation year in French Intensive-Two year - Day classes	French	4	N/A	2
	Foundation year in French Intensive -Two years Evening classes	French	4	N/A	2

## TUITION LANGUAGES

### Bachelor programmes

Some Bachelor programmes are taught in French, others are taught in English, some require knowledge of Arabic.

To enter the Bachelor in Records Management and Archival studies, in addition to requirements specific to the programme, students should have a language certification in English (minimum EMSAT-English score of 1250, or IBT TOEFL: 71; or IELTS: 5.5) and in Arabic (minimum average of 75% in the Arabic subject in High School). Depending on their level, may also have to take the Foundation year in Records Management and Archival studies.

To enter the Bachelor in Physics or the Bachelor in Mathematics, specialization in Data Science for Artificial Intelligence, in addition to requirements specific to the programmes, students should have a language certification in English (minimum EMSAT-English score of 1250, or IBT TOEFL: 71; or IELTS: 5.5). Depending on their level and background, students applying for a Bachelor programme may have to take the Foundation year in science.

To enter an undergraduate programme offered in French, in addition to requirements specific to each programme, students should have, a French Baccalaureate or a French Aptitude Certificate (accepted certificates: DU issued by Sorbonne University, DELF B2, TEF, TCF and SELFEE). For students who do not speak French, this level can also be achieved by following the "French Intensive" (FLE) Foundation year at the University, which is normally a one-year programme extendable to two years, if necessary.

There are 5 categories of FLE programmes:

- One semester morning programme (January intake)
- One-year morning programme (starting in September)
- One-year and a half morning programme (starting in January)
- Two-year morning programme (starting in September)
- Two-year evening programme (starting in September)

The FLE evening classes are specifically designed for students who are undertaking a professional activity.

### Postgraduate programmes

All postgraduate programmes, with the exception of one (Master in Teaching French as a Foreign Language), are taught in English. A language aptitude certification is required as per each major specification.

## ACADEMIC YEAR AND SEMESTERS

The academic year starts in September and ends in June. It consists of two semesters (September to mid-January for Semester 1 and mid-January to June for Semester 2). Depending on the years, on in link with their delivery format, some programmes may start in January (FLE 1 semester and FLE 1.5 years: Master Marketing, Management, Communication, Media).

The start date of all the programmes for 2022-2023 is indicated in the academic calendars (see Section 1 above).

## REGISTERING FOR COURSES "INSCRIPTIONS PÉDAGOGIQUES"

According to the French academic system, most courses are inherited from the structure of the programme and are mandatory. Elective courses are called optional courses (e.g. languages, sports etc.) and must be chosen from the relevant academic department during the first week of each semester.

The list of optional courses available and the procedure to choose them is explained to students by their Academic Coordinators. Students are then registered in the mandatory and optional courses: this process is done by the Admissions Department and students are not required to take any further steps unless a change of Major is declared.

Optional courses require as much dedication as other core courses and should not be taken lightly. You are permitted to add, drop, or change elective courses only and within the add-drop period at the start of the semester. As languages require long-term dedication and effort, please note that your choice of language courses restricts any change until you successfully pass the highest level of the language you have first chosen.

## THE FRENCH GRADING SYSTEM

The French grading system ranges from 0 to 20. Because of high academic standards maintained by the University, scoring a grade of 16 out of 20 is occasional. It is considered exceptional to achieve a grade of 18 or more.

The French system may be difficult to understand if you followed the American or the British model of education earlier. In order to facilitate its understanding and comparison with these systems, the University has established an equivalence table as shown below:



French system		American system			British system		
Mentions	Notes	Letter Grade	Numerical	GPA	Mentions	Numerical	Classification
Très Bien *	20	A	95-100	4	Excellent	70-100	First Class Honours
	19	A		4	Excellent		
	18	A		4	Excellent		
	17	A		3.9	Excellent		
	16	A		3.8	Excellent		
Bien *	15	A	90-94	3.7	Excellent	60-69	First Division Second Class Honours (2.1)
	14	A		3.6	Excellent		
Assez Bien *	13	B+	85-89	3.5	Good	55-59	Second Division Second Class Honours (2.2)
	12	B+		3.4	Good		
Passable	11	B	80-84	3	Satisfactory	40-49.9	Third Class
	10.5	B-		2.8			
	10.01	C+	75-79	2.5	Pass		
	10	C		2			
Ajourné	9	C-	69-74	1.9	Poor	36-39.9	Pass/Fail
	8	D		1.7	Poor		
	7	D	64-68	1.4	Poor		
	6	D	1.2	Poor			
	5	D	60-63	1	Very Poor	0-35.9	Fail
	4	D			Very Poor		
	3	D			Very Poor		
	2	D			Very Poor		
	1	D			Very Poor		
	0	F			0-59		

\*Universities may use different policies for these "mentions". It is the case for the Law and Economics Department of The University Paris Cité, which gives a mention of Excellent: 18/20 and above in some programmes.

## ATTENDANCE AND WORKING STUDENTS

All diplomas offered by Sorbonne University Abu Dhabi are based on you being physically 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. Most of the courses are, indeed, evaluated by a mix of assessments during the course itself - a system known as "Contrôle Continu" (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 mandatory to succeed.

Attendance is compulsory to all types of classes, including lectures, tutorials, labs, conferences, and class related activities. Students who do not comply with internal regulations on attendance will be required to meet with the Head of Department, alone and/or with family, and may be subject to disciplinary sanctions. In all undergraduate programs ( except FLE Foundation Year ) : In case a student's recorded attendance is less than 80% of the sessions of one course, the student may not be allowed to sit for the final exams of that course. If the student's average recorded attendance is less than 80% of the classes offered in the programme, the student can be dismissed from the programme.

In FLE Foundation Year: In case a student's rate of absences reaches 40% per semester in more than 3 courses (each of them), or 20% of overall absence; the student may not be allowed to sit the mi-DU or the DU exams in June.

Exception of attendance is permitted in some cases. Students who are unable to attend classes due to critical illness, injury, or other compelling medical reasons must contact their Head of Department directly to alert them to the situation. In such cases, all absences must be justified by producing a Medical Certificate issued by a Health Authority. Undergraduate students who are unable to attend classes due to current employment, should obtain an approval for absence. The student meets with the Head of Department to determine the best plan of his/ her academic path. The case is brought to the Deputy Vice Chancellor for Academic Affairs for approval. 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. It is the responsibility of the student to ensure faculty and admin staff are informed of the student's work commitments and mutually agree on the terms. There will be no reduction in tuition fees granted on the basis of the student's inability to attend classes and should be compensated by additional work determined for each course.

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

## VALIDATION, PROGRESSION, GRADUATION RULES

Each University (Sorbonne Université, Université de Paris) and each Faculty has its specific rules, that's why the rules may differ from one programme to the other.

Each programme has its specific assessment's modalities. The evaluation plan for each course is communicated in the syllabus.

## FOUNDATION YEARS

### FOUNDATION YEAR IN SCIENCES

- For each course, the Evaluation Plan is communicated in the syllabus
- Validation of the semester: a student validates a semester if the weighted average of the grades obtained in the courses of the Fundamental Block is greater than or equal to 10/20 and if the weighted average of the grades obtained in the courses of that semester is greater than or equal to 10/20.
- The Final grade for the Academic year is computed as the average of the grades obtained for each semester
- Validation of the FYS: the FYS is validated if each semester is validated, and if the Final grade is greater than or equal to 10/20
- Validating the FYS is the condition for a student to be admitted in the first year of the Bachelor (in Physics or in Mathematics): in case of failure in the FYS (Final grade below 10/20 and/or weighted average of the grades obtained in the courses of either —or both— of the Fundamental Blocks is below 10/20, the student cannot join the first year of the Bachelor
- The FYS can be taken only once, so that failure to validate the FYS excludes the student definitively from the programme

#### □ **First and Second Session – definitions and policies:**

Students can attempt to validate the FYS in two separate sessions. The first session results are obtained from the set of all the Assessments taken during and at the end of the course (Continuous Assessment, Final Examination and Laboratory Assessment, if applicable). If the FYS is not validated in the first session (Final grade below 10/20 and/or the weighted average of the grades obtained in the courses of either— or both— of the Fundamental Blocks is below 10/20) the student must take a Second Session Assessment for each one of the courses of the Fundamental Block which is not validated.

The grade of the Second Session Assessment replaces the grade obtained in the course (except for the part of the grade assigned to the Laboratory Assessment, if applicable), even if the former is lower than the latter. A new overall grade is then computed for the course. In case of unjustified absence to a Second session Assessment, the grade awarded to this Assessment is a zero.

At this point, a new grade is computed for each semester. The Final grade for the Academic

year is then computed again, taking in account the newly calculated grades for each semester. The FYS is validated if the grade obtained for each of the Fundamental Block is greater than or equal to 10/20, and if the Final grade is greater than or equal to 10/20.

Results obtained by each student in each subject, each semester and in the year, as a whole, become final, once officially validated by the Grade Validation Committee (G.V.C.), which emits an overall evaluation of each student's performance. The G.V.C. consists of the Head of Department of Sciences and Engineering, the Programme Head of the B.Sc. in Physics, the Programme Head of the B.Sc. in Mathematics, specialization in Data Science for Artificial Intelligence, as well as of all the instructors intervening in the Foundation Year in Sciences. The G.V.C.'s decision is final and unappealable.

### FOUNDATION YEAR IN RECORDS MANAGEMENT AND ARCHIVAL SCIENCE

A course is validated if the weighted average of all the assessments of its Evaluation plan is greater than or equal to 10/20.

A semester is validated if the weighted average of the grades obtained to all the courses of that semester is greater than or equal to 10/20.

The final grade for the academic year is computed as the average of the grades obtained for both semesters. The FY RMAS is validated if the average is greater than or equal to 10/20 after the first exam session or after the catch up and jury points, if any.

If a student does not validate the Academic year after the First session (Final grade below 10/20), he/she must take a Second Session Assessment.

It is allowed to take Second session Assessment only for the failed courses (grade below 10/20) which are part of a failed semester (grade below 10/20 for the semester), provided a Second Session Assessment is offered for such courses.

In case of unjustified absence to a Second Session Assessment for a failed course, the grade awarded to this course is a zero.

The grade of the Second session Assessment replaces the grade obtained in the course, even if the former is lower than the latter. A new overall grade is then computed for the course.

After the second session, a new final average is computed for each semester. The final grade for the academic year is then computed again, taking into account the newly calculated grades for each semester. The FY RMAS is validated if the final grade is greater than or equal to 10/20.

All the results are reviewed by the jury at the end of each semester and after the second session and the PV is transmitted to the Registrar. The "Jury" may add "Points de jury" depending on the academic profile of the students and under the condition that the global average obtained by the student for the semester, or the year is at least 9.8.

In case of a failure in the FY RMAS i.e.: a final grade below 10/20, the student will not be permitted to join the first year of the Bachelor and is also not allowed to retake the FY RMAS.

## FRENCH INTENSIVE (FLE) PROGRAMMES

Students enrolled in FLE (Intensive French) programmes are required to obtain the passing score at the DU (University Diploma) exam in June or in August for enrollment to any Bachelor programme in the French Language at SUAD.

### I. FLE - DAY PROGRAMME - 1 SEMESTER (JANUARY INTAKE)

Advanced students who are enrolled in the 1.5 Year programme (see section C) may sit the DU in June Y1 or in August Y1. If they successfully pass the DU exams, they can enter a Bachelor programme taught in French the next academic year, after one semester of Intensive French only.

### II. FLE - DAY PROGRAMME - 1 YEAR

The academic year of FLE (Foundation Year in Intensive French) Day Programme – 1 year consists of 2 semesters (Fall and Spring).

The assessment includes:

- The 1st semester continuous assessment
- The Mi-DU (mid-term) exam in January at the end of the first semester (Fall)
- The 2nd semester continuous assessment
- The DU (University Diploma) exam at the end of the second semester (Spring)

Students who fail to pass the year in June will have a second chance to retake the DU exam in August.

**Attendance Policy:** Students with more than 40% per semester in more than 3 courses (each of them) or 20% of overall absence per year must provide supporting documents to justify their absences, otherwise they sit the DU of August. Student's Attendance is reflected in the FLE transcript of each semester.

### A. FINAL MARK OF THE PROGRAMME AFTER THE JUNE DU SESSION

The final Mark of the year is the average of:

1. The DU grade (June session) and
2. The Continuous Assessment Final Mark

In the event the DU average is greater than the Continuous Assessment Final Mark, the DU average will be considered as the Final Mark.

The passing grade is 10 out of 20

#### 1. DU grade:

The DU average is the average sum of all exams with the correspondent coefficient in place. **Eliminatory grades:** students must sit all the exams of the DU. All students must have a mark greater or equal to 6.00/20 to each one of the exams. Any grade below 6.00/20 is considered **eliminatory**. In case a student is absent from an exam his or her grade in this subject will be equal to "0.00".

#### 2. Continuous Assessment Final Mark

The continuous Assessment Final Mark is the average of:

- a. The Semester 1 Final Mark and
- b. The Continuous Assessment Semester 2 grade.

**a. Semester 1 Final Mark:** Semester 1 Final Mark is the average of:

- The Continuous Assessment Semester 1 grade and
- The mi-DU Exams Average.

**□ Continuous Assessment Semester 1 (Fall) Average grade:**

The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester

If the student took any Sports class during the semester, the bonus grade of the Sports course will be added:

- "0.00" if the final grade of the Sports class is less than 10.00/20
  - "0.25" if the final grade of the Sports class is less than 12.00/20
  - "0.5" if the final grade of the Sports class is less than 14.00/20
  - "0.75" if the final grade of the Sports class is less than 16.00/20
  - "1.00" if the final grade of the Sports class is 16.00 and above.
- Mi-DU Exam Average grade:** Mi-DU Exam Average grade is the average sum of all exams with the correspondent coefficient in place.

### b. Continuous Assessment Semester 2 (Spring) grade:

The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester

The bonus grade for Sports and CinéFLE and FLE Social Média (elective courses) are added accordingly, applying the same calculation as for the Sports classes, semester 1.

### B . FINAL MARK OF THE PROGRAMME AFTER THE CATCH-UP SESSION

If a student fails the year after the DU exams in June, he or she will be granted a second attempt to sit the DU exams in August as a catch-up exam session.

In this case the DU August average is considered as the only Final Mark of the year. No other grades are taken into consideration.

The DU August Average grade is determined as the average sum of all exams with the correspondent coefficient in place.

The passing grade is 10 out of 20

### III. FLE DAY PROGRAMME - 1,5 YEARS

The academic year of FLE (Foundation Year in Intensive French) Day Programme – 1,5 years consists of the 3 semesters (Spring Y1: S1; Fall Y2: S2; and Spring Y2: S3).

The assessment includes:

- The 1st semester (Spring Y1) continuous assessment
- The mi-DU (mid-term) exam in June at the end of the first semester (Spring Y1)
- The second semester continuous assessment (Fall Y2)
- The mid-term exams at the end of the second semester (Fall Y2) in January
- The third semester continuous assessment (Spring Y2)
- The DU (University Diploma) exam at the end of the second semester (Spring Y2) in June

Students who fail in June (Y2) will have a second chance to retake the DU (University Diploma) exam in August.

In this case the DU August average is considered as the only Final Mark of the year. No other grades are taken into consideration.

**Attendance Policy:** Students with more than 40% per semester in more than 3 courses ( each of them), or 20% of overall absence per year must provide supporting documents to justify their absences, otherwise they sit the DU of August. Student's Attendance is reflected in the FLE transcript of each semester.

### A. SEMESTER 1 (SPRING Y1) FINAL MARK

**Semester 1 Final Mark** is the average of:

1. The Continuous Assessment Semester 1 Average grade and
2. The mi-DU Exams Average

### 1. Continuous Assessment Semester 1 (Spring Y1) Average grade:

The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester

If the student took any Sports class during the semester, the bonus grade of the Sports course will be added:

- "0.00" if the final grade of the Sports class is less than 10.00/20
- "0.25" if the final grade of the Sports class is less than 12.00/20
- "0.5" if the final grade of the Sports class is less than 14.00/20
- "0.75" if the final grade of the Sports class is less than 16.00/20
- "1.00" if the final grade of the Sports class is 16.00 and above

### 2. Mi-DU Exam Average grade:

Mi-DU Exam Average grade is the average sum of all exams with the correspondent coefficient in place.

**N.B.:** The Semester 1 final mark is used to dispatch students in different tracks (beginners, advanced, etc.) for the next year. It's not a passing grade.

### B. FINAL MARK OF THE PROGRAMME AFTER THE JUNE (Y2) DU SESSION

**The final Mark of the year (Y2)** is the average of:

1. DU grade (June session, Y2)
2. Continuous Assessment Final Mark of the year (S2 and S3)

In the event the DU average is greater than the Continuous Assessment Final Mark, the DU average will be considered as the Final Mark.

The passing grade is 10 out of 20

### 1. DU Average:

The DU average is the average sum of all exams with the correspondent coefficient in place.

**Eliminatory grade:** students must sit all the exams of the DU. All students must have a mark greater or equal to 6.00/20 to each one of the exams. Any grade below 6.00/20 is considered eliminatory. In case a student is absent from an exam his or her grade in this subject will be equal to "0.00".

## 2. Continuous Assessment Final Mark Y2

**Continuous Assessment Final Mark Y2** is the average of:

- a. Continuous Assessment Semester 3 grade and
- b. Semester 2 Final Mark.

**a. Continuous Assessment Semester 3 (Spring Y2) grade:** The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester

The bonus grades for Sports and CinéFLE FLE social media (elective courses) are added accordingly, applying the same calculation as for the Sports classes, semester 1.

### b. Semester 2 Final Mark:

Semester 2 Final Mark is determined as the average of:

- The Continuous Assessment Semester 2 Average grade
- The Semester 2 Exams Average.

- **Continuous Assessment Semester 2 (Fall Y2) Average grade:**

The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester

If the student took any Sports class during the semester, the bonus grade of the Sports course will be added, applying the same calculation rule as for the Sports classes, semester 1.

- **Semester 2 Exam Average grade:**

Semester 2 Exam Average grade is the average sum of all exams with the correspondent coefficient in place.

## C. FINAL MARK OF THE PROGRAMME AFTER THE CATCH-UP SESSION (AUGUST Y2)

If a student fails to pass after the DU session in June (Y2) he or she will be granted a second attempt to sit the DU exams in August as a catch-up exam session. The DU August grade is the average sum of all the exams, weighted by their respective coefficient. In this case the DU August average is considered as the only Final Mark of the year. No other grades are taken into consideration. The passing grade is 10 out of 20.

Note: In the 2nd semester (Fall) of the FLE (Foundation Year in Intensive French) Day programme-1,5 years, students will join new groups of different levels, including elementary or advanced groups, depending on their results of the first semester. Note that students **with a failing grade at the mi-DU exams** will start at the beginner level.

## IV. FLE DAY PROGRAMME - 2 YEARS

The academic year of FLE (Foundation Year in Intensive French) Day Programme – 2 years consists of the 4 semesters (Fall Y1, Spring Y1, Fall Y2 and Spring Y2).

The first-year assessment includes:

- The semester 1 continuous assessment
- The (mid-term) exams at the end of the first semester (Fall, Y1) in January
- The second semester continuous assessment
- The mi-DU (mid-term) exam at the end of second semester (Spring, Y1) in June.

The second-year assessment includes:

- The semester 1 continuous assessment
- The (mid-term) exams at the end of the first semester (Fall, Y2) in January
- The second semester continuous assessment
- The DU exams at the end of the second semester (Spring, Y2), in June

**Attendance Policy:** Students with more than 40% per semester in more than 3 courses (each of them), or 20% of overall absences per year must provide supporting documents to justify their absences, otherwise they sit the DU of August. Student's Attendance is reflected in the FLE transcript of each semester.

### A. FIRST YEAR FINAL MARK

The **first-year final mark** is the average of the:

1. Mi-DU Exam grade
2. Continuous Assessment final mark

The passing grade is 10 out of 20.

#### 1. Mi-DU Exam Grade

The Mi-DU takes place at the end of Semester 2. The Mi-DU grade is the average of all the exams subjects weighted by their respective coefficient.

#### 2. Continuous Assessment final mark

The **Continuous Assessment final mark** is the average of the:

- a. Continuous Assessment Semester 2 grade
- b. Semester 1 final mark

**a. Continuous assessment Semester 2 grade** is the average sum of all the subjects of S2 weighted by their respective coefficient.

If the student took any Sports class during the semester, the bonus grade of the Sports course will be added:

- "0.00" if the final grade of the Sports class is less than 10.00/20
- "0.25" if the final grade of the Sports class is less than 12.00/20
- "0.5" if the final grade of the Sports class is less than 14.00/20
- "0.75" if the final grade of the Sports class is less than 16.00/20
- "1.00" if the final grade of the Sports class is 16.00 and above

**b. Semester 1 final mark is the average of the:**

- Continuous assessment semester 1 grade
- Semester 1 exams grade

□ **Continuous assessment semester 1 grade:** the average sum of all the subjects of S1 weighted by their respective coefficient.

If the student took any Sports class during the semester, the bonus grade of the Sports course will be added:

- "0.00" if the final grade of the Sports class is less than 10.00/20
- "0.25" if the final grade of the Sports class is less than 12.00/20
- "0.5" if the final grade of the Sports class is less than 14.00/20
- "0.75" if the final grade of the Sports class is less than 16.00/20
- "1.00" if the final grade of the Sports class is 16.00 and above

□ **Semester 1 exams grade:** the average of all the exams subjects weighted by their respective coefficient.

## B. SECOND YEAR FINAL MARK

The result of the second year is calculated in the same way and follow the same rules as the FLE 1-year programme, as explained above (II, A and II, B)

Note: In the second year of the FLE (Foundation Year in Intensive French) Day programme-2 years, students will join new groups of different levels, including elementary or advanced groups, depending on their results of the first semester. Note that students **with a failing grade at the mi-DU exams** will start at the beginner level

## V. FLE EVENING PROGRAMME - 2 YEARS

The academic year of FLE (Foundation Year in Intensive French) Day Programme – 2 years consists of the 4 semesters (Fall Y1, Spring Y1, Fall Y2 and Spring Y2).

The first-year assessment includes:

- The semester 1 continuous assessment
- The (mid-term) exams at the end of the first semester (Fall, Y1) in January
- The second semester continuous assessment
- The mi-DU (mid-term) exam at the end of second semester (Spring, Y1) in June

The second-year assessment includes:

- The semester 1 continuous assessment
- The (mid-term) exams at the end of the first semester (Fall, Y2) in January
- The second semester continuous assessment
- The DU exams at the end of the second semester (Spring, Y2), in June

**Attendance Policy:** Students with more than 40% per semester in more than 3 courses (each of them), or 20% of overall absences per year must provide supporting documents to justify their absences, otherwise they sit the DU of August. Student's Attendance is reflected in the FLE transcript of each semester.

## A. FIRST YEAR FINAL MARK

The first-year final mark is the average of the:

1. Mi-DU Exam grade
2. Continuous Assessment final mark

The passing grade is 10 out of 20.

### 1. Mi-DU exam grade

The Mi-DU takes place at the end of Semester 2. The Mi-DU grade is the average of all the exams subjects weighted by their respective coefficient.

### 2. Continuous Assessment final mark

The **Continuous Assessment final mark** is the average of the:

- a. **Continuous Assessment Semester 2 grade**
- b. **Semester 1 final mark**

**a. Continuous Assessment Semester 2 grade** is the average sum of all the subjects of S2 weighted by their respective coefficient.

**b. Semester 1 final mark** is the average of the:

- Continuous assessment semester 1 grade
- Semester 1 exams grade

- **Continuous assessment semester 1 grade:** the average sum of all the subjects of S1 weighted by their respective coefficient.
- **Semester 1 exams grade:** the average of all the exams subjects weighted by their respective coefficient.

## B. SECOND YEAR FINAL MARK

### I. FINAL MARK OF THE PROGRAMME AFTER THE JUNE DU SESSION

The final Mark of the year is the average of:

1. The DU grade (June session) and
2. The Continuous Assessment Final Mark

In the event the DU average is greater than the Continuous Assessment Final Mark, the DU average will be considered as the Final Mark.

The passing grade is 10 out of 20

#### 1. DU grade:

The DU average is the average sum of all exams with the correspondent coefficient in place.

**Eliminatory grades:** students must sit all the exams of the DU. All students must have a mark greater or equal to 6.00/20 to each one of the exams. Any grade below 6.00/20 is considered **eliminatory**. In case a student is absent from an exam his or her grade in this subject will be equal to "0.00".

**2. Continuous Assessment Final Mark:** The continuous Assessment Final Mark is the average of:

**a. The Semester 1 Final Mark**

**b. The Continuous Assessment Semester 2 grade**

**a. Semester 1 Final Mark:** The Semester 1 Final Mark is the average of:

- The Continuous Assessment Semester 1 grade and
- The Mi-DU Exams Average
  - Continuous Assessment Semester 1 (Fall) Average grade: The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester
  - Mi-DU Exam Average grade: Mi-DU Exam Average grade is the average sum of all exams with the correspondent coefficient in place

**b. Continuous Assessment Semester 2 (Spring) grade:**

The average of the sum of all subjects proposed by the curriculum and taken by the FLE students during the semester, weighted by their coefficients, forms the Continuous Assessment Average mark of the semester

### II. FINAL MARK OF THE PROGRAMME AFTER THE CATCH-UP SESSION

If a student fails the year after the DU exams in June, he or she will be granted a second attempt to sit the DU exams in August as a catch-up exam session.

In this case the DU August average is considered as the only Final Mark of the year. No other grades are taken into consideration.

The DU August Average grade is determined as the average sum of all exams with the correspondent coefficient in place. The passing grade is 10 out of 20.

#### F. NOTE ON THE DU CATCH-UP SESSION

The DU catch-up session of August is open to all students, even to those who are not enrolled in the FLE programme but wish to certify their level in French in order to enter a Bachelor in French.

#### G. FLE REPEATER POLICY

A student with a failing grade (i.e a final grade below 10/20) will be given one chance to repeat the Foundation Year in Intensive French: in other words, a student is allowed to extend his studies only for two semesters and according to the below table:

Normal Programme Duration	Repeater Policy – Maximum Programme Duration
One semester (Spring)	Three semesters (Spring Y1, Fall Y2, Spring Y2)
Two semesters (Fall and Spring)	Four semesters (Fall Y1, Spring Y1, Fall Y2, Spring Y2)
Three semesters (Spring Y1, Fall Y2, Spring Y2)	Five semesters (Spring Y1, Fall Y2, Spring Y2, Fall Y3, Spring Y3)
Four semesters (Fall Y1, Spring Y1, Fall Y2, Spring Y2)	Six semesters (Fall Y1, Spring Y1, Fall Y2, Spring Y2, Fall Y3, Spring Y3)

### BACHELOR PROGRAMMES

#### Rules of Sorbonne University's Faculty of Humanities

A bachelor programme is organized over 6 semesters (S1, S2, S3, S4, S5, S6) of 30 credits each (European credits and Transfer System) spread over 3 years (L1, L2, L3).

Each semester is made of UEs (Unités d'enseignement: Teaching units) and some UEs are made of ECs (Eléments constitutifs: Constituent elements). A UE can be validated at each period in which it is taught. 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

- 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 be obtained by 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 be obtained by 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

Compensation cannot occur between EC of different UEs, UEs of different semesters or semesters of different years of study.

There is three possible assessment modalities: for each UE and ECs, the relevant modality is specified in the syllabus of the course:

- Integral continuous assessment (CC): it consists of several assignments, works or exams (at least two) made during the semester. There is no final exam nor catch-up exam
- Mixed assessment (CC+ CT): it is made of evaluations done throughout the semester and a final exam at the end of the semester. There is a catch-up session.
- Final assessment (CT): there is only one exam per EC or UE or group of UEs at the end of the semester. There is a catch-up session.

In case of absence at a CC evaluation, and in case the absence is considered justified by the Head of department, on the basis of supporting documents, another session can be organized if the absence is unjustified, no other session will be organized and the grade will be 0.

In case of absence at a CT no replacement exam is organized beside the exams of the 1st session and the catch-up session: and the grade is zero.

There is no eliminatory grade.

If the annual average of a year of study is less than 10 out of 20 after the first exam session (January for the S1; May for the S2), student must retake the failed UE/EC (evaluated at the first session) 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 (or ECs of a validated UE) 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 leads to a replacement of the previous grade by an ABI (Absence injustifiée: unjustified absence) it means a 0 out of 20.

Following the make-up session, the notes of the catch-up session replace that of the initial session (even if they are not better than the previous one) and the average is calculated. You can either validate all the semesters, or only one of them, or fail both.

In case the UE fully evaluated through CC and the final average of the year of study is less than 10 out of 20, the student will have to retake the failed UE and/or EC the next year.

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. Students may also pass to the next level without having completed all the UEs. In this situation (in debt/AJAC), students are enrolled simultaneously in two consecutive years of the same programme. The minimal conditions to be authorized to continue in case you did not validate all the semesters of the previous years:

- to register in S3 you should have obtained S1 and/or S2
- to continue in S4, you must validate at least two of the three previous semesters
- to continue in S5 you must validate year one and either S3 or S4: the student cannot pass to the third year, if both S1 and S2 are not validated even if he validates S3 and S4
- to continue in S6 you should have validated S1 and S2 and at least two semesters among S3, S4 and S5

In those cases, students must register for and validate the missing UEs during the following year. Students should discuss with their Academic Coordinator and/or the Head of Department in order to understand exactly what remains to be validated.

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, as explained above.

There is no eliminatory grade. Once validated, one UE and the related ECTS (credits) are definitively acquired. In case the UE has not been validated, any EC grade higher or equal to 10/20 can be kept for maximum four years from when they are obtained.

Based on the average of the results obtained after completion of the 6 semesters of the Bachelor Programme, the degree issued will include the below information:

- "Assez bien" ("Fairly good") when the diploma result is between 12 and 13.99 out of 20
- "Bien", ("Good") when the diploma result is between 14 and 15.99 out of 20
- "Très bien" ("Very good") when the diploma result is equal to or greater than 16 out of 20

A non-credited general education course (UAE studies) is required for the below programs:

- Bachelor in French literature



- Bachelor in Geography and Planning
- Bachelor in History of Art and Archaeology

This course will be covered during the first year of bachelor and consists of 3 sequences. The validation of the course is obtained if the average of the three sequences is equal to or greater than 10 out of 20.

In case the course is not validated, the student must retake only the failed sequences' exams during the make-up session. The grades of the Make-up session replace that of the initial session for each sequence (even if they are not better than the previous one) and the average of the three sequences' grades is calculated. This average should be equal to or greater than 10 out of 20 for this course to be validated

### Rules of Sorbonne University's Faculty of Sciences and Engineering

To obtain their Bachelor's degree, students follow a course divided in 6 pedagogical semesters (S1, S2, S3, S4, S5, S6), grouped in 3 pedagogical years (L1, L2, L3).

The curriculum is broken down into teaching units (Unités d'enseignement, UE). Each teaching unit corresponds to a coherent set of lessons and represents a set of skills, knowledge and/or know-how. Each UE is assigned a number of credits (ECTS) proportional to the total volume of activities that a student who follows this UE must provide. Each teaching semester totalizes 30 ECTS. Six semesters of 30 credits or 180 ECTS in total are necessary to validate a Bachelor.

All the UEs (except internships or special projects or OIP) are evaluated through CC (continuous assessments) only: it consists of several evaluation being done during the semester. If the semester is not validated, there is a second chance for each failed UE (except internship or special projects, or OIP).

There is no eliminatory grade.

#### Validation of UEs

A UE can be validated at each period in which it is taught.

The validation of a UE can be obtained in two different ways:

- If the average of all the marks taken into account for this UE, affected by their respective coefficient, is greater than or equal to 10 out of 20
- by decision of the jury (semester or annual compensation, or points de jury)

#### Validation of semesters

A semester can be validated in four different ways

- By acquisition of all the UEs constituting the semester
- By semester compensation, when at least one of the UE of the semester is not acquired, but that the general average of the semester (of all the constituent UE of the semester affected by their respective coefficient) is greater than or equal to 10 out of 20. The credits associated with the UE not acquired this semester are then acquired
- By annual compensation, when the average of the two semesters of the academic year is greater than or equal to 10 out of 20. The credits associated with the UE not acquired in one of these semesters are then acquired
- By decision of the Jury, when the average of the two constitutive semesters of the teaching year is less than 10 out of 20

Half-yearly compensation is made at the end of the period on the 30 credits relating to the teaching units constituting the semester. All teaching units registered in the semester teaching contract participate in the compensation. In the event that the student, in agreement with the training department in which s/he is registered, has prepared during this period for more than 30 credits, the compensation is then made on the 30 credits of the semester educational contract, the UE additional not provided for in the semester teaching contract do not enter into the compensation.

The compensation between semester is made at the end of the teaching year, after the initial assessments, then, if necessary, at the end of the second chance. The score is calculated for an academic year and the compensation of semesters of 2 different programme years (L1 and L2 for example) does not arise.

#### Second chance assessment

If a semester is not validated, nor compensated after the initial assessments of both semesters have taken place, a second chance is offered for any teaching unit not acquired (except internship, special projects and OIP). In the event of non-attendance at the second chance, the results of the initial assessment are kept.

At the end of the second chance, the marks of the initial tests which were not subject to the second chance are retained. The marks of the initial test which have been subject to the second chance are replaced by the second chance note when this score is higher, taking into account the respective coefficient, and otherwise are kept. The semester is validated if the average is at least 10 out of 20, or by compensation with the other semester, or by jury points.

A student can waive the semester or the annual compensation in order to improve his average. He/she must notify the Head of the academic department in writings within two working days of the publication of the results of the initial assessment. In this case, he/she is declared not admitted and h/she must pass all the "second chance assessments" of the UEs not acquired during the initial assessment.

### Progression to the next pedagogical year

To enter the next level, the student should have validated the year, either directly, or by compensation between the two semesters. A student cannot be enrolled simultaneously in teaching units of two different pedagogical years of the programme (for example: S1 and S3, S2 and S4 etc.).

Each UE validated, either by achieving 10 out of 20 or by compensation or by decision of the jury is definitively acquired, as well as the related ECTS.

If a student repeats only one of the two semesters, the results of the validated semester are taken into account in the validation process of the year of repetition.

When a UE is not validated at the end of the academic year, its grade is lost in totality.

If they are greater than or equal to 12 out of 20, the marks assessing the practical skills, the internships, the projects, and bibliographic research are kept for one year.

No grade is eliminatory.

### Validation of the degree

The Bachelor degree is obtained by validating each of the six semesters of the programme, after possible application of the rules of compensation and decision of the jury.

Mentions "passable", "fairly good", "good", "very good" are awarded by the jury of the degree, based on the average of the last two semesters of the diploma.

A non-credited general education course (UAE studies) is required for the below programs:

- Bachelor in Mathematics, Specialisation in Data Science for Artificial Intelligence
- Bachelor in Physics

This course will be covered during the first year of bachelor and consists of 3 sequences. The validation of the course is obtained if the average of the three sequences is equal to or greater than 10 out of 20. In case the course is not validated, the student must retake only the failed sequences' exams during the make-up session. The grades of the Make-up session replace that of the initial session for each sequence (even if they are not better than the previous one) and the average of the three sequences' grades is calculated. This average should be equal to or greater than 10 out of 20 for this course to be validated.

### Rules of the University of Paris Faculty of Law, Economics and Management

A bachelor programme is organized over 6 semesters (S1, S2, S3, S4, S5, S6) of 30 credits each

(European credits and Transfer System) spread over 3 years (L1, L2, L3).

The curriculum is made of "fundamental teaching units" and other teaching units, both clearly identified in the structure of the programme.

### Validation of UEs

A UE whose score is greater than or equal to 10/20 is definitively acquired and capitalizable.

The fundamental teaching units of one semester are definitively acquired by compensation if the global average in the block formed by these fundamental UEs, weighted by their coefficient, is greater than or equal to 10/ 20: or by compensation between the blocks of fundamental UEs of the two semesters of the same pedagogical year.

All teaching units of a validated semester are definitively acquired.

The acquisition of the teaching units entails the acquisition of the corresponding ECTS.

### Validation of semesters

A semester is obtained and validated under the two following cumulative conditions:

- Obtain, for the block formed by the fundamental units an overall average, weighted by the coefficients of the UEs, equal to or greater than 10/ 20; or obtain for the blocks of fundamental units of the two semesters of the same pedagogical year and overall average of at least 10/20
- Obtain, for all the UEs constituting the semester, an overall weighted average equal to or greater than 10/20

The validation of the semester entails the acquisition of 30 ECTS

### Validation of the year

The year is obtained under the two following cumulative conditions:

- The average of the two semester blocks of fundamental UE is greater than or equal to 10/20
- The average of the two semesters is greater than or equal to 10/20

The validation of the year entails the acquisition of the corresponding ECTS (60 ECTS)

### Progression to the upper year

The student who has validated the 60 ECTS of the study year is registered in the upper year of the diploma.

A student who failed to validate the year is authorized to continue in the upper year of the programme as AJAC if and only if he/she fulfills the two following conditions:

- Have validated at least 48 ECTS out of the 60 ECTS of the current year
- Have validated the block of fundamental units of each semester of the current year

AJAC students must repeat all the failed units.

No enrollment in L3 is authorized until the two semesters of the L1 are validated

### Validation of the degree

The Bachelor's degree is obtained when all 3 years have been validated. The total of ECTS acquired is 180.

The validation of the units, the semesters, the years, and the degree, direct or by compensation, is verified by the jury.

### Mentions

Mentions are awarded by semester, by year and by degree

- "Passable" is awarded to students who have validated the year and whose overall weighted average is greater than 10/20
- "Assez Bien" ("Fairly good") is awarded to students who have validated the year and whose overall weighted average is greater than 12/20
- "Bien" ("Good") is awarded to students who have validated the year and whose overall weighted average is greater than 14/20
- "Très bien" (Very good") is awarded to students who have validated the year and whose overall weighted average is greater than 16/20
- "Excellent" ("Excellent") is awarded to students who have validated the year and whose overall weighted average is greater than 18/20

The Mention of the degree is that of the last year.

### Second session

The control of the acquisition of knowledge is done within the framework of a first session of evaluation. Students who do not validate the year in the first session have the right to participate in a second session. Following the make-up session, the notes of the second session replace that of the initial session if they are better than the grades obtained for the same UE at the first session. The average is recalculated, according to the respective coefficient of the courses and UEs.

## POSTGRADUATE PROGRAMMES

Master programmes are typically 4-semester programmes, totaling 120 ECTS.

SUAD offers one Master with specific delivery format: the Master in Marketing, Management, Communication, Media: being a M2, students are directly admitted in the second year and are granted the equivalency of the 1st year. The total of ECTS is 120. The programme is offered over three semesters.

### Master's Progression rules

Each programme has its specific assessment modalities. Kindly refer to your Academic Coordinator or to the Catalogue of the courses and the syllabi of the courses.

### Validation of UEs

A UE is validated if the average of its EC (if any), weighted by their respective coefficient, is a minimum of 10 out of 20. This validation can be the result of passing all ECs related to the UE or be obtained by compensation between ECs. Compensation cannot occur between ECs of different UE. For UEs that are not made of EC, the UE is validated if the average of all assessments of the UE, weighted by their respective coefficient, is a minimum of 10 out of 20.

Once a UE is validated it is definitively acquired, as well as the corresponding ECTS.

### Validation of semesters

A semester is validated if the average of its UEs weighted by their respective coefficient, is a minimum of 10 out of 20. This validation can be the result of passing all UEs or be obtained by compensation between UEs. Compensation cannot occur between UEs of different semesters.

### Validation of a year of study

A year of study is validated if the average of both semesters constituting the same academic level is a minimum of 10 out of 20. This validation can be the result of passing both semester or be obtained by compensation between them.

### Progression to the upper level

Students can move to M2 only by validating the M1.

### Validation of the degree

The degree is obtained by validating each of the years. No compensation occurs between different pedagogical years.

There is no eliminatory grade.

Depending on their specific rules, Master's programmes may or may not have Final exam and catch-up sessions. Kindly refer to your Academic Coordinator and to the Catalogue and syllabi of the courses.

Catch-up session general rules of SU Faculty of Humanities

- Catch-up sessions grades replace the grades of the failed courses and the weighted average is recalculated.
- In case a student is absent at the catch-up session, the grade is 0.

Second chance general rules of UPC Faculty of Law, Economics and Management

- Second chance grades replace the grade of the failed if they are better than the grades obtained for the same UE at the first session.
- In case a student is absent at the second chance, the grade is zero

### Mentions

Each Faculty has its specific rules regarding the Mentions.

#### 1. SU faculty of humanities degrees

- "Assez bien" ("Fairly good": 12 to 13.99)
- "Bien" ("Good": 14 to 15.99)
- "Très bien" ("Very good": 16 and above)

The mention of the degree is awarded based on the average of the 4 semesters of the programme

#### 2. SU Faculty of sciences degrees

- "Passable" ("Passable": 10 to 11.99)
- "Assez bien" ("Fairly good": 12 to 13.99)
- "Bien" ("Good": 14 to 15.99)
- "Très bien" ("Very good": 16 and above)

The mention of the degree is awarded based on the average of the last 2 semesters of the programme.

#### 1. UP Faculty of Law, Economics and Management degrees

- "Passable" ("Passable": 10 to 11.99)
- "Assez bien" ("Fairly good": 12 to 13.99)
- "Bien" ("Good": 14 to 15.99)
- "Très bien" ("Very good": 16 to 17.99)
- "Excellent" ("Excellent": 18 and above)

Mentions are awarded by semester, by year and by degree:

The mention of the degree is that of the last year.

### ASSESSMENT MODALITIES

Assessment of a course is done either through Continuous Assessment (CC) or through Final Exam (CT) or through a combination of Continuous Assessment and Final Exam (CC+CT). The respective part of each assessment in the calculation of the CC average depends on the course and is determined by the instructor; the respective part of CC and CT in the calculation of the UE's average depends on your programme's rules. The assessments modalities are explained in the course's syllabus.

### CHEATING AND PLAGIARISM

The value of your degree relies on the seriousness in which assessments and exams are conducted. Sorbonne University Abu Dhabi is determined to fight any kind of fraud and cheating. Cheating or plagiarism in exams or any kind of assessment may lead to serious consequences and should be avoided.

It is your responsibility to bring only authorized material for your exam, to read exams rules and regulations, as well as the student code of conduct, notably the section related to "Academic misconduct" and to strictly abide by these rules for every kind of assessment (exam, essay, oral examination etc.)

### ACADEMIC DISCIPLINARY ACTIONS

You should adhere to university policies on behavior, attendance in classes, and exam regulations. Students who fail to respect these regulations will be subject to a decision taken by a Disciplinary Committee. The applicable disciplinary sanctions may be, in addition to the cancellation of the grade of the concerned assessment, verbal and written warnings, cancellation of the grades of a whole semester, temporary exclusion from the university, dismissal, or any other decision taken by the Disciplinary Committee based on the severity of the violation.

### ACADEMIC TRANSCRIPTS

Once exam marks (for Contrôle Continu as well as Final Exams) are collated at Sorbonne University Abu Dhabi, these are then transferred to Paris and entered into the Apogée system (grading system used in France by Sorbonne Université and Université Paris Cité). Juries, composed of faculty, verify the grades, and finalize decisions for each major. As we are part of the partner Universities in Paris, your results will be verified along with Paris students, and the juries will meet according to the academic calendar followed by Sorbonne Université and Université Paris Cité. 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 the calendar specific to their programme.

Once the final grades are received, the Admission Section at the Registrar uploads the transcripts and grades. Student with outstanding dues will not be permitted to view their grades. The Admissions section is able to assist you with your individual requests related to the transcripts.

Transcripts are in French and use a specific terminology. You may get in touch with your Programme Coordinator for an explanation on the terminologies used in the transcript. The transcripts indicate the grades you have obtained in each subject and the number of credits (ECTS) you have been granted (for Bachelor and Master programmes).

### CONSULTATION OF EXAM PAPERS

Students can consult their exam papers within a certain delay at the Exam Office, in the presence of the Professor and/or the Head of the concerned Academic Department. No other advocate may be present. The purpose of the meeting is to better understand the grading and the strengths and weaknesses of the submitted exam paper.

### PROGRESSION FROM FOUNDATION YEARS TO BACHELOR PROGRAMMES

- From French intensive to bachelor programmes taught in French

Validating the DU (Diplôme d'Université) in June or in August, is the condition for the students enrolled in the French Intensive Programme to pursue in the Bachelor Programme in which they were offered conditional admission when enrolled in FLE.

- From foundation year in records management to the bachelor in records management and archival science

The validation of the FYRMAS is the condition for a student enrolled in this programme to be admitted in the 1st year of the Bachelor in Records Management and Archival Science. In case of failure, the student cannot join the Bachelor and is not allowed to retake the FYRMAS.

- From foundation year in sciences to the Bachelor in Physics or the bachelor in mathematics  
Validating the FYS is the condition for a student enrolled in the FYS to pursue into the first year of the Bachelor in Physics or the first year of the Bachelor in Mathematics (depending on the programme in which the student was offered conditional admission when registered in the FYS). In case of failure in the FYS, the student cannot join the Bachelor and is not allowed to retake the FYS.

### PROGRESSION FROM SUAD UNDERGRADUATE TO POSTGRADUATE PROGRAMMES

Once you have obtained your undergraduate degree, you are entitled to join a postgraduate programme at SUAD, provided you obtained the minimum GPA (11/20) and meet the specific requirements of the programme in which you want to enroll. Professional experience may also be considered, if relevant.

### 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 ensure this change will benefit you and is done efficiently, the request must be discussed first with your current Head of Department and next with the new Head of Department. Written approvals are required from the Heads of Department of both academic units, before being submitted for final approval to the Admissions Office, and should be done within a maximum duration of two weeks from the start of the Academic calendar. A request must be submitted to the Admission Office.

### ALL YOU NEED TO KNOW ABOUT YOUR DEGREE

Your degree will not be handed to you before the graduation ceremony. You may however request for signed academic transcripts and/or a completion certificate. Note that:

- All degrees are issued in Paris and forwarded to the Registrar department at Sorbonne University Abu Dhabi
- Your name on the degree is the legal name as per your passport submitted to the Registrar. It is your responsibility to ensure that your personal information is correct before the degree is issued. The University will not re-issue a degree for a mistake committed by the student
- Students living abroad may request the University to courier their degrees to an address. You must provide a complete physical address (not a PO Box) and an associated telephone number to ensure correct delivery, and also bear any related expenses
- You assume full responsibility for any damage/loss (regardless of the cause) to your degree after graduation. The University will not re-issue a damaged/lost degree. A "True Copy" may be issued on request. The student has to bear any related expenses for issuance of a True Copy
- For your degree to be recognized in the UAE, it needs to be attested by the Ministry of Education (Higher Education Affairs). More details can be found at <https://www.moe.gov.ae>  
There is no attestation required from France
- The degrees are issued in French language. Students may request for an official translation. Any related charges are borne by the student

### COURSE / PROGRAMME EVALUATION

It is standard practice in any university to evaluate its course delivery. An online survey is administered for every course taken at the university. It provides an opportunity for you

to reflect on the learning and to make suggestions for improvement. Results are strictly anonymous, and no student names will be disclosed to any faculty or staff. Your feedback on each course is submitted through the Blackboard. In addition, you will be required to complete a Senior Student Exit survey at the end of your programme.

### EXCHANGE PROGRAMME

Sorbonne University Abu Dhabi welcomes exchange students from Sorbonne Université for either one or two semesters on a yearly basis. Exchange students join 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. The exchange programme is also open to SUAD students in L2 and L3 or at the Master level where you can spend a semester at Sorbonne Université in Paris. Application forms for an exchange semester in Paris can be obtained from the Enrollment and Registration Center, but this must be preceded by the approval of your Head of Department, who will review your academic results and your motivation. Payment of tuition fees as well as the administrative and academic registration are completed at the home university, while courses are attended in the host university.

### CREDIT TRANSFER

Whilst Sorbonne University Abu Dhabi is very committed to the satisfaction and retention of its students, we understand that sometimes you may, for personal or other reasons, opt to join another university or programme. Credit transfer occurs under two circumstances:

**Transfer within institutions following the ECTS system:** Transfers can occur within similar programmes. If the programme is entirely similar. Every credit acquired will count towards the award of the degree to which you are transferring. Where the transfer is to a different programme either within Sorbonne University or from another institution following the ECTS system, then credit transfer will be based on a comparison of common courses in both programmes. This is a case-by-case decision. No transfer of credit is awarded for courses that bear no relationship to the courses in the programme that you wish to transfer.

**Transfer from an institution not following the ECTS system:** A student transferring from any other university to a similar program offered at Sorbonne University will be required to provide his/her transcript with course descriptions for the courses completed at the previous institution. The courses will be compared to ensure that they are relevant to the program the student is transferring to. All transfer requests are reviewed at multiple levels- first by the Head of Department of the receiving institution/program, then the Admissions Committee, and finally by the UFR (Unité de Formation et de Recherche) in Paris.

The decision taken by these parties will be based on the standing of the University the applicant is wishing to transfer from, as well as the degree of equivalency of the courses and credits completed with those offered by Sorbonne University Abu Dhabi.

Where the transfer is to an entirely different program and bear no relationship to the courses a student has previously acquired, no credit transfer will be accepted. Sorbonne University will also not accept a transfer where a student has been excluded from the previous program in the same field on the basis of poor academic standing.

Unlike the exchange programme, a transfer is a definitive relocation. If you wish to execute a transfer, contact the Admission Section at the Registrar, as well as your Head of Department. Please keep in mind that asking for a transfer involves administrative work and a lot of commitment, so ask for it only when you are ready to commit to your decision.

### SUSPENSION OF REGISTRATION AND RE-ADMISSION

Students may suspend registration during the course of study. Deferment is considered for accepted students not attending courses who wish to defer or postpone their studies for one year or one semester (one semester is only for the FLE program).

Deferment is automatically granted for students joining the national service but remains subject to the program offering. Students called to join the military service do not need to take the entry test again, provided they enrol as soon as their military service ends. Even if the military service ends more than one year after deferment, and regardless of whether the FLE exams has expired or not.

Deferred Students applying to return to SUAD for the next semester or next academic year can keep the benefit of their admission (for only one semester or one year), subject to the program offering. Deferred students do not need to take the entry test again, provided they enrol within one year, subject to program offering.

You may later want to ask for a readmission. Re-admission is considered for accepted students that either left the university or never attended and who wish to come back. Re-admission is automatically granted for students joining the national service but remains subject to the program offering. Students called to join the military service do not need to take the entry test again, provided they enrol as soon as their military service ends. They do not need to apply on the CRM. Re-admission requests, with the exception of students coming back from military service, will be assessed by the Admission panel, taking into consideration the program, quota or the offering, the change in the criteria or admission process

Students applying for readmission within the same academic year (second session of FLE) do not need to reapply on CRM. Students applying for readmission in different academic year, need to apply through CRM (apart from students called to join the military service). Applicants who successfully passed the FLE entry test keep the benefit of their success for a validity of one year. They can enrol within one of the three intakes following their success at the entry test (Spring, Fall, Spring or Fall, Spring, Fall).

Students submitting the required language proficiency after the deadline, are eligible for readmission for the next academic year through CRM, based on the validity date of the language proficiency certificate at the time of readmission

## WITHDRAWAL

To withdraw from the University, you must complete the Clearance Process through the Enrollment and Registration Center. The clearance process requires confirmation from all relevant departments (IT, Library, Labs, Finance, Student Visa Office etc.) that there are no outstanding items to return or fees to pay. Students will not be provided with their academic transcripts until the clearance process is completed. In case the withdrawal occurs during the semester, and within certain authorized periods, you may ask for a refund as per the Refund Policy. To be considered for readmission to the University later, you must apply through the Admission Section.

## DISMISSAL

The University may dismiss a student in case of lack of adherence to the academic, administrative and/or disciplinary rules of the University. Dismissed students are not entitled to any monetary refund. Find out more from the Student Code of Conduct by visiting the University Website:

<https://www.sorbonne.ae/wp-content/uploads/2023/08/Student-code-of-conduct.pdf>

Potential grounds for dismissal from the University may be because of the following reasons:

- non-payment of any outstanding tuition fees for the semester
- failure to provide the university with the documents proving you meet the standard required for admission; or to meet any other required conditions within the specified delay after being conditionally admitted
- personal or medical circumstances preventing you from attending, where there is sufficient evidence that you are not able to attend or participate in the learning activities for an extended period of time
- lack of attendance and/or disrespect of the Student Code of Conduct which leads to dismissal decided by the Disciplinary Committee

## GRADUATION AND YOUR DEGREE

To graduate from Sorbonne University Abu Dhabi, students must:

- meet the residency requirements of the programme he/she is enrolled in
- successfully complete and pass all the years of the programme at Sorbonne University Abu Dhabi or
- successfully complete and pass the minimum required period at the end of his/her studies and should have validated all previous years/studies

The following Degrees are issued by our partner Universities and affiliated institutions in France:

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

A student is eligible for graduation when he/she:

- fully earns the required credits (ECTSs) for the programme (UG/PG) enrolled in
- passes the final exam successfully (University Diploma in French Intensive)
- passes all the modules (University Diploma in Sports Management)

## GRADUATION CEREMONY

A graduation ceremony is held usually on the third Sunday of November every year. On this special day, Bachelor, Master and DU Sports' graduates are surrounded by relatives and friends, eminent personalities from the government, and business communities. In addition, the event will be graced by our Executive Committee members, "Les Amis de la Sorbonne" representatives, members of the media, as well as Academic and Administrative team members from Sorbonne Université and Université de Paris. Invitations are distributed by the Student Affairs department at the beginning of the Academic year. You should have cleared all outstanding fees and duly returned any university property to find a place in the graduation list. For any enquiries relating to graduation, email: [graduation@sorbonne.ae](mailto:graduation@sorbonne.ae)



**YOUR  
CAMPUS**

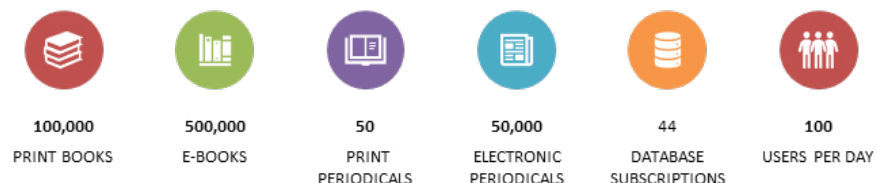


# YOUR CAMPUS

Since 2009, 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.

## LIBRARY

The library at Sorbonne University Abu Dhabi is a premier resource center housed at two levels occupying a total floor area of more than 5,000 square meters. It supports the University mission of "providing an exceptional model of learning and knowledge development" through identifying, organizing, preserving, and offering resources that support teaching, learning, and research. Some facts and figures:



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.
- 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
- The library also houses the donation from Mr Denis Crouzet, son of François Crouzet and his wife Madame Elisabeth Crouzet-Pavan. The donation includes works on Venice in the late Middle Ages and early Renaissance and on the Wars of Religion in France in the 16th century.
- Selected local and international newspapers (in printed form)
- Electronic databases with full text electronic may be accessed 24/7 through the web link: <https://sorbonne.a/library>. On campus and while off-campus access is enabled via the library website using SUAD user login credentials

As a student of the Sorbonne University Abu Dhabi, you are eligible to avail of the following services provided by the library:

- Loan printed books according to borrowing privileges through the following link <https://sorbonne-ae.libguides.com/c.php?g=702578>. Reference works, restricted dictionaries, and periodicals cannot be borrowed and should be consulted in the library.

- Attend group/individual training sessions conducted by library staff on accessing information and resources independently
- Printing, scanning and photocopying (at the individual's expense) <https://sorbonne-ae.libguides.com/c.php?g=702595>
- Acquire the most up-to-date information resources, in printed and electronic formats.
- A clean and quiet place providing the right ambience for individual and group study, in open study spaces and group study rooms that can be booked online.

Remember, the library is a place to study and to conduct research. It is particularly important to respect the library code of conduct that can be found through this link <https://www.sorbonne.ae/library/about/>. Always carry your student ID when availing library services and take responsibility for all library materials checked out to your account.

## Library Hours

### Semester hours:

Monday – Thursday: 8:00 AM – 10:00 PM

Friday: 8:00 AM – 12:00 PM

Saturday: CLOSED

Sunday: 9:00 AM – 5:00 PM

### Semester break:

Monday – Thursday: 8:00 AM – 5:00 PM

Friday: 8:00 AM – 12:00 PM

Saturday: CLOSED

Sunday: CLOSED

## The Library will be closed on official holidays.

For further information, please contact:

Location: Building 7

Tel: +971 (0) 2 656 9678

Email: [library@sorbonne.ae](mailto:library@sorbonne.ae)

## STUDENT HOUSING/RESIDENCE

You have probably already discovered the student 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 at <https://www.sorbonne.ae/student-and-campus-life/student-housing/>.

Divided into Female and Male buildings, both located within the university campus, the residence aims to offer you a safe and well-maintained living environment most conducive to learning. On each floor, as well as on the ground floor of each building, common spaces (lounge, study rooms, kitchen etc.) are shared by residents and are open 24/7. Additionally, the residence organizes various activities through the year in order to establish and foster links between students. These activities are coordinated by Resident Assistants who work under the supervision of the Student Housing Team.

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 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 web link: <https://www.sorbonne.ae/rules-and-regulations-student-housing/>.

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 your emails as well as 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 a medical emergency, You need to directly inform the medical clinic and the receptionist of your building. They will guide you on further actions.

The residence rent payments must be made prior to your arrival to secure your place in the residence. Enquire about the mode of payment and any other details you wish to know with our Finance Team at [finance-cm@sorbonne.ae](mailto:finance-cm@sorbonne.ae)

#### **Female Residence**

Tel: +971 (0) 2 656 9746 / 9749

Location: Building 10

#### **Male Residence**

Tel: +971 (0) 2 656 9591

Location: Building 9

### **THE CAREER CENTRE**

Welcome to the Sorbonne University Abu Dhabi Career Centre, your starting point for embarking on the journey to career preparation and enhancing your employability skills. The Career Centre serves as the pivotal bridge between the university and the professional world, dedicated to providing students with indispensable tools and resources. Our mission is to empower students to

navigate the path towards a successful career with confidence while refining their employability profile. Join us on this journey through the various offerings and career guidance needed to confidently step into the professional world

#### **Career Exploration**

- Advice and individual assistance to help students to explore career options in line with their major.

#### **Career readiness and employability skills**

- Development activities and assistance to undergraduate and post-graduate students in mastering vital skills necessary for success in their job search process: CV and cover letter writing, job interview techniques; preparation and mock interview; internship opportunities.

#### **Meeting with employers**

- Organization of networking and career information events (conferences, workshops, forums) to facilitate interaction between students and employers

#### **Internship preparation assistance**

- Support to facilitate student placements and access to a range of internships and employment opportunities
- Issuance of internship documentation (non-objection letter, internship approval form or internship agreement)

#### **Career events**

Throughout the year, the Career Centre conducts a diverse of events, fairs, employability, skills sessions for students to meet professionals and to benefit from different practice areas, career information and companies' recruitment processes. These include:

- Workshops run by human resource experts and professionals offering advice and coaching on effective job-search strategies and interview techniques
- Conferences on industry sectors
- Panel discussions on careers
- Meeting with CEOs
- Alumni talks

Key dates to mark on your calendar:

- Annual Career Fair (November 7, 2023)
- Astrolabe Series (March 6, 2024)

Ensure you don't miss out on these important events.

## Internship placement

Internships are a vital foundation for your future career. It is an opportunity to gain real experience inside a working organization, to become more familiar with the business environment and to optimize your access to the workplace. The Career Center is available to assist students in planning and organising their internship with the main objectives being to:

- Develop and maintain a selection of internships in a variety of fields
- Provide internship preparation guidelines and recommendations in locating internships and application processes as well as for the internship documentation issuing (non-objection letter and internship agreement)

### Explore the online Career Centre powered by “JobTeaser”

Student can register to [SUAD.Jobteaser.com](https://www.jobteaser.com) exclusively available to SUAD students and graduates through their university email (@sorbonne.ae)

Here you can:

- Create your personal profile
- Look for job opportunities, internships and on-campus part-time jobs
- Schedule a consultation with a career advisor (select both the timing and the topic)
  - Review a CV or a cover letter
  - Prepare your internship search
  - Explore career options
  - Prepare for a job interview
  - Check and complete the necessary internship documentation
  - Prepare for a postgraduate application
- Access to valuable resources (Ex: “My Career Tools” & “Advice” sections for useful career information and tips)
- Stay informed and receive invitations to events and workshops organized on campus
- Download career guides and leaflets developed by The Career Centre

## Alumni & Corporate Relations

The Alumni Affairs office at The Career Centre is dedicated to fostering lifelong relationships with our esteemed graduates. As a testament to the excellence of their education, alumni remain ambassadors for SUAD after their graduation

Our offerings:

As part of our commitment to the well-being and success of graduates, we offer comprehensive programmes and services:

- A dedicated representative and office to assist with any queries and guide students through the various alumni offers.

- Graduate events and clubs to engage alumni with the university, students and their fellow alumni through an appealing and varied programme of activities (e.g. seminars, networking events, volunteering, reunions...)
- Targeted Alumni programmes (career mentoring programme, fresh graduate programme)
- Benefits programme and Alumni card to create new ways for SUAD alumni to stay connected and to feel rewarded for their engagement (e.g. access to facilities, discount codes, etc.)
- Alumni Council of Trustees elections to encourage former students to actively participate in SUAD operations, programmes and events
- Employment services for graduates as well as career counselling and advising sessions to accompany them during their career journey
- Online platforms: permanent access to JobTeaser, dedicated Alumni website and SUAD Alumni LinkedIn group.
- Funding opportunities (donation, sponsorship) to give back to the University and support SUAD initiatives
- Annual destination surveys and feedback possibilities to ensure the excellence of Alumni services at SUAD.
- Alumni employer services to support student and graduate recruitment needs of our alumni partners

## Contact us

Students are welcome to reach a career advisor for assistance and/or to make appointment via JobTeaser or through email and by telephone.

The Career Centre is operating both remotely and on-campus.

For in-person meeting appointment:

- Monday to Thursday from 8:00 am to 4:00 pm
- Friday from 8:00 am to 12:00 pm
- Kindly check the options and staff availability on JobTeaser (For in person and online appointment booking)

### The Career Centre

Tel: +971 (0) 2 656 9104

Campus location: near the cafeteria, ground floor

Email : [careercentre@sorbonne.ae](mailto:careercentre@sorbonne.ae)

## THE SPORTS CENTRE

The University aims to engage students and staff in excellent sporting experience and enjoy recreational activities in their leisure time. The University has a well-equipped gym for general exercises and weight training. Over twenty different sports trainings are offered on and off-

campus under the supervision of expert trainers. The sports building at the University is open from 7:30 am to 10:30 pm every day. Please contact the Sports Centre to register for any physical training programmes or sports activities.

Our varsity teams "SUAD Foxes" compete throughout the school year with many other universities in the UAE in a friendly league. We offer a range of competitive, recreational, and academic sports programmes. Joining a team to participate in the league matches and/or to other exciting competitions is done through a simple registration process. It is also possible for students to volunteer in organizing events and tournaments.

If you are identified as a high-level athlete (from any national team listed) we could assist you during all your studies to combine your academic calendar and all national team requirement. Do not hesitate to contact us, don't miss this opportunity.

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 weightlifting and cardio training. The gym is equipped with 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. This is the third most important 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, cardio/step training and spinning class. The martial arts room is perfectly suited for Thai-Boxing, Judo 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

Activities offered on-campus include Badminton, Basketball, Body Circuit Training, Dance, Fitness, Football (Ladies or Men), Martial Arts, Outdoor Activities, Yoga, Belly dance, Zumba, Stand up Paddleboard, Swimming, Table Tennis, Tennis and Volleyball/Beach Volleyball. A new Fitness zone for outdoor activities will open in September 2023. Discovery Activities include Ski & Snowboard, Bowling, Karting, Paintball, Wakeboard, and Shooting.

The Sports Center is open all year round from 7:30 am to 10:30 pm, 7 days a week. 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. Know more on Sports activities by contacting the department directly.

#### **Sports Center**

Tel +971 (0) 2 656 9172  
Location: Office #2.031  
Email: [sports@sorbonne.ae](mailto:sports@sorbonne.ae)

## **GENERAL FACILITIES**

### **Car parking**

Students can access the underground car parking spaces with a valid Student ID. Students should not violate parking regulations, including but not limited to reckless driving, misuse of university- provided parking permits or parking in unauthorized spaces (e.g. areas designated for students with special needs). Fines will be levied for non-compliance. The University provides bus service for activities planned by academic departments and for sports activities/ events.

### **Food services**

The cafeteria at Sorbonne University Abu Dhabi offers a wide variety of healthy international cuisine that is affordably priced. The cafeteria services a broad selection of food options for breakfast, lunch, and dinner, including mid-day snacks, refreshments, coffees, teas, and confectionary. Students can also enjoy a wide range of beverages, sandwiches and desserts from La Baguette, Le Pont Café, and First Clique.

Vending machines are located around the University as well as in the male and female residences.

### **Cafeteria Hours:**

Monday to Thursday: 7:30 am to 8:00 pm

Friday: 7:30 am to 12:30 pm

Saturday and Sunday: From 10:00 am to 2:00 pm

### **Cafeteria Location:**

Building 3, Ground Floor

### **Health services**

The University has a medical center onsite that provides primary medical services and emergency healthcare by professional medical staff. Appointments or walk-in visits are free to Sorbonne University Abu Dhabi students and all visits are kept strictly confidential. Services provided include, but are not limited to, physical examination, medical treatment and prescriptions, and referrals. Students should inform the medical staff of any existing medical ailments or ongoing treatment. Nurses are available 24/7 on a shift basis, and the physician is

available from Monday to Friday.

**Health Services Location:**

Building 3, Ground Floor

Tel: +971 (0) 2 656 9621

**Counselling services (health and wellness)**

In addition to general medical assistance and healthcare, the Counselling Centre offers consultation services for students to handle nonacademic lifestyle and mental health issues such as stress, sleep, or eating disorders, loneliness, depression, etc. The service is provided by professionals specialized in student's needs. It aims to help students adjust to new circumstances of university life and relate to the environment in a more productive manner. All counselling information remains private and confidential.

The service is available from Monday to Thursday. Students may submit a request to the Student Success and Wellbeing Team for a consultation appointment via email, Microsoft Teams, walk-ins, and phone calls.

**Location:**

Building 2, Ground Floor, Offices @ 2.068 and 2.072

Email: [success.wellbeing@sorbonne.ae](mailto:success.wellbeing@sorbonne.ae)

Telephone: +971 (0) 2 65 69 300/ (0) 2 65 69 359/415

Counselling room:

Building 7, the Library, Room 7.001

**Computer labs**

Computers 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 the 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.

**Music And Art**

The University has a 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**

Prayer rooms are available for both male and female students and staff members. 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).

**Banking services**

ATM/cash machine services are available 24/7. The ATM machine of the First Abu Dhabi Bank (FAB) is located at the main gate.



## **YOUR LIFE AS A STUDENT**



# YOUR LIFE AS A STUDENT

## YOUR RIGHTS AND RESPONSIBILITIES

SUAD fosters a learning environment that is positive and supportive of your academic pursuits. Students and faculty are expected to function with trust and mutual respect that welcomes inclusion and diversity, varied perspectives, and a myriad of world views in the campus environment. In keeping with the philosophy and goals of the university, we greatly value the importance of personal and intellectual integrity, freedom of speech, and appreciate diversity with regard to gender, race, religion, and ethnicity.

SUAD students have the right to pursue their education in an environment that encourages learning and embraces innovation, in a free and fair manner, as long as they remain a member of the student community and continue to adhere to the University's academic and behavioral standards. All SUAD students have the right to:

- be treated with dignity and courtesy at all times
- a respectful environment free of verbal or physical harassment
- obtain course information- syllabus, course objectives, requirements and criteria of the grading process, and a course schedule for the semester (with reasonable notice) to make an informed course selection
- know the requirements and criteria of the grading process and seek advice on how to perform better
- consult academic and administrative staff on matters relating to their programme of study or on general policies and procedures through emails, or in person with pre-scheduled appointments or during posted office hours
- expect timely and courteous responses (normally, within 1-7 business days) from academic and administrative staff on email enquiries related to the programme of study or general policies and procedures
- have reasonable access to the University facilities and equipment in order to complete course assignments and/or objectives
- Be acknowledged in all faculty work/research/publications to which they have contributed
- Participate in an objective and transparent end of course/semester evaluation process with the understanding that this feedback will be used to further enhance and develop their academic experience
- Receive reasonable accommodation in cases of reported physical/mental disabilities, provided such accommodation do not result in undue burden or fundamentally alter the nature of a programme, benefit or services provided by SUAD
- Be updated on major changes/issues related to grading systems, diplomas, accreditation, academic department/staff changes, ministry decisions, etc. all of which may impact their learning at SUAD
- Report a suspected violation of the code of conduct policy
- A fair and due process in the resolution of academic and non-academic grievances
- Participate in various activities beyond the classroom, which support their intellectual and personal development

Along with these rights, students assume shared responsibilities as members of the SUAD community. They are expected to obey the rules and regulations of university, and abide by the [Student Code of Conduct 2023](#)

Students assume full responsibility for all consequences of their actions that lead to a disruption or undue interference of the educational process or destruction of university property. Ignorance of a policy, rule, or regulation shall not be considered an acceptable defense in the event of violations or judicial proceedings. SUAD students are expected to:

- Treat others (fellow students, faculty, and staff) with dignity and respect
- Be familiar with the "Student Code of Conduct" and the local and federal laws of the UAE
- Demonstrate a clear commitment to learning
- Behave appropriately in class and conduct themselves with courtesy in their dealings with faculty and fellow students
- Read, review, and understand all information related to their course, grading pattern, any information posted on Blackboard, and examination dates
- Maintain current personal contact information (address, email, telephone numbers) with the University
- Maintain and be responsible for any official communications directed to SUAD e-mail accounts
- Understand and respect all assignment deadlines, and not engage in activities (such as cheating, fabrication, plagiarism etc.) that can damage the reputation of the University
- Inform the university of any mental/physical disability for which reasonable accommodations are sought. Such requests should be accompanied by a medical assessment report from a health professional indicating the support needed by the claimant in terms of auxiliary aids and services
- Read and understand university policies, rules, and regulations and abide by them at all times

## ACCESS TO STUDENT RECORDS

The Admission Section is committed to maintaining the accuracy, integrity, and privacy of students' academic records, ensuring compliance with SUAD policies, and facilitating administrative processes for students, faculty, and staff. A student's education record may be files, materials, or documents that contain academic, disciplinary, and administrative information directly related to the student and maintained by the University.

The following documents are stored as an electronic record:

- Application form
- Personal Details: Name, address(es), telephone number(s), e-mail address, photographs, birth date and place, programme enrolled, credential awarded, copy of Emirates ID
- Certificates / transcripts of all qualifying examinations
- Admission letter, visa, and passport copies

- Enrollment and registration details of the programme
- Transcripts and degree progress
- Medical Information

The record keeping system at SUAD ensures that student records are created, managed, archived, and maintained for the lifetime of the student. The system assures confidentiality, access to authorized users, and secured record keeping. The Admission Section in coordination with the Digital Transformation and Innovation (DTI) Department, employs the Student Information System "BANNER" in maintaining students' records, supported by the sales force student recruitment process. Students and faculty have individualized secured account on the Banner to access their relevant records, courses, class schedules, transcripts, etc. SUAD students have the right to access their grades on-line.

SUAD's DTI Department is primarily responsible for performing data backup, providing system support, and ensuring that best practices are followed. Students' electronic records are stored in databases on a physical server housed in the Data Center. Database incremental backup is scheduled daily, using storage devices and tapes. The backup tapes are stored in a fire-proof box in the Data Center. Recovery is tested by authorized DTI staff every month. In addition to the database backup, the servers are also backed up on a daily (full backup) basis. The backups will be stored to a primary location installed in the Data Center and are retained for a period of one year. Access to the onsite backup location and storage is restricted to authorized IT personnel only.

Access to students' education records is permitted to authorized personnel of SUAD for academic purposes such as recording grades, attendance, advising, or review of academic progress. Academic information of students such as grades and attendance, may be communicated to their parents (i.e., mother and/or father, or a legal representative/guardian as defined by UAE Law). However, transcripts are handed to students only. These documents may be shared with a third party only on receipt of a written request from the student. The University may also disclose academic/personal information to UAE Government Authorities and/or to Embassies, when requested.

## USE OF UNIVERSITY FACILITIES

Institutional facilities have a profound impact on teaching and learning. The Procurement and General Services Department of Sorbonne University Abu Dhabi enforces rules and regulations pertaining to maintenance of physical facilities. The Department is adequately staffed to respond to emergency situations, monitor personnel on campus, and provide other services related to the campus community. It maintains close working relationship with local law enforcement authorities in the UAE and other emergency service agencies on all matters related to the safety and security of the campus.

The University recognizes its responsibilities in shaping the values of future generations

and aims to ensure sustainability through protection of human health and safety as well as preservation of its surroundings. Students are expected to follow the Health and Safety regulations whilst using the facilities (including laboratories) on campus. Students must, at all times, be aware of their surroundings, potential risks to personal safety, and report suspicious actions to campus security guards or Hse team via [Hse@sorbonne.ae](mailto:Hse@sorbonne.ae). Any activity that leads to damage of university property and threatens the security of personnel is treated as a case of misconduct and can attract disciplinary action. Students are required to:

- be alert when using University equipment and help protect it from theft, unauthorized use, or vandalism
- prevent unauthorized use of computing devices and associated peripherals, printers, scanners, copiers, telephones, video and multimedia devices, and all kinds of software
- report all suspicious activities involving students or staff having possession of any kind of weapons, chemicals, and any other materials prohibited by law
- report any intentional damage, destruction, or tampering of university property on campus
- avoid unauthorized entry into any building or administrative office without prior permission
- avoid unauthorized use of safety devices, firefighting equipment, or other emergency devices

## USE OF TECHNOLOGY

The Information Technology Department (ITD) provides a wide range of technology services to faculty, staff, and students to support teaching, learning, and research mission of the University. As members of the SUAD community, all users have the responsibility to use the computing and network resources in an effective, efficient, ethical, and legal manner.

**Access to hardware, software, and networking resources are managed and provisioned by the IT Department and extended to all members of the SUAD community (teachers, staff, and students). All users require to use information technology resources in accordance with the SUAD's IT Acceptable Use Policy**

### Accessing SUAD Services

A student email account under the university domain is created on your acceptance to SUAD. Your username/password will be communicated by welcome email on your registered personal email account which has all guidance to reset your password for accessing E-Services.

Below are the core IT Services available to SUAD Students:

### SORBONNE SPACE

One comprehensive platform that allow students to access the SUAD applications and services from anywhere using SUAD credentials.

All SUAD services are available at Sorbonne Space <https://space.sorbonne.ae>



- ❑ **My Email:** You must always use your SUAD email account for any communication with your teachers and staff members
- ❑ **Sorbonne Learn:** Blackboard is accessible through <https://learn.sorbonne.ae> Blackboard Learn is the primary Learning Management System (LMS) used for online courses at SUAD. It allows you to collaborate and enhance your learning experience at SUAD. Through Blackboard you can find your course materials, do your assessments, and communicate with your teachers
- ❑ **Office 365:** Create, edit, and collaborate with Microsoft Office Apps including Email and your cloud storage of 1 Terabyte (OneDrive)
- ❑ **Registrar Portal:** You can view your class schedule, attendance, transcripts and apply for scholarship
- ❑ **Sorbonne Guide:** You can access the knowledge base and guides developed by IT to know more about services
- ❑ **E-Library:** As a premier resource center the library at SUAD provides access to over 100,000 books, 150,000 e-books and 30 electronic databases that enable the University to fulfil its mission of teaching, learning, research, and the advancement of knowledge
- ❑ **Payment Center:** Check your balance, make a payment towards your balance, view your payment history, store your payment methods quickly

#### On campus IT services and policies

You can access multiple on-campus IT Services as listed below:

- ❑ Computers are provided in the Library, Computer labs and Residence Lounge areas where you can login by using your SUAD username and password
- ❑ On-demand Virtual Lab is also provided to students who can access the academic licensed software for their learning. It enables the students for accessing the lab from any device from any place
- ❑ SUAD users (students, faculty, and staff) do not have administrator rights to install, modify or delete software on SUAD IT assets. You need to seek the assistance of the IT Helpdesk
- ❑ The IT department reserves the right to modify, delete and restrict off-standard/ trial software applications at any time without notice to the user if it poses an IT risk
- ❑ The IT department will not be liable to provide any support for none-standard/ trial software. Any abuse or violation of IT policies and practices will result in suspension of your user privileges and lead to further disciplinary action
- ❑ **Internet Service:** Wireless and physical network are available on campus and residence halls. The library browsing area and dedicated computer labs have internet connectivity available for student use. To connect to Wi-Fi, look for Network/SSID "PSUAD\_STUDENT" and connect with SUAD username/password
- ❑ **Information Security Service:** Your security is our priority. In an era where digital information plays a pivotal role in education, our institution is committed to safeguarding your data and online experiences. We provide you with the knowledge and tools to protect your personal and academic information. Our secure Wi-Fi networks and antivirus software are here to keep you safe while you study. Be vigilant against phishing attacks, keep your computer software current, and report any security incidents promptly to IT support.
- ❑ **Printing/Copying Services:** You can access this service in the library and residence area. To Print, select "KyoceraSmartPrint" and then Go to Printer and Scan your Student Card to Print. To

Copy, Go to Printer and Place your ID Card against the Card Reader OR Enter your Username and Password and Select "Easy Copy". To use Easy Scan to your Email, Press on (Easy Scan-to my Email) Icon

- ❑ **IPTV Service:** More than 100 channels are available to watch in lounge area of dorms including beIN Sports and Netflix. You can have playlist application as well to watch on your own device

#### Training

The IT department, in coordination with the Student Affairs and other academic departments, holds training sessions for all students during the orientation week. Students can contact the IT Help Desk or visit office: 2.150 to request additional training.

#### SUPPORT SERVICES

To report problems or for further information contact the IT Helpdesk or visit the office: 2.150

Tel: +971 (0) 2 656 9123

Email: [helpdesk@sorbonne.ae](mailto:helpdesk@sorbonne.ae)

#### USE OF SUAD LABORATORIES

SUAD is committed to providing its students a safe and hazard-free environment conducive to learning. You are encouraged to use the university laboratories in an effective, efficient, ethical, and lawful manner.

- ❑ Be aware of the potential hazards of any laboratory activity and ensure that appropriate safety precautions are adopted
- ❑ Familiarize yourself with the emergency procedures, alarms, and evacuation routes
- ❑ Know the location of emergency phone, emergency eyewash, and safety showers
- ❑ Do not smoke, apply make-up, store, or consume food, or drink beverages in the laboratories.
- ❑ Do not indulge in reckless behavior
- ❑ Use laboratory equipment only for its designed purpose. Refrain from operating any equipment you are not familiar with
- ❑ Keep only the minimum required quantities of hazardous substances (if any) in the laboratory work area
- ❑ Keep all fire-escape routes completely clear at all times
- ❑ Do not use mobile phones in a laboratory. It might cause disturbance to other laboratory users, and also interrupt signal reception

#### FIRE SAFETY REGULATIONS

All SUAD students are encouraged to maintain a safe and secure campus environment. Fire safety is of serious concern especially in the residence areas where students live in close

proximity. Although you hold the primary responsibility of safe behavior, the following guidelines will help you avoid/mitigate such risks:

- ❑ Do not use any high-power appliances such as hot plates, microwaves, kettles, and irons in your rooms. If any violation is noticed, the appliances will be confiscated
- ❑ Do not use candles, incense, or oil lamps in rooms & common areas
- ❑ Do not keep your room's windows open
- ❑ Do not hang any object (cloth, paper, or other flammable materials) on windows and the ceiling
- ❑ Do not store any hazardous materials (fireworks and explosives, or any other sources of open flame)
- ❑ Keep your room clutter-free and do not accumulate flammable materials such as newspapers, cardboard boxes, etc.
- ❑ Do not store anything on hallways, building/room entrances and stairways
- ❑ Do not create a false alarm or tamper with the fire alarm/protection systems

As a student, it also very important for you to be familiar with evacuation procedures, be aware of exit routes, and respond sensibly in case of an emergency.

- ❑ When a fire alarm sounds, evacuate your room immediately. Exit the residence using the staircase, and follow the instruction of the Security Guard (or assigned Fire Marshal)
- ❑ Familiarize yourself with evacuation routes, emergency signs, and assembly point areas
- ❑ Report any emergency situation to your teacher or Security or the Safety Officer
- ❑ Activate the alarm, if not activated, and shout, "Fire!"
- ❑ Evacuate the facility immediately using the nearest, safe exit
- ❑ Do not use elevators
- ❑ Do not re-enter the premises to take personal belongings
- ❑ Proceed to designated Assembly Point Location, remain calm, and follow instructions
- ❑ If you are First Aid trained, identify yourself to designated Fire Marshal
- ❑ After evacuation, remain at your Assembly Point until further instructions are given
- ❑ Do not return to the facility until you are advised it is safe to do so

## REGULATIONS ON USE OF SORBONNE BRAND IDENTITY

Sorbonne University Abu Dhabi is keen on maintaining a consistent brand image and identity across all its communications. The Corporate Communications Department has therefore developed brand guidelines for Sorbonne University Abu Dhabi that are in line with the essence of the brand and that define the ways that the brand name, logo, fonts and components of artworks can be used to maintain this consistent brand image.

In case you wish to use the Sorbonne University Abu Dhabi brand name or logo in your communications, then this should be in line with the corporate communication policy, and you should ensure that all material is compliant with the brand guidelines and brand identity and ensure that you submit the material prior to publishing/production/dissemination internally or externally to the Corporate Communications Department for review and approval. For more information, email: [communications@sorbonne.ae](mailto:communications@sorbonne.ae)

## REGULATIONS ON DRESS CODE

Sorbonne University Abu Dhabi seeks to maintain high standards of professionalism and expects its students to dress in a modest manner that respects UAE traditions and is appropriate for the UAE work environment. Any aspect of an attire that disputes the professional standards of the University may attract disciplinary action. In all cases, it is not appropriate to wear tight, revealing, unclean and unkempt clothing, shorts and above knee-length skirts, clothing with impolite or inappropriate wordings, low-rise sagging jeans or jeans with suggestive designs, and open-back halter tops.

## REGULATIONS ON SMOKING AND CONSUMPTION OF ALCOHOL, DRUGS

Students are expected to be aware of the repercussions of active and passive smoking/vaping. To maintain a healthy living and working environment, and promote a healthy lifestyle, smoking of any substance is not permitted inside the academic and residential buildings. Likewise, consumption of alcohol, and drugs or narcotics is strictly prohibited in all areas of the campus. Anyone who indulges in smoking, or consumption of alcohol or drugs in prohibited areas will be subjected to disciplinary action. Every member of the Sorbonne community is responsible for the upkeep of this policy.

## STUDENT COMPLAINTS PROCESS

The student's complaint process is explained in the student's code of conduct: [Student Code of Conduct 2023](#)

## PEER MENTORING

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

## PEER TUTORING

The Peer Tutor Program is a service that aims to help students overcome academic challenges and excel in their studies. It assigns a senior student as a Peer Tutor to another student who finds some aspects of their courses challenging and needs support and guidance to improve their academic performance. The Success and Wellbeing section assigns Peer Tutors to

their Tutees and approves their tutoring hours. The Peer Tutor and tutee mutually agree on a meeting schedule for tutoring sessions.

## SUAD COUNSELLING OFFICE

At SUAD, we offer free and confidential counseling services to all students. Our licensed trilingual counselor and psychiatrist provide support for emotional, personal, and social development. We aim to help our students' overcome challenges and succeed in all aspects of life.

## STUDENTS OF DETERMINATION SUPPORT PROGRAM

This program supports students with special needs access to course-related accommodations. Provide a recent medical report from a HAAD-licensed physician stating your medical condition and required accommodations. The Student S&W Section will coordinate with relevant stakeholders to make reasonable adjustments during exams and assessments. Exam extra time, exam separate classrooms, transcribers, mentors and shadow assistants are some accommodations that can be provided for students with special needs

### Student Affairs Department-Student Success & Wellbeing section

Tel: +971 (0) 2 656 9300 / 9359

Location: Building 2, ground floor, Office #2.068 2.072 and 2.042

Email: [Success.Wellbeing@sorbonne.ae](mailto:Success.Wellbeing@sorbonne.ae)

## STUDENT EVENTS AND CULTURE

The privilege of being in the UAE gives students the opportunity to discover different cultures and to participate in many events & activities. Students from different disciplines can attend and experience conferences, forums and talks in and out of campus. The University collaborates with different cultural entities such as Louvre Abu Dhabi Museum, Guggenheim Abu Dhabi Museum, Qasr Al Hosn, Youth Hub and many more. In order to broaden the range of student activities and to encourage an exchange of ideas, a wide variety of artistic events, which unite modernity with tradition and create diversity in cultures & languages are organized. These include:

- Music: Piano, Guitar, Violin, Al Oud, Al Qanoun, Choir
- 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 organized 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. A soft skills programme is also implemented to encourage students develop their personal talents.

- Workshops focused to support students mentally and socially. This includes individual and/or group support and wellbeing workshops for students. Additionally, different clubs and workshops are organized 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. A soft skills programme is also implemented to encourage students to develop their personal talents.
- Cultural Events that help students expand their understanding and knowledge of the cultural, historical, and sociological backgrounds of the UAE and of other regions around the world
- Safari, cultural trips, and guided tours organized with the collaboration of Emirati students
- Panel discussions, debating clubs, events, organized to enhance the Sorbonne University Abu Dhabi community
- Opportunity to attend international conferences and forums organized in the UAE to introduce students to the world of active research and strengthen academic skills
- Concerts from classical and modern performances to opera, performed in the 700-seat University Auditorium
- Social events and activities to 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
- Several volunteering opportunities on campus and off-campus

## CULTURAL EVENTS

Promote cross-cultural understanding and unity among the university community through organizing art exhibitions, musical performances, theater productions, film screenings and international cultural events and festivals where students from different countries showcase their traditions, food, music, and dance to show your talents by taking part in collective student events (Talent show, Poetry night etc.)

## LOCAL TRIPS

The Community and Students Events Section facilitates a variety of cultural and historical UAE awareness experiences. Many trips are planned in the UAE and the region such as Abu Dhabi and Al Ain, Khorfakan, Dubai, Muscat, and Musandam. Usually, dedicated faculty members accompany students on these tours which are guided by local experts.

## INTERNATIONAL TRIPS

SUAD Students can experience cultural trips which are organized to other countries depending on their interest.

The Students Events & Culture Section provides the resources and support for projects and events organized by the Student Council.

Be the voice of change in the University and unleash your leadership potential. Know more about the Student Council activities by contacting the Students Events & Culture Section directly.

#### **Student Affairs Department - Student Events and Culture**

Tel: +971 (0) 2 656 9353/9358/9350

Location: Building 2, (ground floor)

offices # 2.068 and 2.073

Email: [csevents@sorbonne.ae](mailto:csevents@sorbonne.ae)

### **THE STUDENT COUNCIL**

You can make things happen on Campus, by joining the Student Council. The purpose of the Student Council is to provide a common platform to promote interaction between students and the university body. Its mission is to represent the student body and give them a voice in university governance. The Student Council aims to provide students with unique opportunities to develop life and leadership skills. The Council works in all aspects of student life like sports and recreation, cultural and artistic activities, public relation & media, environment and social concerns, and science and technology.

The Students Events & Culture Section provides the resources and support for events organized by the Student Council. The criteria of eligibility to represent the Student Council are strict but do not let this put you off if you feel your skills, enthusiasm, openness, and dedication to others can make the difference. Know more on the Student Council activities by contacting the department directly.

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### **STUDENT CLUBS**

Student clubs are very important to Sorbonne university Abu Dhabi and are an integral part of every university student's learning process, allowing students to develop their own interests and hobbies in addition to their professional courses. Whether the club is about science, art, culture, history or society, our students will always find a place that suits their interests.

Sorbonne University Abu Dhabi supports and encourages students to participate in various clubs, our clubs include Mindfulness, Haneul Korean Club, Sorbonne Humanitarian Initiative (Red

Crescent Club), Sorbonne Model United Nations Club, Arabic Literature Club, Social Events club, Environmental health club, Magazine Club (Journalism), Tolerance Club, Club L'Artisan (Visual Arts Club), Debate Club, Calligraphy Club and poetry club. Through the clubs provided by SUAD, we hope that students can discover their strengths and use them to make campus life more interesting. The clubs that we provide are closely related to the various courses of the University. Through these clubs, we can provide more services for our students and lay a good foundation for future employment.

If a group of students would like to establish a new club or associate, they should follow the University's process by completing the new student organization recognition form which is available from the student events and culture section.

When filling out the form, please note the followings:

- Your club's primary email contact
- Advisor contact information. It is recommended that each student's club must select an advisor to work with your group. Advisors should be full-time permanent SUAD faculty members
- Contact information for the four key officers (please note that these four officers are the only ones coordinating with the community and student activities team on behalf of the head of the club)
- Proposed plans and activities for the current school year

Please contact the Student Events & Culture Section ([csevents@sorbonne.ae](mailto:csevents@sorbonne.ae)) if you have questions or need assistance completing this form.

# 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 it does not allow you any extra catch-up sessions.

## **AJAC**

in some specific condition, you may be allowed to continue in the next year of the programme, although you have not validated the year, as AJAC (ajourné admis à continuer). Kindly refer to the progression rules of your programme.

## **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.

## **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. Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved.

## **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 does not exceed 0,1 of the total average grade (a 09,5 average grade cannot be increased to a 10). The jury is the ultimate authority in all grades-related decisions.

## **Maquette**

In the French system, all 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.

## **MYSSB**

Student Online Access to the Banner system including access to personal and payment information

## **Visiting Professors**

Most of the Visiting Professors are Professors or Associate Professors in Sorbonne Université or Université Paris Cité (Sorbonne 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**

It 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 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 or second chance) is organised in mid or late June, which covers the resit exams for both academic semesters. Only courses and programmes assessed through final exams (CC+ CT or CT only) are concerned by the exam sessions.

## **UE & EC**

Stands for "Unités d'enseignement" (Units of teaching). UEs may be divided into sub-subjects called EC (Eléments constitutifs). An EC is usually one course or one subject.

