



AU Policies and Procedures

Students



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Chapter 1

Admissions & Enrolment

- AU Admissions policy
- AU Registration Policy
- AU Credit Transfer Policy and Procedure
- AU Readmission Policy

AU Admissions Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	August 2023	Fall 2022/2023
SCOPE	This This document specifies the principles for admission to AU Diploma (0-2), Bachelor (2+2) and Bachelor (0-4) programs.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. PUC: refers to Private Universities Council. Transfer applicant: refers to a student who has graduated from high school and attended another tertiary education institution accredited by the Ministry of Higher Education in the State of Kuwait before applying for admission to AU.		
POLICY PROVISIONS			

1. Application

1.1 Application for admission at the Australian University (AU) is open to all eligible students, who complete an online application form, pay a non-refundable application fee and submit all required documents by the specified deadline.

1.2 Admission to AU is competitive and selective based on academic merit and availability of seats.

2. Admission Requirements

2.1 English Proficiency

2.1.1 All applicants must meet AU's English Language Proficiency requirements at the time of admission as all programs are delivered in English.

2.1.2 Applicants who do not qualify for direct entry to the Diploma or Bachelor program due to not meeting AU's English Language requirements but otherwise are eligible for admission to their desired program will be considered for admission to the Intensive English Program.

2.1.3 The University utilizes English Placement Tests to place applicants according to their appropriate English language level.

2.1.4 Applicants who have the required valid TOEFL or IELTS scores, are not required to take the English Placement Test.

2.1.5 An English Placement Test result is valid only for the semester being applied for. Applicant wishing to sit the test again may do so after 24 hours from the

initial test date, with a total of three attempts permissible for the semester being applied for.

2.1.6 English Language Proficiency is an entry requirement to all programs at AU with the exception of AU students who graduated from the diploma track and are pursuing the Bachelor (2+2) model.

2.1.7 [Refer to the website for information on AU's English Language competency requirements.](#)

2.2 Entry Requirements for Diploma Programs (0-2 Track)

2.2.1 AU offers Business, Engineering, Aviation and Maritime Diploma programs across a range of disciplines. Table (1) lists the minimum High School entry requirements for Diploma programs.

2.2.2 Engineering Applicants must hold a Scientific Stream High School Certificate with a pass grade in Mathematics, Physics, Chemistry and Biology.

2.2.3 High school systems (other than government and Arabic private system) will be reviewed on a case-by-case basis and may require Kuwait Ministry of Education equivalency.

Table (1)

AU	Majors	High School Stream	High School Minimum Requirement	High School Minimum Requirement for Students with Disabilities*
College of Engineering	Civil Engineering	Scientific	65%	58.5%
	Mechanical Engineering	Scientific	65%	58.5%
	Petroleum Engineering	Scientific	65%	58.5%
	Electrical and Electronics Engineering	Scientific	65%	58.5%
College of Business	Management	Scientific or Literature	60%	54%
	Marketing	Scientific or Literature	60%	54%
	Human Resources Management	Scientific or Literature	60%	54%
	Accounting	Scientific or Literature	60%	54%
School of Aviation	Aircraft Maintenance Engineering	Scientific	65%	N/A

	(Mechanical or Avionics)			
	Air Traffic Control	Scientific or Literature	60%	N/A
	Logistics	Scientific or Literature	60%	N/A
Maritime Department	Nautical Science	Scientific	65%	58.5%

*Other cases of students with disabilities are dealt with on a case-by-case basis.

2.3 Entry Requirements for Bachelor's Programs (2+2 Track)

2.3.1 To be eligible to apply for a Business, Engineering Technology or Aviation Bachelor's program (2+2 bridging model), applicants must have completed a corresponding Diploma program from AU or other equivalent Diploma, with minimum graduating Grade Point Average of 2.00/4.00.

2.3.2 A Bachelor's program applicant can only apply for the major he/she completed in the Diploma program, with the exception of Human Resources Diploma graduates who are given a pathway into Bachelor of Business Management.

3 Entry Requirements for Bachelor Programs (0-4 Track)

3.1 AU offers direct entry to Business and Aviation Bachelor programs across a range of disciplines. Table (2) lists the minimum High School entry requirements for Bachelor programs.

Table (2)

AU	Majors	High School Stream	High School Requirement	High School Minimum Requirement for Students with Disabilities*
College of Business	Management Information Systems	Scientific or Literature	70%	63%
	Events Management	Scientific or Literature	70%	63%
	Banking and Finance	Scientific or Literature	70%	63%
School of Aviation	Aviation & Airport Operation	Scientific or Literature	70%	63%

*Other cases of students with disabilities are dealt with on a case-by-case basis.

4 Transfer applicants to AU

4.1 Transfer Applicants to AU will be dealt with as per the terms stipulated in the AU Credit Transfer Policy and Procedure.

5 Admission Process

5.1 To be eligible for admission at AU programs applicants must:

- Submit a High School Certificate or its equivalent which meets the minimum requirements as specified in Table (1 & 2) of this document.
- [Fulfil English Language Skills requirements as per the website.](#)
- Submit a copy of valid civil ID and a copy of valid Passport.
- Submit one photograph (4x6).

5.2 Applicants offered admission are required to confirm their enrolment within the specified period by paying the non-refundable registration fee.

5.3 Applicants contacted and offered a place at AU must collect the Offer Letter within the specified period, otherwise they will need to reapply in accordance with the admission requirements and timelines of that semester.

5.4 Accepting an AU offer requires a commitment in writing from the student to adhere to all AU's policies, procedures, rules and regulations by signing the Student/Guardian Declaration Form.

6 Private University Council (PUC) Scholarship Applicants

6.1 Students who meet AU's minimum entry requirements and wish to enrol into a Diploma or a Bachelor's program under the sponsorship of the Private Universities Council (PUC) are subject to all PUC rules and regulations in this regard.

6.2 Such students are offered a conditional admission to AU subject to receipt of scholarship from the PUC. If a student's application for scholarship is not approved by the PUC, the student has the option to request the AU Admissions Unit to place him/her as a self-funding applicant.

7 Students with Disabilities

7.1 High school requirements for students with disabilities are listed in Tables (1) and (2).

7.2 Admission of students with disabilities is subject to the terms of the AU Students with Disabilities Policy and Procedure.

7.3 It is the individual student's responsibility to identify him or herself as student with disability during the application period and provide the required diagnostic documentation.

7.4 Applicants requiring accommodation are referred to the Center for Learning Differences for evaluation and determination of whether suitable accommodations can be offered.

8 False or Misleading Documentation

8.1 Submission of false or misleading documentation is considered misconduct and is subject to actions in accordance with AU Student Code of Conduct. This may include withdrawal of the offer of a seat, cancellation of enrolment and, if applicable, revoking of any awards granted.

AU Registration Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to all new and continuing students at AU.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester (Semester): An academic semester is a Fall or Spring semester. Summer semester is optional and is not considered an academic semester.</p> <p>Census Date: The last day to withdraw without a grade penalty as defined by AU Academic Calendar. Should this day fall on a weekend or public holiday, the Census Date will be the next working day.</p> <p>Course: is a basic component of a program which on successful completion gives credit towards completion of the program of study.</p> <p>Dormant Student refers to a continuing student who failed to register and did not submit a Leave of Absence or University Withdrawal Form.</p> <p>Leave of Absence is initiated by a student and means a student has elected to take leave of absence for one semester or a maximum of two semesters.</p> <p>Program of study refers to an English, Diploma or Bachelor program.</p> <p>Transfer student refers to a student who has graduated from high school and attended another tertiary education institution before applying and being admitted to AU.</p>		
POLICY PROVISIONS			

At AU, a person is considered a registered student upon full completion of the enrolment process including online registration in one or more courses during advertised registration period. Regardless of how a student's tuition fees are funded, it is a student's responsibility to complete the registration process by the advertised deadline.

1. Period of registration

- 1.1. The period for registration will be determined by the Admissions and Registration Department and published on the AU website under the heading of Admissions and Registration Key Dates. These dates must be adhered to by the Colleges and Departments.
- 1.2. It is a student's responsibility to check the dates for registration.
- 1.3. Continuing and returning leave of absence students (students that are granted leave of absence in the previous semester) are expected to register during the advertised registration period.

1.4. New and Transfer students are registered automatically by Registration MIS for the first semester and emailed a copy of their schedule. Students are informed of the dates for the Orientation by Student Affairs upon collection of their offer letter.

2. Securing a Place

To secure a place for an Academic Semester or Summer Semester, it is a student's responsibility to:

- Clear any Academic Holds prior to registration.
- Check that he/she can log in to the Student Portal and, if issues arise, notify AU IT (helpdesk@au.edu.kw) immediately.
- Complete the registration process during the nominated period.
- Register in courses and, for self-funded students, pay the associated tuition fees.
- Read any information provided by the relevant College/Department relating to course/class registration.
- Immediately notify AU IT staff of any technical issues preventing online registration.
- Read all emails sent by the Enrolment Unit and follow instructions provided

3. Methods for Registration

3.1. During the advertised registration period, students must register online through the AU Student Portal.

3.2. A student should seek an appointment with his/her relevant Academic Advisor or in their absence College/Department Head for any advice in course selection and scheduling planning for timely graduation.

4. Students placed on Academic Warning or Probation

A student who has been placed on Academic Warning or Probation is prevented from taking a full-load and must meet with his/her Academic Advisor to discuss his/her registration.

5. Adding Courses after initial registration

Students who have completed their initial registration during the designated registration period as per section 2 of this document may add courses during the advertised Add period. The dates for adding courses will be published on the AU website under the heading of Admissions and Registration Key Dates.

6. Dropping Courses after initial registration

6.1. Students who have completed their initial registration during the designated registration period as per section 2 of this document may drop courses during the advertised Drop period which is until the Census Date. Students must ensure they maintain a load determined in accordance with the terms of the AU Student Academic Load Policy.

6.2. The dates for dropping courses will be published on the AU website under the heading of Admissions and Registration Key Dates.

7. Consequences of not registering during the advertised period

7.1. New or Transfer students

7.1.1. A new or transfer student who fails to register during the advertised period will lose his/her place at the University. The code of TERMINATED will be recorded on the student's record. Should the student wish to study at AU in future, he/she will be required to complete a new admission application. Re-admittance is not guaranteed and is subject to the terms of the AU Readmission Policy.

7.2. Continuing students

7.2.1. A continuing student who fails to register and who does not submit a Leave of Absence Form or University Withdrawal Form during the advertised registration period will lose his/her place at the University. This student will be considered a Dormant Student. The code of WDNR (Withdrawn Did Not Register) will be recorded on the student's record.

7.2.2. Should the student wish to study at AU in future, he/she will be required to complete a new admission application. Re-admittance is not guaranteed and is subject to the terms of AU Readmissions Policy.

7.3. Students who were granted leave of absence for the prior semester

7.3.1. During their enrolment in a program of study, an AU student will be permitted to take a leave of absence as per the AU Leave of Absence Policy.

7.3.2. A student granted leave of absence for the prior semester is responsible to finalize his/her registration for the following semester within the advertised registration dates.

AU Credit Transfer Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to all Credit Transfer (CT) applications. This document should be read in conjunction with the Credit Transfer Procedure.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>Academic Semester (Semester): An academic semester is a Fall or Spring semester. Summer semester is optional and is not considered an academic semester.</p> <p>Course: is a basic component of a program, which on successful completion gives credit towards completion of the program of study.</p> <p>Credit Hour: A credit hour is the unit by which AU measures course work.</p> <p>Credit Transfer (CT): Is the process of determining credit for equivalent courses undertaken in institutions accredited by the Ministry of Higher Education in the State of Kuwait. Credit Transfers are GPA neutral.</p> <p>Cumulative GPA: A student's cumulative GPA is the weighted mean value of all grade points he/she earned on courses attempted at any point in time. A student's cumulative GPA is calculated separately for Diploma and Bachelor's programs and will include grade points earned during a summer term if the student has taken studies in AU during summer.</p> <p>Equivalent courses: Refers to courses comparable in content/learning outcomes and credit hours.</p> <p>Learning Outcome: Description of what a student will be able to demonstrate on successful completion of a specific course of learning.</p> <p>Transfer applicant: Refers to a student who has graduated from high school and attended a tertiary education institution accredited by the Ministry of Higher Education in the State of Kuwait.</p>		
POLICY PROVISIONS			

1. The following principles underpin the Credit Transfer (CT) process in AU:

1.1 Transfer applicants – Diploma only

- 1.1 AU grants Credit Transfer (CT) for **equivalent courses** undertaken in institutions recognized by the Ministry of Higher Education in the State of Kuwait where the programs of study are accredited.
- 1.2 Credit Transfers can only be considered for courses completed with a minimum "C" grade or its equivalent in accordance with AU's Grading Policy.
- 1.3 Transfer applicants must submit an official SEALED transcript from each institution where courses were attempted. Credit transfers are not granted for courses completed more than six years ago at the time of making application.
- 1.4 Only transfer applicants with a minimum Cumulative GPA of 2.00 can apply for Credit Transfer.

- 1.5 Applications for Credit transfer are only accepted during the Acceptance of Transfer Students Applications period published on the AU website and only before a student commences studies. Late applications are not accepted.
- 1.6 Applications are subject to evaluation; applicants should not assume any credits will be granted.
- 1.7 42 credits (14 courses) are the maximum number of transfer credits that a student can be granted in a given Diploma qualification. Any exceptions to this need to be approved by the Vice President – Academic Affairs.
- 1.8 Credit Transfer applications are subject to a non-refundable fee determined by the College regardless of the outcome of the application. Fees are payable at the Registration counter at time of submission of application. Required documents for applying for credit transfer are:
 - Completed AU Application Form
 - Completed Credit Transfer Form
 - Sealed Original Transcript of Study
 - Course Outlines
- 1.9 It is the applicant's responsibility to submit all required documentation in the required timelines and pay the required fees. Incomplete applications are not accepted.
- 1.10 Credit Transfers are not calculated in the student's GPA. Students granted credit can opt to take the courses as normal. Students should inform their decision to the College no later than the first week of the semester.

2. Appeals

Any appeals for decisions under this policy must be submitted directly to the Vice President-Academic Affairs, who may grant exceptions under extenuating circumstances.

ATTACHMENTS	
	- Credit Transfer Application and Outcome Form.

AU Readmission Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to all students seeking readmission to the University processes administered by nominated AU staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. Dormant refers to a continuing student who failed to register and did not submit a Leave of Absence or Semester Withdrawal or University Withdrawal Form. IELTS refers to the International English Language Testing System. OOPT refers to the Oxford Online Placement Test: www.oxfordenglishtesting.com TOEFL refers to Test of English as a Foreign Language.		
POLICY PROVISIONS			

1. POLICY STATEMENT

Students admitted to AU are expected to maintain continuous registration until they graduate. Dormant or withdrawn students wishing to return to the University will need to be readmitted including those who:

- Failed to register during the advertised periods;
- Left the University without an officially approved leave of absence;
- Officially withdrew from the University for any reason.

Readmission is granted only once and is subject to the terms of this document:

- 1.1** Applications for readmission must be made through Admissions and Registration during the announced period. Late submissions are not accepted. A non-refundable application fee must accompany all applications.
- 1.2** At the time of making application, a student must meet the minimum admission requirements and must not have been away from the University more than two (2) academic semesters.
- 1.3** Students expelled from the University on disciplinary grounds cannot apply for readmission.
- 1.4** Students expelled from the University on academic grounds can only apply for admission in a different College/School.
- 1.5** Students seeking to reapply need clear all outstanding amounts owed to the University and remove all holds on their records (if any) before submitting a Readmission Application.

- 1.6** Students who were previously in the English Language program must take the University's English Placement Tests.
- 1.7** Applications for readmissions are reviewed individually by the Admissions Committee. Readmission is not guaranteed; decision to readmit a student is based on factors including:
- previous academic and disciplinary record;
 - reasons for not previously continuing studies;
 - student's potential for successfully completing the qualification;
 - available capacity.
- 1.8** If a student is readmitted, his/her previous grades are carried over and all semesters away are counted towards the maximum period for completion of the program according to the University progression rules. Students readmitted in a different College/School will start with a new academic record.
- 1.9** Cases not addressed in this document will be assessed and decided individually.
- 1.10** Appeals:
No appeals are accepted from students who left the University with poor academic standing.

ATTACHMENTS	
	Readmission Decision Form

Chapter 2

Student Progression and Graduation

- AU Student Academic Load Policy
- AU Withdrawal Policy
- AU Leave of Absence Policy
- AU Academic Progression, Warning and Probation Policy
- AU Change of program (major) Policy
- AU Graduation and Conferral Policy

AU Student Academic Load Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	August 2023	Fall 2023/2024
SCOPE	This policy applies to all students enrolled in Diploma and Bachelor programs offered by AU.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester (Semester): An academic semester is a Fall or Spring semester. Summer semester is optional.</p> <p>Credit Hour or CH: a measurement by which AU measures student's course work per week throughout the semester.</p> <p>Cumulative GPA: Weighted mean value of all grade points earned by a student on courses attempted at any point in time.</p> <p>College: Refers to AU College of Engineering and AU College of Business.</p>		
POLICY PROVISIONS			

1. General Statement

1.1 AU students are required to register and maintain a full academic load as long as they are in good academic standing.

2. Full Academic Load:

2.1 A full academic load for students in Diploma (0-2 track) and Bachelor programs (2+2 track) is defined as per the parameters in Appendix A, B, C & D.

2.2 A full academic load for students in Bachelor programs (0-4 track) is typically defined between 15-20 credit hours per academic semester.

3. Reduced Academic Load:

3.1 A reduced load for students in Diploma and Bachelor (2+2 track) programs is defined as per the parameters in Appendix A, B, C & D.

3.2 A reduced load for students in Bachelor programs (0-4 track) is typically defined as 12 credit hours per academic semester.

3.3 A reduced is only granted for:

3.3.1 Students who have been issued an Academic Warning, Probation or Final Probation with a GPA below 2.00;

3.3.2 Students who have disabilities can apply for a reduced load through an online request submitted by the Center for Learning Differences to SIS (Student Information System).

3.4 Students can not apply for reduced load request in the first semester.

3.5 The student's reduced load request has to be approved by the Academic Advisor and Head of Department. The request must then be submitted online to the SIS unit.

3.6 Students who are granted a reduced load continue to be bound by AU's policies and procedures and are expected to complete their studies as per AU's Academic Progression, Warning and Probation Policy. Students should acknowledge that reducing study load may impact their ability to complete their program within the required timeframes.

3.7 Tuitions fees associated with a reduced-load are determined in accordance with AU's fee structure and relevant financial policies. Being on reduced load may affect a student's scholarship status.

4. Over-load:

4.1 An over-load for students in Diploma and Bachelor programs (2+2 track) is defined as per the parameters in Appendix A, B, C & D.

4.2 An over-load for AU students in Bachelor programs (0-4) track is typically defined as above 21 credit hours per academic semester.

4.3 An overload is only granted if:

- The student has earned a cumulative GPA of at least 3.50/4.00 or
- The student is expected to graduate.

4.4 Students can not apply for overload request in the first semester.

4.5 The overload request of the student must be approved by the Academic Advisor and Head of Department and then submitted through an online request to SIS.

4.6 A student who is granted an over-load continues to be bound by AU's policies and procedures. Even if the request for a load increase is approved, registration in the requested courses will be conditional and subject to class availability.

4.7 Tuitions fees associated with an over-load are determined in accordance with AU's fee structure and relevant financial policies.

ATTACHMENTS	<ul style="list-style-type: none"> - AU Academic Load Increase Request Form (System Generated). - AU Academic Load Increase Request Form (System Generated).

APPENDIX

- College of Business Programs.
- College of Engineering Programs.
- School of Aviation Programs.
- Maritime Studies.

A. College of Business Programs

Program	Semester	Reduced Load (CH)	Full Load (CH)	Over Load (CH)
College of Business Diploma Programs (0-2 track)				
Diploma of Human Resources Management	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Diploma of Management	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Diploma of Marketing	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Diploma of Accounting	1	NA	15-20	NA
	2	12	15-20	21
	3	12	15-20	21
	4	12	15-20	21
College of Business Bachelor Programs (2+2 track)				
Bachelor of Business (Management)	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Bachelor of Business (Marketing)	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18

B. College of Engineering Programs

Program	Semester	Reduced Load (CH)	Full Load (CH)	Over Load (CH)
College of Engineering Diploma Programs				
Diploma of Mechanical Engineering	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Diploma of Civil Engineering	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Diploma of Petroleum Engineering	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
Diploma of Electrical and Electronics Engineering	1	NA	15	NA
	2	12	15	18
	3	12	15	18
	4	12	15	18
College of Engineering Bachelor Programs (2+2 track)				
Bachelor of Engineering Technology (Mechanical)	1	NA	13	NA
	2	12	15	18
	3	12	15	18
	4	12	17	20
Bachelor of Engineering Technology (Civil)	1	NA	13	NA
	2	12	15	18
	3	12	16	19
	4	12	16	19
Bachelor of Engineering Technology (Petroleum)	1	NA	16	NA
	2	12	16	19
	3	12	15	18
	4	12	15	18
Bachelor of Engineering Technology (Electrical and Electronics)	1	NA	15	NA
	2	12	15	18
	3	12	18	21
	4	12	15	18

C. School of Aviation Programs

Program	Semester	Reduced Load (CH)	Full Load (CH)	Over Load (CH)
School of Aviation Diploma Programs				
Diploma of Air Traffic Control (0-2)	1	NA	15-20	NA
	2	12	15-20	21
	3	12	15-20	21
	4	12	15-20	21
Diploma of Logistics (0-2)	1	NA	15-20	NA
	2	12	15-20	21
	3	12	15-20	21
	4	12	15-20	21
School of Aviation Bachelor Programs				
Bachelor of Aircraft Maintenance Engineering (2.5+2)	1	NA	15-20	NA
	2	12	15-20	21
	3	12	15-20	21
	4	12	15-20	21

D. Maritime Studies

Program	Semester	Reduced Load (CH)	Full Load (CH)	Over Load (CH)
Maritime Diploma Program				
Higher National Diploma – Nautical Science (0-2)	1	NA	15-20	NA
	2	12	15-20	21
	3	12	15-20	21
	4	12	15-20	21

AU Withdrawal Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to eligible AU students and processes administered by relevant AU personnel.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester (Semester): An academic semester is a Fall or Spring semester. Summer semester is optional.</p> <p>Census Date: the date where student enrolment status is finalized for a given semester and marks the end of the add/drop period (add/drop period includes drop only period).</p> <p>Course: is a basic component of a program, which on successful completion gives credit towards completion of the program of study.</p> <p>Dormant Student: refers to a continuing student who failed to register and did not submit a Leave of Absence or Semester Withdrawal or University Withdrawal Form.</p> <p>Incomplete: Grade assigned when work is not completed because of approved documented illness or other emergency. If grade I is not completed within required timelines, it is automatically changed to F (Fail).</p>		
1. POLICY PROVISIONS			

1.1 Students applying for any type of withdrawal as per the terms stipulated in this policy must continue to attend their classes until they are notified of their withdrawal outcome. Failure to do so will result in the student receiving an FA grade on their transcript. FA grades are not reversible.

1.2 Sponsored students are responsible to ensure they regularly keep themselves informed of and updated with the withdrawal rules and regulations of their external funding bodies and adhere to them.

1.3 Student Initiated Withdrawals

Students may apply to withdraw from individual courses or from the semester or the University per the conditions set out in this document. It is the students' responsibility to follow the appropriate University procedures, abide by the required timelines and inform themselves of the academic and financial implications of a withdrawal. Students should always contact their Academic Advisors before initiating a withdrawal to discuss the implications of their decision.

2. Dropping and Adding a Course (During the Drop/Add Period):

2.1 Students may drop and add courses during the announced Drop/Add period with the understanding that they need to maintain a load in accordance with the terms of the AU Student Academic Load Policy. Courses dropped during this period are not noted on student transcripts.

- 2.2 Dropping a course may affect a student's sponsorship status. Students are responsible to know the terms of their sponsorship and maintain their enrolment accordingly.

3. Withdrawal from Individual Courses (After the Drop/Add Period):

- 3.1 Students may apply to withdraw from individual courses without academic penalty until the end of Week 14¹ of the Academic Calendar in the respective semester. Withdrawals after that date will result in **fail** grade in the course(s) withdrawn.
- 3.2 Ceasing to attend, notifying an instructor, or non-payment of tuition, does not constitute an official withdrawal from a course and will result in a fail grade. Students are responsible to meet with their Academic Advisors, discuss the implications of their decision and complete the necessary Course Withdrawal Form by the advertised deadline to initiate a withdrawal.
- 3.3 Upon withdrawal from a course, students are free from their academic obligations in relation to that course. A grade of "W" is noted on student transcripts as shown in section 9 of this document. This grade is GPA neutral.
- 3.4 Withdrawal from a course does not free a student from financial obligations. All financial obligations remain due. A student seeking to withdraw from a course will need to clear all outstanding amounts owed to the University in relation to that course before s/he is allowed to submit a Course Withdrawal Form.
- 3.5 Withdrawal from a course may affect a student's sponsorship status. Students are responsible to know the terms of their sponsorship and maintain their enrolment accordingly.
- 3.6 Students acknowledge that withdrawal from a course may impact their ability to complete their studies within the required time frames.
- 3.7 A student is not eligible to withdraw from a course in which s/he is found to have committed a disciplinary offense or if there is an ongoing disciplinary investigation involving him/her in relation to that course.

4. Withdrawal from a Semester:

- 4.1 Students may apply to withdraw from a semester. Withdrawal from a semester without academic penalty is from the first day of classes until the end of Week 14² of the Academic Calendar in the respective semester. Withdrawal after that date will result in **fail** grade for all courses registered for the semester.

¹ Week 8 for Summer Semester

² Week 8 for Summer Semester

- 4.2 Ceasing to attend, notifying an instructor, or non-payment of tuition, does not constitute an official withdrawal and will result in fail grade for all courses registered for that semester. Students are responsible to meet with their Academic Advisors, discuss the implications of their decision and complete the necessary Semester Withdrawal Form by the advertised deadline to initiate a withdrawal.
- 4.3 Upon withdrawal from a semester, a grade of “W” is noted on student transcripts for all courses registered for the semester as shown in section 9 of this document. This grade is GPA neutral. Any “Incomplete” grade from a previous semester is changed to fail if not completed within the required timeframes announced by the University. Student accounts are kept active to allow for registration in the following semester.
- 4.4 Withdrawal from a semester does not free a student from his/her financial obligations. All financial obligations remain due. A student seeking to withdraw from a semester will need to clear all outstanding amounts owed to the University before s/he is allowed to submit a Semester Withdrawal Form.
- 4.5 Withdrawal from a semester may affect a student’s sponsorship status. It is the student’s responsibility to know the terms of their sponsorship and maintain their enrolment accordingly.
- 4.6 Students acknowledge that withdrawal from a semester may impact their ability to complete their studies within the required time frames. Withdrawn semesters are counted towards the maximum period of completing a program under the University progression rules.
- 4.7 A student is not eligible to withdraw from a semester if there is an ongoing disciplinary investigation involving him/her.

5. Withdrawal from the University:

- 5.1 Students who no longer wish to study at AU may apply to withdraw from the University entirely. Withdrawal from the University without academic penalty is until the end of Week 14³ of the Academic Calendar in the respective semester. Withdrawals after that date will result in **fail** grade for all courses registered for the semester.
- 5.2 Ceasing to attend, notifying an instructor, or non-payment of tuition, **does not** constitute an official withdrawal and will result in **fail** grade in all courses registered for that final semester. Students are responsible to meet with their Academic Advisors, discuss the implications of their decision and complete the necessary University Withdrawal Form by the advertised deadline to initiate a withdrawal.
- 5.3 Upon withdrawal from the University, a grade of “W” is noted on student transcripts for all courses registered for that final semester as shown in section 9 of this document. This grade is GPA neutral. Any “Incomplete” grade from

³ Week 8 for Summer Semester

a previous semester is changed to fail if not completed within the required timeframes announced by the University. Student accounts are made inactive.

- 5.4** Withdrawal from University does not free a student from his/her financial obligations. All financial obligations remain due. A student seeking to withdraw from the University will need to clear all outstanding balance before s/he is allowed to submit a University Withdrawal Form.
- 5.5** Withdrawal from the University may affect a student's sponsorship status. It is the student's responsibility to know the terms of their sponsorship and maintain their enrolment accordingly.
- 5.6** Students who elect to completely withdraw from the University must apply for readmission under the terms of the AU Readmission Policy.

6. AU Initiated Withdrawals

6.1 Withdrawal due to Suspension:

- 6.1.1 A student put on suspension during a semester for violating the Student Code of Conduct or the Code of Academic Integrity is immediately withdrawn from that semester.
- 6.1.2 The student will lose all academic work done for that semester and will need to repeat the entire course work for that semester if/when she or he is readmitted. Readmission is not automatic and conditions for re-admission to be satisfied.
- 6.1.3 Withdrawal due to suspension is reflected on a student's transcript as detailed in Section 9 of this document.
- 6.1.4 Record of suspension is noted on a student's transcript and is marked on a student's file with Admissions and Registration. If a student is suspended before Census date, all courses will be removed and record of suspension will be noted on the transcript.

6.2 Withdrawal due to Expulsion:

- 6.2.1 A student who is expelled from AU during a semester for violating the Student Code of Conduct or the Code of Academic Integrity is immediately withdrawn from the University.
- 6.2.2 The student will lose all academic work done for that semester and is not allowed to continue studies in AU indefinitely.
- 6.2.3 Withdrawal due to expulsion is reflected on a student's transcript as detailed in Section 9 of this document.
- 6.2.4 Record of expulsion will be noted on a student's transcript and kept in the student's file with Admissions and Registration. If a student is expelled

before Census date, all courses will be removed and record of expulsion will be noted on the transcript.

6.3 Withdrawal of Dormant Students:

- 6.3.1 Any continuing student who fails to register or submit a Semester or University Withdrawal or Leave of Absence form as per the terms of this document or AU Leave of Absence Policy will be withdrawn from the University after the Census Date.
- 6.3.2 A dormant student who is withdrawn is required to apply for readmission under the terms of AU Readmission Policy to resume studies in AU.
- 6.3.3 Withdrawal of a dormant student is reflected on a student's transcript as detailed in Section 9 of this document.

7. Financial Implications

For information on financial implications associated with all withdrawals detailed in this policy, students should refer to the relevant table in section 9 and AU Tuition Fees Policy.

8. Appeals

There are no appeals for any decisions under this policy.

9. Withdrawal Codes and Financial Implications

Student Initiated Withdrawals are reflected on student transcripts as following:

Withdrawal Type	Timing	Result Code to appear on the transcript for the course dropped	Affects Grade Point Average	Financial Implications
Dropping a Course	Before the last day to Drop/Add courses as specified in the Academic Calendar	Course is removed from the transcript. No grade is recorded	No	Registration Fee is non-refundable. Tuition Fees paid over the non-refundable Registration Fee is kept in credit in the student's account for the next semester.
Withdrawal from a Course	After the last day to Drop/Add courses as specified in the Academic Calendar, but prior to end of Week 14	W	No	No Refunds. Tuition Fees are due in full.
Withdrawal from a Course	After end of Week 14	F	Yes	No Refunds. Tuition Fees are due in full.
Withdrawal from a Semester	Before the last day to Drop/Add courses as	All courses for the semester are removed from the transcript.	No	Registration Fee is non-refundable. Tuition Fees paid over the non-refundable

Withdrawal Type	Timing	Result Code to appear on the transcript for the course dropped	Affects Grade Point Average	Financial Implications
	specified in the Academic Calendar	No grades are recorded.		Registration Fee is kept in credit in the student's account for the next semester.
Withdrawal from a Semester	After the last day to Drop/Add courses as specified in the Academic Calendar, but prior to end of Week 14	W (in all courses registered for the semester)	No	No Refunds. Tuition Fees are due in full.
Withdrawal from a Semester	After end of Week 14	F (in all courses registered for the semester)	Yes	No Refunds. Tuition Fees are due in full.
Withdrawal from the University	Before the last day to Drop/Add courses as specified in the Academic Calendar	All courses for the final semester are removed from the transcript. No grades are recorded	No	Registration Fee is non-refundable. Tuition Fees paid over the non-refundable Registration Fee is refunded.
Withdrawal from the University	After the last day to Drop/Add courses as specified in the Academic Calendar, but prior to end of Week 14	W (in all courses registered for the final semester)	No	No Refunds. Tuition Fees are due in full.
Withdrawal from the University	After end of Week 14	F (in all courses registered for the final semester)	Yes	No Refunds. Tuition Fees are due in full.

AU Initiated Withdrawals are reflected on student transcripts as following:

Withdrawal Type	Timing	Result Code to appear in all registered courses on a transcript	Affects Grade Point Average	Financial Implications
Withdrawal due to Suspension	After Census Date	WS	No	No Refunds. Tuition Fees are due in full.
Withdrawal due to Expulsion	After Census Date	WE	No	No Refunds. Tuition Fees are due in full.
Withdrawal of Dormant Students	After Census Date	No grade is recorded	No	No Refunds. Tuition Fees are due in full.

ATTACHMENTS	<ul style="list-style-type: none"> - AU Course Withdrawal Form (System Generated). - AU Semester Withdrawal Form (System Generated). - AU University Withdrawal Form (System Generated). - AU University Withdrawal Release Form (System Generated).

AU Leave of Absence Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to eligible AU students and the processes administered by relevant AU personnel.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester (Semester): An academic semester is a Fall or Spring semester. Summer semester is optional.</p> <p>Dormant Student: refers to a continuing student who failed to register and did not submit AU Leave of Absence Form or AU Semester or University Withdrawal Form during the advertised registration period.</p> <p>Incomplete: Grade assigned when work is not completed because of approved documented illness or other emergency. If grade I is not completed within required timelines, it is automatically changed to F (Fail).</p>		
1. POLICY PROVISIONS			

- 1.1** Any continuing student at AU may apply to take a leave of absence up to two semesters without having to reapply for admission. New students who are due to start their first semester of study in the University are not eligible for a leave of absence.
- 1.2** Applications for a leave of absence must be made through Admissions and Registration during the announced period before the start of the semester. Late submissions are not accepted. It is the student's responsibility to follow the appropriate University procedures and abide by the required timelines.
- 1.3** Students are responsible to inform themselves of the academic and financial implications of taking a leave of absence. Students should always contact their Academic Advisors before initiating a request for leave of absence to discuss the implications of their decision.
- 1.4** All leave of absence requests must be approved by the relevant Head of Department and the Dean of College. Requests from sponsored students also need the approval of the relevant sponsor. Students should continue their registration as normal until all required approvals have been formally granted. For a self-funded student, fees paid during the registration period are kept in credit for the following semester if the request for leave of absence is approved.
- 1.5** Students need to clear all outstanding amounts owed to the University and remove all holds on their records before submitting an application for leave of absence.

- 1.6** A student is not eligible to apply for a leave of absence if there is an ongoing disciplinary investigation involving him/her.
- 1.7** Students seeking to take a leave of absence will need to complete all “Incomplete” grades from a previous semester within the required timeframes announced by the University. Failure to do so will result in fail grades for those courses.
- 1.8** If approved, a leave of absence will be granted for one semester only. A student may apply for leave of absence for a subsequent semester by submitting another set of required documentation before the first day of classes.
- 1.9** A leave of absence is not counted towards the maximum period of completing a program under the University progression rules.
- 1.10** Student accounts are kept active during the leave of absence to allow for registration in the following semester. Students who take a leave of absence are responsible for finalizing their registration for the following semester within the advertised registration dates. Students who fail to comply with this instruction or who do not apply to extend their leave of absence for a further semester are considered “Dormant” and will be withdrawn from the University at the end of the Census date. To resume studies in AU, Dormant students will need to reapply for admission subject to the terms of the Readmission Policy.

ATTACHMENTS	AU Leave of Absence Form (system generated).

AU Academic Progression, Warning and Probation Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	September 2023	Fall 2023/2024
SCOPE	This policy applies to all students enrolled in the University's programs of study.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester: An academic semester is a Fall or Spring semester. Summer semester is optional.</p> <p>Academic Warning: Issued to students for one academic semester subject to the conditions detailed in this policy.</p> <p>Academic Probation: Issued to students for one academic semester subject to the conditions detailed in this policy.</p> <p>Academic Final Probation: Issued to students for one academic semester subject to the conditions detailed in this policy.</p> <p>Academic Expulsion: Dismissal of students from the University subject to the conditions detailed in this policy.</p> <p>Appeal: For the purposes of this document an appeal is a request to review a University decision or an outcome.</p> <p>Semester GPA: Weighted mean value of all grade points earned by a student on units attempted during the course of one semester.</p> <p>Cumulative GPA: Weighted mean value of all grade points earned by a student on units attempted at any point in time.</p>		
POLICY PROVISIONS			

Academic Progression Rules

1 English Language Program

- 1.1 English Language Program is for students who do not have an adequate level of English Language Proficiency to study at the Diploma (0-2) or Bachelor (0-4) level through the medium of English.
- 1.2 The program has two levels offered over two academic semesters. Students are placed in the appropriate level based on their Language Proficiency Exam scores.
- 1.3 Upon satisfying necessary language requirements, the students' progress onto the Diploma program (0-2) or Bachelor Program (0-4).

2 AU Programs

- 2.1 Diploma Programs (0-2 track) and Bachelor Programs (2+2 track) are each offered over a period of four academic semesters.

- 2.2 The maximum time period for completion of any Diploma (0-2 track) or Bachelor's program (2+2 track) is six academic semesters.⁴
- 2.3 Bachelor programs (0 - 4 track) are offered over a period of eight academic semesters. The maximum time period for completion of Bachelor's program is ten academic semesters.
- 2.4 Withdrawn semesters or the semesters when a student is on Disciplinary Suspension are counted against the maximum period of semesters.
- 2.5 In order to graduate from a Diploma or a Bachelor's program, students must pass all their units and have a minimum cumulative GPA of 2.00/4.00 at the time of graduation.

Rules on Academic Warning, Probation and Final Probation

3. Academic Warning

- 3.1 A student is placed on **Academic Warning** at the end of the semester if the **cumulative** GPA falls below 2.00/4.00.
- 3.2 A student is notified of their Academic Warning through an official email sent from AU to the student's AU email account.
- 3.3 A student issued an Academic Warning is required to meet with their Academic Advisor to set performance goals for the semester.
- 3.4 The student's academic load is determined in accordance with the terms of the Student Academic Load Policy.
- 3.5 An Academic Warning is lifted if the student's cumulative GPA is at least 2.00/4.00.
- 3.6 A student on Academic Warning who elects to take summer courses may lift their warning at the end of the summer term subject to section 3.5. Failing this, the student will remain on Academic Warning. Equally, a student in good academic standing may be placed on Academic Warning at the end of the summer term if they fail to meet the performance criteria specified in section 3.1.
- 3.7 Academic Warnings are not noted in the transcripts.

4. Academic Probation

- 4.1 A student whose Academic Warning is not lifted at the end of the semester will be placed on **Academic Probation**.

⁴ This is applicable for 2023/2024 Cohort Onwards. The eight semester rule still applies to students enrolled before Fall 2023/2024.

- 4.2 A student is notified of their Academic Probation through an official email sent from AU to the student's AU email account.
- 4.3 A student issued an Academic Probation is required to meet with their Academic Advisor to set performance goals for the semester.
- 4.4 The student's academic load is determined in accordance with the terms of the Student Academic Load Policy.
- 4.5 Academic Probation is lifted if the student's cumulative GPA is at least 2.00/4.00.
- 4.6 A student on Academic Probation who elects to take summer courses may lift their probation at the end of summer term subject above section 4.5. Failing this, the student will remain on Academic Probation.
- 4.7 Academic Probations are noted in the transcripts.

5. Academic Final Probation

- 5.1 A student whose Academic Probation is not lifted at the end of the semester will be placed on **Academic Final Probation**.
- 5.2 A student is notified of their Academic Final Probation through an official email sent from AU to the student's AU email account.
- 5.3 A student on Academic Final Probation is required to meet with their Academic Advisor to set performance goals for the semester.
- 5.4 The student's academic load is determined in accordance with the terms of the Student Academic Load Policy.
- 5.5 Academic Final Probation is lifted if the student's cumulative GPA is at least 2.00/4.00.
- 5.6 A student whose Academic Final Probation is not lifted at the end of the semester will be expelled from the University.
- 5.7 Academic Final Probations are noted in the transcripts.

6. Academic Expulsion

- 6.1 A student is expelled from AU:
 - If the student's Academic Final Probation is not lifted.
 - If the student fails to complete a Diploma or Bachelor Program within the maximum period specified.
- 6.2 Academic Expulsions are noted in the transcripts.

7. Appeals

Students may appeal their expulsion by making a written submission to Admissions and Registration within the advertised timelines. At a minimum, an appeal must explain the causes of the poor academic performance and present a plan for improvement. All appeals are decided by the University Appeals Committee whose decision is final. If students are allowed to continue their studies, conditions may be specified.

AU Change of Program (Major) Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	August 2023	Fall 2022/2023
SCOPE	This policy applies to all AU students with the exception of those enrolled in the University's Bachelor (2+2) track.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. Academic Semester (Semester): Academic Semester is a Fall or Spring Semester. Summer Semester is optional.		
POLICY PROVISIONS			

1. General Statement

- 1.1 Entering students are expected to make careful and informed decisions about choosing their program of study at the time of application to AU. Nevertheless, throughout their study, students may find that their interests or abilities attract them to a different program than they had identified at the time of their application. Such students may seek to change their program subject to the terms of this document.
- 1.2 Only students in Diploma programs, English Language Program, and Bachelor programs (0-4) track can apply for a change of program (major). Students registered in Bachelor Programs (2+2) are not eligible to apply.
- 1.3 Continuing students are not eligible to apply for a change of program into any newly offered program from which no batch of students have yet graduated.
- 1.4 It is the students' responsibility to inform themselves of the academic and financial implications of changing their program of study. Students should always contact their Academic Advisors before initiating a request to discuss the implications of their decision.
- 1.5 All requests are subject to the availability of a seat in the new program and approval in writing from the relevant Dean of College. Students must be able to demonstrate that they can successfully complete the academic requirements of the new program. For sponsored students, approvals from the relevant sponsors are also required.
- 1.6 Sponsored students are responsible to ensure they regularly keep themselves informed of and updated with the change of program rules and regulations of their external funding bodies and adhere to them.

2. Students Seeking to change programs can take one of two paths as detailed below:

2.1 Transfer:

- 2.1.1** Students may apply to transfer to a new program of study by filing a Request to Change Program Form.
- 2.1.2** Students must meet the admission requirements for the new program at the time of their application.
- 2.1.3** Students start the new program of study with a fresh academic record. Grades of courses that are identified as equivalent by the University are not included in the GPA calculation. Students should anticipate that their graduation date may be delayed.
- 2.1.4** For every 15 credits transferred from the previous program, one semester is deducted from the maximum period allowed to complete the new program under the University progression rules. For students with less than 15 credits transferred, maximum period allowed to complete the new program will be as per the University's progression rules.

2.2 Second-time applicant;

- 2.2.1** Students may withdraw from the University and apply as second-time applicant in a new program of study.
- 2.2.2** Students must meet the admissions requirements for the new program at the time of their application.
- 2.2.3** A second-time applicant starts the new program of study with a fresh academic record. Courses attempted and the grades obtained under the previous program are not carried over.
- 2.2.4** Maximum period allowed to complete the new program will be as per the University's progression rules.

3 Financial Implications

- 3.1** Students are responsible to pay any additional fees that may result from the change of program.
- 3.2** Students need to clear all outstanding amounts owed to the University and remove all holds on their records before applying to change programs (Majors).

ATTACHMENTS	- Request to Change Program Form - system generated

AU Graduation and Conferral Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	August 2023	Fall 2023/2024
SCOPE	This policy applies to all students and processes administered by nominated staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Award: the official AU Testamur which confirms the completion of a program of study.</p> <p>Cumulative GPA: Weighted mean value of all grade points a student earned on courses attempted at any point in time. A student's cumulative GPA is calculated separately for Diploma and Bachelor programs and includes grade points earned during a summer term if the student has taken studies in AU during the summer.</p> <p>Major GPA: Measure of weighted mean value of grade points only in the courses which fall under the student's major degree.</p> <p>Graduate: A student who has successfully completed their program of study, fulfilled graduation requirements specified in this document, and received a graduation certificate.</p> <p>Conferral: Granting an award upon the person qualified to receive it.</p> <p>Program of study: Refers to a Diploma or a Bachelor's program.</p> <p>Private Universities Council (PUC): The Government body in Kuwait that supervises and regulates private colleges and universities.</p>		
POLICY PROVISIONS			

1. General Statement

- 1.1 The Board of Trustees is the authorized body in AU for conferring of all Diploma and Bachelor awards. AU confers awards at the end of each Fall, Spring and Summer semester.
- 1.2 Students are eligible to graduate upon satisfactory completion of all requirements of their respective academic program and other requirements as specified by AU's policies and procedures.
- 1.3 It is the students' responsibility to fulfil all requirements for graduation accordingly and submit the graduation documents by the specified deadlines.
- 1.4 Upon completion of the requirements to graduate, an AU student will receive his/her original certificate. The certificate is a legal document and is issued to a student only once in its original form.

2. Eligibility to Graduate

- 2.1 To be eligible to graduate, students must pass all courses required for completion of their chosen program within the maximum period allowed in accordance with the

university progression rules and have a minimum cumulative GPA of 2.00 at the time of graduation.

- 2.2 Any holds, which may be placed on student accounts for academic, financial, or disciplinary reasons per the terms of the Academic Hold policy, need to be cleared before a student is eligible to graduate.

3. Graduation Process

- 3.1 Any student who has successfully completed the graduation requirements of their major will be automatically processed for graduation at AU.
- 3.2 To finalise the graduation process with the Private Universities Council (PUC), students are required to submit supporting documentation⁵ to the Graduation Office.

4. Repeating Courses

- 4.1 If a student has remaining course(s) in their last semester, they can repeat other courses in the same semester in accordance with the terms stipulated in the Grading Policy.
- 4.2 It is the students' responsibility to ensure they regularly keep themselves informed of and updated with the rules and regulations including financial implication of repeating courses of their external funding bodies and adhere to them.

5. Conferral of Awards

- 5.1 Admissions and Registration creates the list of graduate candidates for the review of each Academic Department.
- 5.2 Department Council in each Department confirms the list of candidates who meet the program requirements to graduate and accordingly makes a recommendation to the respective College Council.
- 5.3 College Council in each of the University's Colleges confirms the list of candidates who meet the requirements to graduate and accordingly makes a recommendation to the Deans Council.
- 5.4 The Deans Council, chaired by the President, recommends the conferral of awards based on the feedback received from the Colleges' Councils.
- 5.5 The Board of Trustees authorizes the conferral of awards based on the recommendation of the Deans Council.

6. Release of Graduation Documents

- 6.1 A completed Graduation Release Form clearing students of all responsibilities towards AU is required from all students prior to the issuance of any graduation documents.

⁵ The requirements of supporting documentation will be communicated to students accordingly.

6.2 Graduation documents will not be released to students who fail to provide this form.

7. Graduation Documents

7.1 Documents listed below are provided to students at the time of graduation:

- AU Testamur,
- AU Transcript of Academic Records,
- PUC To Whom It May Concern Letter and its true copy,
- Original High School Certificates (For Diploma graduates if PUC Scholarship holder),
- Diploma to Whom It May Concern Letter (For Bachelor graduates if PUC Scholarship holder).

8. Annual AU Graduation Ceremony

8.1 The Graduation Ceremony is held once a year.

8.2 Only graduates cleared by the University may attend the graduation ceremony. Regardless of this, the graduate candidate becomes a graduate on the date upon which his/her degree is conferred.

ATTACHMENTS	- AU Graduation Release Form.

Chapter 3

Student Financial Regulations

- AU Student Financial Assistance Policy
- AU Tuition and Refund Policy

AU Student Financial Assistance Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to all eligible AU students and processes administered by relevant staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<ul style="list-style-type: none"> - AU: Australian University or the University. - Academic Semester (Semester): Academic Semester is a Fall or Spring Semester. Summer Semester is optional. - Cumulative GPA: A student's cumulative GPA is the weighted mean value of all grade points he/she earned on units attempted at any point in time. - First Degree Relative: Brother, Sister, Parent, Offspring or Spouse. - Student Financial Assistance Committee: comprises of the President, Assistant to the President – Student Relations, Registrar, Assistant to the President-Support Services; and Director-Finance to confer and decide on students' financial assistance and scholarships at AU. 		
1.POLICY PROVISIONS			

- 1.1 The University administers various financial assistance schemes for students registered in AU's programs of study.
- 1.2 Any type of financial assistance scheme requires the student to be registered in full load and to be in good academic standing.
- 1.3 If eligible for financial assistance based on the criteria mapped in this policy, students may apply through the Office of Student Financial Assistance.
- 1.4 Applications are assessed by the Student Financial Assistance Committee.
- 1.5 Even if eligible, the University cannot guarantee the availability of financial assistance to any student.
- 1.6 AU's financial assistance schemes are competitive, selective, based on academic merit and availability of seats.
- 1.7 AU's Student Financial Assistance Committee reviews, on an annual basis, the types, numbers and values of financial assistance schemes offered.
- 1.8 Students with a record of violation under the University's Code of Conduct and Conduct of Academic Integrity are not eligible for financial assistance.
- 1.9 Recipients of AU financial assistance cannot combine it with any other financial assistance schemes available at the University.

1.10 Financial assistance schemes are applied to tuition fees only.

1.11 Registration and amenities fees are not included in any financial assistance scheme. It is the student's responsibility to ensure that fees are paid in full to be eligible to apply for financial assistance.

1.12 The University's financial assistance schemes are outlined below:

2. Special Grants

2.1 New Students

2.1.1 New first-time self-funded students applying to AU with a High School GPA of 3.75 are eligible to apply for a discount determined by the Student Financial Assistance Committee.

2.1.2 To retain the discount, students must maintain a cumulative GPA of 3.50 with a full academic load as per the terms stipulated in AU's Student Academic Load Policy throughout the duration of their studies.

2.1.3 If a student receives a "Fail" grade in any course during his/her study, he/she will no longer qualify for this discount. In this case, the student will be liable to pay the discounted amount for that course.

2.2 Early Settlement Discount

2.2.1 Students who pay the full semester fees or full academic year fees at the point of registration are eligible to apply for a discount determined by the Student Financial Assistance Committee.

2.3 First Degree Relative Discount

2.3.1 A discount of 10% on tuition fees is applied to the sibling of an existing self-funded AU student who are simultaneously registered as full-time students at the University.

2.3.2 AU offers up to 50% discount of tuition fees to the children of an existing full-time AU faculty/staff member.

2.3.3 AU offers a 15%-25% discount of tuition fees to a first degree relative of an existing full-time AU faculty/staff member.

2.3.4 Intending students are responsible to disclose the relative's degree information while applying to the University.

3. Bursary

- 3.1** Bursaries are available to any student studying at AU regardless of the semester of study they are undertaking.
- 3.2** Bursaries are up to KWD 1,000.
- 3.3** Bursaries approved by the Financial Assistance Committee will be offset against the tuition fees payable for the particular semester.
- 3.4** Funds are available on a semester basis. Students may only apply for and be awarded one bursary per semester.
- 3.5** Students must apply or re-apply each semester and disclose all required details in support of their application for assistance.
- 3.6** Prior to enrolment, if any student is in a situation, where they may face issues with payment of their fees, they are required to make a full disclosure of their situation. The University will consider various options with the student including deferral of enrolment.
- 3.7** Student Financial Assistance Committee will determine the allocation of funds based on academic performance, attendance, financial situation of the student and other criteria as applicable.

4. Academic Scholarship

- 4.1** Academic Scholarships cover the full tuition fees or a percentage of the tuition fees for one semester.
- 4.2** Students may apply for an Academic Scholarship after completing the first semester of their program of study.
- 4.3** Students in the English Language Program are not eligible to apply for Academic Scholarships.
- 4.4** Academic Scholarship holders must continue to perform at outstanding levels to enhance the opportunity for further allocations. Students may apply for a scholarship in subsequent semesters.
- 4.5** The key criteria in considering applications for Academic Scholarships are:
 - Full academic load;
 - Minimum cumulative GPA of 3.8 out of 4.0;
 - Other factors such as but not limited to extra-curricular activities.
- 4.6** Students awarded an Academic Scholarship will have this citation included on their official transcript.

AU Tuition and Refund Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	April 2022	Fall 2022/2023
SCOPE	This policy applies to all students enrolled at AU.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. CSC: Civil Service Commission. MOD: Ministry of Defence. PUC: Private Universities Council.		
1. POLICY PROVISIONS			

1.1 Registration Fee

AU students must pay a non-refundable Registration Fee to secure their place in the program applied to. In case of newly accepted students, if the deposit is not paid by the date specified in the letter of offer, the offer will lapse. Registration fees are indicated on the AU fees schedule for all programs which is circulated via email to all existing students and are available via the [AU Website](#).

1.2 Confirmation of Tuition Fees

Tuition Fees are applicable to registered students once the “add and drop” period has elapsed. Payment of Tuition Fees is due according to the fee schedule uploaded on [AU Website](#).

Students seeking to withdraw from a course, from the semester, or the University must refer to the AU Withdrawal Policy for financial obligations due.

1.3 Transfer of payments

Payments made in any given semester may only be transferred to sibling students.

1.4 Refund of Tuition Fees

Tuition Fees are refundable if:

- The student has not registered in any courses, or
- The student is fully sponsored by sponsors (i.e., PUC, MOD, CSC, etc...) after making a tuition payment to the University.

Chapter 4

Student Rights & Responsibilities

- AU Student Attendance Policy and Procedure
- AU Student Attendance Policy and Procedure for B1.1 Diploma of Aircraft Maintenance Engineering (Mechanical) and B2 Diploma of Aircraft Maintenance Engineering (Avionics) School of Aviation
- AU Student Code of Conduct
- AU Code of Academic Integrity
- AU Intellectual Property Policy

AU Student Attendance Policy and Procedure

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	September 2023	Fall 2023/2024
SCOPE	This policy applies to all AU students and processes administered by relevant staff with the exception of students registered in the B1.1 Diploma of Aircraft Maintenance Engineering (Mechanical) and B2 Diploma of Aircraft Maintenance Engineering (Avionics) in the School of Aviation.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Assessment: All gradable work that a student is required to complete to provide a record of achievement or competence in a course, including, but not limited to learning tasks, assignments, reports, laboratory work, viva voce, classroom tests and examinations, including make-up exams.</p> <p>Attendance: Is defined as being present for the entire class component at the scheduled time.</p> <p>Course: is a basic component of a program, which on successful completion gives credit towards completion of the program of study.</p> <p>Elective surgery: Refers to a surgical procedure that does not relate to an injury or illness that is acute and poses an immediate risk to a student's life or long-term health if not responded urgently.</p> <p>Make-up Assessment: An assessment provided to a student with an approved excused absence from a scheduled assessment. A students may only have one attempt at a make-up assessment.</p> <p>Medical Emergency: Means for the purposes of this document:</p> <ul style="list-style-type: none"> i. A required surgical procedure, not including an Elective Surgery. ii. An <u>injury</u> or <u>illness</u> that is <u>acute</u> and poses an immediate risk to a person's life or long term health. iii. A physical or mental illness that is too severe and would have significantly affected the student's ability to perform on the day of an assessment/exam. <p>PUC: Private Universities Council.</p> <p>Tardy: Means being more than 10 minutes late to class.</p>		
POLICY PROVISIONS			

1. General Principles:

1.1 Attendance is an essential part of the educational process at AU and is regarded as an obligation. All students are responsible for their own attendance and are expected to attend all classes, including labs and workshops, regularly and punctually. Failure to do so may negatively impact a student's learning and academic performance.

1.2 Attendance will be taken every class session, ten minutes after the class is scheduled to begin, and will be entered into the system within twenty-four hours.

1.3 Instructors must maintain up-to-date attendance records of students.

1.4 A written explanation of attendance expectations determined per requirements of this policy will be provided to students in the Course Outlines at the beginning of each semester.

1.5 Tardiness is treated as an absence. Tardy students are permitted to attend for the remainder of the class period and must not be prevented from doing so on the basis of tardiness alone.

1.6 Throughout the semester, students can view/monitor their attendance on Edugate. It is the student's responsibility to check their attendance records, assure its accuracy and discuss any concerns with the relevant instructor before the end of the semester. By the end of the semester, the attendance record is considered final and no concerns can be raised accordingly.

2. Class Attendance Requirements:

2.1 AU requires that all registered students attend and participate in all classes to promote their success.

2.2 Students who fail to meet the minimum attendance requirements specified in table 1 and table 2 will receive a failure for that course.

Table 1: Fall, Spring and Summer Attendance Requirements

Fall and Spring Semester Attendance⁶ Requirements:

	Number of sessions per week	Contact Hours per Session	Total Number of Sessions	Max. Absence of sessions per semester
Lecture	3	1	42	9
Lecture	2	2	28	6
Lecture	2	1.5	28	6
Lecture/Workshop	1	3	14	3
PBL	3	2	42	9
Labs	1	2	14	3
Projects	1	2	14	3
Seminars	1	3	14	3

⁶ Any activity not specified in this table will be covered in the relevant course outline.

Summer Attendance Requirements

	Number of sessions per week	Contact Hours per Session	Total Number of Sessions	Max. Absence of sessions per semester
Lecture	3	1	21	4
Lecture	2	2	14	3
Lecture	2	1.5	14	3
Lecture/Workshop	1	3	7	1
Labs	1	2	7	1
Projects	1	2	7	1
Seminars	1	3	7	1

Table 2

English Language Program	Contact Hours per week	Total Contact Hours	Max. Absence per semester: Contact Hours
English	18	252	40
English Intensive	25	350	40

2.3 Based on the discretion of the instructor, a 10% attendance and participation mark assigned to the final grade can be given to students who successfully attend and participate in all of their classes. This Clause is not applicable for students registered in the English Language Program.

2.4 More restrictive attendance requirements may apply in certain classes due to the specialised nature of the class as stated in the relevant course outline.

3. Excuse Absences and Make-up Exams:

3.1 Students may apply to be excused for their absence as per the reasons listed in Table 3.

- 3.2** Students are allowed to submit a maximum of five (5) excuse absences per academic semester for all courses (including midterm and final exam periods). Each excuse absence is valid for one (1) teaching day from 8.00 am to 8.00 pm.
- 3.3** Students are fully responsible for the course content presented during their absence and make the necessary arrangements with their instructors for make-up exams.
- 3.4** In the event of a serious, verifiable and unpredictable situation (please refer to Table 3). The student is then required to submit an excuse absence, which is subject to approval, within three (3) working days from the date of missing the exam. **The University reserves the right not to grant excused absences.**
- 3.5** Missing exams for regular doctor's appointments and check-ups related to a chronic illness will not be excused.
- 3.6** A make-up exam can be administered during the teaching period for that particular course or on a designated date after the last teaching day for that course as determined by the instructor and duly communicated to the student.
- 3.7** Students are not allowed to submit an excused absence for any make-up exams.
- 3.8** Any other scenarios not covered in the below list are reviewed on a case-by-case basis and decided by the Student Affairs Department.
- 3.9** Students who are experiencing significant personal hardship (for example medical or family emergency, prolonged illness) and need to be absent for a long period will be asked to withdraw from the semester since missing classes at such length will severely hinder the learning experience of a student at AU.

Table 3

Sr. No.	Excuse	Required Documentation
1	Hospitalization/ Medical Emergencies /Severe Illnesses All absences due to medical reasons need to be supported by a detailed medical report. The report should be prepared using Student Request Form for Excused Absence due to Medical Emergency and should include an indication of whether the student's medical condition constitutes a medical emergency as per the definitions of this document.	Medical Report should be issued by the attending hospital or polyclinic and stamped by the Ministry of Health. Medical Reports need to be submitted within three (3) working days of the first day of absence.
2	Maternity and/or Giving Birth The University does not make any concessions for pregnant students except for medical emergencies	Medical Report should be issued by the attending hospital or

	<p>which need to be supported by a medical report. Absences related to routine prenatal care and doctor's visits are not excused.</p> <p>Pregnant students whose expected due date fall within a semester are recommended to apply for leave of absence for the semester. Such students on PUC Scholarships need to follow PUC rules in this regard. Information on PUC rules is available from the Admissions & Registration Department.</p>	<p>polyclinic and stamped by the Ministry of Health. Medical Reports need to be submitted within three (3) working days of the first day of absence.</p>
3	<p>Vehicle Accidents</p> <p>All such requests need to be supported by the documentation listed which should be provided within three (3) working days of the accident</p>	<ul style="list-style-type: none"> • An accident report issued by the Ministry of Interior Affairs (please refer to Appendix I to view a sample (اخطار حادث مرور)). • A report issued by Ministry of Interior Affairs to be presented to the insurance company (please refer to Appendix I to view a sample). • Absences in the following days of an accident due to serious medical reasons need to be supported by a medical report as issued by the attending hospital or polyclinic and stamped by the Ministry of Health.
4	<p>Death of a first degree relative - All requests for excused absence for compassionate reasons need to be supported by a Death Certificate.</p>	<p>Death certificate which needs to be submitted within five (5) working days of the first day of absence.</p>

4. Appeals

4.1 There are no appeals for any decisions under this policy and procedure.

CONTROL OF PROCESS

5. Excused Absences:

5.1 The following section explains the key steps in the processing of excused absences. It does not attempt to catalogue the specifics of how this process is carried out by each respective area which are determined internally in accordance with the terms of this document.

- 5.2** Student Affairs Department is responsible for confirming and validating a request for an excused absence based on the supporting documentation submitted by students. Students must submit their requests electronically using the Excused Absence Request Form from the AU portal and attach all the required supporting documentation.
- 5.3** The decision on whether an excused absence is accepted and informed by the Student Affairs Department to the student and the relevant instructors, and the Heads of Department within 3 working days of the receipt of supporting documentation from the student.
- 5.4** Instructors should not record attendance for the period of excused absence but make note of this in the system.
- 5.5** In cases when a student has an excused absence that prevents them from completing the work for that semester (e.g., an approved excuse that prevents the student to return to the University in time to take and receive grades on final exams, make-up exams, projects, etc. before the semester end), the student is given Incomplete (I) grade for the applicable course(s). The student should complete within the timeframe indicated in the academic calendar. Failing this, an Incomplete (I) grade is automatically changed to a Fail (F).

ATTACHMENTS	<ul style="list-style-type: none"> - Student Request Form for Excused Absence due to Medical Emergency. - Excused Absence Request Form.
APPENDIX	<ul style="list-style-type: none"> - An accident report issued by the Ministry of Interior Affairs. - Accident report to be presented to the insurance company.

Appendix I-1 An accident report issued by the Ministry of Interior Affairs.



وزارة الداخلية
الإدارة العامة للتحقيقات
إخطار حادث مرور

التاريخ / / ٢٠

تاريخ الحادث

مكان الحادث

اسم المخفر

رقم قضية المخفر

السيارة الثالثة

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الثانية

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الأولى

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الخامسة

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الرابعة

السيارة السادسة

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

ملاحظة هامة: تسلم صورة من هذا التبليغ إلى أصحاب العلاقة لتسليمها لشركات التأمين خلال ٨ ساعة.

محقق المخفر

Appendix I-2 Accident report to be presented to the insurance company



وزارة:

تقرير وقوع حادث لمركبة حكومية
مملوكة / مستأجرة

رقم	تاريخ
-----	-------

نوع المركبة: رقم المرور: الرقم الخاص:

اسم السائق:

رقم الهوية/الرقم المدني: تنتهي إجازة القيادة في / / 20م

نوع التخصيص: ☐ وحدة المركبة ☐ عام مشترك ☐ عام فردي ☐ شخصي

مميزات التخصيص: ☐ سائق ☐ صيانة وإصلاح

جهة العمل: إدارة: مراقبة:

قسم: شعبة: ت:

تاريخ الحادث: يوم في / / 20م ، الساعة:

رقم تقرير الشرطة:

إضرار الحادث: المقايضة الابتدائية لتكلفة الحادث:

بموجب استمارة صيانة وإصلاح رقم بتاريخ: / / 20م

ملخص أضرار الطرف الآخر:

المتسبب حسب تقرير الشرطة:

عدد الحوادث السابقة: حادث من / / 20م حتى / / 20م

رأي مسؤول المركبات:

الاسم:
التوقيع

التاريخ: / / 20

يرفق صورة تقرير الشرطة واستمارة الفحص بعد المقايضة الابتدائية

الأصل: الشؤون القانونية زرقاء، وحدة المركبات: صفراء،

الشؤون المالية:

حمراء، الشؤون الإدارية:
نموذج رقم (14) مركبات

AU Student Attendance Policy and Procedure for B1.1 Diploma of Aircraft Maintenance Engineering (Mechanical) and B2 Diploma of Aircraft Maintenance Engineering (Avionics) School of Aviation

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	August 2023	Fall 2023
SCOPE	This policy applies to students registered in the B1.1 Diploma of Aircraft Maintenance Engineering (Mechanical) and B2 Diploma of Aircraft Maintenance Engineering (Avionics) in the School of Aviation and the processes administered by the relevant staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Assessment: All gradable work that a student is required to complete to provide a record of achievement or competence in a course, including, but not limited to learning tasks, assignments, reports, laboratory work, viva voce, classroom tests and examinations, including make-up exams.</p> <p>Attendance: Is defined as being present for the entire class component at the scheduled time.</p> <p>Course: is a basic component of a program, which on successful completion gives credit towards completion of the program of study.</p> <p>Elective surgery: Refers to a surgical procedure that does not relate to an injury or illness that is acute and poses an immediate risk to a student's life or long-term health if not responded urgently.</p> <p>Make-up Assessment: An assessment provided to a student with an approved excused absence from a scheduled assessment. Students may only have one attempt at a make-up assessment.</p> <p>Medical Emergency: Means for the purposes of this document:</p> <ul style="list-style-type: none"> iv. A required surgical procedure, not including an Elective Surgery. v. An injury or illness that is acute and poses an immediate risk to a person's life or long term health. vi. A physical or mental illness that is too severe and would have significantly affected the student's ability to attend classes or perform on the day of an assessment/exam. <p>PUC: Private Universities Council.</p> <p>SOA: School of Aviation</p> <p>Tardy: Means being more than 10 minutes late to class.</p>		
POLICY PROVISIONS			

1. General Principles:

- 1.1 All students are responsible for their own attendance and are expected to attend all classes, including labs and workshops, regularly and punctually. Failure to do so may negatively impact a student's learning and academic performance.
- 1.2 Attendance will be taken every class session and will be entered into the system within twenty-four hours.

- 1.3 A written explanation of attendance expectations determined per requirements of this policy will be provided to students in the Course Outlines at the beginning of each semester.
- 1.4 Tardiness is treated as an absence. Tardy students are permitted to attend for the remainder of the class period and must not be prevented from doing so on the basis of tardiness alone.
- 1.5 Attendance will be recorded from the first teaching day until the last teaching day as per AU's academic calendar.
- 1.6 Students are not allowed to take any formative exams or modules if they have not completed and signed the practical sheets and logbook.
- 1.7 The University reserves the right not to grant excused absences.

2. Attendance Requirements:

- 2.1 AU requires that all registered students attend and participate in all classes to promote their success.
- 2.2 To be eligible for the sub-module/ module formative exam, students are expected to maintain a minimum attendance of 80%.
- 2.3 Students who fail to meet the 80% attendance requirement will receive an FA for that module.
- 2.4 If a student has an approved excuse absence and during their period of absence their attendance drops to no less than 75%, they become eligible to do make-up time and then have their formative assessment.
- 2.5 Students whose attendance falls below 75 % even with an excuse absence will receive an FA.
- 2.6 In part 66 modules exam, students are expected to maintain a minimum attendance of 90% to be eligible for the exam.
 - 2.6.1 If a student fails to meet the attendance requirement, he/she will receive an FA for that module. The 90% attendance requirement allows the student to undertake the EASA, DGCA and GCAA examinations.
 - 2.6.2 In cases where a student has an attendance record between 80-89% he/she can request make-up time at a rate of 10KD per hour for sub/module and then undertake the module exam at the end of semester 5 only.

3. Formative Make-up Assessment

- 3.1** Students are not allowed to submit an excuse absence for make-up assessments.
- 3.2** An AU Aviation student in B1.1 and B2 track has the initial attempt and one make-up assessment provided they meet the attendance requirements of 80%.
- 3.3** If a student fails the makeup assessment, he/she must repeat the specified sub module/module.
- 3.4** Students who do not meet the attendance requirements specified in this document are not eligible for the initial assessment.
- 3.5** Students are not allowed to submit an excused absence for any make-up exams.

4. Excused Absences

- 4.1** Students may apply to be excused for their absences that result from the reasons listed in Table 1.
- 4.2** Any other scenarios not covered in the below list are reviewed on a case-by-case basis, **The University reserves the right not to grant excused absences.**
- 4.3** Students who are experiencing significant personal hardship (for example medical or family emergency, prolonged illness) and need to be absent for a long period will be asked to withdraw from the semester since missing classes at such length will severely hinder the learning experience of a student at AU.

Table 1

Sr. No.	Excuse	Required Documentation
1	Hospitalization/ Medical Emergencies /Severe Illnesses All absences due to medical reasons need to be supported by a detailed medical report. The report should be prepared using Student Request Form for Excused Absence due to Medical Emergency and should include an indication of whether the student's medical condition constitutes a medical emergency as per the definitions of this document.	Medical Report should be issued by the attending hospital or polyclinic and stamped by the Ministry of Health. Medical Reports need to be submitted within three (3) working days of the first day of absence.
2	Maternity and/or Giving Birth	

	<p>The University does not make any concessions for pregnant students except for medical emergencies which need to be supported by a medical report. Absences related to routine prenatal care and doctor's visits are not excused.</p> <p>Pregnant students whose expected due date fall within a semester are recommended to apply for leave of absence for the semester. Such students on PUC Scholarships need to follow PUC rules in this regard. Information on PUC rules is available from the Admissions & Registration Department.</p>	<p>Medical Report should be issued by the attending hospital or polyclinic and stamped by the Ministry of Health. Medical Reports need to be submitted within three (3) working days of the first day of absence.</p>
3	<p>Vehicle Accidents</p> <p>All such requests need to be supported by the documentation listed which should be provided within three (3) working days of the accident</p>	<ul style="list-style-type: none"> • An accident report issued by the Ministry of Interior Affairs (please refer to Appendix I to view a sample (اخطار حادث مرور)). • A report issued by Ministry of Interior Affairs to be presented to the insurance company (please refer to Appendix I to view a sample). • Absences in the following days of an accident due to serious medical reasons need to be supported by a medical report as issued by the attending hospital or polyclinic and stamped by the Ministry of Health.
4	<p>Death of a first degree relative - All requests for excused absence for compassionate reasons need to be supported by a Death Certificate.</p>	<p>Death certificate which needs to be submitted within five (5) working days of the first day of absence.</p>

5. Appeals

5.1 There are no appeals for any decisions under this policy and procedure.

6. CONTROL OF PROCESS

Excused Absences:

- 6.1 The following section explains the key steps in the processing of excused absences. It does not attempt to catalogue the specifics of how this process is carried out by each respective area which are determined internally in accordance with the terms of this document.
- 6.2 Student Affairs Department is responsible for confirming and validating a request for an excused absence based on the supporting documentation submitted by students. Students must submit their requests electronically using the Excused Absence Request Form and attach all the required supporting documentation within 3 working days of the first day of absence for which the student is asking to be excused for.
- 6.3 Upon receiving the documents from the student, the process of validating the documentation, making recommendations and informing the student of the decision must not exceed five (5) working days.
- 6.4 The decision on whether an excused absence is accepted and informed by the Student Affairs Department to the student and the relevant instructors, and Senior Manager-Aviation Training within 3 working days of the receipt of supporting documentation from the student.
- 6.5 In cases when a student has an excused absence that prevents them from completing the work for that semester (e.g., an approved excuse that prevents the student to return to the University in time to take and receive grades on final exams, make-up exams, projects, etc. before the semester end), the student is given Incomplete (I) grade for the applicable course(s). The student should complete within the timeframe indicated in the academic calendar. Failing this, an Incomplete (I) grade is automatically changed to a Fail (F).

ATTACHMENTS	
	- Student Request Form for Excused Absence due to Medical Emergency
	- Excused Absence Request Form
APPENDIX	
	- Ministry of Interior Affairs Report templates for Vehicle Accidents

Appendix I-1 An accident report issued by the Ministry of Interior Affairs.



وزارة الداخلية
الإدارة العامة للتحقيقات
إخطار حادث مرور

التاريخ / / ٢٠

تاريخ الحادث

مكان الحادث

اسم المخفر

رقم قضية المخفر

السيارة الثالثة

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الثانية

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الأولى

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الخامسة

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

السيارة الرابعة

السيارة السادسة

رقم السيارة

رقم الوثيقة

اسم السائق

اسم شركة التأمين

ملاحظة هامة: تسلم صورة من هذا التبليغ إلى أصحاب العلاقة لتسليمها لشركات التأمين خلال ٨ ساعة.

محقق المخفر

Appendix I-2 Accident report to be presented to the insurance company



وزارة:

تقرير وقوع حادث لمركبة حكومية
مملوكة / مستأجرة

رقم	تاريخ
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نوع المركبة: رقم المرور: الرقم الخاص:

اسم السائق:

رقم الهوية/الرقم المدني:

تنتهي إجازة القيادة في / / 20م

نوع التخصيص: وحدة المركبة ☐ عام مشترك ☐ عام فردي ☐ شخصي ☐

مميزات التخصيص: سائق ☐ صيانة وإصلاح ☐

جهة العمل: إدارة: مراقبة:

قسم: شعبية: ت:

تاريخ الحادث: يوم في / / 20م ، الساعة:

رقم تقرير الشرطة:

إضرار الحادث: المقايمة الابتدائية لتكلفة الحادث:

بموجب استمارة صيانة وإصلاح رقم بتاريخ: / / 20م

ملخص أضرار الطرف الآخر:

المتسبب حسب تقرير الشرطة:

عدد الحوادث السابقة: حادث من / / 20م حتى / / 20م

رأي مسؤول المركبات:

الاسم:
التوقيع

التاريخ: / / 20

يرفق صورة تقرير الشرطة واستمارة الفحص بعد المقايمة الابتدائية
الأصل: الشؤون القانونية زرقاء، وحدة المركبات: صفراء،
الشؤون المالية: حمراء، الشؤون الإدارية: نموذج رقم (14) مركبات

AU Student Code of Conduct

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to all students registered at AU.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester: An academic semester is a Fall or a Spring semester. Summer semester is not considered an academic semester.</p> <p>Graffiti: Writing or drawings that have been scribbled, scratched, or painted illicitly on a wall or other surface, often within public view.</p> <p>Physical Violence: The deliberate use of physical force with the potential for causing harm and damage. Physical violence includes, but is not limited to: Scratching or biting, pushing or shoving.</p> <p>Sexual Harassment: Any unwelcome act of a sexual nature including sexual advances, requests for sexual favors, or other verbal/written or physical conduct.</p> <p>Social Media: Tools and platforms, which include, without limitation, blogs, texting, Instagram, Twitter, Facebook, LinkedIn®, My Space, YouTube and Flickr that enable the sharing of ideas and content rapidly and easily</p> <p>Student Club: A student club is accessible to all students who are registered in programs offered by College of Engineering and College of Business, including students in English Language Program.</p> <p>Violence: Behaviour involving physical force intended to hurt a human being or causing Damage to belongings.</p> <p>Weapons: Include but are not limited to: Firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, sling shots, water balloon launchers, martial arts equipment, swords, switchblades, large knives, tasers and clubs.</p>		
POLICY PROVISIONS			

1. General Principles:

- 1.1 AU expects the highest standards of conduct from all its students.
- 1.2 Students shall observe country laws as well as policies and regulations of the Australian University while on campus or attending University related events outside of campus.
- 1.3 When in doubt about interpretation or applicability of a policy or a regulation, it is the students' responsibility to seek clarification from the relevant department.

- 1.4 Any student or student club found to have committed a violation of this policy is subject to the disciplinary actions outlined in this Student Code of Conduct.
- 1.5 All members of AU community are expected to report possible violations of country laws and University policies and regulations, including violations of this Student Code of Conduct.
- 1.6 The student, the party reporting the violation, the relevant Academic Advisor, the Head of Department, and Dean of College will be advised in writing of the outcome of the investigations, any determinations made and sanctions imposed. The Registrar will be informed of the sanctions imposed to update student's file in the Admissions and Registration Department accordingly. In cases of suspended or expelled students, their details are also provided to the Facilities and Information Technology (IT) departments.
- 1.7 Any sanctions resulting from this policy will be recorded in the student's files.

2. Violation of Code of Conduct

Violations of this Student Code of Conduct will include, but are not limited to the following:

2.1 Disorderly Behavior

- 2.1.1 Violating or disrespecting AU's policies, procedures, codes and timelines;
- 2.1.2 Defacing AU property through graffiti;
- 2.1.3 Exhibiting disrespectful behavior or using disrespectful language towards students or staff;
- 2.1.4 Engaging in conduct that disrupts class including, but not limited to, the use of cell phones or other electronic devices for voice or text communication;
- 2.1.5 Any unauthorized use of electronic or other devices to make an audio or video recording of any person without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress;
- 2.1.6 Disruption or obstruction of educational/learning process and environment, interference with University operations or other University-sponsored activities, on or off University premises, or other non-University activities when the act occurs on University premises;
- 2.1.7 Engaging in conduct which disturbs the peace, order, or discipline at the University or University-sponsored activity;
- 2.1.8 Participation in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community;
- 2.1.9 Deliberate disobedience or resistance against an identified University official acting in the line of duty;
- 2.1.10 Failure to follow instructions/directives from University officials;
- 2.1.11 Failure to adequately identify oneself and/or produce a valid AU identification card to a University official including Campus Security;
- 2.1.12 Refusal to vacate a building, street, sidewalk, driveway or other facility of the University when directed to do so by an authorized officer of the University;

- 2.1.13** Failure to evacuate for a fire alarm or re-entry prior to return signal;
- 2.1.14** Stealing or possession of others' belongings without the owner's permission.
- 2.1.15** Making unauthorized disclosure or having unauthorized access to official University documents, computer resources or information, or confidential information.

2.2 Dress Code Violation

- 2.2.1** Inappropriate dress for males and females, which includes, but is not limited to, clothing bearing inappropriate suggestive or offensive language or graphics, tank tops, low cut blouses, short clothing, and revealing clothes that expose the waist or back.

2.3 Use of Drugs or Alcohol

- 2.3.1** Use, possession or distribution of drugs or alcoholic beverages as prohibited by Kuwait law;
- 2.3.2** Misuse of any legal pharmaceutical drugs.

2.4 Acts of Violence

- 2.4.1** Inflicting physical injury upon another;
- 2.4.2** Placing another in fear of, or at risk of, physical injury or endangering the emotional health and safety of another through bullying, verbal abuse, harassment, threats, or intimidation;
- 2.4.3** Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another;
- 2.4.4** Sexually harassing another whether physical, verbal or written.
- 2.4.5** Making verbal or written threats to any University staff or students

2.5 Weapons

- 2.5.1** Possessing, using or storing weapons, fireworks, explosives and firearms on the property owned or controlled by AU.

2.6 Providing False Information

- 2.6.1** Intentionally false reporting of a fire, explosive or other emergency;
- 2.6.2** Forgery, alteration, or misuse of any University document, records, or instrument of identification;
- 2.6.3** Falsely identifying oneself to a University official or furnishing false information, oral or written, to any University official, faculty or staff member.
- 2.6.4** Making allegations or complaints that are malicious or without foundation.

2.7 Safety Violations

- 2.7.1** Possession and/or use of fireworks;
- 2.7.2** Tampering with fire-fighting or fire alert equipment;
- 2.7.3** Smoking in non-designated smoking areas;

- 2.7.4 Unauthorized presence in or unauthorized use of University property, resources or facilities;
- 2.7.5 Reckless driving on campus and/or parking in unauthorized places.

2.8 Damage/ Vandalism

- 2.8.1 Graffiti, intentional or reckless damage to or destruction of University property or of property on University premises belonging to others;
- 2.8.2 Using, or attempting to use, University property in a manner inconsistent with its designated purpose.

2.9 Computer and Network Abuse

- 2.9.1 Jeopardizing the security of the University's computing systems and services, or tampering with or falsifying electronic information;
- 2.9.2 Use of another person's computing identification and/or password without authorization or permission;
- 2.9.3 Participating in the viewing or exchange of inappropriate materials;
- 2.9.4 Sending or posting discriminatory, harassing, threatening messages, images, or sending or posting messages that defame or slander other individuals.

2.10 Misuse of Media and Social Media Channels

- 2.10.1 Insulting, disrespecting, defaming, the University or any past or present member of the University community through any media or social media channels whether or not such use involves AU's network or other computer resources
- 2.10.2 Using any media or social media channel to harass, threaten or bully any past or present University member whether or not such use involves AU's network or other computer resources.
- 2.10.3 Disclosing confidential information concerning the University or any of its past or present members through any media or social media channels whether or not such use involves AU's network or other computer resources.

3 CONTROL OF PROCESS

AU observes a zero tolerance policy for any violation under this Student Code of Conduct. All proven cases will be penalized in accordance with the terms of this document.

3.1 Violation Investigation

3.1.1 Details of incidents will be recorded using Incident Report

Due diligence will underpin any investigation of an alleged offence carried out by a student. Investigations will be led by Student Affairs Manager who will review the allegations.

Any student subject to a disciplinary investigation will be provided with a copy of this policy. Each investigation will involve:

- Outlining clearly to the student the exact nature of the allegations,
- Providing the student with the opportunity to respond,
- Interviewing any witnesses and other participants relevant to the alleged offence,
- Consideration of all relevant information including, but not limited to:
 - Nature of the misconduct, as well as the degree of any damage, injury or harm resulting,
 - Student's demonstration of insight for the misconduct,
 - Student's present demeanor and attitude,
 - Student's past disciplinary record, including number of warnings received and probationary status
 - Assistance received in relation to the misconduct.
- The application of judgment as to whether an offence has been committed.
- Meeting minutes will be recorded using the AU Investigation Template.
- Investigations will be led by the Manager – Student Affairs. A report will be submitted to the Assistant to the President for Student Relations including the incident report, the investigation Form and other related documents if applicable with the recommended sanction to be imposed.

3.2 Sanctions

- 3.2.1** The Manager of Student Affairs upon review of the charges and accompanying narrative determines whether a misconduct took place and if so, decide on the appropriate sanction in line with these terms of this document.
- 3.2.2** Mitigating factors or circumstances shall be considered prior to imposing a sanction.
- 3.2.3** Any cases deemed to be sufficiently serious for the student to be immediately put on Disciplinary Suspension or Disciplinary Expulsion, or any students with previous disciplinary record which would constitute grounds for the student to be put on Disciplinary Suspension or Disciplinary Expulsion as per this document will be referred to the Assistant to the President- Student Relations and the President for decision.
- 3.2.4** The alleged offence, investigation, judgment and any agreed sanction will be documented.
- 3.2.5** One or more of the sanctions listed below may be imposed for violations under this Student Code of Conduct:

3.3 Verbal Warning:

3.3.1 The student is given a verbal warning which includes a clear statement of the offence occurred and the behavior expected in the future. See AU Verbal Warning Template.

3.4 Educational Response:

The student is required to write a paper or letter of apology, engage in community service, or could be assigned other educational tasks deemed appropriate for the offence committed.

3.5 Counseling Sessions:

The student is required to sign a written commitment to attend counseling sessions. If the student breaches the commitment, it may lead to a written warning letter. Refusing to comply with the sanction will lead to the student being automatically suspended.

3.6 Written Warning:

3.6.1 The student is given a written statement indicating the offence, the required behavior and an indication that repetition of the offence may lead to the next disciplinary action. See AU Notice of Written Warning Letter Template.

3.6.2 A student can receive up to 3 written warnings for different violations under this Student Code of Conduct during his/her study at AU. Any misconduct thereafter, will lead to suspension or expulsion, depending on the severity of the offence.

3.6.3 Written Warnings will be deemed served for official record keepings even if the student refused to sign them and a note of refusal to sign will be countersigned by a Student Affairs Officer. A follow-up e-mail confirming the same will be consequently sent to the student.

3.7 Disciplinary Probation:

3.7.1 Disciplinary probation constitutes a change in student's status between good standing and suspension or expulsion from the University. Further violations will result in immediate Disciplinary Suspension or Expulsion from AU depending on severity of the offense.

3.7.2 AU Notice of Disciplinary Probation will be issued to student.

3.7.3 Notice of Disciplinary Probation will be deemed served for official record keepings even if the student refused to sign them and a note of refusal to sign will be countersigned by a Student Affairs Officer. A follow-up e-mail confirming the same will be consequently sent to the student.

3.8 Disciplinary Suspension:

- 3.8.1** A student on Disciplinary Suspension will not be allowed to attend classes, use campus facilities, including athletic facilities, library and computer clusters, participate in student activities and be a member of student clubs. A student's email account will be kept active during the period of suspension as email is an official form communication used by the University. A student on suspension will be allowed limited access to the campus to attend matters related to his or her enrollment. If the student needs to meet with any member of faculty or staff during his/her period of suspension, this will be arranged through the Student Affairs Department.
- 3.8.2** Student Affairs Department must endeavor to complete all necessary procedures regarding a disciplinary case within the shortest possible timeframe. The date an event took place is the date from which any subsequent suspension will be considered in effect. If the violation took place after the end of the semester's work (i.e. after final examinations), then the suspension may be implemented in the following semester.
- 3.8.3** A student put on suspension during the course of a semester will lose all academic work done for that semester and will need to repeat the entire course work for that semester if/when she or he is readmitted. Readmission is not automatic and cannot be guaranteed. Conditions for readmission may be specified. Student will not be given any credit for any courses completed in another higher education institution outside of AU during the period of Disciplinary Suspension. A record of Disciplinary Suspension will be noted on the transcript. Any misconduct by student during or after his/her suspension will lead to Disciplinary Expulsion.
- 3.8.4** AU Notice of Disciplinary Suspension will be issued to students.
- 3.8.5** Notice of Disciplinary Suspension will be deemed served for official record keepings even if the student refused to sign them and a note of refusal to sign will be countersigned by a Student Affairs Officer. A follow-up e-mail confirming the same will be consequently sent to the student.

3.9 Disciplinary Expulsion:

Student is no longer considered part of the AU community and is not allowed to complete his/her study in the University. A record of Disciplinary Expulsion is noted on the transcript. Any future enrolment of the expelled student will be at the discretion of the President.

- 3.9.1** Misconduct that involves the following will result in immediate suspension or expulsion from the University:

- Use or possession of alcohol, drugs, weapons or materials dangerous to public health;
- Substantial theft or fraud;
- Substantial physical, emotional or mental harm to persons, or actions that create a substantial risk of bodily harm;
- Making verbal or written threats to any University staff or students
- Sexual Harassment;
- Significant physical damage to property;
- Taking pictures or recording of AU management, instructor or student to be used later to ridicule or harm the concerned person; and

3.9.2 Making unauthorized disclosure or having unauthorized access to official University documents, computer resources or information, or confidential information. Misconduct that involves the following will result in a Verbal or a Written Warning, Disciplinary Probation or Suspension:

- Disrespectful or disorderly behavior and/ or language
- Damage to AU property;
- Minor physical altercations;
- Disobeying any security guard and/or instructions of an AU staff member, including failing to leave any building or part of a building when directed to do so;
- Violating or disrespecting AU's policies, procedures, codes and timelines;
- Verbal altercations;
- Inappropriate dress code; and
- Inappropriate physical contact.
- Making allegations or complaints that are malicious or without foundation.
- Insulting, disrespecting, defaming, the University or any past or present member of the University community through any media or social media channels

3.10 All of the above listed violations and their corresponding sanctions are only a guideline. The University reserves the right to modify the sanctions depending on the severity of the offense.

3.11 AU Quality Assurance processes require that all incidents of breaching the student code of conduct and their outcomes are logged and recorded for monitoring purposes and to identify opportunities to improve standards of education and services offered in the University. Accordingly, all incidents need to be electronically logged onto ATS, kept up-to-date by Student Affairs Department and are submitted as a report to the Assistant to the President- Student Relations at the end of each semester or as frequently as requested.

3.12 Appeals

Students have the right to appeal penalties imposed under this policy as per the terms of the Student Appeals Procedure within five (5) business days from the date of receiving the University's decision.

ATTACHMENTS	
	<ul style="list-style-type: none"> - Notice of Written Warning Letter Template Excused Absence - Notice of Disciplinary Probation. - Notice of Disciplinary Suspension. - Incident Report. - Investigation Form. - Verbal Warning Template. - Incident/ Investigation Log.

AU Code of Academic Integrity

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE			
This policy and procedure applies to all AU students and staff.			
TERMS, DEFINITIONS AND ABBREVIATIONS			
<p>AU: Australian University or the University.</p> <p>Academic Dishonesty: (Academic Misconduct) Refers to any violation of this Code of Academic Integrity.</p> <p>Academic Work: Refers to all gradable work that a student is required to complete to provide a record of achievement or competence in a course, including, but not limited to learning tasks, assignments, reports, laboratory work, viva voce, classroom tests and examinations.</p> <p>Appeal: A request to review a decision or outcome.</p> <p>Departmental Disciplinary Committee: refers to the departmental committee responsible for student disciplinary matters related to academic dishonesty. This committee will consider all cases involving sanctions that do not include written warnings, suspension, or expulsion. Members include two (2) faculty members, the course instructor, and the Head of Department who is the chair of the committee.</p> <p>Relevant Faculty: Refers to the instructor of the course in which a student is alleged to have committed dishonesty</p> <p>Turnitin: Is a tool used to check the originality of papers and the correctness of referencing practices in a student's work.</p>			
POLICY PROVISIONS			

1. General Principles:

Academic Integrity lies at the core of the academic environment at AU and is the shared responsibility of all members of the University community. Following sections outline the role of each party in maintaining an environment of honest academic scholarship.

1.1 All members of AU community:

AU expects all members of its community to display the highest standards of academic behaviour and, in doing so, protect the validity of the University's intellectual work and create an effective learning, teaching and research environment.

All members of AU community are expected to be vigilant and report detected incidents of Academic Dishonesty in accordance with the terms of this document.

1.2 Faculty and Staff:

Faculty and staff are responsible to foster academic integrity and promote honest effort in academic work through use of educative techniques which may include:

- Setting out expectations about proper academic conduct at the beginning of each course;
- Educating students about referencing;
- Distinguishing between Negligent and Intentional Plagiarism;
- Where applicable, asking students to sign a declaration that the work submitted is their own and is done without any unauthorized aid;
- Where appropriate, utilizing *Turnitin*, for submission of assignments.
- Including in the course outlines and other course documents students' responsibilities in relation to protecting academic integrity;
- Using assessment and proctoring techniques that eliminate or reduce opportunities for academic misconduct;
- Preparing assessments with multiple versions and significantly different from previous semesters.

Faculty and staff are responsible to report all suspected and detected incidents of academic dishonesty to their Head of Department to be dealt with in accordance with the terms of this document.

1.3 Students:

Students are responsible to inform themselves with what constitutes academic integrity and adhere to its principles which include:

- Understanding academic dishonesty, and if in doubt, seeking clarification from their instructors;
- Following instructions provided by their instructors when conducting group work, referencing information and reporting research, and if in doubt seeking for further clarification;
- Familiarizing themselves with the conventions of referencing in their discipline;
- Protecting their work from being copied;
- Reporting incidents of academic misconduct or concerns relating to Academic Dishonesty to their relevant instructor or Faculty Advisor.

AU has no tolerance for any form of academic dishonesty. Students found to be in violation of this Code of Academic Integrity are subject to the disciplinary sanctions outlined in this document and may not be eligible for academic honors, scholarships or financial assistance. A student may not drop a course in which s/he is found in violation of the Code of Academic Integrity or during an ongoing inquiry.

1.4 Academic Dishonesty:

Breaches to the Code of Academic Integrity include but are not limited to the following.⁷

1.4.1 Cheating: Using or attempting to use unauthorized means of information (study aids, notes, textbooks, copying answers from another student, mobile phones, smart watches, etc.) during an assessment or for any other academic work.

1.4.2 Intentional Plagiarism: Submitting academic work that is not entirely one's own without giving specific reference or proper acknowledgment to its correct source. In general, any attempt to mislead instructors as to the true origin of the work presented. The most common instances of intentional plagiarism include:

- Failure to provide a citation for a paraphrase or summary;
- Failure to paraphrase or summarize properly;
- Copying another source word for word without quotation marks or proper indentation;
- Copying another source without acknowledgement; and
- Turning in another person's paper or other work as one's own (including a paper purchased from a person or service or downloaded from the Internet).

1.4.3 Negligent Plagiarism: Means recklessly plagiarizing without acknowledgement of the source due to lack of understanding of proper referencing and fear of paraphrasing or writing in their own words or lack of skill in using the relevant academic conventions. Inexperience is a mitigating factor for negligent plagiarism and involves mostly new students (i.e., first year students).

1.4.4 Unauthorized Collaboration: Collaborating with others when completing an assignment, performing laboratory experiments and writing reports in the absence of explicit instructions from the instructors to do so.

In assignments where group work is permissible, it is the student's responsibility to understand acceptable level of cooperation or seek clarification from the instructor before the work is carried out. When working in groups, all members must contribute to the work required.

1.4.5 Multiple Submissions

Submitting same or similar piece work to be graded for more than one course.

⁷ Examples included under each definition of Academic Dishonesty are only illustrative, not exhaustive. When in doubt about what constitutes an Academic Dishonesty, students should seek clarification from their instructors before any offenses are committed.

1.4.6 Fabrication, Falsification of Data

Fabricating, inventing data as genuine, tampering with data to reach a conclusion, citing non-existent sources and data and any other form of intentional dishonesty regarding data and its source.

1.4.7 Unfair Advantage

Undertaking any form of activity with the purpose of obtaining unfair advantage over other students, including gaining unauthorized access to instructor's teaching and examination materials; stealing, damaging or otherwise depriving other students from public sources of information; interfering with another student's academic efforts; giving false reasons to obtain make-ups; carrying on writing during an exam when time is up and any other attempt to afford oneself unfair advantage over other students.

1.4.8 Bribery

Giving or offering any member of staff money or any other benefit as means of obtaining Unfair Advantage.

1.4.9 Falsification of Records

Gaining unauthorized access to academic and administrative records (paper or electronic) and falsifying, misrepresenting, tampering or attempting to tamper any portion of them and any other attempt to falsify official records.

1.4.10 Facilitating Academic Dishonesty

Knowingly aiding or attempting to aid others in acts of Academic Dishonesty. (e.g., allowing another to copy from one's own paper, substituting for another person to take an assessment, giving information to another student about an exam when it is being given or after having taken the exam, using another person's online password to undertake any academic activity on their behalf.)

2. CONTROL OF PROCESS

The following sections aim to provide the general framework for addressing situations where there is evidence to suggest that a student may have engaged in a form of academic misconduct. They do not attempt to catalogue specifics of any departmental procedures, which should be determined by each area in accordance with the general principles outlined in this document.

2.1. General Principles

2.1.1. AU has no tolerance for Academic Dishonesty and is committed to dealing with all incidents promptly, effectively and with the principles of procedural fairness.

2.1.2. All proven cases will be penalized and such penalties will include, but will not be limited to the following:

- Reduced or failing grade on the assignment, assessment /exam or course.
- Educative action for the student which includes the explanation of referencing guidelines.
- Resubmission of academic work for a maximum result of pass.
- Requirement to undertake another form of assessment.

- Zero grade for all courses in the semester.
- Written Warning
- Suspension
- Expulsion
- Any combination of above

2.1.3. Above list is only a guideline. The University reserves the right to modify the sanctions depending on the severity of the offenses. Repeated and/or multiple violations increase the severity of the penalty.

2.1.4. Sanctions listed are not progressive. A first-time offender can receive stricter sanctions, including expulsion from the University, depending on the severity of her/his offense.

2.1.5. The University will investigate and conclude all alleged cases of academic dishonesty within 10 business days of reporting.

2.1.6. Faculty cannot submit a student's grade when grades are due if a violation of academic integrity is suspected or if an investigation is ongoing.

2.2. Process for Handling Allegations for Academic Dishonesty:

2.2.1. A faculty member, who has reason to believe that a student has engaged in academic dishonesty, should promptly report this to his/her Head of Department (Chair of the Departmental Disciplinary Committee). Exam invigilators, teaching assistants or lab technicians should report any incidents of academic dishonesty to the relevant faculty.

2.2.2. The Departmental Disciplinary Committee, after discussing with the relevant faculty and the student and based on the review of all relevant evidence, forms a judgment on whether an academic misconduct occurred.

2.2.3. If the Departmental Disciplinary Committee determines there are no grounds for a charge, they inform in writing all parties involved and the case is closed.

2.2.4. If the Departmental Disciplinary Committee determines that there are grounds and sufficient evidence to suggest academic dishonesty, they decide on one of the following courses of action or a combination of them:

- Reduced or failing grade on the assignment, assessment /exam or course.
- Arrange for appropriate educative action for the student which includes the explanation of referencing guidelines (unless in relation to negligent plagiarism not to be issued on its own).
- Require the student to resubmit his/her work for a maximum result of pass.
- Require the student to undertake another form of assessment.

Severity of the offense, student's previous record of violations and academic standing are taken into consideration in determining the appropriate penalty. Academic misconduct committed by a first semester student might have less severe penalty than a more senior student.

2.2.5. The Departmental Disciplinary Committee, at any stage of the investigation, decision or sanctioning process, may refer to the case to the relevant Dean for resolution.

2.2.6. Any case deemed to deserve stricter penalties than the ones listed in section 2.2.4 are referred to the relevant Dean. The relevant Dean may decide on one of the following courses of action or a combination of them:

- i. Reduced or failing grade on the assignment, assessment /exam or course.
- ii. Arrange for appropriate educative action for the student which includes the explanation of referencing guidelines.
- iii. Require the student to resubmit his/her work for a maximum result of pass.
- iv. Require the student to undertake another form of assessment.
- v. Issue a Written Warning for Academic Dishonesty.

2.2.7. A Written Warning for Academic Dishonesty

A Written Warning for Academic Dishonesty can be issued only ONCE to a student during her/his study in the University. Any violation thereafter results automatically in Suspension for one Semester or Expulsion depending on the severity of the violation. When a student is issued a Written Warning, this should be given Notice of Written Warning. A copy should be provided to the Admissions and Registration Department to be included in the student's file.

2.2.8. Relevant Dean at any stage of the above investigation, decision or sanctioning process may refer to the case to relevant Departmental committee. Any case deemed to be severe enough to deserve a Zero Grade for all Courses, Suspension or Expulsion is referred to the Vice President-Academic Affairs for decision.

2.2.9. Zero Grade for all Courses due to Academic Dishonesty

A student who receives a zero grade for all courses will have to repeat the semester. If the student is involved in a second incident of academic dishonesty, he/she will be suspended or expelled from the University. A Zero Grade for all Courses will be noted on the transcript and a record of it will be kept in the student's file with Admissions and Registration and Finance. A student who receives a zero grade for all courses has no right for a refund on semester fees.

2.2.10. Suspension due to Academic Dishonesty

A student placed on **Suspension** is not allowed to enroll in any course during the period of suspension. Students placed on suspension at the end of the spring semester for the following fall semester is not allowed to enroll in the summer semester. A student on suspension cannot attend classes, use campus facilities including athletic facilities, library and computer clusters, participate in student activities and be a member of student organizations. A student's email account is kept active during the period of suspension as the email is an official form of communication used by the University. A student on suspension will be allowed limited time access to the campus to attend matters related to his or her enrollment. If the student needs to meet with any member of faculty or staff during his/her period of suspension, this will be arranged through the Student Affairs Department.

Readmission after suspension is not automatic and cannot be guaranteed. No credit is given for any courses completed in another higher education institution outside of AU during the period of Academic Suspension. A student who is readmitted to AU after being suspended for an Academic Dishonesty is permanently expelled from AU if s/he is found to have committed another violation of this policy. Suspension will be noted on the transcript, and a record of it will be kept in the student's file with Admissions and Registration and Finance. A suspended student has no right for a refund on semester fees.

2.2.11. Expulsion from AU due to Academic Dishonesty

Student is no longer considered part of the AU community and is not allowed to complete his/her study in the University. Expulsion will be noted on the transcript and a record of it will be kept in the student's file with Admissions and Registration, and Finance.

2.3. AU Quality Assurance processes require that all incidents of breaching academic integrity and their outcomes are logged and recorded in the Incident/ Investigation Log for monitoring purposes and to identify opportunities to improve standards of education and services offered in the University. Accordingly, all incidents need to be electronically logged onto Student's Information System, kept up-to-date by all Departments and are submitted as a report to the Vice President-Academic Affairs at the end of each semester or as frequently as requested.

2.4. Head of Department notifies the student and the relevant faculty in writing of the outcome of investigation and penalty assigned. Letters of suspension or expulsion are issued from the office of the Vice President- Academic Affairs.

2.5. Appeals

Students have the right to appeal penalties imposed under this policy per the terms of the Student Appeals Procedure within five (5) business days from the date of receiving the University's decision.

ATTACHMENTS	
	<ul style="list-style-type: none"> - Notice of Written Warning - Notice of Suspension due to Academic Dishonesty - Notice of Expulsion due to Academic Dishonesty - Notice of Zero Grades for All Courses due to Academic Dishonesty - Incident/ Investigation Log (system generated)

AU Intellectual Property Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	The scope of this policy applies to all AU's faculty, staff and students.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Intellectual Property: All propriety rights (including, without limitation, rights of registration or application for registration) relating to inventions, copyright, trademarks, confidential information, designs, industrial designs and patents.</p> <p>Inventions means any intellectual property that is patentable governed by Kuwaiti Law No.4 of 1962 as amended by Law No.3 of 2001.</p> <p>Moral Rights: For the purpose of this document is the originator's right to be identified as the author/inventor of the work- known as the right of attribution.</p> <p>Originator: For the purpose of this document is but not limited to:</p> <ul style="list-style-type: none"> • In the case of literary work or similar: The Author • In the case of designs: The Designer • In the case of a patentable invention: The Inventor • In the case of software and computer code: The Software Author <p>Scholarly Works: For the purpose of this document refers to articles, books, creative writing, research papers, conference papers and publications including any digital or electronic versions of the above.</p> <p>Teaching Material: For the purpose of this document refers to any material (whether digital or otherwise) created in any medium for the primary purposes of teaching and learning by an AU faculty, staff member and/or student during the course of his/her employment/study at AU. The scope of this includes but is not limited to documents, power point presentations, lecture notes, course guides, and assessments.</p> <p>Third Party: For the purpose of this document refers to an agreement between AU and another body outside of AU that regulates Intellectual Property.</p>		
1. POLICY PROVISIONS			

1.1 The Australian University recognizes that certain Intellectual Property is developed as a result of the environment provided by AU.

1.2 AU has the sole right to protect and commercialize any Intellectual Property over which it asserts legal ownership of and may assign such Intellectual Property to third parties unless otherwise agreed in writing. In addition to the latter, AU shall have the sole right to determine the disposition of Intellectual Property under this policy, including decisions

concerns patent licensing and sale. Determination of those dispositions shall take into account the interests of AU.

1.3 Ownership of Intellectual Property developed by AU Faculty and Staff

AU asserts the sole and absolute ownership rights of Intellectual Property of Teaching Materials created by its faculty and staff in the course of their employment at AU.

AU asserts ownership rights of Intellectual Property including scholarly works developed by faculty and staff when:

- AU resources are used;
- Specifically commissioned by AU;
- The staff/faculty participated in projects, programs and research supported by funding obtained or provided by AU; and
- Research is undertaken at AU in collaboration with other staff/faculty members or any third party.

If the above conditions are not applicable, then the ownership of Intellectual Property in scholarly works generated is retained by the Originator. However, the Originator grants AU a non-exclusive license to use the scholarly work for the purposes of teaching, learning and research at AU. The non-exclusive license to use the scholarly work persists even if the Originator is no longer an employee of AU.

1.4 Ownership of Intellectual Property developed by AU Students

AU asserts ownership of Intellectual Property developed by students when the Intellectual Property:

- Consists of teaching materials;
- Has been assigned to AU under a specific agreement with the student;
- Has been jointly developed by an AU faculty/staff and student; and
- Is subject of an existing agreement between AU and a third party such as industry sponsored programs.

1.5 AU Patents for Faculty, Staff and Students

When an invention has been conceived and developed by faculty/staff and/or students during their course of employment/study at AU and subject to the conditions in sections 1.1 and 1.2, it belongs to AU.

AU would be the sole owner of the patent and is authorized to develop/invest the invention further for commercial application or in any way it deems fit and/or applicable.

1.6 Moral Rights

AU recognizes the moral rights of the Originators of Intellectual Property. The Originator has the right of fair attribution of authorship or invention.

1.7 AU Copyright Ownership

Teaching Materials, Scholar Works and any other materials as defined in AU's Copyright Policy in which AU owns the copyright must include the following copyright statement:

©Copyright Australian University (year)

1.8 Dealing and Reporting Intellectual Property

AU faculty and staff have the responsibility in relation to Intellectual Property protection to ensure where appropriate the maintenance of research records and the prevention of premature public disclosure of results prior to obtaining intellectual property protection.

AU faculty, staff or students who believe they have created intellectual property for which AU asserts ownership must after its creation contact the Office of the President which is responsible for managing invention disclosures, patent registrations, submissions and review processes.

Faculty, staff or students must not act on behalf of AU, or act in their own name, to assign, license, protect or deal with Intellectual Property which is the property of AU.

Chapter 5

Academic Regulations

- AU Grading Policy
- AU Student Assessment Policy

AU Grading Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	August 2023	Fall 2023/2024
SCOPE	This policy applies to all students enrolled in AU.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Academic Semester: An academic semester is a Fall or Spring semester. Summer semester is optional and is not considered an academic semester. If a student has taken studies during the summer at AU, all rules included in the documents will apply.</p> <p>Census Date: means the day announced by the published Academic Calendar.</p> <p>Course: is a basic component of a program, which on successful completion gives credit towards completion of the program of study.</p> <p>Credit Hour: A credit hour is the unit by which AU measures course work.</p> <p>Cumulative GPA: A student's cumulative GPA is the weighted mean value of all grade points he/she earned on courses attempted at any point in time.</p> <p>Semester GPA: A student's semester GPA is the weighted mean value of all grade points he/she earned on courses attempted during the course of one semester.</p>		
POLICY PROVISIONS			

1. GPA Calculation Guidelines:

1.1. The semester and cumulative GPA is obtained through the following procedure:

- Multiply the credit hours for each course by the corresponding grade points merited in each course to get the honor points;
- Add all the honor points to get the total;
- Divide the total honor points by the total number of attempted credit hours during the course of semester (Semester GPA) or for the duration of study since the first semester of enrollment in the program (cumulative GPA).

1.2. Credits Transfers (CT) from other institutions are not included in computing a student's GPA.

1.3. A student's GPA is calculated separately for Diploma and Bachelor programs and will include grade points earned during a summer term if the student has taken studies in AU during summer.

1.4. GPAs are not calculated for English Language Program.

1.5. In order to pass a course, the student must obtain at least a grade D.

1.6. To be eligible to graduate, all students must have a minimum cumulative GPA of 2.00 at the time of graduation.

2. Grading Scale:

2.1. AU Grading Scale is as follows:

Description	Letter Grade and Grade Point Average	Percentage conversion ⁸
Excellent	A (4.00)	95-100
Excellent	A- (3.67)	90-94
Very Good	B+ (3.33)	87-89
Very Good	B (3.00)	83-86
Very Good	B- (2.67)	80-82
Good	C+ (2.33)	77-79
Good	C (2.00)	74-76
Good	C- (1.67)	70-73
Acceptable	D+ (1.33)	65-69
Acceptable	D (1.00)	60-64
Fail	F (0.00)	0-59
Honors	H	The student has passed the course with an overall grade of 80% or above (English Language Program only)
	P	The student has passed the course with an overall grade of 60% to 79% (English Language Program only)
	R	The student has received an overall grade of 59% or below. The student needs to repeat the course. (English Language Program only)
	I	Incomplete. Grade is assigned when work is not completed because of approved documented illness or other emergency. If grade I is not completed within the designated timeframe, it is automatically changed to an F (Fail)
	W	Withdrawn. The grade is GPA neutral.

⁸ All final grades are rounded to the nearest integer

Description	Letter Grade and Grade Point Average	Percentage conversion ⁸
	FA	Fail due to non-attendance. Issued when the student receives a Fail Grade due to not meeting attendance requirements per the AU Attendance Policy.
	PE-S	Pass. IELTS or TOEFL certificate submitted (English Language Program only)
Credit Transfer	CT	Credit awarded in the course for previous accredited study. CT results are GPA neutral.
	CY	A pass grade awarded when student has met assessment requirements for the course/module. CY results are GPA neutral
Withdrawal due to Suspension	WS	Withdrawal due to Suspension after Census Date for violating the Code of Integrity or Student Code of Conduct. The grade is GPA neutral.
Withdrawal due to Expulsion	WE	Withdrawal due to Expulsion after Census Date for violating the Code of Integrity or Student Code of Conduct. The grade is GPA neutral

5. Repeating Courses in Diploma and Bachelor's programs:

- 5.1. Students are allowed to repeat courses in which they have received a C- or below.
- 5.2. All repeated courses are noted in the transcript.
- 5.3. A student is not allowed to repeat a failed course outside AU.
- 5.4. If a course is repeated once, the previous grade obtained in the course will be replaced in the **cumulative GPA** calculation with the new grade. Previous grade will remain in the **Semester GPA** of the semester that the course was first attempted in.
- 5.5. If a course is repeated more than once, all grades obtained in the course subsequent to the first attempt will be calculated in the cumulative GPA as well as the in-semester GPA of each semester that the course was repeated in.
- 5.6. A student who **fails** a course during a repeat attempt, but has passed that same course during a previous attempt, will still need to repeat the course until receiving a **pass** grade.
- 5.7. For a student who does not repeat a course that has been previously failed and hence who does not successfully complete a qualification, the fail result will be included in the GPA calculation.

6. Incomplete Grade

In cases when a student has an approved excused absence that prevents them from completing the work for that semester as per AU's Student Attendance Policy and Procedure, the student is given Incomplete (I) grade for the applicable course(s). The student must complete all missed within the timeframe indicated in the academic calendar. Failing this, Incomplete (I) grade is automatically changed to Fail (F).

7. Change of Final Grade

A final course grade can only be changed when a Change of Final Grade Form signed by the Head of Department and the Dean of the relevant College is submitted to the Assistant to the President – Student Relations. Grades cannot be changed once a qualification is awarded.

ATTACHMENTS	
	- Change of Final Grade Form

AU Student Assessment Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to assessment practices in College of Engineering, College of Business and English Language Program.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Assessment: Is the process by which that a student is required to complete gradable work to provide a record of achievement or competence in a course.</p> <p>Competency: Consistent application of knowledge and skill to the standards required. Standards include Learning outcomes and/or Elements.</p> <p>Course⁹: is a basic component of a program, which on successful completion gives credit towards completion of the program of study.</p> <p>Exam: A formal assessment that a student is required to complete to provide a record of achievement or competence in a course which include classroom tests and computer-based examinations.</p> <p>Learning Outcome: Learning outcomes are measures of academic achievement. The assessment process must clearly measure the degree to which students have acquired the knowledge and skills specified for each learning outcome. Learning outcomes must be achieved by a student during their studies and are tested by the University. After graduation, Learning Outcomes are verified by Alumni and employers.</p> <p>Performance Criteria: Description of performance required to demonstrate achievement of a learning outcome.</p> <p>Make-up Assessments: Assessments provided to students with an approved excused absence from the scheduled assessment for a course.</p>		
POLICY PROVISIONS			

1. Assessment is a core component of teaching and learning process. As such, it must be designed to promote high quality learning while at the same time providing reliable evidence of student achievement. The following principles underpin AU's approach to assessments:

- 1.1 All assessments need to be aligned with expected learning outcomes of a course.
- 1.2 Amount of work expected on a single assessment or collectively on all assessments for a course should be proportionate to the credit hours and level for that particular course.
- 1.3 An assessment plan which describes the scope, method, timing and weighting of each assessment is included in the course outline for each course and distributed to the students at the commencement of the semester. Any changes to the assessment plan other than the minor changes necessitated by the changes to the academic calendar (i.e.,

⁹ For English Language Program means a "Skill" per level, namely "Reading", "Writing", "Speaking" and "Listening"

unplanned schools/universities closings, government holidays) must be approved by the Departmental Validation and Moderation Committee in each department.

- 1.4 Assessments and assessment results are subject to validation and moderation under the terms of the AU Validation and Moderation Policy and Procedure.
- 1.5 All assessments must be completed within the semester of study. Exception is provided for students who are given an Incomplete (I) grade for the applicable unit(s) in accordance with AU's Student Attendance Policy and Procedure.
- 1.6 Exams are conducted in accordance with the AU Exam Proctoring Policy and Procedure.

Guidelines for Grading Assessments

- 1.7 An assessment should be graded by comparing the quality of work against a set of performance criteria related to the expected learning outcomes of a course. Criteria for achievement of each learning outcome must be documented in a marking guide.

Assessment Feedback

- 1.8 Students should receive prompt feedback following each assessment. The feedback provided to the student should include details of the assessment outcome, identify gaps in learning and make recommendations for areas of improvement and further study.

Guidelines for Make-up Assessments

- 1.9 A student who misses an assessment is only allowed a make-up assessment if his/her absence is excused as per AU Student Attendance Policy and Procedure.
- 1.10 A make-up assessment will be administered on a designated date determined by the instructor and duly communicated to the student.
- 1.11 All make-up assessments need to be significantly different from the original assessment.

Arrangements for Students with Disabilities and/or Learning Differences

- 1.12 Assessment Accommodations for students with learning differences or disabilities are facilitated by the Center for Learning Differences in accordance with the terms of AU Students with Disabilities and/or Learning Differences Policy and Procedure.

ATTACHMENTS	
	- Assessment Coversheet.

Chapter 6

Student Services

- **AU Student Counselling Policy and Procedure**
- **AU Student with Disabilities and/or Learning Differences Policy and Procedure**
- **AU Students' Clubs and Sports Team Policy and Procedure**

AU Student Counselling Policy

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	February 2022
SCOPE	This policy applies to AU registered students, faculty and staff and processes administered by relevant staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Counsellor: For the purposes of this document is a professional trained to actively listen and empower students to desire and bring about change in the way that they experience their personal circumstances.</p> <p>The American Psychological Association (APA): Is a scientific and professional organization that represents psychologists in the United States.</p> <p>The Australian Psychological Society (APS): Is the largest professional association for Psychologists in Australia.</p>		
POLICY PROVISIONS			

- Students at AU have access to independent and confidential counselling with a dedicated professional counsellor.
- AU follows the Code of Ethics for the American Psychological Association (APA) and the Code of Ethics for the Australian Psychology Society (APS).

1. Student Counselling Referrals and Appointments

- 1.1** Students can make an appointment on their own initiative or can be referred for counselling by a member of staff, by a guardian or by the Student Affairs Department as a result of student misconduct as per the terms of the AU Student Code of Conduct Policy and Procedure. Students must ensure that appointments with their counsellors do not clash with their classes. The frequency and length of appointments will depend on the nature of each student's needs.
- 1.2** If the student is unable to attend scheduled sessions he/she must contact the Student Counselling in advance (at least two hours before scheduled session). In this case, another appointment is scheduled.
- 1.3** In situations where a student is seeking counselling for academic related matters, the Student Counselling refers the student to the relevant academic department.

2. Confidentiality

- 2.1** All counselling provided by the Student Counselling is confidential. Any information disclosed during the sessions, including student names and IDs cannot be shared with any parties unless:
 - The student has given his/her permission in writing using the Authorization to Release Confidential Information.

- There is substantial risk of harm on the student or another person;
- There is a requirement by law to disclose the information.

2.2 If the counsellor has reason to believe that a student is clearly at risk or in danger of attempting any serious action such as suicide, is unable to function, care for him/herself, is incapable of making his/her own decision and is judged as capable of harming another person, external assistance may be sought. In such instances, gaining assistance may require limited disclosure.

ATTACHMENTS	
	<ul style="list-style-type: none"> - Student in Distress Incident Report - Authorization to Release Confidential Information - Counselling/Referral Summary Report - Consent Referral for Psychological Counselling Form - Counselling Attendance Contract - Consent to be referred for a Psychiatric Evaluation Form

AU Student Counselling Procedure

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This procedure is applicable for student counselling services provided by the Student Support Center and processes administered by relevant staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	AU: Australian University or the University. Counsellor: For the purposes of this document is a professional trained to actively listen and empower students to desire and bring about change in the way that they experience their personal circumstances. CLD: Center for Learning Differences.		
PROCEDURAL CLAUSES			

1. The Student Counselling provides information to students and staff regarding their counselling services using the following methods:

- Presentation which takes place at the beginning of each semester;
- Bulk email to all students, faculty and staff;
- Printed flyers; and
- First counselling session.

2. Appointments and Referrals:

2.1 Student Counselling accepts referrals and requests for appointments by:

- Email
- Phone

2.2 The counsellor schedules and confirms appointment and location time with student, Additional appointments are scheduled by the counsellor as necessary (case by case basis).

2.3 If a student is referred for counselling by a staff member, this must be done with the student's verbal agreement and signed consent. The student must read and sign the Informed Consent Referral for Psychological Counselling Form. The signed consent form will be kept in the student's confidential counselling file.

2.4 If a student is referred for psychological counselling by the Student Affairs due to behavioural problems, the student is requested to sign a Counselling Attendance Contract. At the end of the session, the counsellor will complete the Counselling/Referral Summary Report. These documents will be kept on record on the student's confidential counselling file.

2.5 In the event that a student experiences psychological or emotional distress which causes disruption while attending class, the Instructor should complete the Student in Distress Incident Report. A hardcopy should then be handed to the Student Counselling.

2.6 If the student was referred by a faculty member, she/he is requested to sign an Informed Consent Form.

2.7 In the case where a student was referred to counselling by Student Affairs as a result of student misconduct taken under the terms of the Student Code of Conduct. The student is required to sign a Counselling Attendance Contract.

3. Counselling and Therapy Sessions:

3.1 The counsellor meets with the student on the agreed scheduled date and time.

3.2 In the first session, the counsellor interviews and evaluates the student's needs and/or psychological disorder and explains the process of counselling or therapy.

3.3 If the counsellor concludes that the student requires a psychiatric evaluation, they refer the student to an external psychiatrist. In this case, the student is requested to sign the Consent to be Referred for a Psychiatric Evaluation Form.

4. Follow up and Feedback:

4.1 The counsellor follows up with students via phone, preferred method, or email.

4.2 Based on the outcome of the follow-up, the student may be requested to return for further counselling. The continuation of counselling with AU counsellors is optional.

4.3 If the student is on a contract from Student Affairs, she/he must continue counselling or face the consequences stipulated in the attendance contract they have agreed to sign.

4.4 Feedback is provided to Student Affairs whenever they refer students to Student Counselling. The feedback must include the following:

- Whether the student has attended the session(s);
- The number of sessions attended;
- If the student has contacted the counsellor to reschedule a missed session;
- The students' progression through the sessions; and
- If the student requires academic accommodation based on the severity of their psychological disorder.

ATTACHMENTS	
	<ul style="list-style-type: none"> - Student in Distress Incident Report - Authorization to Release Confidential Information - Counselling/Referral Summary Report - Consent Referral for Psychological Counselling Form - Counselling Attendance Contract - Consent to be referred for a Psychiatric Evaluation Form

AU Student with Disabilities and/or Learning Differences Policy and Procedure

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE	This policy applies to students (prospective and existing) with disabilities and/or learning differences and to processes administered by the nominated staff.		
TERMS, DEFINITIONS AND ABBREVIATIONS	<p>AU: Australian University or the University.</p> <p>Disability: The Kuwait Law for the Rights of People with Disabilities (Number 8, 2010) defines a person with a disability as follows: “All those suffering from permanent, total, or partial disorders leading to deficiencies in their physical, mental or sensory abilities that may prevent them from securing the requirements of life to work or participate fully and effectively in society on an equal basis with other.”</p> <p>Learning Difference: A disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself as imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. Learning Difference does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, or intellectual disability, emotional disturbance, or of environmental, cultural, or economic disadvantage.</p> <p>Reasonable Accommodations: reasonable modifications made to the learning environment, training delivery or assessment method used to help students with disability and/or learning differences to access and participate in education, training and assessment on the same basis as those without disability thus eliminating or decreasing, to a reasonable degree, structural and/or learning barriers which a student might encounter due to her/his disability. Reasonable accommodations enable students with learning difficulties, sensory or mobility disorders to demonstrate their knowledge, skills and competency in a learning and assessment situation. Accommodations do not compromise academic merit or give unfair advantage to the students with disabilities and should not interfere with what the assessment is meant to measure or affect the learning outcomes.</p> <p>Center for LD: Center for Learning Differences.</p>		
POLICY PROVISIONS			

- 1.1** AU complies with the Kuwait Law (8/2010) concerning right of People with Disabilities and makes best efforts to provide equal access to its academic programs by provision of

a supportive learning environment and reasonable accommodations for students with disabilities and/or learning differences.

1.2 Students who require accommodations are expected to make their needs known to receive support as permitted by the University resources. Although disclosure is voluntary, failure to register as a student with disability and/or learning differences will delay the assistance offered to the student.

1.3 The University does not grant accommodations that may fundamentally alter the nature of a course or a program. Students are expected to select programs that take into account their own particular strengths and weaknesses. Accommodations granted for a student in other institutions do not guarantee that the same accommodation will be granted in AU. Accommodations are not granted retrospectively.

1.4 Students that are registered with disabilities or learning differences are bound by all the University's policies and procedures.

1.5 Admission as a student with disability and/or learning differences:

AU can offer admission and provide reasonable accommodations for the disabilities and/or learning differences specified below. The University is not able to accommodate conditions that are not included in this list:

- Dyslexia;
- Dyscalculia;
- Dysgraphia; and
- Dyspraxia,
- A mild Auditory and/or Visual Processing Disorder;
- Mild Cerebral Palsy;
- A Mild Visual Impairment;
- A Mild Hearing Impairment;
- A Physical Disability;
- Attention Deficit (Hyperactivity) Disorder;
- With a minimum Intelligence Quotient of 85 on a standardized local Test (Wechsler).

1.6 It is the student's responsibility to identify him/herself as a person with a disability and/or learning differences in their admission application and provide the required diagnostic documentation to the Center for Learning Differences.

1.7 AU requires the following documents from students with learning differences applying for accommodation:

- A current psycho-educational or neuropsychological report from a qualified professional, including the components listed below:
 - Statement of the presenting disability;
 - Behavioural observations and validity of the test results;
 - Relevant history from a diagnostic interview, including:
 - a. Developmental background;

- b. Medical background;
- c. Academic background;
- d. Family background;
- e. Psychological background;
- f. Other previous and current diagnosis (previous test reports can be submitted to supplement the current report).

- Ruling out of alternative diagnosis or explanations;
- Test scores and discussion of results. Testing should include the following:
 - a. Aptitude assessment;
 - b. Achievement assessment in reading, writing and mathematics;
 - c. Information processing, such as memory, auditory and visual; perception/processing, processing speed, motor ability and executive functioning, and
 - d. Other assessment measures.
- Impact on the individual including an indication of substantial limitation to learning and the degree to which the disability affects the individual in the learning context

- Recommendations for accommodations that the student needs and the rationale for these recommendations by an external verified expert.

1.8 AU requires the following documents from all students with a physical disability:

- A valid Certificate of Disability from the Public Authority of Disabled Affairs; and
- A current medical report from a qualified doctor documenting the student's degree of disability and/or psycho-educational report from a certified specialist. The report must indicate the limitation to learning and the accommodations recommended.

1.9 Upon the receipt of the required documentation for application as a student with disability and/or learning difference, the Center for Learning Differences (LD) will carry out necessary meetings with students and guardians in order to provide a technical opinion regarding the admission of the particular student and whether the University has the resources to accommodate his/her needs. Admissions & Registration will complete the admissions process in accordance with the technical opinion provided by the Center for LD.

1.10 Accommodations and Auxiliary Aids Provided by the University

The academic accommodations and auxiliary aids offered by AU may include:

- Presentation Accommodations which allow students to access instruction and instructional materials in ways that do not interfere with their disabilities. Examples include:
 - Providing recorded instructions;
 - Providing instructions in large print;
 - Reducing number of items per page or line;
 - Providing a designated reader; and

- Presenting instructions orally.
 - Response Accommodations which allow students to record their work in alternate ways or to solve or organize their work using some type of material or device. Examples include but are not limited to
 - Allowing for verbal responses;
 - Allowing for answers to be dictated to a scribe;
 - Allowing the use of tape recorder to capture responses;
 - Permitting responses to be given via computer; and
 - Permitting answers to be recorded directly into test booklet.
 - Timing/scheduling accommodations that increase the allowed length of time for assignments, projects, assessments/exams or change the way the time is organized. Examples include:
 - Allowing frequent breaks;
 - Extending the allotted time for any given assessment up to 50%;
 - Allowing subtests to be taken in a different order; and
 - Administering a test at a specific time of day
 - Setting Accommodations that change the location in which instructions, activities, assignments/exams are given or the conditions of the setting. Examples include:
 - Providing preferential seating;
 - Providing a space with minimal distractions;
 - Administering assessments/exams in a small group setting; and
 - Administering assessments/exams in a private room or alternative test site.
 - Other accommodations that include:
 - Provision of special test preparation;
 - Provision of on-task/focusing prompts; and
 - Provision any reasonable accommodation that is not listed above.
- 1.11** Center for LD will facilitate the offering of the accommodations and monitor their effectiveness by using the LD Academic Feedback Form. Changes will be made as needed with the involvement of students, parents and instructors.
- 1.12** If a student's disability prevents them from taking a full course load, the student may be eligible for a reduced load as per AU's Student Academic Load Policy which will be determined in conjunction with the Academic Advisors and the Center for LD.
- 1.13 Confidentiality and Information Release:**
 AU is committed to ensuring that all information regarding a student is maintained confidential as required or permitted by Kuwait's law. The University will disclose information on a student to the relevant staff and faculty only to the extent necessary for provision of accommodations or for protection of the health and safety of the student and the community.

2. CONTROL OF PROCESS

Procedure to Apply for Accommodations:

- 2.1 All required documentation to apply for accommodations should be submitted before the commencement of the semester. For students who are diagnosed with a learning disability and/or learning differences during the course of a semester, the University doesn't guarantee that accommodations would be made for that semester.
- 2.2 Documentation submitted will only be reviewed once it is complete. All submitted documents will be kept in student's file with Center for LD. The student will be notified of the decision of whether or not s/he is eligible for accommodations, and the type(s) of reasonable accommodations the University will be able to provide.
- 2.3 Students are expected to take an active role in communicating their needs. Students should meet with the LD Support Officers and be involved in the discussions to determine the possible accommodations that could best serve their individual circumstances within the means of the University.
- 2.4 Once the accommodations for a student are determined, a letter will be issued by the Center for LD and to be kept on record in the student's file. LD Support Officers will email each instructor for that student within the first two weeks of the semester. Instructors will be provided with the list of accommodations to be offered. The Academic Advisor(s), the Heads and Dean of Colleges for the student will be copied in such emails.
- 2.5 If an instructor believes that a suggested accommodation is not possible given the essential academic requirements of a course or a program, s/he should immediately raise this concern with the Center for LD. In such cases, instructors are encouraged to suggest alternative accommodations, where appropriate.
- 2.6 Center for LD will deliver needed support and assistance to the parties involved by providing guidelines and training sessions for instructors, holding collaboration meetings, and offering one-on-one tutoring sessions to students.
- 2.7 Initial accommodations recommended for a student may be modified during the course of study at the University in accordance with the student's changing needs or in accordance with course requirements. It is the student's responsibility to request such amendments.

ATTACHMENTS	
	<ul style="list-style-type: none"> - LD Student Information Form. - Meeting with Parents Form. - LD Academic Accommodation Rejection Form. - LD Attendance Agreement Form. - LD Academic Feedback Form.

AU Student Clubs & Sports Teams Policy and Procedure

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	February 2022	Fall 2022/2023
SCOPE			
This policy and its related processes are administered by nominated AU staff and applied to AU students.			
TERMS, DEFINITIONS AND ABBREVIATIONS			
AU: Australian University or the University.			
1. POLICY PROVISIONS			

1.1 All Student Clubs and Sports Teams require the approval of the Manager - Student Affairs, the Assistant to the President for Student Relations, and the President before they are considered official.

1.2 List of clubs and sport teams are subject to change according to the evolving needs and demands. To be considered active, each club must have a Club President and Club Vice President.

1.3 Violations by the clubs will lead to immediate dismissal from the club.

2. CONTROL OF PROCESS

2.1 Formation of New Club

- In order to start a Club, the student needs to fill Application to Establish a New Club Form and needs to have at least 5 members.
- Students must fill out the club purpose, objectives, budget and other information in the form.
- The proposal will be reviewed by Manager- Student Life and the Assistant to the President for Student Relations and submitted to the President for final approval.

2.2 Membership

- Club memberships are restricted only to AU (enrolled) students, faculty and staff.
- New members are required to fill the AU New Member Registration Form.
- The president of the club must be an enrolled AU student, or a current faculty or staff.
- New members are recruited in the beginning of each new semester.

- Eligibility to join a sports team is determined by the Sports Coach based on results of the tryouts.
- Eligible members of the club must maintain a GPA of 2.0 throughout the year, be in good academic standing and have no previous expulsion or warnings including breaches to the Student Code of Conduct or Code of Academic Integrity.
- The Club President is delegated through a vote between all club members.

2.3 Clubs Monitoring and Continuing Recognition

- Clubs are monitored by designated Student Life Officers (Club Supervisors) and evaluated at the beginning of each academic year. If a club or club member violates the terms and conditions signed by the Club President at the time of establishing the club, the club may be closed and the members may be disqualified.
- Sports Teams must have a Student Life staff member and a coach present at all matches and trainings.
- A Student Life staff member must be present for all events occurring on or off campus to monitor and assist when needed.

2.4 Student Club Rights and Responsibilities

- Student clubs have the right to use the University's name (Australian University) whenever referring to the organization in information, publicity and club functions. However, they must seek approval of Manager - Student Affairs first.
- Clubs can avail services from Student Life regarding finances, organizing, planning events and programs.
- Members must attend assigned training workshops by the Student Life.
- All proposals of any activities or events require the approval of the Manager-Student Affairs and the Assistant to the President for Student Relations and must be submitted two weeks in advance.
- The club should be active throughout the semester to prevent risk of closure and all members should have fair input.
- Clubs and Sports Team members must abide by AU rules and regulations.
- Violations of the Student Code of Conduct are dealt with in accordance with AU's Student Code of Conduct Policy and Procedure, and may lead to the student in question to be disqualified from the club or sports team.
- Clubs must meet at least once every two weeks. Attendance must be reported to the Club Supervisor on a weekly basis.
- Sports teams meet periodically to train and practice in AU's sports facilities.
- Sports teams need to have a designated facility for practice.

2.5 Events Organized by Student Clubs

- All events occurring on or off campus must be approved by the Manager-Student Life and the Assistant to the President for Student Relations. An event schedule must be submitted to the Club Supervisors by the Club Presidents.
- For off - Campus events, a list of participants must be prepared by the sports team or Club Supervisor and shared with Student Life.
- Campus events that generate a large number of people must have a medical staff member(s) present during the event. Parties organizing an event are responsible to inform Security Health and Safety and the Facilities Departments in advance.
- If vendors are to participate in an event (e.g. Bazaars), they require the approval from Assistant to the President of Student Relations and Senior Manager- Public Relations. Vendors should be made familiar with the University's rules and regulations. Those who do not abide by the rules and regulations will be disqualified from the event.

2.6 Promotions and Official Announcements

- The Club and/or Sports Supervisor are responsible to create or oversee the creation of artwork for advertising events, tryout dates, and timings.
- Club artwork must be approved by the Manager-Student Affairs and the Assistant to the President for Student Relations.
- The club, through Student Life, can promote their approved designs (flyers, posters, videos and pictures) on the official AU social media accounts, designated bulletin boards and a mass student email. All the above must be organized by a Student Life staff member.

2.7 Financial Regulations

- Clubs may not receive any money from outside sources without approval from the Manager- Student Affairs and the Assistant to the President for Student Relations.
- Student Life provides the club with a budget that may be used for events and activities.
- If the club has a purpose to fundraise for a certain cause, they must first seek approval from the Manager - Student Affairs and the Assistant to the President for Student Relations.
- Any money the club makes during an event must be declared to the Club Supervisor.

ATTACHMENTS	
	<ul style="list-style-type: none"> - Application to Establish a New Club. - AU New Member Registration Form.

