
**Student
Handbook
BA & MA Programs
Islamic Azad University**



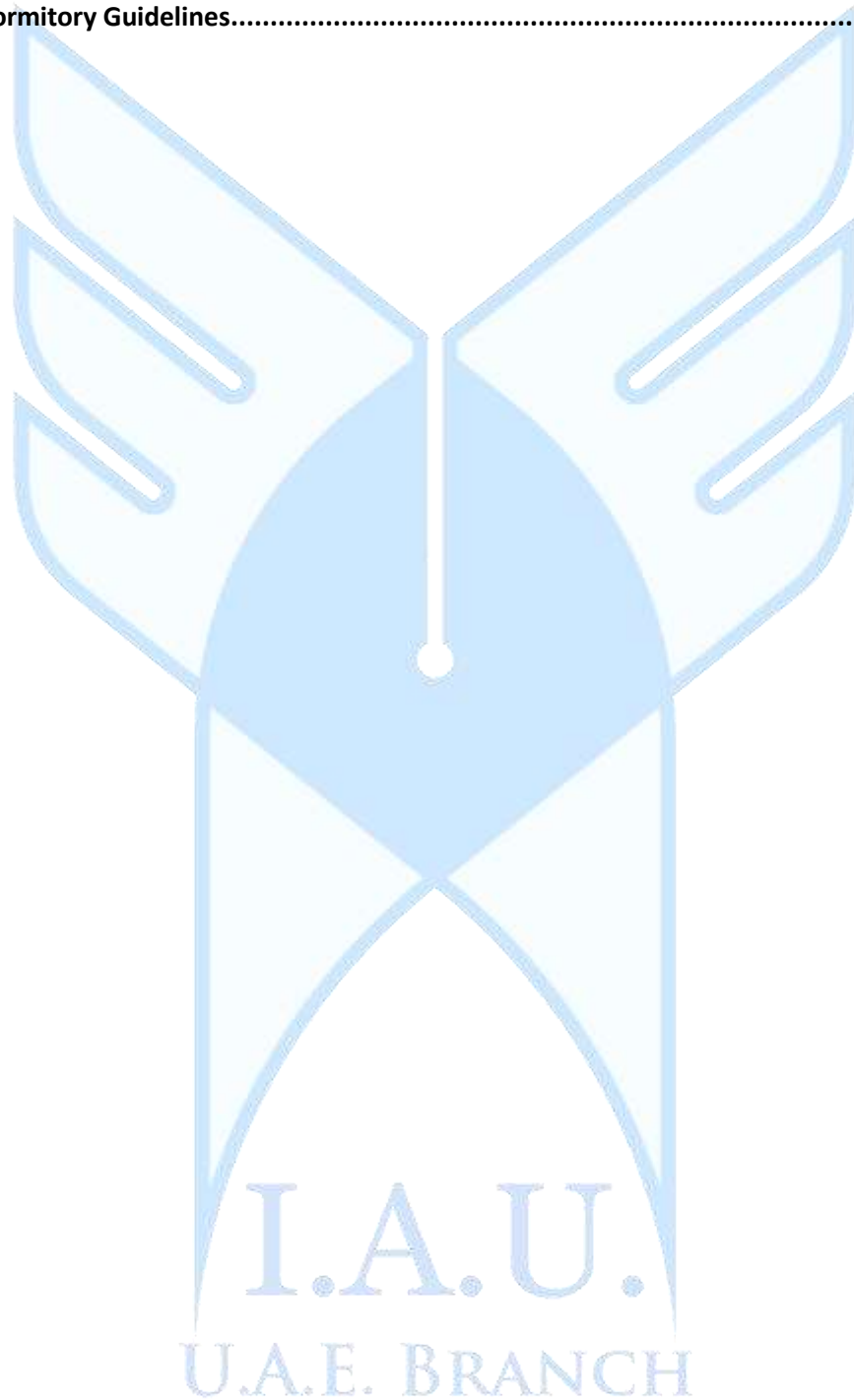
I.A.U.
U.A.E. BRANCH



Table of Content

A Message from IAU-UAE Chancellor	5
About IAU-UAE Branch.....	6
Mission.....	7
Visions.....	7
Values	8
Programs	9
Admission.....	9
Undergraduate Programs Requirements	10
Required Documents:	10
Graduate Programs Requirements.....	11
Required documents:.....	11
University Withdrawal and refund policy.....	12
Scholarships and Discount.....	12
Academic Rules and Regulations	13
Undergraduate Programs	14
Graduate Programs	14
Grading System at Islamic Azad University (IAU)- UAE Branch	16
Passing Scores in Degree Programs	17
Grade Appeal	17
Grade Appeal Procedure	17
Award and Graduation	18
Academic Dishonesty	19
Students' Rights of Objection.....	19
Student Visa Process.....	20
Student Visa Requirements	20
Student Visa Required Documents	21
Visa renewal	21

Student Visa Cancellation	22
IAU Student Dormitory Guidelines.....	22



A Message from IAU-UAE Chancellor



I would like to welcome all students warmly. I hope you are ready and excited to start your new journey this academic year. At IAU, we all work together to provide opportunities and support for the improvement of individuals and the whole community. In today's world, developments are accelerating in all areas. Universities usually pioneer these developments as the driving force behind societies. We at IAU are committed to providing a unique and innovative learning environment at the level of world-class Education and taking an active role in the future of the world.

This is an important stage of your life. I believe you will find the campus a more exciting, supportive and motivating place this academic year. Although it might be challenging, it will be full of valuable experiences which lead you to a professional career and destination.

I look forward to hearing about your stories of success.

Wish you a great academic year in advance.

Dr Reza Fadayeatan
IAU-UAE Chancellor

I.A.U.
U.A.E. BRANCH

About IAU-UAE Branch

Azad University- Dubai Branch was established in 1995 by Azad University Central Organization, as one of Dubai's first higher education providers, which is accredited nationally by the Ministry of Science, Research, Technology in Iran and by the Knowledge and Human Development Authority (KHDA) in Dubai. This university stands as one of the renowned educational institutions in the United Arab Emirates (UAE), operating in accordance with the transformative and excellence-oriented framework set forth by the Islamic Azad University and adhering to international educational standards. As the foremost and largest branch of the Islamic Azad University outside the country, this university maintains a strong bond of collaboration and close coordination with the Science and Research Branch (IAU, SRB), serving as a pivotal support branch known as the Higher Education Provider at the country of origin (HEP Home).

The United Arab Emirates has always emphasized a knowledge-based economy focusing on mobility, complexity, connectivity, and innovation. To develop talents and encourage the essence of success for a sustainable lifestyle, Dubai delivers high-quality Education offering new possibilities to university candidates.

Dubai International Academic City (DIAC) and Dubai Knowledge Park (DKP), formerly known as Dubai Knowledge Village, serve as two hubs for universities, colleges, and higher education institutes from around the globe.

I.A.U.
U.A.E. BRANCH

Mission

The primary purpose of IAU is to ensure quality education, learning and knowledge development. We at IAU provide a learning organization and gateways of opportunities to develop inquirers and responsible life-long learners to create a better world through international understanding and participating in research and entrepreneurship. We adhere to the values and standards of our HEP home, IAU-Science & Research Branch (SRB), and at the same time, we commit to positively impacting the quality of Higher Education in the UAE.

IAU seeks to help students understand and appreciate different cultures and realize their highest potential for intellectual, physical and human development.

IAU also seeks to attract and serve students from diverse social, economic and ethnic backgrounds and to be sensitive and responsive to different groups of students with different needs.

Visions

- To standardize academic activities and continuously enhance the quality of Education and research.
- “To provide students with the technical and practical skills to be productive elements that can push the wheel of the knowledge-based economy,” as emphasized in the UAE National strategies for Higher Education 2030.
- To engage all stakeholders in providing a lifelong and value-adding learning experience.
- To create a friendly ambience for studying and teaching individuals and social growth.

Values

IAU- Dubai aims to standardize academic activities and enhance the quality of education according to the IAU Central Organization and also the UAE authorities' guidelines and regulations for higher education. This University strives to provide quality higher education to undergraduate, graduate, and postgraduate candidates in architecture, management, and law.

We expect our graduates to develop and refine their learning through passion, collaboration, integrity, creativity and exceptional application of knowledge in start-ups and industry-based initiatives

This also aligns with IAU's vision involving the realignment of IAU educational strategies to transform from a mastery-based education to a more industry-driven and outcome-based education, which can result in dramatic and equitable increases in educational values at the individual, community and global levels.

The logo for IAU U.A.E. BRANCH features a large, light blue stylized emblem in the background. The emblem consists of a central diamond shape with a white circle at its top vertex, and two large, overlapping arches that form a wide base. Below the emblem, the text "I.A.U." is written in a large, blue, serif font, and "U.A.E. BRANCH" is written in a smaller, blue, serif font directly underneath it.

I.A.U.
U.A.E. BRANCH

Programs

IAU currently offers the following programs based the KHDA approval:

- BA of Architectural Engineering
- BA Business Management
- MA of Architectural Engineering
- MA of Business Administration (MBA)
- MA of Law

Admission

1. IAU-Dubai sets all requirements and standards for admission within the context of applicable general requirements established by the Central Organization of Islamic Azad University in Iran and the HEP Home.
2. Offers of admission made on an early or rolling basis are conditional and subject to verification of final documentation and eligibility.
3. Final admission to the University is based on the applicant's credentials and the instructional capacity of the University.
4. Applicants whose registration application form has been approved must visit the registration office with the following documents to initiate the registration process.

I.A.U.
U.A.E. BRANCH

Undergraduate Programs Requirements

Applicants are required to have completed high school, which consists of 12 years in the Iranian, UAE, and American Curricula, and 13 years in the British Curriculum. The application process entails submitting the following documents. Admission decisions will be made based on a thorough review of the applications and the available capacity within the program.

Required Documents:

1. Original Identity documents (Passport, Identity Card, Birth Certificate) for all of the applicants and UAE ID Card only for the applicants who are UAE residents.
2. Original Certificate of end of or exemption from Military Service. (for Male applicants)
3. Four passport size photos with white background
4. Original High school Certificate or Diploma and transcripts
 - Iranian applicants who graduated from Iranian schools: High School (12 years) Diploma and transcripts
 - Iranian applicants who graduated from International schools: Evaluated and attested High school certificate or diploma by The Center of International Schools and Schools Abroad, Iran Ministry of Education (Farhang Roundabout, Saadat Abad, Tehran)
 - Non-Iranian applicants: Attested high school certificate or Diploma and transcripts by the home country Ministry of foreign affairs, Iran Consulate or other authorities in the home country and the UAE ministry of foreign affairs. (please refer to the Educational Department for more details)
5. The program required mark/score in the language proficiency test

Graduate Programs Requirements

Applicants for the MA programs must complete a recognized Bachelor's degree. They must be admitted in the National Higher Education Entrance Exam (Konkour) or in the specific program interview held at the IAU, Dubai.

Required documents:

1. Original Identity documents (Passport, Identity Card, Birth Certificate) for all of the applicants and UAE ID Card only for the applicants who are UAE residents.
2. Original Certificate of end of or exemption from Military Service. (for Male applicants)
3. Four passport size photos with white background
4. Original attested BA degree and transcripts
5. The program required mark/score in the language proficiency test

Degree Program Level	IELTS Academic	TOEFL IBT
Undergraduate (Bachelor)	5*	40
Graduate (Master)	5.5	53

* The minimum IELTS score in reading and writing skills required for undergraduate and postgraduate programs is 5.

Please note that individuals who have not attained the minimum required score for English language proficiency must, upon receiving conditional acceptance, enroll in the provided language classes alongside their university studies.

University Withdrawal and refund policy

University withdrawal is a permanent separation from University. Any student wishing to leave the University permanently must request for official withdrawal. The return students shall initiate an admissions process. Academic suspension or disciplinary suspension is not considered university withdrawal.

1. If the classes have not been attended, no withdrawal fee will be charged, and 50% of the tuition fees for educational services will be deducted, with the remaining amount refunded.
2. If less than one month of classes have been attended, no withdrawal fee will apply. However, 50% of the fees and 50% of the tuition will be charged, while the remaining amount will be refunded.
3. If more than one month of classes have been attended, the full tuition will be charged, and the withdrawal fee will be calculated according to the applicable rules and regulations.

Scholarships and Discount

A limited number of scholarships and discounts are available through a competitive review process. The eligibility criteria may include students' financial circumstances, GPA, student national and international achievements, and research projects.

All of the eligible students (Including staff and their families who study at university and faculty can apply by submitting the inquiry letter and the required documents to the Admission Office and Enrollment Services.

Academic Rules and Regulations

IAU, UAE complies with all of the guidelines and regulations of the Central organization and the HEP Home. The standard study length, the number of courses/credits, Program Learning Outcomes (PLOs) and syllabi are determined and implemented based on the curricula approved by the HEP Home.

The details of the following points are available in the Academic Policies and Procedures in Persian. The Academic advisors are available to discuss with students and provide the guidance they need.

- The Academic System in IAU University is a Credit System.
- In the Credit System the weight of each course is based on the number of its credits and passing or failing in one course is only limited to the same course
- Students should attend all of the tutorial sessions. Students with more than three absences in each course will be withdrawn from the course.
- All of the current students must register in the announced registration period.
- All classes are held on weekdays, morning and evening.
- Students must follow the University Academic Calendar, e.g. the census date.
- Students are obligated to regularly check the university portal for accessing class schedules, exams, grades, and the academic calendar. Moreover, they have the option to upload faculty evaluation survey forms on the same portal.
- If a student does not follow the schedule for their academic program, they may be held responsible and required to take a leave of absence. The leave period will be counted as part of the standard student's academic years.
- Students must take all offered subjects (core and/or foundation) offered by the education and academic affairs.

-
- If a student does not register for the next regular academic semester after their leave, they may be dismissed from the program unless they have applied for and been granted a leave of absence.
 - Issuance of Study Leave can be considered only upon the student's written request submitted to the education and academic affairs before each academic semester starts.

Undergraduate Programs

- The Maximum study length for the undergraduate programs is five years (full-time), and a one-year extension is also possible upon request and the HEP Home approval.
- Students shall take up to at least 12 and at most 20 credits in semesters.
- It is mandatory to fulfill the foundation courses in the first and second semesters.
- In undergraduate degree programs, if a student's Grade Point Average (GPA) falls below 12 out of 20 in any semester, they are placed on academic probation, so they cannot take more than 14 credits in the following semester.
- Students who are placed on academic probation for more than three consecutive semesters (in undergraduate degree programs), will be considered to be withdrawn from their program of studies according to the Academic Regulations.

Graduate Programs

- The maximum study length in the graduate program (Master's Degree) is three years.
- Maximum study leave will be one year for graduate programs.

-
- At the graduate level, students are expected to maintain a GPA of at least 14 out of 20 otherwise they will be on probation status.
 - According to academic regulations, a Master's student who is placed on probation for two consecutive semesters will be considered to be withdrawn according to the Academic Regulations.
 - Students can choose a minimum of 8 and a maximum of 14 credits in each Academic semester with the approval of the Academic Registration Department.
 - Students are obliged to choose their thesis topic after the first semester of studies and before the beginning of the third semester with the supervisor's opinion. The topic of the thesis is determined after the research committee's approval.
 - Students who have not completed the thesis completion requirements should register for the following semester.
 - Those admitted to the Master's degree programs whose study background is not the same as the admitted program are required to take a maximum of 12 credits, as foundation or pre-requisite courses, on top of core Master's credits.

The logo for I.A.U. U.A.E. BRANCH features a stylized blue bird or eagle emblem in the background. The text "I.A.U." is written in a large, serif font, and "U.A.E. BRANCH" is written in a smaller, sans-serif font below it.

I.A.U.
U.A.E. BRANCH

Grading System at Islamic Azad University (IAU)- UAE Branch

Numerical Range	Letter Grade	Percentage Scale	Description	GPA
18.5-20	HD+ (High Distinction) A	85-100%	Indicates exceptional performance beyond what is required; the student has demonstrated an exceptional understanding of the course or program material and has performed exceptionally. The work shows exceptional insight, originality and sophistication and significantly contributes to the field of study.	5.0
17.6-18.4	HD (High Distinction) A -	81-84%	Indicates outstanding performance, the student has demonstrated exceptional understanding of the course or program material and has performed at an exceptional level. The work shows exceptional insight, originality and sophistication and may significantly contribute to the field of study.	4.5
15.6-17.5	DI+ (Distinction) B	73-80%	Indicates excellent performance; the student has demonstrated a thorough understanding of the course or program material and has performed at a high level. The work shows exceptional insight, originality and sophistication and may significantly contribute to the field of study.	4.0
13.6-15.5	DI (Distinction) C	66-72%	Indicates very good performance; the student has demonstrated a deep understanding of the course or program material and has performed at a high level.	3.0
11.6-13.5	CR (Credit) C -	58-65%	Indicates above-average performance; the student has demonstrated a good understanding of the course or program material.	2.0
10-11.5	PA (Pass) D	50-57%	Indicates satisfactory performance; the student has met the requirements to pass the course or program.	1.0
0-9.9	NN (Fail) F	0-49%	Indicates unsatisfactory performance; the student has not met the requirements to pass the course or program.	0.0

Passing Scores in Degree Programs

A score must be equal to or greater than the passing score for that student to pass the assessment task and complete the course requirements.

The Program Level	Passing (Cut-off) Score (Scale of 20)	Exception
Associate Degree	10	Reading Holy Quran: 12
Undergraduate Degree	10	Reading Holy Quran: 12
Graduate Degree	12	Imam's Will: 10 Thesis: 14

Grade Appeal

Students have the right to appeal a grade and request a reconsideration of the assigned grade within seven days after the issuance of the grade; however, they must provide sufficient, tangible evidence to support their request for a re-evaluation of the assigned grade.

Grade Appeal Procedure

- ✓ Students can complete the Grievance/Appeal form and submit it to the Examination Department within seven days after the grade issuance.
- ✓ Once a grade appeal is submitted, the relevant lecturer will receive student remarks and the answer sheet from the Examination Department.

-
- ✓ The lecturer checks the student's appeal request and re-evaluate the exam and submit the written report to the exam department.
 - ✓ The student's appeal and the faculty result will be discussed in the Academic Council, and after the final decision is made, the students will receive an update on the status of the appeal.
 - ✓ The lecturer will proceed with the grade change if the grade appeal is approved by the Academic council.

Award and Graduation

After completing all program requirements, students shall visit the related Academic Advisor and submit their request and the relevant documentation for graduation. This can be considered for:

- Undergraduate students during the last semester
- Graduate students after submitting and before defending their thesis

The academic/Registration Department will submit the complete graduation file to the HEP Home for final approval.

The degree test amur and transcripts are issued by the HEP Home and then sent to the HEP Branch. For the KHDA attestation, students shall submit their request with the original or an official translation of the test amur and transcript along with their passport/Emirates ID copy to the following link and pay the fees:

<https://www.khda.gov.ae/knowledgeportal>

Once the approval from IAU is obtained, the test score and transcript will be attested by KHDA and sent directly to the students. If a student requires the

university's assistance in the attestation application process, they will be responsible for paying additional administrative fees to the university.

Academic Dishonesty

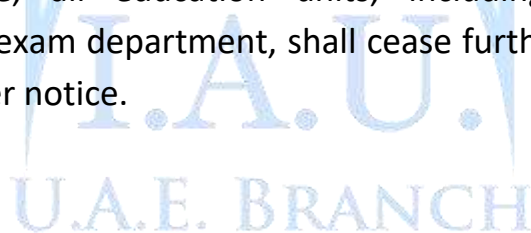
This refers to plagiarism, cheating, unauthorized use of books, pamphlets, notes, calculators or looking at the answer sheet of the adjacent person during the exam session. Academic dishonesty also refers to academic misconduct in a research study, course assignment, research project or dissertation and submitting it to a university or other scientific centers

A written report must be submitted to the Disciplinary Committee if a lecturer or an invigilator recognizes academic dishonesty during the exam or marking. Upon approval, a punishment from guidelines 1 to 26 should be applied to the student.

Students' Rights of Objection

Students can appeal a guilty verdict within three weeks after issuance. In this case, the disciplinary committee shall review, investigate and consider the student's statements.

In the absence of a student or their failure to receive a written decision from the disciplinary committee, all education units, including the admission and registration office and exam department, shall cease further communication with the student until further notice.



Student Visa Process

Students can be sponsored by the Islamic Azad University- UAE Branch for a student visa. IAU-UAE Administration Office handles all official government requirements to obtain student visas and renewals. This department also is responsible to inform students after issuing visa. Students are responsible for all of the visa process fees. For more information, please contact info@iau.com or call +971 4 5674 619.

Student Visa Requirements

- The cost of obtaining a student visa in the first year is 3,218 AED for applicants who are outside the UAE and 4,898 AED for applicants who are inside the UAE, which includes the costs of issuing a permit to enter the UAE, medical examination, issuance of visa and student insurance.
- The expected time for issuing a student entry permit is about 15 to 20 working days.
- The cost of visa renewal for each year is 2,810 AED including student insurance excluding the VAT.
- In case of visa rejection by the UAE government, the amount of 800 AED will be deducted from the paid amount and the balance will be returned to the student.
- Students are required to pay 2,500 AED as a guarantee deposit. Upon completion of studies, the visa cancellation fee will be deducted from this deposit amount and the remaining balance will be returned.

IAU
U.A.E. BRANCH

Student Visa Required Documents

- A good quality color copy of the first page of the passport that is valid for at least 1 year.
- Color photo with white background (passport size photo)
- Official translation of the most recent academic degree attested by both the Ministry of Justice and the Ministry of Foreign Affairs of Iran and also the UAE Embassy in Iran.
- Completing relevant forms such as Student Visa Form, Student Visa Guidelines, and Student Undertaking Letter.
- Receipt for the payment of tuition fee for the current semester.
- Visa fee payment receipt according to the Student Visa Requirements
- Receipt of a guarantee deposit amount of 2,500 AED.
- A fee payment of 500 AED for administrative expenses

Visa renewal

The student visa is valid for one year and needs to be renewed annually. Visa renewal will not be processed unless the student meets the requirements mentioned in General Visa Requirements. The student's responsibility is to notify the Administration Office about visa renewal. To avoid additional charges/fines, students are required to submit the following documents one month prior to the visa expiry:

- Original passport valid for at least one year
- Receipt of the visa renewal fee and health insurance
- One passport-size photographs with white background
- Valid Emirates ID card
- Valid Medical health insurance
- A fee payment of 500 AED for administrative expenses

Student Visa Cancellation

Students on a Student Residence visa must cancel their visa immediately upon completing/withdrawing from their program of study and before leaving the UAE. This process takes approximately five working days. Failure to do this may result in strict legal and financial implications with the UAE Government Immigration Office. Failure to comply with local regulations could result in a ban from entering the UAE and other GCC countries. To cancel the student visa, the following documents must be submitted 15 days prior to expiry or leaving/completion of a program of study (*if before the expiry date*):

- Written request for cancellation
- Original Passport
- Original Emirates ID card

IAU Student Dormitory Guidelines

IAU- UAE does not have dormitory facilities. Please refer to the administrative department for further information. These services are available through a third party.

I.A.U.
U.A.E. BRANCH