



# **Emirates Aviation University Doctoral Researcher Handbook**

**2024-2025**

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We warmly welcome you to Emirates Aviation University (EAU) as you prepare to commence your doctoral/postgraduate research programme.

This handbook is designed to give you an overview of what you need to know to complete your research degree at EAU. Needless to say, the faculty and staff members of the EAU Institute of Applied Research & Technology are also available to support you with any advice you may need in relation to your studies at the University.

We wish you every success in completing your research programme and hope your time spent at EAU will assist you in achieving some of your personal goals.

## **1. Student Rights and Responsibilities**

EAU is a community of individuals living, working and studying together with the aim of creating the ideal conditions for learning and sharing of knowledge. Each individual needs to have mutual respect and responsibility to flourish and grow in this environment. Therefore, every student at EAU has a duty towards knowing and understanding the rules and regulations of the University. Ignorance of the rules and regulations is unacceptable. Please refer to the Catalogue for details of student' Rights and Responsibilities.

### **1.1.Student Rights**

1. Each member of EAU has academic freedom, personal rights and liberties. The University treats every member with due fairness.
2. Admission to the University and the University's services, facilities, and activities are open to all students without regard to race, gender, or national origin.
3. The freedom of students to learn and to evaluate ideas and concepts is basic to the educational process.
4. Students are free to discuss, to express opinions and to hear expression of diverse opinions. Such expression of opinions and discussion must be accomplished without disrupting operations of the University.
5. Students have a right to be evaluated in courses solely on basis of their performance in meeting appropriate academic criteria established for the course.
6. Students are free to form and join associations with other University students provided such organizations are in conformity with the purpose of the University and conform to established University regulations and UAE laws.
7. In the administration of disciplinary measures, the accused student shall be accorded procedural fairness. In such situations, whether formal or informal, the fundamental principles of due process shall be recognized.
8. Students have the right to appeal for hearing their grievances.

### **1.2.Student Responsibilities**

As part of the University community, each student enjoys social, cultural, and educational opportunities. S/he also agrees to abide by the regulations and standards of conduct operative in the University community. Becoming a member of this community implies a positive responsibility toward the well-being of the entire community. Students at EAU are expected to fulfil the following responsibilities:

1. Students shall act in a civil and responsible manner that is supportive of the educational process. Disruption of the education process by a student or group of students denies all other members of the University community their individual educational purposes.
2. Students shall accept responsibility for their actions and serve as positive role models for others.

3. Students shall abide by the laws, rules, and regulations. Obedience to Dubai and UAE laws and to University regulations is expected of each member of the University community.
4. Students shall share and agree to advance the purpose of the University. They shall contribute in promoting an environment that is conducive to learning and nurturing a sense of shared and mutual community responsibility.
5. Students are expected to have respect for truth, honesty, and integrity in all their activities at the University.
6. Students are expected to demonstrate high moral standards. Each student is expected to consider the highest standards of conduct and character. No one should either offend the wider community or infringe upon the rights and privileges of others.
7. Each student must recognize that his/her actions and values reflect upon the University community.

## **2. Doctoral / Postgraduate Researchers Student Representative**

Amongst the members of the Graduate Council is the Doctoral (DR) / Postgraduate Researchers (PGR) Student representative whose role is to represent student's interests in the Programme's governance. The role of the student who represents DR / PGR on the Graduate Council is seen as a crucial link between the University and the researcher. The representative should be aware of any generic issues concerning researchers within all cohorts and be pro-active in bringing appropriate issues to the Graduate Council. The representative should attend at least one Graduate Council meeting every six months.

### **2.1. Term of Office**

The term of office for a DR / PGR representative of the EAU Institute of Applied Research & Technology is Two years. The student representative cannot be re-elected.

### **2.2. Nomination Process**

The process of nominating an elected DR / PGR position to serve on the Graduate Council is generally solicited in September for the current year. All current DR / PGR Students cohorts are called upon by the Registrar to nominate their cohort student representative. After receiving the names, the Registrar calls all representatives to nominate a single DR / PGR representative for all cohorts.

### 3. Student Organizations



EAU aims at creating a healthy environment by providing the needed resources to inspire the students to be creative and to develop their skills and talent. Students with common interest are encouraged to form organizations in the form of clubs, associations or teams under the umbrella of the Students Council. A member of the Council will be assigned as a liaison member linking the Council to the organization. All

such organizations will follow the rules governing the operation of the Council. Each organization can have its own policies and procedures, but these must be approved by the Student Council and Student Affairs Officer in order to ensure that they conform to general policies of EAU. Recognition of a student organization may be withdrawn by the Student Council or by the Student Affairs Officer for any violation of University regulations and policies.

All organizations linked to the Student Council may elect their own council to plan and organize their activities. This council will include in its formation the member of the Student Council assigned to supervise the work of the organization.

Professional, scientific and academic associations, with a link to international or national professional organizations will operate under the jurisdiction of the EAU Institute of Applied Research & Technology and the approval for their establishment will be granted by the Graduate Council.

### 4. Clubs and Sub-groups

Students with common interests or hobbies are encouraged to form sub-groups or clubs under the umbrella of the Students Council. These clubs will comply with the rules and regulations governing the operation of the Council. A member of the Council will be assigned the responsibility of liaising with each club, supervising its activities and linking the club to the Council. The activities of the clubs will be supervised and also guided by the Students Services Office. Each club will have its own elected council. The liaising member from the Students Council will attend the meetings of the Club Council.

Recognition of a student organisation may be withdrawn by the Student Council or by the Student Affairs Officer for any violation of University regulations and policies.

Professional, scientific and academic associations, with a link to international or national



professional organisations will operate under the jurisdiction of the Faculties and the approval for their establishment will be granted by the Faculty Councils.

## 5. EAU Library



EAU Library enriches the learning process by providing material and resources to support the curriculum and general information needs of students and faculty. In addition to books, professional magazines and journals, the library provides on campus access to online resources. The library provides academic resources for all programmes and modules taught.

at EAU. Students enrolled in dual awards with Coventry University (CU) will also have access to a wide range of Electronic resources from CU. Students need to get a valid Coventry ID from the respective registration departments at EAU once they are enrolled in order to register on CU website and get access to library resources and services.

EAU Library has a dedicated building within campus, where it provides a quiet study area and students are able to borrow books and other learning resources. The library is open on some weekends (Saturday, Sunday) 10:00-14:00 HRS (only when post graduate classes are running during the weekend). The timing during normal working days is Monday- Thursday: 7.00-15:30 HRS and Fridays 7:00-15:00 HRS. Library timings are continuously updated on Moodle.

At the beginning of each cohort and after registration, a library orientation is organized as part of the general new student induction session; where students are briefed about the library's available resources and services as well as operational matters, policies, procedures and regulations pertaining to the library.

DR/PGR students can also make use of an inter-library loan facility available for EAU learners. Guidelines on e-library use or inter-library loans, links to YouTube channels can be found in Appendix A, B and C.



## 6. Student Services and Facilities



At Emirates Aviation University, we believe that with determination, anything is possible. We hope that you will join hands with us in our team spirit endeavour to achieve great leaps in shaping the future of tomorrow's business environment.

### 6.1. Learning Support Services

Learning support services are provided to students by the Faculties through dedicated workshops on areas such as effective learning, time management, study skills, research, referencing and academic writing skills. In addition to these dedicated workshops, learning support is integrated to the curriculum via the learning, teaching and assessment strategies. The EAU website includes a dedicated page with detailed information on the Learning and Development Centre.

### 6.2. Learning Management System (EAU MOODLE)

EAU Institute of Applied Research & Technology maintains a MOODLE website (<https://moodle.eau.ac.ae>) for the benefit of its DR / PGR Students. The advantages of this website are as follows:

- a) All handbooks, forms, and supportive material are published on MOODLE
- b) All announcements are published on MOODLE

DR / PGR are given access to MOODLE upon registration and introduced to MOODLE during induction.

### **6.3. Professional Counselling**

EAU has made arrangements with the Emirates Psychology Department to provide psychometric evaluations and professional counselling to students requiring such services. The purpose of professional counselling is to help students appropriately handle the stresses and challenges they face in their academic and personal lives and overcome their emotional problems. It also helps in enhancing students' skills and attitudes in adapting to University life and making their experience at EAU satisfying and productive.

Students in need of professional counselling service can approach the Students Services Office (SSO) of EAU either directly or through their Programme Coordinators. The Student Affairs Officer at SSO will accordingly refer these students to Emirates Psychology Department for professional counselling services. The staff at Emirates Psychology Department is highly trained, experienced, and helpful. They can provide valuable advice and guidance on a variety of concerns and issues including stress management and how to overcome fear of failure, guilt, anger, or depression, etc. Personal information discussed in counselling sessions is always kept confidential.

### **6.4. Academic Advising**

Academic advising is the process by which students receive assistance in forming their educational goals and plan ways to achieve them. Advisors provide information, support and guidance to students and foster the sense of responsibility in them to achieve their goals based on individual circumstances, personal development and skills.

EAU is keen in providing assistance and guidance to its DR / PGR. The pastoral support of students is provided through the PhD Programme Coordinator and their EAU Director of Studies; plus, the supervisory team. The supervisory team will be comprised of at least three supervisors:

1. EAU Director of Studies, based in EAU Institute of Applied Research & Technology, Dubai campus
2. Director of Studies, based in a partner institution
3. Supervisor/s, based at EAU or partner institution

### **6.5. Career Counselling**

Career counselling is required when candidates need a direction as to what area of education and or career, they need to pursue to bring out the best in them. Students may seek the advice of their PhD Programme Coordinator, their EAU Director of Studies, and the supervisory team.

Career counselling can help by:

1. Aligning your career with your goals
2. Recognizing your interests, skills and abilities.
3. Giving advice on educational and professional qualifications.

4. Recommending suitable careers.
5. Helping with decisions about future direction.
6. Finding you a career that fits your passion and drive.
7. Assisting with job search planning.

### **6.6. Career Placement Services**

A department specialised in supporting student career placement is available at EAU. DR / PGR may approach that department for advice and support.

### **6.7. Information Technology**

The Information Technology (IT) Department provides computer-related services and support to students, faculty and staff. Services provided include wireless and local area networks, online resources as well as instructional, technical and administrative services. IT resources are available from 7:30am to 8:00pm. Students are encouraged to use the available IT facilities at the University. However, they are reminded that access to and use of IT facilities are subject to UAE laws and regulations of the IT Department. Misuse of IT facilities may result in disciplinary sanctions. It is a violation of the regulations to intentionally and without authorization alter the operating system of a computer, damage a computer or other hardware, and provide any confidential information, including passwords, that helps non-authorized users to access the University network.

### **6.8. Recreational and Cultural Activities**

The University encourages sporting activities to promote the physical and health well-being of students. The EAU Student Services Office arranges various activities that include football, basketball, volleyball, tennis, badminton, table tennis and billiards. Several sports teams, coached by qualified people, are formed, and the University teams participate in national competition events.

The University encourages its students to organize social and cultural events as well as participate in events organized by other institutions of higher education in UAE. Social and cultural events within the University promote a friendly and cooperative environment amongst students, administrative staff and faculty. Such events also promote ties between students and the society as well as allow students to develop leadership skills.

### **6.9. On campus Student Accommodation Policy**

#### **Emirates Aviation University Accommodation**

Emirates Aviation University is committed to providing students with high quality student accommodation that provides every student with a safe and well-maintained environment in which to reside and study. The UAE is a global capital for tolerance, and we welcome students from different cultures to live in an environment of openness and respect that promotes coexistence. The student accommodation at Emirates Aviation University was

designed to establish a sense of student community coupled with responsible, independent and shared living. We hope you have an enjoyable stay with us.

Please refer any question or problem concerning your stay to the EAU Accommodation Team. She can be contacted as follows:

- 04 6050103, or
- eau.accommodation@emirates.com

The student campus accommodation fees may be changed from time to time to reflect market conditions. Any such variation will be subject to approval by the Vice Chancellor. The rate-change will remain in force thereafter unless stipulated otherwise by the Vice Chancellor.

### **Access Cards**

1. Residents must not give their room access card to anyone.
2. Residents will be charged 250 AED to replace a lost access card.
3. Access cards must be returned when checking-out.

### **Check-in and Check-out Procedure**

1. Students are not permitted to check-in before or after the following check- in/out dates, unless approval was granted from EAU Accommodation Team:

| <b>Academic Year 2022/2023</b> |                                       |                        |
|--------------------------------|---------------------------------------|------------------------|
| <b>Semester</b>                | <b>Check-in Dates</b>                 | <b>Check-out Dates</b> |
| Fall Semester 2022             | As specified in the academic calendar | 31/01/2023             |
| Spring Semester 2023           | As specified in the academic calendar | 30/06/2023             |

2. Check-in takes place from 7:00 am – 3.30 pm in the Student Accommodation.
3. Students may check-in after working hours and during weekends, however, this must be approved by the Accommodation Team prior to arrival.
4. Students must fill up “Interim check-out form” if they would like to leave the campus for a short period within their original booking (the form is available with the accommodation security guards)
5. The Emirates Aviation University Security team will be available to assist with the check-in 24/7.
6. On check-out you must return the room access card and complete the check-out form.
7. Students who move out of the accommodation and do not follow the correct check-out procedure will be liable for the full cost of their accommodation.
8. Students will be charged daily for any extra day beyond their original booking if they didn’t vacate their rooms from their personal belongings, didn’t complete the check-out form and didn’t return the room access card.
9. There is no refund for students who check-out earlier than their initial booking.
10. The room will be inspected before checking-out and the student will bear the cost of any damage during their stay. This will be added to your account and should be settled directly with the Finance Office.

## Refund Policy

1. Any student who cancels their accommodation booking **at least** one week prior to the start of the Semester for which they have paid is entitled to a 100% refund.
2. Any student who cancels their accommodation booking **less than** one week prior to the start of the Semester is entitled to a 75% refund.
3. Accommodation fees are non-refundable and non-transferable after the start of the Semester, unless the student's application for admission is not approved.
4. Other than the circumstances above, there will be no refund for early departure from the accommodation for any reason.
5. Students whom are dismissed from Emirates Aviation University Student Accommodation due to a violation of Emirates Aviation University's Accommodation Policy are not entitled to a refund of accommodation fees.

## Emergency

1. In case of emergency, contact:

|                        |  |
|------------------------|--|
| Police                 | 999                                    |
| Ambulance              | 998                                    |
| Fire Department        | 997                                    |
| EAU Residence Security | Female: 04 6050219<br>Male: 04 6050220 |

2. For non-emergency incidents in the Student Accommodation, please contact Emirates Aviation University Security Staff who are on duty 24 hours a day, 7 days a week.

## Guests and Visiting Hours

1. Visitors are not allowed inside the rooms except in the lobby area. However, mother, father, brother, sisters are allowed inside the room until 10:00 pm.
2. Males are not allowed in the girls' section (mother and sisters are only allowed until 10:00 pm).
3. Students may entertain guests of the same gender until 10.00 pm in the common areas on the ground floor.
4. Students are responsible for the behaviour of their guests and visitors. Any misconduct will be subjected to disciplinary action and expulsion from the accommodation.
5. Overnight guests are not permitted.
6. Residents are not permitted to sub-let or allow anyone to live in their rooms.

## Health and Safety

1. Residents must ensure that communal areas including passageways and stairwells are always kept clear.
2. Students are prohibited from climbing out of windows, throwing objects / refuse from windows or entering the roof space.
3. Residents must not engage in any activity that could harm the health or safety of any resident or member of staff.

## **Substance Abuse and Disciplinary Measures**

1. Smoking of Cigarettes, Shisha, E-cigarettes or any type of Tobacco is strictly prohibited in the rooms and inside the residence building.
2. Possession, use, sale, distribution, consumption of illegal drugs, controlled substances or residue of controlled substances is prohibited and will be immediately reported to Dubai Police.
3. Possession, consumption or distribution of alcoholic beverages is strictly prohibited on the premises including all Emirates Aviation University buildings and grounds.
4. Gambling - in any way, shape or form - is strictly prohibited in the UAE, in the rooms and inside the residence building.

## **Respect and Tolerance**

1. All residents must be tolerant, considerate and respect each other and staff at all times.
2. The use of vulgar and abusive language, threatening or physical behaviour will not be tolerated.
3. Residents must always respect the right of other students to study.
4. Residents must have regard for others with respect to playing of music/ loud behaviour.
5. Students must not make disturbing noise between 11:00 p.m. and 7:00 a.m.
6. If you feel your own peace and quiet is being offended speak to the offending party in a reasonable manner. If you cannot resolve the matter contact Security and the accommodation Team.

## **Room Inspections**

1. Room inspections will normally be conducted when the resident is present.
2. Emirates Aviation University reserves the right to enter rooms in the interests of the health, safety and proper conduct of the residents, or to maintain or repair the premises.

## **Fire Prevention**

1. Electrical devices such as cooking devices, irons etc. are not allowed inside the rooms.
2. Residents must not burn candles, incense sticks or use naked flames due to the risk of fire and sensitivity of the fire detector equipment.
3. Any resident detecting smoke or fire must first sound the fire alarm and inform the Security Guards who will call the fire department.
4. In the event of a fire alarm, residents must evacuate the building and go directly to the designated Assembly Point.
5. It is the personal responsibility of every student to ensure they are familiar with the evacuation policy provided in every room.

## **Housekeeping**

1. Residents are responsible to maintain their rooms to a good level of cleanliness.
2. Nailing and drilling of any fittings to the walls, ceilings or any part of the room is strictly prohibited, as is graffiti.
3. Rubbish must be disposed of through the trash slot located on each floor.
4. General cleaning inside the room will be conducted by our cleaning team every Monday at 10:00 am onwards. This is a compulsory routine to keep the building clean and hygienic.

5. Please keep your valuable items locked as cleaning team will not be responsible for any missing items from inside the room
6. Pest control will be conducted once a month, students will be notified in advance.

### **Internet**

1. Wireless Internet connections are provided in the rooms and communal areas.

### **Laundry**

1. There are two laundry rooms on each floor of the accommodation.
2. Laundry tokens can be obtained from the Accommodation Team base in the Student Services Offices located next to the Learning Resource Centre.
3. Washing of bed linen is the responsibility of each student.
4. Students are required to provide their own laundry detergent.

### **Maintenance**

1. All maintenance and repairs issues must be reported immediately to the Accommodation Team for action.
2. A maintenance logbook is provided in Reception to record maintenance and repair issues.
3. Our maintenance team will ensure all repairs are carried out as quickly as possible

### **Meals**

1. Meals are not included in the accommodation fees.
2. Students may purchase meals and snacks from the University Cafeteria, Costa or mini supermarket located on campus.
3. On arrival each student will be provided with a list of local supermarkets as well as delivery options.
4. Students can order meals online; food delivery is allowed to the reception area of the accommodation building.

### **Cooking facilities**

1. Students are allowed to bring electric rice cooker and air fryer (with timers) and use them strictly inside pantries. Security guards will confiscate any device without a timer and can be returned to the students on their final check-out.
2. Cooking inside the rooms is prohibited, however students can cook their meals in the accommodation pantries located in the same floor of their rooms.

### **Personal Belongings**

1. Each student is required to bring their own personal belonging including bed linen, towels, crockery, detergents, personal hygiene items etc.
2. Residents are responsible for their own valuables and should always lock their rooms

### **Pets**

1. Pets are not allowed in the Residence building.

### **Sports Facilities**

1. The swimming pool is free of charge for residents.



2. The swimming pool is monitored by a Lifeguard. Students must adhere to the instructions given by the Lifeguard and to the safety rules related to the usage of the swimming pool.
3. Residents can use the Gyms located in the accommodation building free of charges (boys and girls' sections)
4. Mix genders inside the Gyms are not allowed.
5. The swimming pool and Gyms timings are attached separately.

### **Parking**

1. Residents may use the car parking slots located next to the accommodation building.
2. All vehicles must display a current Emirates Aviation University Student Permit. You can register for and collect your permit from the Security Staff at the main University Reception.
3. Students must park in compliance with the University parking requirements.

### **Students' Accommodation Policy Undertaking**

I, the undersigned, acknowledge that I have read and understood the Emirates Aviation University Accommodation Policy and agree to comply with all conditions.

I further agree to respect and comply with the laws and regulations of the UAE. I understand that failure to do so will result in disciplinary action which could include a written warning, suspension or expulsion from the University Accommodation or from the University. Criminal or civil action is also a possibility.

I will not hold Emirates Aviation University liable for any personal injury, loss or damage to my property resulting from my failure to follow the above rules, regulations and laws.

Student Name: \_\_\_\_\_ Room no: \_\_\_\_\_

Mobile no: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **6.10. Catering**

Hot meals are available in the University cafeteria, which is located on-campus, and serviced by Emirates Catering. A Costa Coffee Shop is also located on-campus.

### **6.11. Health Services**

EAU has an on-campus First-Aid Centre to provide first-aid emergency services. For serious injuries or emergencies requiring treatment at a hospital, an ambulance is called to transfer the student to a hospital. The expenses for ambulance and hospital treatment are the student's responsibility.

### **6.12. Prayer Rooms**

Male and female prayer rooms are available on-campus.

### **6.13. Alumni Relations**

Emirates Aviation University has an Alumni unit that is responsible for establishing,

managing and developing the Alumni community at the University, including co-ordinating the production of Alumni communication material for the University. The unit maintains contact with EAU alumni, develops an alumni club, co-ordinates alumni activities and, specifically, tracks the employment of alumni

The unit supports with identifying and initiating new contacts locally and in other parts of the GCC and worldwide; it develops and enhances key relationships with Alumni community to maximise potential opportunities for the University.

The unit is also responsible for managing the end to end Alumni events, with recommendation for improvements and evaluating the success.

The Alumni information is for the evaluation of the effectiveness of the EAU's programmes.

## **7. Proper Use of Institutional Facilities**

Please refer to Section 8 for the code of conduct within the premises.

### **7.1. University Timings**

#### Administration working hours:

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 07:00 - 15:30 hrs. |
| Friday            | 07:00 - 15:00 hrs. |

#### Opening hours:

|                                   |                   |
|-----------------------------------|-------------------|
| Gates and security opening hours: | 07:00 -19:00 hrs. |
|-----------------------------------|-------------------|

Permission must be obtained from your Programme Coordinator to remain in University outside normal opening hours (especially if labs / workshops are required). Students are not permitted to enter any restricted area unless accompanied by faculty, staff or security.

### **7.2. Student ID card**

A student ID card will be issued and is valid for the duration of the programme. You should carry it with you at all times. A student ID is needed to access EAU premises, facilities and car park.

### **7.3. Car Park**

In order to access EAU parking, students need to have an EAU Parking Sticker displayed on their cars. The parking stickers are free and issued to students upon registration along with the student ID. Students need to be aware that Stickers change every September and February and are reissued through the registrar's office. Therefore, students need to ensure that a valid current sticker is displayed on their cars at all times. Students who do not have a valid permit will not be permitted to use the parking facilities.

Students must adhere to the parking regulations and only park in the designated student parking areas. Violations of traffic laws on campus such as reckless driving and unauthorised

parking will result in a fine and persistent breaches will result in the removal of parking rights or a disciplinary action taken against the student which ranges from a verbal warning to suspension or even dismissal from the University.

#### **7.4. Stationary and Printing**

Students are responsible for the cost of stationery items. Students may purchase from the Cashier printing quotas that will allow them to use the printers available in the labs.

Students pay AED 20 (for 100 pages) to the Cashier in the administration block. The Cashier will create two copies of receipts: a white copy for the student and a yellow copy for the IT department as a confirmation of payment. EAU IT team will create a user name and password for the student with a maximum limit of 100 pages.

### **8. Student Publications**

EAU encourages student publications with appropriate support and guidance provided by the Student Services Office (SSO). The Student Council is authorized to publish a newsletter under the supervision of Student Affairs Officer. Students may propose other publications and get the approval from the Student Affairs Officer. However, it is important that no published material will violate the rules and regulations of the University or the laws of Dubai and UAE.

### **9. Student Code of Conduct**

#### **9.1. Student Dress Code**

1. Students are requested to dress conservatively respecting local culture.
2. Male students should either wear national dress or long trousers and must have their upper arms and shoulders covered. They are not permitted to wear earrings or body piercings.
3. Female students should wear national dress or skirts covering the knees or long trousers. Upper arms must be covered, and acceptable, conservative dress must always be maintained.
4. Slippers and sandals are not permitted on campus.
5. T shirts / trousers bearing images or implying messages which are not in accordance with the UAE culture will not be tolerated. Students who do not meet the dress code will be prevented from attending class and may face disciplinary action.
6. Male students with long hair or spikes will not be permitted in workshops and will not be permitted for On-Job-Training (OJT). Female students are always required to tie their hair when in the workshop or OJT facilities.
7. Students not conforming to the dress code of the University will not be permitted to attend classes and will be marked absent.
8. Students not wearing safety shoes and overalls will not be permitted in the workshops and On-Job-Training (OJT) facility.
9. Students must ensure they take care of their personal hygiene.

## **9.2. Misconduct**

The following acts of misconduct are subject to disciplinary action:

1. In view of the cultural norms of Dubai and the UAE, physical contact between male and female students is strictly prohibited.
2. Inappropriate dress is strictly prohibited.
3. Abuse, verbal or physical, of any person on the University premises or at any event or function sponsored by the University.
4. Reckless and unruly damage of University premises or property.
5. Theft in any form or unauthorised taking of University property, or property belonging to any member of the University or any visitor to the University.
6. Fraud in any form, such as alteration or misuse of University records, or unauthorised use of documents with intent to deceive.
7. Intentional obstruction or disruption of teaching or teaching-related activities.
8. Entering, or attempting to enter, University premises without authorisation.
9. Failure to comply with published policies or regulations on the use of University facilities.
10. Alcohol and drug violations as defined by University policy and the laws of Dubai and the UAE.
11. Smoking inside any of the buildings on campus. Smoking is only permitted in the external designated smoking areas.
12. Use or possession of prohibited material such as fireworks, explosives or weapons on University premises.
13. Gambling or any other illegal activity on University premises or at any function sponsored by the University.
14. Unauthorised use of the University name and/or its property by any person or organisation.
15. Harassment or intimidation.
16. Abuse or misuse of any University computer and its equipment, such as theft of parts, deleting information, internet theft or knowingly introducing a computer virus.
17. Failure to comply with the direction of University staff, faculty, or other officials in the performance of their duties.
18. Violations of traffic laws on campus such as reckless driving and unauthorised parking inside the University grounds.
19. Violations of Dubai or UAE law.

Any violation of rules and regulations or misconduct will result in a disciplinary action taken against the student which ranges from verbal warning to suspension or even dismissal from the University. All records concerning violation of code of conduct or academic integrity rules will

be maintained for a period of at least five years. In case of severe violations resulting in suspension or dismissal, the penalty will become a permanent part of the student record and will be maintained indefinitely.

### 9.3. DR / PGR Academic/Research Integrity and Performance

DR / PGR at EAU are expected to act responsibly in all their academic/research pursuits. They must adhere to the highest standards of academic/research integrity in all their work and shall never attempt to violate the academic/research integrity rules. For academic/research conduct and violations refer to “*the EAU Doctoral Research Policies, Conduct and Governance Manual*” (available on MOODLE), especially the following chapters:

1. EAU Principles and Standards of Conduct on the Governance of Research
2. EAU Doctoral Research Attendance and Engagement (Policy\_DR3)
3. EAU Doctoral Research Examination and Award (Policy\_DR7)

### 9.4. Disciplinary Action

A DR / PGR accused of attempting any of the academically dishonest acts above shall be liable to disciplinary action. The disciplinary procedures are as follows:

1. The Director of Studies reports the dishonesty / plagiarism case to the PhD Programme Coordinator and Director of Research.
2. The Director of Research assigns a Panel of three faculty members to meet with the student. The meeting should be minuted. The panel must include the Director of Research



(or his nominee), and at least one EAU faculty member. The Director of Studies can attend such a meeting; however, s/he will not be considered part of the panel. If the case is judged to be void of substance, then the case will be closed.

3. The panel must record the outcome of the meeting as innocence, admitted guilt or contested guilt (i.e. student claims innocence, staff do not agree). For the last two outcomes the Panel will decide the appropriate disciplinary action. Should the recommendation be dismissal, the matter must be referred to the Vice Chancellor for confirmation and action; and to partner institution in case of dual award degree.
4. The student can appeal the decision in writing to the Vice Chancellor.

### 9.5. Student Performance

1. Students are expected to work consistently to meet all assessment deadlines and standards.

2. It is the student responsibility to submit his/her assignment on time before the deadline. This should include a Turnitin.
3. Late assignment submissions will result in a penalty. A one-week late submission results in a 10% deduction on the assignment marking; while an assignment submitted between 1 and 2 weeks late will be subject to a 20% deduction on the assignment marking. Submissions after two weeks will be considered a fail on the assignment.
4. Each student belongs to a specific cohort or batch. Deadlines are applicable according to cohorts. Students are not allowed to submit their assignment on deadlines belonging to other cohorts.
5. Students may request an extension for an assignment deadline. Formal extension requests are forwarded to the postgraduate programmes' Registrar. The Registrar will seek the approval of the Graduate Council. Extensions are not granted due to workload commitments relating to student's current employment. Extension may be granted for extenuating circumstances such as accidents, sicknesses and family deaths that will need to be validated by the appropriate supporting documents applicable to the case.

## **9.6. Complaint Proceedings and Grievances**

Any member of the University community may file a complaint against a student or group of students, to the Director of Research, if they feel that there is a violation of their rights or the Student Code of Conduct. The complaint should be a concise and complete statement of allegations. Based on the information provided, the Director of Research, or his designee, will forward the complaint to the Disciplinary Committee, which in turn will determine whether a violation has occurred, meet with the student(s) and decide on the sanctions or a further course of action. The concerned student will be notified in writing of the decisions taken and disciplinary actions levied, if any.

A student may appeal to the Vice-Chancellor regarding any disciplinary action taken against him/her. All appeals must be in writing and submitted to the Vice-Chancellor office within seven working days after the decision is delivered. The Vice-Chancellor will review the appeal, determine its viability and decide the course of action.

## **9.7. Student Grievances**

EAU is committed to treating all students equitably and fairly. It does not differentiate between students on the basis of race, color, religion, gender, and national origin. It is the policy of the University that students shall be free from the effects of misconduct by other members of the University community, including faculty members and University officials. Accordingly, EAU has developed regulations and procedures regarding student grievances whereby students are given the opportunity to appeal for hearing their grievances.

A grievance arises when a student has reasons to believe that s/he has been treated in an arbitrary or discriminatory manner or subjected to inappropriate behaviour by an official member of the University community. While the students have the right to bring a grievance forward against the concerned official, they are encouraged to first attempt a good-faith

resolution of the grievance. This can be achieved by either direct discussions with the concerned official or by bringing the matter to the attention of his/her Concentration Coordinator. If such attempts do not succeed in settling the dispute amicably or the student decides to proceed directly, s/he must initiate the formal process within three weeks of the incident in dispute. This is done by submitting a formal grievance in writing to the Director of Research, EAU Institute of Applied Research & Technology. This written grievance must include the following:

1. Name, ID number, Faculty/Programme, and phone number of the student submitting the grievance.
2. Identification of the office or individual(s) against whom the grievance is brought.
3. A description of the incident that caused this grievance.
4. The date, time, and location of the incident.
5. A listing of all individuals who witnessed any part of the incident in dispute.

Upon receipt of the formal grievance, the Director of Research shall form a committee to investigate the dispute. The committee shall carry out detailed investigations including interviews with the concerned parties and witnesses from both sides. Depending upon the grievance, pertinent data and information may also be gathered by the committee. At the completion of the investigation, the committee shall submit its report with appropriate recommendations to the Director of Research who will take the decision, to be communicated to both parties.

If the grievant is not satisfied with the decision, s/he may seek relief through direct appeal to the Vice-Chancellor within two weeks of receiving the decision. The decision of the Vice-Chancellor shall be final.

All complaints appeal and disciplinary proceedings will be managed under Emirates Aviation University's policies and procedures.

Students enrolled upon and studying on a course leading to an award from Coventry University may submit their complaint/appeal, including full supporting documentation, to the Group Registrar & Secretary at Coventry University should they remain dissatisfied with the outcome within ten (10) days of completing the internal process. The Group Registrar & Secretary (or nominee) shall consider the referred matter on the grounds of procedural irregularity only.

The Group Registrar & Secretary shall endeavour to complete the review within thirty (30 days) of receipt of the complaint/appeal. However, given the requirement to investigate the case thoroughly with Emirates Aviation University, some additional time may be required, in which case the informant will be notified accordingly.

At the end of the Group Registrar & Secretary's review, the student will receive a letter setting



out the findings and outcome and will additionally be issued with a Completion of Procedures letter to enable the student to take their complaint to the Office of the Independent Adjudicator for Higher Education.

The Office of the Independent Adjudicator for Higher Education ("OIA") operates an independent student complaints scheme pursuant to the Higher Education Act 2004. Students or former students may take their complaint relating to a final decision reached under the University's review and appeal process to the OIA once all internal processes have been exhausted. The OIA cannot look at complaints relating to matters of academic judgement. A "Completion of Procedures" letter will be issued from the office of Coventry University's Group Registrar & Secretary when it has been determined that all internal processes have been completed. The OIA must receive a completed Scheme Application Form within twelve months of the date of Completion of Procedures Letter.

### **9.8. Safety Issues**

For the safety issues, please refer to the Student Safety Handbook on MOODLE.

### **9.9. Student Records**

Documents and information submitted to the University during application and the transcripts showing students' academic achievements are considered as permanent record. The permanent students' records are filed at the Admission and Registration Office.

Students' records are considered confidential. Its disclosure to a third party requires the consent of the student. No consent shall be required to disclose the personal identification within the extent of UAE federal laws. The following are some exceptions which permit disclosure without consent:

1. Information may be disclosed to an official in the University with legitimate academic interest.
2. The response to the official request of another academic or professional institution, where the student is enrolling or seeking employment.
3. Academic record may be disclosed to students' parents or his/her sponsors, unless the student requests in writing otherwise. In which case, the parents and sponsors will be informed of the student's denial for the right of disclosure.
4. The student shall be responsible for notifying the University of the Changes to be entered into the record, such as change of address or any change in personal profile. The University considers the data provided by the student as the correct data and the student will be responsible for any ramification resulting from obsolete personal data if not changed by a request from the student.

The student is entitled to inspect and review his/her education record through a written request submitted to the Admission and Registration Office. If the student finds any information

inaccurate or misleading s/he can ask for its amendment. The University will take the appropriate action in light of the evidence or justification presented by the student and will notify the student of its decision.

## **10. Academic/ Research Policies**

A list of the research regulations may be found in refer to “*the EAU Doctoral Research Policies, Conduct and Governance Manual*” (available on MOODLE), especially the following chapters:

1. Introduction to EAU Doctoral Research (Policy\_DR1)
2. EAU Doctoral Research Admissions and Application (Policy\_DR2)
3. EAU Doctoral Research Attendance and Engagement (Policy\_DR3)
4. EAU Doctoral Research Supervision (Policy\_DR4)
5. EAU Doctoral Research Suspension, Extension and Change of Registration (Policy\_DR5)
6. EAU Doctoral Research Progression (Policy\_DR6)
7. EAU Doctoral Research Examination and Award (Policy\_DR7)

### **10.1. Orientation of New Students**

New entrants to the programme attend an induction to familiarise them with the structure and operation of their programme and facilities to support their studies. Students are informed of the graduate academic rules and regulations. They are also provided with an access to an on-line learning management system that makes available materials to support their learning and facilitates communication with the Faculty Dean and teaching staff. The students are also informed of various services offered by the University and the available facilities. Attendance of all new students to the orientation is mandatory.

### **10.2. Interactive E-Learning Policy**

#### **10.2.1. Policy Overview**

The Interactive E-Learning policy applies to traditional blended modes of delivery to fully e-learning delivery, whether on a temporary or permanent basis. Regardless of mode, Emirates Aviation University (EAU) is committed to delivering the highest quality interactive educational experience to all our students. Unless specified, all EAU policies and procedures apply to every student and programme, irrespective of mode of attendance.

#### **10.2.2. Learning Resources**

Each student is provided with a University-run Microsoft Office 365 account, which includes a 50 GB email account, a 1 TB cloud storage OneDrive account, a complete suite of Microsoft Office Pro solutions (Word, PowerPoint, Excel, etc.), and an array of connectivity and collaboration tools under the MS Office 365 suite.

Interactive E-Learning provides EAU with the capacity to deliver a synchronous learning experience requiring students to engage in the programme of learning, regardless of their location. Faculty are also encouraged to record e-learning sessions and provide asynchronous

learning for students who may encounter connectivity or scheduling challenges. The key tools currently utilised to support E-Learning are:

**Moodle** managed learning environment providing learner-centric tools and collaborative learning environments that empower both teaching and learning.

**Turnitin** is the plagiarism detection software used by students to submit summative assessments to identify similarities with existing sources. It can also be used formatively support students to improve their academic writing.

**Microsoft Office 365** is the cloud-based suite integrated experience of apps and services, including Word, Excel, PowerPoint and One Drive, the online file storage and sharing app that allows faculty and students to share files.

**Microsoft Teams** is a unified communication and collaboration platform utilized by EAU to effectively deliver interactive e-learning. It enables faculty and students to create a collaborative class environment enabling faculty and students to engage and connect as they would in a conventional class environment. Faculty can have face-to-face interaction with students, share teaching materials, facilitate group discussions, and monitor student engagement and attendance.

**Kahoot** is a free audience response system used to deliver quizzes to review students' knowledge and understanding. It can be used in class or as part of a formative e-learning strategy.

**CodePost** is a free tool that can be used to support e-learning by enabling faculty to provide feedback on student programming work, both automated feedback (tests) and manual feedback (annotations directly on code)

**MOSS** 'Measure of Software Similarity' is an automatic system for determining the similarity of programmes. It enables faculty to objectively check all programmes solutions for evidence of plagiarism.

Our **Learning Resources Centre** also provides students with access to electronic library resources to support e-learning and complement the e-resources provided as part of the programme of learning.

### **10.2.3. Learning Support**

All faculty and students involved with e-learning programmes are provided with personal training and technical support to ensure they have the necessary equipment, software, communications tools and internet connectivity to effectively engage with e-learning. EAU IT Department provide this training and support to ensure all e-learning students have the required skills to succeed in their programme of learning. Technical support is provided in person, online and by telephone.

EAU provides one model of support for all students, regardless of mode. We are committed

to providing high-quality academic advising to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. Each student has direct access to an academic advisor, who focuses on subject-related issues and advice. The academic advisor has particular expertise in the programme specialisation (major). Academic advising is delivered by faculty members who maintain office hours and are available for students during the scheduled office hours. In addition, faculty will engage with students out with office hours if required

Admission to EAU carries with it the expectation that both on campus and e-learning students will conduct themselves as responsible members of the University community, that they will comply with the established rules and regulations of the University, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the University community.

This Student Handbook provides on-campus and e-learning students with a guide to help them understand the services and facilities available to support them during their studies. It offers guidance on an extensive number of topics including their rights and obligations as an e-learning student of Emirates Aviation University.

#### **10.2.4. Learning Environment**

The EAU IT Department oversee the supply, periodic maintenance, upgrading and development of the e-learning environment. The EAU IT Department co-ordinates with other departments and the Faculties through the Academic Computer Services Committee and through other ad hoc committees, which may be formed in special cases, to ensure that the e-learning environment meets the requirement of the University.

#### **10.2.5. Programme Delivery**

All programmes delivered at EAU have the same learning outcomes and require equivalent academic rigor and quality of student performance, irrespective of the mode of delivery.

Students are given advanced notice if any element of their e-learning module or programme requires their physical presence on campus. Our interactive approach to e-learning provides students with a similar learning experience to those who engage in an entirely face-to-face mode. All modes require students to engage in their learning experience and synchronous learning enables faculty to ensure student participation through an active and supportive learning environment.

EAU Student Academic Integrity Policy expects every student to act responsibly in all their academic pursuits. They must adhere to the highest standards of academic integrity in all their work and should not attempt to violate the academic integrity rules.

The Student Staff Ratios maintained by EAU are the same for every mode of attendance to ensure the effective participation of all students, and to encourage and support interaction among students and between students and faculty.

## 10.2.6. Professional Services

All students, regardless of whether they follow a fully face-to-face, blended or fully e-learning mode of delivery are subject to the same EAU programme admission criteria.

E-learning students are permitted to access the same Student Services offered to on-campus student, however, it may be necessary to provide the e-delivery of some services where the student is unable to be physically present on campus.

## 11. EAU Staff Directory

The full EAU staff directory is also available and updated regularly on the EAU website.

| Name   | Designation   | Direct Number  | Email  |
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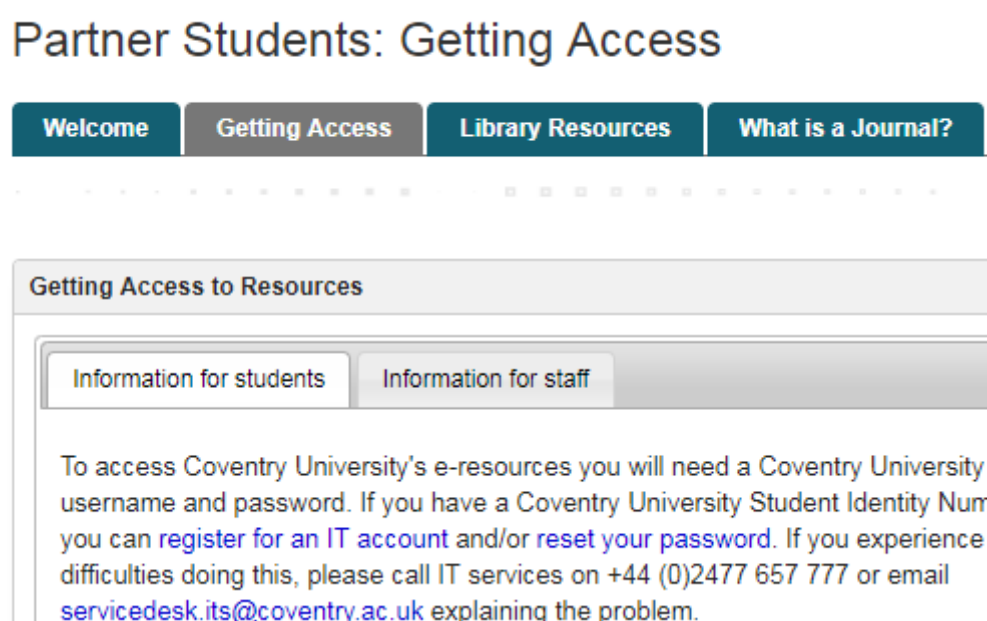
## Appendix A

### Accessing online information at Coventry University

#### 1) Obtaining a username and password

Students enrolled in Coventry University (CU) dual award degree programmes will get a CU ID and password. To access the same please click on the below link

<https://libguides.coventry.ac.uk/c.php?g=665188&p=4710935>, A screen similar to the one below will appear.



- 2) This will take you to a page where there is a code of conduct and terms and conditions to agree and you create your own username and password by entering Coventry University Student ID. (obtained from PG registration and not EAU ID)

In order to register to use the computing facilities you must have enrolled as a student at Coventry University.

Please enter your student number:  
(The I.D. No. on your student ID card.)

Please enter your date of birth:

day:   
month:   
year:

Continue

3) Once registered you will have access to a wide range of Electronic databases with video tutorials on Partner access.

## Partner Students: Library Resources

Search this Guide

Search

Welcome

Getting Access

Library Resources

What is a Journal?

Database Search Tips

Using Websites

Library Words (Glossary)

Referencing

On this page you will find information about the different databases available for you to access. Click on each tab below to find information about each individual database, including the links to access them and videos showing you how to use them.

### Databases

Academic Search Complete

Business Source Complete

Ebook Central

Emerald

JSTOR

ScienceDirect

Scopus

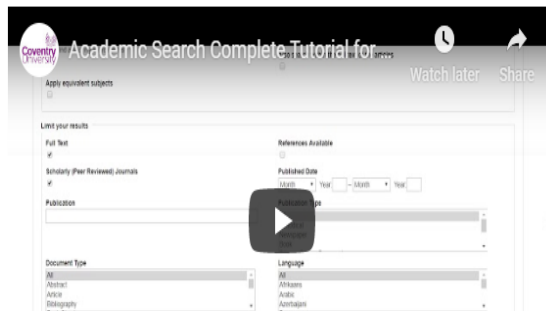
Click on the following link to access the database:

#### Academic Search Complete

Academic Search Complete (ASC), designed specifically for academic institutions, is a comprehensive scholarly, multi-disciplinary full-text database, with more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals.

In addition to full text, this database offers indexing and abstracts for more than 9,300 journals and a total of 10,900 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1865, with the majority of full text titles in native (searchable) PDF format.

Watch the video below for a tutorial on how to use Academic Search Complete.



- 4) In addition to the available resources the library guides on Coventry University website provides a wide variety of valuable information like database search tips, using CRAAP test to evaluate resources and a guide on referencing

The Coventry University Guide to Referencing in Harvard Style: Home

Search this Group Search


Home Books Articles Reports Online & Electronic Sources Legal Documents Visual Sources Spoken Sources Patents and Standards Rare Sources

FAQs Referencing Software

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Welcome to The CU Guide to Referencing in Harvard Style website

As a student at Coventry University, you are normally expected to follow the Coventry University Guide to Referencing in Harvard Style in your academic writing. This website shows you how to reference the sources that you incorporate into your academic writing. Find examples of different types of sources using the green tabs.



These pages will help you to become familiar with the guidelines. Make sure that you also understand **how to use sources**. We further strongly suggest you download the full text version of **the Guide**. If you still have queries, **consult our FAQs** and **options for further support**, or **make an appointment with the Centre for Academic Writing**.

**Essentials**

Overview of **key elements**:


- In-text citations
- List of References
- Relationship between elements

Techniques to **integrate sources**

- Quoting
- Paraphrasing
- Summarising
- Critiquing

How to reference **secondary sources** (sources within sources)

**Download the Guide**

 The Coventry University Guide to Referencing in Harvard Style  
[more...](#)

## List of resources available through CU's e-library

| Name  | Description  | Time span                            |
|---|--|--------------------------------------|
| <a href="#"><u>Academic Search Complete</u></a><br>Full text                | <p>A comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text journals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc.</p>   | Variable to present                  |
| <a href="#"><u>Business Source Complete</u></a><br>Full text                | <p>Comprehensive Business Database covering 1,300 business journals.</p> <p>For more information, watch our simple <a href="#"><u>video guide</u></a>.</p>   | Variable to present                  |
| <a href="#"><u>Ebook Central</u></a><br>Full text                           | <p>Over 20,000 full-text books in multiple academic and general interest subject areas, sheet music titles and reports.</p> <p>For more information, watch our simple <a href="#"><u>video guide</u></a>.</p>  | Variable                             |
| <a href="#"><u>Emerald*</u></a><br>Full text                                | <p>*To login to Emerald please click on 'Shibboleth' then select UK Higher Education from the 'select a region/group' menu and click on Coventry University and enter your university username and password.</p> <p>The full text of articles from over 80 journals from MCB University Press, with the primary emphasis on management. Subjects covered include engineering; general management; human resources; information management; library and information sciences; marketing; operations; production and economics; property; training / education and quality, supply chain management.</p>                     | Variable, mostly full-text from 1994 |
| <a href="#"><u>JSTOR Language and Literature and Music</u></a><br>Full text | <p>The Languages and Literature collection spans the literary cultures of many different countries. Developed with the help of the Modern Language Association, it includes a range of core journals in the diverse fields of literary criticism that have emerged in the last thirty years. The Music Collection contains the complete back runs of 33 titles dedicated to scholarly research and theory in the field of music. Access to journals in JSTOR is subject to a system of moving time walls. This means that, in the majority of cases, the most recent 5 years of a particular journal is not available.</p> | Variable                             |
|   |  |                                      |

| Name  | Description   | Time span   |
|---|---|---|
| <a href="#">Science Direct</a><br><br>Full text | <p>ScienceDirect contains over 25% of the world's science, technology and medicine full text and bibliographic information.</p> <p>For more information, watch our simple <a href="#">video guide</a>.</p>  | <p>Variable, most full-text from 2000 onwards</p>     |
| <a href="#">Scopus</a>                          | <p>Scopus is the largest abstract and citation database of research literature and quality web sources. It contains scientific, medical, technical and social science information.</p> <p>For more information, watch our simple <a href="#">video guide</a>.</p> | <p>1900 to present with emphasis on 1996 to prese</p> |

## Appendix B

### Inter-Library Loan

The Library has established ILL/ Document Delivery Services with UAE University Al Ain. An ILL agreement has been drawn up. The ILL services are restricted to journal articles from print and non print resources. However books are excluded from ILL.

The requests through EAU Library are sent and received electronically and in most cases requests would be fulfilled in a day or two.

### A-Z List of Databases available in UAEU Library

#### A

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#### Academic Search Complete

Multi- disciplinary database providing abstracts and indexing with full text for many scholarly journals as well as popular press.

#### AccessMedicine

A clinical library that provides access to 42 core medical e-books needed for clinical decision making. Quickly narrow down a search by resource, topic or browse the A-Z index for the complete text and illustrations with frequent content updates.

#### ACM Digital Library

Is a full-text database that covers the fields of computing and information technology. It includes the complete collection of ACM's publications, including journals, conference proceedings, magazines, newsletters, and multimedia titles.

#### Africa-Wide Information

Is a multidisciplinary index to research and publications by Africans and about Africa. Produced by NISC South Africa, it combines dozens of databases sourced from Africa, Europe and North America.

#### AgEcon

Searchable database of full-text reports of scholarly research in the field of agricultural and applied economics.

#### Agricola

Compiled by the National Agricultural Library of the U.S. Department of Agriculture, this

database indexes materials (journals, thesis, reports..) relating to all aspects of agriculture.

### **AGRIS**

AGRIS is the international information system of FAO for the agricultural sciences and technology, covers material related to agriculture in the widest sense (fisheries, forestry, economics, and nutrition).

### **American Academy of Ophthalmology**

Access of American Academy of Ophthalmology BCSC Complete collection for UAE University.

### **American Physical Society**

Provides access to journals published by the American Physical Society.

### **American Society of Civil Engineers**

Access is granted to the following journals only: journal of composites for construction; journal of computing in civil engineering; journal of construction engineering and management; journal of environmental engineering; journal of geotechnical and geoenvironmental engineering; journal of hydraulic engineering; journal of hydrologic engineering; journal of materials in civil engineering; and journal of water resources planning and management.

### **American Statistical Association**

Access is granted to the following journals only: Journal of the American Statistical Association; The American Statistician; and Journal of Business & Economic Statistics.

### **AnatLine**

An anatomical image database that can be searched or browsed via the index.

### **AraBase**

ضم قاعدة معلومات اللغة والادب تقريبا جميع الدوريات والمجلات العلمية والكتب السنوية الدورية المتخصصة في مجالها، الصادرة باللغة العربية في جميع الدول العربية وغير العربية بنصوصها الكاملة علاوة إلى أعمال وأبحاث المؤتمرات والندوات باللغة العربية. وتغطي القاعدة ما نشر في الدوريات العربية في مجال علوم اللغة والادب منذ عام 1921 وحتى الآن. وتغطي القاعدة مختلف مجالات علوم اللغة والادب ومنها على سبيل المثال: النحو والصرف وعلم الدلالة والمعاجم واللسانيات وعلم اللغة التطبيقي والمقارن وعلم الأصوات والفنولوجيا والادب العربي القديم والحديث والادب المقارن والشعر والبلاغة والنقد. ومنها التاريخ والتراجم والسير والجغرافيا و الفلسفة والفنون والآثار ... وغيرها من الموضوعات ذات العلاقة.

### **Arabic Collections Online (ACO)**

Is a publicly available digital library of public domain Arabic language content. Funded by



New York University Abu Dhabi, this mass digitization project aims to expose up to 15,000 volumes from NYU and partner institutions over a period of five years. NYU and the partner institutions are contributing all types of material—literature, business, science, and more—from their Arabic language collections. ACO will provide digital access to printed books drawn from rich Arabic collections of prominent libraries.

### **ASH image bank**

Produced by the American Society of Hematology to serve as a comprehensive reference and teaching tool. The images are presented in a digital, case-based format that allows both the images and text to be searched, cross- referenced, and hyper-linked to other cases as well as other educational resources.

### **ASME (American Society of Mechanical Engineers)**

Provides full access to journals published by the American Society of Mechanical Engineers.

### **ASTM Standards & Engineering Digital Library**

ASTM (American Society for Testing and Materials): ASTM Standards & Engineering Digital Library includes standards, journals, eBooks, conference proceedings and videos. It covers different engineering disciplines, including: Aerospace Engineering; Biomedical Engineering; Chemical Engineering; Civil Engineering; Environmental Engineering; Geological Engineering; Health and Safety Engineering; Industrial Engineering; Materials Science Engineering; Mechanical Engineering; Nuclear, Solar, and Geothermal Engineering; Petroleum Engineering; and Soil Science

### **Avery Index to Architectural Periodicals (EBSCO)**

Indexes more than 1,000 periodicals published worldwide on archeology, city planning, interior design, and historic preservation, as well as architecture.

B

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### **Babel**

Babel is a scholarly journal designed primarily for translators, interpreters and terminologists with disciplines built on the following pillars: T&I theory, practice, pedagogy, technology, history, sociology, and terminology management.

### **Bartleby**

A comprehensive public reference library containing a searchable database of reference, verse, and classic literature.

### **BioMed Central**

BioMed Central publishes original, peer-reviewed research in all areas of biomedical research, with immediate, barrier-free access for all.

### **BMJ Journals**

Unlimited access to 23 titles in the BMJ collection, including titles such as Gut, Heart, Thorax, British Medical Journal, which are all leaders in their field.

### **Business Source Complete (EBSCO)**

Provides full text for nearly 3,600 scholarly business journals, including full text for nearly 1,050 peer-reviewed business publications. Coverage includes virtually all subject areas related to business.

C

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### **CABI**

Is an international organization providing scientific publications on agriculture and the environment, consisting of around 600 titles. The CABI collection covers the following subjects: Agriculture, Animal and Veterinary Sciences, Environmental Sciences, Human Health, Food and Nutrition, Leisure and Tourism, and Plant Sciences.

### **Cambridge Journals Online**

A multi-disciplinary database that provides full-text access to around 300 journals published by Cambridge University Press.

### **Cancer gene map online**

Global analysis of microarray data provides a hypothesis-generating tool for cancer by Charles Q. Choi. Information for the project extracted from the Stanford Microarray Database and the Whitehead Institute Center for Genomic Research.

### **CARIS**

Information about current and past worldwide research projects in or for developing countries in agriculture and related subjects.

### **CDC prevention guidelines database**

Site provides access to over 400 guidelines and recommendations of the CDC for the prevention of diseases, injuries, and disabilities. Topics range from AIDS to zoster.

### **Center of Thesis Deposit - مركز إيداع الرسائل الجامعية**

يضم مركز إيداع الرسائل الجامعية المجازة في الجامعات العربية نحو (75) ألف رسالة جامعية باللغة العربية ولغات أجنبية أخرى أهمها الإنجليزية. يرجى ملاحظة أنه يمكن قراءة الرسائل فقط، لا يمكن طباعتها أو نسخها.

### **Choice Reviews Online**

Choice Reviews Online is the premier source for reviews of academic books, electronic media, and Internet resources of interest to those in higher education. Librarians, faculty, and key decision makers rely on Choice Reviews Online for collection development and scholarly research. Each year Choice publishes more than 7,000 reviews, including a selection of 'Outstanding Academic Titles' as well as 'Forthcoming Titles' in a broad range of academic subject fields.

### **CINAHL Database**

CINAHL Database provides an easy-to-use interface with basic and advanced search features and searchable cited references. CINAHL Subject Headings help users effectively search and retrieve information and follows the structure of the Medical Subject Headings (MeSH) used by the National Library of Medicine.

### **Cochrane library**

Consists chiefly of 4 databases: Cochrane database of systematic reviews (CDSR); Database of abstracts of reviews of effectiveness (DARE); Cochrane controlled trials register (CCTR); and Cochrane review methodology database (CRMD).

### **CogPrints**

An electronic archive of papers related to the study of cognition, including such areas as psychology, neuroscience, linguistics, many areas of computer science, philosophy, biology, medicine, and anthropology. Full text access to archived material is provided.

### **CRIS**

Provides information on ongoing and recently completed research projects in agriculture, food and nutrition, and forestry supported by the United States Department of Agriculture.

### **Current bibliographies in medicine**

Published by the National Library of Medicine, this series provides bibliographies on a number of specific topics in biomedicine that have had a good deal of popular interest.

D

### **Digital Theatre+**

Digital Theatre+ is the world's leading educational platform for English and the Performing Arts access to 600+ theatre productions and educational resources.

### **Directory of open access journals**

Includes information on FDA-approved small molecule drugs, biotech drugs, nutraceuticals, and experimental drugs. Information for each drug includes the two- and three-dimensional structure, the generic and brand names, the amino acid sequences of target proteins, and other information.

E

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### **Ebook Central (Ebrary)**

Includes more than 80,000 full-text electronic books and reports from more than 200 major academic publishers. The collections cover topics in business, computer science, economics, education, engineering, history, the humanities, and the social sciences. In addition to full-text search capabilities, ebrary provides advanced tools for creating a personal reading list, highlighting text, and making annotations.

### **Econlit**

Provides indexing and abstracting of a wide range of economics-related literature.

### **ECS-Electrochemical Society**

Provides access to ECS Journal of Solid State Science and Technology & Journal of The Electrochemical Society.

### **EduSearch**

EduSearch database contains more than 230 educational periodicals and hundreds of conferences and scientific symposia. It covers what was published in Arabic periodicals in the field of Education since 1950 till now.

### **EMBASE**

A comprehensive bibliographic database with especially strong coverage in the areas of biomedical and drug literature, EMBASE indexes over 7,000 peer-reviewed journals.

### **Emerald**

Provides Online access to over 240 Emerald journals. Subjects covered include management, HRM, marketing, librarianship, mechanical engineering, electronic and electrical engineering.

### **Emirati Law**

With the launch of the Emirati Legislations Encyclopedia in English language the reader will follow up and be updated of the Emirati legislations immediately upon issuance in English language for the first time on the Web Site, through translation from the Arabic official source.

### **EndNote Web**

Research tool.

### **Entrez cross-database search**

Entrez is a retrieval system for searching several linked databases. It provides access to: PubMed: The biomedical literature (PubMed); Nucleotide sequence database (GenBank); Protein sequence database; Structure: three-dimensional macromolecular structures; Genome: complete genome assemblies; PopSet: Population study data sets; Taxonomy: organisms in GenBank; OMIM: Online Mendelian Inheritance in Man.

### **ERIC**

ERIC is the premiere indexing and abstracting source for education and related disciplines. The database contains more than 950,000 abstracts of documents and journal articles on education research and practice.

### **Eric Digests**

Provides full text to short reports (1,000-1,500 words) on topics of prime current interest in education. The digests are targeted specifically for teachers, administrators, policymakers, and other practitioners.

F

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### **Food Science and Technology Abstracts (FSTA)**

provides access to the world literature on every aspect of food science, food products and food packaging, for all commodities. FSTA covers 1800 scientific journals as well as patents, books, conference proceedings, reports, pamphlets and legislation.

G

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### **Gale Reference Complete**

This multidisciplinary resource provides scholarly content in a wide range of formats

including journals, e-books, historical primary sources, podcasts, videos, transcripts, newspaper articles, as well as radio and TV broadcasts.

### **Gallup Analytics**

Is an online platform that provides subscribers with access to nearly a century of U.S. data and a decade of global tracking data known as the Gallup World Poll. Gallup Analytics allows subscribers to use this wealth of primary data in their work. The online platform includes new data and historical trends at the country, state and U.S. city levels. All trends are easily searchable and exportable. Subscribers can view data by demographic categories, compare results across geographies to develop and report findings, including direct citations of Gallup's work.

### **Geography**

Indexes over 2000 primary geographical research journals; also indexes books, monographs, reports and theses. Areas covered include all areas of human and physical geography including demography, conservation, environment and international development issues.

### **GreenFILE**

A freely accessible research database focusing on the relationship between human beings and the environment, with well-researched but accessible information on topics ranging from global warming to recycling to alternative fuel sources and beyond. Comprised of scholarly and general interest titles, as well as government documents and reports. The total number of records is approximately 295,000, and full text is provided for more than 4,600 records from open access titles.

I

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### **IEEE/IET Electronic Library (IEL)**

Provides full-text PDF access to more than two million documents from over 1.6 million authors, including: 205 IEEE journals, magazines and transactions, 25 IET journals and magazines, IET conference titles, Proceedings from over 900 IEEE and IET annual conferences and more than 2,100 approved and published IEEE standards in key technology fields.

### **Index to legal Periodicals & Books**

Provides indexing of 850 legal journals, law reviews, yearbooks, institutes, bar association publications, university publications, and government publications.

### **INFORMS**

Provides access to 14 scholarly journals published by the Institute for Operations Research

and the Management Sciences (INFORMS). Main subject areas covered include: business, management, operations research and management science, transportation science, and information science.

## J

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### Journal Citation Report (JCR)

Journal Citation Reports is a unique resource for journal evaluation, using citation data drawn from over 8,400 scholarly and technical journals worldwide. Journals in the areas of science, technology, and social sciences are covered in JCR.

### JSTOR (collection 1, 2, 4 & 7)

JSTOR is a unique database that contains back issues of nearly 350 scholarly journals in many different subject areas as economics, history, political science, sociology, humanities, sciences and social sciences. The most recent 2-5 years of the published journals are not available in this database.

## L

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### Lexis Library

Lexis Library is a legal database that provides access to UK legislation and law reports, legal journals and commentary sources, and online versions of major research encyclopedias including Halsbury's Laws of England, Atkins Court Forms and Encyclopedia of Forms & Precedents.

### LexisNexis Academic

Provides access to a wide range of legal, business, news, and reference information in full-text. Court cases and statutes from all US federal and state jurisdictions are included

### LexisNexis JurisClasseur

LexisNexis JurisClasseur provides comprehensive collection of databases of French-language legal information, including jurisprudence, laws, and journals.

### LISTA

Information Science & Technology Abstracts (LISTA) is a free resource to anyone interested in libraries and information management. This world-class bibliographic database provides coverage on subjects such as librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. LISTA indexes nearly 600 periodicals plus books, research reports, and proceedings.

### **MagillOnLiterature (EBSCO)**

Provides critical analyses and brief plot summaries of the most studied works in the history of literature. Includes information from 31 reference sets including 5 Masterplots titles, 14 Masterplots II titles, the 5-volume Cyclopedia of World Authors [rev. 3rd ed.], the 5-volume Cyclopedia of Literary Characters [rev 3rd ed], 10 years of Magill's Literary Annual, and Magill Book Reviews.

### **Mathematics Zentralblatt Math**

Provides a comprehensive coverage of the international mathematical research literature. Coverage includes reviews of articles from more than 2,300 journals and serials, as well as books and conference proceedings.

### **MathSciNet**

MathSciNet is a searchable Web database created by the American Mathematical Society. It provides access to reviews, abstracts and bibliographic information for much of the mathematical sciences literature. It covers Mathematical Reviews from 1940 to the present.

### **MEDLINE (PubMed interface)**

MEDLINE is the United States National Library of Medicine's (NLM) premier bibliographic database providing citations to biomedical literature in the following fields: medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

### **MEDLINEplus**

MEDLINEplus brings together authoritative information from NLM, the National Institutes of Health (NIH), and other government agencies and health-related organizations. Pre-formulated MEDLINE searches are included in MEDLINEplus and give easy access to medical journal articles. MEDLINEplus also has extensive information about drugs, an illustrated medical encyclopedia, interactive patient tutorials, and latest health news.

### **Merriam-Webster's Collegiate Dictionary**

The leading online dictionary, Merriam-Webster's Collegiate Dictionary contains more than 75,000 definitions, including pronunciation guides and word histories.

### **Mohamoon UAE (Arabic)**

Provides reliable services to lawyers, advocates, legal counselors and others of similar



competencies, through compiling the UAE legislations, schedules and amendments thereof and the legal commentaries and the likes, respectively in only one electronic encyclopedia of legislations. This encyclopedia is the first to be issued in the UAE or abroad as for comprehensiveness (inclusiveness), updating, and the easy multi-choices search and surfing. The source of this electronic Encyclopedia is the state official Gazette.

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### **Nasa Astrophysics Data System**

Astrophysics Data Systems (ADS) consists of four searchable databases containing almost 4 million records: Astronomy and Astrophysics, Instrumentation, Physics and Geophysics, and preprints in Astronomy. Include links to scanned images of over 40,000 journal articles appearing in the major astronomy and astrophysics journals.

### **Nature**

Nature publishes the finest peer-reviewed research in all fields of science and technology on the basis of its originality, importance, interdisciplinary interest, timeliness, accessibility, elegance and surprising conclusions. In addition, the journal provides timely, hard-hitting, insightful and arresting news and interpretation to all readers who require the best possible perspective of the scientific world.

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### **OMIM**

A database of human genes and genetic disorders containing textual information, pictures, sequence and reference information.

### **OnePetro**

OnePetro is an online library of technical literature for the oil and gas exploration and production (E&P) industry.

### **ORBIS**

ORBIS has information on nearly 250 million companies across the globe. It's the resource for company data make internationally to find, analyses and compare companies for better decision making and increased efficiency Non-US (including 6 years' history for listed banks and 4 years' for unlisted.

### **ORBIS Bank Focus**

ORBIS Bank Focus The information is sourced by Bureau van Dijk from a combination of

annual reports, information providers and regulatory sources currently contains detailed information on 43,000 banks.

### **Oxford Journals Online**

Provides full-text online access to 307 electronic journals published by the Oxford University Press. Disciplines covered are humanities, social sciences, and the sciences.

### **Oxford Reference Online**

Includes over 1 million entries across 25 subject areas, everything from architecture to zoology. It offers the very best in quick reference information together with authoritative, in-depth articles by world-famous authors. It also offers excellent functionality, and a wide range of additional material such as maps, illustrations and timelines.

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### **PAIS International**

Indexes and abstracts journal articles, government documents, selected books, and conference proceedings in the areas of public affairs, public administration, business, economics, international relations, and social studies.

### **Passport**

Passport – A market research database covering millions of internationally standardized statistics and thousands of market research reports. The database provides analysis on consumer goods and service industries of 100 countries including the UAE.

### **Philosopher's Index**

A bibliographic database that offers informative, author-written abstracts covering scholarly research in all areas of philosophy. The literature covered goes back to 1940 and includes journal articles, books, book chapters.

### **Philosophical Research Online**

Includes indexing of about 20 online philosophy journals, 2 encyclopedias and 2 dictionaries. Searchable and Browsable by topic, author, and journal title.

### **Popline**

Provides indexing and abstracts from books and journals and other materials for worldwide coverage of population, family planning, and related health issues.

### **Population Index**

Provides journal articles, serial publications, working papers and other materials on population topics.

### **ProQuest Central**

A multidisciplinary database that provides access to over 19,000 periodical titles, and covers over 160 subjects areas including business, science & technology, health & medicine, literature & language, society & culture, the arts, history, news, social sciences and more.

### **ProQuest Dissertations and Theses**

The official digital dissertations archive for the Library of Congress and the database of record for graduate research. PQDT — Full Text includes 2.4 million dissertation and theses citations from around the world from 1861 to the present day together with 1 million full text dissertations that are available for download in PDF format.

### **PsycARTICLES**

This database offers full-text articles for journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association and Hogrefe & Huber.

### **PsycINFO**

Provides access to international literature in psychology and related disciplines. Unrivaled in its depth of psychological coverage and respected worldwide for its high quality, the database is enriched with literature from an array of disciplines related to psychology such as psychiatry, education, business, medicine, nursing, pharmacology, law, linguistics, and social work.

### **PubMed central**

The National Library of Medicine's (US) digital archive of life sciences journal literature. Access to the full text of articles in PMC is free, except where a journal requires a subscription for access to recent articles.

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### **Regional Business News**

A collection of full-text newswires that incorporates business news information from various regional and worldwide sources. Information provided by these sources covers business, economic, political and other diverse international news events.

### **SAGE e-books**

Provides access to more than 2700 e-book titles from SAGE.

### **SAGE Journals**

Provides access to the full journals collection from SAGE (SAGE Premier). Subject areas covered in SAGE Premier include: Health Sciences, Social Sciences & Humanities, Biomedical & Life sciences, and Materials Science & Engineering.

### **Science Direct (Elsevier)**

Offers access to over 3000 scientific, technical & medical peer-reviewed journals and over 9400 e-books including major Reference works, covers a wide variety of subject areas and disciplines, including: Biochemistry, Biological science, Business and Marketing, Chemistry, Earth Sciences, Economics, Engineering, Environmental Sciences, Mathematics, Microbiology, Physics, Social Sciences.

### **SciFinder**

SciFinder provides researchers with unlimited access to the world's largest and most reliable collection of chemistry and related science information. It Includes information on substances, reactions, and patent and journal references produced, compiled, and updated daily by CAS (Chemical Abstracts Service) scientists around the world. It offers a one-stop shop experience with flexible search and discover options based on user input and workflow. All users are required to register for the first time, by [clicking here](#)

### **Scirus**

Searchable database of scientific resources found on the Web.

### **SciTech Connect**

Provides access to full text of research and development reports from the United States Department of Energy, covers physics, chemistry, materials, biology, environmental sciences, energy technologies, engineering, computer and information science, renewable energy, and other topics.

### **SciVal**

Research tool.

### **Scopus**

Scopus is an abstract and citation database that covers more than 20,500 titles from more

than 5,000 publishers. The subjects covered include: scientific, technical, medical and social sciences fields and arts and humanities.

Access is provided through Institutional Effectiveness & Planning Support Unit.

### **SEG Digital library**

Provides access to Geophysics and The Leading Edge journals.

### **Social Science Research Network**

Composed of a number of specialized research networks in the social sciences. It contains information on over 70,100 scholarly working papers and forthcoming papers.

### **Springer**

Provides access to over 30000 e-book titles with publication dates from 2005-2012. The subjects covered include: Architecture and Design, Behavioral Science, Biomedical and Life Sciences, Business and Economics, Chemistry and Materials Science, Computer Science, Earth and Environmental Science, Engineering, Humanities, Social Sciences and Law, Mathematics and Statistics, Medicine, Physics and Astronomy, Professional and Applied Computing.

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### **Taylor & Francis**

Provides access to current issues of over 1500 leading academic journals. The subjects covered include: scientific, technical, medical and social sciences fields and arts and humanities.

### **Taylor & Francis e-books**

Provides access to over 5200 e-book titles published by Routledge.

### **Toxnet**

Collection of factual and bibliographical databases on toxicology, hazardous chemicals and related areas.

U

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### **Ulrich's International Periodicals Directory**

Provides detailed information on serials published throughout the world. It covers all

subjects and includes publications that are published regularly or irregularly. It also provides purchasing and contact information for over 900,000 publishers in the world.

### **UNdata**

Provides access to hundreds of statistical series for all countries and areas of the world, with descriptions of the international sources and methods used in compiling the data.

### **United Nations Official Document System (ODS)**

ODS is the electronic repository for official documents published by the United Nations. The full text of documents is accessible in PDF or word processing format in all official languages of the United Nations-Arabic, Chinese, English, French, Russian and Spanish.

### **Unstats**

Provides access to hundreds of statistical series for all countries and areas of the world, with descriptions of the international sources and methods used in compiling the data. The series can be accessed alphabetically, by sources or by topics. For each series international sources and definitions of terms are given.

## V

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### **Verse Finder**

The Verse (Aya) Finder is a searchable database of the Holy Quran.

### **Visible human server**

Allows users to view three dimensional models of human anatomy. In addition to viewing, you can rotate and extract cross sections from models.

### **VisualDX**

Logical Images, Inc. d/b/a VisualDx (hereinafter “VisualDx”, “we”, “us”, or “our”) has created this Acceptable Use Policy, Medical Disclaimer, & Copyright Notice (this “Notice”) to inform you (hereinafter “you”, “your”, or “yourself”) as a purchaser of a license for and/or user of the software hosted by VisualDx known as VisualDx (the “Software”) of certain important terms and conditions set forth in the VisualDx End User License Agreement that governs your license for and/or use of the Software (the “EULA”).

## W

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### **Web of Science**

Includes Arts & Humanities Citation Index, Social Sciences Citation Index, and Science Citation Index. Contains the references cited by the authors of the journal articles they cover. A cited reference search enables you to find papers that cite a published work that you already know. In addition to cited reference searching, you can search by topic, author, or title.

### **Wharton Research Data Services**

Wharton Research Data Services (WRDS) is a research platform and business intelligence tool for over 40,000 corporate, academic, government and nonprofit users at 400+ institutions in 30+ countries. WRDS provides the user with one location to access over 200 terabytes of data across multiple disciplines including Accounting, Banking, Economics, ESG, Finance, Insurance, Marketing, and Statistics.

### **Wiley Online Library**

Provides online full text access to 1372 journals. The journals cover a wide variety of disciplines including the health sciences, life sciences, medicine, physical sciences, psychology and the social sciences.

### **World Health Organization (WHO)**

The WHO website offers: a health topic index, health reports, publications on travel and health, information concerning its projects and programs across the globe, and statistical information

## **Appendix C**

### **YouTube channels Link to EAU, CU Library**

1. Library Induction Video – Public on YouTube, EAU website and Moodle:  
<https://www.youtube.com/watch?v=ERQFNDDf6YQ>
2. EAU LRC Management Demo Video – Link on Moodle - <https://youtu.be/ohCyiPuRM8A>
3. Coventry Library Demo Video - Link on Moodle - <https://youtu.be/RY81vPJ0E18>



## Document History

| Version No | Date         | Update Information  | Approved By:    |
|------------|--------------|---------------------|-----------------|
| V 1.0      | January 2023 | Manual was created. | Vice-Chancellor |