



MOHAMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE



MBZUAI
**Student
Handbook**

2024-2025

mbzuai.ac.ae



**WELLCOME
TO WERBZUAT**

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A nighttime photograph of a modern university building with a courtyard. The building has a glass facade and a large, curved architectural element on the right. The courtyard features several trees, including a large tree on the left and palm trees in the center. In the foreground, there are large, rounded stone structures and several small, illuminated water fountains. The sky is dark blue.

THE UNIVERSITY MOTTO

POWER FROM KNOWLEDGE TO SERVE



About MBZUAI

The Mohamed bin Zayed University of Artificial Intelligence (MBZUAI) was established in the Emirate of Abu Dhabi, with a clear mission to drive AI knowledge creation and development, foster economic and social growth, and position the UAE as a hub for the international AI community.

The University, in addition to its academic offerings, will have a direct and indirect impact on AI advancement in the UAE in multiple ways including, but not limited to:

- Attracting international talent (faculty, students, and research staff) and establishing Abu Dhabi as a global hub of AI innovation and excellence
- Creating an active AI community and engaging in AI research and publication
- Hosting global AI conferences that attract AI experts to the UAE and the region
- Supporting the development of AI technology and AI related startups
- Supporting governments and businesses by providing AI consulting services and AI solutions/applications
- Conducting training and workshops in various AI fields for government entities and businesses

MBZUAI currently offers Ph.D. and M.Sc. programs in five AI specializations: machine learning (ML), computer vision (CV), natural language processing (NLP), robotics (ROB), and computer science (CS).

Vision, mission and strategic objectives



Vision

Drive excellence in knowledge creation, transfer and use of AI to foster economic growth and position Abu Dhabi as a hub for the international AI community.



Mission

Establish and continually evolve interdisciplinary, collaborative research and development capability in the field of AI, while educating students to be innovators and leaders with the breadth and depth to grow technology and enterprise in the UAE and globally.



Strategic objectives

As a unique institution, purpose built to lead the world in AI research, MBZUAI seeks to be a paradise for transformative research; a cradle for the best minds in computer science; and a hub for startups and high-tech innovation.

Its strategic objectives are:

- Attract the best talent focused on AI
- Develop, train, and retain talent for the UAE economy
- Lead Abu Dhabi's efforts to build and sustain an AI- based knowledge economy
- Develop real business applications in collaboration with industry and the public sector to enhance innovation, productivity, and growth
- Be the birthplace for high-tech innovation and AI startups in the UAE and the MENA region.





President's welcome note

Welcome to Mohamed bin Zayed University of Artificial Intelligence (MBZUAI), a distinguished graduate research institution committed to the advancement of AI and its profound implications for our world. As you embark on your journey with us, prepare for an unparalleled experience characterized by rigorous inquiry, relentless pursuit of knowledge, and a profound dedication to innovation. Here, you will engage in curiosity-driven research, cultivate a problem-solving ethos, and collaborate with some of the foremost intellects in the field of AI. Your contributions have the potential to shape the future of society and humanity, leaving an indelible mark on generations to come.

Located in Abu Dhabi, MBZUAI was founded in 2019 and is the product of the visionary leadership of the UAE, a country committed to solving the world's most pressing challenges with the power of AI. We have an important responsibility to seed a culture of research and innovation in the region to produce AI talents and lead the world in unleashing the full potential of AI through transformative research, diversity in thought and scientific discovery.

We are home to an outstanding faculty in machine learning, computer vision, natural language processing, robotics and computer science, with more departments and colleges including statistics and data science, human computer interaction, computational biology, and computational finance in the horizon. Our curriculum has been designed to align your learning experience with real-life issues and prepares you to use your knowledge and skills to make a difference – whether you choose to stay in research or apply your learning in industry.

What we expect from you

AI is reshaping our lives and the world that we live in at a rapid pace. Be curious about how you can promote understanding of AI as a force for good and make a difference in the world. Your time here should be used to work toward that goal.

I encourage you to challenge existing norms, think creatively, and embrace feedback.

What you can expect from us

At MBZUAI, you will have unparalleled access to tools, resources, and mentorships that give you the freedom to remain curious and hone your research skills. You will be trained by top faculty in a safe and nurturing environment.

Like the great scientific revolutions before us – the steam engine, electricity, and the internet – we are helping write the story of what comes next. And you are now part of that story.

Sincerely,

Professor Eric Xing
MBZUAI President



Provost's welcome message

I am delighted to welcome you to the Mohamed Bin Zayed University of Artificial Intelligence. You begin your studies at MBZUAI at an incredible moment for the field of artificial intelligence. Innovation is progressing rapidly. AI-driven applications are helping to detect and treat diseases, provide people with the ability to communicate in ways that weren't possible before, and foster breakthroughs in an ever-increasing number of disciplines.

Artificial intelligence has a long history, but up until the last decade, the societal impact of the field was limited, and major breakthroughs largely took place within the confines of the AI community. Now, however, AI technologies are transforming more and more aspects of our daily lives and society at large, and there are nearly daily reports of new breakthrough applications of AI.

Here at MBZUAI, you will have the opportunity to learn from world-leading faculty across different sub-disciplines of AI, many of whom are not just experts in their respective fields but the drivers of key AI innovations.

You will also learn from your fellow graduate students, and form what will prove to be lifelong connections with them. The colleagues you meet here at MBZUAI will be the source of inspiration and insight for years to come.

What's more, beyond our campus — in Abu Dhabi and in the United Arab Emirates as a whole — you will be immersed in an environment that fosters scientific research, innovation, and entrepreneurship.

Our hope is that during your time here, you will gain the knowledge and skills that are necessary to shape the future of AI in the UAE and across the world — and play your own role in driving the AI revolution.

This handbook provides important information related to administrative policies and procedures, academic requirements, support services, and student life here at MBZUAI.

We are thrilled to have you join our community as we work together to advance AI to solve the greatest challenges we face as a global community.

Sincerely,

Professor Timothy Baldwin
MBZUAI Provost

Academic programs

Overview

MBZUAI offers five M.Sc. and Ph.D. programs in the following areas of AI specialization:

Computer science (CS)

Recognized as the foundation of modern technology, computer science offers an intricate yet exciting academic journey, packed with the nuances of evolving innovation and multidimensional challenges. Our computer science degrees cover the breadth and depth of advanced computational theory, computational and combinatorial optimization, advanced data structures, and modern operating systems – all while exploring the rich landscape of software design and artificial intelligence. The curriculum is carefully designed to provide students with an in-depth understanding of the complex theoretical frameworks that drive the evolution of digital technologies and their diverse applications. We emphasize the development of rigorous problem-solving abilities, critical analytical thinking, and technical acumen. As a result, our computer science graduates will be armed with the essential tools to navigate and reshape the evolving landscape of technology – thus pushing the constant pursuit of progress and exploration in the field of computing.

Computer vision (CV)

This scientific field studies how computers can be used to automatically understand and interpret visual imagery. It aims to mimic the astounding capabilities of human visual cortex using machine vision algorithms. It

studies how an image is created, the geometry of the 3D world and high-level tasks such as object recognition, object detection, and tracking, image segmentation and action recognition. Computer vision has important applications in augmented/virtual reality, autonomous cars, service robots, biometrics and forensics, remote sensing and security and surveillance.

Machine learning (ML)

ML is the study of algorithms and statistical models that computer systems use to effectively perform a specific task without using explicit instructions, relying on patterns and inference instead. These algorithms are based on mathematical models learned automatically from data, thus allowing machines to intelligently interpret and analyze input data to derive useful knowledge and arrive at important conclusions. Machine learning is heavily used for enterprise applications (e.g. business intelligence and analytics), effective web search, robotics, smart cities, and understanding of the human genome.

Natural language processing (NLP)

NLP enables computers to communicate with people using everyday language. Large language models (LLMs), in particular are key drivers of language based interaction, potentially including extra data modalities such as structured data or images. Such systems also enable sophisticated tasks such as language translation, semantic understanding, text summarization, and natural

language dialogue. Applications of NLP include interactive speech-based applications, automated translators, digital personal assistance and chat bots.

Robotics (R)

Our M.Sc. and Ph.D. in robotics focus on human-centered and autonomous robotics research and prepare exceptional students for careers at the cutting edge of academia, industry, and government. Our world-leading robotics researchers, students and industry partners collaborate to advance discoveries in various aspects of robotics, such as perception and applied machine learning, human-robot interaction, cognitive and soft robotics, and swarm intelligence.

Programs format

Students are required to complete all M.Sc. program requirements within two (2) years. The minimum degree requirements are 36 credits, distributed as follows:

M.Sc. (all programs)

Core courses	Number of courses	Credit hours
Core	4	16
Electives	2	8
Internship	1	2
Research Training	1	2
Research Thesis	1	8

Students are required to complete all Ph.D. program requirements within four (4) years. The minimum degree requirements are 60 credits, distributed as follows:

Ph.D. Computer Vision/Computer Science/Robotics:

Core courses	Number of courses	Credit hours
Core	4	16
Electives	2	8
Internship	1	2
Research Training	1	2
Research Thesis	1	8

Ph.D. Machine Learning:

Core courses	Number of courses	Credit hours
Core	2	8
Electives	4	16
Internship	1	2
Advanced Research Methods	1	2
Research Thesis	1	32

Ph.D. Natural Language Processing:

Core courses	Number of courses	Credit hours
Core	3	12
Electives	3	12
Internship	1	2
Advanced Research Methods	1	2
Research Thesis	1	32

Academic calendar 2024-2025

MBZUAI follows an academic year that starts in August through to May, with a two-semester setup per year of 17 weeks study per semester.

	Day	Date	Event
Fall semester (2024)	Monday – Friday	August 12 to 16	Student's Onboarding and Orientation Program
	Monday	August 19	First day of classes
	Friday	August 23	Last day to add/drop courses
	Friday	August 30	Last day to apply for Course Withdrawal/Leave of Absence without penalty
	Tuesday	October 1 at 8 AM (UAE time)	Fall 2025 MSc PhD admission cycle opens (MSc students 2023 cohort can also apply at this time)
	Thursday	October 24	Spring 2021 cohort–Ph.D. students/final deadline for thesis submission
	Thursday	November 7	Spring 2023 cohort–Ph.D. students/deadline to sit for the Candidacy (Oral) Exam
	Monday	November 11	Publish the Spring 2025 Class Schedule
	Monday – Friday	November 18 to 22	Early Registration for Spring 2025 Semester
	Friday	November 29	Last day of classes
	Wednesday – Friday	December 4 to 6	Final exams preparation period
	Sunday – Wednesday	December 8 to 11	Final exams period
	Monday	December 16	Student 360 – Central Committee meeting
	Wednesday	December 18	Faculty to submit grades
	Tuesday	December 24	Grades announcement
	Friday	December 27	Students' deadline to submit grade appeals

Winter break	Day	Date	Event
	Thursday – Friday	December 12 2024 to January 3 2025	Winter break for students

The official holidays observed by the University during the Fall 2024 Semester:

Occasion	Date	Holiday duration
Prophet Mohammed's Birthday	September 15	One day
Commemoration Day	December 1	One day
UAE National Day	December 2 and December 3	Two days

Spring semester (2025)	Day	Date	Event
	Monday	January 6	First day of classes
	Friday	January 10	Last day to add/drop courses
	Wednesday	January 15 at 5 PM (UAE Time)	Regular deadline for Fall 2025 MSc and PhD applications
	Friday	January 17	Last day to apply for Course Withdrawal/Leave of Absence without penalty
	Tuesday	February 11	Graduate Opportunities and Internships Fair
	Wednesday	April 2	Fall 2021 Cohort-Ph.D. students/final deadline for thesis submission
	Wednesday	April 2	Fall 2023 cohort-M.Sc. students/final deadline for thesis submission

Spring break	Day	Date	Event
	Monday - Friday	March 24 to 28	Spring break for students

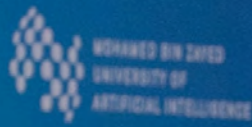
Spring semester continues (2025)	Day	Date	Event
	Tuesday	April 8	Fall 2023 Cohort-Ph.D. students/deadline to sit for the Candidacy (Oral) Exam
	Monday	April 14	Publish the Fall 2025 Class Schedule
	Monday - Friday	April 21 to 25	Early Registration for Fall 2025 Semester
	Wednesday	April 30	Last day of classes
	Thursday - Friday	May 1 to 2	Final exams preparation period
	Monday - Thursday	May 5 to 8	Final exams period
	Friday	May 9	Student 360 – Central Committee meeting
	Tuesday	May 13	Faculty to submit grades
	Friday	May 16	Grades announcement
	Wednesday	May 21	Students' deadline to submit grade appeals
	Thursday	May 22	Qualifying Exam for Ph.D. students – 1st attempt
	Saturday	May 31 at 5 PM (UAE Time)	Late deadline for Fall 2025 MSc and PhD applications. Late applications submitted after the 'regular deadline' may not be given full consideration.
	Thursday	June 5	Qualifying Exam for Ph.D. students – 2nd attempt

Summer break	Day	Date	Event
	Friday	May 9	Start of Summer vacation for students

The official holidays observed by the University during the Spring 2025 semester:

Occasion	Date	Holiday duration
New Year's Holiday	January 1	One day
Eid Al Fitr Holiday	March 29 to April 1	Four days

Future facing, world class, global.



MOHAMMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE



MBZUAI
EXECUTIVE
PROGRAM



Getting started

Orientation program

MBZUAI recognizes the importance of an orientation program to facilitate the transition of new students to graduate studies and/or the transition to living in the United Arab Emirates (UAE).

All new students must attend the mandatory student orientation program upon arrival at MBZUAI and prior to starting classes.

The orientation program introduces students to MBZUAI's values, expectations, vision, and mission. The orientation will also outline general information including, but not limited to, student enrolment, code of conduct, the academic system, use of information technology, the library, and policy-related matters.

Orientation is also a great opportunity to network with peers and learn more about the culture of the UAE.

Student ID

Every student at MBZUAI receives an MBZUAI identity (ID) card after being admitted and enrolled. The card is valid until the student completes their studies. ID cards will be distributed to all students during the orientation week.

Students must always carry their student ID card on campus and are prohibited from allowing others to use their card.

Official letters

At times, students will be requested to supply an official 'To Whom It May Concern Letter' by various government and/or private organizations (e.g., when purchasing a car or opening a new bank account). These letters can be received from the Registrar's Office after being initiated by the student, and can be requested online using the E-Services in SharePoint.



Administration and important information

UAE entry permit, residence visa and Emirates ID

MBZUAI students must have a valid entry visa to enter the UAE (depending on their nationality). This permit will be issued and sent prior to leaving home. The validity of the visa depends on rules at the current time; it may be valid for 30 or 60 days from the date of issue. Therefore, entry to the UAE must be within this period.

New students will be requested to send documents required for the initial processing of the entry permit(s) and health insurance to the Campus Life team prior to arrival. Students should respond to this request in a timely manner. There should be at least six months' validity on passports for entry into the UAE and application for the residence visa.

Students will need to show a copy of the entry permit to the airline/immigration at their point of departure. Students of certain nationalities must undergo a pre-medical test and pre-approval for the entry permit in the home country through the UAE consulate before their departure.

Upon arrival in the UAE, the University will assist students with obtaining a residence visa.

A medical test, Emirates ID application, and fingerprint scan will be required for the residence visa. All these procedures will be organized for you and initiated during the Orientation Program. Students should bring the following documents:

- Original entry permit
- Passport

Your health insurance will also be issued to you during Orientation Week.

After receiving their Emirates ID card, students must provide a copy to the Registrar's Office.

Driving license

To obtain a driving license, students should visit the Abu Dhabi Police Department's Office. Regulations for obtaining a driving license vary by nationality, as advised by the Police Department's Office. The University will not provide direct support in applying for a driving license.

Note: students can only apply for a driving license after they have obtained their residence visa using TAMM services.

TAMM Services

The word "TAMM" translates to "consider it done" in Arabic. The TAMM application is a one-stop platform providing direct access to all services the Abu Dhabi Government provides. Abu Dhabi citizens, residents, and visitors can apply for services online, interact with customer service and track the status of applications.

The application is available for download on both Android and Apple phones. Students can also access TAMM through the web.

Embassies and consulates

There are many foreign embassies and consulates in Abu Dhabi and Dubai.

Embassies and consulates are generally open from 8:45 a.m. to 1:30 p.m., Monday to Friday. Some may close early on Fridays.

A comprehensive list of embassies and consulates in the UAE is available at: <https://www.protocol.dubai.ae/Diplomatic-Directory/Diplomatic--Consular-Corps-in-UAE>

UAE newspapers

Newspapers are readily available in both English and Arabic, and they can be delivered to campus housing. To view the comprehensive list of available newspapers, use the following link: <https://onlinenewspapers.com/united-arab-emirates.shtml>

Potable water

Tap water in the Emirates is safe to drink. However, most people prefer bottled water, which can be delivered to individual campus housing weekly.

Useful websites

The University website contains all documentation and information on events: <https://mbzuai.ac.ae/>

For additional information on working and living in the UAE, the following websites will prove useful: <http://visitabudhabi.ae/en/default.aspx>

<https://www.abudhabi.ae/portal/public/en/homepage>

Dress code

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs, and values that are deeply rooted in UAE society. As ambassadors of MBZUAI, students must observe high standards of personal appearance at all times. Students must be respectful of the local culture and customs, and mindful of the University's overall image.

Compliance with the dress code is mandatory while on campus or attending University-related events and activities unless stated otherwise for special events.

The **Student Code of Conduct** must always be adhered to.

Regarding the dress code, students are encouraged to do the following:

- Male students should maintain tidy hair, and beards and moustaches should be neatly trimmed.
- Female students must adhere to conservative dressing guidelines, avoiding shorts, short skirts, sleeveless or low-cut neckline shirts, and any tight or transparent clothing.

Students should refrain from:

- Displaying clothes with offensive text or images.
- Displaying visible items of radicalization ideology.
- Excessively using strong colognes or perfumes.
- For security and identification purposes, face cover (niqab) is not allowed on-campus.

Available services for students on campus

Educational Affairs

The Educational Affairs Department provides students with the support they require during their time at MBZUAI. The Campus Life team assists students in getting started at University through the Orientation program. The team also arranges events and social activities for students and supports student clubs, and the Graduate Student Council. Within the team there is also a Student Counselor and Wellbeing Advisor who is on site to support students with their mental and physical wellbeing. The EA department also incorporates the Careers Services and Internships Team. The EA department is located on Level 3, Building 1B.

Student-centered learning is vital, and MBZUAI supports its students in experiencing a memorable educational journey during their time at university.

Students also have access to a range of other services, such as: advising, IT support, health services and insurance, prayer rooms, dining facilities, and student lounges.

Premises, resources and physical setting

MBZUAI is based in Masdar City, one of the world's most sustainable urban communities; a low-carbon development made up of a rapidly growing clean-tech cluster, business freezone, and residential neighborhood with restaurants, shops, and public green spaces.

The area offers a student-friendly environment with all necessary amenities. The campus is designed to fully support an optimal educational experience, adhering to both local regulations and international educational standards.

Electricity

The standard voltage in the UAE is 220V with a frequency of 50Hz. If students plan to use their personal computers or other electronic devices from their home country, they may require a transformer in order to accommodate the voltage difference.

Recreational facilities

MBZUAI is equipped with a multi-purpose sports facility, a sizeable male and female gym, and a swimming pool. There are also a variety of options for sports, leisure, and cultural activities in the surrounding Masdar community.

MBZUAI student accommodation

MBZUAI is committed to providing safe, comfortable, and clean on-campus residence accommodation for eligible students. Living in MBZUAI residences offers students the opportunity to develop their social skills in tandem with their academic potential, while forging lasting friendships and participating in social activities.

The residences at MBZUAI are located in buildings 1A and 1B. The apartment blocks are segregated by gender. Each apartment includes



a bedroom, kitchen, bathroom with shower, living/dining area, and study space. Some apartments feature multiple bedrooms. All apartments are fully furnished, and have air conditioning, full amenities, and private balconies. A common laundry room is available in each residential building. The use of washing machines/dryers is free of charge in all facilities. Students are responsible for providing their own laundry detergent.

Students must abide by the Code of Conduct, Educational Affairs Policy and Housing Manuals and related policies. Campus accommodation always remains the property of the University, and as such students are required to maintain rooms to a clean and tidy standard as outlined in the Housing Manual. The University reserves the right to conduct dorm inspections at any time.

All the room entrance doors are secured with a centralized access control system (access cards will be provided accordingly).

Common system in apartments buildings:

- A master switch is provided in each room at the entrance to activate all MEP systems (lighting, AC, and water).
- The lights are activated by motion sensors (the timing of

this is adjustable).

- AC units are installed on the ceiling – individual thermostats are not available to control the temperature inside the rooms as per building design. The AC unit’s temperature can be controlled from the building management system on request.
- Centralized fresh air is available and is fed to each room and the corridors.
- Hot and cold water is available at all times; the washbasin taps work with sensors.
- Each room is equipped with an electric hot plate, fridge, microwave, and furniture.
- Window blind curtains are available.
- Centralized garbage chutes are available on each floor with designated bins (general waste, plastic, organic, and aluminum cans).
- Bedrooms are equipped with a bed, built-in wardrobe, and bedside cabinet. Bedding is not provided.
- Bathroom facilities consist of a shower, toilet, and sink. Towels are not provided. Dining table and chairs, study desk and chair, and soft furnishings are provided.

Catering arrangements

All apartments are equipped with an electric cooker, fridge, and microwave, but no oven. Cookware, crockery, and cutlery are not provided. A trip to IKEA is organized by the Campus Life team during Orientation Week to provide the opportunity to purchase these items.

Apartments in 1B blocks have shared freezers on each floor. Apartments in 1A blocks have small freezers in their refrigerators.

There is also a canteen on campus where breakfast, lunch, and dinner can be purchased. Additionally, several retail outlets including restaurants and cafés are located on campus.

Majlis/common areas

Male and female majlis areas are located in buildings 1A and 1B. Common room areas are provided on the podium level of the campus.

Cleaning

The common areas are cleaned frequently. It is the residents' responsibility to clean their own apartment. The Campus Life and Facilities teams will carry out random checks of the student dorm to ensure cleanliness.

Prayer rooms

There are both male and female prayer rooms located within the campus. The male prayer room is located in the Hydro residential building and the female prayer room is located in the Tidal residential building.

In buildings 1A and 1B, there are two prayer rooms for males and females.

Parking

At the Masdar City campus, parking is permitted in the North Car Park. Parking spaces are available for faculty, staff, and students and cannot be reserved. Long term parking is prohibited.

Transportation

Bus services, routes, and fared taxis are available in Masdar City. All taxi services in UAE use meters around the city so you will not need to negotiate fares. Drivers in Abu Dhabi speak English and there is a central national transport phone number that can be used to locate the nearest available taxi: 600 535353.

Banking facilities

Most major banks have multiple branches in Abu Dhabi. Contact the bank or visit their website for details of the most convenient branch for you:

First Abu Dhabi Bank

Tel: 02 681 1511
www.bankfab.com

Abu Dhabi Commercial Bank

Tel: 02 672 0000
www.adcb.com

Abu Dhabi Islamic Bank

Tel: 02 610 0600
www.adib.ae

Citibank

Tel: 02 674 2484
www.citibank.com/uae

HSBC

Tel: 600 55 4722
www.hsbc.ae

Masdar Park

Masdar Park is a 2,500 square meter green space adjacent to campus, open daily from 9 a.m. to 10 p.m. The park features a children's playground, a music wall, and art installations themed around sustainability. Visitors can charge

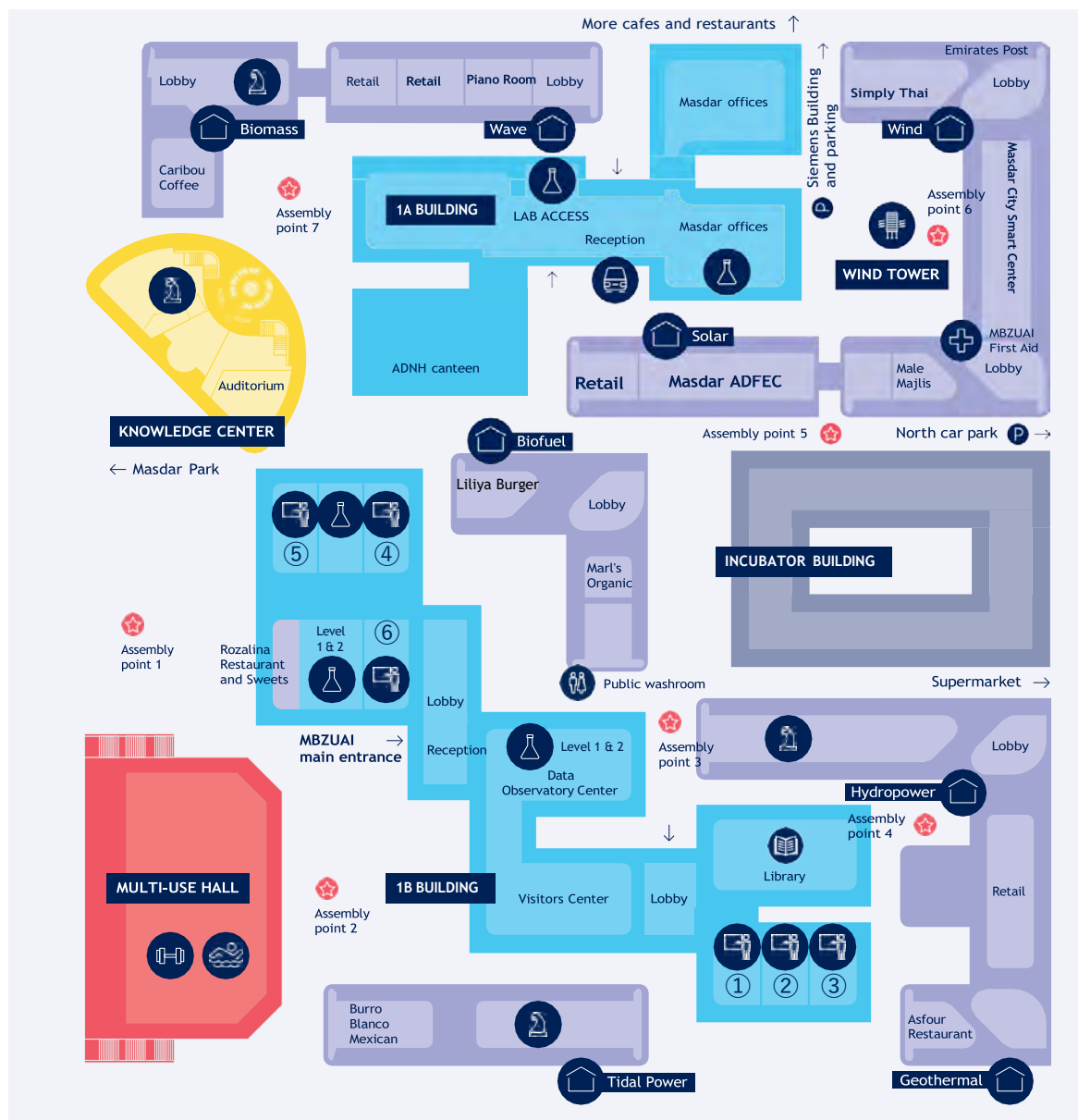
their phones and digital devices using the park's solar-powered benches. The Tree of Light, made from recycled building materials, changes color when touched.

<https://www.masdarcity.ae/about-masdar>

Travel and tourism

The Abu Dhabi Department of Culture and Tourism, and Visit Abu Dhabi provide information regarding travel and tourism:

<https://visitabudhabi.ae/en>



- | | | | |
|--------------------------|---------------|--------------------|-----------------------|
| MBZUAI campus facilities | Classroom | Canteen | First Aid Room |
| Knowledge Center | Laboratory | Wind tower | Gym (male and female) |
| Recreation | Library | Student residences | Public washroom |
| Residential and retail | PRT station | Male prayer room | Car park |
| | Swimming pool | Female prayer room | Assembly point |

Health, wellness and safety

Health and safety

MBZUAI is committed to providing a safe and healthy environment for our students, staff and visitors. However, students are expected to take responsibility for their own actions and not put themselves or others at risk.

Any occupational health and safety issues identified will be taken seriously and addressed promptly. If a student identifies any health and safety risks or has any health and safety concerns, they must contact Campus Life promptly. Smoking and vaping are not allowed on the MBZUAI campus. Access to emergency equipment should never be blocked.

Security

MBZUAI is only accessible to authorized individuals. All MBZUAI premises have security gates with security personnel stationed at each entrance. These security officers will only allow those who are properly authorized to enter the campus.

Overnight stays by visitors are prohibited in student accommodation. The visiting time will be from 9.00am till 10.00pm only.

Fire drills

Fire drills are conducted periodically, and students should familiarize themselves with where emergency exits, fire alarms, and fire extinguishers are located. In the event of a fire drill or emergency, students must follow the directions of staff and security personnel.

Medical emergencies

In medical emergencies, the Security Control Room (02 811 3100) and main reception, Building 1A (02 811 3469) and Building 1B (02 811 3369) can always be contacted. They will in turn contact the relevant authorities.

On-campus assistance is available in the form of first aid kits placed around the campus for minor injuries, and there are certified first aiders on campus if required.

For minor injuries or medical complaints, a medical clinic is available on campus which is located in the Solar building podium and is available 24/7 with a registered nurse. The clinic is fully equipped and ready to accommodate all first aid needs.

In the event of a serious injury, call an ambulance by dialing 999.

Health services

MBZUAI will provide each student with health insurance throughout their academic journey.

Students can use the health insurance card provided by MBZUAI to visit a hospital or medical center for more serious injuries.

The health card can be used for medical services in emergency cases and/or for routine treatment.

A list of healthcare providers is available from Campus Life, including details of the coverage and allocated limits.

Campus life activities

Student activities

The Campus Life team within the Educational Affairs (EA) Department is committed to offering its students inclusive extracurricular activities in the areas of culture, recreation, and sports.

Facilities on campus for student use include a gym, multipurpose areas for sports activities, restaurants, coffee shops, and laundry, plus a canteen that is open for breakfast, lunch, and dinner.

All extracurricular activities (inclusive of student-run media), regardless of location, are bound by MBZUAI's policies, guidelines, and codes of conduct.

The EA team provides the facilities, planning, and resources needed to promote approved student activities.

The execution of the activity is the responsibility of the event organizer(s). The EA Department will aid in the planning and coordination for the successful execution of student activities.

All student activities should comply with safety in all on-campus activities as per the Health, Safety, and Environment (HSE) regulations of the University, relevant authorities and/or legislation. The University shall not be liable for any loss to person(s) and/or property during any student activities.

All student activities require prior mandatory approval of the Director of EA or designate, regardless of the location of the activity. Prior written

approval should be sought no less than two (2) weeks prior to the event.

MBZUAI reserves the right to cancel any activity that is deemed inappropriate or harmful.

Graduate Student Council

The Graduate Student Council (GSC) at MBZUAI is the elected student body authorized by the University administration to represent the student body and articulate their views and/or interests.

The GSC shall serve for one calendar year as per the Terms of Reference. Student elections and the announcement of the new GSC shall be managed by the EA Department. Students who stand for election must meet the following criteria to serve on the GSC:

- Be a full-time graduate student
- Satisfy all admissions criteria
- Maintain a GPA of 3.5 or above
- Good communication skills
- Be free from any academic violation
- Be in good standing with MBZUAI
- Be able to serve one complete year in the position.
- Agree to the GSC roles and responsibilities as per the EA Policy Manual.

Student clubs and groups

The Campus Life team encourages students to be positive examples of on-campus student leadership. Student clubs are a great way to develop interests and leadership skills. They enrich campus life and empower students, offering opportunities to enhance personal development, while providing excellent networking opportunities with like-minded members of the University community.

All student entities and clubs are formed and governed by the policies, guidelines, and codes of conduct of MBZUAI. The formation of any student-led groups or clubs are aligned to MBZUAI's vision, mission and strategic objectives.

Active clubs must meet the following requirements:

- Members must be current students of MBZUAI.
- Have approval from the Campus Life team and GSC, with approved Terms of Reference and budget request.
- Have at least four main club members.
- Offer at least two activities on campus each year.

Typical activities could include, but are not limited to, participating in the annual Club Fair, organizing and/or supporting University-led events.

Community spirit

Our sense of community is a well known distinguishing aspect of MBZUAI. It is one of the reasons many students choose to study

with us. MBZUAI is proud of its strong community spirit, which we foster through close working relationships between students, faculty and staff.

People volunteer their time, energy, intellect, talent, and other skills to do many of the things that keep our environment running smoothly. These efforts include organizing seminars, maintaining software packages, serving on departmental committees, helping deliver graduate courses, planning and running social activities, giving tours, and hosting visitors.

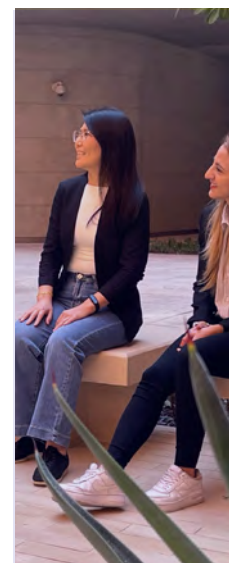
Graduate Plus Award

All students will have the opportunity to participate in the Graduate Plus Award, which is an employability award that recognizes co-curricular activity.

The award is earned by accumulating credits, which are awarded for extra-curricular academic and non-academic activities, personal development, leadership, and contribution to University initiatives and/or the broader community. Students will also be required to submit a reflective practice in order to complete the award.

The EA team will provide support to the administration of the Graduate Plus Award and will ensure that students seeking to attain the award suitably satisfy all elements in a timely manner.

Once complete, the Graduate Plus Award is awarded as a certificate bestowed in conjunction with degree conferment during the graduation ceremony.





Student Code of Conduct

MBZUAI strives to cultivate an environment that fosters academic excellence and integrity, upholds the principles of free inquiry, and aligns with its overarching educational mission. The institution operates on the assumption that all students have a serious commitment to their educational pursuits, expecting them to behave responsibly and adhere to the highest standards of ethical behavior, honesty, and academic integrity.

Students should conduct themselves in a manner that contributes positively to the University environment, in which respect, civility, diversity, opportunity, and inclusiveness are valued. They are expected to act honestly and responsibly and respect the University regulations, policies and guidelines to assure the success of both the individual and the community. All students at MBZUAI must respect other students, faculty members, staff, and the public.

The Student Code of Conduct serves as a comprehensive guide outlining students' rights and responsibilities concerning themselves, their peers, and the broader University community. Additionally, it outlines the policies governing expected behavior within MBZUAI, along with the repercussions for non-compliance with the University's rules, regulations, and policies.

The Code of Conduct serves as a vital component of the University's policies, intricately connected with the Educational Affairs, and Registrar's policy manuals.

The Code of Conduct sets out the rights and responsibilities of students at MBZUAI.

The purpose of the code is to:

- Inform students of their rights and responsibilities.
- Establish the general standard of conduct expected of students.
- Define the behaviors categorized as misconduct.
- Illustrate examples of conduct that may be subject to disciplinary action.
- Clarify the processes that the University will follow to address allegations and cases of misconduct.
- Provide examples of disciplinary measures and potential sanctions for violations.
- Support faculty, staff, and students to embed good practice in academic integrity.
- Ensure equitable treatment for all students in assessing potential breaches of academic integrity.



Students' rights and responsibilities

MBZUAI recognizes the fundamental importance of fostering an environment that empowers students and upholds their rights. Student rights, a cornerstone of academic governance, encompass a spectrum of privileges and protections aimed at ensuring a conducive and equitable learning experience. These rights extend beyond the pursuit of knowledge to include a commitment to fair treatment, freedom of expression, and access to resources that facilitate personal and academic growth. Acknowledging the rights of students reinforces the principles of academic integrity but also cultivates a vibrant and inclusive educational community.

All current and former students have the right to:

- Pursue academic education, after satisfying the eligibility criteria and adhering to academic standards.
- Receive education in a professional, supportive, equitable, and secure academic environment.
- Be clearly informed about study plans and pertinent bylaws, policies, and procedures.
- Have access to University advisors, supervisors, facilities, services, and learning resources.

- Express individual opinions on teaching performances through the course of teaching and evaluations via feedback and surveys.
- Convey individual concerns and grievances in an impartial and equitable manner.
- Enjoy freedom from all forms of discrimination.
- Adhere to the Dress Code.
- Experience confidentiality regarding academic records, personal information, and disciplinary records disclosed during instruction, advising, and/or counseling.

Unethical behavior and prohibited conduct are clearly illustrated in the Code of Conduct. The University reserves the right to issue misconduct warning(s) and/or impose sanction(s) in response to violations of its policies. These warnings and sanctions are administered with fairness and due process, considering the nature and severity of the misconduct. Students are expected to conduct themselves with integrity, respect, and responsibility, and any deviation from these expectations may result in appropriate warnings or sanctions as determined by the University.

Misconduct allegations may be asserted by any University staff member. Disciplinary warning(s)

and/or sanction(s) can be imposed by the Director of Educational Affairs, Registrar, and/or Provost. The University may impose one or several misconduct warnings and/or sanctions.

To ensure a fair and transparent academic environment, students can appeal decisions that impact their standing. The appeals process serves as a crucial avenue for students to seek a review of decisions perceived as unjust, upholding the principles of procedural fairness and student rights.

Students and their advisor(s)/ supervisor(s) enjoy a close working relationship. If students have problems, whether related to their research or not, they should feel free to speak to their advisor(s) and/or supervisor(s). If doing so may not be possible or if students simply want a second opinion, they should feel free to discuss any issues in line with informal resolutions stipulated in the Educational Affairs Policy Manual:

1. Faculty
2. Student Advisor(s) and/or supervisor(s)
3. Department Chair (or Deputy Chair)
4. Campus Life team
5. Director of Educational Affairs
6. Registrar
7. Provost



Student IT Services at MBZUAI

Information Technology Department

The MBZUAI Information Technology (IT) department provides support for the entire University community and campus. This includes the University’s network systems, email systems and services, and research and student computing facilities.

Support is available via the IT department’s Helpdesk, which can be contacted via telephone, email, or walk-in during normal business hours.

Service	Hours	Contact details
Telephone support	02-8113000 (external). Extension 3000	Mon–Thurs, 8:00 am–5:00 pm Fridays: 7:30 am–12:00pm
Email support	helpdesk@mbzuai.ac.ae	
Walk-in support	Level 2, Building 1A	

Internet access and student email

Students can connect their laptop, mobile phone, or tablet to the MBZUAI wireless network. Wireless fast secure internet is available throughout the campus, and connections from outside campus are available using the MBZUAI virtual private network (VPN). Students in residences can also connect to wireless networks.

In the first instance, IT Helpdesk staff will help set up the required username and password. It is the student's responsibility to keep their password secure and not misuse it. If a student forgets their password, they should contact the IT Helpdesk. Before a student is given a password to access the internet and their email account, they must agree to and sign the MBZUAI Acceptable Use Policy. Student email is considered an official form of internal and external communication, and students must check email regularly to ensure they receive official University communications. Users of the internet are governed by the MBZUAI Acceptable Use Policy, and all related University policies.

MBZUAI website, portal and e-services

The University website supports students and all members of the MBZUAI community. The MBZUAI website contains a wealth of useful information, including news channels, links to the available library resources, research activities, the academic calendar, and more. Students can find the MBZUAI Catalogue on the website. Detailed information about programs, MBZUAI's policies, procedures, guidelines and requirements are available through the [intranet](#).

The MBZUAI website has a link to the restricted access MBZUAI intranet, which can be accessed by logging in: <https://mbzuai.ac.ae/>.

In addition to the services mentioned above the following is a list of other systems and services are available:

- Student Information System (SIS)
 - Student Portal

- Learning management system (Moodle)
- University policies, handbooks, manuals and guidelines
- Program curriculum
- Student careers and alumni services
- Microsoft Office 365 (email, MS Teams, Word, Excel, PowerPoint, and OneDrive)
- Printing services
- MATLAB
- SharePoint

Labs and computing

The IT department operates the computer labs located on level 2 of building 1B. The labs are set up for teaching but are available for students when teaching is not taking place. There are 64 machines available in the labs. Adjacent to the labs, there are 40 machines that are available 24/7 for student use on a first come, first served basis. There are also several shared screens, keyboards, and mice available for student use with their own laptops.

Access to high performance computing (HPC) resources

Doctoral students are granted access to the MBZUAI HPC resources on campus. Master students can apply for access to HPC resources with the written permission of their supervisor. All students must adhere to all applicable policies and instructions. Details can be obtained from the IT Helpdesk.



Learning resources (Library)

MBZUAI has a fully equipped library and technological resources on campus to assist users in the effective completion of their academic work.

Collections

Collection development focuses on scholarly and academic publications in the interdisciplinary field of artificial intelligence, and additional resources are collected to support professional, teaching, and learning needs and interests.

Licensed electronic resources include bibliographic and full-text content and are available and accessible through University-provided credentials.

All resources are discoverable through the library's single-search interface, and printed books are

available for borrowing.

Access to faculty-affiliated publications and MBZUAI student theses are available through the library's Institutional Repository eCommons.

Multiple copies of student textbooks are not typically purchased by the library; however, the library maintains a limited number of copies of required textbooks that are only available in print and makes these available on course reserve (short-term loans) to students.

Access to electronic textbooks is available through library eBook platforms or eRental platforms. Links to these resources are provided on the learning management system (Moodle) or directly through the library portal.

A woman with short, wavy brown hair is looking down at an open book she is holding. She is wearing a patterned, light-colored blouse. The background is a library with a blue wall featuring a circular pattern of dots and the text 'MOHAMED ELBACHA UNIVERSITY'.

MBZUAI library supports students, faculty, researchers, staff, and guests with resources and services.

Facilities

The library provides a quiet study space, printing and scanning facilities, access to course reserve and other collections, and the opportunity to ask library staff in person about resource and research needs.

The MBZUAI library provides print and electronic resources and facilities. It also provides services to support the academic, research and professional information needs of students, faculty, researchers, staff, and approved guests.

Services

Students are provided with personal library accounts (My Account) to renew books, place holds, and create booklists. Other eServices include title recommendations and requests, interlibrary loan requests, and resource and research consultations.

Librarians are on hand to provide research and resource support, publish online guides, and offer instruction through scheduled sessions and individual consultations, onsite and online.

Inter-library loans and document delivery services are available to support students' resource needs not met by the library, via partner libraries or a document delivery service.

An institutional repository, eCommons, is maintained by the library to curate and disseminate faculty scholarship and MBZUAI student theses. Students are required to submit a digital copy of a correctly formatted and approved thesis to meet graduation requirements.

Loan rules and periods

- Student identification is required to borrow physical materials, and University-provided credentials are required to access licensed electronic content.
- Main collection material is available for long-term borrowing (three weeks or longer) by enrolled students, faculty, and staff of MBZUAI.
- High demand material, including course reserve items and equipment, is available for short-term borrowing; access may be restricted to in-library use.
- Electronic content may have indefinite or varying periods of loan and can be accessed via the library's website or individual URL links provided on the learning management system (Moodle).
- Materials can be checked out and returned via staffed circulation desks. All patrons remain responsible for items checked out in their names.
- Overdue notices are sent as a courtesy.
- Items that may not be renewed online through the My Account service include recalled and overdue items, course reserve items, and books borrowed from other libraries (inter-library loans).
- Patrons may request a hold on an item currently checked out to another patron. The library reserves the right to recall any item.
- All items may be recalled for inventory purposes at the end of each semester.
- All borrowing policies and fines are published on the Library website > Services > Borrowing policies.



Facts & Figures:

2,401
Print books

277,850
Online books

25,604
Online journals

62,725
Online proceedings

6,200
Streaming videos

Library hours

Library opening hours support access to physical resources, facilities, and services, and are posted on the library website.



**Monday to
Thursday**

8:00 a.m. to
6.45 p.m.



Friday

8:00 a.m. to
12:00 p.m.

**Closed on weekends and
public holidays.**

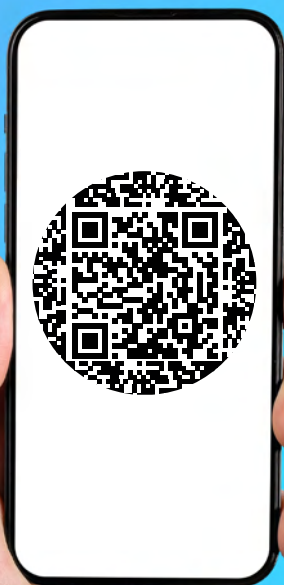
Library website

Library website contains all related information, services policies and regulations:

<https://library.mbzuai.ac.ae/>

OR

Scan the below QR Code



Use of resources and facilities

Library users are expected to acquaint themselves with the library's policies and regulations and refrain from any behavior that interferes with the right of others to access resources or use the library for the purpose of research and study.

Library staff are empowered to interpret and enforce library policies, suspend privileges, and refer serious breaches of conduct to the Director of Educational Affairs.

- Facilities and equipment, including the library computers, are intended to support MBZUAI academic and research programs, and use may be mediated to ensure equitable access and appropriate use.
- The use of computing and network resources, and licensed electronic resources must comply with the University's policies, licenses, contracts, and applicable laws.
- The use of the library's printing and scanning equipment for the reproduction of copyright-protected material requires compliance with copyright laws and conventions.
- Posting notices, or taking photos or video recordings in the library.
- Covered drinks and light snacks are allowed in the library.



Registrar's Office

Academic policies

All academic policies, including requirements for academic progress, attendance, grading, academic integrity, and grievance processes are detailed in the MBZUAI Registrar's Office Policy Manual.

The Registrar's Office (RO) provides quality support services to students that include, but are not limited to, maintaining and preserving the accuracy, integrity, confidentiality, and security of all academic records. In addition, the office provides services to create and support course registration, classroom assignment, degree audit, enrollment verification, and issue transcripts and diplomas.

The RO Policy Manual serves as a vital component of the University's policies, intricately connected with the Code of Conduct, and policy manuals for Admissions, Library Services, and Educational Affairs.

Detailed information regarding the admission criteria, teaching student

to faculty ratios and other relevant information is available in the MBZUAI catalogue.

Recognition of prior learning (RPL)

Course exemptions

A student may be granted a course exemption, rather than credit, if the student can provide evidence that a course previously studied at a federal or licensed institution in the UAE, or a foreign institution of higher learning based outside the UAE and accredited in its home country, is equivalent to a course that forms part of the program for which the student is applying.

Course exemptions are usually only granted for mandatory courses and those which form a prerequisite for other courses.

Applications for course exemption form must be sent to the RO, who will coordinate with the Department Chair for any course exemption approval to be applied.

The Department Chair will have the

ultimate right to accept or reject the application for course exemption for any student.

MBZUAI will consider applications for course exemption only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.3/4) or better.

The grade of the exempted course will be recorded as a “EX” on the transcript record. The exempted course will have no credit assigned and will not be used in the calculation of the CGPA.

The exempted course will not count towards the course requirements for a program.

The previous study being used as evidence for the course exemption must have been completed no more than a maximum of (2) years prior to the student’s acceptance into the program of MBZUAI.

All applications for course exemption to master or Ph.D. programs must be submitted online, providing all required documentation(s).

Course substitution

In exceptional circumstances, students may submit a course substitution formal request to the RO. Course substitution must be supported by the approval of the course coordinator and Department Chair.

Students must meet specific criteria to be eligible for course substitution, such as maintaining a minimum CGPA, obtaining written approval from the course coordinator and the Department Chair.

The request should include justification for the substitution, such as overlapping content with previously completed courses,

relevance to the student’s academic or career goals, or documented extenuating circumstances.

All course substitutions must not exceed 25% of the total program credit hours.

The grade of the course substitution will be recorded as a “CS” on the transcript record.

All course substitutions must adhere to the guidelines and regulations set forth by the Ministry of Education and relevant accreditation bodies.

Approved course substitutions will be documented in the student’s academic records, including details of the substituted course and the rationale for the substitution.

Supervisor’s selection process

Ph.D. students

Ph.D. candidates should name a list of three preferred supervisors as part of their application form during admission. The list should include one primary supervisor, one secondary supervisor, and a third choice.

During the first week of the semester, the RO, following the direction of the Department Chair, will formally communicate the primary and secondary supervisors (at least one (1) supervisor must be tenured) to all PhD students according to their preferences in the application form, as per the Educational Affairs Policy Manual.

A circulated email from the RO will include guidelines indicating that students may change their supervisor preferences during the first semester and before the start of the final exam period. These changes are to be submitted through the Supervisor Selection Request e-forms.

The RO will compile the Ph.D.



supervisor assignments and share them with the respective Department Chairs and the Academic Administration for their reference.

M.Sc. students

During the first week of the semester, M.Sc. students will be assigned a mentor from their department of study by Department Chairs.

Students will submit their Supervisor Selection Request e-forms to confirm their initial selection. The supervisor allocation process will begin after the 10th week of the semester and must be completed before the final exam period.

Students can schedule one-on-one meetings with any faculty members they wish to meet regarding project supervision until the 10th week of the semester.

The specific dates will be announced by the Registrar's Office. There is no guarantee that the preferred supervisor will be assigned.

For further details, please refer to the Student Supervision Guidelines available in SharePoint.

Course registration

A student must be enrolled in the University prior to any course registration. During the first semester, students must provide their Emirates identification card to the RO. All relevant information will be uploaded to the Student Information System (SIS).

A student must be officially registered in a course to earn academic credit.

Students should meet with their supervisor during the announced registration period to agree on the courses to be registered as per their study plan.

Students must register during the designated registration period as published in the University calendar each semester.

Students admitted to MBZUAI programs are required to maintain a full-time status by registering in a minimum of 12 credit hours per semester during the first year. In exceptional circumstances, a student may be approved to carry a reduced credit load upon the approval of the supervisor, Registrar, and the Department Chair/Deputy. Registration is not official until a



student is listed on the class roster. A student may only change his/her schedule during the add/drop period as designated in the University calendar. If the deadline has passed, a student cannot change their class schedule unless they provide evidence for extenuating circumstances and after the approval of the supervisor, Department Chair/Deputy, and the Registrar. Approval of the Provost is required when financial implications apply.

Course withdrawal

- A student who encounters unanticipated difficulty in a course may withdraw from a course until the end of the second week from the start of the semester (as per the University calendar) through a Course Withdrawal Request Form, approved by the student's supervisor, Department Chair/Deputy, and the Registrar. In this circumstance, another course must be undertaken to maintain the minimum credit load required per semester in the first year.
- Surpassing the second week

of the semester and withdrawing from a course after the deadline will result in academic/financial penalty and if the student will be under load (less than 12 credits). A Course Withdrawal Request Form must be submitted and is subject to scholarship financial penalties.

- The procedural flowchart should be followed from the RO Policy Manual.
- In all cases, this will require the approval of the Appeal Committee.

Attendance

- Attendance at MBZUAI is strongly encouraged but not mandatory: students are strongly encouraged to physically attend all lectures and lab sessions to foster a deeper understanding, promote interactive learning, and facilitate effective communication.
- Some courses may mandate an attendance requirement, in which case this will be clearly stated in the course syllabus.
- In recognition of the importance of engagement and participation, instructors have the discretion

to include attendance as a factor in the overall course grade, at a level not exceeding 10% of the total course mark. Details regarding attendance evaluation will be provided in the course syllabus.

- Students should be mindful of the need to balance external employment with their academic responsibilities. To ensure that students are not overwhelmed and can regularly attend classes, a limit of 20 hours per week is set for external work. This policy is aimed at prioritizing students' academic commitments and ensuring that work does not hinder their ability to participate actively in physical classes.

Leave of absence

- A student may request a leave of absence for a maximum of two (2) semesters during the period of study at MBZUAI for extenuating circumstances.
- A Leave of Absence Request Form must be submitted to the Registrar's Office. The leave of absence must be approved by the Appeal Committee.
- If the student exceeds the approved leave of absence duration without a formal notification, they will be considered withdrawn from the University and financial implications will apply.
- A student who has been on a "leave of absence" status for a semester or more and would like to resume their studies, must submit a Resume Study Request Form to the Registrar's Office and conform to procedure.

Complete withdrawal

- A student may voluntarily withdraw from the University after the approval of the Appeal Committee and subject to policies of the University.
- Withdrawing students should be aware that they shall pay to the University all expenses including tuition fees, monthly allowances, medical expenses, and any other expenses incurred by the University during the period of study.
- If the student submits legitimate justification for withdrawal to the Appeal Committee, the University may, if it deems appropriate, exempt the student from all or some of the obligations for receiving a scholarship.
- The student should complete the clearance process, which can be initiated by submitting the application for "Complete Withdrawal from University".
- In cases where the University involuntarily withdraws the student, the RO will initiate the process and assign a University-initiated withdrawal status.
- The procedural flowchart should be followed from the RO Policy Manual.

Grading system

The following grades and guidelines are used at MBZUAI:

Grade letters, points, percentages and descriptors			
Grade	Grade points	Percentage	Grade definition
A+	4	97.0 – 100%	
A	3.7	92.0 – 96.99%	
A-	3.5	87.0 – 91.99%	
B+	3.3	80.0 – 86.99%	
B	3	75.0 – 79.99%	
B-	2.7	71.0 – 74.99%	
C+	2.3	67.0 – 70.99%	
C	2	64.0 – 66.99%	
C-	1.7	60.0 – 63.99%	
F	0	0.0 – 59.99%	Failing grade in coursework
U	0	0	Unsatisfactory in Internship/Thesis (Research)
WF	0	0	Withdrawal after the add/drop week

Additional letter grades are used to denote special cases. These letter grades do not have corresponding grade points, and hence are not used in calculating a student's grade point average.

Other letter grades	
Grade	Description
I	Incomplete
TC	Transfer
W	Withdrawn
EX	Course Exemption
CS	Course Substitution
S	Satisfactory in Internship/Thesis/Research Methods

Term grade point average

The grade point average for a term or semester is calculated by dividing the sum of the quality points earned in that term or semester by the number of credit hours attempted.

Cumulative grade point average

The cumulative grade point average is calculated by dividing the sum of the quality points earned in all terms and semesters by the credit hours attempted in all those terms and semesters. This average is used to assess the student's overall academic standing at the University.

Students are expected to complete their course(s) in the semester in which they are registered. In exceptional circumstances, a student may be allowed to complete a course in the following semester after securing permission from the course faculty member through an incomplete grade request form. A grade of "I" (incomplete) will be assigned for the course.

Students must complete the course requirements no later than the first week of the following semester.

Failure to meet the deadline will result in the student receiving a grade of “F” for the course.

At the end of each semester, student grade point averages are used in determining academic actions (Good Standing, Warning, Academic Probation, Special Probation, Dismissal) and scholarship decisions.

A grade of “F”, received because of any academic integrity violation in breach of the Code of Conduct, cannot be removed from the calculation of the GPA should the course in question be repeated.

Conversely, academic actions and scholarship decisions will be updated if a student’s GPA is altered due to approved faculty grade changes.

Students shall have the opportunity to appeal against evaluation of academic work or grading. For this to happen, a formal appeal request must be submitted and must follow the procedure described within three working days of being officially notified.

Any changes to grading for any reason requires approval from the Board of Examiners, the Department Chair(s) and the Registrar.

Student progress criteria and Academic Standing

Progress criteria:

At the end of each semester, the academic standing of the students will be determined according to the following criteria:

Coursework:

Students must remain in “good academic standing”, by maintaining a CGPA of 3.3/4.0 or above.

Research Methods:

Successfully complete the requirements of the Research

Methods course as per the study plan.

Research Thesis:

Students must achieve a minimum evaluation of “satisfactory” by the supervisor(s) at the end of each semester.

Internship requirements:

Successfully complete the internship requirements as per the study plan.

Academic Standing:

At the end of each semester, the academic standing of the students will be determined according to the following:

1. Good Standing:

Students who successfully completed the above listed criteria and as per their intake study plan.

2. Warning:

Students will be assigned warning status if they fail to meet at least one of the above listed criteria as per their intake study plan. If a student is assigned a warning status, then the student:

- a. Will receive a warning letter from the Registrar’s Office.
- b. Must attend a department-level “at-risk interview”.
- c. A mitigation plan will be put in place by the at-risk interview panel in consultation with the student.
- d. Financial penalties will not apply.

3. Academic Probation:

Students who failed to meet at least one of the above listed criteria as per their intake study plan will be assigned a probation status if any of the following apply:

- a. They were on “warning” academic standing in the previous semester.

- b.** They receive an “F” grade in a course.
- c.** Their CGPA is less than 3.3 for two consecutive semesters.

If a student is assigned a probation status, then the student:

- i.** Will receive a probation letter from the Registrar’s Office.
- ii.** Must attend a University-level academic probation meeting, as detailed at the end of this document.
- iii.** A mitigation plan will be put in place by the academic probation panel in consultation with the student.
- iv.** Financial penalties will apply as per the appeal committee’s decision (i.e. the student may be required to pay the fees of credit hours that must be retaken).

4. Dismissal:

A student is dismissed if they were on Academic Probation in the previous semester and fail to attain one or more of the conditions required for good standing.

If a student is assigned “Dismissal” status, then their enrolment is terminated, and they receive a Dismissal Letter from the Registrar’s Office.

5. Special probation:

Dismissed students who are granted an appeal will be assigned special probation status.

- a.** The student’s record will be reactivated, and they will be assigned “Special Probation” status.
- b.** The student must attend a University-level “academic probation meeting”.
- c.** A mitigation plan will be put in place by the academic probation panel in consultation with the

student.

- d.** Financial penalties will apply as per the appeal committee’s decision (i.e. the student may be required to pay the fees for credit hours that must be retaken). If a student with “Special Probation” status fails to meet the requirements of the mitigation plan by end of that semester, they will automatically be dismissed and will not be eligible for further appeals. Financial penalties will apply as per the Appeal Committee decision.
- e.** If the student fulfilled the conditions stipulated by the Appeal Committee, then they will be permitted to continue their study and their status will be Good Academic Standing.
- f.** If the student fails to meet the conditions stipulated by the Appeal Committee within the following semester, then their status will be Dismissal. No further appeals will be accepted.

At-risk interview/Academic probation meeting:

This is a mandatory one-time session where a student who is assigned the status of Warning, Academic Probation, or Special Probation academic standing is required to meet with faculty representatives to review their progress and agree on a mitigation plan.

1. The student is expected to engage openly about their academic experiences and challenges and share their insights on what factors may have impacted their academic performance and discuss any personal obstacles they have faced.
2. Faculty members should work with students to identify the challenges, set goals, and create

practical plans. They are expected to provide continuous support and track the students' progress, helping ensure they have what they need to succeed academically.

Conditions:

1. If the student is receiving a failing "F" grade at any semester throughout the study duration, they will be placed immediately on "Academic Probation" standing OR "Academic Dismissal" (if the student was on "Academic Probation" standing in the previous semester).
2. "Warning" academic standing is assigned only one time throughout the student's study duration. In cases where warning was already issued, the student will be assigned academic probation status automatically.
3. "Academic Probation" standing is assigned only one time throughout the student's study duration. In cases where probation was already issued, the student will be assigned dismissal status automatically.

Student scholarships and financial entitlements

Admitted students (on full time basis) are granted full scholarship based on their enrolment status.

The scholarship includes 100% tuition fees, accommodation, health insurance, a competitive monthly stipend, and annual ticket to home country, unless stated otherwise.

To retain a scholarship, students must meet the following criteria:

- Maintain the minimum required CGPA as per their intake year.
- Complete their degree requirements within the allowed duration as per the study plan.

- Maintain a clean deed record and abide by the Code of Conduct.

All active students sponsored by MBZUAI are eligible to receive stipend, housing allowance or University accommodation, and other benefits based on their category: Ph.D. single UAE, Ph.D. married UAE, Ph.D. international student, M.Sc. single UAE, M.Sc. married UAE or M.Sc. international student.

Students in on-campus accommodation must abide by the policies in Registrar's Office, Educational Affairs, Code of Conduct and Housing manuals.

UAE students are eligible to receive the difference of stipend allocated assigned to their category by the amount exceeding their employer's salary.

To maintain the scholarship, students must register with the minimum defined credit hours for their academic year. Exemptions may be granted under exceptional circumstances at the sole discretion of the University.

Entitlements may change based on the approvals required in the University delegation of authorities.

Scholarship financial penalties

Students are entitled to scholarships during their study at the University and entitlements are individualized for each student. Scholarships have a range of benefits which are defined based on the student's enrolment status, and relevant policies.

Students who violate University policies or fail to meet specified criteria may face fines, sanctions, or loss of eligibility for benefits,

potentially impacting one or more of the following benefits, either partially or entirely:

- 100% paid tuition fees
- Monthly stipend
- Accommodation in University dorms/housing allowance (if applicable)
- Health insurance for international students
- Annual ticket allowance for international students.

Complete withdrawal or dismissal from the University:

The financial penalties are calculated according to the below and students are requested to settle the payment of:

- Tuition fees of all registered credit hours.
- All previously paid monthly stipends.
- Accommodation allowance if any.
- Cost of the health insurance incurred during tenure of study at MBZUAI.
- Cost of the paid ticket allowance (excluding the onboarding ticket).
- Any other costs associated with their study, as the University deems appropriate.

Dropping a course after the deadline:

If the student requests to drop a course after the announced deadline while continuing their studies, then the financial obligations are calculated according to the below and students are requested to settle the payment of:

- The tuition fee payment of the dropped credit hours only.

Leave of absence

The student requests to suspend their studies for a semester. Therefore, all the scholarship

benefits will be withheld for the suspension duration. When the request is initiated within the announced deadline, no academic/financial penalties are due.

If the request is initiated after the announced deadline, the financial penalties are calculated according to the below and students are requested to settle the payment of:

- The fees of all the registered credit hours of that semester.
- The paid monthly stipend for that semester if any.
- Cost of health insurance for that semester.
- Cost of the paid ticket allowance (excluding the onboarding ticket).

Retake of a course or program requirement due to failure

If a student fails any aspect of a course and/or related program requirements, they should repeat the requirement(s) in the following semester. The financial penalties are calculated according to the below and students are requested to settle the payment of:

- Repay the fees of the repeated credit hours.

Below is the students' financial penalty payment plan of the tuition fees against complete withdrawal, leave of absence, and dismissal after the deadline.

No obligations	Within the deadline
Payment of 25% of the tuition fees	After one week from the deadline
Payment of 50% of the tuition fees	After two weeks from the deadline
Payment of 75% of the tuition fees	After three weeks from the deadline
Payment of 100% of the tuition fees	After four weeks from the deadline

Program	Fee per one credit
M.Sc.	AED 5,000
Ph.D.	AED 6,600

The student is entitled to appeal against the financial penalties pertaining to the above actions to the Appeal Committee.

The committee members will approve/reject the appeal and the percentage of the waiver. The Registrar's Office will communicate the final decision with the student and all parties.

Program transfers

The student must meet all the admission requirements of the target program they seek to transfer into.

A transfer into the target program is contingent upon there being available space within that program, and a primary supervisor in the target program willing to take on the student.

The change must be approved through a formal process involving:

- The student's primary supervisor in the original program,
- The Department Chairs of both the original and target programs, and
- The Provost.

Upon approval of a program transfer, the student is required to meet all the coursework requirements of the new program. It is important to note that there is no guarantee that courses completed in the original program can be transferred as credit towards the new program. Each case will be assessed individually to ensure the integrity of the academic qualifications awarded.

Specific conditions for Ph.D. and M.Sc. Programs:

i. Ph.D. Program Transfers:
Can occur only once

and must take place before the student sits for the qualifying examination. Following a program transfer, the student must complete the qualifying exam in the target program within two months of the original deadline to avoid undue delays in their academic progression.

ii. M.Sc. Program Transfers: Are permitted only once and must be executed before the start of the second semester.

Any program transfer should not extend the allotted study duration.

Request for Official Transcript

Students can request an official transcript by submitting an Official Transcript Request Form by following the procedure in the Registrar's Office policy manual.

They can also review and print unofficial copies of their academic records through the student portal.

Fees for Official Transcript are charged if the student has not graduated or is requesting a second copy after graduation.

Graduation requirements

A student must successfully pass all program components within the allowed time as per their study plan and maintain a good academic standing status.

i. Master's degree

- A Master's degree consists of thirty-six (36) credit hours minimum.
- The normal time to complete the Master's program is two (2) years, and the maximum time to complete is four (4) years, inclusive of any approved leave



of absence.

ii. Doctoral degree

- A Ph.D. degree consists of sixty (60) credit hours minimum.
- The normal time to complete a Ph.D. program is four (4) years, and the maximum time to complete is six (6) years, inclusive of any approved leave of absence.

Graduation clearance procedure

Upon completing all degree requirements at the end of the final semester, the graduate student must obtain clearances from various applicable units of the University, such as the supervisor and Department Chair, Library, Campus Life, Finance, etc., by completing a Graduation Clearance

Form and securing all applicable signatures.

The procedure for graduation clearance should be followed from the Registrar's Office Policy Manual and should commence once the student receives notification of successfully completing the graduating requirements.

A graduate student can obtain an official academic transcript and the diploma certificate from the RO.

Visiting students

MBZUAI will accept visiting student applications and register such students who have an academic background and credential level consistent with the courses and programs offered at MBZUAI. They must be currently enrolled in a licensed and accredited higher



education institution in the UAE, or a foreign higher education institution based outside the UAE with accreditation in its home country and recognized by UAE Ministry of Education.

Visiting students must meet the University's standard admissions and documentation requirements, have an active enrolment status and be in good standing in their home institute with a CGPA ≥ 3.2 or equivalent in their home university.

Visiting students will be enrolled for the time specified in the initial invitation letter by MBZUAI. Applicable fees, and accommodation, visa, and other applicable arrangements for visiting students will also be outlined in this invitation letter.

Visiting students do not graduate from MBZUAI. Credit hours gained at the University may transfer back to the home institution and may contribute towards the student's final qualification at the discretion of their home institution.

Students will receive, at their request, an official transcript of courses taken at MBZUAI at the conclusion of their approved visiting period.

The student is responsible for any procedures involved in accrediting or transferring course credit taken at MBZUAI to their home university.

Visiting students are subject to all the University's regulations, policies, and codes of practice.



Student grievances

Grievances against grading or evaluation of academic work

Students must follow the relevant grievance policies and procedures stated in the Educational Affairs, Registrar's Office and Code of Conduct policy manuals.

Stage one

If a student suspects that an error has been made in recording a final grade, the initial recourse for the student should be to contact the faculty formally via email. A student must be able to provide copies of graded assignments along with any other relevant documents to support the appeal. If an error is detected, faculty members should submit a Change Grade Request Form to the Registrar with justification copying the Department Chair, within three working days from the date of posting the grade, otherwise submissions after the allocated time will not be accepted.

Stage two

If a meeting and thorough discussions with the faculty member alone do not resolve the student's concern, the student should formally contact the Department Chair via email. The Chair will meet with the student and the faculty member, providing an independent review. If an error is detected, faculty members should submit a Change Grade Request Form to the Registrar with justification copying the Department Chair within five working days from the date of posting the grade.

Stage three

If, after having completed both levels of communication, the dispute persists, a student wishing to challenge a final grade formally, must submit an Appeal Statement Form to the Appeal Committee, chaired by the Provost, within seven working days of when the final grade was posted.



The student's submission must do the following:

1. Demonstrate having followed the above required channels of communication with both the faculty member and Department Chair.
2. Demonstrate that communication with the faculty member regarding the grade was initiated within three working days of when the final grade was posted.
3. Provide copies of graded assignments along with any other relevant documents to support the appeal.
4. Describe in detail the conditions and factors that led to the perceived grievance and the actions taken during the resolution process.
4. Describe in detail the conditions and factors that led to the perceived grievance and the actions taken during the resolution process.

Actions by the Appeal Committee

- If a member of the Appeal Committee was in any way involved in a student grievance, they shall recuse themselves and a replacement will be selected from MBZUAI faculty or staff.
- The committee investigates and consults with all involved parties and after consideration of the case, the committee by a majority vote decides on an appropriate action:
 - Dismiss the grievance.
 - Uphold the grievance and address it by instructing appropriate reparations including changes in the student's academic record no later than the end of drop/add week of the following semester as indicated in the University academic calendar.
- The decision of the committee is final.



Student research

Research Thesis

The research thesis is an important part of all M.Sc. and Ph.D. programs. It is the culmination of independent study carried out under the supervision of the student's supervisor(s). It is the responsibility of both the student and the supervisor(s) to formulate a set of reasonable goals, plans, and criteria for success for each semester.

Students must familiarize themselves with the Student 360 Guidelines.

Research Thesis expectations that all students should meet

- A student may opt to commence with research while completing coursework. Once all coursework is completed,

directed research should become full time.

- The student should contact the primary supervisor to discuss options and arrange regular meetings at mutually agreed-upon times.
- Courses taken while working on a thesis include RES 799 (Introduction to Research Methods, M.Sc., semester three) and RES 899 (Advanced Research Methods, Ph.D., semester three).
- Students must register in RES 799 (M.Sc.) or RES 899 (Ph.D.) and will receive two credits on completion.



Student's progress evaluation

Evaluation and feedback on a student's progress are important both to the student and to the faculty. Students are required to participate in a Student 360 evaluation and feedback process once every semester.

Master's student progress evaluation

At the end of every semester, each student is asked to submit a Student Progress Evaluation Form that summarizes their progress to date. Depending on the semester, this will include aspects such as coursework, thesis components completed, publications, conference attendances, internship(s) and activities under Graduate Plus. Based on this summary, the student's supervisors will comment on and evaluate the student's

progress. This evaluation will be reviewed during department and centrally administered meetings to identify any student whose progress has not been satisfactory. The evaluation considers all components of the program using indicators and information sources described below.

Students are informed of the results of this evaluation, which may include specific recommendations for future work or requirements that must be met for continued participation in the program.

Components and indicators

In their evaluation, the faculty consider the following components – though naturally only some of these will be applicable in any given semester and they are not equally important at every stage of a student's progression.

Courses taken, as evaluated by the course instructor(s):

- Directed research: evaluated by the primary supervisor and other collaborating faculty.
- Thesis: status summarized by the primary supervisor and commented on by members of the thesis committee.
- Departmental/community service: reported by the student and evaluated by relevant faculty.
- Other: lectures given, papers written, etc., evaluated by relevant faculty.

The faculty's primary source of information about the student is their primary supervisor and the student's self-evaluation. The supervisor is responsible for assembling the above information and presenting it at the Student 360 meeting. The student is responsible for making sure their supervisor is informed about participation in activities and research progress made during the semester.

Each student is asked to submit a summary of this information via self-evaluation at the end of each semester. This self-evaluation is used as student input to the evaluation process and as information on activities, and becomes part of the internal student record.

It is strongly recommended that the student and supervisor meet prior to the Student 360 meeting to review the information provided in this self-evaluation.

Recommendations

Based on the above information, the primary supervisor assesses

whether a student is making satisfactory progress in the M.Sc. program. If so, the supervisor usually suggests goals for the student to achieve over the next semester. If not, the faculty may make more rigid demands of the student; these may be long-term (e.g., finishing your thesis research over the next two semesters) or short-term (e.g., select and complete one or more specific courses next semester; or prepare a thesis proposal by the next review period).

Ultimately, permission to continue in the program is contingent on whether the student continues to make satisfactory progress toward the degree. If a student is not making satisfactory progress, the supervisor may choose to recommend that the student be terminated from the program.

Termination of support does not always mean termination from the program. Details regarding termination of support are provided in the student's evaluation letter.

Doctoral student progress evaluation

At the end of every semester, each student is asked to submit a Student Progress Evaluation Form that summarizes their progress to date. Depending on the semester, this will include such aspects as coursework, thesis components completed, publications, conference attendances, internship(s) and activities under Graduate Plus. Based on this summary, the student's supervisors will comment on and evaluate the student's progress. This evaluation will be reviewed during a Student 360 meeting to identify any students whose progress has not

been satisfactory. The evaluation considers all components of the program using indicators and information sources described below.

Students are informed of the results of this evaluation, which may include specific recommendations for future work or requirements that must be met for continued participation in the program.

Components and indicators

In the evaluation, the following components are considered – though naturally only some of these components will be applicable in any given semester and they are not equally important at every stage of a student’s career.

- Courses completed, as evaluated by the course instructor(s).
- Qualifying and candidacy exams: see below for exam details.
- Directed research: evaluated by the primary supervisor and other collaborating faculty.
- Graduate assistantship: evaluated by the course instructor and by students.
- Internship: evaluated by the host organization supervisor and MBZUAI supervisor.
- Thesis: status summarized by the thesis supervisor and commented on by members of the thesis committee.
- Departmental/community service: reported by the student and evaluated by relevant faculty.
- Other: lectures given, papers submitted/published, etc. – evaluated by relevant faculty.

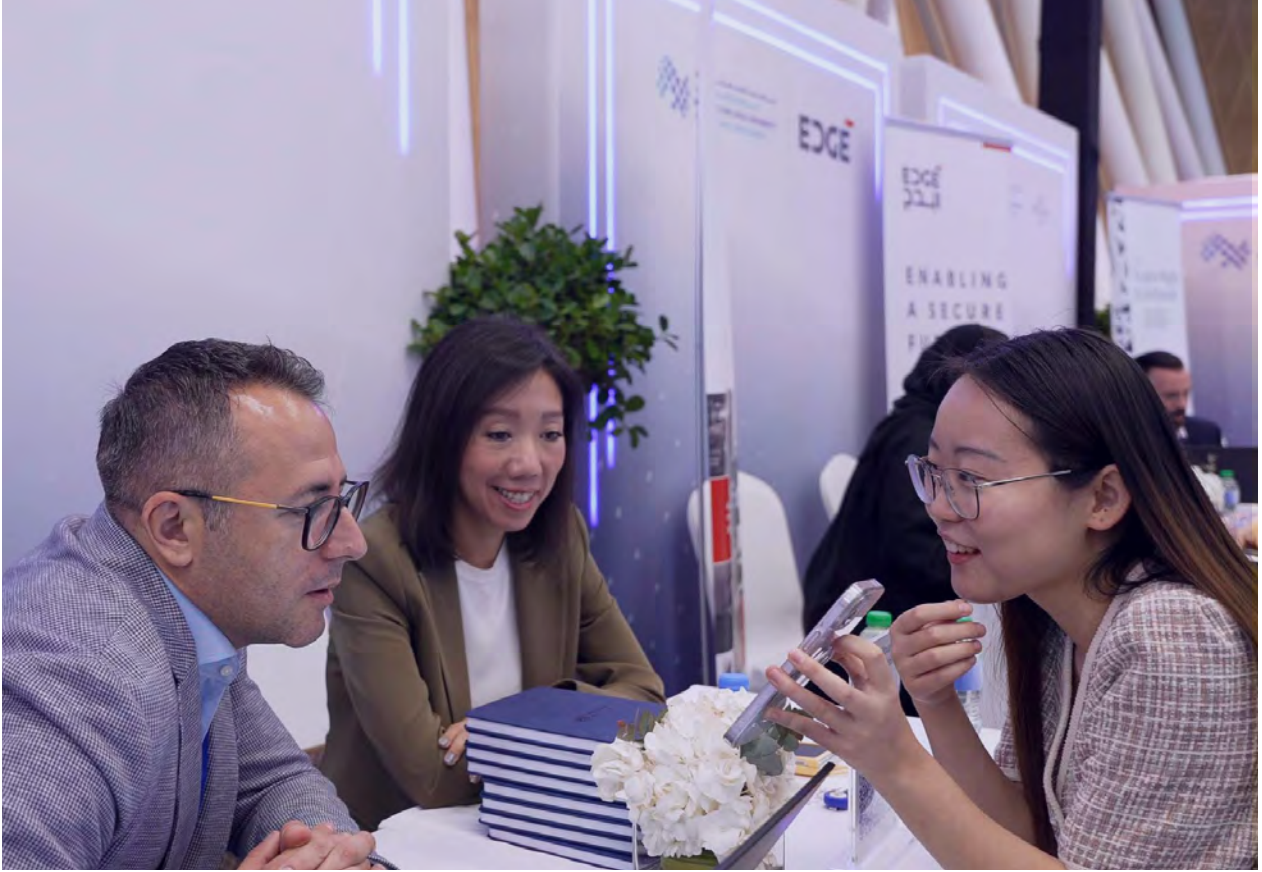
The primary source of information about the student is the Student

Progress Evaluation Form and the student’s supervisors. The student is responsible for assembling the above information and presenting it in their progress form. The student should make sure that all relevant information about participation in activities and research progress made during the semester is included in the form. This is used as the student input to the evaluation process and as information on activities and becomes part of the internal student record.

Recommendations

Based on the above information, the supervisor decides whether a student is making satisfactory progress in the Ph.D. program. If so, the supervisor usually suggests goals for the student to achieve over the next semester. If not, the Department Chair (or Deputy Chair), in consultation with the supervisor, may make more rigid demands on the student; these may be long-term (e.g., finish your thesis research over the next three semesters) or short-term (e.g., select and complete one or more specific courses next semester; prepare a thesis proposal by the next progress evaluation).

Ultimately, permission to continue in the Ph.D. program is contingent on whether the student continues to make satisfactory progress toward the degree. If a student is not making satisfactory progress, the Department Chair may choose to terminate the student from the program.



Career Services and Internships Team

The Career Services and Internships team aims to empower students and graduates through access to AI-related internship and employment opportunities and personalized career development services.

Students will have the opportunity to explore career options through the provision of accurate and relevant information on AI career pathways and up-to-date labor market information.

Students can book individual appointments via the MBZUAI Student Careers Portal to review career needs and identify realistic courses of action to follow-up including developing, evaluating and implementing education, employment, career, and entrepreneurial decisions and plans.

Students can receive individualized support with developing professional materials (resumes,

cover letters, internship/ job applications, LinkedIn, and e-portfolios).

The Career Services and Internships Team will facilitate opportunities for employer engagement including (but not limited to):

- An annual Internship and Opportunities Fair.
- Interviews with industry partners and relevant research organizations.
- Networking events – engagement in conversations with AI professionals.
- Industry partner sessions for organizations to share industry knowledge and company insights.
- A range of workshops to help students develop their employability skills and obtain appropriate internship and



employment opportunities such as networking skills, job search strategies, and mock interview preparation.

- Students have access to a database of internship and job opportunities via the MBZUAI Student Careers Portal, achieved through close partnerships with industry. Signposting to other departments and agencies as appropriate will be offered.
- The Career Services and Internships team provides and recommends appropriate AI-related information and resources.

What is expected from students using the service?

- Students are expected to keep confirmed appointments with the Career Services and Internships team. Students should advise the team 24 hours prior to the appointment if they are unable to attend.
- Students are expected to keep confirmed appointments with

industry partners, such as on campus/off campus or virtual interviews. Students should advise the Career Services and Internships team 24 hours prior to the interview if they are unable to attend.

- Students are requested to represent MBZUAI in a professional manner, and for professional materials such as their resume/LinkedIn account to be approved by the Career Services and Internships team prior to sharing with industry partners.
- Students can review appropriate resources via the MBZUAI Student Careers Portal, MBZUAI OneDrive, and the MBZUAI Student Opportunities LinkedIn page prior to attending an industry partner event and/or interview.
- Students are asked to respond to requests for information as needed, for example, up to date accurate student information, internship, employment and graduation data.

Internships

Internships are credit-bearing experiences that add considerable value to a student's overall educational experience (two credit hours). At least one (1) internship is mandatory for M.Sc. and Ph.D. students as a graduation requirement.

For M.Sc. students, the internship should be conducted during the summer months (mid-May to mid-August), last six weeks in duration, and align with the working hours of the host organization. While it is preferable to have the internship related to the student's research area, it is not a requirement.

For Ph.D. students, the internship is recommended to take place upon completion of the qualifying examination and all required courses. The duration of the internship should be three months during the summer (mid-May to mid-August).

The internship shall be conducted with the support of the Career Services and Internships team, the MBZUAI supervisor and industry partner. The criteria and learning outcomes of the M.Sc. internship and Ph.D. internship can be viewed in the MBZUAI Internship Student Guides (the MBZUAI Student Internship Guide Master's Programs and MBZUAI Student Internship Guide Ph.D. Programs are available via the Career Services and Internships team).

The student may either select an internship opportunity from the MBZUAI Student Careers Portal or discuss with the team if they have

found their own opportunity.

The internship should be conducted in-person or follow a hybrid approach (three days in the office and two days virtual/remote).

Students must attend one of the internship orientation workshops conducted by the Career Services and Internships team.

Post-internship evaluation is mandatory, and the host organization will be asked to complete an internship evaluation form. The student will also be required to submit an internship self-reflection report, and deliver an oral presentation to the MBZUAI supervisor, which will be assessed based on a pass/fail criterion.

Internship requests from industry partners or MBZUAI students, which differ from the criteria listed above, shall be reviewed on a case-by-case basis with all relevant internal stakeholders. Requests must be agreed in partnership with the student's MBZUAI supervisor and the Provost's Office, to ensure ongoing priority is given to MBZUAI commitments.

If applicable, necessary measures must be put in place to ensure that course learning outcomes will be met, and all assessment tasks satisfactorily completed.

Internship procedure

If an internship has been secured independently:

- Students should book an appointment with the Career Services and Internships team,



who shall support throughout the internship process, including finalizing the details of the internship with the industry partner.

Applying for an internship opportunity via the MBZUAI Student Careers Portal

- If successfully selected by the industry partner, the student should inform the Career Services and Internships team. The learning outcomes of the internship shall auto-populate the relevant field on the MBZUAI Student Careers Portal upon selecting the program.
- Students are expected to be diligent, thorough, responsible, and professional with all assigned tasks.
- Students should adhere to the rules and regulations of the company where they are working during the period of the internship.
- Confidentiality in the workplace must be observed at all times, including posts regarding the company on social media.
- Non-attendance must be reported to both the host organization and the Career Services and Internships team.

- Students should try, when possible, to arrange medical appointments outside of work hours. Sick leave letters should be submitted to both the host organization and the Career Services and Internships team.
- Students should dress and behave in a professional manner, in accordance with the organization's dress code.
- Students should track hours completed via the MBZUAI Student Careers Portal.

Upon completing the internship

- The host organization will be asked to submit the Industry Partners Evaluation Form to the Career Services and Internships team.
- Students will be asked to complete a post-internship self-reflection report and deliver an oral presentation to their MBZUAI supervisor. Please review the relevant MBZUAI Internships Students Guide (M.Sc. or Ph.D.) for details.

Please note that receiving payment or an appreciation certificate is decided by the host organization.

For more information, please email Careerservices@mbzuai.ac.ae



Commencement

Commencement represents a pivotal milestone in our students' academic journeys. This esteemed tradition honors the culmination of years of dedication, perseverance, and achievement. Held annually following the spring semester, the ceremony serves as a formal acknowledgment of graduates' academic accomplishments.

During the commencement ceremony, students, faculty, families, and friends gather in a celebratory atmosphere to witness the conferral of degrees. This significant event provides an opportunity for graduates to be publicly recognized for their hard work and scholarly achievements. Inspirational speeches from esteemed speakers offer encouragement and reflections



on the graduates' journey, providing motivation as they transition into the next phase of their lives.

The ceremony is not only a recognition of individual accomplishment but also a celebration of the collective success of the graduating class. It brings together the University community to honor the academic excellence

and resilience demonstrated by the students. This momentous occasion leaves a lasting impression on graduates – marking the beginning of their professional and personal endeavors, while giving them a sense of pride and accomplishment.



Points of contact

For inquiries, please find below the list of contacts:

Office of the President president@mbzuai.ac.ae

Provost Office provostoffice@mbzuai.ac.ae

Admissions admission@mbzuai.ac.ae

Registration Office registrar@mbzuai.ac.ae

Campus Life campus.life@mbzuai.ac.ae

Career Services and Internships careerservices@mbzuai.ac.ae

IT Helpdesk helpdesk@mbzuai.ac.ae

Library libraryservices@mbzuai.ac.ae



Research research@mbzuai.ac.ae

Facilities Management facilities@mbzuai.ac.ae

Finance finance@mbzuai.ac.ae

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