


Category	Educational Programs	Policy Number	ACA-PRO-108	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.0	
Responsible Office	Provost	Policy Owner	PCO	
Date Approved	17 May 2023	Effective Date	17 May 2023	
Date Last Reviewed	New Policy	Due Date for Next Review	12 May 2026	

POLICY

Course Syllabi

1. Purpose

This policy defines the Course Syllabi content and lifecycle for all courses taught at Zayed University.

2. Scope of Application

This policy applies to all undergraduate and graduate courses offered by the university.

3. Policy

For each course offered at Zayed University:

- a) A course syllabus must be developed by the faculty member teaching the course consistent with the course's specifications in the University's Curriculum Management System.
- b) The course syllabus must be reviewed and approved by the Dean or a designated reviewer.
- c) The course syllabus must be shared with the students.
- d) Elements of the course syllabus will be used for the course review and annual program review.

4. Contents of the Course Syllabus

The Course Syllabus must include:

- a) course title and course code/number,
- b) credit hours (or equivalent),
- c) pre-requisites and co-requisites (if any),
- d) name and contact information of instructor(s),
- e) brief course description (as in the *Catalog*),
- f) intended learning outcomes of the course,
- g) mapping of course learning outcomes to the program outcomes,
- h) course topics and contents on a week-by-week basis, including sessions for assessments,
- i) scheduling of laboratory, studio, external visits, and other non-lecture sessions, including online sessions, as appropriate,
- j) information on out-of-class assignments with due dates for submission,

- k) methods and dates of examinations and other student assessments, including:
 - the relative weight of various assessment elements in determining the course grade, and
 - mapping to the Course Learning Outcomes,
- l) teaching methods, including any use of online instruction,
- m) course texts and recommended readings listed in standard bibliographic detail, and any other learning resources.

5. Related Policies and Laws

UNI-QAA-202 Accreditation of Academic Programs

6. Administration

This policy is administered by the Programs and Curricula Office.

7. Revision History

Date	Revision
17 May 2023	President’s Decision issued (PD#44 of 2023).
12 May 2023	Endorsed by the Executive Committee.
1 May 2023	Endorsed by the Academic Council.
10 April 2023	Endorsed by the Provost’s Council.
16 March 2023	Endorsed by the Deans’ Council.
9 February 2023	New policy drafted.