


Category	Educational Programs	Policy Number	ACA-PRO-402	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	Provost	Policy Owner	PCO	
Date Approved	18 December 2023	Effective Date	18 December 2023	
Date Last Reviewed	18 December 2023	Due Date for Next Review	18 December 2026	

POLICY

Summer School and Summer Study

1. Purpose

To ensure that the decisions governing the administration of Summer School at Zayed University (“**University**” or “**ZU**”) and the transfer of credits for summer courses taken outside ZU are consistent with accepted ZU standards.

2. Scope of Application

This policy applies to all ZU Summer School courses, and summer courses taken at other accredited universities by ZU undergraduate and graduate students.

3. Summer School at ZU

The University will regularly offer summer courses to allow students to progress in their academic programs. Summer School will be held in accordance with the dates published in the University Academic Calendar.

3.1 Students

Undergraduate and graduate students at ZU may register for Summer School courses. Details for the conditions for enrolment are stated in the Summer School Procedures.

3.2 Courses

The Dean of each College will propose to the Registrar courses to be taught after considering probable student demand and faculty availability. Details of the conditions for course offerings are stated in the Summer School Procedures. The final decision on which courses are offered rests with the Provost.

3.3 Summer School Director

The Vice-President will appoint a Summer School Director each year, on the recommendation of the Provost. The Director will be selected from a pool of academic administrators and will report to the Provost. The Director will be responsible for the overall management and operation of the Summer School in coordination with the College Deans and the Registrar.

3.4 Faculty

The College Deans are responsible for appointing the faculty who will teach courses during Summer School. Details for the conditions of Summer School faculty appointment are stated in the Procedures.

4. Summer Courses Outside ZU

- 4.1** ZU students may take summer courses outside the University after obtaining approval from the student's college officials according to the approval process as outlined in the Procedures of this policy.
- 4.2** Credits earned in courses at other accredited universities that have equivalent courses at ZU for which a grade of C or better has been earned, are transferable as earned credit in line with standard ZU procedures.
- 4.3** The total number of transfer credits and the credit-bearing courses taken in Summer School at ZU during the same summer period must not exceed the allowed credit to the student as per the student's GPA.

5. Related Policies and Laws

ACA-STU-201 Student Code of Academic Integrity
ACA-STU-202 Student Conduct During Examinations
ACA-PRO-102 Designation of Courses and Periods of Study
ACA-ADM-101 Undergraduate Admission to Zayed University
ACA-REG-101 Undergraduate Enrollment and Registration
ACA-REG-102 Student Attendance
ACA-GRA-201 Graduate Student Enrollment and Registration
ACA-STU-102 Code of Student Conduct

6. Administration

This policy is administered by the Programs and Curricula Office.

7. Revision History

Date	Revision
18 December 2023	Approved by the Vice-President. Reviewed with no substantive changes required.
24 January 2023	Administrative change: <ul style="list-style-type: none">Updated the information header and policy numbers to be in line with the new format.Updated the policy number from ACA-ADM-14 to ACA-PRO-402.
27 December 2020	President's Decree issued (PD#110 of 2020) (Version 3.0).
28 June 2020	President's Decree issued (PD#34 of 2020) (Version 2.0).
12 October 2017	New policy approved by the University Council (Version 1.0).