


<b>Category</b>	Community Relations	<b>Policy Number</b>	UNI-COM-102	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Office of the Provost	
<b>Date Approved</b>	12 October 2020	<b>Effective Date</b>	12 October 2020	
<b>Date Last Reviewed</b>	New Procedures	<b>Due Date for Next Review</b>	30 September 2023	

## **PROCEDURES**

### **Civic Social Responsibility**

#### **1. Introduction**

Zayed University supports and actively encourages its employees and students to participate in volunteering activities. While it acknowledges that employees and students are frequently engaged in personal and private acts of volunteerism the university officially recognizes only two categories of volunteering: course-based and non-course-based volunteering.

#### **2. Course-Based Volunteering**

Course-based volunteering (CBV) is an integral part of a specific course and as such is a course requirement. For these activities:

- a) The college/program has full responsibility for developing and overseeing the volunteering element of the course.
- b) Faculty are responsible for confirming the number of required volunteer hours.
- c) The Civic Social Responsibility (CSR) database will automatically record students enrolled in the course. A passing grade confirms all course requirements were met.
- d) CBV will also appear in a faculty's FAES. This is for data gathering purposes only and does not form part of faculty's annual evaluation.

#### **3. Non-Course-Based Volunteering**

**3.1** Non-course-based volunteering (NCBV) activities are those that are promoted and/or recognized by the university but are not considered a course requirement.

**3.2** NCBV activities connect the employee/student to the wider community (national and/or international), and benefit both the community and the university.

**3.3** Employees and students engaged in recognized NCBV activities can apply to have the completed volunteer hours added to the CSR database.

**3.3.1** In order to have hours included in the database, the volunteer must:

- a) complete the Civic Social Responsibility Activity Recognition Request Form (Appendix A),
- b) have the Request Form signed by the appropriate dean/director,
- c) attach all necessary documents for proof of the successful completion of the activity,

d) forward the completed, signed form and supporting documents to the member of the Office of the Provost responsible for overseeing the CSR initiative.

3.3.2 Each activity is then assessed to ensure it meets the university's CSR activity criteria (Appendix B). If accepted, the details will be added to the CSR database.

3.3.3 Volunteers will be notified if their CSR activities are to be included in the database or not.

#### 4. Rewards and Recognition

4.1 Zayed University maintains an award system to encourage, recognize, and reward employees and students who undertake CBV and NCBV activities. Recognition is made through the awarding of digital badges and/or certificates of appreciation.

4.2 Digital badges may take the form of either:

- a) a general volunteering digital badge in recognition of a person's overall commitment to volunteering via a range of CSR activities, or
- b) a specific event digital badge in recognition of a person's commitment to a specific large-scale event. The digital badge will carry the name of that specific event.

4.3 A digital badge is only awarded after a volunteer has met specific criteria and has submitted the required documentation.

4.4 There is no limit to the number of digital badges a volunteer can receive whilst at Zayed University.

4.5 Volunteers may also be eligible for certificates of appreciation. This is at the discretion of the entity responsible for initiating the activity.

#### 5. Student Eligibility

5.1 For course-based volunteering, all enrolled students in the course are eligible.

5.2 For non-course-based volunteering students are eligible to volunteer if:

- a) they are on good academic standing (defined as 2.0 GPA),
- b) they have no record of academic misconduct,
- c) their course absences have not exceeded 15%, and
- d) they have obtained the Dean/Director's permission.

#### 6. Revision History


Date	Revision
27 October 2022	Administrative change: <ul style="list-style-type: none"> <li>• Updated the information header to be in line with the new format.</li> </ul>
12 October 2020	President's Decree issued; President as Acting Vice-President (PD#95 of 2020) (Version 1.0).
21 September 2020	Approved by the Academic Council.
23 February 2020	Endorsed by the Provost's Council.
20 October 2019	Endorsed by the Deans' Council.
17 January 2019	New procedures drafted.

**Attachments**

Appendix A: Civic Social Responsibility Activity Recognition Request Form

Appendix B: Criteria for Defining a Civic Social Responsibility Activity

## Appendix A

<b>Civic Social Responsibility Activity Recognition Request Form</b>				 جامعة زايد ZAYED UNIVERSITY
<b>Volunteer's Name</b>				
<b>College/Department</b>				
<b>ZU ID#</b>				
<b>Activity Name/Title</b>				
<b>Activity Description</b>	<i>(Please attach relevant documentation)</i>			
<b>Activity Dates</b>	From:		To:	
<b>Hours Completed</b>				
<b>Evidence of Involvement</b>	<i>(Please attach relevant documentation)</i>			
College/Department Approval				
<b>Name</b>		<b>Designation</b>		
<b>Signature</b>		<b>Date</b>		
By completing and submitting this form, I confirm that: <ul style="list-style-type: none"> <li>all of the information is true and accurate to the best of my knowledge;</li> <li>I have attached all relevant/required documentation.</li> </ul> I also acknowledge that the submission of this request does not guarantee that it will be recognized as a ZU CSR activity.				
<b>Volunteer's Signature</b>		<b>Date</b>		

## Appendix B

### Criteria for Defining a Civic Social Responsibility Activity

Acts of Civic Social Responsibility (CSR) are broadly defined as some form of volunteer work and involve significant hours of commitment (all at one time or over a specific time frame). Zayed University is developing a range of CSR E-badges which will be used to recognize student and employee CSR contributions. An E-badge may be awarded for involvement in significant large-scale events (Special Olympics, Expo 2020, for example) or as an accumulation of hours committed to smaller activities. Each E-badge will have its own specific criteria and required evidence of completion. However, in general, CSR activities must comply with the broad criteria outlined below:

- 1. A CSR activity must be organized or supported by Zayed University. As such,**
  - a) the activity needs to have the official approval of the university; and
  - b) volunteers taking part in that activity are considered representatives of ZU.
  
- 2. A CSR activity must be of benefit to the external community.**
  
- 3. A CSR activity is one that goes above and beyond the normal activities associated with being a ZU employee. As such, a CSR activity is not:**
  - a) a part of an individual's regular work  
e.g., marking, conference presentations; advising;
  - b) a part of an individual's professional obligations  
e.g., exam proctoring, class coverage; mentoring new faculty;
  - c) a paid activity or one that generates income for the ZU employee/student involved  
e.g., consultancy;
  - d) one that results in the individual receiving reassignment time or days in lieu  
e.g., receiving reduced teaching hours.