


<b>Category</b>	Educational Programs	<b>Policy Number</b>	ACA-PRO-108	 جامعة زايد ZAYED UNIVERSITY
<b>Classification</b>	Public	<b>Version</b>	1.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Dean of Academic Services	
<b>Date Approved</b>	17 May 2023	<b>Effective Date</b>	17 May 2023	
<b>Date Last Reviewed</b>	New Policy	<b>Due Date for Next Review</b>	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. Definitions**

<b>Provost</b>	Provost and Chief Academic Officer
<b>University</b>	Zayed University

#### **4. Policy**

For each course offered at Zayed University (“**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 College 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.

#### **5. 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.

**6. Related Policies and Laws**

- UNI-QAA-202 Accreditation of Academic Programs

**7. Administration**

This policy is administered by the Programs and Curricula Office.

**8. Revision History**

<b>Date</b>	<b>Revision</b>	<b>Ver.</b>
7 February 2025	Updated the document format.	
17 May 2023	President's Decision issued (PD#44 of 2023).	1.0
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.	