


Category	Educational Programs	Policy Number	ACA-PRO-402	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	3.2	
Responsible Office	Provost	Policy Owner	Dean of Academic Affairs	
Date Approved	29 April 2025	Effective Date	29 April 2025	
Date Last Reviewed	29 April 2025	Due Date for Next Review	29 April 2028	

POLICY

Summer School and Summer Study

1. Purpose

To ensure that the decisions governing the administration of Summer School at Zayed University and the transfer of credits for summer courses taken outside the University are consistent with accepted Zayed University standards.

2. Scope of Application

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

3. Definitions

GPA	Grade Point Average
Head of Summer School	The person responsible for the overall management and operation of the Summer School
Provost	Provost and Chief Academic Officer
University	Zayed University
ZU	Zayed University

4. Summer School at Zayed University

Zayed University (“**University**” or “**ZU**”) 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.

4.1 Students

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

4.2 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.

4.3 Head of Summer School

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

4.4 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.

5. Summer Courses Outside Zayed University

5.1 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.

5.2 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.

5.3 The total number of transfer credits and the credits earned from 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 Grade Point Average (“**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	Ver.
29 April 2025	Non-substantive change approved by the Provost. <ul style="list-style-type: none">• Changed title from Summer School Director to Head of Summer School in Article 4.3.	3.2
13 February 2025	Updated the document format.	
18 December 2023	Reviewed, no substantive changes required; approved by the Vice-President.	3.1
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).	3.0
28 June 2020	President's Decree issued (PD#34 of 2020).	2.0
12 October 2017	New policy approved by the University Council.	1.0