


Category	Educational Programs	Policy Number	ACA-PRO-402	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	Provost	Policy Owner	Dean of Academic Affairs	
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POLICY

Summer Semester and Summer Study

1. Purpose

This policy outlines the governing principles for the administration and management of the Summer Semester at Zayed University and the transfer of credits for summer courses taken outside Zayed University by Zayed University students.

2. Scope of Application

This policy applies to the administration and management of Zayed University Summer Semester courses, and summer courses taken at other accredited universities by Zayed University students.

3. Definitions

Academic Administrator	A member of the University leadership, such as a College Dean
Academic Probation	A student is placed on Academic Probation if their CGPA is lower than the minimum required to be in good academic standing
CGPA	Cumulative Grade Point Average
CHs	Credit Hours
CPDS	Campus Physical Development and Services Department
Head	Head of the Summer Semester
Faculty Administrator	A faculty member on administrative assignment
Good Academic Standing	Minimum CGPA of 2.0 for undergraduate students Minimum CGPA of 3.0 for graduate students
IRDA	Department of Institutional Research and Data Analytics
ITD	Information Technology Department
PCO	Programs and Curricula Office
Provost	Provost and Chief Academic Officer
RO	Registrar's Office
TGPA	Term Grade Point Average

University	Zayed University
VP-CEO	Vice-President and Chief Executive Officer
ZU	Zayed University

4. Policy

- 4.1** During the students' summer vacation, Zayed University ("**University**" or "**ZU**") will usually organize a Summer Semester that offers academic courses to allow students to progress towards the completion of their academic degree.
- 4.2** The Summer Semester at ZU will last for six (6) weeks, and will be held in accordance with the dates published in the University Academic Calendar.
- 4.3** The courses that are offered during the Summer Semester will depend on student demand and faculty availability.
- 4.4** The University will also permit undergraduate students to transfer credits for courses taken outside ZU during the summer provided that those courses and the subsequent transfer of credits are administered in accordance with this and other related University policies.
- 4.5** Students are not usually permitted to exceed a total of six (6) Credit Hours ("**CHs**") of study during the summer whether the courses are taken in ZU's Summer Semester, outside ZU, or a combination of courses taken in the ZU Summer Semester and outside ZU.
 - 4.5.1** The only exception to the 6 CH-limit will be for students who need between six (6) and nine (9) CHs to complete their graduation requirements by the end of the Summer Semester. Such students must obtain prior approval in writing from their College Dean before registering for a maximum of nine (9) CHs.

5. Summer Semester Students

- 5.1** All undergraduate and graduate students may register for courses during the Summer Semester.
- 5.2** A student in Good Academic Standing may register for a maximum of six (6) CHs during the Summer Semester.
 - 5.2.1** Good Academic Standing requires a Cumulative Grade Point Average ("**CGPA**") of 2.0 or higher for undergraduate students, and 3.0 or higher for graduate students.
- 5.3** Students who need between six (6) and nine (9) CHs to complete their graduation requirements by the end of the Summer Semester must obtain prior approval in writing from their College Dean before registering for a maximum of nine (9) CHs.
- 5.4** A student on Academic Probation is allowed to register for a maximum of four (4) CHs.

- 5.5 If a student in Good Academic Standing pre-registers for the Summer Semester but then goes on Academic Probation before the Summer Semester starts, the registered CHs must be adjusted to meet the maximum limit of 4 CHs as indicated above (see 5.4).
- 5.6 Academic standing in the Summer Semester does not penalize students.
 - 5.6.1 If a student's CGPA is below 2.0 at the end of the Summer Semester, the student will carry forward their academic standing from the end of the Spring semester in their academic record.
 - 5.6.2 If the student was on Academic Probation before the Summer Semester but they raised their Term Grade Point Average ("TGPA") and/or CGPA to a sufficient level at the end of the Summer Semester, the student will be placed either on Academic Warning or on Good Academic Standing as appropriate.
- 5.7 Students are expected to adhere to all ZU policies and rules of conduct.
- 5.8 Student attendance will be recorded, and any student not attending class will be subject to the consequences specified in the relevant University Attendance Policy.

6. Courses

- 6.1 College Deans, in consultation with their Department Chairs and Assistant Deans for Student Affairs, are responsible for assessing the likely student demand for Summer courses.
- 6.2 Based on that assessment, the Deans must propose a Summer course schedule to the Registrar's Office ("RO") early in the Spring Semester in accordance with the annual course scheduling plan for their College.
- 6.3 The Registrar, or designee, must review the proposed schedule in consultation with the Provost and Chief Academic Officer ("Provost"), or designee(s), and generate the final schedule of classes and faculty members teaching during the Summer Semester.
- 6.4 All courses offered during the Summer Semester must have the same credit hours, contact hours, and learning outcomes as in a regular semester.
 - 6.4.1 Course content and assessment must be equivalent to the content and assessment in a regular semester. Adjustments made to the course for the Summer Semester delivery must not compromise academic rigor.
- 6.5 For undergraduate classes, a course section must have a minimum of 16 students to be offered with a preferred maximum of 30 students. Sections with an enrolment of 15 or less will be considered under-enrolled.
- 6.6 For graduate classes, a course section must have a minimum of 10 students to be offered with a preferred maximum of 20 students. Sections with an enrollment of nine (9) or less will be considered under-enrolled.

- 6.7 Sections that are under-enrolled will be cancelled unless a special case is presented by the respective College Dean and approved by the Provost.
- 6.8 The final decision on which of the Summer Semester courses are offered rests with the Provost.

7. Summer Semester Management

- 7.1 The Vice-President and Chief Executive Officer (“**VP-CEO**”) will appoint the Head of the Summer Semester (“**Head**”), upon the recommendation of the Provost, one month prior to the commencement of the Summer Semester.
- 7.2 The Head will be provided with a specific list of tasks and duties by the Provost.
- 7.3 The Dean of a College offering Summer courses may designate a faculty administrator, who will be available for the duration of the Summer Semester, to coordinate with the Head, as needed.
- 7.4 The Head, in collaboration with the College Deans or their designees, is responsible for administering and managing all operational aspects of the Summer Semester.
- 7.5 Deans must ensure that courses on each campus are managed similarly and will liaise with each other on all matters related to the Summer Semester.
- 7.6 The Head must not be assigned any Summer Semester teaching.
- 7.7 The Head will be compensated with one additional month’s basic salary for fulfilling their duties during the Summer Semester.
 - 7.7.1 The Head will be compensated after the completion of the Summer Semester.

8. Summer Semester Faculty

- 8.1 College Deans recommend the faculty who will teach the Summer Semester courses at the time of scheduling courses.
- 8.2 The appointment of faculty to teach Summer courses must be in line with the following conditions:
 - a) Summer Semester teaching is neither required nor guaranteed.
 - b) Faculty may teach no more than six (6) CHs during the Summer Semester.
 - c) Summer Semester teaching cannot bring a faculty member’s total workload for that academic year to more than 27 CHs for professorial faculty or 33 CHs for instructors.
 - d) Faculty will receive their Summer Semester assignment through a Provost Decision after the conclusion of the Summer Semester Add/Drop period.
- 8.3 Faculty who teach Summer courses must adhere to the following conditions:
 - a) Faculty must be actively engaged in their duties for the entire Summer Semester including the Final Exams and Grade Appeal period.

- b) Faculty are not permitted to engage in any professional development or research activity that requires them to be away from campus during the entire Summer Semester including the Final Exams and Grade Appeal period.
- c) Faculty may not ask a colleague to cover their classes unless there is an emergency in which case documentation must be presented to and approved by the Head prior to the substitution or as soon as possible thereafter.
- d) Faculty must complete all their Summer Semester obligations including course files and all other compliance requirements before they go on vacation.

8.4 Faculty who teach Summer Semester courses will be compensated in line with the following conditions:

- a) Faculty teaching in the Summer Semester will be compensated beyond their regular contract for the academic year. Compensation for faculty is set at a rate of AED 6.666.67 per workload hour. Faculty workload hours are defined in the Faculty Workload Policy and Procedures.
- b) The payment of faculty compensation is contingent on the completion of all Summer Semester course obligations.
- c) The Dean of Academic Affairs will confirm the completion of all course obligations to the Provost, Head, and the Human Resources Department as necessary.
- d) At the end of the Summer Semester, the Provost will approve the compensation that is due to the faculty who have completed their Summer Semester assignments.
- f) No additional benefits are included in the Summer Semester remuneration.

9. Summer Semester Administrative Support

- 9.1** The RO is responsible for informing the Campus Physical Development and Services Department (“CPDS”) and the Information Technology Department (“ITD”) of the classrooms and offices that will be required for use during the Summer Semester.
- 9.2** The RO will also forward the anticipated numbers of students to ITD to help ITD prepare the support required.
- 9.3** The Department of Institutional Research and Data Analytics (“IRDA”) is responsible for implementing the student satisfaction survey and for submitting the report to the Provost.
- 9.4** CPDS will coordinate with the contracted retail service providers to cover the needs of students and faculty during Summer Semester.

10. Attending Summer Courses Outside Zayed University

- 10.1** An undergraduate student in good academic standing with a CGPA of 2.25 or higher may request permission from the student’s College for summer study at another academic institution.

- 10.2** Students are not allowed to take courses outside ZU if the same courses are being offered during Summer Semester on the student's home campus.
- 10.3** Students are not allowed to take courses outside the UAE if the same courses are being offered during the Summer Semester on the student's home campus.
- 10.4** Students cannot retake a course at another institution if they have already failed it at ZU.
- 10.5** A student on Academic Probation is not eligible for study at another institution.

11. Transferring Credit for Summer Study at Another Institution.

- 11.1** To apply to transfer credit from another institution, the student must complete a letter of permission available from the student's college, attach detailed course outlines in English of all courses to be taken, and submit the e-form and course outlines to the College Assistant Dean for Student Affairs.
 - 11.1.1** For credit to be accepted from another institution, prior endorsement must be secured from the student's college and final approval must be obtained from the RO.
- 11.2** Only courses from institutions approved by the student's college and the RO may be transferred for degree credit.
 - 11.2.1** Institutions in the UAE must be recorded in the National Register of Licensed Higher Education Institutions, or be otherwise approved by the Commission for Academic Accreditation.
 - 11.2.2** Institutions outside the UAE must be recognized institutions of higher learning with accreditation and/or licensure in their country of operation.
- 11.3** The University is under no obligation to accept credit for courses taken without prior authorization having been obtained by the student.
- 11.4** For degree programs or colleges with international accreditation, certain restrictions may apply on transferring core courses (i.e., courses required in the major or concentration) from institutions holding the same international accreditation as the corresponding program or college at ZU. Students must consult with their advisors for more details to determine whether the courses(s) are eligible for transfer.
- 11.5** Only those courses taken at another institution during the summer in which a final grade of C or higher is obtained will be accepted for transfer.
- 11.6** Transfer credit is designated on the academic transcript with the grade of TC. Those credits count toward the completion of degree requirements but are not used to calculate CGPA at ZU.
- 11.7** Summer transfer credit is subject to the Undergraduate Transfer Admissions and Transfer Credits Policy.

12. Related Policies and Laws

- ACA-ADM-101 Undergraduate Admission to Zayed University
- ACA-ADM-103 Undergraduate Transfer Admissions and Transfer Credits
- ACA-REG-101 Undergraduate Enrollment and Registration
- ACA-REG-102 Undergraduate Student Attendance
- ACA-REG-201 Undergraduate Student Academic Records
- ACA-PRO-102 Designation of Courses and Periods of Study
- ACA-PRO-201 Academic Progress in the Undergraduate Program
- ACA-STU-102 Undergraduate Student Code of Conduct
- ACA-STU-201 Student Code of Academic Integrity
- ACA-STU-202 Student Conduct During Examinations
- ACA-GRA-101 Graduate Admission to Zayed University
- ACA-GRA-201 Graduate Student Enrollment and Registration
- ACA-GRA-202 Academic Progress in Graduate Programs
- ACA-GRA-204 Graduate Student Records
- ACA-GRA-205 Graduate Student Attendance
- ACA-GRA-211 Graduate Student Code of Conduct
- SUP-FAC-202 Faculty Workload

13. Administration

This policy is administered by the PCO.

14. Revision History

Date	Revision	Ver.
29 May 2025	Approved by ARSAC.	4.0
15 May 2025	Endorsed by the UPSC subject to: <ul style="list-style-type: none">• Renaming Summer School as Summer Semester to conform to the published academic calendar.• Moving approval of Summer payments from the VP-CEO to the Provost.• Renaming Summer School Director to Head of the Summer Semester.	
5 May 2025	In response to feedback from ARSAC, the information regarding Summer School Management and Summer School Faculty (sections 7 & 8) has been moved from the Procedures to the Policy. Subsequently, with the approval of this Policy, the corresponding Procedures will be retired.	
5 November 2024	Endorsed by the University Policy Standing Committee.	
26 September 2024	Endorsed by the Provost's Council subject to the inclusion of allowing graduating students to take up to 9 CHs (<i>action completed</i>).	
20 September 2024	<ul style="list-style-type: none">• Moved information (rules, regulations, roles & responsibilities) from the Procedures to the Policy and reworded the relevant parts.• Added Definitions and Policy sections.• Updated limits on students' involvement in Summer School to be consistent with CAA Standards 2019.	

	<ul style="list-style-type: none"> Clarified that courses should be academically equivalent in Summer as in regular semesters. 	
18 December 2023	Non-substantive changes approved by the Vice-President.	3.1
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