


<b>Category</b>	Student Support	<b>Policy Number</b>	ACA-STS-201	 جامعة زايد ZAYED UNIVERSITY
<b>Classification</b>	Public	<b>Version</b>	2.1	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Assistant Provost for Student Affairs	
<b>Date Approved</b>	24 June 2025	<b>Effective Date</b>	24 June 2025	
<b>Date Last Reviewed</b>	5 May 2025	<b>Due Date for Next Review</b>	24 June 2028	

## POLICY

### Undergraduate Student Career Services

#### 1. Purpose

This policy outlines the guiding principles for assisting undergraduate students and recent graduates in career planning and finding appropriate employment.

#### 2. Scope of Application

This policy applies to all Zayed University undergraduate students and recent graduates.

#### 3. Definitions

<b>Provost</b>	Provost and Chief Academic Officer
<b>Recent Graduates</b>	Those who graduated from ZU with an undergraduate degree less than one year previously
<b>SCAD</b>	Student Careers and Alumni Department
<b>ZU</b>	Zayed University

#### 4. Policy

**4.1** Zayed University (“ZU”) is committed to preparing undergraduate students and recent graduates to support the country’s economy and actively participate in UAE society.

**4.2** The Student Careers and Alumni Department (“SCAD”) shall ensure that all undergraduate students from the time of their first enrollment at ZU are given the opportunity to enhance their competencies and employment readiness by providing and facilitating various professional services, resources and programs aimed at helping students and recent graduates achieve professional success.

##### 4.3 Confidentiality

All individual career counseling sessions are private, and any personal information discussed in the sessions is confidential.

## **5. The Student Careers and Alumni Department**

**5.1** SCAD will work closely with academic colleges to provide career and employment readiness support.

**5.2** SCAD will maintain an employer database and meet with employers on a regular basis to promote ZU students and graduates and provide feedback to the colleges.

**5.3** SCAD will ensure that the database of recent graduates is up to date and conduct the Graduate Destination Survey nine months after graduation.

**5.4** SCAD will review and evaluate the professional services offered to maintain standards or improve the quality of the services it provides. To this end, SCAD will survey clients (students, graduates, and employers) on the quality of the services it provides after each interaction.

### **5.5 Employment Readiness Services**

Employment readiness services offered by SCAD include:

- a) Providing students with opportunities to discover and explore their options in line with their professional plans, interests, personalities, abilities, and goals.
- b) Increasing the awareness of students and graduates about the needs of the labor market.
- c) Coordinating with academic staff to encourage students to benefit from the professional services offered by the university, including preparing for internships.
- d) Promoting and demonstrating the efficiency of students and recent graduates to employers to increase their employment potential.
- e) Strengthening relationships with employers to increase employment opportunities for ZU graduates.
- f) Providing a range of professional services, which include career guidance, vocational evaluation, and vocational training.

**5.6** Students and recent graduates have a responsibility to attend booked appointments or cancel giving 24 hours' notice. If a student misses two booked appointments without prior notice, they will be blocked from booking subsequent appointments for that semester.

**5.7** SCAD has provisions in place to ensure the continuity of the services it offers during a crisis period by activating electronic and virtual services.

## **6. Related Policies and Laws**

- ACA-STS-102 Student Counseling Center
- UNI-COM-401 Alumni Relations

## **7. Administration**

This policy is administered by SCAD.

## 8. Revision History

Date	Revision	Ver.
24 June 2025	Approved by the Provost.	2.1
5 May 2025	Reviewed with no substantive changes required.	
20 February 2023	President's Decision issued (PD#20 of 2023).	2.0
16 June 2015	New policy required by CAA approved by the University Council.	1.0