


Category	Community Relations	Policy Number	UNI-COM-502	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	3.0	
Responsible Office	Provost	Policy Owner	Provost	
Date Approved	3 June 2025	Effective Date	3 June 2025	
Date Last Reviewed	15 May 2025	Due Date for Next Review	3 June 2028	

POLICY

Guest Speakers

1. Purpose

This policy outlines the guiding principles for inviting guest speakers to address members of the Zayed University community whether it be in person on campus, or online.

2. Scope of Application

This policy applies to all members of the Zayed University community who wish to invite guest speakers to address members of the University, to the guest speakers, and to anyone who accompanies the speaker(s) on campus.

3. Definitions

CAFO	Chief Administration and Finance Officer
Executive Management	VP-CEO, Provost, and CAFO
Guest Speaker	A person who is not a member of the Zayed University community and who has been invited on campus to address members of the University community
Provost	Provost and Chief Academic Officer
Sponsoring Unit	The University college/department/office or equivalent that invites a guest speaker to address members of the University community
University	Zayed University
University Community	Zayed University students and employees
VP-CEO	Vice-President and Chief Executive Officer

4. Policy

4.1 Zayed University (“**University**”) is committed to the principle that its campuses are open to free discussion and the examination of diverse views and ideas, with the condition that such discussion or examination be under conditions consistent with the scholarly nature of an academic community, and within the context of the culture, mores, and laws of the UAE.

- 4.2** Freedom of inquiry, both in the classroom and in all other aspects of University life, is essential to the search for truth and therefore is a major tenet of the University's educational philosophy.
- 4.3** Guest speakers may be invited to address members of the University community in accordance with the stipulations stated in this policy.
- 4.3.1** Guest speakers may be sponsored by University student organizations, academic units, administrative departments, or the executive management.
- 4.4** Guest speakers, and those who accompany them, are accountable to campus and civil authorities for compliance with existing regulations and laws that are designed to prevent disruption of the University, injury to person or property, and inappropriate behavior.
- 4.5** The sponsoring unit must receive and review a copy of the guest speaker's presentation, and alert the speaker to any points or visuals that may be perceived as inappropriate or objectionable and advise them to revise their presentation before the speaker will be allowed to address the University community.
- 4.5.1** The presentation of a particular view or opinion by a guest speaker does not imply University endorsement of that view.
- 4.6** Before the guest speaker will be allowed to address any members of the University community, the sponsoring unit must:
- a)** complete the Guest Speaker Agreement Form, have it signed by the guest speaker and returned to the sponsoring unit.
 - b)** ensure that there is sufficient budget to cover all expenses associated with the invited guest speaker, if applicable, and include the details of that financial commitment on the Guest Speaker Invitation Approval Form.
 - c)** complete the Guest Speaker Invitation Approval Form, have it signed by the head of the unit, and then submit it together with supporting documentation to the relevant member of the Executive Management (VP-CEO, Provost, or CAFO) for approval at least two weeks prior to the speaking engagement taking place.
 - d)** contact the Protocol Office in the Office of the VP-CEO after obtaining Executive Management approval, at least two weeks prior to the speaking engagement, to initiate the process for obtaining Federal Government Authority ("FGA") approval for the guest speaker.
- 4.7** In the rare instance where the sponsoring unit does not have sufficient budget to cover the expenses associated with the invited guest speaker, but still deems the guest speaker beneficial to the University community, the unit head may request funding support from the Provost, CAFO, or VP-CEO, as appropriate.
- 4.7.1** Funding support from the Offices of the Provost or CAFO is contingent on there being sufficient funds available within their officially approved budgets.
- 4.7.2** If the Offices of the Provost or CAFO have insufficient budget available, but still deem the guest speaker beneficial to the University community, the Office of the VP-CEO has the authority to approve the overall cost of a speaker and associated costs up to AED 50,000 per speaker.

5. Related Policies and Laws

- ACA-STU-301 Student Organizations
- SUP-FPM-201 Campus Security
- UNI-LEG-104 Intellectual and Academic Freedom

6. Administration

This policy is administered by the Office of the Provost.

7. Revision History

Date	Revision	Ver.
23 June 2025	Chair of the Board Decision issued (PD#22 of 2025).	
3 June 2025	Approved by FAIAC.	3.0
15 May 2025	Endorsed by the UPSC subject to minor edits to 4.3, 4.5, and 4.6. (<i>Actions completed</i>)	
12 May 2025	Endorsed by the Provost.	
6 May 2025	<ul style="list-style-type: none">• Updated the format.• Added the Definitions section.• Updated the wording for greater clarity.• Added Articles 4.7 and 4.8 to include responsibility for obtaining relevant Management approval and Government security clearance.• Added Article 4.9 about financial commitments.	
16 February 2023	Administrative change: <ul style="list-style-type: none">• Updated information header and related policy numbers.• Updated policy number from ACA-ADM-17 to UNI-COM-502.	
24 September 2020	Provost approved the non-substantive changes: <ul style="list-style-type: none">• Changed the name of the policy from “Outside Speakers” to “Guest Speakers”.• Updated the format.• Added Purpose and Scope of Application sections.• Added SUP-CPDS-03 to the Related Policies section.	2.1
18 November 2019	Updated the policy group to Academic Administration, the responsible office, and administration to the Office of the Provost, the policy numbers, and the format.	
1 October 2003	Revised policy approved.	2.0
1 October 2000	New policy approved.	1.0