


Policy Group	Student Affairs	Policy Number	ACA-STU-08	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	16 June 2015	Effective Date	1 August 2015	
Date Last Reviewed	25 May 2015	Due Date for Next Review	25 May 2018	

POLICY

Undergraduate Student Career Services

1. Purpose

This policy is to ensure that Zayed University provides and facilitates a range of career services and resources to assist students and fresh graduates to achieve their educational and career goals. This policy ensures the enhancement of students' employability through career planning and employment programs, and skills development to prepare them for the labor market and to contribute to Emiratization.

2. Application

This policy is applicable to all Zayed University students.

3. Definition

With regard to this policy, fresh graduates are defined as those who have recently graduated up to the time of two (2) years after their graduation.

4. Policy

4.1 The university shall ensure that all students are given the opportunity to enhance their competencies and job readiness during their course of study.

4.2 This assurance of enhancing employability skills and job readiness shall include:

- a) Providing students with opportunities to discover and explore their options according to their career goals, to decide on careers that match their interests, personalities, abilities and goals;
- b) Working closely with colleges and departments to maximize the use of career services by students;
- c) Promoting the qualities of students and fresh graduates to employers;
- d) Building relationships with employers to increase career opportunities;
- e) Providing a wide range of career services such as counseling, assessment and vocational training;
- f) Conducting regular assessment to ensure the quality of services provided and maintaining an updated database of fresh graduate information.

5. Related Policies and Laws

ACA-STU-09 Student Counseling Center Services

6. Administration

This policy is administered by the Student Careers Office, Student Affairs Deanship.

7. Revision History

Date	Revision
13 May 2020	Non-substantive change: added External Distribution.
16 December 2019	Updated the policy number (from STU-ADM-13), the related policy number, and the format.
16 June 2015	New policy required by CAA approved by the University Council.