


Policy Group	Academic Administration	Policy Number	ACA-ADM-14	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	27 December 2020	Effective Date	27 December 2020	
Date Last Reviewed	17 December 2020	Due Date for Next Review	17 December 2023	

POLICY

Summer School and Summer Study

1. Purpose

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

2. Application

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

3. Summer School at ZU

Zayed University 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.

3.1 Students

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

3.2 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.

3.3 Summer School Director

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

3.4 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.

4. Summer Courses Outside of ZU

4.1 ZU students may take summer courses outside of Zayed University after

obtaining approval from the student’s college officials according to the approval process as outlined in the Procedures of this policy.

- 4.2 Credits earned in courses at other accredited universities that have equivalent courses at Zayed University for which a grade of C or better has been earned, are transferable as earned credit.
- 4.3 The total of transfer credits and the courses taken in Summer School at Zayed University during the same summer period should not exceed the allowed credit to the student as per the student’s GPA.

5. Related Polices and Laws

- ACA-ADM-08 Student Code of Academic Integrity
- ACA-ADM-11 Student Conduct During Examinations
- ACA-PRO-03 Designation of Courses and Periods of Study
- ACA-REG-01 Undergraduate Admission to Zayed University
- ACA-REG-05 Undergraduate Enrollment and Registration
- ACA-REG-07 Student Attendance
- ACA-GRA-02 Graduate Student Enrollment and Registration
- ACA-STU-02 Code of Student Conduct

6. Administration

This policy is administered by the Office of the Provost.

7. Revision History

Date	Revision
27 December 2020	President’s Decree issued (PD#110 of 2020).
17 December 2020	Approved by the University Council (No.4 of 2020).
25 November 2020	Endorsed by the AAC/UC with minor change to Section 4.1.
9 November 2020	Endorsed by the Academic Council by circulation.
26 October 2020	Endorsed by a joint session of the Deans’ Council and the Provost’s Council.
21 September 2020	Added provision for transfer of credits earned at other universities during the summer.
28 June 2020	President’s Decree issued (PD#34 of 2020).
24 June 2020	Revision approved by the University Council.
12 October 2017	New policy approved by the University Council.