Category	Student Life	Policy Number	ACA-STU-104	
Distribution	External	**Version**	1.0	
Responsible Office	Provost	**Policy Owner**	Student Affairs	
Date Approved	17 January 2022	**Effective Date**	17 January 2022	
Date Last Reviewed	17 January 2022	**Due Date for Next Review**	31 December 2022	

POLICY
Student Use of University Property and Facilities

1. **Purpose**
   This policy outlines regulations for student use of Zayed University property and facilities.

2. **Scope of Application**
   This policy applies to all students of Zayed University.

3. **Policy**
   In furtherance of its educational mission and vision, Zayed University shall establish regulations governing aspects of student life on campus.

   3.1 Student Identification Card
   Students are required to present their student identification card whenever they enter or leave campus. The card is university property that must be returned if the student withdraws from the University, suspends registration or is dismissed. There is a replacement fee for lost cards.

   3.2 Laptop Computer
   Students are required to purchase a laptop computer specified by the university and provided with a standard set of software by the university. The laptop is intended for use in the students' studies and career exploration, and not for other purposes.

   3.3 Internet Access and E-Mail
   Zayed University provides access to the Internet and e-mail to all enrolled students. Students are responsible for checking and reading their e-mails on a regular basis. The student is required to observe the guidelines for use of these privileges. Violators are subject to discipline.

   3.4 Textbooks
   Zayed University provides textbooks and other learning materials to the student at no cost. Students are required to return them to the university at any time upon demand or at the end of the semester or term. Students are responsible for keeping them in good condition. They may be required to pay to replace lost or damaged materials.

3.5 Lockers

The university provides lockers for student use. The locker key must be returned when the student withdraws from the university, suspends registration or graduates. There is a charge if a set of keys is lost.

3.6 Prayer Room

Students are expected to pray in the prayer room provided by the university and not in classrooms or other instructional or study areas.

3.7 Library

Students may check out materials by presenting their student identification card. Students are responsible for any materials they borrow. All materials must be returned before semester grades are issued. Students with outstanding fees or overdue materials will not receive grade reports. There is a charge to replace lost or damaged materials. Library hours are posted on each campus.

3.8 Food Service

The university provides food service on class days, serving breakfast, lunch and snacks. A student may bring lunch to school but may not bring other food without prior permission. All food must be eaten in designated areas and not instructional areas. No one other than the campus food service may sell food on campus, unless they receive prior written approval.

3.9 Bulletin Boards

The university provides bulletin boards on each campus for the posting of informational notices. Student organizations or individual students wishing to post notices must submit their notices to the Office of Student Life (Abu Dhabi) or the Campus Physical Development and Services Department for prior approval and stamping. Notices may be displayed only on designated bulletin boards for a designated period of time. Notices may not be posted on glass doors or building walls. Unless approved by the college, student organizations may not post notices on college or department bulletin boards. Student organizations violating this policy are subject to the loss of posting privileges.

3.10 Display Areas for Student Projects

Academic departments are responsible for designating appropriate display areas for student work. Student projects may not be posted on notice boards, glass doors or building walls.

3.11 Use of University Facilities

The use of university facilities by students is restricted to projects and programs officially sponsored by the university.

4. Related Policies and Laws

ACA-STU-102 Code of Student Conduct
SUP-FPM-201 Campus Security

5. Administration

This policy is administered by the Student Affairs Deanship.

6.   Revision History

Date	Revision
30 January 2023	Administrative change: • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from ACA-STU-03 to ACA-STU-104
17 January 2022	No substantive changes required at this time. Approved by the Provost.
16 December 2019	Updated the policy number (from STU-ADM-06), the related policy numbers, and the format.
27 March 2012	Policy approved.