


<b>Category</b>	Student Support	<b>Policy Number</b>	ACA-STS-201	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	2.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	SCAD	
<b>Date Approved</b>	20 February 2023	<b>Effective Date</b>	20 February 2023	
<b>Date Last Reviewed</b>	8 February 2023	<b>Due Date for Next Review</b>	20 February 2026	

## **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. Definition**

**Recent graduates** are those who graduated from Zayed University with an undergraduate degree less than one (1) year previously.

#### **4. Policy**

**4.1** Zayed University is committed to preparing undergraduate students and recent graduates to support the country's economy and actively participate in U.A.E. society.

**4.2** The Student Careers and Alumni Department shall ensure that all undergraduate students from the time of their first enrollment at the university 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** The department will work closely with academic colleges to provide career and employment readiness support.

- 5.2** The department 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** The department will ensure that the database of recent graduates is up to date and conduct the Graduate Destination Survey nine (9) months after graduation.
- 5.4** The department will review and evaluate the professional services offered to maintain standards or improve the quality of the services it provides. To this end, the department 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 the Student Careers and Alumni Department 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 (2) booked appointments without prior notice, they will be blocked from booking subsequent appointments for that semester.
- 5.7** The department 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 Services  
UNI-COM-401 Alumni

**7. Administration**

This policy is administered by the Student Careers and Alumni Department.

## 8. Revision History

<b>Date</b>	<b>Revision</b>
20 February 2023	President's Decision issued (PD#20 of 2023).
8 February 2023	Endorsed by the Executive Committee (Meeting #5 of 2023).
24 November 2022	Administrative change: <ul style="list-style-type: none"> <li>• Updated the information header and policy numbers to be in line with the new format.</li> <li>• Updated the policy number from ACA-STU-08 to ACA-STS-201.</li> </ul>
6 June 2022	Endorsed by the Academic Council.
25 April 2022	Endorsed by the Provost's Council.
7 March 2022	Endorsed by the Deans' Council.
15 March 2021	Updated the policy in line with feedback received from VPO (5.1; 5.2; 5.3; 5.4; 5.6).
17 September 2020	Updated the policy to be in line with the current situation at the university, including revised department name and services provided.
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.