

Student Life Guidebook

2013 – 2014



In collaboration with



Massachusetts
Institute of
Technology

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1. Welcome to the Masdar Institute of Science and Technology

Your academic success will be influenced by the richness of your social life. It is very important that students build communities around common interests and hobbies. Masdar Institute prides itself on its international and multicultural student body and faculty, therefore creating opportunities for fellowship is essential to allow students and faculty to gather informally. One goal of the Student Affairs Office is to tap into the extracurricular interests of students and to create opportunities to enjoy them. Moreover, it is important to offer students the chance to take the initiative in organizing their communities, to be proactive in seeking solutions to problems, and to be creative. Our goal is to have student-directed activities supported by excellent facilities and capable staff to help students acquire new skills and participate actively in campus life. Below are some of the proposed student activities that we hope to expand as the size of the student body increases; however, we expect students to take charge of organizing most of these activities.

2. Student Life Information for 2013-2014

2.1 Masdar Institute Student Government Association

The Masdar Institute Student Government Association (MSGA) is a diverse group of individuals selected to represent the student body. Their chief duties include liaising between the students, faculty, and administration; working on behalf of the interests and needs of the students; improving the intellectual, cultural, and social character of the campus; working with the SAO to set up events and activities; assisting in the formation and success of student clubs; and empowering the students to foster a living-learning sustainable community.

All MI students in good academic standing are eligible to run for office. Elections for the 7-member positions (President, Vice President, Secretary, and Treasurer, 3 Members at Large—Academics, Facilities, and Activities) are held at the beginning of each academic year with additional elections in May for an interim student government during the summer to replace members who graduate.

The organization of the MSGA is based on elected representatives, and standing committees headed by SGA Members at Large.

Current Committees forming part of MSGA include:

- (1) Academics: working on establishing branches of research communities within Masdar Institute.
- (2) Transport and Facilities: liaising between the students and administration on all issues related to housing, maintenance, transport, and facilities.
- (3) Sports and Activities: arranging extra-curricular activities and sports tournaments.

2.2. Student clubs formed in collaboration with the MSGA include:

- | | |
|--|------------------------|
| (1) Football & Basketball | (14) Cricket |
| (2) Yoga | (15) Table Tennis |
| (3) Fitness | (16) Tennis |
| (4) Music | (17) Debate |
| (5) Newsletter | (18) Masdaritas Ladies |
| (6) Language (Club that has students teach their native languages to other students) | |
| (7) Outdoor & Climbing | |
| (8) Environmental/sustainability club | |
| (9) Sustainable Urban Agriculture | |
| (10) Friends of Palestine (culture & history) | |
| (11) Handicrafts | |
| (12) IEEE | |
| (13) Chess | |

2.3. Annual Events

- **National Day.** The UAE National Day is celebrated nation-wide on December 2 each year to commemorate the coming together of the seven emirates into one nation. The MI celebration is held just prior to the holiday and will include numerous cultural activities to allow all international students to learn more about the rich heritage of the Emirates; our UAE national students will play a large role in the sharing of their culture.
- **International Week.** MI students, faculty, and staff from around the globe will have an opportunity to spotlight their home countries and share their cultures and backgrounds with other MI constituents. The week will include presentations and language classes and conclude with an international fair.
- **Earth Hour.** Presentations and activities focusing on environmental issues with a strong emphasis on the global sustainability movement to extinguish all lights for one hour and to engage the community in reducing energy consumption through activities within MI and Abu Dhabi Emirate
- **Recognition Ceremonies.** Awards banquets highlighting the accomplishments of students with outstanding academic records as well as student leaders who have made a significant contribution to Masdar Institute and to their colleagues.
- **Masdar Institute Career Days.** Every academic year, the Career Services Office, will organize a series of recruiting events for all students during which MI will host employers from Masdar Initiative, private companies, and Government agencies in the region in a bid to help students find employment. These events will also create opportunities for participants to advertise their companies while also giving them access to the Institute's highly talented graduates.
- **MI/WFES Green Job Fair.** The Green Job Fair is a platform for learning and acquiring soft skills on career advancement and knowledge regarding the advanced energy and sustainability industry. Students will be able to interact and learn more about companies and what they offer in terms of internships and job openings.

2.4. Trips outside the City

Several group trips will be organized by Masdar Institute staff to destinations outside the city. Some of the proposed trips are: visits to Dubai and the Northern Emirates, Al Ain Hafeet Mountain, trips to the beach, and desert safaris. These outings will give students opportunities to experience the variety of geographic areas within the UAE and to explore the rich culture of the various emirates.

2.5. Local Cultural Events and Exhibitions

Students will have opportunities to enjoy and expand their cultural and artistic skills and interests once they arrive in Abu Dhabi. The UAE has a very rich cultural heritage and students will have the opportunity to experience local cultural events. The Institute will inform students of cultural events and exhibitions. When possible, the Institute shall look for ways to help students secure discounts to events.

2.6. Sporting Facilities

The campus gym and multi-purpose sports facility are available for all students/faculty/staff and separate timings for men and women are posted at the beginning of each academic year. Off campus sport facilities such as a football pitch, will be procured by the Institute and set schedules and transportation will be provided regularly for use of these outsourced facilities. Alternatively, there are a number of options available to students to access sporting facilities in Abu Dhabi. Memberships can be purchased by students to various health clubs in Abu Dhabi and at different local hotels.

3. Campus Services

3.1. Student Affairs Office – Student Services, Student Counseling, Career Services, Alumni Services

Student Services

One function of the SAO is to help students liaise with other MI departments. Assistance is provided for tasks such as insurance reimbursement, ID cards, employment letters; Finance Department reimbursement for club and personal expenditures (GRE, TOEFL, air fare, etc); Procurement Department ordering of club equipment and materials; Facilities transportation, accommodations issues.

The SAO is also responsible for administering housing allocation, activities and events, student government (SGA), student clubs, health and wellness, academic counseling, students with special needs, mail service, sports and fitness.

Counseling Services

Counseling is available to assist students throughout their studies at Masdar Institute. Students with concerns should come to the Student Affairs Office to discuss and/or receive assistance with the following:

- Adjustment to Masdar Institute and residential life
- Relationships with others (peers, instructors, advisors, heads, and administrative staff)
- Academic issues
- Decision making issues
- Resolving conflicts with others
- Any other personal issues

Career Services

The Career Services Office will help students make better informed career decisions, prepare them to take on challenging assignments in the industry, and help to increase their employability. The CSO will help to educate the students about the job market and career options, coach them through their job search process and enable their access to significant internships. This is achieved through career guidance and mutually advantageous partnerships within the industry. Career Services also offers skills workshops in areas such as CV writing and interviewing skills to further assist students in their job search preparation.

Internships

The Career Services Office works in conjunction with the Office of Academic Programs to assist students who are interested in pursuing an internship.

Alumni Services

Alumni Office will serve as a liaison between Alumni and the Masdar Institute community (students, faculty and staff) in order to build and leverage relationships to position MI as a leading institution in advanced energy and sustainability.

Consequently, the Office will maintain and strengthen contacts with the alumni by increasing engagement. This will be achieved by implementing an alumni outreach program that includes mentorship program, an annual award ceremony, inviting alumni to on-campus events, liaising with them to place current students in internships and employment. In addition, alumni programs will include digital and social platform like LinkedIn, and e-newsletter to keep them informed on MI-related developments.

3.2. Academic Services

The Office of Academic Programs:

- Serves as the administrative point of contact to monitor quality and coordinate the overall academic operations.
- Provides effective guidance and support to faculty in their teaching, research and administrative roles.
- Responsible for developing and managing policies related to academic matters.
- Administers all academic related petitions.
- Manages accreditation of academic programs.
- Oversees matters related to student assessment and evaluation of academic programs.

The Student Academic Handbook:

- The Student Academic Handbook is the authoritative source of information which contains approved policies governing academic and student matters.
- The Handbook is the procedural guide for implementation of policies related to Academic Affairs and is available on the Institute website (link: <http://www.masdar.ac.ae/OfficeofAcademicPrograms.html>).
- Students will be notified on any updates to the Handbook and are requested to obtain the updated and relevant version from the website.

All queries/clarifications, comments/suggestions on the Handbook may be directed to the Office of Academic Programs

Accreditation:

In response to the clear vision of the Ministry of Higher Education and Scientific Research, MOHESR, and in pursuit of academic excellence, Masdar Institute has received accreditation for all of its eight Master Programs and IDDP:

- Computing and Information Science
- Engineering Systems and Management
- Materials Science and Engineering
- Mechanical Engineering
- Water and Environmental Engineering
- Electrical Power Engineering
- Microsystems Engineering
- Chemical Engineering
- PhD in Interdisciplinary Engineering

The Office of Academic Programs is here to help graduate students succeed in their program of study and research endeavors. We are always available to support your needs and listen to your concerns and ideas.

You may contact the Office of Academic Programs through HYPERLINK “mailto:oap@masdar.ac.ae” oap@masdar.ac.ae

3.3. Registrar’s office

The Registrar’s office will assist students with course registration, adds/drops, withdrawals, academic transcripts, letters of enrollment, certificates and diplomas. In addition, the Registrar’s office is responsible for scheduling of classes and the academic calendar. Information on the content of student records, as well as the student privacy protections which are in place can be found in the Student Academic Handbook.

3.4. IT Services

The Information Technology (IT) department will provide students with email accounts and on-campus printing and scanning services. Laptops will be provided to students during their first few days on campus, along with Internet access, which will be provided in all the residences.

- IT Policies will be disseminated to students along with the student laptops and students are expected to sign an IT contract acknowledging that they have read the policies and will abide by them during their tenure in the MI graduate programs.
- An open computer lab can be found on the 3rd floor of the classroom building.

3.5. Library Services

The Masdar Institute Library is open to students, faculty and staff. The Institute’s librarians and staff bring decades of experience from academia and the private sectors to the Institute Library. The Library’s mission is to support Masdar Institute students, faculty and staff with relevant, world-class library and information resources, and high-quality services. The facility contains electronic books, text books for various disciplines, and online journal databases including digital journals, newspapers, reports, articles, transactions, and proceedings.

- The MI library website is accessible at: <http://library.masdar.ac.ae> This site will give students information on the library collection and available electronic databases.

3.6. Academic Writing Support

In addition to providing one-on-one support, Academic Writing and Research Methodology lecturers offer workshops and tutorials to enhance the writing skills of all students at the Institute. They also give support to the graduate students presenting their Year One Prospectus and final Master’s Thesis dissertation.

3.7. Prayer Rooms

Prayer rooms for both males and females are located on campus. Prayer rooms are also available in the off-campus villa compound.

3.8. Dining Services

A general cafeteria to cater to the needs of the staff and students is available on campus, along with campus restaurants and coffee shop. In addition, students are provided with basic facilities in their residential units for self preparation of simple meals.

3.9. Laundry Services

A laundry is allocated in each residential block and villa for students' use, free of charge. However, detergents will not be provided and students are expected to keep the laundry room free from clutter and respect the shared use of these facilities.

3.10. Recreational Services

Recreational facilities are available at Masdar Institute campus and are free of charge to Masdar Institute students. The Masdar Institute has a gym accessible to all students (see below for specific policies and procedures of usage) plus a multi-purpose hall that houses a basketball court, squash court, aerobics rooms. There will be different hours for all male, all female, and mixed usage of the facility. Additionally, the clubhouse at the villa complex has a recreation room with access permitted to all students. Other facilities within the clubhouse include table tennis, billiards, and a foosball table.

3.11. Lost and Found

Items that are found in any Masdar City areas (including the Institute, PRT, shuttle buses or parking lot) are to be turned in to the security desk in the main MI reception area. Items will be kept by Security for the duration of the academic year. Those items not claimed by that time will be donated to a charitable organization. The SAO will send email notices when items are lost and students are urged to let us know if items are recovered.

4. Housing and transport

4.1. Student Housing through MI

The Masdar Institute offers three types of residence quarters for its students: (a) male-only; (b) female-only; and (c) family—married/family housing is limited and based on availability. Students are expected to be respectful and considerate of all different cultures, customs and traditions. Housing rules and regulations can be found in the Residence Guide.

4.2. Student Off-Campus Housing

Any student, who decides not to take advantage of the Institute accommodations and wishes to find his/her own housing facilities in Abu Dhabi, should first seek the approval of the Office of the Dean of Students. Once approved, the student shall receive an additional monthly allowance, as a contribution towards housing costs (including rent, external property allocation, real estate fees (if applicable), furniture, home appliances, and utilities). Those students granted this additional living allowance shall be responsible for their own transportation.

4.3. Transportation

Bus services dedicated to the Masdar Institute are provided 7 days a week. Members of the Student Government have direct input on creating the timetables to ensure student needs and preferences are accommodated. Timetables are updated on a regular basis and are subject to change during public holidays and the holy month of Ramadan. Each update is distributed by email.

The scheduled service connects MI campus to the Al Waha villas and vice versa. It also includes daily trips to downtown Abu Dhabi and various malls.

Non-regular trips should be planned in advance as per the transport policy with the Student Affairs Office using the transportation request form. The policy and forms can be found on the MI Portal available to all students.

4.4. Parking

At the Masdar City campus, parking is not permitted on the campus itself. All cars must be parked within either the car park adjacent to the Personal Rapid Transport (PRT) station, or in the car park adjacent to SAF 2 block 3. Parking spaces are available for faculty, staff, and students and cannot be reserved.

5. Health and Safety

5.1. On-site assistance

Security Guards and SAO Staff receive basic First Aid training, but there is no professional medical provision at the MI sites. In the event of a serious injury, call an ambulance by dialing 999. For minor injuries or medical complaints, go to the nearest hospital or medical centre listed in your Daman healthcare booklet.

6. Student Policies and Procedures

Masdar Institute implements only those policies that are necessary for the well being of the student population and the academic community. Students are expected to treat one another and all faculty and staff of MI with respect, to take responsibility for their actions, to adhere to the published policies of the Institute and to the cultural dictates of the UAE.

MI reserves the right to add to or change the policies and procedures outlined in this manual throughout the course of the academic year, and will share any amendments with the student population via emails.

6.1. Student Club Policies:

In order to be considered an active club, clubs must elect leaders annually (President and Treasurer); participate in the annual club fair; maintain a student club enrollment of a minimum of 10 students; host activities each semester; maintain club inventory and budget.

Students wishing to start a new club must complete the Student Club Application Form (available from the SAO); have initial student membership of at least 10 students; get consent from a faculty member to act as Faculty Club Advisor; specify rationale for the club and types of events/meetings the club will undertake.

Clubs wishing to purchase equipment/materials or pay for entrance fees or activity charges must complete a Funding Approval Form (available from the SAO) in advance of the expected purchase. Clubs who do not follow this process will not be eligible for reimbursement.

Club reimbursements will be paid after approval of the Club Reimbursement Request Form. Amounts reimbursed are not to exceed 999 dirhams. Any club item of 1,000 dirhams or more must go through the Procurement Office for pre-approval before purchase. The SAO will assist with this.

6.2. Transportation Policies

Transportation to off-campus activities/events

Student clubs or organizations requiring transportation to events or activities within the emirate of Abu Dhabi must inform and gain permission from the SAO a minimum of one week in advance by filling out the Transportation Request Form available from the SAO; trips to emirates outside of Abu Dhabi require a minimum of two weeks notification in advance.

- Student trips should be planned so that they do not interfere with academic classes.
- Trip organizers will be responsible for tracking the student participants and must provide a list of the participants to the SAO.
- The SAO will liaise with Services to reserve internal transportation or request external transport as needed.
- Confirmation from Transportation Services will be shared with the student organizers
- When drivers' names and contact information is received, these will be shared with the student organizers
- A student representative from the sponsoring club or organization must accompany participants on the trip.
- Where possible, MI shuttles and drivers will be used.
- In cases where there are insufficient student numbers to warrant the cost of external transport, the shuttle or bus may be cancelled.

UAE National Female Student Travel

Masdar Institute will provide weekly transportation for female students living in other Emirates. Shuttles to other Emirates will have scheduled departures and returns from MI and these times will be communicated to all students needing transport at the beginning of each semester. Students opting to travel at different times will be responsible for their transportation costs.

- Students who habitually reserve transport and do not take it will lose transportation privileges.
- Students who need to return home at times other than weekends should notify the SAO and staff members will assist them in making transportation reservations through an external company. Except in cases of extreme emergency, students will then be responsible for payment of transportation.

Student Transportation for Academic Purposes

Students needing transport to academic functions such as conferences, seminars, etc., must get approval from their academic advisors. Transportation costs will be taken from faculty research funds.

6.3 Reserving Facilities/Spaces on Campus

Activities that are planned in any campus space (classrooms, student majlis areas, podium, SAO hallway, etc. and including the villa club house, pool and other green outdoor areas) must be approved by the SAO a minimum of two weeks in advance of the planned event. Students should contact the SAO with the following information:

- Event title
- Event timing (beginning and ending)
- Type of activity
- Number of expected attendees
- Set-up (number of chairs, tables, etc.)
- Food set-up (please see below)

6.4 Equipment Request

Equipment requests should be made when reserving the campus space. Equipment (podium, microphones, IT screens, sound system, etc.) must remain in the designated area and will be the responsibility of the reserving party. If equipment is damaged, the club/organization will be assessed for the amount to repair or replace the equipment.

6.5 Use of Campus Facilities/Spaces

No fees will be required for use of campus space. Students will be required to adhere to the following:

- If decorations are used, they should not be put up with any material that can damage the walls [no nails, tacks, duct tape, paint, etc.]
- Portable bulletin boards or easels may be requested from the SAO
- Furniture and decorations may not obstruct any doors, staircases, fire exits
- Use of any type of open flame (ex: candles, incense) is prohibited in all indoor venues
- Open flames for outdoor usage (ex: barbecue or traditional cooking exhibitions) must first be approved by the SAO and Facilities

Upon completion of the activity or event the space should be cleared of any and all trash

- Collect all items from the space used and return it to its original state
- If the area requires additional cleaning, the organization may be charged a fee

6.6 Food Services

Events/Activities requiring food services should be approved by the Student Affairs Office.

- Our campus caterer (Spinney's) is preferred for food and beverage services and requests can be made through the SAO. Students should inform the SAO of food requirements when campus spaces are reserved.
- Student may bring in plates, cups, utensils or request the SAO to order them from the campus caterer, in which case the cost will be charged to the student organization
- If students opt to bring in snacks, take-out food or potluck prepared dishes, they need to inform the SAO of this when they reserve the space. These snacks should not require any additional heating or cooling.
- If food is delivered to campus, a representative of the student organization must meet the vendor, pay for and collect the food. This will not be the responsibility of the SAO.
- Students will be responsible for disposing of any trash or uneaten food and leaving the space in the condition in which it was found.

6.7 Contracts and Contractual Obligations

Whenever events at external venues are planned (ex. area restaurants, hotels), MI Procurement MUST handle all final negotiations.

Student organizers should contact a minimum of three potential vendors and share the information gathered with the SAO, who will work with Procurement to finalize.

On-campus events or activities that require performers or other service providers must also be processed through Procurement via the SAO.

Deadlines for processing requests requiring signed contracts or negotiations via MI Procurement should be a minimum of three (3) weeks prior to the event or activity.

Student organizers must NOT sign any agreements or agree verbally to any obligations that will commit MI or the student organization to a contract. Student organizers who do so may be held personally responsible for terms and conditions of the contracts.

6.8 Distribution of event information

Organizers wishing to alert the student body of an upcoming event or activity may do the following:

- Send the information to the SAO or to the Student Government Association for emailing.
- Flyers may be posted only on bulletin board in the Student Affairs area and must first be approved and stamped by the SAO.
- All flyers must be removed immediately after the event or activity.
- All flyers must comply with MI regulations concerning the use of the MI logo and branded materials and should be screened prior to posting.

6.9 Non- approved Activities

Masdar Institute will not support any student-led activities that are deemed to be hazardous and which are not covered by the student Daman insurance policy noted below. Students opting to participate in unsafe activities must do so at their own risk and without liability to the Institute.

As found in the current Daman insurance policy section (m) Daman coverage excludes all costs relating to hazardous activities, including but not limited to:

1. Any form of aerial flight (including but not restricted to light aircraft, monoplanes, ballooning, hang-gliding, parachuting)
2. Participation in any kind of power-vehicle race, rally or competition
3. Water sports (powerboats, water skiing, jet skiing, diving)
4. Horse riding activities (hunting, jumping, polo, racing)
5. Climbing activities (mountaineering, rock-climbing, pot holing, abseiling)
6. Judo, boxing, karate, wrestling and other martial arts of any kind.
7. Bungee jumping
8. Any professional sports activities

6.10. Dress Code

Students are expected at all times to dress appropriately according to the cultural expectations of the country. Shoulders and knees should be covered when leaving your residence. [If you plan a trip to the pool, gym, or other recreational site, please wear appropriate clothing while going to and from the venue(s). Sleeveless tops and pants or skirts above the knees should not be worn on campus.

6.11. Student Life Concerns

Masdar Institute has an open door policy for student feedback and complaints. Students may bring any concern to the SAO for guidance.

Students are expected to make reasonable attempts to resolve complaints on their own. Still, there may be situations in which students do not know the best way to deal with the problem, or the problem persists even after informal attempts to resolve the situation. The student may seek advice by making an individual appointment with the SAO for counseling. All complaints will be treated as confidentially as possible, within the constraints of the situation.

If the student wishes to pursue the complaint formally, the following procedures shall be followed:

- The student submits a Complaint Form, available in the SAO, to an SAO official
- The SAO official gathers information from the concerned parties and any others as necessary, and provides a summary to the Director of the SAO
- The Director gathers any additional information as needed, and authorizes a course of action consistent with Masdar Institute policies, standards and norms of behavior
- The mandated course of action is distributed in writing to all concerned parties, including consequences if the course of action is not followed

6.12. Personal Property

Valuable items should not be brought into campus areas. MI will not be responsible for loss or damage of any personal property.

6.13. Bulletin Boards

Non-academic information posted on any MI bulletin board, either hard copy or electronic, must first go through the SAO for approval. Dated information must be removed immediately after the activity or event is completed by the student/club responsible for posting.

6.14. Lockers

Lockers will be provided for those students who are not allocated desk space or a residence on campus.

6.15. MI Gymnasium Usage and Policies

The MI Gymnasium is strictly for the students, staff and faculty members of the Masdar Institute. All students, staff and faculty members are required to produce their ID cards if so requested by facilities staff members.

Children under the age of 16 are not permitted to use equipment in the gym. This age limit is in line with campus recreational facilities in other universities internationally, as the equipment is designed for use by individuals with fully developed bodies.

Operating Hours

The MI Gymnasium operates from 7am to 10pm daily. Additional closures may be required for maintenance and cleaning operations and will be displayed on the gym entrance when applicable. A schedule with specific gym hours for males/females/mixed usage will be displayed on the gym doors and sent to all MI constituents via email.

Additional gym usage policies are posted in the gym and students are urged to familiarize themselves with the rules and regulations of the gym.

6.16. Swimming Pool Usage

- The swimming pools located in the multi-purpose building and in the MI villa compound are open to all students.
- A schedule of times for male only and female only swims is generated by the SGA in conjunction with the student body and is posted at the pool entrances.
- Pool rules are clearly posted at poolside.
- All pool visitors are expected to adhere to the posted times and rules and to obey any instructions given by the security guards.

6.17. Masdar Institute Security Personnel

The MI campus and all accommodation sites have 24 hour security guards present and all students must:

- Comply with all instructions from the Security Team, especially with emergency or evacuation instructions and in relation to access limitations within single gender accommodation and social areas.
- Cooperate with requests for access to private rooms to undertake maintenance or defect rectification.
- Promptly inform the security team of any loss of access card/key.
- Take a personal concern for security and report any suspicious activity or security concerns to the site security team.

7. General Rules of Student Conduct

All students at the Institute are expected to conduct themselves in a manner that is consistent with the expectations of Masdar Institute and the culture of the UAE. Students are therefore expected to follow certain standards of academic and personal conduct as outlined in this Student Guide. [Please note that all policies relating to academics are to be found in the Academic Handbook.]

As noted under #6 previously, the Institute reserves the right to create and/or amend new policies, guidelines, and procedures during the course of the academic year and will share any changes with the student body via email.

Policies and disciplinary measures are outlined below; while some of the rules apply specifically to accommodations in the residences (both on- and off-campus), others can apply to all facets of student life at Masdar Institute.

The following examples are not exhaustive, but indicate a range of behaviors that are not condoned at Masdar Institute.

Masdar Institute expects students to exhibit the highest standards of culturally and legally appropriate behavior in all their actions. Each student bears the adult responsibility of showing respect and maturity in all aspects of behavior. Ideally, this respect will be manifested by positive contributions to the Masdar community that go far beyond simple courtesy and legality. At the very least, all students are expected to behave in a manner that is consistent with UAE laws and cultural expectations, and with Masdar Institute policies. [At the end of the Student Life Guide, please find a copy of the Masdar Institute Travel Conduct Affirmation form which outlines expected codes of behavior while traveling under the auspices of MI]

[Please refer to the [Masdar Institute Student Academic Handbook](#) for separate information regarding academic conduct and related disciplinary and grievance procedures.]

Examples of behavioral misconduct include but are not limited to:

- Making excessive noise
- Keeping pets
- Wearing clothing not in keeping with the cultural expectations of the UAE
- Smoking inside any MI building including private apartments and villas
- Exceeding the posted limits for number of guests or approved duration of stay for guests
- Changing rooms without prior permission of the SAO
- Interfering with fire detection systems or firefighting equipment
- Causing malicious damage to Institute property
- Demonstrating violent behavior towards other students or staff members
- Intimidating, threatening or harassing other students or staff members
- Showing disregard for different cultural/religious/ethnic practices
- Having guests in accommodation without prior permission of SAO
- Removing Institute property or personal property belonging to others
- Failing to comply with the Security Officers or Staff (to include canteen personnel)
- Using MI resources (space, equipment, or services) to conduct private commercial activity
- Entering the residences of members of the opposite sex or allowing access to your residence to a member of the opposite sex
- Possessing or using illegal drugs
- Possessing or consuming alcohol

The Institute reserves the right to create and/or amend policies, guidelines, and procedures during the course of the academic year. Any changes will be communicated to the student body by email.

Please refer to the Residence Guidebook for detailed information about housing regulations.

8. Disciplinary Measures

Masdar Institute SAO will evaluate any possible incidence of behavioral misconduct that is brought to their attention, and will recommend further action when an infraction is apparent. Students are encouraged to help each other comply with behavioral standards by communicating directly with fellow students when infractions are suspected. Students, as well as faculty and staff, are expected to report any instances of potential misconduct or inappropriate behavior they observe, so an evaluation can be made before problems escalate.

In the event that behavioral misconduct is determined by the SAO, students shall be subjected to disciplinary measures appropriate to the severity of the misconduct. Even minor infractions, if they are repeated, can result in serious consequences. Consequences may include verbal warnings, warning letters placed in their permanent files, payment to MI of damages, or other financial penalty. In extremely serious cases, disciplinary action may include dismissal from the residences (and denial of the off-campus accommodation allowance) or expulsion from Masdar Institute.

Official warnings about behavioral misconduct will come from the Director of the Student Affairs Office. Misconduct that persists will be referred to the Disciplinary Committee, as constituted by the Institute. Cases of serious misconduct will be referred directly to the Disciplinary Committee.

The determination of the Disciplinary Committee will be communicated in writing by the Chair of the committee.

9. Appeal Process

The student has the right to appeal any decision to the Provost. All decisions of the Provost are final.

10. Academic Policies

All academic policies can be found in the Academic Handbook available online under the Masdar Institute website – Faculty/Office of Graduate Education link at http://www.masdar.ac.ae/editor_files/Student%20Academic%20Handbook_July%202012_updated.pdf

10.1 Student Academic Integrity

Expectations and procedures for dealing with academic misconduct in research and scholarship can be found in the Academic Handbook.

Masdar Institute Travel Conduct Affirmation

As a condition of traveling as a representative of Masdar Institute (MI), I,

_____,
(print full name)

- Give my consent for MI to release my Student Information (name, identification number, nationality, gender, date of birth, and any other details reasonably related to the purpose of the travel) to entities that have a need to know such information (e.g., those that organize or sponsor the event);
- Acknowledge that I have read the MI standards of conduct in the MI Student Life Guidebook;
- Agree to conduct myself at all times as a good representative of MI standards and values;
- Agree to comply with all applicable laws and regulations;
- Agree to comply with all reasonable instructions or requests of MI personnel and/or the travel host insofar as such instructions and requests do not violate the MI standards of conduct; and
- Acknowledge that MI is not responsible for providing supervision for student travel.

Signature of Student

Date

Signature of Parent or Guardian if applicable

Date