



أكاديمية الشارقة للنقل البحري  
SHARJAH MARITIME ACADEMY

# STUDENT HANDBOOK

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## INTRODUCTION

### ABOUT SMA

SMA stands for Sharjah Maritime Academy, a university situated in the Emirate of Sharjah, city of Khorfakkan, totally focusing on serving the Emirates & GCC Maritime industry by addressing the whole spectrum of maritime education and training through vocational, educational, research and knowledge exchange programs.

The foundation of the SMA educational approach is rooted in the concept of flexible Learning, entailing multi-level, part-time, full-time, module by module basis, distance learning, thus enabling and supporting continuous life-long learning across the whole spectrum of the maritime industry from upskilling, vocational and training programs to undergraduate, postgraduate, doctoral and post-doctoral research.

SMA is situated in Khorfakkan, a historical fishing and trading port, part of the silk road with seagoing and seafaring traditions that go back thousands of years; a quite little town with the best climate in the Emirates for students and staff to enjoy outdoor activities.

### SMA VISION

To establish a Maritime Centre of Excellence, to be recognized nationally and internationally as the Emirates Maritime Hub, to deliver world class teaching, research, and training to students, researchers, and professionals worldwide, for life-long learning.

### SMA MISSION

To provide a flexible, multi-level, modular, and nurturing learning environment to facilitate and instil zest for knowledge and continuous professional development for our students, graduates, and maritime professionals.

## ACADEMIC CALENDAR 2025-2026

Category	2025-26 (Mondays)	Student Perspective	
Inter-term Break/ STCW Training/ Admissions and Registration	28/07/2025	•Holidays	
	04/08/2025	•Holidays •Mon 1000: Admission Ends for Sep 2025 Applicants •Thu 1200: Placement Test names and schedule published	
	11/08/2025	•Holidays •Mon-Thu: Applicant Placement Tests for English and/or Subjects •Mon-Thu: Applicant Interviews and Medical (MT/ MET Programs) •Thu 1200: Admission results released	
	18/08/2025	•Holidays •Tue-Thu: Applicant Pay Tuition Fees upon receiving Offer Letter •Thu 1600: Applicant Deadline for paying Tuition Fees	
	25/08/2025	•Holidays	
	01/09/2025	•Mon-Thu: New student Induction Week •Mon-Thu: Current students' Re-registration •Tue 1200: Timetable published •Thu 1600: Current student Tuition Fees deadline	
Fall Term Teaching	1	08/09/2025	•Term time classes - Week-1 •Thu: Receive Academic Standing from Registry
	2	15/09/2025	•Term-time classes •Thu 1600: Last Day for dropping courses without penalty
	3	22/09/2025	•Term-time classes
	4	29/09/2025	•Term-time classes
	5	06/10/2025	•Term-time classes •Mon 1200: Admissions starts for Jan 2026 Applicants •Thu 1200: Last Day for Withdrawal (with penalty)
	6	13/10/2025	•Term-time classes
	7	20/10/2025	•Term-time classes
	8	27/10/2025	•Term-time classes
	9	03/11/2025	•Term-time classes

	10	10/11/2025	•Term-time classes - Final Week
<b>Exam Week</b>		17/11/2025	•Mon-Thu: End of term Exams
<b>Inter-term Break/ STCW Training/ Registration</b>		24/11/2025	•STCW/ Holidays (Check with Head and CTC) •Mon 1700: Marks released •Mon 1700: Supplementary Exams Scheduled •Wed-Thu: Supplementary Exams held •Thu 1500: Marks released
		01/12/2025	•Holidays •02 December National Day
		08/12/2025	•Holidays •Thu 1200: Placement Test names and schedule published •Thu 1600: Admission Ends for Jan 2026 applicants
		15/12/2025	•Holidays
		22/12/2025	•Holidays •Mon-Thu: Applicants Placement Tests for English and/or Subjects •Mon-Thu: Applicants Interviews and Medical (MT/ MET Programs) •Thu 1200: Admission results released •Thu: Receive Academic Standing from Registry
		29/12/2025	•Holidays •01 Jan New Year's Day Holiday •Mon: New students receive Offer Letter •Mon-Wed: Current students Re-registration •Wed 1200: Current students Tuition Fees deadline •Wed 1200: Timetable published
<b>Spring Term Teaching</b>	1	05/01/2026	•Term time classes - Week-1 •Mon-Thu 1600-1800: New students Induction
	2	12/01/2026	•Term time classes •Thu 1600: Last Day for dropping courses without penalty
	3	19/01/2026	•Term-time classes
	4	26/01/2026	•Term-time classes
	5	02/02/2026	•Term-time classes •Thu 1200: Last Day for Withdrawal (with penalty)
	6	09/02/2026	•Term-time classes
	7	16/02/2026	•Term-time classes
	8	23/02/2026	•Term-time classes

	9	02/03/2026	•Term-time classes
	10	09/03/2026	•Term-time classes •Thu-Sun: End of Term Exams
<b>Exam Week</b>		16/03/2026	•Mon: End of Term Exams •Mon 1700: Supplementary Exams Scheduled •Tue: Holidays Start
<b>Inter-term Break/ STCW Training/ Supplementary Exams/ Admissions and Registration</b>		23/03/2026	•Student Holidays
		30/03/2026	•Student Holidays
		06/04/2026	•STCW/ Holidays (Check with Head and CTC)
		13/04/2026	•STCW/ Holidays (Check with Head and CTC) •Thu: Receive Academic Standing from Registry
		20/04/2026	•STCW/ Holidays (Check with Head and CTC) •Mon-Tue: Supplementary Exams held •Thu 1200: Timetable published •Thu 1600: Marks released •Mon-Sat: Current students Re-registration •Thu 1600: Current student Tuition Fees deadline
<b>Summer Term Teaching</b>	1	27/04/2026	•Term time classes - Week-1
	2	04/05/2026	•Term-time classes •Thu 1600: Last Day for dropping courses without penalty
	3	11/05/2026	•Term-time classes
	4	18/05/2026	•Term-time classes
	5	25/05/2026	•Term-time classes •Thu 1200: Last Day for Withdrawal (with penalty)
	6	01/06/2026	•Term-time classes
	7	08/06/2026	•Term-time classes
	8	15/06/2026	•Term-time classes •Mon 1200: Admissions starts for Sept 2026 Applicants
	9	22/06/2026	•Term-time classes
	10	29/06/2026	•Term-time classes
<b>Exam Week</b>		06/07/2026	•Mon-Thu: End of term Exams
<b>Inter-term Break/ STCW Training/ Supplementary Exams/ Admissions and Registration</b>		13/07/2026	•Holidays •Wed 1700: Supplementary Exams Scheduled •Thu 1200: Marks released
		20/07/2026	•Holidays
		27/07/2026	•Holidays
		03/08/2026	•Holidays

		10/08/2026	<ul style="list-style-type: none"> <li>•Holidays</li> <li>•Mon 1000: Admission Ends for Sep 2026 Applicants</li> <li>•Thu 1200: Placement Test names and schedule published</li> </ul>
		17/08/2026	<ul style="list-style-type: none"> <li>•Holidays</li> <li>•Mon-Thu: Applicant Placement Tests for English and/or Subject Tests</li> <li>•Mon-Thu: Applicants Interviews and Medical (MT/ MET Programs)</li> <li>•Thu 1200: Admission results released</li> </ul>
		24/08/2026	<ul style="list-style-type: none"> <li>•STCW/ Holidays (Check with Head and CTC)</li> <li>•Tue-Thu: Applicant Pay Tuition Fees upon receiving Offer Letter</li> <li>•Thu 1600: Applicant Deadline for paying Tuition Fees</li> <li>•Mon-Tue: Supplementary Exams held</li> <li>•Wed 1200: Supplementary Exams marked</li> <li>•Thu 1700: Marks released</li> </ul>
		31/08/2026	<ul style="list-style-type: none"> <li>•STCW/ Holidays (Check with Head and CTC)</li> <li>•Mon-Thu: New students Induction Week</li> <li>•Mon-Thu: Current students Re-registration</li> <li>•Thu 1200: Timetable published</li> <li>•Thu 1600: Current students Tuition Fees deadline</li> </ul>
Teaching	1	07/09/2026	•Term time classes - Week-1
	2	14/09/2026	<ul style="list-style-type: none"> <li>•Term-time classes</li> <li>•Thu 1600: Last Day for dropping courses without penalty</li> </ul>
<p><b>Note: The calendar will be updated periodically and reflect religious and other announcements by the UAE and Sharjah Governments.</b></p>			

## ACADEMIC INFORMATION

### STUDENTS RIGHTS AND RESPONSIBILITIES

Students are responsible for their own behaviour and are expected to uphold standards of academic honesty and personal integrity. They must act with fairness, safeguard health and safety, and use resources responsibly. Together with faculty, students share responsibility for fostering an environment that supports professionalism and academic honesty.

Respectful and professional relationships between faculty and students are fundamental to the Academy's mission and must be built on mutual trust, understanding, and shared dedication to education.

SMA believes that every student is worthy of trust and entitled to an academic environment free from injustice and dishonesty. While students should support their peers in achieving educational goals, they are equally obligated to maintain the highest standards of personal integrity.

### STUDENT ORIENTATION PROGRAMMES

- 1- One of the key responsibilities of the Student Affairs Department is to help new students transition smoothly into college life. To achieve this, the Department organizes **Orientation Week**, a structured program held prior to the start of classes, providing freshers with the opportunity to meet faculty, staff, and other stakeholders who will support their academic and personal journey at SMA.
- 2- Our Student Union and SMA Ambassadors play an important role in making Orientation Day a success, from helping with the program to giving freshers a warm welcome. In addition to the Student Affairs Department, which is the main organizer of the orientation week, the event also brings together the following stakeholders:
  - SMA Chancellor
  - Vice Chancellor for Academic Affairs
  - Vice Chancellor for Administration and Finance.
  - Cadet Training Centre

- Admission & Registration
  - Academic Programs
  - Facilities Department: Clinic and Health & Safety
  - IT
  - Legal Affairs
  - Scholarship and Stipend Office
  - Finance Department
- 3- Every term, students receive an email with the following:
- Invitation to the Fresher's Orientation Week
  - The Orientation Week program
- 4- New students receive detailed information about their life at SMA, the facilities, the activities and others including:
- Their weekly timetable
  - Declarations forms that must be signed by students' parents.
  - The information students need to know before joining the Academy including the hostel rules and regulations, and the Code of Conduct

### Topics discussed during the orientation week:

#### i. access to the Learning Resource Center (LRC)

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The **Sharjah Maritime Academy (SMA) Library** is located at the heart of the academic building and serves as a vital resource for learning, research, and innovation. The Library's mission is to support students and faculty in their academic and research journeys, contributing to SMA's vision of becoming an internationally recognized maritime institute. The Library houses a **hybrid collection** of print and electronic resources, including books, magazines, audiobooks, e-books, e-journals, and specialized databases. For more information about available services and additional resources, students may visit the SMA website.

As part of **Orientation Week**, all new students attend dedicated library sessions to become familiar with these resources and services, ensuring they are well-prepared to make full use of the Library throughout their studies.

<https://www.sma.ac.ae/library>

#### ii. access to the Learning Management System (LMS)

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**Canvas** is a web-based Learning Management System (LMS) that streamlines teaching and learning at SMA. It provides a user-friendly interface and a wide range of tools designed

to enhance communication, course delivery, and the overall educational experience for both students and faculty.

As part of **Orientation Week**, freshers attend dedicated sessions to learn how to navigate Canvas, access their courses, and use its key features. These sessions ensure that students are confident and ready to engage with their academic work from the very first day of classes.

**Key Features:**

- Course Management
- Assignments & Quizzes
- Discussions & Collaboration
- Communication Tools
- Mobile Access
- Integrations

**Steps for Accessing Canvas via the SMA Website**

**Step 1: Access the SMA Website**

Go to the official Sharjah Maritime Academy (SMA) website.

**Step 2: Locate the LMS (Canvas) Link**

On the homepage, click the link to the Learning Management System (Canvas).

**Step 3: Log in to Canvas**

Enter your credentials- username and password- to access the platform.

**Step 4: Explore the Dashboard**

Once logged in, you will see the Canvas Dashboard, which displays your enrolled courses and key updates.

**Step 5: Access Course Content**

Click on any course to view announcements, materials, assignments, and other learning resources.

**iii. Usage of Digital/Virtual Instructional Technologies**

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**1. Learning Management System (Canvas LMS):**

A course management platform that supports online learning and teaching. It allows faculty to post grades, share information, and upload assignments online.

**2. Integration with E-Library Systems:**

- Kortext
- ProQuest

**3. Student Information System (Creatrix Campus):**

A comprehensive SaaS solution that manages the entire student journey and related services. It also includes functionalities to support faculty excellence, institutional effectiveness, and the overall learning experience.

**4. IT Helpdesk:**

Students can submit incident reports and service request tickets. The Helpdesk can be accessed via [helpdesk.sma.ac.ae/portal](https://helpdesk.sma.ac.ae/portal), by email at [it.helpdesk@sma.ac.ae](mailto:it.helpdesk@sma.ac.ae), or by calling 09-2089701 / 09-2089534.

**5. IT Infrastructure:**

- Cutting-edge computer labs and an English language lab.
- Fully equipped smart screens in all classrooms.
- A secure wireless network is available throughout SMA, with enhanced coverage and high-speed internet access. Students can connect using their SMA Student ID and password, on both mobile devices (Android/iOS) and personal laptops.

**6. SMA Smart Classrooms:**

SMA classrooms are equipped with advanced instructional technologies that create an interactive and engaging learning environment. Features such as smart screens, real-time content sharing, and integrated digital tools allow faculty to deliver lessons more effectively and encourage student participation. These smart classrooms bridge traditional and modern teaching methods, ensuring students benefit from a dynamic, technology-driven learning experience.

#### iv. usage of digital/virtual communication devices and applications.

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**1. SMA Smart Mobile App.****2. Information Technology Services, IT Services Catalogue:**

- Students Intranet Portal (Handbook and Code of Conduct, E-Library and Online Database, Support Services, Counselling Services Form).
- M365 Office and Secure Collaboration applications (email, calendar & storage, collaboration, office applications, cloud security).
- Learning Management System.
- Students Information System.
- Smart IT Help Desk System.
- Student Voice Hub System.
- Secure Wireless Network with High-Speed Internet Access.
- SMA Smart Classrooms.
- SMA Smart Mobile App.

## ACADEMIC ADVISING

At SMA, academic advising is here to guide you throughout your studies. Advisors will help you understand your program requirements, explore different options, and plan your courses. They also assist with registration and explain SMA's academic policies, so you can make the right choices and stay on track for graduation.

In line with its mission and objectives, SMA is committed to supporting students in reaching their full potential. Academic advisors play a vital role in this process by monitoring students' academic progress and developing strategies to enhance classroom performance.

Students, however, bear the ultimate responsibility for fulfilling all degree requirements set by their College or Department. It is each student's duty to be fully aware of the requirements of their chosen program.

Faculty advisors assist students in preparing class schedules, completing degree plans, and providing guidance on academic matters. While advisors offer valuable support and counseling, the responsibility for academic progress and ultimate success in the program rests with the student.

Any substitution, waiver, or exemption for any established requirement or academic standard may be accomplished only with the approval of the department Head and the College Dean.

### Students' Responsibilities

- Schedule appointments with their advisor whenever guidance or assistance is needed.
- Seek advice when selecting courses and evaluating academic options.
- Follow advisor recommendations on academic planning and course registration.
- Provide constructive feedback on the advising system, when requested, to support continuous improvement.

### When to meet the Academic Advisor?

- To discuss any problems that affect academic performance,
- To select courses for the upcoming term,

- To add or drop courses,
- To discuss academic progress, and;
- To discuss career considerations.

## STUDENT ROLES, RESPONSIBILITIES AND PROCESSES IN GOVERNANCE AND COMMITTEES.

### Definition of Student Governance

Student governance refers to the structures and processes that enable students to actively participate in decision-making at the institutional level. It ensures that students' voices are represented on matters affecting their education and campus life. At SMA, this is achieved through student participation in standing committees, in line with the Chancellor's directives.

- **Appointment/ Nomination Procedures:**

The Head of Student Affairs Department nominates the students' representatives and send for VC for Academic Affairs for approval. Nominees are expected to be enrolled at SMA on full-time basis and meet **any** of the following criteria:

- Members of Student Council
- Academic High-achievers
- Male and Female
- Representatives from the 5 programs

- **SMA Standing Committees:**

As per the Chancellor's directives, the following SMA standing committees require students' representation and necessitates their active participation in meetings and decision-making process.

	SMA Committee	No. of students
1.	Academic Council	1
2.	Institutional Effectiveness Committee	1
3.	Academic Programs Committee	one from each College
4.	Student Affairs Committee	one from each Dept.

## Roles and Responsibilities of Student Representatives

- **Gather and share** student opinions, concerns, and feedback to the relevant committees.
- **Attend** meetings consistently and participate actively in discussions and decision-making.
- **Report** committee outcomes, decisions, and recommendations to the Student Council.
- **Facilitate** communication between students and Academy leadership to strengthen transparency and trust.
- **Uphold** professionalism, integrity, and accountability while serving as representatives.

- **Committees ToRs:**

The Student Affairs Department shares with the students' representatives the terms of reference of the relevant committee.

- **Students Representatives Training:**

Students Representatives attend training sessions prior to joining the committee meetings. The training includes the following:

- Detailed orientation about the committees ToRs.
- Explanation of their roles before, during and after attending the meetings.
- Emphasizing the importance of their active participation in the meetings.
- Highlighting the procedures they need to follow to gather their colleague's opinions and voice their suggestions and ideas during the meetings.
- The training is organized and held by the Student Affairs Department.

## FULL-TIME EQUIVALENT (FTE) FACULTY: STUDENT RATIO

The full-time equivalent (FTE) faculty: student ratio is (1:18)

## STUDENTS FILES AND ARCHIVING

SMA uses the information in the student's directory: Name, current address, email address, telephone and mobile listing, photographs, program of study (including degree program(s) fields, years of study, and/or class information), current registration status and participation in officially recognized activities and sports.

Students are responsible for keeping their directory information accurate and up to date, as well as providing current and correct emergency contact details.

SMA uses the student's official SMA email address, as well as the mailing address specified in the file with the Registrar, as the primary channels of communication. Students are responsible for regularly checking these accounts, and will be held accountable for any late fees or administrative actions resulting from failure to respond to official correspondence.

Students may update their address information via the student portal. International students must also provide a permanent address in their country of citizenship in addition to the residential address in the UAE.

Requests for name changes must be submitted online or in person to the Office of Admission and Registration. This is also required from international students wishing to change their names in the college records along with submitting their international ID documents.

Graduating students should submit name change requests no later than two months before the official date of graduation.

The name of the student mentioned in the student record will be the student's legal name and will appear on the official transcripts, college identification card, and any official documents issued by the SMA.

### **Review of Education Records**

**SMA procedures regarding review of educational records are as follows:**

- All students who are enrolled or have been enrolled at SMA have the right to review their educational records subject to SMA policies and regulations.
- Students should be aware of the risks of giving out their personal information from their educational records to others.
- Parental statements of financial resources will remain confidential. Parents must indicate their willingness for the release of information in such statements to the student; the statements will be made available to the student upon request.

**Amendment of Educational Records**

Students have the right to review their educational records if they believe the information is inaccurate. A student who wishes to request a correction should contact the Office of the Registrar, identify the specific part of the record in question, and provide a clear explanation of why it is considered inaccurate.

**Disclosure of Student Records**

Students' records may be released without prior consent to SMA administrative, supervisory, or academic officials who have a legitimate educational interest and are employed by SMA.

In addition, students' educational records may be disclosed without prior written consent under specific circumstances, including:

- When related to a student's application for, or receipt of, financial aid.
- To accrediting organizations for the purpose of accreditation.
- To appropriate persons, including parents, in cases of health and safety emergencies.
- In compliance with a judicial order.

## STUDENT LIFE

### LIBRARY SERVICES

SMA library provides students with a diverse collection of resources, including printed books, e-books, online periodicals, the IMO collection, and access to the I-Law database. In addition, it offers dedicated spaces for group study, quiet study areas, and desktop computers to support learning and research.

#### Electronic Resources

SMA Library subscribes to a wide range of electronic journals and books through leading online databases, including the American Concrete Institute (ACI), Association for Computing Machinery (ACM), ARTstor Digital Library, American Society of Mechanical Engineers (ASME), American Society of Civil Engineers (ASCE), EBSCO, JSTOR (Art, Art History, and Architecture), and Knovel.

Students can access online resources using their user ID and password through the SMA Library System. The library allocates a dedicated budget for acquiring electronic resources, which include—but are not limited to—databases, network access, e-journals, e-books, and multimedia materials. The selection of these resources is based on several factors, such as the number of potential users, the importance and uniqueness of the content, ease of use, search functionality, and the quality of retrieval software.

#### Facilities, Space, and Environment

The SMA Library follows international standards to ensure a high-quality learning environment in an accessible location. Its facilities are designed to provide natural lighting and proper ventilation to preserve the library's collections, while air conditioning maintains the appropriate temperature for both users and resources.

The SMA Library houses both print and electronic materials, along with all necessary equipment for their use. It offers sufficient seating areas and media facilities to support students' learning needs. The library is also designed with flexibility in mind, allowing for future expansion, the reorganization of collections, or the accommodation of additional staff members.

## SMA Library's Collection

The SMA library owns a collection that covers the whole spectrum of SMA teaching and research. The collection consists of books, references, periodicals, in both Arabic and English, covering a wide range of topics in education, nautical, engineering, computer science, management, law, pharmacology, logistics, etc.

- The library follows the congress scheme for shelving the books.
- Journals are alphabetically arranged and displayed.

The reference collection includes many sources in all disciplines. References include, but are not limited to, encyclopedias, atlases, dictionaries, manuals, bibliographies, biographies.

## SMA Library's Access

**Many of the library resources are available in electronic format. E-contents are available in two types:**

- **Full text:**

- Thesis.
- Conferences.
- Graduation projects.

Full-text materials can be viewed only from the library computer lab.

- **Front matters (table of contents, summary, etc.):**

- Books.
- References.

Front matters are available for printing or saving in/off-campus.

**Users may search for titles, and access the abstract of theses approved in SMA.**

- SMA Library follows the International Standards in accessing online library resources in a timely and orderly fashion.
- The library keeps a central catalog of library resources to provide access for multiple concurrent users and indicate all resources.
- Library working hours are posted online.
- Students and faculty receive training on how to access library resources through the website.

## LEARNING RESOURCE CENTRE'S (LIBRARY) OPENING TIMES.

### LRC Operating Hours

- MONDAY - THURSDAY
- 8.00 AM – 4.00 PM
- The library is closed on Fridays, Saturdays, Sundays, and public holidays.

## HEALTH AND SAFETY SERVICES

The vision of SMA Health Services is to safeguard individual dignity by providing high quality healthcare for students, while upholding professional values, ethics, and excellence in medical practice.

The mission of SMA Health Services is to achieve self-sufficiency in delivering high-standard medical care to students and staff, in accordance with regulations and with a commitment to equality among individuals. The aim is to foster a healthy environment that supports the success of the educational process.

### Medical Care System

SMA guarantees medical care for all undergraduate students. The Academy partners with leading doctors and major hospitals to ensure continuity of treatment, with patient referrals coordinated through the clinic.

#### Students must note the following:

- SMA is not responsible for managing students' chronic diseases.
- Students must inform the clinic of any infectious diseases to prevent complications or spread.
- The Clinic approves external sick leave after examining the student within 72 hours of the date of issuance

### Health and Safety System

SMA is committed to providing, maintaining, and continually improving a safe and healthy working environment for all staff, lecturers, students, and visitors, supported by a well-trained and experienced EHS team. Occupational health and safety requirements are integrated into the OEHS management system and fully detailed in the work instructions, enabling SMA to effectively monitor and control risks while enhancing overall health and safety performance.

## **Information related to safe use of laboratories, safety issues related to hazardous materials and fire safety.**

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) is mandatory for all individuals working in or using the Electrical Laboratory. Required PPE includes, but is not restricted to, insulated gloves, safety goggles, and flame-resistant clothing. Proper use of PPE is essential to protect against electrical shock, arc flash, and other potential hazards. These requirements are in line with the Sharjah Prevention and Safety Authority Code of Practice (CoP) and related guidelines, which emphasize the importance of personal safety in all laboratory environments.

### **Fire Hazards:**

Fire hazards in the Electrical Laboratory are primarily caused by faulty wiring, overloaded circuits, or improper storage of flammable materials. To mitigate these risks, all electrical wiring must comply with the relevant codes, and circuit protection devices must be used appropriately. Additionally, fire extinguishers must be readily accessible, and all personnel must be trained in their use. Compliance with these fire safety measures is required under the Sharjah Prevention and Safety Authority CoP, which mandates strict fire prevention protocols in educational institutions.

### **Laboratory Equipment Safety**

**Fume Hoods:** Fume hoods are essential for safely handling volatile or hazardous chemicals. Before use, ensure the fume hood is functioning correctly by checking airflow indicators and adjusting the sash to the recommended height. Regular inspections and maintenance of fume hoods are mandatory to ensure they provide adequate protection. These procedures meet the SPSA COP & GUIDELINE and MOE Sharjah framework, which require the use of appropriate safety equipment in academic laboratories.

### **Safety Showers and Eyewash Stations:**

Safety showers and eyewash stations must be unobstructed and clearly marked. Weekly testing of these stations is required to ensure they are functioning correctly and can be relied upon in an emergency. In the event of chemical exposure, affected individuals must use the safety shower or eyewash station for at least 15 minutes. Compliance with these procedures aligns with SPSA COP & GUIDELINE requirements, which emphasize the availability and maintenance of safety equipment in educational settings.

### **Electrical Safety:**

Electrical safety is a vital aspect of laboratory operations. All electrical equipment must be regularly inspected for damage, and cords, plugs, and connections must be in good condition. Proper grounding is required for all equipment to prevent electrical shocks. Overloading circuits or using extension cords as a permanent solution is strictly prohibited. These practices are consistent with the SPSA COP & GUIDELINE and MOE Sharjah framework, which emphasize the importance of electrical safety in academic institutions.

### **LPG/Natural Gas Handling:**

LPG/Natural Gas point and valve must be closed and operate under the observation of lab attendant. All gas detectors must be active all time and Gas detection should be affectively work. Dealing with natural gas safely is critical to preventing accidents and ensuring compliance with SPSA COP & GUIDELINE guidelines, which mandate rigorous safety standards for laboratory operations.

### **Health and Safety Risks Chemical Hazards:**

Chemical hazards in the laboratory pose significant risks, including toxicity, corrosiveness, and flammability. All chemicals must be handled with the appropriate PPE, and containment strategies must be in place to prevent exposure. Understanding the specific risks associated with each chemical is essential for safe handling and compliance with SPSA COP & GUIDELINE and MOE Sharjah framework, which prioritize chemical safety in academic settings.

### **Physical Hazards:**

Physical hazards, such as slips, falls, and cuts, are common in laboratories. Maintaining a clean and dry floor, handling glassware with care, and using proper tools for cutting or puncturing materials are essential practices. Additionally, noise hazards from loud

equipment require the use of hearing protection. These measures are in line with SPSA COP & GUIDELINE requirements for maintaining a safe working environment for students and staff.

**Biological Hazards:**

Biological hazards must be managed with strict controls to prevent contamination and exposure. All biohazardous materials should be handled in designated areas with proper containment and decontamination procedures. Surfaces and equipment must be disinfected after use, and biological waste must be disposed of according to established protocols, including autoclaving where necessary. Compliance with these procedures aligns with the SPSA COP & GUIDELINE's emphasis on biological safety in educational institutions.

**Ergonomic Hazards:**

Ergonomic hazards can lead to repetitive strain injuries if not properly managed. Workstations should be designed to minimize strain, and individuals should use correct lifting techniques when handling heavy objects. Taking regular breaks is essential to avoid repetitive motion injuries. These practices are consistent with SPSA COP & GUIDELINE and MOE Sharjah framework, which emphasize the importance of ergonomic safety in academic environments.

**Environmental Health and Safety (EHS) Compliance UAE Regulations:**

All laboratory operations must comply with UAE environmental and occupational health and safety regulations. These include the UAE Fire and Life Safety Code 2018, which governs fire safety practices, and other local laws related to hazardous materials management and waste disposal. Adhering to these regulations is crucial for maintaining the laboratory's operational license and ensuring compliance with SPSA COP & GUIDELINE and MOE Sharjah framework.

## STUDENT SERVICES

### STUDENT COUNSELLING

The aim of this section is to provide information about the Student Counselling Services offered by the Dean of the Student Affairs throughout a student's period of study.

Students with learning disabilities, students suffering from psychological disorders, such as anxiety, depression, phobia (social or exam phobia), and students with mal-adaptive or dysfunctional behavior (antisocial/lack of motivation/aggression/frustration/abuse are referred to individual therapy plans in confidential individual therapy sessions.

The primary aim of Student Counselling Services is to support students' well-being, communication, and adaptation skills and to provide timely assistance to students experiencing psychological or communication challenges that may affect their academic performance or lead to absence or withdrawal from terms.

The counselling services also include regular workshops and sessions delivered by specialists in the field addressing crucial problems that face students of this age. Group awareness sessions and free discussions of various topics focusing on students' daily life, interactions, moods, habits, stresses, family problems, social interaction, communication, motivation, planning and other relevant issues are also arranged on regular basis.

The Student Affairs Department allocates a private room in building 2 ground floor one to one counselling session encouraging students to express their problems openly and share their fears and concerns easily.

Allocating a special room for the students' counselling sessions and general well-being is one of the essential requirements in the HEI in the UAE as it contributes to the achievement of the United Nations SDG 3 "Promoting Health and Wellbeing", which is in alignment with SMA main policy: Fostering sustainability culture on campus.

The counseling room/well-being room space is well furnished, well-organized, and optimally utilized. Privacy, confidentiality, and comfort are top priorities that yield excellent results.

### STUDENT SUCCESS CENTER

The Student Affairs Department, in collaboration with faculty members at SMA, provides academic support services to a wide range of students, with particular focus on those placed on probation with a GPA below 2.0. These services are also available to students experiencing academic difficulties even if their GPA is above 2.0, as well as to those who wish to further enhance their academic skills.

The Success Centre is located on the first floor of the Student Centre operating daily from 2:00 p.m to 10:00 p.m. It provides a range of services, including one-to-one and group tutoring, as well as workshops and lectures designed to enhance students' soft skills, study skills, time management, test-taking strategies, and other essential skills required throughout their college journey.

The services provided by the success centre include, but are not restricted to:

- One-to-one tutoring
- Group tutoring
- Workshops and lectures
- Extra classes
- Regular follow up of under probation students' needs and levels.
- Peer tutoring

Regular meetings are organised by the Student Affairs Department with both freshers, sophomores and senior students to introduce the Student Success Centre services and the available channels of communication. These meetings emphasise the importance of academic success and encourage students to improve their academic performance. Counselling sessions are also conducted with students to investigate the reasons behind their low proficiency levels.

## PROVISION OF PRAYER ROOMS

### 1. General purpose:

- Prayer rooms are NOT considered mosques; therefore, they are NOT to be used for any related rituals, customs, or practices.
- 'Guests' are "individuals who are invited to campus for branch-related business and need to visit the prayer rooms for prayer during their visit.

### 2. Code of Conduct:

- Eating, drinking, and sleeping are NOT permitted inside the prayer rooms.
- Prayer practices should be observed respectfully.

- All rules and regulations related to social distancing, conduct and discipline apply to the use of the prayer rooms.
- Prayer rooms must be respected and maintained by all users.
- Social events, recreational activities, and loud noise are strictly prohibited.

### **3. Cleaning:**

Prayer rooms should be kept clean on regular basis, as per Work Health and Safety legislation, cleaners must put on a disposable footwear while cleaning.

### **4. Use of facilities:**

Males and females have different prayer rooms.

## **CLUBS AND ACTIVITIES**

The main purpose of students clubs and societies is to develop students' skills and talents, enabling them to contribute more effectively to their academic success.

The Student Affairs Department coordinates student clubs and provides information about campus activities. A Club Fair is held at the beginning of each academic year, usually as part of Student Affairs events, or announced during Orientation Week for student participation and subscription. The fair presents the purpose of each club, its aims, and its past achievements.

Each club is led by a team leader supported by five to six members. The clubs aim to enhance students' communication, language, critical thinking, teamwork, and leadership skills, while also encouraging them to engage with important social issues and contribute to the welfare of their communities.

All clubs complement the academic programmes, and their expected outcomes are aligned with the institution's goals. Current clubs include, but are not limited to: the Sustainability Club, Creativity Club, Debating Club, Book and Movie Club, Sports Club, and Creative Writing Club. Through participation, students are encouraged to develop technical, cultural, and social skills, express their creativity, and build positive social relationships.

### **SMA takes responsibility for:**

- Organising a variety of activities both on and off campus.
- Communicating with the widest possible number of students.
- Developing activities that meet students' needs and build on their skills.
- Motivating active participants by awarding certificates and small gifts.

- Creating an environment that encourages students to take responsibility and become involved in community decisions.
- Linking student activities to scientific studies and translating them into practical actions and positive behaviours.
- Building students' life skills and abilities.
- Promoting volunteer work and social responsibility towards society.
- Organising sports activities.

SMA gives top priority to sports and athletics, recognising its social and national responsibility to set a successful model. Students are provided with opportunities to enhance, refine, and demonstrate both their athletic and intellectual skills through teamwork, sportsmanship, and intercollegiate competition. The Academy also offers training facilities and a distinguished athletics programme.

### **Financial control in student run clubs and societies.**

**The financial control of the student run clubs and societies follows the policy below:**

#### **1. Budget for events and clubs:**

The Student Affairs budget is a key pillar in supporting educational and social activities that enrich the student experience. Allocating appropriate resources to this sector contributes to achieving the institution's goals, promotes the development of students' skills, and encourages their active participation in campus life.

- The Student Affairs Department is committed to organising activities and events regularly to enhance student engagement and to ensure that students join and actively participate in college clubs and extracurricular learning activities.

#### **Budget Control**

- **Minor activities: Budgets for smaller-scale events (such as sports activities, workshops, and similar initiatives) are managed by the Dean of Student Affairs.**
- **For large cultural and social events or trips (e.g. Sustainability Day, Cultures Day, Carnivals), the budget is also managed by the Dean of Student Affairs but after following due process.**

### **Role of faculty/staff in student run clubs and societies.**

1. The Student Affairs Department draws up a detailed events calendar for all expected activities, events, workshops and seminars addressing a variety of areas and skills. This includes academic sessions, career readiness activities, social events, sports, clubs and others.
2. The calendar is shared with all faculty/staff members at the beginning of each term allowing them to volunteer in any activity/event. They are encouraged to volunteer at individual events, and they can head any club. The Student Affairs Department updates its clubs every term based on the ideas shared by staff and faculty members.
3. All details are discussed in the weekly meeting conducted with the provost.
4. The Events Calendar contains sessions that are conducted by specialists in the field, some sessions are interactive to ensure students are highly engaged in all aspects of the process.
5. Videos, games, success stories, focus groups and others are among the tools used in delivering the sessions

**Regulations for Using the Physical Training Halls and Health Club:**

- Observing public morals and following trainers' instructions inside the hall.
- Showing the student's SMA ID and wearing sportswear (athletic shoes, training suits, and towels) on entering the hall.
- Using personal audio devices with headphones and keeping a low tone of voice.
- The maximum time of the training session is 90 minutes.
- The sporting tools and equipment used during the training session must be returned to the right place after the training is over.
- The maximum time for using cardio equipment (stationary bikes - roller coaster - running) is 15 minutes.
- Students must hand over their personal belongings to the secretariat/staff in charge.

## RESIDENTIAL LIFE POLICY

SMA provides on-campus housing for students, subject to rules, regulations, and availability. Campus housing offers a supportive social, educational, cultural, and sporting environment.

Priority for housing is given to students enrolled in the College of Maritime Transport in their first year. Students from other SMA colleges and programs-including the foundation program-may apply upon availability.

## ACCOMMODATION REGULATIONS

1. The Student Accommodation management and dorm supervisors have the right to **carry out inspections** at any time.
2. The Student Accommodation management and dorm supervisors may also **enter students' rooms when necessary**.
3. Students living in SMA accommodation must **comply with all regulations and instructions** issued by Student Affairs and their respective colleges.
4. Accommodation closes at **10:00 PM** for female students and **11:00 PM** for male students.
5. Students must **check out of their rooms** within two days of completing their final assessments each trimester unless they have obtained prior permission from Student Affairs to stay longer.

### Accommodation Transfer

The Student Accommodation management reserves the right to assign students to any room within the building and, if necessary, to transfer them to another similar room in the same or a different building.

If required, a student may be transferred from one building to another, provided the procedures are completed within the specified timeframe.

### Checking out and Departure

Students' accommodation must end within a maximum of 48 hours after the completion of their final exams for the academic term. Failure to vacate the room within this period will result in the loss of the accommodation insurance.

Students' accommodation will also be terminated in cases of term cancellation, course withdrawal, non-registration, or expulsion from SMA or the dorms for any reason. In such cases, the student's stay is considered unauthorized, and they are required to vacate the room immediately.

### Penalties

In case of any violation of these regulations, the Student Affairs has the right, after taking all the legal procedures with the student, to terminate his/her stay and not to provide accommodation for him/her later.

### Financial Affairs

- Accommodation fees are **non-refundable** if a student leaves before the end of the period stipulated in the accommodation request, regardless of the reason.
- The accommodation insurance will be refunded to the student after vacating the dorms, provided there is no damage to the property or missing items in the room.
- Students who wish to continue residing in the dorms for the following term must settle the accommodation fees within the specified payment period.

### Forms that should be filled out by the applicant for accommodation:

- An accommodation request form.
- Instructions for the accommodation.
- An accommodation ID form.
- A statement pledging the accuracy of data provided to Student Affairs.
- An evacuation form in case of evacuating accommodation dorms.

### Violations and Penalty Regulations

- Violating regulations and instructions of accommodation.
- Disrespecting the accommodation supervisors and offending them or other colleagues.
- Failing to submit the academic schedule to the accommodation supervisor as stipulated in the regulations of accommodation.
- Losing the student ID.
- Damaging or destroying any dormitory furniture or property.

- Providing false information or failing to complete all required data in the specified forms.

### Requirements For Acceptance Into SMA Accommodation

- Proof of Admission to Sharjah Maritime Academy (SMA).
- Active Enrollment As an SMA Student with Registered Courses during the designated term.
- Enrollment in one of SMA's training courses.
- External students may be accepted if registered in visiting student programs or other approved programs, subject to dormitory availability.
- The student must not have been previously expelled from SMA accommodation.
- Signing a pledge to abide by the accommodation regulations.
- A medical report from the medical department confirming that the student is free from contagious diseases.
- Submission of two recent personal photographs.
- Completion and submission of all required accommodation request forms.

## STUDENT PARTICIPATION IN COLLEGE COUNCILS

Each college council at SMA ensures the participation of **two student representatives**. Their role is to reflect the views and needs of their peers and to provide effective channels for student involvement in the decision-making and inner workings of the college. These representatives serve as a collective voice through which students can express their concerns, share their interests, and contribute to enhancing the overall student experience.

## STUDENT COUNCIL

The Student Council (SC) at Sharjah Maritime Academy (SMA) is a recognized body that represents students, expresses their views, and protects their interests. The SC is responsible for organizing all student activities on campus, away from political and religious affiliations, and regardless of student nationality.

### The Council aims to:

- Prepare students to take responsibility and leadership roles.
- Strengthen ties among students.
- Promote moral values and character building.
- Organize projects and programs that support academic goals and contribute to the community and environment

## FORMATION AND STRUCTURE

### The Student Council is elected annually.

- It consists of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Committee Heads (one for each of the eight committees)
- Membership should reflect gender balance (equal representation of male and female students)
- If no nominations are submitted, the Student Affairs Department, in coordination with the college, appoints members.
- Each Council may also include a “Challenge Champion Officer” (a student with a disability) to ensure inclusivity.

### Committees

**Each Council includes eight committees:**

1. Media, Events Planning, and Public Relations committee
2. Social Work and Trips committee
3. Scientific committee
4. Cultural committee
5. Arts and Creativity committee
6. Sports committee
7. Sustainability committee
8. Students' Voice committee

**Election Process**

- Elections are organized by Student Affairs at the beginning of the first academic term each year.
- Elections are based on the **list system**, not the individual system. The list with the most votes wins, regardless of voting percentage.
- Each list must include candidates for all positions: President, Vice President, Secretary, Treasurer, and Committee Heads.
- Elections are held in **Week 2** of the first term (electronically).
- For elections to be valid, **50% + 1** of registered students must participate. If quorum is not met, elections are repeated the next day with any number of students present.
- In the case of equal votes, a lottery is conducted in the presence of the candidates.
- Results are announced on the Student Affairs official page within one week.
- The newly elected Council assumes duties after immediately.

**Candidacy Conditions**

- Open to all SMA students, including newly enrolled students.
- Membership becomes active from the following Fall term after official course registration.
- Candidate must:
  - Have at least two trimesters remaining before graduation.
  - Hold a GPA of 2.0 or above.
  - Demonstrate good character and reputation.
  - Show continuous activity in the area related to the committee for which they are applying.
  - Submit a candidacy application (electronic) within the timeframe announced by Student Affairs.

## Campaign Rules

- Provisional lists of accepted candidates are announced after Student Affairs approves applications.
- Campaigns in colleges or on social media are strictly prohibited before official announcement.
- Any list that violates this rule will be **disqualified**.

## Council Meetings

- The Council General Assembly or its committees may be convened by the President or Secretary.
- Members must be notified at least **three days in advance**.
- Meetings are held **monthly** and require a quorum of **more than half** of members.
- If quorum is not met, the meeting is postponed for two days and may then be held with any number of attendees.
- Decisions are made by **majority vote**.
- The Council is dissolved if **two-thirds of members resign** through an official written statement.

## Financial control in student run clubs and societies

### Budget for student council

The student council (SC) budget is an essential element in supporting student-led activities and events. It aims to develop students' leadership and social skills, enhance engagement, and promote interaction across the student body.

#### 1. Small-scale activities

Covers basic costs such as minor sports activities, workshops, and small events.

- The SC treasurer and president submit proposals for activities to the head of student affairs.
- The head of student affairs is authorized to approve or reject the requested budget.

#### 2. Large-scale activities

Covers major events and activities requiring substantial resources.

- The budget is managed by the head of student affairs but requires approval from the VCAA/chancellor.

- The SC treasurer and president submit proposals for activities to the head of student affairs, who forwards them for higher-level approval.

## Student-run media and publications

### Student Council social media platform

The Student Affairs department, with the approval of the SMA chancellor, is authorized to create official social media platforms for the student council to highlight its activities, projects, and events.

#### Purpose and usage

##### The platform is dedicated to:

- making announcements.
- sharing surveys, polls, and registration forms.
- offering live coverage and instant interaction.

**Types of platforms: Instagram page, TikTok account, Facebook page.**

#### Phased rollout

- phase 1: accessible only to SMA students.
- phase 2: made public. However, surveys, polls, and application forms remain restricted to SMA students using their official email.

#### Aims

- facilitate direct communication with SMA students.
- provide a fast, interactive communication channel.
- enhance SC responsibility toward their peers and institution.
- strengthen SC leadership, management, and communication skills.

#### Responsibility

- the student affairs department holds full responsibility for all content published.
- content is drafted by the SC media, events, and pr committee and submitted to the student affairs department for review and approval.

### **Authorization**

**The following designations are authorized to approve and publish content:**

- Dean of the Student Affairs Department
- Student Affairs Officers

**The following SC members may post content only after obtaining signed approval from the above authorities:**

- student council president
- student council vice president
- secretary of the media, events, and PR committee

### **Approval Process**

An internal approval flow ensures that content is properly created, reviewed, and authorized before publication. This flow mirrors the one used for the official SMA Instagram page.

## FOOD SERVICES

**SMA provides catering services for students at SMA Accommodation.**

**The catering instructions, policies and procedures of the main restaurant:**

- The cleanness of the place reflects your own cleanness. Accordingly, the students shall keep the place clean and shall not cause any kind of harm to others.
- Students residing on campus are allowed to have the three meals in the main restaurants. Postgraduate and senior students who do not reside on the premises are allowed to have their meals in the main restaurant after paying the meal cost and receiving a receipt as per the instructions of the Catering Department.
- Students are required to show their IDs and the accommodation receipt upon the responsible staff request. In case of the student's refusal, s/he shall not be allowed to enter the restaurant.
- Students shall have their meals only in the designated places.
- Students shall stick to the time allocated for meals.
- It is totally prohibited to take silverware outside the restaurant.
- Visitors are not allowed in the restaurant.
- It is not allowed to speak with the catering employees through the restaurant's back doors.
- Smoking is prohibited.
- Students are not allowed to take any food from or to the restaurant.
- Students are not allowed to enter the kitchen of the main restaurant to keep it clean.
- Students must show discipline within the restaurant.
- Students should ensure their safety and the safety of others and should avoid any quarrels with others.
- Students must contact the restaurant supervisor immediately if there is a problem or a complaint concerning food or something related to the restaurant.

## CAREER ADVISING

The Career Services Centre (CSC) supports the mission of SMA to empower students and alumni in their career journey. The Centre is assigned to the Dean of Student Affairs. The mission is to encourage students to explore career paths, identify and develop skills, and pursue experiential opportunities. The vision is that each member of SMA community will be empowered to achieve lifelong professional success.

The Career Services Centre (CSC) assists students and alumni as they explore, prepare for, and make successful future decisions. The Dean of Student Affairs empowers individuals to take a proactive and strategic role in finding and pursuing their personal and professional passions. The (CSC) offers a comprehensive program of professional and career services for students and alumni, and develop the professional skills they will need to achieve their goals.

The programs, tools, and services offered through the CSC facilitate partnerships between students, alumni, faculty, employers and parents to maximize career opportunities. As a result of participating in the CSC, students will be able identify core values, beliefs, and skills, and use them to articulate relevant career goals acquire transferable skills and relevant experiences for future professional accomplishments; and utilize resources that are available to gain experiential learning opportunities and foster professional networks.

The CSC aims at helping SMA students determine and fulfill their career goals. During their academic studies, the office helps them learn about themselves, develop skills and identify resources to pursue their professional and academic objectives. The Dean of Student Affairs prepares and assists students and alumni as they pursue career development and the job search process in the world of work.

The following events are indicative for student participation in CSC Programs. They are designed to maintain a standard of equality and professionalism.

## WORKSHOPS AND SEMINARS

Throughout the year, the CSC offers workshops for small and large groups in classrooms. Topics include: Writing a CV, Interviewing Skills, Job Search Strategies and Internships.

## ON CAMPUS RECRUITMENT PROGRAMS

The term 'On Campus Recruitment' refers to the multiple programs in which CSC staffs agree on interview dates with employers, send them the resumes of interested candidates, and schedule interviews with the individuals that the employers select. The Corporate/Government Recruitment invitation list is updated annually.

## CAREER DAY

SMA organizes an annual career day where employers meet formally with students and distribute information about their organizations. Some employers may collect resumes and conduct on-the-spot interviews. The CSC organizes job fairs for part-time and full-time jobs.

## ACADEMIC INTEGRITY

Academic integrity is a core value of the Sharjah Maritime Academy, all SMA students are expected to uphold the highest standards of honesty and transparency pertaining to the practice of acquiring and presenting knowledge. SMA does not tolerate any form of academic misconduct including, but not limited to, cheating, plagiarism, fabrication, and impersonation. Such violations are punishable by SMA. The purpose of the following paragraphs is to acquaint the students with actions that represent misconduct as well as their potential consequences.

### LIST OF ACADEMIC MISCONDUCTS

#### Cheating

The following actions shall be considered cheating by SMA, regardless of whether the perpetrator benefits from them.

- Possession of mobile phones during exams, on which course information/documentation is stored.
- Possession of course related material on any physical media during any exam, whether the material is written, printed, or engraved using any means. This includes books, class notes etc. Material allowed by the instructor and explicitly listed on exam papers are not included in this definition.
- Exchanging the exam paper or answer sheet with a colleague during an exam.
- Failing to observe academic integrity while performing any academic duty. Examples include submitting reports and/or assignments for grading which are not completed by the student, or where the student receives significant help from others where the work is believed to be his own.
- Assisting another student to commit acts of academic dishonesty.
- Interference with other students' work.

#### Plagiarism

Plagiarism can be generally defined as the replication of someone else's words, ideas, results, or any other form of original knowledge generated by that person, without explicitly acknowledging the source of the information in an attempt to infringe on the intellectual

property of the said person. Students are encouraged to fully understand this definition considering the following examples:

- Presenting someone else's work as your own without their knowledge (otherwise it would be considered cheating).
- Copying someone else's ideas, without necessarily copying the exact words, graphs or designs, without citation or reference to the original work.
- Failing to put a quotation within quotation marks, causing the reader to misinterpret the source.
- Providing false information about the quotation source.
- Rephrasing content by copying the main idea and sentence structure of a source without giving credit.
- When most of the one's work is mainly comprised of many ideas and words of a source (even if referenced).

### **Fabrication**

The falsification or invention of any information or data in academic work, including records or reports, laboratory results, etc.

### **Impersonation**

The act of taking the identity of pretending to be another student during whether written or oral evaluations or for claiming attendance.

## **PENALTIES FOR ACADEMIC MISCONDUCT**

In general, academic misconduct is punishable by the same set of disciplinary actions applicable under the [Code of Conduct](#). Students are advised to refer to the list of these [disciplinary actions](#). The aforementioned disciplinary actions are imposed in accordance powers and mandates detailed in the [Code of Conduct](#) taking into account that penalties are escalated for repeated offenses and according to the gravity of the situation. As for academic misconduct, the following additional rules apply:

- 1. Attempting to Cheat:** The student will be considered to have failed the course in which he or she attempted to cheat on the exam **AND/OR** Cancellation of his/her registration from the courses for which the student was registered in the Term in which the offence occurred.
- 2. Being caught in the act of cheating:** The student is considered to have failed the course in which s/he was caught cheating on her/his exam **AND/OR** Cancellation of the registration from the courses for which the student was registered in the term in which s/he was caught

**AND/OR** S/he will be expelled from the academy for a term, which is the term following the one in which s/he was caught.

For plagiarism, up to 20% similarity score shall be considered acceptable. Students are nonetheless advised to properly cite all sources. A 20-30% similarity will be penalized by a 50% deduction of the total possible marks. An above 30% similarity will be penalized by “Zero” in the assignment. Impersonation will be penalized by final expulsion from the Academy. Such offences shall be investigated and decided at the college level.

## CODE OF CONDUCT

### CODE OBJECTIVE

The student code of conduct is designed to inform students and their guardians of the principles, rules, and responsibilities that govern life at sma. Its purpose is to:

- Ensure that students uphold appropriate standards of behavior on campus.
- Support the continuous development of students' character.
- Regulate student behavior in a way that prepares them to take on leadership roles in their communities.

The code also outlines the penalties that may be imposed if a student commits any behavioral violation during their period of study at the academy.

Students and guardians are expected to read this code carefully. If there are any questions or clarifications regarding the rights or duties stated herein, they are encouraged to contact the student affairs department.

### STUDENT'S RIGHTS

1. Equality and non-discrimination.
2. Respect for personal freedom and individual privacy in accordance with the laws and regulations of the Academy.
3. Take advantage of available educational opportunities and achieve educational goals.
4. Use the buildings and facilities inside the Academy's campus in an appropriate manner.
5. Engage and participate in student activities, such as clubs, student council and sports activities, given he/she fulfills the conditions required for each activity.

### STUDENT'S DUTIES

The student's duties within the Academy's campus are divided into several relationships that the student must respect, implement, and not violate.

#### **Student's relationship with his/her colleagues inside the Academy's campus:**

1. Respecting other students and refraining from any behavior that causes physical or psychological harm to his/her colleagues.
2. Being honest and preserving both public properties and personal properties of others.

3. Refrain from using any verbal, written, or electronic means of communication with the intent of harassment, threat, or intimidation.
4. Refrain from making inappropriate communications with other students, including sending inappropriate emails or letters or anonymous messages.
5. Refrain from spreading rumors or falsely accuse any student of anything that harms his/her personal reputation.
6. Refrain from taking photos of another student and distribute them without his/her permission.
7. Refrain from impersonating another person or sign on behalf of the guardian.
8. Refrain from engaging in any form of physical or verbal violence (bullying).
9. Refrain from committing any act of sexual harassment.

## **STUDENT'S RELATIONSHIP WITH FACULTY MEMBERS AND EMPLOYEES OF THE ACADEMY:**

1. Respect all faculty members, employees, and visitors of the academy, including cleaning and security workers.
2. Follow all the instructions given by any lecturer or employee in the Academy.
3. Avoiding inappropriate communications with any lecturer or employee in the Academy, including sending inappropriate emails or letters or anonymous messages.
4. Refrain from giving bribes or gifts to Academy employees.
5. Refrain from taking photos of any lecturer or one of the Academy's employees and distribute them without his/her permission.
6. Having the student's ID inside the Academy's campus.
7. Presenting the students' ID when requested by any of the Academy's employees, including the security staff.
8. Committing to keep order and not to obstruct or impede the progress of the educational process anywhere in the academy, including corridors and classrooms.
9. Refrain from using mobile phones inside the classrooms and during lectures and practical exercises.

## **STUDENT'S RELATIONSHIP WITH THE ACADEMY'S REGULATIONS**

1. Refrain from acting in any way that harms the Academy's reputation.
2. Refrain from causing damage to the Academy's properties, including equipment, laboratories, devices, and furniture, and not to write on walls and floors.

3. Refrain from modifying, altering or falsifying the official Academy documents in any way, including transcripts, timetables, exit permits, sick leave, and ID cards.
4. Represent the Academy in an appropriate manner in external participation and student activities through the student council, student clubs or any official events.
5. Refrain from using the Academy's facilities to sell anything to other students without prior permission from the Academy's administration.
6. Refrain from displaying any printed materials anywhere within the Academy's campus without prior approval from Student Affairs.
7. Not to use the Internet for any other purpose than that for which it was found, and to completely refrain from downloading, viewing, or displaying inappropriate materials.
8. It is prohibited to possess, circulate, and display pornographic materials that violate public order and morals in all their visual and audio forms.
9. It is totally prohibited to distribute all sorts of books, booklets, and publications, whatever their content or intentions are inside the Academy's campus.
10. It is totally prohibited to possess, use, or promote alcoholic or narcotic substances inside the Academy's campus.
11. It is totally prohibited to possess any tool that can be classified or used as a weapon inside the Academy's campus.
12. Commit to wearing appropriate and modest outfits that is consistent with the cultural and religious values of the UAE society and not to wear shorts or torn clothes inside the Academy's campus.
13. Commit to wearing simple makeup and non-excessive use of cosmetics for all female students during their presence inside the Academy's campus or during their representation of the Academy in any official event.
14. Refrain from all kinds of smoking inside the Academy's campus including (cigarettes - electronic cigarettes - vape).
15. Follow traffic laws, avoid reckless driving, and avoid violating security and safety instructions inside the Academy's campus.
16. Refrain from driving a colleague's car inside the Academy's campus.
17. Park cars in the permitted slots only and not to obstruct the movement of traffic inside Academy's campus.
18. Commit to the timings of returning to the Academy's campus after weekends, official holidays, and summer vacation.
19. Refrain from bringing in individuals who are not authorized to enter the Academy's campus, such as children, brothers, sisters, and friends.
20. Refrain from receiving external delivery orders, including gifts and food.
21. Comply with any new instructions issued by the Academy's administration.

## DISCIPLINARY PENALTIES

**Students must adhere and act appropriately to the highest standards of personal and academic behavior, as failure to comply may result in disciplinary actions. These actions include:**

1. Verbal warning.
2. A written warning from the academy to the student and informing his/her guardian.
3. A written undertaking from the student to be signed by him/her in the presence of his/her guardian.
4. A warning of dismissal from the academy, taking a written pledge from the student signed by his/her guardian.
5. Suspension or deprivation of privileges for one or more terms.
6. Suspension of student registration for one term.
7. Suspension of student registration for two consecutive terms.
8. Suspension of student registration for the summer term.
9. Final dismissal from the Academy.

## DISCIPLINARY ACTIONS

Disciplinary actions include (9) basic disciplinary penalties, and additional penalties may be added depending on the nature of the violation, at the discretion of the Academy's management:

Disciplinary Action	Executive Procedures	The Time of The Penalty
Verbal warning	<ul style="list-style-type: none"> <li>• A verbal warning is given and recorded in the student's file.</li> </ul>	Next violation
Written warning	<ul style="list-style-type: none"> <li>• A written warning to the student not to repeat the violation.</li> <li>• Notifying the guardian.</li> <li>• A signed copy of the written warning to be kept in the student's file.</li> </ul>	Next violation
Written undertaking	<ul style="list-style-type: none"> <li>• A written undertaking from the student not to repeat the violation.</li> <li>• Notifying the guardian.</li> </ul>	

Disciplinary Action	Executive Procedures	The Time of The Penalty
	<ul style="list-style-type: none"> <li>• A signed copy of the written undertaking to be kept in the student's file.</li> </ul>	
A warning of dismissal from the Academy	<ul style="list-style-type: none"> <li>• A written undertaking from the student not to repeat the violation.</li> <li>• A written undertaking from the guardian that the student will not repeat the violation.</li> <li>• A signed copy of the written undertaking to be kept in the student's file.</li> </ul>	Next violation
Suspension or deprivation of privileges for one or more terms	<ul style="list-style-type: none"> <li>• Suspension of the privileges and practicing student activities</li> <li>• A written undertaking from the student not to repeat the violation</li> <li>• Notifying the guardian</li> <li>• A signed copy of the written undertaking to be kept in the student's file.</li> </ul>	One or more terms
Suspension of student registration for one term	<ul style="list-style-type: none"> <li>• A decision of suspension for one term to be issued.</li> <li>• Informing the guardian in person.</li> <li>• Notifying the college in which the student is registered.</li> <li>• Informing the Admission and Registration Department of the suspension decision.</li> <li>• Issuing a copy of the decision to suspend the student for the term to be kept in the student's file.</li> </ul>	Suspension for one term and all the subjects of the term in which the violation occurred. to be registered as "compulsory withdrawal".
Suspension of student registration for two consecutive terms	<ul style="list-style-type: none"> <li>• A decision of suspension for a period of two consecutive terms to be issued.</li> <li>• Informing the guardian in person.</li> <li>• Notifying the college in which the student is registered.</li> </ul>	Two consecutive terms

Disciplinary Action	Executive Procedures	The Time of The Penalty
	<ul style="list-style-type: none"> <li>• Informing the Admission and Registration Department of the suspension decision.</li> <li>• Issuing a copy of the decision to suspend the student for a period of two consecutive terms to be kept in the student's file</li> </ul>	
Suspension of student registration for the summer term	<ul style="list-style-type: none"> <li>• A decision of suspension for the summer term to be issued.</li> <li>• Informing the guardian in person.</li> <li>• Notifying the college in which the student is registered.</li> <li>• Informing the Admission and Registration Department of the suspension decision.</li> <li>• Issuing a copy of the decision to suspend the student for the summer term to be kept in the student's file.</li> </ul>	Summer term
Final dismissal from the Academy	<ul style="list-style-type: none"> <li>• Issuing a decision of final dismissal from the Academy.</li> <li>• Informing the guardian in person.</li> <li>• Notifying the college in which the student is registered.</li> <li>• Informing the Admission and Registration Department of the suspension decision.</li> <li>• Issuing a copy of the decision of the final dismissal from the Academy to be kept in the student's file.</li> </ul>	Final dismissal from the Academy

## BEHAVIORAL VIOLATIONS AND PENALTIES:

**Warning:** A warning is a verbal or written warning or a dismissal from the academy and its aim is to draw the students' attention not to repeat their mistakes as the warning may turn

into the next disciplinary action in the event of repeating the violation or non-compliance with the Student Code of Conduct.

### Category 1 - Minor Violations (Imposed by Instructor)

Penalties listed in this category are to be imposed by the instructor after an investigation/ a short meeting with the student in the presence of the student counsellor at the Student Affairs Office.

#	Violation (as per Bylaw #9, Article 3)	Examples	Penalty-1 Article No. 6	Penalty-2 Article No. 6	#	Actions
1	Deviation from the laws, regulations and instructions in force in the country or the systems applied in the academy	Coming late to class or other places of study; Disturbing teacher or peers in class or other places of study; Using unauthorised devices, such as mobile phones, in class or other places of study; Non-compliance with exam schedules; Causing chaos in class or other places; Disrupting lectures, sections or tutorials; Wearing improper uniform <b>(captured only once per day)</b> .	1 <sup>st</sup> occurrence: Written warning		1	Issued by teacher on the spot; email student, copy SA and Dean
			2 <sup>nd</sup> occurrence: Written warning	Student marked absent in class	1	Issued by teacher on the spot; email student, copy SA and Dean
			3 <sup>rd</sup> occurrence: Written warning	Student removed from class or other places of study or exam	1, 2	Issued by teacher on the spot; email student, copy SA and Dean
2	Intentional abstention from attending lectures and other academic work that regulations require attendance at, or incitement to do so					
3	Disturbance of order inside lecture halls, laboratories, libraries or other academic facilities					

### Category 2 - Moderate Violations (Imposed by Committee)

Penalties listed in this category are to be imposed by the committee after an investigation/short meeting with the student and any concerned parties.

#	Violation (as per Bylaw #9, Article 3)	Examples	#	Penalties (as per Bylaw #9, Article No. 6)
4	Committing any act that violates honour, dignity, or morals, or violates good conduct, or that would harm the reputation of the Academy or its employees, whether inside or outside the Academy, or in any activity or event in which the Academy participates	Wearing inappropriate clothing inside the academy; not abiding by invigilators instructions during exams, filming students, lecturers or staff without prior permission; committing any act of discrimination and racism among students, faculty and staff etc.	3 - 6	3. Depriving the student from attending some lectures of the course in which the student disrupts the discipline during his teaching, provided that this does not exceed 20% of the number of lectures. 4. Deprivation for a specific period of time from benefiting from the services provided by one or more of the academy's facilities in which the violation was committed. 5. Deprivation for a limited period from practicing one or more of the student
5	Establishing any organization within the Academy or participating in it without a previous license from the			

#	Violation (as per Bylaw #9, Article 3)	Examples	#	Penalties (as per Bylaw #9, Article No. 6)
	competent authorities in the Academy or the State, or participating in any group activity that violates the organizational rules of the Academy			activities in which the violation was committed. 6. Academic warning in its three levels: first, double and final.  <b><i>In some cases, the committee can choose penalties from Article 6 Penalty #7 onwards.</i></b>
6	Using the academy's buildings, facilities or property for purposes other than those for which they were intended without prior permission from the relevant authority or misusing the licenses granted	Tampering with lecturer's devices and using them without permission		
7	Distributing flyers, issuing gazettes, placing advertisements, or collecting signatures and donations without obtaining a license from the competent authorities in the Academy, or misusing the licenses granted to practice the aforementioned activities	Spreading rumours or false information about the academy; distributing newsletters, issuing newspapers, posting advertisements, or collecting signatures and donations without obtaining a permit from the competent authorities of the academy, or misuse of granted permits for the mentioned activities.		
	Repetition of minor violations	Repetition of any of the violations mentioned in minor violations	3-6	

### Category 3 - Major Violations (Imposed by Committee)

Penalties listed in this category are to be imposed by the committee after an investigation/a short meeting with the student and any concerned parties.

#	Violation (as per Bylaw #9, Article 3)	Examples	#	Penalties (as per Bylaw #9, Article No. 6)
8	The student directs an insult or abuse to a faculty member, any of the employees or students at the academy, or its visitors	Oral or physical assault, insulting a faculty member, staff, colleagues, guests	7-13	7. A fine whose value is equivalent to what the student destroyed. 8. Cancellation of the student's registration in one or more courses of the term in which the violation occurred 9. Cancelling the student's exam in one or more courses and counting him as having failed the course or courses in which his exams were cancelled. 10. Temporary dismissal from the academy for a term or more. 11. Final dismissal from the academy, giving him the right to transfer to another academy or university. 12. Final dismissal and deprivation of benefiting from his academic record. 13. Withdrawal of the certificate and cancellation of the decision to grant it if it becomes clear that there is forgery or fraud in the procedures for granting it.
9	Damaging, defacing, defacing, or rendering the Academy's movable or immovable property inoperable	Damaging or disabling academy property		
10	Forgery of academic documents and use of forged papers for any purpose	Providing false information - Falsifying test results or grades		
11	Any forgery or distortion in the application to join the Academy or any documents submitted by the student during his enrolment in the Academy	Falsifying academic certificates - Misrepresentation of personal information		

#	Violation (as per Bylaw #9, Article 3)	Examples	#	Penalties (as per Bylaw #9, Article No. 6)
				<i>In some cases, the committee can choose penalties from Article 6 Penalty #2 to #6.</i>

### Category 4 – Academic Cheating Violations (Reported by Faculty member and imposed by Committee)

Violation (as per Bylaw #9, Articles 7 and 8)	Examples	#	Penalties (as per Bylaw #9, Articles 7 and 8)
<b>Article #7:</b> <ul style="list-style-type: none"> <li>Attempting to Cheat</li> </ul>	Attempting to use any means of cheating inside the exam halls during midterm or final exams - Leaking questions - Stealing exams by any means.	<b>#7.1 &amp; 7.2</b>	The student will be considered to have failed the course in which he or she attempted to cheat on the exam. <b>AND/OR</b> Cancellation of his/her registration from the courses for which the student was registered in the term in which the offence occurred.
<b>Article #8:</b> <ul style="list-style-type: none"> <li>Being caught in the act of cheating</li> </ul>	caught red-handed in cheating inside the exam halls during midterm or final exams.	<b>#8.1 (A, B &amp; C)</b>	The student is considered to have failed the course in which s/he was caught cheating on her/his exam. <b>AND/OR</b> Cancellation of the registration from the courses for which the student was registered in the term in which s/he was caught. <b>AND/OR</b> S/he will be expelled from the academy for a term, which is the term following the one in which s/he was caught.

### Investigation of violations

- The person who initiated the investigation into a student violation may not be a member of the Student Disciplinary Committee.
- Violations occurring inside college buildings: The College Council forms a committee at the outset of each academic year to investigate student violations occurring inside college buildings (or within the halls or laboratories where her/his college courses are taught). The committee is composed of three members of the college faculty. The College Dean refers alleged violations to the committee for investigation, which then determines the appropriate penalty (if any) and reports its findings back to the Dean.

- c. Violations occurring outside college buildings (on campus): The Dean of Student Affairs forms a committee to investigate student violations occurring on the Academy campus (outside college buildings) after liaising with the Dean of the college concerned. The committee is composed of three members from SMA faculty. The Dean of Student Affairs refers alleged violations to the committee for investigation, which then determines the appropriate penalty (if any) and reports its findings back to him/her.
- d. If the specified term for any of the investigation committees referred to in this article expires, it will continue to exercise its powers until new investigation committees are formed to replace them.

## Investigating behavioral violations

### 6.1. Applying penalties

- a. It is allowed to combine two or more penalties stipulated herein.
- b. If the student commits the same violation again, the most severe penalty will be imposed.
- c. Decisions to impose sanctions are kept in the student's file with the Deanship, Admissions Department, and Registration Department. The competent authority imposing the penalty is notified, and a copy of the decision is sent to the student's guardian and the study grant authority, if any.
- d. None of the aforementioned penalties may be imposed until the investigation/meeting with the student is completed, including recording the student's statements and those of witnesses. The student must be given written notice of scheduled dates for this process. If the student fails to appear on these dates without a valid excuse accepted by the investigation committee, they will forfeit their right to participate. In such cases, the investigation will proceed with the student's violation being considered in their absence.

- e. The Registration Department maintains a record of all penalties issued against the student, which are noted in their transcript. This information is clearly indicated whenever the student receives any official documents.
- f. At the Chancellor's discretion, and upon the student's request/appeal/grievance, the penalty may be removed if the student demonstrates good behavior

**Student undertaking to implement the Student Code of Conduct**

I, student: .....  
Registration number:.....  
Student's signature: .....  
Guardian's name:.....  
Guardian's signature: .....  
Date: .....

Declare that I have read and understood all stated in the Student Code of Conduct of the Sharjah Maritime Academy, and I pledge to abide by and implement all stated in this code during my study at the Academy.

## STUDENT GRIEVANCES AND COMPLAINTS

The student has the right to file a grievance against the penalty imposed on him/her, or in the event of discovering new facts or fundamental developments, to be submitted by the student, within 7 working days from the date he/she has been notified of the penalty. The grievance is to be submitted through the Student Voice Hub to the Dean of Student Affairs who takes it to the Chancellor for a final decision.

### Complaints

- a. Many complaints can be resolved through informal discussions. Nevertheless, if the student decides to file a complaint officially, the procedures will be as follows:
  - The student must fill out the Student Complaint Form that is available from the Student Affairs Department, On the student voice hub available on the website, the students mobile application and the student's portal.
  - The completed Student Complaint Form will be submitted to the Student Affairs Department, with the nature of the complaint.
  - The Dean of Student Affairs Department will assign the responsibilities of responses to the responsible person/s according to the complaint's nature.
  - Upon receiving the responses, the student will be notified by the Dean of Student Affairs Department, communicating with the student the actions that will be taken to resolve the matter/s behind the complaint.
- b. The student has the right to complain against the penalty imposed on him/her in case new substantive facts and updates appear.
- c. A student may submit a complaint within (30) days after being notified of the penalty to Student Affairs who, in turn, presents it to the relevant Committee to come up with a decision. The decision is considered final only after it is approved by the Chancellor.

### Grievance

- a. Any student may submit a grievance letter within (7) days from the occurrence of the event subject to the grievance to the College Dean.
- b. The College Dean transfers the letter to the Chancellor who then transfers it to the relevant Committee.

- c. The committee discusses the student grievance from all aspects and then directs a letter to the Chancellor to inform him about the final recommendation regarding the grievance.
- d. The Chancellor provides his recommendation either with approval or rejection of the grievance
- e. By decision of the Chancellor, based on the student's request, the penalty may be erased if he proves good behaviour.

## FINANCIAL SERVICES

### TUITION FEES

Before the beginning of each term, SMA determines the tuition fees in UAE Dirhams. Tuition fees are calculated based on the student's total marks in the secondary education stage (or any equivalent degree) according to the categories mentioned in the current financial regulations. Tuition fees are paid at the beginning of each term. Fees payment is considered a key requirement for the completion of registration procedures and attendance. SMA presidency has the right to regulate payment for special humanitarian cases.

### FINANCIAL AID

Students' status at college will determine the extent to which they are eligible for financial aid programs. Their enrollments as full-time students are essential in determining their eligibility for financial aid, and the extent to which they can be funded.

### GUIDELINES FOR TUITION REMISSION

#### High School Remission

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- SMA provides a remission on term tuition fees to students who obtain an average of 98% or more in their high school grades only for the national secondary school certificate. (Accepted grade is reviewed by the Admission Department).
- This remission is applicable to all colleges but does not apply to students on full scholarships or sponsorships and/or transfer students.

#### Siblings Remission

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- SMA provides a discount for siblings.
- Siblings discount is limited to two members per family regardless of the number of siblings studying at college.
- This discount is provided automatically to students and will only be applied after presenting a copy of students' ID cards and birth certificates.

## When Does a Student Lose a Remission?

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- In case the student repeats any course due to failure, withdrawal or grade improvement, the course shall be paid in full without calculating any distinction discount. The difference is to be paid upon registration.
- In case of the cancellation of the acceptance grant or sports grant by the Student Affairs Committee if it finds evidence of student misconduct.

## CONTACT INFORMATION

Name	Position	Mobile	Email ID
Dr. Hashim Elzaabi	Chancellor		Hashim.Alzaabi@sma.ac.ae
Prof. Syamantak Bhattacharya	Provost and VCAA		S.Bhattacharya@sma.ac.ae
Dr. Adesh Joshi	Dean of College of Maritime Transport		Adesh.Joshi@sma.ac.ae
Prof. Saud AlDajah	Dean of MLSCM		Saud.Aldajah@sma.ac.ae
Capt. Ahmed Hamdy Moursy	Head of Maritime Transport Technology Dept.		Ahmed.hamdy@sma.ac.ae
Dr. Amel fawzy	Dean of Student Affairs		Amal.zaki@sma.ac.ae
Ms. Rima AlTaki	Director of Admission & Registration Dept.		Rima.Altaki@sma.ac.ae
D. Hongseok Bae	Head of Marine Engineering Department		Hongseok.Bae@sma.ac.ae
Ms. Nicola Butt	Head of Maritime Logistics and Maritime Business Department		Nickie.Butt@sma.ac.ae
Dr. Kevin Ayoubi	Head of General Education and Foundation		Lemir.elayoubi@sma.ac.ae
Capt. Ahmed Ismail	Head of Vocational Education		Ahmed.Ismail@sma.ac.ae

## STUDENT AFFAIRS

Name	Position	Mobile	Email ID
Dr. Amel fawzy	Dean of Student Affairs		amel_fawzi@sma.ac.ae

Student Services	Email ID
Ms. Maryam AlYammahi	Maryam.Alyammahi@sma.ac.ae
Ms. Aisha AlMarashda	Aisha.Almarashda@sma.ac.ae
Ms. Khadija Al Naqbi	Khadija.Alnaqbi@sma.ac.ae
Ms. Sara AlNaqbi	Sara.Alnaqbi@sma.ac.ae
Coach Kareem Ali	Kareem.Aly@sma.ac.ae
Coach Alaa Mohamed	Alaa.Abdelhamid@sma.ac.ae
Mr. Eid Sulaiman	Eid.ALGhweireen@sma.ac.ae
Ms. Aisha AlNaqbi	Aisha.Alnaqbi@sma.ac.ae

### Document History

Version	Date	Update Description	Author/Reviewer
V.2.0	16.10.2025	Alignment with approved Bylaws (2/2024) Alignment with New Org. Chart (6.10.2025) Alignment with New Committees Structure Added sections in Compliance with Indicator (CI) 8a of MOE inspection Framework: (3) student roles, responsibilities and processes in governance and committees. (4) financial control in student run clubs and societies. (5) the role of faculty/staff in student run clubs and societies. (6) details of the learning resource center's opening times. (9) student services including student orientation programs. (10) student services' including learning support services. (19) student services' provision of prayer rooms (23) student-run media and publications. (24) full-time equivalent (FTE) faculty: student ratio. (25) safe use of laboratories, safety issues related to hazardous materials and fire safety.	VC for Academic Affairs, Institutional Effectiveness, Student Affairs.