



جامعة الخليج الطبية  
GULF MEDICAL UNIVERSITY  
ACADEMIC HEALTH CENTER

# STUDENT HANDBOOK [AY 2025-2026]



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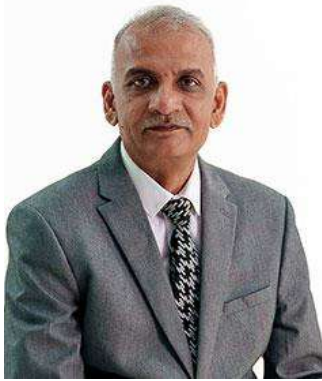
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## **INTRODUCTION**

The Student Handbook is intended to inform the Gulf Medical University community about policies and procedures concerning students. It consolidates information from many sources on topics ranging from academic processes to university services. It seeks to assist in the orientation of new students and to provide all students with an up-to-date reference on significant matters relating to university life.

To preserve the rights and responsibilities of both the individual and the University, it is essential that all students are aware of the institutional policies and regulations. All the information and guidelines provided in this student handbook are prepared as per the CAA Standards 2019 Annexure 7: Student Handbook.

## MESSAGE FROM THE CHANCELLOR



Dear Students

Gulf Medical University (GMU) has grown phenomenally in a span of over two and a half decades with a vision to be a leading international Academic Health System through the integration of health professions education, research, and healthcare services, maintaining our core niche in the health sector.

The quality of our educational programs is one of our key strategic goals, with the outcome competencies of all programs aligned with national and/or international competency frameworks.

The Thumbay Research Institute for Precision Medicine, Thumbay Institute of Population Health, Thumbay Institute of and the Thumbay Institute of Health Workforce Development are the three 'Centers of Excellence' which serve as a hub for graduate research and continuous professional development activities. Our infrastructure facilities are on par with international standards which includes the state-of-the-art Simulation Center, Research and Innovation Center, Testing Center, etc. that provides an ideal environment for students and faculty to nurture life-long learning.

Our uniqueness is that we own our clinical training facilities like a chain of JCI-accredited Thumbay Hospitals, Thumbay Clinics, CAP-accredited Thumbay Labs, and Thumbay Pharmacies. The hospitals are also accredited by the National Institute for Health Specialties (NIHS) for offering Internship and Residency training programs. This has enabled us to embed our students across all programs into the workplace environment early and thus provide ample clinical exposure, and at another level, employ our graduates in our own facilities, setting us apart from our peers.

E-learning and artificial intelligence in education and healthcare are becoming part of the different strategies of learning in health professions education. You will be trained using virtual reality and augmented reality and very advanced AI-based educational resources, the Virtual Patient Learning (VPL).

To support you, we have developed the Student Happiness Centers in each college, the Students Well-being Center, Career Advising Centers, the Mentorship program, and the Peer-Assisted Learning program, which enables students to support one another.

GMU has strategically partnered with some of the leading and reputed international institutions and industry for elective placements, to offer collaborative degree programs, conduct collaborative research, and facilitate student and faculty exchanges. Majority of our 4000+ alumni are employed in the country with many others distributed throughout the world, thus contributing to the health and knowledge economy of the country and the world at large.

Wishing you continued success.

**Prof. Manda Venkatramana**  
**Chancellor**

## MESSAGE FROM THE VICE CHANCELLOR ACADEMICS



Dear Students,

Welcome to Gulf Medical University.

You are joining a university shaped by ambition, grounded in excellence, and committed to impact. At GMU, we are proud to be one of the region's most dynamic academic health systems, and we are delighted to welcome you to our community of learners, innovators, and future leaders in health and medicine.

Like many top-ranked universities around the world, we believe that a great education is about more than just what you study—it's about how you think, how you grow, and how you prepare to serve the world. At GMU, you will experience an education that connects theory to practice, learning to leadership, and local to global.

Our students benefit from hands-on training in our own university hospitals, clinics, and labs; an opportunity few universities can provide. From your first year, you'll work closely with expert faculty, use state-of-the-art technology, and gain clinical experience that prepares you to thrive in the real world.

You'll also be encouraged to explore beyond the classroom. Whether it's joining a research project, participating in a global exchange program, or attending conferences and competitions, GMU will support you in making the most of every opportunity. We believe in a student experience that is inclusive, inspiring, and internationally connected.

As you begin your journey, I encourage you to challenge yourself, and support others. Great universities don't just shape minds—they help shape character.

The coming years will shape not only your future, but the future of the communities you will one day serve. We are proud to be part of your journey.

With warmest regards,

**Prof. Hesham Marei**  
**Vice Chancellor Academics**

### **GMU Vision**

An internationally acclaimed sustainable Academic Healthcare Institution

### **GMU Mission**

Pursue excellence in education, healthcare, and research with a focus on innovation, sustainability, social accountability, and strategic partnerships.

## **1. STUDENTS RIGHTS AND RESPONSIBILITIES**

Gulf Medical University shall maintain an academic environment in which the freedom to teach, conduct research, learn, and administer the university is protected. Students will enjoy maximum benefit from this environment by accepting responsibilities commensurate with their role in the academic community. The principles found herein are designed to facilitate communication, foster academic integrity, and defend freedom of inquiry, discussion, and expression among members of the university community.

All students must become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the University Catalog, Student Handbook & Course Syllabi. The academic advisors shall advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary.

However, it shall ultimately be the student's responsibility to meet all stated requirements for the degree and the policies related thereof. It is also the student's responsibility to actively utilize their campus email and the university website, observe netiquette, observe the policies on internet use as published and made available in the Student Handbook as it tends to be a major communication resource and is often the primary form of communication between students.

### **1.1 Right to Contribute to University Governance and Curriculum**

Students will have the right:

- Through student representatives, to participate in formulating and evaluating institutional policies.

### **1.2 Right to Access Records and Facilities**

Students will have the right:

- To access their own personal and educational records and to have the university maintain and protect the confidential status of such records, as required by appropriate legal authority; and
- To have access to accurate information regarding tuition fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.

### **1.3 Right to Freedom of Association, Expression, Advocacy & Publication**

Students will have the right:

- To free inquiry and expression.
- To organize and join association/s to promote their common and lawful interests; and
- To be able to protest in a manner which does not obstruct or disrupt teaching, research, administration, and / or other activities authorized by the university.

## 1.4 Rights in the Pursuit of Education

Students will have the right:

- To pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance.
- To fair and impartial academic evaluation and a means of recourse through orderly procedures to challenge action contrary to such standard.
- To an academic environment conducive to intellectual freedom; and to a fair and orderly disciplinary process

## 1.5 Responsibilities

Students shall be expected to balance these rights with the responsibility to respect the learning environment for others and for themselves and to make their best effort to meet academic challenges undertaken. Students will be responsible for compliance with the University Code of Conduct.

The standards of professional behavior in the educational setting are related to three domains:

1. Individual Performance
2. Relationships with students, faculty members, staff members, patients, community and others; and
3. Support of the ethical principles of the medical profession.

### Individual performance:

- Demonstrates independent and self-directed learning
- Recognizes personal limitations and seeks appropriate help
- Accepts constructive feedback and makes changes accordingly
- Fulfills all educational assignments and responsibilities on time
- punctual for all educational experiences (i.e., exams, clinics, rounds, small group sessions, appointments at the clinical skills center)
- Adheres to dress code consistent with institutional standards

### Relationships with students, faculty, staff, patients and community:

- Establishes effective rapport with fellow students, faculty, staff, patients and community
- Respectful at all times of all parties involved.
- Demonstrates humanism in all interactions.
- Respects the diversity of race, gender, religion, sexual orientation, age, disability and socioeconomic status.
- Resolves conflict in a manner that respects the dignity of every person involved.
- Uses professional language being mindful of the environment and culture.
- Maintains awareness and adapts to differences in individual patients including those related to culture and medical literacy.

**Support of ethical principles of the medical profession:**

- Maintains honesty
- Contributes to an atmosphere conducive to learning and is committed to advance scientific knowledge
- Protects patient confidentiality

**1.6 Student Behavior**

- All students are expected to maintain decorum and decency in conducting themselves on the Campus.
- Men and women students should not be seen lingering together anywhere in the campus including the central hall, corridors, learning center or Coffee shop. Faculty members have been requested to be on the vigil about this and have been authorized to censure any student violating this regulation.

## 2. GMU STUDENT COUNCIL

### 2.1 GMU Undergraduate Student Council

#### 2.1.1 Composition

The Student Council generally consists of students duly elected as representatives for each Undergraduate Programs offered by the Colleges. More specifically, class representatives elected in the various years of different Programs constitute members of the Student Council.

The Representatives will be elected following an approved election procedure which consists of the following stages.

- Nominations of the candidates are submitted to the Student Affairs Department.
- Candidates are eligible only after registration to the program for the academic year. They should not have been involved in any disciplinary act.
- The Student Affairs Department supervises the voting and declares the results of the election.
- The names of the elected class representatives are announced to the University.
- Elected student representatives are invited to the Office of the Student Affairs Department where they will sign a formal document accepting their duties and responsibilities as elected members of the student council.
- The University reserves the right to remove student representatives from their office on disciplinary grounds and/or inadequate performance.

The responsibilities of members of Student Council include:

- Identify personal problems arising between students
- Bring forth grievances of students
- Recommend effective measures for the wellbeing of students
- Promote Student Publications

From among the members of the Student Council, through a process of fair election, the Executive Board is constituted. Terms of reference of the members are well defined and listed below

#### 2.1.2 The Executive Board Members and Responsibilities

##### **Student Council President**

The Student President shall serve as Chair of the Undergraduate Student Council and shall preside at all its meetings. He or she shall sit as a member of the University Council. He or she shall serve as the official representative of the Council and shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the Council or of any committee thereof.

##### **Student Council Vice President**

The Student Council Vice President shall serve as the assistant Chair of the Undergraduate Student Council and shall preside at all its meetings. He or she shall sit as a member of the

University Council and assume all the responsibilities of all the Student President in his/her absence.

### **Joint Secretaries for each of the Programs**

He/she shall assist the Student President in the proper observance of all responsibilities delegated to the members of the Undergraduate Student Council or any committee thereof.

### **Treasurer**

The Treasurer shall serve as Chair of the Budget and Funding Committee. He or she shall keep a full account of money expended and received and shall make a report on such account at such time as the Council may desire. He or she will coordinate the University administered receipts and all expenditures and financial responsibilities of the Council. He or she shall have charge of all accounts managed by the Council.

### **Event Coordinator (EC)**

The Event Coordinator shall serve a 1-year term from the date of one election to the date of the next election. He or she will be responsible for hosting extra-curricular events hosted by GMU like commemorating National Day, celebrating Global Day and participating in literary events, Cultural events and Quran reciting competition, both within and outside the University. He or she will be responsible for allocating responsibilities to different members of the council for each event. The Event Coordinator must plan and execute the events in conjunction with at least one staff member for each event and may suggest plans for any other activities.

### **Communication Officer (CO)**

The Communication officer shall serve a 1-year term from the date of one election to the date of the next election. He or she will take attendance and all meeting notes and minutes, recording information during weekly meetings. The minutes of each meeting will be compiled and submitted to all concerned departments. The Communication officer must work with all student council members as necessary to ensure communication of events, activities, and information are recorded and shared with all members.

### **Community Engagement Officer (CEO)**

The Community Engagement Officer shall serve a one-year term from the date of one election to the date of the next election. He or she will be responsible for fostering connections between the student body and the wider community, organizing and promoting initiatives that encourage student participation in outreach programs, volunteer activities, and collaborative projects, and identifying opportunities for positive community impact.

### **Sports Officer (SO)**

The Sports Officer shall serve a 1-year term from the date of one election to the date of the next election. He or she will be responsible for assisting with the sports festival as well as all sports related events and activities on and off campus.

### **2.1.3 Representation**

GMU Student Council shall have representation in the following Council (s) / Committee (s)

- University Council
- College Council
- Quality Assurance & Institutional Effectiveness Committee
- Campus Health, Safety and Security Committee
- Sports, Culture and Literary Committee
- Learning Resources Committee
- Curriculum Committee
- Quality Assurance and Program Evaluation Committee
- Inter-Professional Education Committee
- Community Engagement Committee

## **2.2 GMU Graduate Student Council**

The GMU Graduate Student Council comprises of representatives elected from the various graduate programs.

### **2.2.1 Composition**

The Graduate Student Council shall consist of students duly elected as representatives for each graduate program.

The Representatives will be elected following an approved election procedure which consists of the following stages.

- Nominations of the candidates are submitted to the Student Affairs Department.
- Candidates are eligible only after registration to the program for the academic year. They should not have been involved in any disciplinary act.
- The Student Affairs Department supervises the voting and declares the results of the election.
- The names of the elected class representatives are announced to the University.
- Elected student representatives are invited to the Office of the Student Affairs Department where they will sign a formal document accepting their duties and responsibilities as elected members of the student council.
- The University reserves the right to remove student representatives from their office on disciplinary grounds and/or inadequate performance.

The responsibilities of members of Student Council include:

- Identify personal problems arising between students.
- Bring forth grievances of students.
- Recommend effective measures for the well-being of students.
- Promote Student Publications.

### **2.2.2 The Executive Board Members and Responsibilities**

#### **Graduate Student Officer (GSO)**

The Graduate Student Officer shall serve a one-year term from the date of one election to the date of the next election. He or she will be responsible for representing the interests of graduate students and advocating for their needs, collaborating with relevant university departments to address issues related to graduate student life, academics, and well-being.

## 3. STUDENT CLUBS OR ASSOCIATIONS

### 3.1 Introduction

Student Clubs are a great way for students to develop social, communication, networking and leadership skills. Involvement in recognized clubs and organizations at GMU allows students the opportunity to network, represent GMU, take part in the leadership and mentorship programs and become engaged in events and service activities both on and off campus.

The Student Clubs Policies and Procedures document is a resource guide. It is designed to assist student club and organizational leaders and advisors in establishing and effectively leading a successful organization.

### 3.2 Benefits of Student Club and Organization Recognition

There are many benefits for students to being involved in student clubs and organizations. Being a part of a group helps with the following: career enhancement, communication skills, leadership skills, social networking, social skills, personality development, organizational and management skills, build resume, long lasting friendship and more.

### 3.3 Definition of a New Club or Organization

A new club or organization at GMU is defined as a group of students who have similar interests.

### 3.4 Guidelines for Establishing a New Club or Organization

1. Contact Student Affairs to get an Application for Club Recognition Form.
2. Recruit a minimum of 20 currently enrolled full-time GMU students.

### 3.5 Clubs that are denied or terminated

New or Returning clubs and organizations may be **denied** or **terminated** due to the following:

- A club is not meeting the requirements outlined by the Student Clubs Policies and Procedures.
- A similar club or organization already exists.
- The club or organization fails to comply with the Student Club Policies and Procedures laid out by the Student Affairs Department.
- A club or organization's inability to complete the registration guidelines completely and submit it the information in a timely fashion.

### 3.6 General Club or Organization Responsibilities

All clubs and organizations must adhere to the policies and procedures set forth by Gulf Medical University. All clubs or organizations are required to uphold the constitutions and by laws.

All clubs must have the following:

1. Club Email: Set up a club e-mail.

2. Club Logo: Design a club logo
3. Club Picture: Take a club picture
4. Moodle Online Community

### **3.7 Executive Team Roles and Responsibilities**

#### **3.7.1 Responsibilities of President, Student Club:**

- Oversee club, members, and managerial staff
- Manages sub-categories of clubs (if any)
- Organizes and attends at least 3 activities per semester
- Creates an agenda for each meeting
- Attends monthly club meeting with Student Affairs
- Responsible for the safety of all members

#### **3.7.2 Responsibilities of Vice President, Student Club:**

- Assists the President, Student Club with duties
- Stands-in for President, Student Club at meeting when he/she cannot attend
- Make sure surveys are conducted for each event
- Assists with managing club activities
- Takes attendance
- Review meeting agenda
- Record Attendance and sends to Student Affairs department within 24 hours.
- Record survey results and sends to Student Affairs department within 24 hours

#### **3.7.3 Responsibilities of Organizer:**

The club or organization is expected:

- To maintain a protocol for meetings: prepare agenda (format provided) before the meeting and share with all club members.
- Before the beginning of a semester, create a calendar that has the meeting schedule and event schedule for the fall and spring semesters.
- Maintain minutes of the meeting in the format provided and share them with all members after the meeting or during the next meeting.

### **3.8 Student Happiness Centre:**

Student Happiness Center (SHC) is a student support service center aiming at enhancing student's overall well-being. Members of SHC will provide students with information, advice, guidance, or referral regarding any concerns or complaints. They will also serve as a liaison between students and different college/ university departments.

## **4. LIBRARY AND LEARNING RESOURCES**

### **4.1 Introduction**

GMU Library is a modern facility with a total area of 10000 sq ft located strategically for faculty, students and staff to support their information needs. The Library has been conceived and developed as a multifaceted learning centre dedicated to serving the agenda of the University as being operated by its students, faculty and health professionals. To serve this purpose, the library has access to a large variety of learning resources such as Books, Journals, Online database, Internet & Multimedia facilities in the field of biomedical sciences and health care.

### **4.2 Vision of GMU Library**

To develop library facilities, services and systems that match world's best practices utilizing skilled staff who would fully exploit all resources to offer high-quality services by focusing on regional collaboration, cooperation, networking and resource sharing.

### **4.3 Mission of the GMU Library**

The purpose of the GMU Library is to support all academic programs, research, health services and continuing education in the university by providing students, faculty and staff with learning resources and services to achieve their educational objectives.

### **4.4 Library**

The library at the GMU campus is a modern facility strategically located on the first floor of the Information and Learning Center. Library resources are accessed by faculty members, staff members and the students for stipulated periods according to the circulation policy.

### **4.5 Timings**

The library is open from Monday through Friday between 8:00 AM to 10:00 PM and on Saturday between 9.00 AM to 5:00 PM (Except on National holidays). The official timings are further extended during study periods and examinations at the request of the students.

### **4.6 Library Resources**

- Books
- E-Books
- Journals (Online)
- Journals (Hard copy)
- Online Databases

#### **List of subscribed online databases**

Clinical Key, Access Pharmacy, UpToDate, Medline, Drugdex (Micromedex), Lecturio Medical, Lecturio Nursing, Medicines Complete: (BNF), TRIP (Turning Research into Practice) Physioplus, Scholarx, Complete Anatomy by 3D4 Medical, Amboss.

### **4.7 Library Orientation**

During the Library Orientation Program at the beginning of each academic year, the library staff member/s provide orientation and bibliographic instructions to the library users on the

following topics:

- How to use the library.
- Resources available in a subject of interest.
- How to use the various electronic resources.
- Library rules and services.

#### **4.8 Scanning**

Services for scanning learning materials without infringing the copyright laws are provided in the library.

#### **4.9 Journal Article Request Service and Inter Library Loan**

The GMU users can get copies of Journal articles from the library on request. GMU users can submit Journal articles request through the GMU library portal: [www.gmulibrary.com](http://www.gmulibrary.com)

#### **Inter Library Loan**

GMU library provide inter library loan services associate with medical universities in UAE.

#### **4.10 Cataloguing**

The GMU library follows the Anglo-American Cataloguing Rules (AACR 2) for Cataloguing and the National Library of Medicine USA coding for its classification system. The GMU library is using “AutoLib System Software”.

#### **4.11 Online Public Access Catalogue (OPAC)**

The GMU Library provides Online Public Access Catalogue (OPAC) through the library website (<https://gmu.ac.ae/gmu-library/online-catalog/>). The user can search the catalogue by author, Course title, subject, ISBN or a key word.

#### **4.12 Security System**

GMU central library has two security gates (3M library security system) for the protection of the library resources.

3MLibrary Security System: The 3M Library Security System consists of several components including 3M Tattle-Tape, circulation accessories, and a detection system. The key to the effectiveness of the system is protecting the library resources with 3M Tattle-Tape security strips. The security system sets off an alarm when any book is removed from the library without issue.

#### **4.13 Library Policy and Procedures**

Adequate library and learning resources are essential to teaching and learning. The purpose of the library is to support the academic, research, health services and continuing education programs of the university by providing students, faculty and staff members with the information resources and IT services they need to achieve their educational objectives.

The library staff members work closely with the Head of respective Departments, faculty members, students and community and Learning Resource Committee patrons in determining their needs in terms of additional resources and services.

Gulf Medical University maintains an adequate level of professional librarians and support staff at the Gulf Medical University Campus.

- Provides automated systems in the following areas: online public access catalog, circulation, cataloging and acquisitions.
- Provides bibliographic instruction to the university community and interested groups, including orientation programs, personal assistance, computer-assisted instruction and printed information in the form of flyers.
- Provides regular and extended hours of service to suit the needs of its learning community.
- Maintains and continues to improve the facilities and equipment for housing and using the print / non-print materials.
- Evaluates the resources and services annually via student surveys, re-views of holdings by library staff and faculty members, comparison with similar institutions, and direct feedback from all users.

#### **4.14 Library Rules and Regulations:**

Students are required to abide by the following code of conduct while using library resources.

- Students are reminded that defacing or stealing library material is classified as personal misconduct and is liable to invite censure.
- Personal laptops are allowed into the library; however, other personal items and handbags may be deposited in the area provided before entering the library.
- No food and drinks are allowed inside the library.
- The students are requested to always carry Identity Cards. These are coded and are required to issue books.
- Books may be issued from the GMU campus only. Books may be reserved using online services. Instructions on how to access subscribed online textbooks and databases are prominently displayed.
- The library staff is always available for locating books, Videos, Journals and any other library services (such as inter-library loan, accessing electronic resources, other cooperative arrangements, orientation, training).

#### **4.15 Circulation Policy and Procedures**

GMU circulation policies are designed to permit prompt and equitable access to library materials. The staff at the circulation service desk is focused on meeting the needs of the library users.

- **Eligibility:** The registered students and faculty of GMU are eligible to access library facilities and services.
- **Number of Books:** The students can borrow a maximum of two books. The students can borrow additional two more books in special cases like preparing for seminars or writing an assignment.
- **Period of borrowing:** Students can borrow books for a period of two weeks. This can be extended by one renewal if there is no holding request for the same book.

- **Library Fine:** The users must pay a penalty for overdue, damage and loss of books. A fine of one AED per day will be levied as penalty for overdue books. If the fine is more than the cost of the latest edition of the book, the user has to pay the cost of the latest edition of the book including procuring expenses equivalent to 10% of cost of book cost. The library fine will not be collected during the vacation (spring, fall and summer) period. In case of loss, users have replaced the latest edition of the book or to pay the cost of the latest edition of the book and procuring expenses equivalent to 10% of cost of the book.
- **Authentication for issuing books:** The authentication for issuing a book is College ID for students. The library in- charge will record the details in the library automation software (Autolib).
- **No- Due Certificate:** The students must collect a no-due certificate for receiving hall ticket and getting the course completion certificate. For collecting no-due certificate, students have to return all borrowed books and clear all the library dues.

## 5. STUDENT SERVICES AND FACILITIES

### 5.1 IT Services

Gulf Medical University (GMU) provides a robust IT infrastructure and comprehensive e-learning resources to support all academic and administrative functions. This section outlines the IT services and student facilities designed to enhance learning and ensure academic excellence. From state-of-the-art virtual learning environments to cutting-edge laboratories and support services, GMU equips students with the necessary tools for educational and professional growth. The detailed offerings below explain how each facility or service supports your journey at the university in a student-focused manner.

- **XR-Clinic Virtual Simulation:** The XR-Clinic is an **extended reality (XR)** platform where medical and health-science students don VR headsets to enter realistic virtual clinics and hospitals. You can examine virtual patients, take histories, perform exams, order tests and administer treatments – the system tracks your actions and provides real-time feedback. Over 200 scenarios (from common cases to emergencies) are available, enabling team-based training with peers and instructors in one simulated case. Before using XR-Clinic, attend the orientation tutorial and follow safety instructions for the VR hardware. During the simulation, treat the virtual patient as real – speak aloud to them, follow exam protocols, and make decisions conscientiously. After the session, participate in the debrief with faculty to review your performance. This “no-risk” environment lets you learn from mistakes without harm to real patients, building your skills and confidence ahead of clinical rotations. (As GMU leadership notes, XR training “will play a very important role in medical education... Even after graduation... Embrace the XR Clinic exercises to build confidence and competence.”)
- **Thumbay AI Lab:** GMU’s state-of-the-art AI Laboratory provides access to advanced computing, AI development tools, and real healthcare datasets. It underpins specialized programs (like the Master’s in Artificial Intelligence & Health Informatics) and interdisciplinary projects. In the AI Lab you can run machine-learning models on medical imaging, experiment with AI diagnostic tools, or develop healthcare apps – often working on industry-sponsored projects through GMU’s partnerships with tech companies. To use the AI Lab, attend the mandatory orientation and schedule your lab time as needed. Follow lab guidelines for data security, collaborate on team projects or hackathons, and use the provided software to turn ideas into real solutions (for example, building an AI app to predict patient outcomes as a class project). The lab is open to relevant program students (and others by permission) and is equipped for both individual and group work. By engaging with the AI Lab, you gain hands-on experience in cutting-edge health-tech, aligning with GMU’s goal to “enrich the academic experience” and “give [students] hands-on exposure to emerging technologies”.
- **Digital Examination Center (Testing Center & ExamSoft):** GMU operates a modern computerized Testing Center with high-spec workstations and strict proctoring to ensure fair exams. It was the first in the region to adopt a fully digital exam system (ExamSoft) and to host international standardized tests (such as the NBME’s IFOM) on campus. In this

secure environment, exams run on a locked-down app (Examplify) that prevents internet or other software access during tests. After each exam, automated grading provides instant scores on objective questions and generates detailed analytics (item difficulty, topic performance, etc.). Faculty use these reports to offer targeted feedback or remediation. To prepare, attend the ExamSoft orientation in your first semester so you can install and practice with the system. On exam day, arrive early, ensure your device meets requirements, and bring power adapters. Use ExamSoft's tools (highlighting, flagging) during the test. If any issue (freezing, power loss) occurs, notify proctors immediately – ExamSoft auto-saves your answers and staff will help you recover the session. Remember that this digital ecosystem maintains high integrity (through audit logs and video proctoring) and aligns GMU assessments with global standards. Proper use of these systems maximizes fairness and gives you quick, actionable feedback on your performance

- **Immersive 3D Classroom:** GMU's cutting-edge 3D classroom uses high-definition stereoscopic projection and surround sound to bring complex medical concepts to life. Instructors incorporate interactive 3D models (anatomy, biochemistry, etc.) into lessons so students can see what is being taught. In practice, wear the provided 3D glasses and engage actively with the visuals – ask questions about the models and participate in any live polls or activities. This immersive environment helps you grasp difficult material by experience; use it as a chance to explore structures and processes in detail under your instructor's guidance. Every 3D classroom has networked interactive boards and campus Wi-Fi, so you can also share or retrieve supplementary content on your device during the session.
- **Learning Management System (MYGMU Portal):** GMU's Moodle-based portal is the central hub for all coursework. Log in with your student credentials to access each course's page – here you'll find lecture slides, readings, notes, and announcements organised by week or topic. Submit assignments and take quizzes through this system; all submissions are timestamped (and subject to Turnitin plagiarism checks). Engage in the course even outside class via discussion forums and group collaboration tools. For example, you can post questions to instructors, participate in case discussions, or work on wikis with teammates. The portal also links to specialized learning apps (e.g. virtual microscopes or 3D anatomy atlases) right from your courses. Use the gradebook and calendar features to monitor your progress and deadlines. GMU offers a mobile Moodle app to stay updated on the go. If you have technical issues (can't see a course, trouble uploading), the E-Learning support team is available to assist. Mastering the LMS is crucial – attend the early orientation and tutorial videos so you know how to navigate, submit work, and participate online.
- **Digital Library – Knimbus:** GMU subscribes to **Knimbus**, an advanced e-library app. Knimbus gives you a single platform to search and access thousands of e-books, journals, videos, and databases across all disciplines. The mobile-friendly interface lets you save searches, set alerts for new publications, and organize your references with built-in citation tools. Use it anytime (on campus or off) to support your research and studies; its constantly updated repository ensures you have the latest scholarly materials at your fingertips
- **Student Information System (Folio SIS):** Folio is GMU's centralized academic records system. Use it each semester to register for classes, view available sections, and plan your

schedule. After exams, your grades and transcript are recorded here – check your unofficial results online and report any discrepancies immediately. For official transcripts or enrollment certificates, submit a request through Folio (some documents may be delivered digitally). Access Folio via its web portal with your GMU login. Consult the help guides or registrar if you encounter issues (e.g. a course not listed). Folio SIS is the **official record** of your studies, so keep your information up to date and use it for all academic transactions

- **Microsoft 365 & OneDrive:** Every GMU student receives a free Microsoft 365 account. This lets you download or use online the latest Office apps (Word, Excel, PowerPoint, OneNote, Teams, etc.) on up to five devices. Organise your coursework professionally: for example, use Word templates for reports, Excel for data analysis, PowerPoint for presentations, and OneNote for structured lecture notes. All students have **unlimited cloud storage** via OneDrive. Save your documents to OneDrive so they auto-sync and back up across devices. Collaborate easily by sharing OneDrive files or folders with classmates and instructors (no need to email huge attachments). Because space is plentiful, you can store large lab data or recordings in the cloud without worry. Take advantage of other 365 tools like Forms (for surveys/quizzes) or Sway (for creative presentations) as needed. To get started, activate your account early, install Office on your devices, and organize your OneDrive into course folders (e.g. “BIOC101 Notes”). Keep your password secure and use multi-device setups (e.g. install Outlook on your phone) to stay connected.
- **Official GMU Email:** Your GMU email (YourStudentID@mygmu.ac.ae) is the primary communication channel for all university business. It uses Google’s infrastructure with ample storage and security. Check this inbox daily for announcements (from faculty or administration) and updates from the library or student services. Access it via the Outlook web portal or mobile app. Organise your email with folders/labels (for example, one per course or office) to manage the flow. Always use your GMU address for university matters – personal emails might not be recognised in official processes.
- **Campus Network & Wi-Fi (BYOD):** GMU provides campus-wide high-speed wired and wireless internet access. To connect, select the secure “GMU-Student” Wi-Fi SSID and log in with your GMU ID and password (or certificate). The network is engineered for high density, so you can reliably stream lectures, participate in video classes, and download large resources. A segmented, secure network ensures student devices can reach academic resources while isolating sensitive systems. GMU **welcomes Bring Your Own Device (BYOD):** you can connect laptops, tablets, and smartphones after authentication. If a device cannot use the standard login method, the IT Helpdesk can assist with alternatives or a guest network. Keep your devices’ OS and antivirus updated – the campus network is secure, but good device hygiene further protects you and others. Use the internet primarily for learning and research; avoid heavy non-academic use (e.g. illegal downloads or excessive streaming) to comply with GMU’s fair-use policy. See the Acceptable Use Policy for complete rules. If you have coverage issues or need help connecting, contact IT Support – they maintain the network and appreciate feedback for continual improvement.
- **E-Learning Support & IT Helpdesk:** GMU’s E-Learning Center and IT Support teams are dedicated to helping you use these technologies effectively. If you encounter any

LMS/email/software issue, you can reach out via phone (ext. 1509/1213/1338 from campus) or email (e.g. support@mygmu.ac.ae). A WhatsApp support line (+971 6 703 0509) is also available for quick questions. Support is offered during working hours with rapid response for urgent academic needs. Additionally, GMU provides micro-tutorial videos and PDF guides online covering common tasks (submitting assignments, setting up 2FA, etc.). Early in the semester, attend the IT orientation and any optional workshops on tools – they boost your skills and save time. For hands-on help, IT staff hold device-configuration sessions (for email, Wi-Fi, printing) during orientations. Note that while support will assist you in configuring devices and software, personal hardware repairs are limited to guidance (they'll direct you to authorised service centers if needed). In short, a robust support network is in place to ensure you can make the most of GMU's IT services.

## **5.2 Counseling Services**

Counseling services are available at the Student Well-being Center for students facing various personal challenges, including career path and domestic issues. The Student Well-being Center aims to provide support and counseling for students experiencing:

- Physical symptoms without a medical explanation.
- Intense anxiety related to exams, accommodation, or homesickness.
- A marked lack of interest in daily activities.
- Unusual irritability or fear of social interactions.
- Difficulty managing academic responsibilities.
- Problems with concentration in daily tasks.
- Significant personality changes, such as sudden mood swings or unexplained behavior shifts.

Additionally, the Student Well-being Center offers support for issues like persistent feelings of sadness, low self-esteem, interpersonal problems, or any other personal concerns affecting students' well-being

### **Academic Counseling Policy**

- Student advising is part of the academic duties of every faculty member. The Dean or Chair of the Academic Unit assigns faculty advisors so that the number of mentees per faculty advisor is as small as possible.
- Each student shall have an appointed full-time faculty advisor. This does not preclude informal advising with a student regarding progress in the courses being taught.
- Student advising is not limited to registering students, but encompasses all aspects of academic advising, including selection of electives, counseling on any academic difficulties/ problems encountered, and monitoring the academic progress of advisees.
- Students shall be informed of their faculty advisor. Prior to actual course registration, faculty members shall be available to advisees during their scheduled office hours to discuss academic programs and issues related to vocational, career and educational goals. A record shall be kept of the advisory meetings.
- Adjunct faculty is not to be appointed for the academic advising of their students.

## **Career Service Policy**

Students are encouraged to discuss their career plans with the faculty advisor and seek help in preparing their curriculum vitae from the Student Affairs Department.

Students shall be helped by filling in application forms for taking various licensing examinations being held in the country and abroad.

## **Elective Training**

### **Introduction**

The Elective Training program is designed to provide international exposure to methodologies in healthcare and research, and the nuances of medical advances.

GMU students can visit universities, hospitals, pharmacies, and related Industries, as well as research laboratories in different countries, and interact with patients, physicians, pharmacists, and other health care service providers.

### **Policy Statement**

It is the policy of Elective Training Program to stimulate the minds of students, expand their horizons of knowledge, and prepare them for future work, by letting them observe and learn various skills, in a variety of professional settings.

### **Aims**

- To be aware of the impact of state-of-the-art facilities, equipment, and technology in the delivery of Health care and Research
- To observe professionals at work in visiting Institutions, prior to student graduation.
- To develop confidence, maturity, responsibility and interpersonal skills in novel settings
- To demonstrate greater understanding of ethical, confidential and sensitive issues, when exposed to patients with different beliefs, values and culture

## **5.3 Health and Safety**

The Thumbay University Hospital catering healthcare needs in different clinical specialties. The aim is to complement the academic mission of GMU and to provide educational, supportive and first-aid, health care to the GMU campus community, which includes students, staff, and faculty. Great emphasis is exercised to make the campus a healthy and safe place to study, work and live [[Link](#)]

### **Health Services Policy**

As part of the registration procedures, every student must be covered for medical services either through Medical Insurance (for GMU sponsored students) or coverage through health insurance plans with their families. Students who do not have Medical Insurance plans are required to subscribe to the Medical Insurance issued by a reputed insurance company with which GMU has a tie up. The application form for the Medical Insurance is available with the Student Affairs Department [[Link](#)].

## Medical Checkup

All enrolled students on all programs offered by Gulf Medical University undergo a general checkup and eye testing at the time of registration. At the time of commencement of student clinical rotation, testing for infectious disease is mandatory either in the Ministry of Health or GMU Laboratories.

The following tests are to be done

a. Protective Ab Panel: (TC:6911) <ul style="list-style-type: none"><li>● Anti HBs</li><li>● Varicella IgG &amp; IgM</li><li>● Rubella IgG &amp; IgM</li><li>● Mumps IgG &amp; IgM</li><li>● Measles IgG &amp; IgM</li></ul>	b. Infectious Screen Panel (TC:6250) <ul style="list-style-type: none"><li>● HIV</li><li>● HCV</li><li>● HBsAg</li></ul>	c. Vaccinations <ul style="list-style-type: none"><li>● BCG, HBV and Tetanus are mandatory</li><li>● Additional vaccinations recommended by clinicians are mandatory.</li></ul>
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- If the student has a medical issue and he/she did not inform about it during his/her application, the student will be terminated immediately from the program.
- If the student develops a disease during the training, his/her condition will be reviewed by a medical committee appointed to decide on the suitability of continuation of the program or not. This process will be followed for both communicable and non-communicable diseases.
- If at any time it is discovered that a student has a communicable disease, then the Clinical Training will be suspended immediately till his/her case has been reviewed by the committee appointed for the same.

## Needle Prick

If a student gets a needle prick, the following procedures shall be taken:

- The needle shall be sent to the laboratory in a closed and sterile container to check for HIV, HCV and HBV.
- The prick site shall be cleaned and dressed.
- A blood sample at zero time shall be taken from the student to check for HIV and HBV and shall be documented in the student file in the college as well as with the Academic Office.
- A second blood sample shall be taken after 30 days of the needle prick to check for HIV and HBV and shall be documented in the student file in the college as well as with the Academic Office.
- A third sample shall be taken after 6 months of the needle prick to check for HIV and HBV and shall be documented in the student file in the college as well as with the Academic Office.
- If at any time the student shows signs of infection with HIV, HBV or HCV he/she shall undergo immediate treatment and his/her training will be suspended till proven free of disease.

- If the needle is found to have traces of HIV or HBV in it (after step 1) then the student's training will be suspended till proven free of disease.
- If the student does not show any sign of infection after the needle prick, the Clinical Training program can be resumed with a condition to keep the student under observation for signs of illness. And when the student has to change the rotation as part of the training program, the information of the needle prick shall be handed over to the respective Head of Department.

### Third Party Liability (TPL) Insurance

As per the Ministry of Health (MOH) guidelines, all students undergoing clinical training at various hospitals are required to have a valid Clinical Training – Third Party Liability (TPL) Insurance. This insurance cover is restricted to training hours only and / or whilst participating in indoor and/or outdoor university activities under university's expressed authorization including transportation from and to training center by university vehicles

## 5.4 Student Support

### Student Support Providers

Student Services	Coordinators	Intercom Nos.
Female Residential Halls	Ms. Sowbhi	Ext. 1508
	Ms. Daisy	06-7400864
Male Residential Halls	Mr. Narayan	056 9643385
Accounts	Mr. Satya Narayana Subba	Ext. 1794
	Mr. Baba Samseer	Ext. 1796
Library	Mr. Anzel	Ext. 1221
Transport	Mr. Joshva Pramod	Ext. 1268
	Mr. Anu Thomas Joseph	Ext. 1739
Audio Visual Aids	IT Department	Ext. 1222
Visa and Emirates ID	Ms. Hala	Ext. 1688

### Classroom & Laboratory Protocol

Students are strictly advised to note the following rules

- Attendance will not be granted for late comers to lectures and laboratories.
- Lab coats must be worn only during laboratory work.
- Students should use equipment and property of the institution with care and should not indulge in destruction or damage to any of the equipment & property. If a student is found to be responsible for any such damage, the repair / replacement cost for the same shall be recovered from the student.
- Visitors are not permitted to attend lectures and enter laboratories except with the prior written approval of the Dean of the College.

- Students should leave the lecture halls as soon as the lectures are over as the halls are shared with other programs.
- Students are not permitted to eat or drink within classrooms. Also celebrating parties of any kind inside classrooms is strictly prohibited.

## 5.5 People of Determination

### Overview

GMU works in compliance with the UAE National Policy for Empowering People with Disabilities to protect and prioritize the needs and rights of the 'people of determination'.

### Facilities:

GMU provides accessible facilities both at the university campus and its hostels for students of determination. This includes all below but not limited to

- Ramps
- Elevators
- Wheelchair provisions
- Special Parking arrangements
- Special provisions in washrooms
- Laundry and catering services at hostels/residential halls.
- Speech options are available in the learning resources such as clinical key
- Increase Font Size option available in all learning resources and exams.

### Services:

GMU provides support services for students of determination which include all below but not limited to

- Healthy, Safe and Secure Environment
- Mentorship program
- Academic advising program
- Personnel counseling through student counselors.
- Enrollment in Moxie Club and Mental Health Club Services.
- A dedicated personal counseling is also available through the college Student Happiness Center representative.
- Psychiatric consultation services are available for students of determination with an emotional disorder when needed.

### Special Discounts:

GMU shall provide students of determination 20% discounts\* on:

- Thumbay Physical Therapy & Rehabilitation Hospital
- Thumbay Optical ZO & MO

### Accommodations:

GMU provides accommodations which shall include all below but not limited to:

- Based on student needs, modifications in the hostel apartments are arranged by the university. These modifications may include fixing grab rails in the bathrooms and repositioning the taps to be accessible.
- Students with dietary restrictions shall have access to special food at the campus food court.
- Arranging any needed course or classroom adjustments.
- Reasonable adjustments concerning exam timings, assignment submission deadlines, etc.

### **5.6 Recreational Facilities**

State of the art recreational facilities are provided in the Body & Soul Health Club, a gymnastic unit of GMU. Membership is provided to the students at a concessional rate, and they can enjoy all facilities including swimming.

Basketball court, Volleyball court, Tennis court, Cricket & Football grounds are located in the campus. Separate indoor Table Tennis, Badminton and Squash facilities for male and female students have been provided. The sports committee announces inter-collegiate sports events every year wherein interested students can participate. Information on specific program/s and service/s particularly athletic, cultural and literary like GMU Global day celebrations, Intercollegiate Sports meet, debates, presentations at scientific meetings, health exhibitions are displayed prominently on Student Notice Boards, the University Website and MYGMU e-platform to encourage participation by all students in these events.

Participation in GMU sponsored Health Camps, Oral Health Camps, Health campaigns for cancer awareness, Fitness for health, Healthy Baby contest is encouraged and provides opportunities for learning in community – oriented settings.

### **5.7 Masjid**

Separate entrance for men and women with ablution facilities are provided in the Thumbay Masjid located in the campus.

### **5.8 Residence Halls**

The Student Affairs Department supports and complements the mission of the university and its academic programs by creating a comfortable and safe environment that contributes to the success of resident students' educational progress and personal growth.

The hostel offers a learning environment that fosters self-dependence, respect for social and communal norms, and tolerance of cultural diversity and provides opportunities for residents to improve their communication and social skills, which support their academic development.

### **Location and Room Types**

GMU Female Student Dormitory Jurf, Ajman

Studio / Single / Sharing rooms

**Administrative Support**

Name	Position	Telephone	Email ID
Dr. Zeina Mazloum	Head – Student Affairs	067431333 Ext: 1618	dr.zeina@gmu.ac.ae
Mr. Abid Khader	Secretary	067030593 Ext: 1217	studentsaffairs@gmu.ac.ae
Ms. Sowbhagya Ajith	Secretary	067431333 Ext: 1508	sowbhi@gmu.ac.ae
Ms. Daisy Thomas	Warden Female Residential Hall	06-7400864	daisythomas@gmu.ac.ae
Ms. Zubaida R	Warden Female Residential Hall	06-7400864	rakefahaneef@gmu.ac.ae
Ms. Rekha	Warden Female Residential Hall	06-7400864	rekha.k@gmu.ac.ae
Ms. Rahima	Warden Female Residential Hall	06-7400864	rahima@gmu.ac.ae
Mr. Narayan	Warden Male Residential Hall	0569643385	warden@gmu.ac.ae

**Hostel Fees (Non-Refundable)****a) Ladies Hostel**

Sl. No.	Description	Fees*	Security Deposit**	Utility Charge*
1	Single – Studio	AED 32,550	AED 1,000	AED 2,310
2	Three-person shared flat with en-suite bath (Large)	AED 30,450	AED 1,000	AED 2,310
3	Three-person shared flat with en-suite bath (Small)	AED 28,350	AED 1,000	AED 2,310
4	Three-person shared flat with external bath (Large)	AED 26,250	AED 1,000	AED 2,310
5	Two-person shared flat with external bath	AED 22,050	AED 1,000	AED 2,310
6	Single Flat with living room	AED 36,750	AED 1,000	AED 2,310

**b) Boys Hostel**

Sl. No.	Description	Fees*	Security Deposit**	Utility Charge*
1	Single – Studio	AED 32,550	AED 1,000	AED 2,310
2	Two-person shared flat with external bath	AED 22,050	AED 1,000	AED 2,310
3	Single Flat with living room	AED 36,750	AED 1,000	AED 2,310

\* The above fee includes VAT @ 5%.

**\*\*Refundable at the time of vacating the hostel accommodation, provided he/she has no deductions for any damages or any non-payment of hostel fees or utility charges.**

Note: Hostel fees must be paid in full before availing of hostel facility.

## **Facilities:**

### **Female Residential Hall**

- Three buildings are allotted close to the University.
- Central air-conditioning with separate kitchen and bathroom.
- Cot with mattress and quilt, fridge, study table and chair, wooden cupboard, micro-oven.
- Common room facility in Double bedroom flats
- Living room facility in one-bedroom flats
- Water coolers in each room
- Common Washing room
- Full time warden and security
- Cleaning and maintenance support
- Free transportation to the University

### **Male Residential Hall**

- Air-Conditioned room with kitchen and bathroom, cot with mattress and quilt, fridge, study table and chair, wooden cupboard, micro-oven.
- Water cooler
- Common washing facility
- Full time warden
- Cleaning and maintenance support
- Free transportation to the University

### **Additional Facilities for all Residents**

- **Exercise facility:** All GMU hostel students shall be provided health recreation in Body & Soul, GMU Campus on discounted rate. In Building 10, there is a female-only gym available for only residents.
- **Mess Facility**
  - Thumbay Food Court shall provide mess facility to all GMU Hostel students
  - Arabian, Asian and International meals (Dinner) shall be provided on discounted rates. (*package menus available on request*)
  - Food from restaurants outside can be ordered anytime and can be picked up from the security cabin.
- **Cable /TV/Internet/Computer Room**
  - a. Students are allowed to have Television of their own.
  - b. Hostel has Wi-Fi connections on all floors and an additional computer room with internet connection is provided for learning purpose.

- c. Computer /Internet misuse will be viewed seriously and will entail discontinuing the facility.
- **Laundry facility**  
Washers and dryers are in the hostel. The Laundry rooms are open 24 hours.
- **Storage facility**
  - Students are provided with cupboards in their respective rooms. Separate Storage rooms are **NOT** available in hostels.
  - Students are required to clear their belongings on leaving the hostel. Student will have to bear the hostel fee payment for the period where their belongings are left behind (in case of non-renewal)
- **Medical facility** Students should report any injury or illness immediately to the matron/warden without delay so that necessary medical attention will be arranged. Students are required to have medical insurance.
- **Security** To ensure the security of all students, all GMU hostels are protected by security staff/warden for 24 hrs. throughout the year.

## Rules and Regulations

### 1. Right of Occupancy

- a. GMU students who have paid and obtained hostel pass have the right to reside.
- b. All students who require hostel facility are to complete payment of hostel fees **by the end of July**. The facility will be cancelled for students who do not complete the payment.
- c. Rent is charged for one academic year extending from the beginning of the academic year to the end (**September to July yearly**).
- d. The rent has to be paid in full. No installment plan is approved.
- e. **Hostel is closed for renovation during the month of August.**
- f. Students leaving the hostel in the middle of an academic year are **Not eligible for refund of the rent.**
- g. Student has the right to report to the Warden, Hostel In-charge or Student Affairs Department in case of any difficulty faced during her/his stay in the hostel.

### 2. Curfew

- a. During **weekdays** (Monday, Tuesday, Wednesday & Thursday) all residents are required to be in their respective rooms by **11:00 PM**.
- b. During **weekends** (Friday, Saturday & Sunday) all residents must report **back latest by 11:30 PM**.

- c. During **Holy month of Ramadan**, students must report back to hostel **before 12.00 midnight**.
- d. Daily attendance of hostel students shall be recorded.
- e. The hostel warden monitors the attendance records regularly for tardiness and absences. Repeated violation of attendance regulations will be reported to the Student Affairs Department.
- f. Students require prior permission from the warden before leaving the hostel for shopping. Details about their movement in such cases should be entered in a movement register maintained for this purpose.
- g. Hostel doors will be **closed by 11:30 pm**

**Violation of the curfew timings and hostel regulations may result in the cancellation of the hostel facility.**

### 3. Weekend / Vacation Out-Pass Policy

- a. Female students who wish to go out to visit their parents or relatives must obtain prior permission from their parents or nominated guardians on each occasion.
- b. An email or message must be sent to the Hostel In-charge well in advance for prior approval: (email: [sowbhi@gmu.ac.ae](mailto:sowbhi@gmu.ac.ae) or mobile: 050 1650254 / [daisythomas@gmu.ac.ae](mailto:daisythomas@gmu.ac.ae) or mobile: 050 5103981.
- c. Students should fill out the out-pass form before leaving.

### 4. Inter-visitation

- a. Visitors to the hostel (parents, relatives and friends) are **not** permitted to stay in the hostel.
- b. Visitors are required to leave the hostel after the permitted time.
- c. Hostel students may be permitted to have visitors / friends in the visiting area and will not be permitted to take them to their rooms. (**Visitors visiting time: 4:00 PM – 8:00 PM only**)
- d. Parent /family members/friends who are visiting their wards regularly should submit a copy of their ID at the security gate.
- e. Parents are allowed to visit their ward's room only on the first day of the University or in emergency upon approval.

### 5. Summer Period

- a. Hostel will be closed during summer vacation in the month of August.
- b. Those who renew the hostel for the next Academic Year, can leave their belongings during closure of the hostel. The fridge must be empty. However, the university will not be responsible for student's belongings.
- c. Students who are not renewing the hostel are required to clear their belongings.

6. **INTERNS / APPE student**
  - a. Students who are posted for Internship / APPE training are required to seek approval separately for the period of stay when the hostel closes. **ONLY sharing facility will be provided for the above.**
  
7. **Smoking / Alcohol / Drugs**
  - a. Smoking tobacco products, Shisha and using and / or storing drugs / alcohol are **strictly prohibited** in GMU hostels.
  - b. If a student is found using tobacco, drug / alcohol / shisha he / she will face severe disciplinary and legal action.
  
8. **Littering**
  - a. Since the hostels are the residents' second home, all students are expected to maintain cleanliness inside the halls.
  - b. Rooms are inspected periodically for cleanliness.
  - c. Students are also expected to regularly empty the garbage in their rooms.
  - d. **Cleanliness:** Hostel students are responsible for always keeping their room clean and tidy. **A penalty will be imposed for excessively messy and unhygienic rooms (after a warning)**
  - e. The hostel management reserves the right to make spot checks. Residents whose standard of housekeeping is not acceptable will be asked to rectify the situation.
  
9. **Fire Alarm and Electrical Appliances**
  - a. Fire alarm sound indicates that an emergency exists. Students are required to **switch OFF the electrical equipment after use.**
  - b. Cooking indoors with charcoal or any open flame device, burning candles, electric stove, electric hot plat is prohibited.
  - c. In case of complaint regarding malfunctioning of switches or any other electrical equipment, the same needs to be reported to the Warden immediately or written in the complaint book.
  - d. Students will be charged extra if any of the electrical appliances are used unnecessarily.
  
10. **Entering / Transfer of Rooms**
  - a. GMU officials including Hostel In-charge and Warden may enter a student room in an emergency.
  - b. Students will be informed in advance in case of maintenance work to be done or entry by officials / authorized vendor.

- c. Male members are not allowed inside the girls' hostel except the approved male maintenance staff who will be accompanied by the Warden.
- d. Requests for transfer to another room are to be forwarded through the Warden to the Hostel In-charge for approval.

#### 11. Furniture

- a. Students are strictly forbidden from removing any furniture of their room.
- b. Hostel students are required to obtain special approval from the hostel in-charge to bring in their own furniture.

#### Student Responsibilities

- a. Students must take care of their personal belongings and the **management will not be responsible for any loss or damage**. All hostel dues and belongings should be cleared by the student before vacating the premise.
- b. Students must maintain cleanliness and discipline in the hostel. All property and fittings should be handled with care. If a student is found to be responsible for any damage, the cost of repair / replacement will be recovered from the student.
- c. Students are required to abide by the advice and decisions of the matron/warden on all matters pertaining to life in the hostels.
- d. Students are required to abide by any other rules or regulations, which the Dean, the Hostel In-charge or the warden may feel necessary to introduce from time to time.
- e. Students are required to submit the **No Objection letter from parent** and fill up the Out-Pass / Clearance Form when staying outside or when vacating the hostel.
- f. Students are required to submit the **clearance form with parent approval letter** to Hostel In-charge signed by the warden before vacating the room and submit a copy to the accounts department for refund of deposit.

#### Actions Prohibited: Student should NOT

- a. Break the curfew timings.
- b. Write on the walls, lifts, doors of the hostel.
- c. Bring in any pets (cat, puppy, bird etc.) into the hostel.
- d. Remove furniture or install personal locks for rooms.
- e. Insert / fix holes or hooks in walls, floors or ceiling.
- f. Refuse to follow the instructions from the Matron or security personnel who is only performing his/her duties.
- g. Decorate the exterior of rooms, corridors or other common areas.
- h. Create disturbances for any residential room.
- i. Drop or throw any solid object or liquid from windows.
- j. Harass or verbally abuse any resident or staff member living in the hostel.

- k. Host overnight guest/parent without obtaining prior approval from the student affairs department/Hostel In-charge.

### **Following actions are taken for those who break the rules of the hostel**

- a) Warning letters are issued to student.
- b) Students penalized/expelled from the accommodation.

Any breach of the above rules by the residents may result in the removal of their privilege of occupying the room besides rendering themselves liable to pay for such damages, as may be claimed by the authorities. Also there will be **NO refund of fees** in the event of denial of hostel accommodation on grounds of misconduct (academic or personal).

### **Dining Service**

GMU provides modern dining services at the Thumbay University Hospital Food Court where meals are served at a reasonable price. The **Salama** – A journey through the Arabic Cuisine, **Terrace** – Continental and Indian Cuisine, **Hello Panda** – Super delicious Chinese Cuisine, **Veg Corner** – Pure Vegetarian Restaurant and **Blends and Brews** – Providing the best and most satisfying Coffee Experience. Residents in the hostel can opt for door delivery. There is also a Coffee Shop, Blends and Brew Express Cafe catering to student necessities on campus.

### **Transportation Service**

Transport Department is strongly committed towards providing quality transportation by maintaining the highest level of safety, outstanding customer service and positive employee relations. Gulf Medical University has outsourced the students' transport to Sky Ways Passengers Transport Buses for the AY 2022-2023. Please contact the Coordinators Mr. Nasrullah (054 3637999) for Ajman & Sharjah and Mr. Faizal (050 5155690) for Dubai Transport. All buses will follow the Covid-19 guidelines provided by the Ministry of Education.

Services we offer,

### **Regular Service**

1. Separate Vehicles operating for Girls & Boys Hostel. Morning picks up and evening drop off service will be provided from Monday to Friday except on public holidays.
2. Hostel Pick up Timing
  - G Hostel-1 : 8:10 AM (1Bus) 8:20 AM (2Bus)
  - B Hostel-1 : 8:10 AM (1Bus)

### **Special Service**

1. Airport pick up and drop off service (Dubai Terminal 1,2,3 & Sharjah) on Semester holidays (2 times in an academic year) will be provided up on request and the request must be raised by Hostel Secretary or Hostel Warden) through Transport Portal on behalf of hostel students (HOD Approval Required)

2. Transport Services will be provided for Students to the Emirates of Dubai, Sharjah, Umm Al Quwain, Ras Al Khaimah & Ajman during their clinical postings up on request and shall be raised by individual college Secretaries through Transport Portal. (HOD Approval Required)
3. Shuttle service to mall on Sundays: Service shall be provided (for minimum of 10students/Month) up on request and the request must be raised by Hostel Secretary or Hostel Warden through Transport Portal. (HOD Approval Required)
4. 24/7 Ambulance service is available in case of emergencies and student can directly all the emergency number 067705555 of Thumbay University Hospital Ajman and report to the Hostel Warden
5. Students are allowed to use the transport services from GMU after their regular class hours: GMU - Hostel: 6:30 PM & 8:00 PM respectively
6. All students must complete two dosages of vaccination and must show a proof of vaccination to use the transport facility.

**Procedure:**

1. GMU is not responsible for any loss or damage of personal belongings of students while they are travelling in a company provided vehicle. Students are expected to be careful with regards to their personal belongings while using transport facilities.
2. Students are expected to be on time for the pickup and should not delay the process.
3. Students are expected to arrive about 5 minutes before their bus arrival time.
4. Students are expected to maintain cleanliness within the vehicle.
5. Eating and drinking is strictly NOT allowed in inside the bus
6. At any point of time students should not get into arguments / scuffle with bus drivers. Any problem with respect to bus drivers should be informed / reported to the Transport Department In charge person.
7. Regular transport services provide from Hostel to GMU and back as per the university timings.
8. Airport pick up & drop off services shall be provided during semester brakes only, i.e., two times in an academic year and the request shall be raised through Transport Portal.
9. Sightseeing service provides for a minimum of 10 students on locations in Dubai, Sharjah & Ajman.
10. Sight-seeing service will be provided only once in a month (one time Drop of & one-time pick up from location only)
11. All outings' students must manage to wind up their trip early and reach the hostel by 8:00 PM and must report to the hostel warden.

12. Students should always carry their respective ID card (University ID)

### Contact Details

#### Transport Service Coordinator:

**Mr. Anu Thomas**

Mob: 055 5611835; Tel: 06 7431333 Ext – 1739 Email: [anuthomas@gmu.ac.ae](mailto:anuthomas@gmu.ac.ae)

**Complaints / Grievance:** For complaints / Grievance contact

Mr. Pramod-050 8197355; Tel: 06 7431333 Ext-1268-Email- [pramod@gs.thumbay.com](mailto:pramod@gs.thumbay.com)

Mr.Subeesh-050 7467155; Tel: 06 7431333 Ext-1219-Email-[subeesh@thumbay.com](mailto:subeesh@thumbay.com)

#### Note:

- 1) For Airport Pick up & drop off travel itinerary is mandatory to accept the request.
- 2) All requests must be submitted at least one day prior to the service through concerned -department secretaries. (HOD Approval Required)
- 3) We provide above mentioned services free of cost.

#### Airport pick up & drop off cancellation or no-show policy

Require a minimum of 12-hour prior notice in order to cancel a scheduled appointment last minute cancellation those made with in twelve hours of your appointment time, incur AED 150/ cancellation fee, likewise the case for No Show, Cancellation request must be forwarded by email to transport service coordinator within the time frame to avoid the surcharge.

#### L. Student Identification

- All students are required to submit passport - size color photos to be affixed on their ID cards.
- The Student ID must be always worn and must be presented on demand in the campus, clinical sites and during examinations.
- Loss of ID cards must be reported to the Dean's office and a replacement card can be obtained after payment of AED 25 from the Student Affairs department.

#### M. Car Parking in the Campus

- Cars should be parked in the allocated positions for men and women students separately in an orderly manner. Only cars belonging to the President, Trustees and other visiting dignitaries are allowed to be parked in the main portico area. The University administration reserves the right to tow away any vehicle which has been parked in an unauthorized manner or place.
- Dangerous driving practices, creating inconvenience or risk to others and damage to property within the University campus is punishable offences.
- Parking is available for students and faculty.

**N. Lockers:** Lockers are provided in the Girl's common room for a nominal fee. Applicants may approach the Student Affairs Department for availing the service. Lockers should be surrendered before leaving the university.

## 5.9 Student Voice Application



The **Student Voice application** serves as a crucial platform designed exclusively for students to voice their concerns and actively contribute to enhancing their university experience. The app's link is conveniently accessible on the GMU website's Student Happiness Centre (SHC) page, and through prominently displayed QR codes in lecture halls and laboratories, ensuring widespread availability for all students. The diligent monitoring by the SHC Coordinator reflects the university's commitment to addressing student concerns promptly. The app provides a structured avenue for reporting grievances related to actions or inactions within the university community, fostering consistency and fairness in resolution. Via a user-friendly QR code system, students can **voice Suggestions**, submit **Grievances** (complaints), participate in **Course and Faculty Evaluation**, engage in **Self-Assessment**, and **report Accidents and Incidents**. Additionally, the application serves as a portal to vital resources like the **Student Handbook and Program Catalog**, making it a central hub for students seeking information. For easy installation, students can download the application on their iPhone/iPad or Android devices using the provided (iPhone/iPad ([How to install](#)) or Android ([How to install](#)) phone). This proactive approach empowers students to actively shape their academic environment and ensures that their concerns are heard and addressed in a fair and just manner.

## 5.10 Student Wellbeing Center

The Student Wellbeing Center (SWC) at GMU was established in the Spring Semester of 2024 to provide a range of services and assistance aimed at ensuring the wellbeing of GMU students throughout their academic journey. The center works in close collaboration with the Students Affairs Department, Colleges Happiness Centers, and Student Council. Students will have a crucial role in the implementation of the SWC services. The Center envisions itself to be a provider of social and psychological services, geared toward supporting students, coaching them to ensure proper management of types of stressors encountered during their educational journey and take care of the overall wellbeing. The mission of the SWC is to create a culture that supports the personal development and academic success of students using an integrative, holistic framework. Services provided by the SWC include:

- Mental health support: Offering services to address students' emotional and psychological needs.
- Developing a positive outlook: Assisting students in cultivating an optimistic attitude towards their careers.

- Correcting misperceptions and self-perceptions: Helping students enhance their self-esteem management and overall wellbeing.
- Coaching strategies and wellbeing workshops: Providing practical strategies for stress management and overall wellbeing.
- Empowerment for growth: Supporting students in taking control of their psychological, emotional, and social development.

## 6. APPROPRIATE AND PROPER USE OF ELECTRONIC RESOURCES

### 6.1 Appropriate and Proper Use of Electronic Resources

- **Acceptable Use & Internet Policy:** All GMU IT resources must be used responsibly. The university's Acceptable Use Policy forbids activities like illegal downloading, piracy, high-volume non-academic file sharing, or network attacks. Use your GMU accounts and the internet **primarily for learning and research**. Prohibited actions (hacking attempts, viewing unauthorised content, sharing copyrighted media, etc.) can result in warnings or access suspension. Note that GMU continuously monitors network security and usage compliance. Abide by the policy you agreed to on enrolment, and never share your login credentials or personal access tokens.
- **Account Security & Authentication:** Safeguarding your accounts is crucial. Enable the required two-step verification (2FA) on your Moodle and email – this adds a one-time passcode after your password, making it much harder for attackers to gain access. Set up 2FA promptly via an authenticator app or SMS as instructed and keep backup codes in a safe place. Remember that GMU staff will **never** ask for your password or 2FA codes by email or phone – if anyone does, treat it as a phishing attempt. Use strong, unique passwords for your accounts and change them immediately if you suspect any breach. Keep your personal recovery information (email, phone) updated in your GMU profile to avoid lockouts.
- **Device and Software Usage:** Only install university-approved software on GMU-managed systems, and ensure your personal devices are secured with up-to-date operating systems and antivirus software. The IT department assists with configuring required applications (e.g. Office 365, anti-malware), but you must follow licensing terms (use the Microsoft 365 provided to you; do not install unlicensed or unauthorized apps on GMU resources). Do not connect any personal networking hardware (like routers or access points) to the campus network. If you use personal devices (BYOD), protect them as you would in a professional environment: use encryption where possible, and avoid leaving devices unattended while logged in.
- **Privacy and Intellectual Property:** Respect privacy and copyrights. Do not attempt to access other users' accounts or data. Do not record, distribute, or share lectures, exams, or proprietary materials without permission. If you use copyrighted content (articles, images, videos) in your coursework, always credit the source and comply with fair-use guidelines or licensing agreements. Violation of intellectual property rules (including plagiarism) is subject to academic integrity procedures.
- **Reporting Problems:** If you encounter malware, phishing attempts, or any technical issues, report them immediately. For IT support, use the help channels above. For any suspected policy violations (e.g. seeing someone hack a system), contact IT Security. Prompt reporting helps protect the whole GMU community.

By following these guidelines using systems ethically, keeping accounts secure, and asking for help when needed, you contribute to a safe, effective digital learning environment that benefits everyone. Always err on the side of caution and professionalism in your use of GMU's electronic resources.

## **7. STUDENT PUBLICATION / MEDIA**

### **7.1 Introduction**

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus

### **7.2 Purpose**

Publications are a means of bringing student concerns to the attention of all members of the University community, of formulating student opinion on various issues on the campus and in the world at large of creating a record of University life.

### **7.3 Policy**

Official student publications provide students freedom of expression and provide an opportunity for students to ask questions and exchange ideas while abiding by legal and ethical standards of responsible journalism

The editorial board comprising of students shall be constituted under the auspices of the Student Council. The Head/Assistant Head would be adviser to the students and, the Student Affairs Department provides secretarial assistance and the IT department, technical support.

Student editors are expected to avoid libel, the use of obscene material, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Publication will follow the regulations and rules issued by the National Media Council, UAE, and provide information and data as requested by it. It is mandatory to keep a record or archives of all publication material which were produced, printed, distributed or broadcast.

## 8.PERSONAL CODE OF CONDUCT

### 8.1 Professional Dress

Students should always maintain a neat and clean appearance, and dress in attire that is appropriate. When students are functioning as medical / health professionals, either with clinical patients or simulated patients, dress must be appropriate and professional. A professional image increases credibility, patient's trust, respect, and confidence. In addition, because medical and health sciences students utilize facilities on campus where patients and the public are present, professional dress and appearance are also expected even when students are not engaged in patient care. In addition, most of the clinical facilities have specific dress code policies that must also be followed. Furthermore, Photo ID badges are to be always worn.

Violation of the dress code can have detrimental consequences for patient care and could damage the reputation of the institution. Flagrant and repeated violations of the dress code may be deemed to signify a lack of insight or maturity on the part of the individual student and call for counseling and discipline. The immediate supervisor may choose to discuss initial violations of the dress code directly with the student. Serious or repeated violations may be subject to disciplinary action.

- Students of GMU are expected to maintain decorum in their dress code in accordance with the dignity of the medical profession and of the institution.
- Traditional dress is allowed only for UAE nationals.
- Students must wear white coats with identity cards / badges on entering the campus / clinical sites and must wear the coats if they are inside the campus / clinical sites. The white coat must be clean and well maintained and of acceptable quality. The white coat must be worn fully buttoned.
- All students posted in hospital and clinical training sites are required to wear scrubs.
- The security and duty staff have the right to reject admission to any student into the campus when the student is not dressed properly or when the student is not wearing the white coat.
- White coats are to be worn only inside the college. Students should not wear white coats in public places such as supermarkets.
- Women students must take special care in avoiding skintight and revealing dress. They must have their hair properly tied up and must not keep the hair loose. All women students must wear dress, which reaches down to the ankle level.
- Students must wear dress that does not hinder practical or clinical work.

### 8.2 No Smoking

Smoking is absolutely forbidden on campus. Students are required to strictly comply with this rule to maintain a healthy atmosphere, congenial to learning [[Link](#)].

## 9. STUDENT ACADEMIC INTEGRITY

### 9.1 GMU Honor Code

The students at Gulf Medical University Ajman must recognize that they form an essential part of the medical profession and society. The ‘Honor Code’ lays emphasis on student’s behavior to meet the expectation of their profession, family and the community. The Honor Code is administered at the White Coat Ceremony. Students are required to read the pledge and sign an undertaking to observe all the rules as specified in the code.

#### Salient Features of the Honor Code

The code strives to emphasize the importance of ethical behavior and compassion in patient care. It helps a professional to understand the importance of the power of healing when all healthcare professionals work together as a team. It guides students to interact among their fellow colleagues and mentors. The honor code formally acknowledges a sense of trust, responsibility and professional behavior among students, staff and faculty members.

#### Breach of Honor Code

The following acts are considered as violation of the honor code:

1. Illegal, unethical and inappropriate academic conduct or professional behavior with colleagues and mentors either in college, hospital campus or in any professional gathering.
2. Failure to maintain confidentiality of a patient’s health data.
3. Failure to provide the highest level of patient care.
4. Failure to report any situation where the ‘honor code’ has not been followed or failure to take appropriate action when the ‘honor code’ has been violated.

#### Effects of Committing an ‘Honor Offence’

When a student commits an offense against the rules of the honor code, it becomes violation of the ‘code’ and is termed as an Honor Offense. The matter must be reported to the Dean of the college. The report will be forwarded to the Disciplinary Committee. Once the person is proved guilty, the Committee will initiate appropriate action depending on the degree of the offense.

### 9.2 Plagiarism

Plagiarism is using the ideas created and words written by others as one’s own, and without indicating the source.

Plagiarism encompasses ideas, opinions or theories, facts, statistics, graphs, drawings, images, photographs, videos, movies, music and other similar intellectual property, except for information that is categorized under “common knowledge”.

#### Plagiarism Includes:

- Turning in someone else’s work as your own.
- Copying ideas from someone else without giving credit.

- Failing to put a quotation within quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words by copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source to make up most of the work.

Students are reminded that ideas written by researchers or other authorities or the content appearing in textbooks, recommended readings or journals need to be paraphrased before they are included in your project work, assignment reports, posters or manuscripts. Paraphrasing involves reading the original text, understanding the meaning and then presenting the information in your own words: maintaining the original sentence structure with a few words changed in places is not acceptable paraphrasing.

### **Preventing Plagiarism**

Gulf Medical University subscribes to plagiarism detection software called ‘Turnitin’. GMU requires the students to submit their projects, reports, assignments and manuscripts prepared as electronic files through the portal that is made available through the IT Department. While allowing the student to submit the document instantaneously, the software also checks the document for plagiarism. When detected, the percentage of similarity and the site where the original document had appeared will be indicated. As headings of sections and references in the document may be similar to those that appear in other texts, a 15-20% of similarity is taken as falling within the acceptable limit and is not considered as plagiarism.

Deciding on the percentage of plagiarism allowable is empirical, contingent solely upon evaluator’s discretion. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The extent of plagiarism is only relevant in determining the form and level of sanction.

### **Consequences of Plagiarism**

Plagiarism is considered an act of academic misconduct. Plagiarism of any sort or any degree is not condoned under any circumstances, and students convicted of plagiarism after due procedures are liable to punitive action by the university authorities.

### **Copyright Violation/s**

Intellectual property such as graphs, essays, poems, drawings, images, photographs, videos, movie clips, music tracks, statistics and other similar creations automatically become copyright the day they are made public by the author. Unless the copyright owner has specifically mentioned that the items are copyright free, using any of these in students’ own compositions is a copyright violation. The exception to this stipulation is when the user is covered under “fair use”, which is the limited use of copyright material for research, scholarship and teaching. In such cases, the need for obtaining permission from the copyright owner does not arise.

## 10. STUDENT MISCONDUCT

### 10.1 Academic Misconduct

The college may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to the following:

#### a. Cheating

A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to:

- External assistance in professional or any “in class” examination. This prohibition includes use of books, notes, mobiles, cross talk between students.
- Use of another person as a substitute in the examination.
- Stealing examination or other source material.
- Use of any unauthorized assistance in a laboratory, or during a fieldwork.
- Altering the marks / scores in any way.
- Claiming as his / her work done by others or completed jointly with others.

#### b. Fabrication

- A student must not falsify or invent any information or data in an academic work, including records or reports, laboratory results, etc.

#### c. Plagiarism and Copyright Violation

- Gulf Medical University takes strong exception to plagiarism and copyright violation by students.

### Academic Misconduct Procedures

#### (A) Initiation of Proceedings

When a student in a course commits an act of academic misconduct like plagiarism, the faculty member who has detected the misconduct has the authority to initiate academic misconduct proceedings against the student. Before this, the faculty is required to hold an informal meeting with the student concerning the matter. If the faculty member affirms that the student did commit the act of misconduct as alleged, then at the conclusion of the informal meeting, the faculty member is required to inform the Dean of the College who in turn would refer the matter to the Disciplinary Committee to conduct an enquiry. Chair of Disciplinary Committee is the Vice Chancellor Academics.

A disciplinary proceeding is initiated by sending a notice to the student who is the subject of the complaint. The notice sent informs the student that charges are pending and that a hearing has been scheduled. It shall inform the student of the reported circumstances of the allegedly wrongful conduct.

It also specifies that if the student fails to appear for the meeting, it may re-scheduled

The notice shall inform the student that the Committee may impose straightaway any of the below mentioned disciplinary penalties, if it is reasonably believed that the failure of non-appearance is without a good cause, and it may weigh this as a negative factor in future appeals.

### **(B) Disposition**

When the student appears as required, he/she is informed, as fully as possible of the facts alleged misconduct.

If, after discussion and such further investigation as may be necessary, it is determined that the violation occurred, as alleged, the student is notified, and may be imposed any one or a combination of the below mentioned sanctions for facts of academic misconduct. If the student fails to adhere to the sanctions imposed, the student may be subjected to additional sanctions, including suspension or expulsion. The sanctions include lowered or failing grade on the particular assignment or the possibility of an additional administrative sanction as applicable, and as mentioned below

- a. A failing grade in the examination, paper, research or creative project
- b. A specified reduction in the course grade
- c. Non-inclusion of scores earned in continuous assessment; and
- d. Multiple Sanctions: More than one of the sanctions listed above may be imposed for any single violation

**Reprimand and Warning** - An undertaking signed by the student not to repeat the offence is obtained. The student may face suspension if he / she engages in the same misconduct again or commits any other violation.

**Suspension** - A student may be prohibited from participating in all aspects of college life for a specified period.

The student may appeal against the decision to the Chancellor. The appeal for the latter decision rests at the discretion of the Chancellor.

### **Appeal to and Action by the Chancellor**

The student may appeal against the decision of the Committee to the Chancellor of the university, who may take any of the following actions:

- Affirm the original decision that the student did commit the alleged act of misconduct.
- Affirm the original decision concerning the disciplinary sanction to be imposed.
- Reverse the original decision that the student did commit the alleged act of misconduct and direct that the complaint be dismissed.

- Set aside the original decision concerning the disciplinary sanction to be imposed and impose a different sanction, amounting to commutation.

## **10.2 Personal Misconduct**

### **10.2.1 Personal Misconduct on University Premises**

The university may discipline a student for the following acts of personal misconduct, which occur on college property and its affiliated clinical training sites:

- False accusation of misconduct, forgery, alteration of university / college / hospital / individual document (record, identification, etc.).
- Making a false report on emergency / catastrophe.
- Lewd, indecent or obscene conduct, gesture/s and /or remark/s.
- Disorderly conduct, which interferes with teaching or any other college / hospital activity.
- Failure to comply with the directions of authorized college / hospital officials.
- Unauthorized possession of college and / or others' property.
- Physical damage to university related and / or others' property.

The facts of the case are placed before the Student Disciplinary Committee, presided over by the Vice Chancellor Academics and a decision on the nature of act, and sanction to be imposed is taken. The nature of the act and the sanction to be imposed is reviewed by the Vice Chancellor Academics, taking into consideration the following:

- (i) Previous act/s of misconduct.
- (ii) Record of repeated act/s of misconduct.

### **10.2.2 Personal Misconduct Outside University Premises**

The college may discipline a student for acts of personal misconduct that are not committed on college property, if the acts arise from activities that are being conducted off the campus, or if the misconduct undermines the security of the GMU community or the integrity of the educational process/es.

## **Personal Misconduct Procedures**

### **(A) Initiation of Proceedings**

A report that a student has committed an act of personal misconduct may be filed by any person and submitted in writing to the Dean of the College.

After reviewing the complaint, after enquiry and verification, the Dean will forward the report to the Student Disciplinary Committee, presided over by the Vice Chancellor Academics. On the consensus reached by the Committee, a disciplinary proceeding is initiated by sending a notice to the student who is the subject of the complaint. The notice sent is to inform the

student that charges are pending and that a hearing has been scheduled. It shall inform the student of the reported circumstances of the allegedly wrongful conduct.

It also specifies that if the student fails to appear for the meeting, it may be re-scheduled

The notice shall inform the student that the Committee may impose straightaway any of the below mentioned disciplinary penalties, if it is reasonably believed that the failure of non-appearance is without a good cause, and it may weigh this as a negative factor in future appeals.

### **(B) Disposition**

When the student appears as required, he/she is informed, as fully as possible of the facts alleged misconduct.

If, after discussion and such further investigation as may be necessary, it is determined that the violation occurred, as alleged, the student is notified, and may be imposed any one or a combination of the below mentioned sanctions for facts of personal misconduct. If the student fails to adhere to the sanctions imposed, the student may be subjected to additional sanctions, including suspension or expulsion. The student may appeal against the decision of the committee to the Chancellor of the university. The sanctions include:

**Reprimand and warning** - That the student may receive additional sanction/s if the student engages in the same misconduct again or commits any other violation/s.

**Disciplinary probation** is for a specified period under conditions specified by the Dean. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program, a program designed to stimulate good citizenship within the college community, or any other activity which would foster civic participation.

**Restitution** - A student may be required to pay the cost for the replacement or repair of any property (ies) damaged by the student.

**Expulsion from University Hostel** - A student may be expelled from university hostel and the student's contract for university hostel may be rescinded.

**Suspension** - A student may be suspended / debarred from participating in all aspects of university life for a specified period.

**Expulsion** - A student may be expelled from the university permanently. Furthermore, the student may not thereafter petition for re-admission to the university.

### **(C) Appeal to and Action by the Chancellor**

The student may appeal against the decision of the Committee to the Chancellor of the university, who may take any of the following actions:

- Affirm the original decision that the student did commit the alleged act of misconduct.
- Affirm the original decision concerning the disciplinary sanction to be imposed.
- Reverse the original decision that the student did commit the alleged act of misconduct and direct that the complaint be dismissed.
- Set aside the original decision concerning the disciplinary sanction to be imposed and impose a different sanction, amounting to commutation.

### **Repeated Misconduct Procedure (Personal)**

In cases of repeated personal misconduct by a student, the Student Disciplinary Committee will study the advice, recommendation/s and instruction/s imparted by the committee against the student on previous occasions. Serious warnings or disciplinary proceedings against the student by the Disciplinary Committee on earlier occasions constitute enough grounds for the committee to recommend dismissal of the student with immediate effect, if the present episode of misconduct warrants such action.

### **Procedures for Handling Misconduct by Student Organizations**

Personal misconduct proceedings and disciplinary proceedings against individual members of a student organization are governed by the procedures otherwise applicable to students alleged to have committed acts of Personal misconduct.

GMU procedures for imposing disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct.

## **10.3 Student Grievance Policy & Appeal Procedures**

10.3.1 The University reserves the right for students to appeal. The policy and procedure to appeal concerning academic and instructional matters within the University. However, students are encouraged to file formal complaints to the Dean including but not limited to academic issues, civil rights violations, and discrimination issues.

10.3.2 The assumption underlying this policy is that when the complaint is formally submitted in writing to the Deans with a copy to Vice Chancellor Academics it is likely to be of a more serious nature, may have institution-wide implications, or has not been satisfactorily resolved at the departmental or college level.

10.3.4 All appeals and complaints shall be addressed in a timely and fair manner.

10.3.5 Students should also submit the complaint through the online grievance system (<https://form.jotform.com/210153801785048>) within 30 days after the incident at issue.

10.3.6 The complaint will be received by the College Student Happiness Center and Student

Affairs Department which will forward it to the concerned department based on the type of the complaint, and follow-up on it until being resolved.

- 10.3.7 Students shall be informed of the action(s) taken to resolve the complaint, within 10 working days by the Colleges.
- 103.8 The Quality Assurance and Institutional Effectiveness (QA&IE) unit shall maintain a log of formal, written student complaints filed. The log shall include date received, nature of the complaint, steps taken to resolve the complaint, final decisions or other actions taken.
- 10.3.9 Annual report shall be sent by the QA&IE unit to each college to reflect on the nature of complaints, their frequency and effectiveness of the process of resolving student complaints.

## 11. SAFETY ISSUES

Gulf Medical University (GMU) is fully committed to safeguarding the health and safety of all its students. GMU ensures that health and safety systems are regularly reviewed, and that a culture of safety awareness is actively promoted among students, staff, and visitors. For comprehensive guidance, refer to the [Occupational Health, Safety, and Environmental Manual V1](#).

To maintain a safe and healthy learning environment, GMU ensures that students are informed of potential hazards within their study and campus areas and are adequately trained to carry out their academic activities safely. Accordingly, students are expected to exercise a general duty of care and adhere to the following:

- Comply with all provisions of GMU's Health, Safety, and Environmental policies and manual
- Follow all safety instructions and protocols provided for laboratory, workshop, and clinical activities
- Promptly report any accidents or hazardous conditions that may pose risks to individuals or property using the [GMU Incident Reporting Form](#)
- Refrain from engaging in any unsafe behavior that could endanger themselves or others

### 11.1 Laboratory Safety

#### General

To maintain a safe, respectful, and efficient learning and research environment, all students must adhere to the following behavioral expectations in GMU laboratories.

#### Conduct and Awareness

- Always behave in a responsible and professional manner while in the laboratory. Reckless, disruptive, or playful behavior is strictly prohibited.
- Remain alert and focused at all times when handling equipment, chemicals, or samples.
- Familiarize yourself with the lab's layout, including emergency exits, safety equipment (fire extinguishers, eye wash stations, safety showers), and first aid kits.
- Follow all instructions given by faculty, lab instructors, or lab technicians. Do not proceed with any activity unless authorized and supervised if required.
- Never work alone in a laboratory, especially when handling hazardous materials or equipment. Always inform a supervisor before beginning work.

#### Prohibited Activities

- Running, pushing, or horseplay is strictly forbidden. Such behavior can lead to serious accidents.
- Eating, drinking, chewing gum, or applying cosmetics (including lip balm) is strictly prohibited inside the laboratory.

- Using mobile phones or personal audio devices (e.g., headphones) is not allowed during laboratory work.
- Avoid distracting others who are working. Maintain a quiet and focused environment.
- Never sit on lab benches, counters, or equipment.

### Laboratory Dress Code

- Laboratory coat must be worn while pursuing laboratory work but be removed while visiting a non-laboratory environment, e.g. office, canteen, toilet, and computer room.
- Long-sleeved laboratory coats must be worn to protect against chemical spills.
- Smoking is not permitted at any time on the GMU premises.
- Latex gloves must be worn when handling toxic chemicals and, bacteria. However, do not use such gloves in the course of simple chores like opening doors, answering telephones, at the keyboard to cite some examples.
- Safety goggles or spectacles must be worn while working with hazardous chemicals or radio- active materials.
- Use the face-mask when using the UV trans-illuminator.
- Mandatory use of close footwear [E.g. No open-toed shoes, sandals and slippers] when working in the laboratory and while handling hazardous chemicals.
- Long hair or loose clothing must be secured before commencing work to avoid the possibility of their entanglement in equipment or contact with chemicals or possibility of a fire accident.

### Waste Disposal

- Use designated color-coded waste bins:
- Yellow bins for bio hazardous waste
- Cream brown bins for non-hazardous waste
- Dispose sharps (e.g., needles, broken glass) in sharps containers
- Store chemical, solvent, and radioactive waste in appropriate labeled containers



### 11.2 Electrical Safety

Improper use of electrical equipment can result in electric shock, fire, injury, or even death.

- **Only maintenance team authorized** for may repair, modify, or install electrical systems or equipment.
- **Visual inspection must be done before use** – check for exposed wires, frayed cords, loose connections, or burn marks.
- **Report faulty equipment immediately** to the maintenance or lab supervisor.
- **Never touch electrical equipment with wet hands** or while standing on a wet surface.
- **Keep all electrical devices away from water sources** (sinks, eyewash stations, etc.).

- **Do not overload electrical outlets**—each socket should power only one high-wattage device.

### 11.3 Chemical Safety

#### General

- Store chemicals in well-ventilated, cool, dry areas away from direct sunlight or heat.
- Keep containers tightly sealed and stored by compatibility (e.g., acids separate from bases).
- Label all shelves and cabinets with chemical types; avoid overcrowding.
- Do not store chemicals on floors, top shelves, or near open flames.
- Keep cabinets closed and stable, with chemical-resistant trays inside.
- Material Safety Data Sheets (MSDS) must be available near all storage areas.
- Fire extinguishers must be located near exits, not near chemical storage.
- Periodically inspect chemical containers for leaks, damage, or contamination.

#### Handling Chemical and Gases

- Never mix incompatible chemicals (e.g., chloroform with acetone).
- Secure gas cylinders with chains; perform soap bubble tests to detect leaks.
- Replace gas cylinders before fully empty; always leave a bit of pressure.
- Work with poisonous or volatile gases only in a fume hood.
- If a gas leak is suspected, raise the alarm and evacuate immediately—do not ignite anything.

#### Chemical Waste Disposal

- Never pour hazardous chemicals down the drain unless verified safe.
- Neutralize acids/bases before disposal.
- Separate chemical waste by category (halogenated, flammable, aqueous, etc.).
- Store solvent waste in labeled bottles inside fume hoods.
- Clearly label all waste with contents, generator, and date.
- Never mix incompatible substances in waste bottles.

### 11.4 Fire Safety

At Gulf Medical University (GMU), your safety comes first. Knowing how to act in a fire emergency can save lives including yours. Here's what you need to know and do:

#### Know Your Way Out

- Always keep escape routes and emergency exits clear.
- Never block hallways or doors.
- Emergency lights will guide your way during a fire.

#### Fire Alarm System

- GMU has smoke detectors, heat detectors, and manual fire alarm pull stations in all buildings.
- Fire alarms are loud and clear treat every alarm seriously.
- If you see fire or smoke, pull the nearest alarm and call **1233** immediately.

### Firefighting Equipment

- You'll find Carbon Dioxide and Dry Powder fire extinguishers around campus.
- Fire Hose Reels are available in corridors.
- These are checked regularly by safety teams, so they're ready if needed.

### Fire Safety Training

All students must attend fire safety training. It's quick, practical, and might save your life.

- You'll learn:
  - How to prevent fires
  - What to do if a fire breaks out
  - How to use a fire extinguisher
  - Evacuation routes and assembly points

### What To Do During a Fire (Remember: R.A.C.E.)



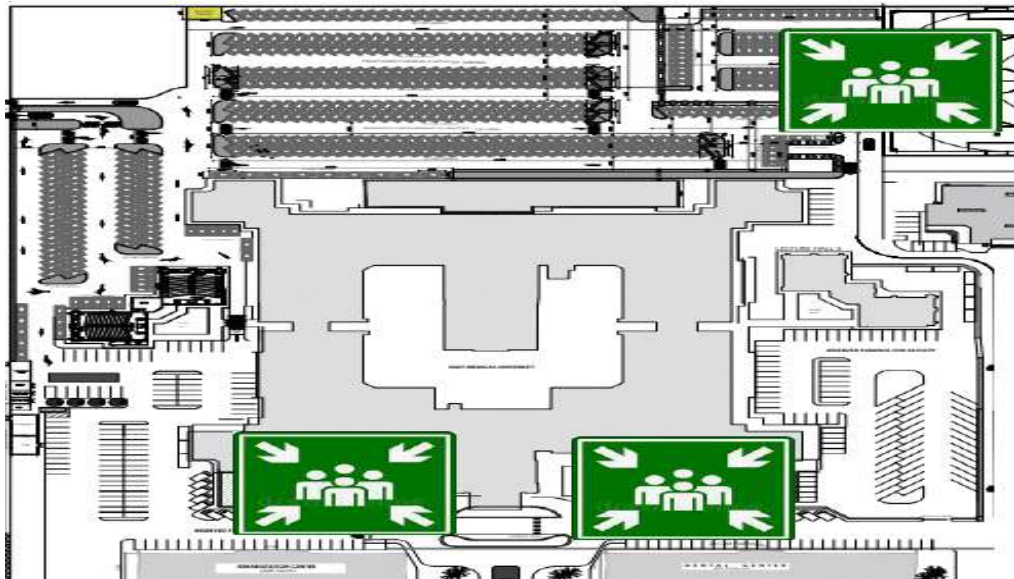
### How to Use a Fire Extinguisher (P.A.S.S.)

- P**– Pull the pin.
- A**– Aim at the base of the fire.
- S**– Squeeze the handle.
- S**– Sweep from side to side.



### Evacuation and Assembly Points

- When the alarm sounds and **CONFIRM**
  - Leave the building immediately.
  - Do not use elevators.
  - Go to your **assigned assembly point**



Staff Assembly Point 1	Located at left side of GMU main entrance
Students Assembly Point 2	Located at right side of GMU main entrance
Staff and Students Assembly 3	Located at Cricket Ground

### Important Fire Safety Tips

- Don't overload electrical outlets or misuse extension cords.
- Never block fire exits or hallways.
- Always follow the instructions of security and safety staff during an emergency.
- Don't panic. Stay calm. Help others.

### 11.5 Driver Safety

#### ✓ DOs:

- Carry a valid driver's license no license, no driving!
- Drive slowly speed limit is 20 km/h on campus.
- Wear your seatbelt — every time, no exceptions.
- Park properly — don't block fire exits or emergency areas.
- Keep a fire extinguisher in your vehicle — safety first!

#### ✗ DON'Ts:

- ✓ **Never drive under the influence** of alcohol, drugs, or anything that affects your alertness.
- ✓ **Don't leave your car running** — switch off the engine, use the parking brake, and take the key.
- ✓ **No unauthorized passengers** or banned items like alcohol or weapons.

- ✓ **No mobile phones while driving** — eyes on the road!
- ✓ **Avoid road rage** or reckless behavior — stay calm and respectful.

**Important Reminder:**

**ALL DRIVING VIOLATIONS WILL BE ADDRESSED SERIOUSLY BY THE  
GMU ACADEMIC LEADERSHIP AND MAY LEAD TO DISCIPLINARY  
ACTION.**

**DRIVING IS A PRIVILEGE  
RESPECT THE RULES, PROTECT LIVES, AND HELP MAINTAIN A SAFE  
CAMPUS FOR EVERYONE.**

## 12. STUDENT RECORDS, PRIVACY PROTECTIONS AND RECORDS RELEASE

### 12.1 Permanent Record

Permanent Student record is record with high or significant archival value that cannot be destroyed and must be retained indefinitely by the university. These records have administrative, historical and legal values. The important permanent Student records are:

- High School Transcripts
- High School Mark sheet
- Scholarship details
- Degree, Diplomas
- Equivalency Certificates
- Change of Name and Date of Birth details
- Examination details
- Credit Completion details
- Academic/Disciplinary action records (maintained by the College Student Happiness Centre)
- Grade change details Transcripts (maintained by Exams dept)
- Withdrawal documents
- Other relevant documents such as Passport copies and Emirates ID.

### 12.2 Biometric Data Processing for Examination Verification

Gulf Medical University uses biometric verification systems at examination hall entrances to ensure secure and accurate student identity authentication. Biometric data such as encrypted facial or fingerprint templates are collected only with informed consent and processed strictly in accordance with the UAE Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data (PDPL) and GMU's institutional policy GMU-POL-S03-036: Testing Center Hall Biometric Access and Attendance Policy ([link](#)). All biometric identifiers are stored within GMU's secure IT infrastructure, are accessible only to authorized personnel, and are retained solely for the duration of student enrollment before deletion in line with GMU's data-retention requirements. Students who do not consent to biometric processing are provided with an alternative manual identity-verification method for examinations.

### 12.3 Student Records Policy

GMU has policies regarding the collection, maintenance, storage and disposal of all official and original student records.

- The Registration Department maintains the student's permanent academic record and requests to view the individual's record must be made to the Registration Department
- The University shall maintain confidentiality of the student records.

- GMU shall ensure the safety of student records and GMU has a Policy titled ‘Data Protection Policy’ which describes how the student electronic data is being maintained and stored.
- The academic program in which a student is enrolled also maintains student files that are considered non-permanent. Students have the right to access their program file.
- GMU shall store all the backup / electronic copies of the student records in a safe place in two locations, one within the campus (Data centre) and the other outside in the campus in the Thumbay Hospital Ajman. The printed version of the student records shall be stored in a fireproof cabinet in the Registration Department.
- The data is updated daily and every semester. The student records are stored in safe custody and only authorized personnel shall have access to them.
- Under no circumstances shall the student records be released to any third party without the knowledge of the student.
- All official records are signed either by the Chancellor or the Vice Chancellor Academics of the University whose signatures only are recognized outside the bounds of GMU.
- The University shall ensure that all records of student course work and grade changes are maintained in the student record.
- Transcripts shall be issued only upon the signed request of the student, Parent or authorized personnel using the stipulated form through the Deans of the College.
- The disposal of non-permanent Student records shall be as per Student Record Retention and Disposition Policy.
- The Requests to change the admission data including parent contact details, email ID and postal address must be submitted to the Office of the Dean through the registered email ID of the parent. The Dean's office will verify the request and forward to the Registrar. The Registration Department will change the data as per the request.
- The Registration Department shall ensure:
  - The continuous maintenance and back up of student records with one set stored in a secure location, preferably off-site, in a vault or fireproof cabinet.
  - Special security measures to protect and back up computer-generated and stored records.
  - Confidentiality of records.
  - A definition of what constitutes the permanent record of each student; the right of access to student records, including students’ access to their own records.
  - The authority to manage and update student records.
  - The appropriate retention and disposal of records.

#### **12.4 Records Release Policy**


- The University shall neither deny nor effectively prevent current or former students of the University the right to inspect and review their education records


- Students shall be granted access to their records within a reasonable period of time after filing a request.
- Students have the right to request the amendment of their education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their privacy or other rights.
- In addition, the University shall not release or provide access to education records, except “directory” information, without the written consent of the student to any individual, agency or organization.
- The University shall designate the following items as “directory” information: student name, addresses, telephone numbers, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent, unless notified in writing on the form available from the Registration Department
- Confidentiality of information shall be highly respected at GMU.
- If students wish any of their education records available to anyone, a consent form shall be available in the Registration Department. If there is no consent form, information will not be disclosed except to the appropriate person(s) in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- The University is, however, authorized to provide access to student records to Campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the academic, administrative, or service functions of the university and who have reason for using student records connected with their academic or other university responsibilities. Disclosure may also be made to other persons, Ministry of Higher Education and Scientific Research or organizations under certain conditions (e.g. as part of an accreditation or program evaluation; in response to a court order; in connection with financial aid; or to institutions to which the student is transferring).
- Students should refer to the Student Handbook published and distributed annually by the University or contact the Registrar/to obtain further information.

### 13. ACADEMIC POLICIES [ADMISSION POLICY, REQUIREMENTS FOR ACADEMIC PROGRESS, FINANCIAL AID, ATTENDANCE & GRADING POLICIES]

- Section 10: Admission Policy: Requirements and Procedures:  
Undergraduate ([link](#))  
Graduate ([link](#))
- Section 12: Student Fee Structure and Financial Regulations:  
Undergraduate ([Link](#))  
Graduate ([Link](#))
- Attendance Policy:  
Undergraduate ([Link](#))  
Graduate (Under each program Section in Graduate Catalog: [Link](#))
- Grading, Assessment, Progression and Completion Policies:  
Undergraduate ([Link](#))  
Graduate (Under each program Section in Graduate Catalog: [Link](#))

## 14. CONTACT INFORMATION – STUDENT AFFAIRS

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 studentaffairs@gmu.ac.ae

**URL** <https://gmu.ac.ae/>

Name	Position	Telephone	Email ID
Dr. Zeina Mazloum	Head – Student Affairs	067431333 Ext: 1618	dr.zeina@gmu.ac.ae
Mr. Abid Khader	Secretary –Student Affairs	067431333 Ext: 1217	abid@gmu.ac.ae
Ms. Sowbhagya Ajith	Secretary –Student Affairs	067431333 Ext: 1508	sowbhi@gmu.ac.ae

Student Services	Responsible Person	Intercom Nos.
Female Residential Halls	Ms. Sowbhi	Ext. 1508
	Ms. Daisy	06-7400864
Male Residential Halls	Mr. Narayan	056 9643385
Sports Events	Student Affairs / Sports Committee	Ext 1217
Cultural Activities	Student Affairs / Student Council	Ext 1217
Accounts	Mr. Satya Narayana Subba	Ext. 1794
	Mr. Baba Samseer	Ext. 1796
Library	Mr. Daies Idiculla	Ext. 1221
	Mr. Anzel	Ext. 1221
Transport	Mr. Joshva Pramod	Ext. 1268
	Mr. Anu Thomas Joseph	Ext. 1739
Audio Visual Aids	IT Department	Ext. 1222
Visa and Emirates ID	Ms. Hala	Ext. 1688

## 15. CONTACT INFORMATION - STUDENT HAPPINESS CENTER

College	Head of Student Happiness Center	Telephone
College of Medicine	Dr. Dalia Ali	067431333 Ext: 1684
College of Dentistry	Dr. Heba Mohamed Abdelaal	067431333 Ext: 1467
College of Pharmacy	Dr. Muhammed Abdullatif	067431333 Ext: 1778
College of Health Sciences	Dr. Salma Elnour Rahma	067431333 Ext: 1476
College of Nursing	Ms. Vimala Varatharajan	067431333 Ext: 1504
College of Healthcare Management and Economics	Dr. Lubna Abdel Jawad	067431333 Ext: 1414, 1469

ثوبى  
THUMBAY  
GROWTH THROUGH INNOVATION



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