جامعة الدوحة
للعلوم والتكنولوجيا
UNIVERSITY OF DOHA
FOR SCIENCE & TECHNOLOGY

**UDST
STUDENT
HANDBOOK
2024-2025**

Message from the President

Dear Students,

Welcome to UDST, the first applied university in Qatar and the only university in the MENA Region that was awarded the FISU Healthy Campus Platinum Label. It's always exciting to welcome you to an institution that is known for excellence in technical and vocational education and training. Our university values education research, innovation and fosters a culture of inclusivity, commitment and leadership. We prioritize the health and well-being of each member of our UDST family, therefore in addition to your studies, you will discover an array of activities and services that you can benefit from on campus. Studying at UDST will prepare you for a lifetime of professional success and will make you highly sought-after graduates that will contribute to the enrichment of our educational organization and the nation as a whole.

You will be part of an institution that places students at the center of the learning process and aims to give them as many real-life learning experiences as possible, so they can extend what they acquired in the classroom to their workplace and actively lead the socioeconomic development of Qatar and global markets. I am confident that you will enjoy becoming part of our vibrant community and we look forward to seeing your great achievements.

Dr. Salem Bin Nasser Al-Naemi
President

General Information

What You Need to Know

When starting out at UDST there can be a lot to learn. We have put together this section of the most important information to help you during your first few weeks.

AHLAN Student Orientation

AHLAN Student Orientation happens at the start of each semester to welcome and introduce you to university life. Special activities are planned on campus to give you the chance to meet other students and your instructors. Orientation activities will include a campus tour, fun activities with current students, and meet-and-greets with all departments across campus to help you discover and enjoy your university life. Be sure to participate in the orientation activities to get useful information and to meet other people.

Dress Code

UDST asks all students to dress in a way that respects the local culture. The Qatari national dress for men is the thobe, and for women it is the abaya. If you are not wearing the national dress, the University dress code requires you to wear "business casual" clothing. Choose looser clothing that covers your knees and arms to your elbow. Revealing clothes are not permitted. Revealing tattoos are not permitted. Failure to adhere to the university dress code may result in a disciplinary action that will affect you.

Mobile Phones

Please turn your mobile to silent or off when you enter class. When your mobile phone rings during class it disturbs your classmates and the instructors. Remember you may not take a picture of others unless they give you permission to do so.

Campus and Environmental Considerations

To ensure the well-being of our community, we encourage students to maintain proper personal hygiene practices such as bathing, using deodorant, and practicing regular hand washing when necessary.

Furthermore, please be considerate of others on campus and avoid disruptive behaviors such as littering or excessive noise.

Smoking Policy

UDST is dedicated to enhancing the well-being and safety of all its students, faculty and staff. Smoking is strictly prohibited within any university building, both indoors and outdoors, unless you are in specifically designated smoking areas.

Everyone, including students, staff, and visitors, must adhere to the smoking policy. This is a non-negotiable requirement. Individuals who fail to comply with this policy will face appropriate consequences, as outlined in the relevant disciplinary protocol.

Gifts

You may not give gifts to employees, faculty or staff of UDST. Your words of thanks and appreciation are always welcome, of course.

Admissions and Registration Office

The Admissions & Registration Directorate at UDST maintains the integrity of academic policies and student records and coordinates many academic and non-academic functions such as registration, degree audits, graduation, transcripts, verification of enrolment, transfer credits, scheduling, examinations, academic regulations, and more.

Visit Admissions & Registration for more information on the services provided by this office.

Computer Access

For more detailed information regarding available IT Services, please visit: https://www.udst.edu.qa/current-student/student-systems

Creating or Resetting your Password

If you are a new student or you have forgotten your password, follow these steps to create or reset your password: Go to https://password.udst.edu.qa
- Enter your student identification number
- Enter your student email address i.e 60XXXXXX@udst.edu.qa

An SMS will be sent to the mobile number registered to your account.
- Enter the SMS code you received into the password system.
- You will now be asked to create a new password and re-enter your new password.

Please note: Your password must follow the password policy requirements below:
- Password must be a minimum of 8 characters
- Password cannot contain UDST ID number or name
- Last 10 passwords cannot be used
- Password must contain characters from three of the following four categories:
    o Passwords must contain at least one special character (e.g., %, #, @)
    o Passwords must contain at least one numeric character (0-9)

o Passwords must contain at least one Uppercase character (A-Z)

o Passwords must contain at least one Lowercase character (a-z)

Student Log In Process

Follow these steps to log in to campus computers:

- For your Username, enter your student ID number, for example, 60XXXXXX.
- For your Password, enter the one you created.
- If your password has expired, you will be asked to change it when you log in.
- If you have forgotten your password and need it to reset, please see the

Off-Campus University Webmail Access

You can access your email while you are off campus. Go to the Office365 Web Portal at: https://outlook.office.com

To access the webmail you must enter your student email address (i.e. 60XXXXXX@ udst.edu.qa) and the password for your account. This password will be the same as the one you use for all IT Services including D2L and PeopleSoft.

Other Help Desks

IT Help Desk

Are you having any problems with the computer services on campus? Please drop by and see us in Building 10. The IT Help Desk can answer your questions about your password, email, Wi-Fi connection, and more.

D2L Help

If you have any issues with your D2L account, send an email to d2lq@udst.edu.qa and assistance will be provided to you.

Computer Responsibility and Acceptable User Agreement Policy

The following is a list of rules and responsibilities that must be adhered to when using the University's computer facilities. Overall, computers should be used for academic purposes and not for illegal or forbidden activities. The list also includes your privacy rights and the rights the University has as the owner of these facilities. Please review the University's Acceptable Use Policy for detailed information on computer usage guidelines and restrictions. Key points to remember:

1. The University owns the UDST computer facilities, and you can use them for University-related activities only. Only the faculty, staff, and students can access University computer facilities. In special circumstances, others may use the facilities if a management team member approves it.
2. The Manager of IT Operations controls access to the University computer systems, the manager also issues accounts and passwords.

3. These policies cover access to computer networks through University computing facilities, including the UDST public Wi-Fi.

4. You may use computer equipment and accounts only for University-related purposes, and the University must approve commercial or non-University-related use.

5. Other students, faculty or staff cannot use your account. You are responsible for any action or policy violations committed using your account. You are expected to use the account responsibly. You must protect your password and be careful that while you are logged into the history, only you have access to the report. You may be disciplined if you are caught using another user's account.

6. IT Operations personnel monitor the use of facilities to maintain system integrity performance. When personnel perform this task, they do their best to respect your user privacy.

7. You may use electronic data communications facilities for University-related activities only. You cannot send or store untrue or hurtful messages.

8. You may not change a computer system's performance. You may not limit authorized personnel access to any University computer system or resources.

9. You may not damage computer systems through gaps in computer security systems. You may not use knowledge of a special password to get extra resources or take resources from another user. Without proper permission, you cannot use a special password to gain access or use systems. If you discover a security problem or a special password, you must report it immediately to the IT Operations Manager.

10. After we upgrade copyrighted software, we uninstall previous versions unless the license permits us to let the previous version remain.

11. If you are currently enrolled in a University program, you can use the computer resources for your studies and research. You may not use the resources for commercial or business reasons, and you can use the computer resources only if you follow the policies explained here.

12. Your student files on these systems are confidential, and only you can access them. The University makes every effort to protect the confidentiality of your files while you are enrolled at the University. When you are no longer a current student, the University is no longer responsible for the files. When you graduate or stop attending the University, you should remove your files before your registration ends. If you don't remove your files, the University has the right to delete them after a reasonable period without notice. Your files are confidential until they are released. In special cases, the IT Operations Manager, or delegate, may permit you to leave the files in the system.

13. If you forget your password, visit our password reset portal and follow the onscreen instructions. We do not reset passwords over the phone, via email, or by SMS request.

Internet Provisions

1. The University has software and systems that can monitor and record all University-based network usage.

2. The University reserves the right to inspect any files stored in private areas of the University network to assure compliance with the policy.

3. If you find yourself connected accidentally to a site containing sexually explicit or offensive material, you must disconnect immediately, even if that site passed any screening or rating program. Offensive or sexually explicit material may not be displayed, archived, stored, distributed, edited, or recorded using the University network or computing resources. The University uses software and data to identify inappropriate internet sites, and the University may block access from all such sites, especially where it results in network slowdowns.

4. You may not use any University resources for illegal activity, and these activities result in student discipline. The University will cooperate with legitimate law enforcement agencies.

5. The University owns any software or files downloaded via the Internet into the University's network. The University can move or remove such content without notice if it violates the provisions of this policy. The person responsible remains accountable for their action even after the content is removed.

6. You may not use University facilities to download or distribute copied software or data. This is strictly prohibited.

7. You may not use the University network, including wired and wireless networks, to spread any virus, worm, Trojan horse, or trapdoor program code. This is strictly prohibited.

8. You must have express permission from the Marketing and Public Relations department to speak on behalf of the University to the media, analysts, public gatherings, or any social media platform. It is strictly prohibited to do so without this permission.

9. You may not distribute protected information originating from the University systems. Doing this even when you were unaware may be subject to disciplinary action.

10. If you follow all other usage policies, you may use the Internet resources for non-business or non-study related research or browsing outside of class hours.

11. The University may remove this privilege if excess network traffic interferes with the smooth flow of the University's business or academic applications.

12. You may not download or install any software or application. Your faculty advisor must make any software requests to IT. The software must have a direct University-business or class use and must be properly licensed and registered. The University owns all downloaded software which must be used only under the terms of its license.

13. You may not use University internet facilities to download or watch TV shows, movies, music, entertainment software, or games, or to play games against opponents over the Internet or LAN, except in the lounges dedicated for this purpose.
14. You may not use University internet facilities to upload any software licensed to the University or data owned or licensed by the University without explicit authorization from the manager responsible for the software or data.

If you do not follow these policies: The University deals with internet-system offenses similarly to Violations of the other University policies. The Student Code of Discipline applies which may result in disciplinary action. The full range of disciplinary actions may include loss of computer privileges for a specified time, dismissal from the University, and legal action. Violation of some of the above policies may be a criminal offense.

Checking Your Attendance

Your instructor records your attendance. You can check your attendance in the Student Self-Service portal. Log in to PeopleSoft, navigate to "Academic Records," and click "Attendance and Grades." Your attendance for each course in the current term is displayed. If you have questions about your attendance, please check with your instructor.

Bookstore

The UDST Bookstore is located on the ground floor of Building 16, behind the male gym. You can find your course textbooks, lab coats, coveralls, safety boots and stationery items. The bookstore also sells UDST branded items such as bags and clothing.

Buying your books is different depending on whether you are a sponsored, or non-sponsored student. Please bring the below required documents in order to collect your books:

Sponsored students

- Schedule with booklist.
- Student ID card.

Non-sponsored students

- Schedule with booklist.
- Credit and Debit cards are accepted methods of payment.

Please check with your instructor before buying textbooks.

Refund Policy

Textbooks can be returned for a refund if:

- Customer has original receipt
- Books are unmarked and in saleable condition
- It is within 3 weeks from the original sale
- E-books are not refundable

The Bookstore is open from Sunday to Thursday, 8:00 am to 2:30 pm. The opening hours may be extended during Registration Period which will be notified to students. For more information you can contact: bookstore@udst.edu.qa or call 4495 2166.

Eateries

A wide range of cafeterias and cafes are available across campus:

- Bitter Sweet – Building 13
- Cup of Joe – Event Park (C10 Parking)
- Eat Cafeteria, Building 13
- Ennabi – Building 5
- Hot And Cool – Main Courtyard
- Oakberry, Building 3
- Star Cafeteria (Male-only and female-only), Building 3
- Tim Hortons Coffee and Bake Shop – Building 3 & 20
- Lhardy Café – Building 10
- Caribou Coffee – In front of Building 6

Eateries are open between 6:00 am to 7:30 pm, Sunday to Thursday.

If you plan an event on campus on a Saturday, the cafeteria may be opened if requested in advance.

Library

The Library is located in Building 14. What can we do for you? The Library is here to support students from each College and Academic program in UDST by providing a variety of resources and services.

Features and Services Include:

- Professional Librarians to assist with research skills and information literacy
- A calm environment for research and study
- Desktop computer terminals equipped with a variety of software to support the diverse academic programs at UDST
- Study booths, as well as individual and group study rooms, to accommodate various learning preferences

- Printing stations
- Prayer rooms

The Library collection has a lot to offer you, including a wide selection of print and electronic resources.

These resources include:
- Academic and general interest books
- Online journals, specialized databases, digital tools, eBooks, and online courses, that are relevant to each of the Colleges and Academic Units at UDST
- Newspapers, magazines and academic journals
- Resources and graded reading material for English language learners
- Digital Media Equipment for creating and editing video and audio content
- Course Reserves selected by Instructors
- A selection of board games for recreational and social engagement.

Most materials can be checked out from the library for a three-week loan period. The loan periods for items such as Course Reserves, Digital Equipment, and Games may vary.

Library staff are happy to give general and specialized tours and workshops. For those with challenging research assignments, Librarians offer one-on-one consultations.

Our current hours can be found here

Copyright
As a UDST student you must obey copyright laws. In general, you may copy small parts of information in a textbook, book, or other research materials, but that extract can only make up a very, very small amount of the work you do for personal use and study. You must credit the original author for any ideas or text that you take directly from their materials. If you have any questions on copyright, please refer to the Copyright Libguide or speak with a member of the Library staff.

Learning Commons

The UDST Learning Commons in Building 3 is there to support your learning by providing a calm and helpful environment in which to study individually and collaborate with others. We have individual and group study rooms you can reserve and also open spaces for group work. You can use student computers to access the Library's e-Resources, and other specialized software. We also have print books and magazines that focus on building skills for your success.

Your Learning Commons help and resource centers include:
- Advanced Writing Center
- In-person reference help
- Printing stations

Our current hours can be found here
The best way to see what we have to offer you is to drop in to the Learning Commons in Building 3, main floor.

For more information, visit Learning Commons online.

Advanced Writing Center
Do you want to become a better writer in English?

The Advanced Writing Center (AWC) can help you become a confident, independent writer in English. Our team of writing mentors can guide you through planning, structuring, drafting, and self-edit your writing assignments. We work with you in one-on-one meetings.

We can provide suggestions to help you:
- Improve your written assignments in UDST program-level courses
- Revise your writing projects, such as stories and journals
- Develop strategies for creating and performing oral presentations

We will not test or grade you. However, by regularly using the AWC throughout the semester, you may improve your grade in a course.

It is easy to arrange meeting times convenient for you with the AWC Online appointment calendar—choose the day, time, and mentor you would like to visit!

Campus Clinic

The campus clinic is located in Building 6 (Female clinic 6.1.03 and Male clinic 6.1.06). The clinic is open from 7 am to 8:30 pm, Sunday to Thursday. The clinic is staffed with a medical doctor and two nurses.

The clinic offers the following services:
- First aid and emergency services
- Weight assessment
- Glucose and blood pressure assessment
- Doctor consultation from 7 am to 3 pm

Clinic contact number: 4495-2314

If you need to be seen the day you call, and there are no appointment vacancies, ask to speak to a nurse who will evaluate your symptoms and determine the appropriate course of action.

Emergencies can happen anytime, including medical situations, fires, chemical spills, gas leaks, explosion threats, and physical threats. The safety of all persons on campus is the priority in any emergency.

Here are some useful tips for dealing with an emergency:
- Stay calm, call for help, and follow posted emergency procedures
- Know the campus emergencies number: 4495 2999
- If you hear the emergency alarm, get out of the building and go to the designated Assembly Point
- Listen to and cooperate with trained emergency personnel on the campus
- Emergency personnel include the Campus Nurse, Medical Doctor, Fire Marshall, Safety Officer, Security Staff, Secondary First Aid Responders, and Fire Wardens

Security

The Security Department keeps the University safe for you.

Your safety is our concern, and we work to provide you with a safe and secure learning environment. We are also here to protect University properties and equipment. We offer many services to you throughout your UDST student experience.

Our services:
- Respond with emergency first-aid when required
- Respond to any unusual activity observed on campus
- Operate the University's lost and found
- Issue IDs and keys to authorized persons
- Create reports when University's rules and regulations are broken

The role of our security officers is an important one. Our officers spend time patrolling the grounds, responding to emergency calls, and assisting the University

IDs, Gate Passes, and Lost and Found items Please visit the office in Building 9 (9.1.81) or call 4495 2802. All security desks can take lost and found reports.

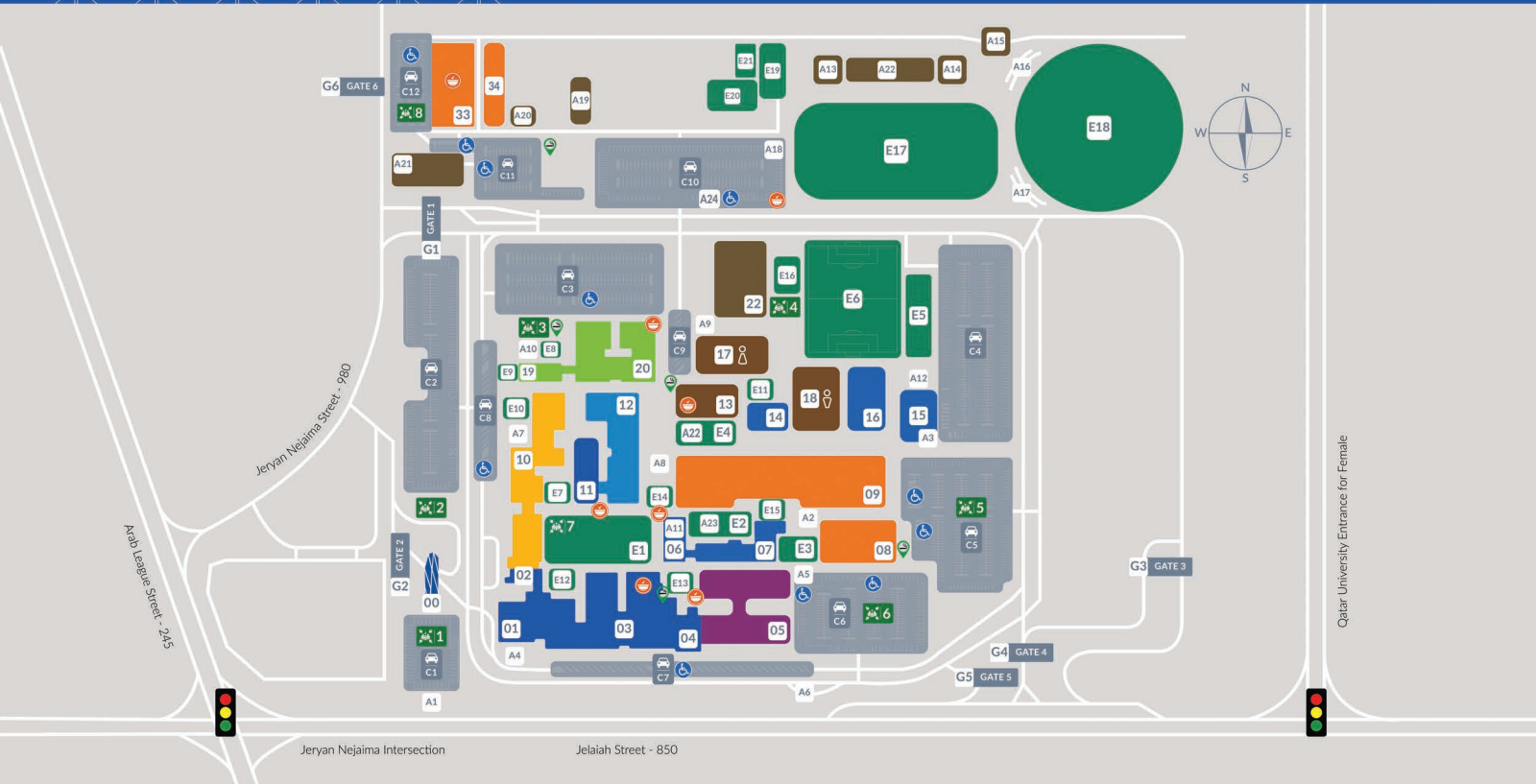**Emergencies and First Aid** Call 4495 2999 for campus emergencies.

You can find First Aid kits at the Security desks in all buildings on campus.

If you need other information, you are welcome to speak to any of our friendly guards.

جـــامـــعـــة الـــدوحـــة
للعـلــوم والــتــكــنــولـوجيــا

UNIVERSITY OF DOHA
FOR SCIENCE & TECHNOLOGY

WELCOME TO UNIVERSITY OF DOHA FOR SCIENCE & TECHNOLOGY

00	Obelisk	15	Central Plant
01	Auditorium & Lecture Theatres	16	Student Club, Facilities Management & Procurement Directorate
02	VIP Lounge	17	Sport and Wellness- Female
03	Administrative Affairs	18	Sport and Wellness- Male
04	UHUB	19	College of Health Sciences
05	College of General Education	20	College of Health Sciences
06	Student Engagement, Counselling & Campus Clinic	A21	Hamad International Training Center
07	Faculty Offices	22	Multipurpose Sports Hall
08	College of Engineering & Technology	33	Professional Skills Center
09	College of Engineering & Technology	34	Maritime Simulation Centre
10	College of Computing and IT	C1	Parking for Building 1, 2 &3
11	Faculty Offices	C2	Parking for Building 10, 11 & 12
12	College of Business	C3	Parking for Building 19, 20 &22
13	Student Central Services & Male Gym	C4	Parking for Building 16, 17 & 18
14	Library Services Directorate	C5	Parking for Building 8, 9, & 14

C6	Parking for Building 5, 6, 7	E2 toE4/E7 to E16 Courtyards	
C7	Executive and Reserved Parking	A1 to A20 Ancillary Buildings	
C8	Reserved Parking, Pick-up & Drop-off	A22	Bleacher
C9	Employee Parking	A23	Campus Corner
C10	Parking for Event Park & Building 22	A24	Metro Link
C11	Parking for A21 & Building 34		Assembly Points
C12	Parking for Building 33		Smoking Zone
E1	Central Courtyard		Food Court / Cafe
E5	Tennis Court		Accessible Parking
E6	Sports Field	G1	Entry/Exit Gate (Northwest)
E17	Event Park (Running Track/Football Field)	G2	Entry Gate (Southwest)
E18	Cricket Field	G3	Entry Gate (Southeast)
E19	Practice Cages (1 to 3)	G4	Exit Gate
E20	Paddle Courts (1 to 3)	G5	Service Gate (Emergency Exit)
E21	Beach Volleyball Court	G6	Entry/Exit Gate (Northwest)

Student Affairs

Student Affairs

Everyone in the Department of Student Affairs wants your learning experience at UDST to be a success. As a professional team, we work together to continue to improve your learning environment.

Student Engagement

The Student Engagement Department supports the interests of the student body through the organization of many student clubs, activities, and events. Students have the opportunity to get involved with English and Arabic debating, art, photography, music, volunteering and more!

UDST's Clubs Festival, which takes place at the beginning of each Fall and Winter semester, is another great way to explore clubs across the University.

Our Events Include:
- Festival of Cultures
- UDST Got Talent
- Clubs Festival
- Respect Week
- Charity Week
- De-Stress Fest
- Student Recognition Awards

Our Clubs Include:
- African Association
- Al-Quds Club
- Anime Club
- Arabic Debate Club
- Art Club
- Astronomy Club
- Automotive Club
- Boardgames Club
- Book Club
- Cooking Club
- Cybersecurity Club
- Deen Club
- Desi Club
- English Debate Club
- Environment Club
- Fashion Club
- F1 Club
- Filmmakers Club
- Forever Friends Club
- Healing Hands United
- Learners League Club
- Music Club
- Paramedicine Society
- Paws Club
- Photography Club
- QSA
- Toastmasters Club
- Theater Club
- Volunteer Club
- Wolves Engineering Club

Consider joining our committees and student clubs. For more information, please refer to the Student Club Guide on our website or contact the Student Engagement Department at udstlife@udst.edu.qa

We also encourage you to follow our Instagram page @UDST_Students for live updates.

Student Council

UDST Student Council (SC) is a group of full-time students elected to serve as a collaborative forum advancing the interests and serving as the voice of the University's students. The Student Council will provide students the opportunity to be a part of the decision-making process that involves academic, co-curricular opportunities, sponsored activities, elements of service learning and will work to make every student feel welcome and a part of University life.

Next Application Cycle: Winter 2024

Have your voice heard – get in touch with the Student Council, today!

- Student Council: SCStudentVoice@udst.edu.qa
- Student Council President: SCPresident@udst.edu.qa
- Student Council Vice-President: SCVP@udst.edu.qa

How to get elected?

- All candidates must be full-time undergraduate student at UDST.
- All candidates must have a minimum of 2.0 GPA.
- All candidates applying to all positions may be any nationality.
- All candidates must NOT be on any academic, social or disciplinary probation to be eligible to run for elected office. In-office students are ineligible to maintain the position if found to be on probation.
- Campaigning materials must be approved by Student Engagement before posting on social media.
- Candidates must submit a picture to be included on the election's flyer to all students.

Sport And Wellness

The Sport & Wellness Department offers a wide range of athletic, recreational and health and wellness opportunities to our students. The state-of-the-art facilities and comprehensive menu of activities and services includes:

Indoor Sport and Wellness Facilities:
- Male Sport and Wellness Center (Building 18) consisting of a multi-purpose sport hall, covered 25m swimming pool, studio, leisure activity spaces and e-gaming lounge.
- Male Fitness Room (Building 13)
- Female Sport and Wellness Center (Building 17) consisting of a multi-purpose sport hall, covered 25m swimming pool, studio, fitness room and leisure activity space.
- Multi-Purpose Sport Hall (Building 22) providing students with 2 multi-use courts suitable for futsal, basketball, volleyball, tennis and handball, three indoor paddle courts and two indoor squash courts.

Please note that all Sport and Wellness Facilities require advanced booking. Visit Sport and Wellness to book a facility.

Outdoor Sport and Wellness Facilities:
- Tennis courts (2)
- Paddle courts (3)
- 8-lane running track
- 3G turf football pitch (3 cross fields)
- Beach volleyball court
- Natural grass cricket pitch and practice facility (batting cages x3)
- Events Park

Sport and Wellness Lounges

Looking for somewhere to hang with your friends and enjoy leisure activities such as billiards and e-gaming? Our student lounges located in Building 18 (male only) and Building 17 (female only) offer the following services:
- Drop-in and competitive gaming activities on both console and PC
- Suitable furnishings for between class relaxation
- Board games, table tennis, air hockey, billiards, snooker and foosball

Sport and Wellness Lounges are open to all students from Sunday to Thursday, from 6:30am to 8:00pm.

Wellness and Health Promotion:

UDST has been awarded the Platinum Level Status as part of FISU's Healthy Campus Program, recognizing the University as a global leader in wellness, and the only campus in the Middle East with these accolades. Our FIT Club Program is one of the largest clubs on campus and is designed to teach and guide you how to exercise

safely and effectively for you to reach your goals, whether to lose weight, gain strength, or for general health. The comprehensive program is guided by our leading research in the area of wellness and offers coaching support, nutrition guidance, and group fitness workouts under the supervision of our fitness professionals.

Additional Wellness Services:
- Fitness classes (Aqua FIT, Pilates, Yoga, Spin FIT and more)
- Health assessments and personal training (additional costs associated)
- Training orientations and support
- Nutrition, healthy sleep and stress reduction education

Aquatics Services
- Aquatics offerings (learn to swim program, free-diving activities, skin-diving, fin-diving and scuba diving, lifeguard and swim instructor training, fun events)

Leisure Sports Services:
- Billiards
- Darts
- Foosball
- Table Tennis
- Board Games
- Badminton

Operating Hours
Sport and Wellness general operating hours are from 6:30am to 8:00pm, Sunday to Thursday and 2:00pm to 6:00pm on Saturdays (select rentals available outside these hours, including weekends for a discounted fee).

On-Campus Events
Popular UDST student competitions include:
- Strong Student
- Powerlifting Competition
- UDST Futsal and outdoor 7-a-side tournaments
- Billiards Tournament
- E-Gaming Tournament and many others

Premier Marqee Events
These are large-scale events that focus on internal and/or external occasions such as:
- National Sports Day
- Annual Tahadi Challenges
- International Day of University Sports
- Hosting of Intercollegiate Competitions and Tournaments

Personal/ Professional Development:

Accreditation and certification opportunities include:

- International Life Guard training and certification
- International Personal Training credentials
- Swim Instructor and Assistant Coach training
- Involvement in wellness and other related research opportunities

Our team at Sport and Wellness are confident that we have something for everyone, so we encourage you to come and see us at your earliest opportunity.

Student Counselling and Accessibility Services

SCAS provides free, supportive, and confidential services to all registered UDST students. These services focus on a students' mental health and well-being. The goal is to enable students to manage their academic and personal challenges, thus, providing them with a more satisfying and enriched University life.

What can I expect in a counselling session?

Counselling is an empathic, compassionate, accepting and safe environment where a therapeutic relationship can be established with a counselor. The counselor. provides a non-judgmental space to understand the specific needs of the student which allow for an enhanced support service.

How can counselling help me?

Some of the benefits of counselling include the following:

- Helping students develop self-awareness through self reflection
- Helping students become more focused on studies
- Helping students develop healthy communication styles and develop interpersonal skills
- Helping students develop self-esteem and confidence
- Helping students manage emotions
- Helping students unlearn unhealthy behavior patterns and develop new ones

How do I know when to reach out for help from a counselor?

No problem is too small or too big to meet a counselor. Examples include, but are not limited to:

- When life challenges begin to impact negatively
- When experiencing re-current conflicts in relationships

- When feeling lost or not able to make decisions
- When feeling distressed and not able to find relief
- When feeling overwhelmed and need a trusted and non-judgmental person to talk to
- When at risk of harming oneself or others
- When something unusual happens in students' lives
- When struggling with experiences of being abused/bullied and needing help
- When feeling de-motivated and studies are affected
- When affected by being misunderstood or mistreated

Are there any workshops or seminars offered on topics related to mental health?

Yes, Counsellors offer a variety of workshops, seminars, and social media content on topics such as:
- Befriending Your Anxiety
- Why We Fight: Understanding Roots of Conflict
- Am I Overthinking This?
- Stress Management
- Sleep Hygiene
- Dealing with Difficult Instructors
- Catastrophizing Can Create Anxiety

Accessibility Services (Additional Education Support Needed - AESN)

Students requiring accessibility services are a vital part of our student community. Student Counselling and Accessibility Services provides various support services, including:
- Exam Accommodations such as quiet spaces for exams, extra time for midterm and final exams
- Classroom accommodations include preferred seating, adjusting table height, larger font sizes, and use of assistive technology, to name just a few.

To Book an Appointment with a Counselor

- Log in to D2L
- Navigate to the "Student Counselling and Accessibility Services" course
- Scroll down and click on "Book an Appointment"
- For more information, students may contact counselling@udst.edu.qa

Student Central Services

Student Central Services serves as a "one-stop-shop" for students, enabling you to access multiple services and resources in one location. The ultimate goal of this unit is to help students navigate the complexities of university life and achieve their academic and personal goals

Our dedicated team at Student Central Services is here to provide you with the guidance, support, and resources you need to thrive during your time at UDST.

For more information or to arrange an appointment, you may contact stucentservices@udst.edu.qa.

Academic Support Services

Where do I go when I need extra help or support with my studies?

Student Central Services offers multiple support services to help you enhance your academic performance:

1. Academic Advising
2. Academic Learning Services
3. Peer Tutoring Programs
4. First Year Student Experience
5. Student Success Planning
6. Academic Help Centers
7. Career Services and Career Development Programs

Academic Advising

UDST's Academic Advising Unit within Student Central Services is committed to supporting students in achieving their academic goals. The unit is comprised of experienced advisors who provide personalized guidance to students on a range of academic and administrative matters.

A dedicated advisor will be assigned to you upon your start at UDST, and will work with you throughout your academic journey. They will help you choose your courses, create a schedule that fits your needs, and ensure you are on the right track to meet your graduation requirements. They will also provide you with guidance on academic policies and procedures, such as adding or dropping courses, transferring credits, and changing programs.

The Academic Advising Unit takes a holistic approach to advising, considering not just your academic goals, but your personal and professional aspirations as well. Hence, advisors work closely with other UDST student success resources such as Peer Tutoring, Counseling, AESN Services, and Career Services to ensure that you are on the right path to success.

For more information, student may contact advising@udst.edu.qa.

Academic Learning Services

Workshops are offered every semester on campus. These sessions are interative, informative and based on supporting students to achieve overall student success.

- Study Skills Workshops
- Test-taking strategies
- Active reading techniques
- Academic and Student Success Planning
- Note taking strategies
- Time management
- Learning styles

Academic Learning Services

Academic Learning Services (ALS) offers students a wide array of services to students with the aim to enhance students' learning experience. ALS offers services including but not limited to academic coaching, peer tutoring, academic help centers, and learning workshops. Students can drop us an email at learningservices@udst.edu.qa for additional queries. All our services are accessible through the Navigate360 Student Mobile App.

Academic Coaching

Academic Coaching is a personalized one-on-one service offered to UDST students based on request. Working with an Academic Coach can help students learn effectively, stay focused, manage study time, and much more. Students interested in scheduling an Academic Coaching appointment can drop us an email us at learningservices@udst.edu.qa

Peer Tutoring

Free of cost course-specific support offered by competent and trained peers. With continuous guidance offered by the Academic Learning Services, the Peer Tutoring Program serves as a perfect opportunity to improve students' academic performance. On the other hand, Peer Tutors gain experience and compensated for the services offered. Students interested in joining the Peer Tutoring Program as a Peer Tutor or Tutee (Learner) can drop us an email at peertutoring@udst.edu.qa

Academic Help Centers

Academic Help Centers offer a welcoming environment to access resources, seek support with assignments, and seek a quick response to their subject related questions. Unlike the Peer Tutoring Program, Academic Help Centers operate on a mostly drop-in basis. For more information, students can drop us an email at academichelpcenters@udst.edu.qa

Below is a list of available Academic Help Centers:
- Accounting Help Center
- Academic Writing Center (AWC)
- Business Help Center
- Computing and IT Help Center
- Engineering and Technology Help Center
- English Success Zone
- Health Sciences Help Center
- Math and Science Help Center

Supplemental Instruction (SI)

A program designed to support students with challenging courses by focusing on what to learn and how to learn. SI aims to help students develop the study skills that they need to succeed in their courses through the help of peer SI leaders.

Learning Workshops

The Academic Learning Services team hosts workshop based on student demand. Workshops hosted include study skills, academic integrity, learning styles, and much more. To know more about the upcoming workshops, students can drop us an email at learningservices@udst.edu.qa

Career Services
Employment Opportunities for students

UDST offers students the opportunity to participate in the Student Employment Program, which employs hundreds of students each year. Join the team to gain experience with an enriching paid opportunity.

To know more about the eligibility criteria, recruitment process, and vacancies, visit Student Central Services on D2L. If you have any more questions, please contact studentemployment@udst.edu.qa

Career Services can help you with the following:
- Career coaching and support (maybe accompanied by a career assessment);
- Assistance with CV/cover letter writing.
- Job search techniques and employability skills.
- Career readiness workshops.
- Mock/Simulated job interviews.
- Support with informational interviews.
- Student employment services (i.e., on-campus part-time employment).
- Work Term (internship as part of student's program designed to support students with gaining practical work experience).

Any career-related questions can be directed to careerservices@udst.edu.qa

Exciting News!
We're thrilled to announce the UDST student success management system, Navigate 360 with student success services and features!

Here's why you should be excited:

Connect with:
- Finance
- Library Services
- Sport and Wellness
- Student Central Services
- Student Counseling and Accessibility Services
- Student Engagement

For Students:
- Easy appointment booking
- View your class schedule
- Manage your to-do's
- Know your support team
- Access to resources

UDST Testing Center

The UDST Testing Center manages all Academic English and Math Placement and Proficiency tests. We are also an International English Language Testing System (IELTS) center. For more information about the testing center at UDST, visit: Testing Center | UDST

We offer IELTS Academic and General Training. You can register for these tests online at Book IELTS Test Online | IDP IELTS or by visiting the Testing Center (building 3, 2nd floor).

Alumni Office

UDST alumni are past graduates of the University – one day, that will be you! The UDST Alumni Association creates opportunities for graduates to stay connected with each other and the University. The Association honors and shares our alumni successes with employers and Qatar's general community.

Why should you become a member of the Alumni Association? When you become a UDST's Alumni Association member, you have an active voice in matters you care about. This includes sharing your ideas for events, programs, and other alumni initiatives.

Join our brand-new Alumni Portal to keep up-to-date with job opportunities, events & seminars on campus, and connect with your old friends from past batches. You can also stay up-to-date on opportunities and benefits as a UDST graduate. These include:

- Job opportunities in Qatar
- University events of interest like the Alumni Dinner, Festival of Culture & UDST's Got Talent
- University information sessions on campus
- Discounts at local hotels, local retail, and food outlets
- Professional development and networking opportunities
- Access to campus resources like Sport & Wellness and library facilities

For more information, please contact the Office of Alumni Affairs at alumni@udst.edu.qa or call 44952508

Student Conduct & Responsibilities

Student Conduct Policy

The UDST Student Conduct Policy exists to ensure that our campus is a safe place for all. It can be found here

Student Rights

The University aims to create and maintain a positive, safe and accessible educational environment for all, which includes respect for:

- the dignity of all members of the University Community;
- the fair treatment of individuals;
- academic freedom, freedom of expression of opinion and scientific research subject to the respect of and adherence to the culture, values, morals of the Qatari community, and the laws of Qatar;
- the University's resources and property for all individuals;
- the safety and the security of all individuals;
- all individuals regardless of their race, colour, gender, religion, age or disability.

Students have the right to:

- pursue their education without being subject to discrimination on the basis of race, color, religion, national origin, gender, marital status, or disability, so long as they maintain their eligibility to remain a Student by meeting the University's academic standards and adhering to its policies and procedures;
- freedom of thought, expression, research, inquiry and legitimate classroom discussion, in accordance with applicable policies, rules and laws adopted by the University and the State of Qatar, and subject to the instructor's responsibilities to maintain order and to complete the course requirements;
- fair and impartial academic evaluation;
- confidentiality and the safekeeping of Student's records, which will only be disclosed in accordance with the University's policies governing personal data privacy protection;
- be provided with a syllabus explaining the Course requirements, assignments, standards and methods used in evaluating the Student's academic performance and classroom rules and expectations;
- be informed in writing of any necessary changes in assignments, requirements, or methods of grading during the semester with the reasons for such changes;
- a fair grievance, disciplinary and appeal process, whenever applicable, in accordance the relevant policies and procedures;
- review and discuss assessments in accordance with the applicable policies and procedures;
- receive all rules, policies or procedures regarding study at the University;

- expect the University to provide instructors who possess appropriate knowledge in relation to their course of instruction;
- expect quality services and resources that support instruction and student life.
- obtain their completed assignments, once marked, unless the instructor has previously informed the students otherwise; 30

Student Responsibilities

All University Students are required at all times, both while on and off University premises, as well as online, to behave as responsible members of the University community, and to represent and uphold the good name of the University.

Students are expected to familiarize themselves with and act according to the following:
- treating all others (Students, Staff, and visitors) in a respectful manner;
- conducting themselves with the highest standards of honesty inside and outside the classroom, as well as online;
- being actively concerned for the safety, security, and the well-being of each individual and a respect for individual, communal and University property;
- abiding by and upholding the University dress code expectations and culturally appropriate behavior;
- conducting themselves with propriety at all times and in an appropriate manner when they are, or can be seen to be, representing the University;
- abiding by safe driving and parking practices on campus, ensuring not to endanger themselves or others, including security guards;
- abiding by and upholding University policies, rules, regulations and guidelines;
- reading University communications whether delivered in writing, via e-mail, social media, or other technological means;
- A student must carry their Student identification with them at all times while on campus and provide their identification when asked to do so by a University employee or members of the University's security, in the course of their duties.

Computer Responsibility And Acceptable User Agreement Policy

The following is a list of rules and responsibilities that must be adhered to when using the University's computer facilities. Overall, the computers should be used for academic purposes and not for illegal or forbidden activities. The list also includes your privacy rights and the rights the University has as the owner of these facilities. Please review this policy carefully to ensure proper use of the computer facilities.

1. The University owns the UDST computer facilities, and you can use them for University-related activities only. Only the faculty, staff, and students can access University computer facilities. In special circumstances, others may use the facilities if a management team member approves it.

2. The Manager of IT Operations controls access to the University computer systems, the manager also issues accounts and passwords.

3. These policies cover access to computer networks through University computing facilities, including the UDST public Wi-Fi.

4. You may use computer equipment and accounts only for University-related purposes, and the University must approve commercial or non-University-related use.

5. Other students, faculty or staff cannot use your account. You are responsible for any action or policy violations committed using your account. You are expected to use the account responsibly. You must protect your password and be careful that while you are logged into the history, only you have access to the report. You may be disciplined if you are caught using another user's account.

6. IT Operations personnel monitor the use of facilities to maintain system integrity performance. When personnel perform this task, they do their best to respect your user privacy.

7. You may use electronic data communications facilities for University-related activities only. You cannot send or store untrue or hurtful messages.

8. You may not change a computer system's performance. You may not limit authorized personnel access to any University computer system or resources.

9. You may not damage computer systems through gaps in computer security systems. You may not use knowledge of a special password to get extra resources or take resources from another user. Without proper permission, you cannot use a special password to gain access or use systems. If you discover a security problem or a special password, you must report it immediately to the IT Operations Manager.

10. After we upgrade copyrighted software, we uninstall previous versions unless the license permits us to let the previous version remain.

11. If you are currently enrolled in a University program, you can use the computer resources for your studies and research. You may not use the resources for commercial or business reasons, and you can use the computer resources only if you follow the policies explained here.

12. Your student files on these systems are confidential, and only you can access them. The University makes every effort to protect the confidentiality of your files while you are enrolled at the University. When you are no longer a current student, the University is no longer responsible for the files. When you graduate or stop attending the University, you should remove your files before your registration ends. If you don't remove your files, the University has the right to delete them after a reasonable period without notice. Your files are confidential until they are released. In special cases, the IT Operations Manager, or delegate, may permit you to leave the files in the system.

If you forget your password, visit our password reset portal and follow the onscreen instructions. We do not reset passwords over the phone, via email, or by SMS request.

Internet Provisions

1. The University has software and systems that can monitor and record all University-based network usage.
2. The University reserves the right to inspect any files stored in private areas of the University network to assure compliance with the policy.
3. If you find yourself connected accidentally to a site containing sexually explicit or offensive material, you must disconnect immediately, even if that site passed any screening or rating program. Offensive or sexually explicit material may not be displayed, archived, stored, distributed, edited, or recorded using the University network or computing resources. The University uses software and data to identify inappropriate internet sites, and the University may block access from all such sites, especially where it results in network slowdowns.
4. You may not use any University resources for illegal activity, and these activities result in student discipline. The University will cooperate with legitimate law enforcement agencies.
5. The University owns any software or files downloaded via the Internet into the University's network. The University can move or remove such content without notice if it violates the provisions of this policy. The person responsible remains accountable for their action even after the content is removed.
6. You may not use University facilities to download or distribute copied software or data. This is strictly prohibited.
7. You may not use the University network, including wired and wireless networks, to spread any virus, worm, Trojan horse, or trapdoor program code. This is strictly prohibited.
8. You must have express permission from the Marketing and Public Relations department to speak on behalf of the University to the media, analysts, public gatherings, or any social media platform. It is strictly prohibited to do so without this permission.

9. You may not distribute protected information originating from the University systems. Doing this even when you were unaware may be subject to disciplinary action.

10. If you follow all other usage policies, you may use the Internet resources for non-business or non-study related research or browsing outside of class hours. The University may remove this privilege if excess network traffic interferes with the smooth flow of the University's business or academic applications.

11. You may not download or install any software or application. Your faculty advisor must make any software requests to IT. The software must have a direct University-business or class use and must be properly licensed and registered. The University owns all downloaded software which must be used only under the terms of its license.

12. You may not use University internet facilities to download TV shows, movies, music, entertainment software, or games, or to play games against opponents over the Internet or LAN, except in the lounges dedicated for this purpose.

13. You may not use University internet facilities to upload any software licensed to the University or data owned or licensed by the University without explicit authorization from the manager responsible for the software or data.

If you do not follow these policies: The University deals with internet-system offenses similarly to Violations of the other University policies. The Student Code of Discipline applies, which may result in disciplinary action. The full range of disciplinary actions may include loss of computer privileges for a specified time, dismissal from the University, and legal action. Violation of some of the above policies may be a criminal offense.