Plekhanov Russian University of Economics
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Student Handbook 2026-2027

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A. Document Control 2026

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B. Document Revision Summary 2026

Type of change:	Date	Change and Rational
Revision	July 2026	Final publication revision: reviewer comments resolved and aligned with the Policy and Procedures Manual; latest approved header applied; unit contact emails standardized; Table of Contents added; duplicate content removed.
Revision	May 2026	Full restructuring of the handbook into numbered sections; Mission and Vision and About PRUE in Dubai content updated for 2026-2027.
Revision	May 2026	Admission Policy consolidated (Section 2) with updated undergraduate and postgraduate requirements.
Revision	May 2026	Academic Regulations, Assessment and Grading, and Academic Integrity sections reorganized (Sections 3-5); Student Grievance and Complaints consolidated (Section 9).
Revision	May 2026	Student Services updated with Unit Contact Details; Communication Policy and Visa Compliance added.
Revision	May 2025	Annual revision of the 2025-2026 handbook (Rector's Welcome, grievance types per ERT/CAA, Academic Calendar reference).

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Welcome from the Rector of Plekhanov University

Dear students and applicants,

It is my pleasure to greet you on behalf of Plekhanov Russian University of Economics - Dubai.

Founded as Russia's first institution of higher economics education, Plekhanov University has made being first a tradition: first in training the best specialists, first in integrating cutting-edge technologies and building technological laboratories, first in launching and sustaining national and international programs dedicated to sustainable development and affordable, quality education.

Quality education and equal access are core drivers of socio-economic development. Dubai, as a magnet for business, technology and cutting-edge solutions, perfectly matches the ambitions of the modern student, while our programs in digital business, marketing, management and finance are shaped around the needs of employers.

Through these opportunities, Plekhanov University brings together people from all over the world, encouraging them to achieve self-fulfillment not only in their studies, but also in their careers and future lives.

Choosing a university is a truly responsible step, one that shapes your future path. Everyone makes their own choice, but I can say with confidence that Plekhanov University is a place you will always remember.

Plekhanov University is a family, and I invite you to become part of it.

Rector of Plekhanov Russian University of Economics,
Ivan Lobanov

1.Institutional Information

1.1 About Plekhanov Russian University of Economics

Plekhanov Russian University of Economics was founded in 1907 and stands as Russia's oldest university dedicated to economics and business. One of the largest universities, it has demonstrated steady growth in student numbers, from 13,000 in 2002 to approximately 50,000 in recent years. More than 50,000 higher education students and 780 PhD students study at PRUE overall, including more than 20,000 higher education students and 580 PhD students at the main campus. The University also hosts approximately 2,500 international students.

PRUE is ranked among Russia's top 5 universities by RAEX 2022 and holds a position in the top 301-500 bracket in the QS World University Rankings.

The University holds a leading position inin the fields of economics and management, conducting research and providing world-class educational services that meet international standards for the quality of science, education, the digital economy, and innovation. In doing so, it ensures the reproduction of new scientific and expert knowledge and of social and technological innovations, implementing strategies for advanced lifelong education and making a substantial contribution to addressing contemporary economic challenges.

The University welcomes student enrollments from Europe, Asia, and the Middle East. It employs the Russian model of higher education with a credit-hour system and offers education not only at its main campus in Moscow but also through 16 branches across various cities in the Russian Federation and abroad, including Belarus, Uzbekistan, Armenia, and Mongolia.

Today, as global attention turns toward the MENA region, the University has expanded its international presence by establishing a branch in Dubai, UAE, in 2024. Plekhanov Russian University of Economics - Dubai operates under the regulatory framework of the UAE Ministry of Higher Education and Scientific Research (MOHESR) and is licensed by the Commission for Academic Accreditation (CAA) and Knowledge and Human Development Authority (KHDA). The University is committed to meeting all applicable academic standards and quality assurance requirements set by these authorities..

Located in Dubai, one of the world's top cities, Plekhanov Russian University of Economics - Dubai considers higher education an essential driver of economic competitiveness, innovation, social mobility, security, and well-being. It places strong emphasis on practical learning, industry engagement, and employability, equipping students with the skills and competencies required in today’s competitive global economy.

1.2 Mission

The University's mission is to be an active player in the UAE's multicultural Higher Education sector, promoting and nurturing professionalism and creativity, to make a continuous and sustainable contribution to the growth and development of the professional workforce.

1.3 Vision

The University’s vision is to contribute to socio-economic development in the region and countries of its presence by forming human and intellectual capital.

1.4 Programs at Plekhanov Russian University of Economics - Dubai

In 2026-2027, we offer the following programs:
Undergraduate programs:

- Bachelor of Science in Marketing
- Bachelor of Science in Finance
- Bachelor of Science in Financial Technology & Digital Banking
- Bachelor of Hospitality & Tourism Management

Graduate programs:

- Master of Science in Corporate Finance
- Master of Science in Digital Business
- Master of Science in Public Health Management
- Master of Education in Artificial Intelligence in Education
- Master of Business Administration in Leadership & Management

1.5 Orientation

Starting university is exciting, and we want to make sure you feel right at home from day one!

Our Orientation and Induction Program is designed to help students, especially freshmen, settle into university life with ease. It's not just the practical essentials — expect a dynamic mix of interactive sessions, hands-on workshops, and real-world insights alongside the important groundwork you need to have a successful academic life.

During orientation, you will:

- Understand university policies, expectations, and what it takes to thrive here
- Learn about the university's academic approach and teaching style
- Get step-by-step guidance on course offerings and class schedules
- Access the University's Learning Management System (LMS) for online resources
- Meet faculty members and explore different university departments
- Build innovative thinking and power skills through interactive workshops
- Discover how AI is transforming education and how you'll use it in your studies
- Get a glimpse into the industry through guest lectures from professionals and business leaders

This is your chance to ask questions, make new friends, and get comfortable with university life through an orientation that's as engaging as it is informative.

1.6 Using the Handbook

The **Student Handbook** is your go-to guide for everything you need to know about university life. Whether you're a new student or already familiar with Plekhanov University in Dubai, this handbook will help you navigate academic policies, campus resources, and student life.

Inside, you'll find key information about:
Academic Policies – Courses, grading, and requirements
Campus Life – Student clubs, events, and activities
Support Services – Health, counselling, and student assistance
University Rules – Policies and the Ethical Code

Beyond just rules and regulations, this handbook is here to help you make the most of your university experience. It introduces you to student organizations, cultural events, and volunteer programs—great opportunities to meet new people, explore your interests, and build lifelong friendships.

Keep this handbook at hand as it is here to support your journey at Plekhanov University in Dubai!

2. Admission Policy

2.1 Admission Policy Purpose

This policy details the requirements associated with the undergraduate and graduate admission process at Plekhanov University in Dubai.

This policy applies to all student enrollment and admission processes.

The admission criteria comply with the relevant legislation as outlined in the CAA Standards. Regardless of age, disability, nationality, gender, religion, sexual orientation or other personal circumstances, the University accepts candidates who have the education, potential and motivation to excel in their chosen field.

By providing detailed and up-to-date information on its website, the University is committed to providing clear and understandable information about the entry requirements, application, and admission processes.

Plekhanov University ensures that the number of students admitted to its undergraduate and graduate programs corresponds to the number of the faculty qualified to deliver the educational programs.

2.2 Undergraduate Admission

2.2.1 Required Documents for Admission

Applicants must submit the following documents:

- Completed application form.
- Copy of a valid passport and Emirates ID (or other valid identification document, where applicable).
- Copy of the educational certificate and official academic transcripts.
- Receipt for payment of the non-refundable admission fee.
- Four recent passport-size colour photographs or a JPEG-format digital photograph.
- **Applicants holding a secondary school qualification obtained outside the UAE** must submit a **Certificate of Equivalency** issued by the UAE Ministry of Education.
- **Applicants holding a secondary school qualification obtained within the UAE** must submit the original UAE Secondary School Certificate (or an equivalent qualification approved by the UAE Ministry of Education), together with a notarized Russian translation, where required.

Equivalency Procedure for Qualifications Issued Outside the UAE
To obtain a Certificate of Equivalency, applicants should complete the following steps in order:

- Have the diploma attested and legalized by the **Ministry of Education** in the country where it was issued.
- Have the diploma attested and legalized by the **Ministry of Foreign Affairs** in the country where it was issued.
- Have the diploma attested by the **Embassy of the United Arab Emirates** in the country where the qualification was issued.
- Have the diploma attested by the **UAE Ministry of Foreign Affairs** after arrival in the UAE.
- Apply for the **Certificate of Equivalency** through the UAE Ministry of Education.

For detailed guidance and online application procedures, applicants should refer to the UAE Ministry of Education Equivalency Service: https://www.moe.gov.ae/en/eservices/servicecard/Pages/CertEquivalent-Out.aspx

2.2.2 Undergraduate Admission

To be considered for admission to an undergraduate programme at Plekhanov Russian University of Economics - Dubai, applicants must satisfy the University's admission requirements in accordance with the applicable standards and regulations of the **Commission for Academic Accreditation (CAA), Ministry of Higher Education and Scientific Research (MOHESR), United Arab Emirates**.

Applicants must:

- Hold a **UAE General Secondary School Certificate (Grade 12)** or an equivalent qualification recognised by the UAE Ministry of Education.
- Submit all required admission documents, including academic transcripts, identification documents, and any additional documents requested by the University.
- Demonstrate proficiency in the English language in accordance with the University's admission requirements.
- Obtain a **Certificate of Equivalency** from the UAE Ministry of Education where required for qualifications obtained outside the UAE.
- Satisfy any programme-specific admission requirements that may apply.

Applicants whose qualifications do not fully satisfy the standard admission requirements may be considered only where permitted under the applicable CAA and University regulations.

English Language Proficiency

- IELTS Academic 5.0
- TOEFL 500 (173 CBT, 61 iBT)
- EmSAT 1100
- Pearson PTE Academic 40
- UAE Grade 12 English score 80% or above exempts from a separate English test

In the absence of a certificate, we will assist students in preparing for an English language test and oral interview (minimum score – 60/100) during the first semester.

Russian citizens, secondary or higher education basis (Unified State Exam USE)

Subject	Notes	Minimum score
Specialized mathematics	Required	40
Russian Language	Required	40
Economics program: Social Studies / Geography / History / Foreign Language *Management program*: Social Studies / History / Foreign Language	Choose one subject from the list for your chosen direction	45/40/40/40 45/40/40

2.3 Postgraduate Admission Requirements

2.3.1 Required Documents for Admission

- Completed application form.
- Copy of a valid passport and identity card.
- Receipt for the non-refundable admission fees.
- Four recent passport-size photographs (in color) or in JPEG format file
- Applicants who hold a bachelor's degree or equivalent degree from the institutions outside the UAE must present Certificate of Equivalency their graduation certificates from the UAE Ministry of Education's Higher Education Affairs Division.

Equivalency Procedure for Applicants:

- The Diploma must be attested and legalized in the Ministry of Education of the country where it was received.
- The Diploma must be attested and legalized in the Ministry of Foreign Affairs of the country where it was received.
- The Diploma must be attested and legalized in the UAE embassy in the country where it was received.
- The Diploma must be attested and legalized in the Ministry of Foreign Affairs of inside the UAE.
- The Diploma must be sent to the UAE Ministry of Education's Higher Education Affairs Division for equivalency certificate.

2.3.2 Admission Requirements

Applicants who hold a bachelor's degree or equivalent degree from the institutions inside the UAE should provide:

- **Certificate of English Proficiency:**
  - Minimum EmSAT score of 1400, TOEFL score of 550 (213 CBT, 79 iBT), 6.0 IELTS academic, or their equivalents on another standardized nationally, or internationally, recognized test that is approved by the UAE Ministry of Education.
  - Students who are not able to provide the required Certificate of English Proficiency from their own country, may be accepted conditionally and they must provide the Certificate of English Proficiency during the first semester.

- **The composition of the entrance examinations for graduate degree:**
  - Corporate Finance comprehensive test: Economic Theory and Management. Minimum score for University's examination is 60/100
  - Digital Business Comprehensive Test for the following courses: Enterprise Architecture and Databases Minimum score for University's examination is 60/100

3. Academic Regulations

3.1 Attendance Policy
Attendance is an integral part of the learning process at Plekhanov University in Dubai. Faculty members are responsible for ensuring compliance with attendance policy, and all student absences are recorded using daily attendance registers and other monitoring procedures. In parallel, attendance is monitored by the Student Affairs Unit through spot checks. Absences and late arrivals are reported to the Student Affairs Unit for record-keeping.

3.2 Attendance Requirement
Students are expected to attend all scheduled classes, lectures, seminars, labs, and other academic activities required by their courses. An absence is recorded if a student arrives more than 15 minutes after the scheduled start of a session.

Students must maintain the minimum attendance level of 80%. Failure to meet this requirement may result in academic penalties, including a reduction in grades or exclusion from assessments. Any student who misses more than 20% of any scheduled activity, for any reason, may be required to repeat part of the program, subject to final approval by the Director.

Where extended absence is unavoidable due to medical reasons or other exceptional circumstances, students must notify their instructors and provide supporting documentation.

3.3 Excused and Unexcused Absences
Excused absences include:

- Illness
- Religious observance
- Family emergency (e.g., death of a relative)
- Other force majeure circumstances (e.g., accident or natural disaster)

The reason for the absence must be substantiated by supporting documents, submitted in original form to the Academic Affairs Unit. All other reasons for non-attendance are considered unexcused.

To request permission for an absence, students must write to their instructor at least 3 days in advance; emergencies require notice by noon on the day prior. Without this written approval, the absence is recorded as unexcused.

Medical absences follow a separate process: students must notify the instructor and the Deputy Director for Academic Affairs by email and submit a physician's medical report immediately upon return. Reports must clearly describe the condition and be authenticated by the UAE Ministry or Department of Health; unauthenticated, unclear, or falsified reports will not be accepted, and submitting false documentation carries serious consequences. Failure to notify the instructor in advance will result in the absence being recorded as unexcused. Students may request up to 15 days of sick leave per calendar year.

For longer absences, students may submit a written request for an extended leave period, granted at the Director's discretion in consultation with the Deputy Director for Academic Affairs. Maternity leave follows its own timeline: 30 days from the date of delivery, with notice required at least one month beforehand. Depending on an in-depth interview with the student, this may also involve repeating all or part of the semester's training.

Students with a valid, documented reason for missing a class may request an individual make-up assignment by submitting a formal application to the course instructor.

All absences are recorded per course and penalized according to the attendance policy, regardless of reason. Failing to notify the university of an absence is treated as a serious breach of the code of conduct.

3.4 Recording Attendance
Faculty members are responsible for accurately recording student attendance for each class session. Attendance may be tracked manually, electronically, or through the University's Learning Management System (LMS). Where attendance is taken electronically, students must follow the specified procedures to register their attendance for each session.

3.5 Attendance Monitoring
The University regularly monitors student attendance records to identify patterns of absenteeism or irregular attendance. Faculty members are encouraged to engage with students who show poor attendance patterns, to understand underlying reasons and provide support or guidance as needed.

3.6 Consequences of Non-Compliance
Students who fail to meet attendance requirements set out in the course syllabus may face academic consequences, including a grade deduction or ineligibility to sit examinations. Persistent non-compliance may lead to disciplinary action in accordance with the University's academic integrity guidelines.

3.7 Appeals Process
Students have the right to appeal any attendance-related decision or penalty. The appeals process involves a formal review by the relevant authorities to ensure fair treatment and resolve attendance disputes, in accordance with the Appeals Policy and Procedure set out in this document.

4. Assessment and Examination

4.1 Grading and Assessment Policy

Plekhanov University in Dubai is committed to ensuring that assessment instruments are reliable and aligned with program learning outcomes as well as each course's learning outcomes and level. The University continuously works to improve assessment and grading practices across all courses, developing a framework in which formative assessment informs and shapes teaching, while summative assessment provides a reliable and authentic measure of academic achievement.

The purpose of grading is to convey students' understanding of course content relative to stated learning objectives. Through well-defined course objectives, assessment tools, and evaluation criteria, students gain a clear picture of how their work is evaluated. A range of assessment materials is used to identify each student's level of competence at different stages of study.

4.2 Principles of Assessment

Assessment of student effort is based on the following principles:

Fairness

- Students have an equitable opportunity to demonstrate that learning outcomes have been achieved.
- Examination tasks accurately reflect the type and level of the learning outcome(s) being assessed.
- Students have three attempts at midterm assessment for each course. The procedure for retaking failed assessments, including the final commission-based attempt, is set out in the Appeals for Grades section of this handbook.

Consistency

- Assessment results are comparable across students, groups, and syllabi.
- Student effort is assessed on the basis of learning achievement.
- Parity measures are applied to ensure grading is consistent across students, groups, and instructors.

Reliability

- Assessments provide a true measure of learning achievement, and are conducted by competent instructors who receive ongoing training on assessment standards, marking criteria, and feedback practices.
- Student work may be subject to double marking — a second, independent assessment to verify the accuracy and consistency of grades awarded.
- Assessment tasks and grading outcomes undergo moderation to confirm alignment with course learning objectives and institutional standards.
- Grades are reviewed at the end of each semester to confirm accuracy and consistency before results are finalized.

Validity

- Assessment decisions provide a valid means of tracking student progress and support effective teaching and learning.
- Assessment materials are authentic and require genuine demonstration of learning achievement.

Transparency

Students are informed in advance about learning outcomes, deadlines, and assessment criteria so they understand why, how, and when they will be assessed.

Together, these principles and quality assurance measures ensure that grading and feedback at Plekhanov University in Dubai are fair, consistent, and reliable, and meet a consistently high professional standard.

4.3 Feedback for Students

Students are entitled to receive qualitative feedback on their assessment effort. Feedback takes two forms:

Formative feedback — provided throughout the course to support student development. This includes informal, day-to-day feedback through student–teacher interaction, as well as more structured feedback on ongoing work.

Formal feedback — provided on the results of final assessments.

All feedback will be timely and individualized. In addition to grades, students receive ongoing formative feedback through in-class discussion, comments on submitted and assessed work, and consultations with instructors, so that they understand their strengths and weaknesses and how to improve. Students are encouraged to review all feedback carefully and consult their instructors or academic supervisors on next steps.

4.4 Assessment Practices

Assessment at Plekhanov University in Dubai combines formative and summative approaches to give a complete picture of student learning throughout each course.

Formative assessment consists of routine checks conducted throughout the course to determine the extent to which students have mastered the theoretical and practical components of the syllabus. Formative assessment may take a variety of forms, including in-class tests, quizzes, assignments, class discussions, presentations, essays, reports, and practical exercises.

Summative assessment evaluates the knowledge, skills, and competencies developed by the end of a course or a defined stage of study, measuring overall achievement against the course's learning outcomes. This includes midterm assessment, which may be conducted as a pass/fail test, a graded test, or an exam, as well as final assessments such as end-of-course exams, projects, or comprehensive written or practical evaluations.

Together, formative and summative assessment ensure that students receive ongoing support and feedback throughout the learning process, while also providing a reliable, standards-based measure of their final academic achievement.

4.5 Grading

Grading is based on defined assessment criteria, applied consistently across assessments instruments. Grades reflect a student's level of competence and are awarded in accordance with the quality assurance measures set out in Section 4.2, including parity checks, double marking, moderation, and end-of-semester grade review.

Letter Grades

Students receive a letter grade for each course, reflecting their performance. A grade of "D" is the minimum passing grade.

Grade	Percentage	Points	Description	Russian System Equivalent
A+	95–100	3.75–4.0	Excellent	Excellent
A	90–94	3.5–3.75		
B+	85–89	3.0–3.5	Very good	Good
B	80–84	2.5–3.0	Good	
C+	75–79	2.0–2.5	Passing	Satisfactory
C	70–74	1.5–2.0		
D	60–69	1.0–1.5	Unsatisfactory	
F	Below 60	Below 1.0	Fail	Unsatisfactory

Grade Point Average (GPA/CGPA)

GPA is calculated by multiplying each course grade by its credit hours, then dividing the total by the number of credit hours taken that semester. CGPA reflects a student's cumulative academic performance across all semesters, calculated on the same basis across all courses taken, and is rounded to the nearest decimal unit.

4.6 Credit Transfer

Students may transfer credits earned at other accredited institutions, and may transfer to another accredited institution offering a similar program, in accordance with regulations and University policy. Requests are submitted to the Academic Affairs Unit, which evaluates course equivalency before credits are recognized.

4.7 Academic Debt, Probation, and Dismissal

Students who are unable to pass a course accumulate academic debt for that course. How academic debt is resolved depends on the reason behind it:

Valid reason (e.g., late joining, medical grounds): the student is granted a delayed assessment schedule to complete the outstanding requirements for the course.

No valid reason (e.g., no attendance and no submission of required work): the student must retake the course.

Decisions on academic debt are made by the Deputy Director for Academic Affairs, in consultation with the QA Manager and the Student Affairs Officer, based on input from the course instructor(s).

Students whose academic performance falls below the required standard may be placed on academic probation. Academic Supervisors actively support students on probation in taking the steps needed to improve their performance, avoid accumulating further academic debt, and raise their CGPA.

Students facing academic dismissal may, on the recommendation of the Deputy Director for Academic Affairs in consultation with the QA Manager and Student Affairs Officer, be eligible for a repeat semester, during which they may only retake courses in which academic debt was accumulated.

A student may be dismissed from the University for continued unsatisfactory academic progress, for disciplinary reasons in accordance with the Code of Conduct, or for non-payment of tuition fees within the time limits specified in the tuition agreement.

4.8 Academic Leave

Students are entitled to take academic leave, including maternity and parental leave, in accordance with CAA regulations. Students expecting to be away from university activities for delivery and postnatal care are granted 30 days of leave from the date of delivery and must inform the University and receive approval at least one month in advance. Requests for other extended periods of absence may be granted at the discretion of the Director.

4.9 Graduation Requirements

To graduate, a student must successfully complete all courses of the approved curriculum for their program, earn the required number of credit hours,
achieve at least the minimum passing grade in every course, and successfully defend the final qualification paper. Students should consult their Academic Supervisor and the Academic Affairs Unit to confirm their individual progress toward graduation.

4.10 Withdrawal and Postponement of Study

Enrolled students may discontinue their studies by submitting a withdrawal application and completing clearance with the Academic Affairs Unit. Refunds of tuition fees, where applicable, are processed in accordance with the Payments Plan section of this handbook. A
student may instead postpone their studies for a limited period of up to two semesters over the course of their program by obtaining and submitting a postponement form from the Academic Affairs Unit; the postponement period does not count toward the maximum allowable study period.

5. Academic Integrity

5.1 Expectations for student academic integrity

- PRUE intends to ensure that the expectation of academic honesty is established and communicated to PRUE students during the first semester of classes. And needs to emphasize that sources are properly cited and that the value of scholarly dialogue is respected and maintained.
- All students' written work (essays, abstracts, term papers/course projects, final qualifying papers, articles, and others) are subject to integrity.
- Academic integrity refers to the fact that one's work is the result of one's own efforts and that one does not receive or offer illegal assistance in any endeavour.
- PRUE engages in academic work and research with high standards, truthfulness, commitment, and ethical behaviour. PRUE has "zero tolerance" for academic inconsistency. Textual and academic borrowing checks are carried out in order to:
- Create an atmosphere of zero tolerance for breaches of academic ethics;
- Improve the quality of education and the level of training as the main factor in ensuring the competitiveness of the university;
- Ensuring the independence of students in the preparation of academic and qualification works;
- Strengthening the discipline of students, encouraging critical thinking and fair competition.

To verify the authenticity of student work, PRUE faculty uses web-based plagiarism detection software 'AntiPlagiat-HEI'. This software assists faculty to verify student work. It can be a deterrent for students to commit plagiarism.

Each student and each faculty staff member have personal account and consequently access to Russian system for detecting text borrowings (https://rea.antiplagiat.ru/?ReturnUrl=%2Fcabinet)

5.2 Student Academic Integrity

Completed and executed in accordance with the established requirements, the term papers, course works (projects), and internship reports are submitted to the Students and Faculties Development unit, where they are registered in a special journal and transferred to the supervisor, who evaluates the work and signs it. Each student must attach to the course work (project) a certified personal signature printout of the verification of the text of the course work (project) in the text analysis system for the presence of borrowings "Anti-Plagiarism" used at the University. The supervisor prepares a review for the course work (project) within up to 5 working days from the date of its registration in the course workbook.

The teacher, the supervisor of the coursework, does not accept for consideration and evaluation the coursework that does not meet the requirements for the level of borrowings.

Final qualifying works performed in English are subject to verification for the amount of borrowing, including substantial identification of unauthorized borrowings. The final assessment of the originality of the text of the final qualifying work is determined in the 'AntiPlagiat-HEI' and is fixed at the level of:

- Plagiarism Thresholds and Consequences
- The similarity percentage for cited coursework should not exceed 15% across all sources.
- Similarity from any single source should not exceed 5%.
- Any coursework exceeding these thresholds will be considered plagiarized and subject to disciplinary action.

5.3 Academic Honesty

General Principles:

- All academic work and materials submitted for assessment must be the work of the student.
- Cheating is not only limited to copying from the work of others and providing unauthorized.
- Assistance, but also includes the use of devices or other surreptitious means for the purpose of obtaining falsely derived passing scores on examinations.
- Students are prohibited from submitting any material prepared by or purchased from another person or company.
- All students are expected to take the process of advanced education most seriously and act responsibly. Students who violate examination rules are subject to disciplinary action.
- Possession of a cell phone during an exam is considered cheating.

5.4 Plagiarism Penalty

PRUE enforces strict penalties for plagiarism to uphold academic integrity. The consequences escalate with repeated offenses as follows:

First Offense:

- The student receives a zero on the assignment
- The case is reported to the Deputy Director for Academic and research who will issue a warning letter to the student.
- A copy of the letter is placed in the students record.
- The student is allowed to resubmit the assignment, but the maximum grade awarded will be the minimum passing grade.

Second Offense:

- The student receives a zero for the entire course.
- The case is reported to the Deputy Director for Academic and research, who issues a final warning letter.
- A copy of the letter is added to the student's record.
- The student may retake the course, but the final grade will be capped at the minimum passing grade.

Third Offense:

- The case is escalated to the Director, who may impose severe penalties, including: Suspension for one semester, or expulsion from the university.

The university's policy is to combat the misuse of AI tools such as ChatGPT for academic dishonesty.

Students are strictly prohibited from utilizing Generative AI tools to produce plagiarized work, including essays, assignments, and research papers.

The university will implement robust detection mechanisms to identify potential cases of AI-generated plagiarism, conduct thorough investigations when instances are suspected, and impose disciplinary actions in line with academic integrity standards.

Additionally, educational campaigns will be launched for students to raise awareness about the risks of AI plagiarism, provide guidance on ethical AI tool usage, and offer resources for students to develop their own critical thinking and writing skills to prevent reliance on AI-generated content in violation of academic integrity principles.

The University considers the following behaviors improper:

Academic Integrity Violation: Any violation of the academic integrity policy is often reported to the disciplinary committee, which is responsible for investigating, evaluating, judging, and ultimately imposing the appropriate penalty.

If a student is caught cheating on an exam,

- They will receive a failing grade in that course.
- Additionally, they will receive a disciplinary warning letter and a memo in their file.
- Any further cheating or academic misconduct will result in dismissal from the university.

PRUE considers a variety of penalties, including, but not limited to:

- Verbal or written reprimand or warning
- Student work is re-evaluated
- Failure on the specific assignment
- Failure in the specific course
- Failure in the specific semester
- Admission or readmission to the University is denied
- Student will be removed from registration in the University
- Suspension
- Dismissal from the University
- Degree is cancelled or revoked

Following written notification of an alleged policy breach, a process consultation or interview will be scheduled within 5 working days.

Failure to attend the procedural interview will be viewed as a different infraction of this code, with further disciplinary action.

Following the procedural interview, the student must appear before the disciplinary committee within 5 business days. The Students and Faculties Development Unit will notify the student of the appearance's time, date, and venue.

5.5 Sanctions

When imposing sanctions, PRUE considers the respondent's motives, disciplinary history, and the impact on its community's safety and security.

Sanctions could include one or more of the following:

- Dismissal, which prohibits the student from ever returning to the University or physically present on university premises without permission. The student's record will include his or her dismissal.
- Suspension, which prohibits the student from attending the university and being physically present on university premises without authorization for the term of the suspension, which cannot exceed one calendar year after it takes effect.
- Disciplinary probation, which informs a student that his or her actions have resulted in a penalty that is about to be suspended. If a student continues to misbehave while on probation, they may be dismissed from the university. It's in place for a particular period of time.
- A formal written notice that a student's behaviour is inappropriate.
- Verbal notice of advising or counselling a student about their behaviour.

Respondents may challenge the decision of the Disciplinary Committee; the complaint must be filed within 3 days after the commission's decision.

Within 5 days of receiving the appeal, the committee will review the issue and notify the student of its decision.

Respondents may lodge an appeal the decision of the committee to the Director, who will make a final decision within 7 days of receiving the decision of the committee.

Students and Faculties Development Unit forms an order for punishment no later than 5 days after the decision of the disciplinary commission or within 5 days after consideration of the appeal if it is received.

6.Policy on AI Use

This Policy governs the use of Artificial Intelligence tools, including but not limited to large language model-based tools such as ChatGPT, Microsoft Copilot, Google Gemini, and Anthropic Claude, in the preparation, writing, analysis, and submission of all academic work by students and researchers of Plekhanov University in Dubai. It applies to all assessed work including essays, reports, projects, and dissertations at all levels, with specific provisions for graduate-level (Master's) research output.

This policy aligns with the UAE Ministry of Education's 2026 guide Safe and Responsible Use of Artificial Intelligence in Classrooms and with international academic integrity standards promoted by the European Network for Academic Integrity (ENAI).

A.1 Guiding Principles

The policy is grounded in five core principles:

- Transparency: Any use of AI tools in academic work must be disclosed, regardless of the extent of use.
- Authenticity: The intellectual contribution, analytical reasoning, and critical judgement in submitted work must originate with the student.
- Proportionality: Permitted uses of AI are calibrated to the nature of the task and the level of study, with stricter requirements for graduate research outputs.
- Education over punishment: The primary goal of this policy is to guide responsible AI use, not solely to punish violations. Formative guidance will be provided to students and supervisors.
- Alignment with national strategy: This policy supports the UAE National Strategy for AI 2031 and the Ministry of Education's objective to cultivate responsible AI literacy at all educational levels.

A.2 Tiered Classification of AI Uses

The following table classifies AI use into three tiers applicable to academic work:

Tier	Permitted Uses	Requirements
Tier 1 — Permitted with Disclosure	Grammar/style checking (e.g., Grammarly); paraphrasing assistance for language-learners; formatting and citation generation; brainstorming and idea exploration (not used verbatim).	Must be disclosed in Acknowledgements or a dedicated AI Use Statement in the thesis/assignment submission.
Tier 2 — Conditionally Permitted	AI-assisted literature summarization (where sources are independently verified); code generation (where understood and explained by student); AI-assisted data visualization.	Requires written instructor or supervisor approval prior to use. Full disclosure required with description of tool, purpose, and extent. Student must be able to explain and defend all AI-assisted content.

Tier 3 — Prohibited	Submitting AI-generated text as original writing; using AI to produce research arguments, conclusions, or analysis; undisclosed use of any AI tool in any assessed component.	Constitutes academic misconduct under the Academic Integrity Policy. Subject to disciplinary proceedings, mark deduction, or void of submission.

A.3 Specific Provisions for Master's Dissertations

Given the significance of Master's research outputs as representations of original scholarly contribution, the following provisions apply in addition to the general tier framework above:

1. Students must include an AI Use Declaration page immediately following the title page. The declaration must specify: (a) all AI tools used, (b) the purpose of use, (c) the sections of the work affected, and (d) confirmation that all AI-assisted content has been independently verified.

2. Where no AI tools were used, students must include a declaration to that effect.

3. Supervisors are responsible for discussing AI use with their students at the proposal, mid-point, and pre-submission stages, and for retaining records of these discussions.

4. Examination committees may question students on any part of their submitted work, including AI-assisted sections, during the viva voce or oral defense.

5. Work that is found, post-submission, to contain undisclosed AI-generated content will be subject to retroactive academic misconduct procedures, consistent with the institution's Academic Integrity Policy.

A.4 AI Detection and Assessment

AI detection tool outputs will not be used as the sole evidence of misconduct; human academic judgement by the instructor, supervisor and/or a disciplinary panel is required before any misconduct allegation is pursued.

7. Ethical Code of Conduct

7.1 Introduction

At Plekhanov University in Dubai, we believe in creating a positive, respectful, and inclusive environment for all students. This Ethical Code of Conduct outlines the expectations for student behavior, both on and off campus, to ensure a safe and supportive learning community.

The Code is founded on the belief that knowledge should serve human purposes, and that the intellectual development of the individual should be combined with moral growth. It reflects the University community's shared responsibility for maintaining a healthy moral atmosphere in society, for the present and future of the University, for the preservation and development of its corporate culture and image, for the continuation and enrichment of its traditions, and for fostering a system of equal relations among students, employees, and the University Administration.

By enrolling at the University, students voluntarily accept this Ethical Code of Conduct and undertake to follow it. Non-compliance may result in disciplinary action. The Code is uniform across the University and applies to all students from the moment they enroll in any program, continuing to apply even if a student withdraws, leaves the University, or graduates before a case is resolved.

To keep pace with evolving academic standards, local laws, and international best practices, the University regularly reviews and updates this Code. By being part of Plekhanov University in Dubai, students contribute to a culture of integrity, respect, and responsibility. We work together to maintain a welcoming and professional atmosphere for everyone.

7.2 General Conduct Standards

As a student of Plekhanov University in Dubai, you are expected to uphold values of respect, responsibility, and integrity across the following areas.

Academic Conduct

- Attend classes regularly, participate actively in learning, and develop both theoretical knowledge and practical skills in your field.
- Complete assignments and projects on time, per course requirements.
- Pursue personal and professional growth, including academic excellence, moral values, and physical well-being.
- Follow the academic integrity requirements set out in Section 6.5.

Respect and Community Behavior

- Be punctual, and arrive on time for classes; a student who is late may not be permitted to attend if they have not informed the group leader or instructor in advance.
- Maintain a general culture of politeness, attentiveness, correctness, and responsiveness in all interactions, and take care with the culture and style of your speech and communication.
- Respect the rights, freedoms, religious views, and political views of others, provided these do not contradict constitutional principles and values, and show respect for the customs and traditions of students of different nationalities (see Section 6.6 for the full non-discrimination policy).
- Represent the University with professionalism and respect at all times — on campus, off campus, and at University-sponsored events.
- Report academic or campus-related issues to the Administration or Student Council, and take a responsible and active role in University life.

Prohibited Behavior

Students must not engage in:

- **False Alarms & Reports** — raising false alarms or reporting incidents that did not occur.
- **Illegal Activities, Alcohol & Drugs** — any form of criminal behavior, including possession, use, or sale of illegal substances, and possessing, consuming, or being under the influence of alcohol on University premises.
- **Weapons & Dangerous Materials** — firearms, explosives, or involvement in arson.
- **Online Misconduct** — accessing, downloading, or sharing inappropriate content.
- **Bullying, Harassment & Discrimination** — any form of bullying, harassment (including online), or discrimination; see Section 6.6 for the full list of protected grounds.
- **Social Media Misuse** — using social media in ways that harm the University's reputation or spread false information.
- **Falsifying Documents** — submitting or altering documents dishonestly.
- **Confidentiality Breaches** — accessing or sharing confidential University or student information without authorization.
- **Smoking & Gambling** — on campus, in any form.
- **Violating Disciplinary Sanctions** — failing to comply with sanctions issued by the University.
- **Inappropriate Physical Contact** — students must maintain appropriate behavior in interactions between males and females.

Campus Property and Resources

- Take care of University property, including classrooms, laboratories, equipment, books, and facilities; avoid damaging equipment, writing on walls or desks, or vandalism.
- Understand that causing damage to University property, or fighting or stealing, may result in financial liability and disciplinary action, per legal guidelines.
- Do not remove equipment, textbooks, devices, or other University property from classrooms, laboratories, or other premises without appropriate permission.
- Follow University policies related to dormitories, libraries, and other campus facilities.

Information, Cybersecurity, and IT Resources

- Protect University resources and information from unauthorized access, theft, or misuse.
- Use University computers and networks only for academic and authorized purposes; do not install or uninstall software on university computers.
- Handle all computers and devices carefully, and use them only for their intended purpose; moving computers or other hardware requires prior permission.
- Never share passwords or personal accounts, or attempt unauthorized access to university systems.
- Respect intellectual property rights and comply with software licensing agreements.
- Ensure fair access to IT resources for all students, and avoid excessive personal use that strains University networks.
- Do not access unauthorized files or systems belonging to others, or view or share inappropriate, violent, or offensive content with no educational purpose.
- Do not engage in illegal activity or violate privacy and confidentiality policies through use of University IT resources.

Personal Conduct and Hygiene

- Maintain discipline and professionalism on campus, in public, and online.
- Follow hygiene and cleanliness standards, particularly in dining areas — dispose of waste properly and avoid eating or storing food in classrooms.
- Share responsibility, alongside technical staff, for keeping University facilities clean, per the University's maintenance schedule.

Attendance and Absences

See Section 3, Attendance Policy, for full procedures on reporting absences and submitting documentation.

Any violation of this Code will be reported to the Disciplinary Committee for appropriate action.

7.3 Classroom Conduct

To create a positive and productive learning environment, all students are expected to:

- **Respect class time** — keep mobile phones on silent or switched off during class, unless the instructor permits their use for learning purposes.
- **Avoid food or drinks in learning spaces** — eating and drinking are not allowed in classrooms, labs, workshops, or other study areas.
- **Maintain discipline during exams** — remain focused and orderly during all exams and assessments (see Section 6.5 for academic integrity requirements).
- **Go green** — help maintain an eco-friendly campus by reducing waste, reusing materials, recycling, and being mindful of water and energy use.

7.4 Dress Code

At Plekhanov University in Dubai, dressing appropriately helps maintain a professional, respectful, and inclusive environment. Our dress code is simple:

- **Dress Smart & Respectfully** — wear clothing that is neat, presentable, and appropriate for an academic setting.
- **Cultural Sensitivity** — Dubai is a diverse city with many cultures; dress modestly and respectfully, keeping local customs in mind.
- **Event-Appropriate Attire** — some University events, such as presentations, guest lectures, or industry visits, may require formal or business attire.

What to avoid:

- Revealing or inappropriate clothing (excessively short, tight, see-through, or low-cut outfits)
- Offensive prints (inappropriate language, symbols, or images)
- Beachwear or gym wear in classrooms (flip-flops, swimwear, and gym attire)

7.5 Academic Integrity

The University community considers it a duty to combat all forms of academic dishonesty, including:

- Cheating, or having another person complete assessments on one's behalf.
- Corruption, favoritism, or nepotism in the educational process, research, or extracurricular life of the University.
- Dishonest conduct in studies and research, including plagiarism, fabrication of results, cheating, and bribery.
- Appropriating the intellectual property or work of faculty or other students.
- Deceiving or showing disrespect toward an instructor.
- Forging documents related, directly or indirectly, to study at the University.
- Absenteeism or tardiness — skipping classes, in whole or in part, without a valid reason.

7.6 Respect, Non-Discrimination, and Prohibited Conduct

Beyond the general standards in Section 6.2, the University community does not tolerate:

- Prejudice or discrimination on the basis of gender or gender identity, race, color, nationality, language, origin, property, family, social or official status, age, sexual orientation, mental or physical health, appearance, citizenship, place of residence, religion, political beliefs, membership in public associations or social groups, or any other grounds. All students, employees, and faculty are expected to be free of such prejudice and to ensure equal treatment in all forms of University interaction.
- Imposing one's worldview on other students, instructors, or University employees.
- Any form of physical or psychological violence, whether online or offline.
- Sexual harassment or coercion, including unwanted attention or unwanted physical contact.
- Conducting political activity at the University, including using the educational process or scientific discussions for political agitation, or presenting a political position on behalf of the University or any part of the student community.
- Participating in organizations, including political ones, whose activities are prohibited in the UAE.
- Organizing, conducting, participating in, or calling for participation in unauthorized mass actions or events.
- Using the University's symbols for discrediting purposes, or in political events or actions not coordinated with the University Administration.
- Non-compliance with generally accepted norms of morality, including reprehensible conduct in public places.
- Violating others' freedom of movement, speech, or assembly.
- Carrying out commercial activity on university premises without the Administration's permission.

The University community also considers it unacceptable to commit offenses on university premises, or offenses (administrative or criminal) that discredit the University's reputation, including theft, negligent handling of university funds or resources, and vandalism (see Section 6.2 for campus property responsibilities).

7.7 Academic Freedom and Media Conduct

Students value the University's academic freedom — the free exchange of opinions and ideas across all scientific fields, grounded in rigorous scientific principles. Students respect the views of other students, faculty, and researchers, speak freely on scientific and professional topics guided by academic ethics, and uphold principles of equality and avoid conflicts of interest (see Section 6.6 for the University's political-neutrality requirements).

When interacting with the media, students are expected to:

- Act in the University's interests and help maintain its image, avoiding actions that damage those interests.
- Refrain from disparaging the University.
- Avoid misusing information obtained in the course of their duties.
- Avoid disseminating false information.

7.8 Healthy Campus Life

University students are expected to lead a healthy and active lifestyle, and to:

- Support activities that strengthen student self-governance and student creative life (scientific, educational, sporting, artistic, etc.), and contribute to improving the University's corporate culture and image.
- Offer support and assistance to fellow members of the University community who are facing difficult life circumstances.

7.9 Student Rights

At Plekhanov University in Dubai, students have the right to:

Academic Rights

- Receive a high-quality education that meets the academic standards and quality assurance requirements set by the Ministry of Higher Education and Scientific Research (MOHESR), the Knowledge and Human Development Authority (KHDA), and the Commission for Academic Accreditation (CAA) in the UAE, as well as the Ministry of Science and Higher Education of the Russian Federation.
- Receive an inclusive education, with support tailored to individual needs and health conditions.
- Access industry-based learning opportunities, including guest lectures, workshops, and engagement with professionals, connecting academic study to real-world practice.
- Benefit from a practical, applied component built into the curriculum, equipping students with skills relevant to labor market demands.
- Transfer credits from other institutions in accordance with federal regulations.

Personal Rights

- Be treated with dignity and respect, free from violence, discrimination, or personal insult.
- Express opinions freely and access information without restrictions.
- Enjoy scheduled breaks (holidays) as per the academic calendar.
- Take academic leave, including maternity and parental leave, as per federal regulations.

Transfer & Reinstatement Rights

- Change field of study, learning format, or specialization as per educational policies.
- Move to another accredited institution offering a similar program.
- Request reinstatement following a previous withdrawal from the University.

Participation & Access Rights

- Engage in University decision-making processes as outlined in university regulations.
- Access official University documents, including accreditation certificates and educational policies.
- Appeal University decisions in accordance with university policies and procedures.
- Use the University's library, digital resources, research labs, and academic facilities free of charge.
- Access sports, cultural, and recreational facilities in accordance with university guidelines.
- Participate in creative, academic, and sports competitions, exhibitions, and events.

Research & Innovation Rights

- Take part in research, experiments, and innovative projects under faculty supervision.
- Apply for internships and research collaborations with universities worldwide.
- Publish academic work in University journals at no cost.

Recognition & Work Rights

- Receive recognition for academic, scientific, athletic, and creative achievement.
- Balance work and study, while ensuring academic commitments are met.

Additional Rights

- **Digital Access** — use University-provided digital tools and services for educational purposes, in line with the responsible usage guidelines set out in Section 6.2.
- **Student Council Support** — the Student Council helps students resolve academic and personal concerns, raises awareness of student rights, and works to improve campus life.

We encourage all students to take full advantage of these rights and to actively participate in academic and extracurricular life.

7.10 Final Provisions

- For systematic or serious violation of this Code, the Student Council may apply moral penalties to violators. The University Administration, at its discretion, may apply disciplinary penalties in accordance with the University's Charter and Internal Regulations.
- Issues related to violations of this Code may be considered at a meeting of the Student Council.
- A student who discovers a violation of this Code should attempt to stop it within the bounds of current legislation; where this is not possible, they should notify the student self-governance bodies or the University Administration.
- Compliance with this Code is taken into account when considering internship placements, in post-graduation references, in recommendations for postgraduate admission, and when deciding on incentives or disciplinary penalties.

8. Student Rights & Responsibilities

8.1 Participating in Decision Making

At Plekhanov Russian University, we value our students as key contributors to the university's growth and success. Your feedback and suggestions help us improve and create a better learning experience for everyone. Our academics and administrative departments are always open to hearing your ideas and concerns. If you have any suggestions, feel free to share them at any time! To stay updated on any actions taken, we encourage you to follow up with the relevant department.

8.2 Student Council at Plekhanov University in Dubai

The Student Council is the main body of student self-governance at the University. It represents students, coordinates activities, and ensures student voices are heard in university decision-making. The Chair of the Student Council is part of the Quality Assurance Unit and attends Branch Council meetings to advocate for student interests.

What Does the Student Council Do?

- Proposes and carries out initiatives to support students and improve university life.
- Works closely with students, faculty, and staff to enhance engagement and communication.
- Organizes events and activities to strengthen the student community.

Who Can Join the Student Council?

To be eligible, you must:

- ✓ Be a full-time student at PRUE.
- ✓ Be at least 18 years old (Chair and Vice Chair must be at least 20).
- ✓ Have completed at least 15 credit hours (30 credit hours for Chair and
- ✓ Vice Chair).
- ✓ Have a good disciplinary record (students with misconduct or disciplinary actions cannot apply).

Structure of the Student Council

The Student Council consists of elected and appointed members:

- **Elected Members**: Chair, Vice Chair, and Secretary.
- **Appointed Members**: 10 additional students chosen by the Student Council Selection Committee.
- **Advisor**: Staff members from the Students Affairs Unit, will be appointed by the Deputy Director for Academic Affairs, who will provide guidance and support. They will not have any voting privileges.

Class Representation & Communication Channels

Class Advisor Role:

- Each student group has a designated faculty Class Advisor.
- The Class Advisor meets regularly with the Class Representative to discuss student concerns.
- If needed, the Class Advisor raises student issues in faculty meetings or university discussions.

Class Representative Role:

- Each class elects a student to represent them.
- The Class Representative gathers student concerns and discusses them with the Class Advisor.
- In some cases, they may present issues directly to faculty meetings or university leadership (with permission from the Academic Head of the Educational Program).

How to Raise Concerns & Share Ideas

- Students can talk to their Class Representative about any issues related to education or student life.
- Class Representatives share feedback with the Class Advisor, who can escalate concerns to faculty or university leadership.
- The Student Council serves as another platform for student voices, ensuring concerns reach the appropriate university authorities.
- Students may also be invited to faculty meetings to discuss specific topics and provide input.

Term of Office – Student Council

- Student Council members serve for **one academic year** from the time they are elected.
- Students can **run for re-election once** in the same position during their academic program.
- If you have already served on the Council, you **can apply for a different position** in the future.
- No student can serve on the Council for **more than two years in a row**.

Removal from Office

A Student Council member may be removed from their position if the Council, along with the University Management, decides that they:

- **Violated university policies** or acted against the interests of students or the Council.
- Consistently acted in a way that negatively affects the Student Council or the University.
- Faced **disciplinary action**, including suspension or expulsion.
- Missed **two consecutive meetings** without prior notice.
- **Misused or misrepresented** their position on the Council.

This ensures that the Student Council remains a **fair, responsible, and active** body representing students!

Voting – Student Council Elections

- **Where to Vote:** Elections will take place on campus, and all students must vote in person at the PRUEs campus.
- **Secure Voting Process:** Ballot boxes will be sealed by Student Administration before voting begins and will only be opened by them when counting starts.
- **ID Requirement:** To receive a ballot paper, students must show their EID on election day. Candidates running for Student Council can vote for themselves.
- **Voting Choices:** You are allowed to submit an incomplete ballot (e.g., voting only for the President and leaving other positions blank). However, once you submit your vote, you cannot change it.
- **Fair Elections: Voting more than once is not allowed**. If a student is caught doing so, they will be referred to the Disciplinary Committee. If found guilty, **all their votes will be cancelled**, and the election results will be adjusted.

8.3 Declaration of the result

The declaration of results is conveyed by the Director no later than 5 working days after the completion of voting.

Frequency of meetings

- The University's student Council meetings shall meet at least once a month, of the academic year. All meetings shall take place within the campus.
- Notification of a council meeting shall be communicated by the Secretary one week prior of the proposed date.
- Student council meetings will only be conducted with a minimum Quorum of seven council members who have voting rights.
- Agenda for meetings will be distributed by the secretary to all members of the council, three days prior to the meeting being held.

The items highlighted in the agenda will usually follow the following pattern:

- Making sure that the minutes of the previous meeting along with the actions taken were recorded and documented properly by the Student Council.
- Ensuring that the issues or points discussed in the previous meeting are updated and followed up with the progress by the person(s) responsible.
- Providing an opportunity to the members of the Student Council for reporting on specific issues or projects.
- Discussing all the items highlighted in the agenda and giving the opportunity to the members of the student council to provide any suggestions, comments or questions.

Managing funds of the Student Council

- All funds for the student council shall be managed by the Finance and Accounting Department.

8.4 Guidelines for Proposing Student Clubs and Associations

At Plekhanov University in Dubai, we believe that students should have a voice in shaping their university experience. We also encourage you to join student clubs, organizations, and activities that help you connect with others, develop new skills, and grow both personally and professionally. The University is committed to integrating student life into academic programs, creating opportunities for meaningful social experiences, leadership development, and hands-on learning with modern technologies.

There are many ways to get involved, including:

- Student clubs and organizations
- Campus events and cultural celebrations
- Community service projects
- Sports teams and fitness programs
- Leadership development opportunities

By participating in these activities, you can enhance your university experience, build leadership skills, express your creativity, and form lasting friendships with fellow students, faculty, and the wider community.

The University is here to support you! We provide resources and guidance to help you plan and organize events, and our faculty and staff are always ready to collaborate with student groups. Together, we can create exciting, inclusive, and dynamic campus life where every student feels valued and empowered.

Proposal Method for Approval:

- **Getting Approval**
  If you or your student organization want to host an event or activity, you'll need to submit a proposal to the Student Affairs Unit. Your proposal should include details like the purpose of the event, your goals, budget, and logistics. Once reviewed, you'll receive approval to move forward!

- **Requesting Funding**
  Need financial support for your event? Submit a funding request to the Student Affairs Unit, following the university's guidelines.

- **Planning Your Event**
  When organizing an event, make sure to follow the university's event planning guidelines. This includes getting the necessary approvals, securing permits, and ensuring health and safety measures are in place. Also, consider inclusivity and accessibility so that all students can participate.

- **Support for Student Organizations**
  University staff members are here to guide and support student organizations. They'll help ensure your group follows university policies, develop leadership skills, and maintain a positive and productive environment. Stay connected through regular meetings and communication.

- **Promoting Your Event**
  Spread the word about your event through approved university channels, such as the university website, social media, posters, and bulletin boards. All promotional materials should align with the university's branding guidelines and reflect a positive image of the student community.

- **Safety & Risk Management**
  If your event involves activities like sports, outdoor adventures, or performances, it's important to assess risks and put safety measures in place. Some events may also require insurance coverage to protect participants and minimize risks.
- **Review & Feedback**
  After your event, take a moment to **reflect on its success** and identify areas for improvement. Collecting feedback from participants will help make future activities even better and enhance the overall student experience!

Furthermore, the university is committed to providing resources, guidance, and a supportive environment for students to plan, organize, and participate in various student activities. Faculty and staff are encouraged to collaborate with student groups, advise on projects, and facilitate the development of diverse and inclusive programs that cater to the interests and needs of the student body. Through a vibrant array of student activities, the university aims to promote a dynamic campus life, encourage student engagement, and nurture a sense of belonging and pride among all members of the university community.

9. Guidelines regarding student-run media

All Plekhanov University in Dubai students have freedom of speech and expression. Students have ample opportunities to question, critique, and engage in dialogue.

The University's Public Relations, Marketing and Alumni Relations Unit follows various digital media policies representing the University's vision and values. It promotes clear communication and broader outreach for students, staff, collaborators, stakeholders, and the community to ensure the highest use standards.

9.1 Plekhanov University in Dubai 's social media usage rules.

Guidelines for Plekhanov University in Dubai Student Publications:

Using University resources, trademarks, logos, or brands should comply with the Plekhanov University in Dubai intellectual property policies and guidelines. Students should obtain appropriate permissions and follow trademark and branding guidelines.

- Student-run media should not discriminate against individuals or groups based on race, gender, religion, or other personal characteristics.
- Student-run media's editorial policies and content should be independent of the University's administration, faculty, or staff. Students should have complete editorial control, and the university should not censor or restrict the content unless it violates the law or the institution's policies.
- Students involved in student-run media should act as responsible representatives of the University. They should avoid behavior that could harm the institution's reputation or image.
- Student-run media should comply with applicable laws and regulations related to intellectual property, privacy, and defamation.
- The University should provide adequate support and resources to help students operate student-run media effectively and responsibly. This support may include access to equipment, facilities, training, and guidance.
- The University may establish advisory committees to monitor the performance and operations of student-run media. These committees should operate in a way that respects the independence and autonomy of student editors and producers.

The University's policies and regulations concerning student press and media have been designed to serve the University's educational goal. The University reserves the right to control the content, change editors and staff, and terminate all student publications while striving to provide optimal freedom of expression.

10. Student Grievance & Complaints

The purpose of Grievance policy is to establish clear guidelines and standards for addressing student complaints and grievances at Plekhanov University in Dubai. This policy aims to ensure that students have a formal, transparent process through which they can express concerns or dissatisfaction regarding any aspect of their academic or non-academic experience.

For clarity: concerns relating to grades, assessment results or other academic decisions are handled through the Grade Appeals process (see Appeals for Grades), while non-academic grievances — such as those relating to services, facilities, conduct or fair treatment — follow the Student Grievance procedure described in this section. The same terminology is used consistently throughout this handbook.

Aligned with the University's commitment to the principles, goals, and ideals outlined in the University mission statement, this policy reflects the institution's dedication to fostering a positive, respectful, and supportive environment for all students. It upholds Plekhanov University in Dubai core values, which include integrity, fairness, respect, and transparency in all matters related to student welfare.

This policy is designed to empower students to lodge complaints or grievances with confidence, knowing that their concerns will be handled fairly, thoroughly, and confidentially. Students can expect that their complaints will be dealt with in a professional manner, ensuring that no retaliation or detriment will result from raising a concern.

Additionally, this policy outlines the right of students to appeal decisions made during the grievance process, ensuring that they have access to a fair and impartial review of their case if necessary. The appeal process is intended to provide an extra layer of accountability and fairness, reinforcing the University's commitment to protecting students' rights and ensuring a just resolution to any grievances.

10.1 Student Grievance

A formal complaint raised by a student regarding a matter that affects their non-academic experience at the University. This includes but is not limited to complaints related to campus facilities, student services, personal safety, discrimination, harassment, misconduct, or interactions with staff or other students.

10.2 Complaint

An expression of dissatisfaction or concern by a student about an event, situation, or action related to their non-academic university experience. Complaints may involve matters such as student services, administrative processes, campus facilities, or interpersonal conflicts. Grievant: The student who lodges a grievance.

10.3 Respondent

The individual or unit whose actions or omissions led to the grievance, or any person appointed by the University to address the grievance

10.4 Units or Department

The parties involved in a grievance include the grievant, respondent(s), members of the Committee, administrators handling the grievance, and staff members with assigned responsibilities for managing grievance-related materials.

10.5 Parties

The parties involved in a grievance include the grievant, respondent(s), members of the Committee, administrators handling the grievance, and staff members with assigned responsibilities for managing grievance-related materials.

Plekhanov University in Dubai is committed to addressing student complaints and grievances with transparency, objectivity, and fairness. Students are encouraged to first attempt to resolve issues informally by discussing them with the relevant faculty member, department and unit chair, or supervisor. If informal resolution is not possible, students may file a formal complaint. The university has established a Grievance Committee to handle formal grievances according to defined policies and procedures. The grievance process is outlined in detail within the university's policy.

10.7 Procedure

While Plekhanov University in Dubai staff are ready to speak with students about any academic issue, only grievances alleging a breach of a specific University rule, regulation, policy, or practice will be considered for formal review. All students have access to a grievance procedure if they have a complaint that is suspected with some policy or procedure of the University.

In the event of abusive behaviour, intimidation, or risk to the welfare of staff or others, Plekhanov University in Dubai may limit or stop the handling of the complaint. Student complaints will be handled seriously, sensitively, and promptly, and will be discussed exclusively with those directly involved in the problem or who can provide qualified assistance.

Staff at Plekhanov University in Dubai are available to discuss any academic matter; only complaints relating to an alleged breach of a particular rule, regulation, policy, or practice at Plekhanov University in Dubai will be considered for formal consideration, as detailed below. All students have access to the grievance procedure if they have a complaint.

Plekhanov University in Dubai-D is dedicated to fostering a fair, safe, and supportive environment for all students. The University recognizes that students may occasionally encounter grievances related to their experiences. The following principles guide the grievance process:

● Timely Resolution: Plekhanov University in Dubai-D ensures that all grievances are addressed promptly. Students may contact the respective Head of Department for updates on the status of their grievance.

● Good Faith and Respect: All individuals involved in a grievance are expected to act in good faith and work towards an amicable resolution. Behaviour involving intimidation, harassment, threats, or any other offensive conduct is strictly prohibited.

● Privacy and Confidentiality: All parties are required to maintain confidentiality of grievance proceedings, except where disclosure is required by law.

● Fair Treatment: Students who submit a grievance will not face any disadvantage or retaliation as a result of lodging a complaint.

10.8 Complaint Handling

Plekhanov University in Dubai is committed to addressing student complaints with discretion and confidentiality to safeguard the interests of students, faculty, and staff. The process for handling complaints is as follows:

1. Acknowledgment: Students will raise a complaint via the Deputy Director for Academic Affairs.
2. Students will receive an acknowledgment email from the Deputy Director's Office confirming receipt of the complaint.
3. Assignment: The Deputy Director for Academic Affairs will review and forward the complaint to the relevant department or resolve it directly if necessary.
4. Notification: A notification email will be sent to the concerned department with a reference number and access details.
5. Resolution Timeline: The concerned office or school must provide a resolution within five (5) working days.
6. Reopening Complaints:

- If unsatisfied, students may resubmit within five (5) working days for reopening.
- After five (5) working days, reopening is not guaranteed.

7. Extended Resolution Time: If additional time is required, students must be informed by email.
8. Escalation: If no response is received within five (5) working days, the complaint escalates to the Directors' Office.
9. Access and Records: Only authorized staff have access. Records are retained for six (6) years in the registrar office.

10.9 Appeals for Grades

- Appeal submitted within 7 calendar days
- Reviewed by the Academic Affairs Unit
- Three-member committee evaluates work
- Final approval by Deputy Director for Academic Affairs
- Further appeal possible to Director (final decision)

Retake and commission rules apply for missed exams and repeated assessments. Decisions of commission retakes are final.

10.10 State Final Certification Appeals

Students may appeal exam procedures or results. Appeals commissions review cases within defined timelines. Decisions are final and may confirm, modify, or reject results.

10.11 Admission Test Appeals

Applicants may appeal entrance exam procedures or results through the Appeals Commission.

10.12 Appeals During Training

Appeals must be reviewed within 2 working days. Video evidence may be used. Results may be annulled if violations are confirmed.

11. Student Services

11.1 Student services and facilities

Unit Contact Details: The following table gives information regarding Plekhanov University in Dubai specialist units which students may wish to refer to during their studies.

Unit	**Email**
Finance and Accounting Department	Fin.Dep@reu.tech
Quality Assurance Unit	Quality@reu.tech
Public Relations, Marketing and Alumni Relations Unit	Public@reu.tech
International Relations Unit	Intern@reu.tech
UNESCO chair	UNESCO@reu.tech
Students and Faculties Development Unit	Students.Dev@reu.tech
Admission Campaign Unit	admission@reu.tech
Internship and Employment Unit	Internship@reu.tech
International Center for Demographic Studies	ICDS@reu.tech
Center for Islamic Banking	IBC@reu.tech
Mathematics Center	Math@reu.tech
Human Resources Unit	HR@reu.tech
IT-Provision and support Unit	IT-support@reu.tech
Legal Unit	Legal@reu.tech
Health and Safety Unit	Health@reu.tech
Campus Maintenance Unit	Maintenance@reu.tech
Student Affairs Unit	Students.Aff@reu.tech
Advisory Committee	Adv.Com@reu.tech
Academic Council	Academic.Council@reu.tech
Student Council	Student.Council@reu.tech
Library	Library@reu.tech
R & D	RD@reu.tech
General inquiries	info@plekhanovdubai.ae

11.2 Learning Support Centers

Throughout the year, workshops covering professional and personal development are arranged for students. Towards the conclusion of each degree program, seminars are organized to guide students on writing their CVs, interview preparation, understanding employer expectations, and even opening their own small business.

11.3 Personal Counselling

Plekhanov University in Dubai is dedicated to enhancing educational experiences and providing equal opportunities for students by offering counselling services that address academic and personal issues.

The University has established support systems that facilitate students in resolving their academic, professional, and personal problems.

The Student Affairs Unit serves as a source of basic counselling services for students in terms of administrative and academic affairs.

If any student exhibits signs of distress, they should seek counselling services from the Health and Safety Unit.

The Units offers confidential counselling and advisement to Plekhanov University in Dubai students. The services aim to reduce stress, enhance life quality, maximize academic and personal success, promote mental well-being, and encourage meaningful personal and academic development.

11.4 Academic Counselling

The Students and Faculties Development Unit aid students in obtaining a comprehensive education. The Academic Counselling process provides necessary help to students in reaching their full academic potential. Teaching staff take on the role of academic advisors, however, the ultimate responsibility for fulfilling degree requirements rests with the student only.

The Purpose of Academic Counselling is to:

- Help students understand their academic responsibilities, including course requirements, sequencing, and workload throughout their studies.
- Familiarize students with the credit system used at the university.
- Assist students in selecting the right courses to enhance their academic performance.
- Guide students on academic warnings and progression policies to ensure they stay on track.

11.5 Career Counselling

The Internship and Employment Unit is responsible for providing career counselling to students, alumni, and staff to aid in their career development and educational pursuits. The University works with potential employers to provide students, alumni, and staff with employment offers and career options. The University ensures students and alumni can access job searches, counselling, interviews, workshops, and links to employer databases and employment agencies. Moreover, the faculty and staff can also provide job references to students and potential employers, and potential employers may be asked to participate in online interviews.

Job Searches

- Professional Counselling.
- Employment interviews.
- Employment workshops.
- Links to Employer Databases.
- Links to Employment Agencies.

12. Facilities

Prayer Rooms

Prayer room for women and men is available at Dubai Knowledge Park. And it is available for Plekhanov University in Dubai students. Also, there are two designated prayer rooms within the campus.

Computer Laboratories

Computer laboratories are located within the campus at Plekhanov University in Dubai.

Recreational Facilities

There are various recreational zones for students are located at Plekhanov University.

Dining Services

It is strictly prohibited to consume food in the classrooms and lecture halls. However, Dubai Knowledge Park features numerous food options, and multiple eateries and convenience stores.

Health services

All the mandatory medical requirements are thoroughly discussed with the students during their orientation course, ensuring their awareness of the health insurance throughout their academic tenure for their safety.

Plekhanov University in Dubai is well-equipped with first aid supplies. A Health and Safety Officer is available to assist Plekhanov University in Dubai students in the event of an accident or injury on campus. In case of severe emergencies, the first aid representative can arrange for an ambulance. (For more details see: Health and Safety Manual).

All students are required to hold valid medical insurance for the duration of their studies. The counselling services offered by the University are supportive in nature and do not constitute medical treatment.

12.1 Assistance to Students with Health Conditions or Impairments

Plekhanov University in Dubai campus facilities assist students with health conditions or impairments by providing ramps and lifts to facilitate wheelchair movement and extra restrooms.

Appropriate Use of Institutional Facilities, Electronic Resources & Media

In order to support the university's mission and objectives in education, training, academic research, and governance and administration, it is essential to establish a robust information technology infrastructure. Plekhanov University in Dubai objectives include:

- Ensuring that the IT system is dependable, constantly available, and consistent;
- Upholding the same fundamental values and principles that guide other University facilities and services;
- Ensuring that the University's IT infrastructure is exclusively used for its intended purpose;
- Developing measures for addressing policy violations and enforcing corresponding consequences.

12. IT & Learning Resource

12.1 Information about the LRC/Library

Plekhanov University in Dubai provides a well-equipped learning environment to support teaching and learning. This includes classrooms for lectures, training sessions, and independent study, as well as a computer laboratory.

To enhance learning and research, Plekhanov University in Dubai offers modern educational tools, including personal computers with pre-installed software, internet access, printers, multimedia systems (such as projectors and screens), and whiteboards. Students also have access to the university's electronic information and educational resources, ensuring a comprehensive and well-supported academic experience.

Plekhanov University in Dubai offers students access to three types of libraries:

1. Digital Libraries

The following electronic library resources are available through Moodle:

- Biblioclub
- IBooks
- ROS Edu

How to access the libraries:

- Log in to Moodle.
- In the top navigation menu, select Digital Libraries.
- Choose the required library from the dropdown menu.
- The selected resource will open in a new tab, allowing you to continue working in Moodle.

Please note:

- The electronic libraries are accessible from any course page in Moodle.
- When accessing some resources for the first time, you may be asked to complete a one-time registration or create personal login credentials.
- After registration, please use your username and password for future access.

2. Pearson eLibrary (VitalSource)

The Pearson eLibrary, hosted on the VitalSource platform, will be available to students starting 1 September 2026.

3. Physical Library

A physical library is also available for student use in the Faculty Office.

12.2 Utilization of LRC Materials

- It is not permitted to engage in any activity that could irritate or bother other users or endanger the LRC's resources or operations.
- The appointed staff at the LRC must be informed of any lost or damaged library books or materials in order to arrange for the proper replacement and repair.
- Books and any materials borrowed from the LRC must not be transferred to anyone else.
- On or before the due date the borrowed material should be returned.
- Borrower must replenish the lost or damaged material at their own expense.
- Smoking, eating, and drinking are prohibited in all areas of the library.
- Talking with telephone is prohibited in LRC.
- Electronic devices, such as mobile phones, cameras, or personal music players, are not allowed in the library without permission from the librarian.

12.3 Fines / Charges

Failure to extend or return borrowed materials by the specified date will result in a fine, the rate of which will be based on the library's policy.

12.4 Library Loans

Borrowing:

Resource	Quantity	Duration
Books	2	One week (7 days)
Course Books (Textbooks)	2	One week (7 days)
Course Books (Reference Books)	-	Only in Library
Magazines/Journals	2	One week (7 days)
Online Resources	Unlimited	Unlimited

Reservation of Books

- When library materials are on loan they may be reserved.
- Within 24 hours after notification, the reserved material is picked up from the library. If not, the reservation will be forfeited.

Return of Books

- On or before the due date as indicated on the library borrower's card, books are to be returned. As a result, the user will receive reminders.

Renewal of Books etc.

- Books can be renewed twice for a total of 7 days each time.

Fines / Charges

- Any borrower who fails to extend or surrender borrowed materials by the date it is due, borrower is subject to a fine based on the rates below.

Resource	Fine
Books	Fils 50 per day
Course Books (Textbooks)	Fils 50 per day
Course Books (Reference Books)	Fils 50 per day
Magazines/Journals	Fils 25 per day

Lost or Damaged Library Materials

- Borrowers are given 30 days to replace lost or damaged materials at their own cost. Suppose the borrower is unable to replace the material within the designated time. In that case, the librarian will begin to purchase a replacement, and the borrower will be charged the actual price of the material plus an additional cost of freight and handling charges.

12.5 IT Facilities

The Plekhanov University in Dubai offers an internet-based library and resource center that enrolled students, alumni, faculty, and staff can access. The library holds a range of applicable electronic and print resources, including a range of applicable electronic and print resources. For any issues related to ITC infrastructure please visit the IT-Provision and Support Unit.

12.5.1 General Guidelines

- The Plekhanov University in Dubai offers computing resources to support university operations for students and staff. The following principles and regulations outline acceptable and unacceptable use of the computing facilities and services:
- Gaming activities are prohibited on Plekhanov University in Dubai computing facilities except when required for research, assignments, or approved university activities.
- Using computing resources for illegal or unethical activities or personal or leisure purposes is not permissible.
- Violations of the ethical code may result in disciplinary action by the university. Upon disclosure of the information on any illegal activities the University shall also transfer all the relevant information to the police in order for the criminal case to be initiated.
- Users are responsible for compliance with IT legislation and cannot claim ignorance of the rules as a defense.
- IT accounts are authorized individually for students and staff and are created by IT staff.
- Users are accountable for their account's content and use and must not share passwords with others.
- Users must not compromise the reliability of the University's computing resources, attempt to hack, or disrupt computer systems or install unauthorized or unlicensed software and computer viruses.
- Illicit access or tampering with data owned by other users is prohibited.
- Users must not use the computing resources for creating or sharing abusive, indecent, or harassing materials.
- Any activities that disrepute the university's reputation is prohibited.
- Connecting any device illegally to the university network other than in designated areas is forbidden.
- Plekhanov University in Dubai may modify these rules and regulations as needed.
- Using computing resources for personal or private business purposes is prohibited.

12.5.2 Principles and Regulations for use of E-mail

The proper use of email can enhance communication, reflect positively on Plekhanov University in Dubai, and minimize liability risks. It is essential to be mindful of the potential consequences of email messages, which may be used as evidence for agreements or viewed as highly offensive. Encrypted data should not be used when transmitting emails that others can view.

Under the Data Protection Act, Freedom of Information Act, and legal proceedings, email messages are subject to disclosure, like other records. Spam is prevented, viruses are scanned, and data is monitored by Plekhanov University in Dubai on-site. However, the email content is not checked unless deemed necessary.

Plekhanov University in Dubai has established guidelines for appropriate email use:

- Email access is offered to students and staff to support the University's normal operations, including educational, research, and administrative functions.
- Occasional personal use is permitted as long as it consumes minimal resources, does not impede academic or work performance, is not for personal business purposes, and does not constitute any unlawful or immoral acts.
- Email "lists" (e.g., all students or staff) should only be used for legitimate business. They should not be utilized to have political debates or to promote ideology and/or religious views.
- "Classified advertisements "should not be sent through email (e.g., room for rent, items for sale, etc.)
- Email should not be used to send classified material.
- Each user is accountable for their account's data, including use. Passwords should never be given out to anyone.
- Email should not be utilized for any unlawful or unethical purposes or substantial personal usage.
- Email-based commitments may be contractually enforceable.
- It is forbidden to transfer emails that include derogatory or disturbing material. If you receive such an email, immediately notify your Head of the Unit.
- Do not transmit or forward viruses-infected chain emails and spam mail.
- Don't try to impersonate email communications.
- When sending an email, don't try to hide your identity.
- Do not use another person's work or personal email account to send emails.
- Email should never be used to obtain or share copies of copyrighted software illegally.

12.5.3 Guidelines for use of the Internet

- Students can use the Internet to facilitate their academic, research, and administrative activities.
- Plekhanov University in Dubai keeps tabs on internet usage to gather data. Individuals' personal use of the Internet is not monitored, although the University reserves the authority to do so if required.

The institution considers the recommended and unacceptable principles for accessing the Internet appropriate. They are as follows:

- Occasional personal use is permitted as long as it consumes a few resources, does not impede academic or work performance, is not for personal business purposes, and does not constitute any unlawful or immoral acts.
- Each user is accountable for their account's data. Passwords should never be given out to anyone.
- Internet users should be extra cautious when transmitting highly confidential information. Credit card information should be transmitted with extreme caution.
- Internet access is delivered through a proxy server. In rare instances, direct Internet access may be required; in these cases, requests for direct access should be addressed to the IT Manager for approval.
- Internet users must use extra discretion to guarantee that copyright or other intellectual property rights are not infringed upon.
- Internet usage should follow the University's policies and procedures.
- Plekhanov University in Dubai cannot ensure that users will not be exposed to potentially offensive information.

12.6 Disciplinary Action

Students that violate these principles may face disciplinary action for misconduct.

Terms & Conditions of Use – User Acceptance

Before beginning work, each user of Plekhanov University in Dubai IT systems will sign a written agreement. Before using any of these systems, users must agree to the terms and conditions of any IT policy.

The Plekhanov University in Dubai is committed to providing computing resources, including Email and Internet access, for students to promote the aims of Plekhanov University in Dubai and to facilitate education, research, and administration. The facilities are not available for external projects or work activities not associated directly with the University. Facilities may not be used for any form of personal financial gain.

Existing norms of behavior apply to computer-based information technology just as they would apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable. Due to legal and ethical requirements, it is necessary to constrain users of Plekhanov University in Dubai computing facilities by developing an Acceptable Usage Policy.

The Policy reflects the ethical principles of Plekhanov University in Dubai and outlines the legal responsibilities of those using IT services. Persons breaching this Policy may find themselves subject to the University's disciplinary and/or criminal procedures. The Policy applies to all IT Facilities and Services available to users.
Continued access to or use of the IT Facilities and Services shall constitute your consent to such change.

All individuals using any of the Plekhanov University in Dubai IT Services, including those with their equipment connected to the University's network, must abide by the terms of this Acceptable Use Policy and any other procedures in this document which may apply.

12.8 General provisions

University students should respect the traditions, history, symbols of the University, strictly comply with the requirements of the Charter, internal regulations, rules of residence in the dormitory, other local acts, and regulatory requirements of the University.

This Code applies to every student at the University, regardless of the program / specialty and form of study. This Code defines the ethical standards and behaviour of a university student from the moment of enrolment to the moment of graduation. University students are conscientious about all types of training sessions and all forms of control provided for in the curricula of programs and specialties.

The basic principles proclaimed by the Ethical Code of a University are benevolence, equality, mutual respect, freedom of speech and expression, honesty, and good faith.

Nothing in this Code can be interpreted as granting anyone the right to perform actions contrary to these principles or to rise above them.

12.9 General Principles

Users of the LRC should:

- Take care of the documents received in the funds of the LRC, the premises and the equipment and other property of the LRC installed in them.
- Use the Internet, computer equipment and other technical means provided by the LRC exclusively for educational and scientific purposes;
- Upon receipt of the documents in the funds of the LRC, carefully check them and, if any defects are found, inform the employee of the LRC, otherwise, the user is responsible for the damage of the documents, who worked with the document last;
- To return the documents received from the funds of the LRC in the established deadlines.

12.10 Penalties

A user who has violated the Rules for Using Library Resources or caused damage to the property of the library complex is liable in accordance with the legislation of the UAE, the Internal Regulations of the University and the Rules for Using the LRC.

A user who has lost documents or caused irreparable harm to them is obliged to replace them with identical or equivalent documents recognized by the LRC, or to compensate for the damage by paying monetary compensation (to pay the current market value of the lost documents, damaged equipment).

For using someone else's ID, working in a computer network under someone else's username and password, systematic violation of the terms of use and repeated loss of them, refusal to pay compensation, the reader may be deprived of the right to use for a period of 1 to 6 months by the decision of the administration of the LRC.

12.11 Other Offenses

- Disruption/Obstruction: Defined as meddling with or hindering University operations or activities. It includes arguing, feuding, bad behaviour, or excessive noise complaints are all examples of disrupting the University's peace and good order.
- Possession of Dangerous Weapons: Carrying of a firearm, munitions, dangerous substances, illegal knives, or any other deadly instrument on University grounds without authorization.
- Possession of Controlled Substances: On the University grounds, use or sale of any psychotropic substance.
- Use of Alcoholic Beverages: carrying, sale and drinking alcoholic beverages in University premises.
- Failure to Appear: Failure to attend or schedule a hearing as requested by University authority or police.
- Violation of Established University Policies and Procedures: Breach of University policies and procedures as defined in the student handbook.
- Aiding and Abetting: Aiding, employing, or influencing another person to disobey the code. Student disciplinary policies, and grievance and/or appeal procedures with timelines.

The ethical code is defined in the Plekhanov University in Dubai Rules, which sets out the rights and responsibilities of students, lists prohibited actions and penalties for breaches of discipline.

The student has the following rights:

- Choice of educational program and form of study;
- To study according to an individual study plan;
- Provision of conditions for learning taking into account the peculiarities of psycho-physical development and state of health;
- Participation in the shaping of his or her vocational education;
- Choice of optional and elective subjects;
- Respect for human dignity, protection from all forms of physical and psychological abuse, and protection of life and health;
- Freedom of conscience, information and the free expression of their views and beliefs;

A student is obliged to:

- Attend classes conscientiously, to master in depth the theoretical knowledge and practical skills in the chosen specialty;
- Respect the personal dignity of students, teachers and staff;
- Take an active life position, to report the arising problems to the administration and student council;
- Have a careful and tidy attitude towards the classrooms and equipment;
- Follow moral and ethical standards and rules of conduct;
- Comply with the requirements of fire safety, occupational health and safety on campus.

In case of violation of the Internal Regulations, a student may be verbally reprimanded or put on record. In case of a repeated violation of the rules, the student may be expelled.

In order to comply with academic ethics, all written works of students (essays, term papers/course projects, final qualification works, articles, etc.) are checked by teachers for incorrect borrowing. Teachers use https://rea.antiplagiat.ru/, a software tool for checking and detecting legitimate and illegitimate borrowings in the documents being checked, indicating their volume and sources.

13. Health and Safety

13.1 Information on safety issues

To articulate the methods or systems established by Plekhanov University in Dubai to guarantee that educational undertakings, encompassing learning, are supported by a secure, nurturing, and healthful environment. (For details see Health and Safety Manual)

- All furniture, furnishings, and fittings must be kept clean;
- Waste materials must not be permitted to gather in the workplace unless properly disposed of;
- The temperature of the room must ensure the thermal comfort;
- To guarantee safe work, proper ventilation and enough illumination are maintained;
- Exit signs shall be visible and automatically switch on in case of a cut-off in electricity; exit doors should not be blocked. Corridors should be free from obstacles in case of emergency evacuation;
- Lighting shall be sufficiently bright and ensure clear visibility
- Controlled and restricted access areas shall be clearly labelled; Student and Employee Safety

13.2 Mental or Bodily Harm

- Deliberately causing mental or physical harm to another individual.
- Doing any reckless, but not unintentional action that could cause mental or bodily injury to anyone.
- Any act that degrades, humiliates, or shames another person.
- Discrimination: Defined as a deliberate prejudice against someone nationality, ethnicity, creed, national origin, gender, age, or disabilities.
- Destruction of Property: Defined as the deliberate and careless action that causes damage to the University property or the property of any person or business by ruining, vandalizing, or meddling with it.
- Theft: Defined as stealing of property or services from any person or business on University property, or the planned theft of property or services from anybody on University property.
- Possession of Stolen Property: Defined as carrying goods that the owner suspects are stolen and could be identified as belonging to the University or another person or organization.
- Forcible Entry or Trespass: Defined as the forceful or unlawful entry into any building structure or in university premises.
- Unauthorized Use of Property or Service: Defined as the illegal use and possession of university property or another person's property.
- Unauthorized Use of University Keys: Use, sale, replication, or custody of any key(s) issued for any building, facility, room, or other University property without authorization.
- False Report of Emergency: Creating, disseminating, or causing a false claim or alerting of a fire, bomb, crime, or other disaster.
- Misuse of Safety Equipment: Unlawful use or modification of firefighting, safety, or other emergency equipment.

13.3 Emergency situation training

Plekhanov University in Dubai education and training for staff and students are conducted regularly and as required.

1. Orientation;
2. Emergency Preparedness;
3. Fire safety;
4. General health, safety, and environmental issues;
5. Aggression and Violence Management.
6. All occupational hazards should be identified, minimized, and controlled as stipulated in the Plekhanov University in Dubai;
7. Any injury shall be reported and managed accordingly;
8. Eating or storing foodstuff in classrooms are not allowed to prevent pest infestation and odour.

13.4 Disaster Management and Control

In case of a Bomb Threat

The person receiving the call should:

Listen – Do not interrupt the caller. Keep the caller on the line as long as possible and note the caller's voice characteristics, speech patterns, language proficiency, manner of speech, and background noise.

Attempt to ask the following questions:

- When will it go off?
- Where has it been placed?
- What does it look like?
- Why are you doing this?
- What type of explosive was used?
- Who are you?

Call Dubai Police and Civil Defense (997) immediately after the caller hangs up.

- Do not discuss the call with other persons.
- Determine the best course of action based on feedback from security or Dubai Police.
- If a decision is made to evacuate, relay information to the respective emergency coordinator.
- If a search of the building is conducted and a suspicious item is located: Dial Security Control Room.
- Provide the following information:
- Building number and address;
- Exact location within the building;
- Description of the suspicious item;
- Your name and phone number.
- Do not touch or handle suspicious items and keep the area clear of all personnel.
- Notify Security or other site responder of the description and location of the item.
- Report the incident to Security Control Room and carry out investigation, as needed.

In case of Terrorist Threat / Civil Disturbance

Persons near a Civil Disturbance should:

- Leave the area immediately.
- Do not argue or engage in conversation with the participant(s). If pursued by group of protesters, walk calmly to a populated area and report to DHCA Emergency Response Team and Dubai Police as soon as possible.
- Report disruptive circumstances to DHCA security.
- If the situation turns violent or weapons and explosives are visible, immediately lock all doors; call Security Control Room.
- Remain in your office, classroom, or work area. Stay away from windows and exterior doors.
- Remain inside the building, unless instructed by Security or Dubai Police.
- Always carry your student ID, as most buildings are placed in surveillance during the duration of the event.
- Parking garages may also have restricted access, so determine alternative parking areas or identify other means of transportation that do not require parking.

If threatened by an individual or Witness to a Threat:

- Protect safety of self and others (withdraw if possible; get under desk or table; lock door to office; exit building if able to do so).
- Attempt to notify others in the area of threat and increase distance between yourself and the person
- Dial DHCA Security Control Room or direct someone else to do so.

Provide the following information:

- Building number and address;
- university name;
- exact location within the building;
- nature of the threat or incident;
- description of person, if known;
- your name and phone number;
- notify your immediate supervisor or manager;
- remain calm and non-threatening.

If a weapon is involved:

- Cooperate fully with all demands.
- Do not try to grab the weapon or overpower the person.
- Do not make any quick moves; always explain your movements.
- Listen to what the threatening person says; be supportive and empathetic.
- Note physical description of person (sex, age, height, weight, and clothing distinguishing scars or marks).
- Report the incident to and carry out investigation, as needed.

In case of an Earthquake

- Drop, cover, and hold under the study desk or table, holding on to one of the legs or the top. Be prepared to move with the table or desk.
- Do not evacuate buildings unless instructed or if the fire alarm sounds. If instructed to evacuate, follow the evacuation guidelines. Remember, most earthquake-related injuries occur from falling objects outside the building.
- Assess the condition of your co-workers. Call the Security Control.
- Stay alert for aftershocks.
- Do not use phones except to report emergency conditions, as you may limit rescue communications.
- Do not attempt to leave work until you are instructed to do so. Make sure the roads you access to get home are, in fact, undamaged and traffic is moving.

If you were outside the building:

- Move away from trees, signs, buildings, electrical poles and wires;
- Protect your head with your arms from falling bricks, glass, plaster, and other debris;
- Move away from fire and smoke;
- Stay alert for further instructions.

Fire Response

- Person discovering the Fire should follow the procedure as shown in figure below:
- Rescue people who are in danger if it is safe to do so
- Activate the alarm by:
- Alert others in the area.
- Activate the nearest fire alarm or direct someone else to do so.
- Alert Security Control Room.

Provide the following information:

- Building number and address, including the nearest cross street(s).
- University Name.
- Exact location within the building.
- Confine the fire by closing the doors in the fire area.
- Attempt to extinguish the fire with fire suppression equipment only if it is a small fire, and you are trained and can do so safely. If the fire cannot be readily extinguished, evacuate immediately following the evacuation procedure.

To extinguish the fire, follow the procedure as shown in figure below:

- Pull the safety pin and release lock latch or press a puncture lever.
- Aim the extinguisher at the base of the fire.
- Squeeze the handle of the fire extinguisher.
- Sweep from side to side at the base of the flam.

13.5 General Evacuation Procedure upon activation of Fire Alarm

You should:

- Leave the building immediately using the nearest emergency exit.
- Do not use elevators.
- Keep to the right in hallways and stairways and use handrails.
- Close all doors as you exit.
- If you encounter smoke, find an alternate exit, or place the cloth over your mouth and nose to make breathing easier. Crawl along the floor, close to walls, to help provide direction to the exit.
- If trapped in a room, place cloth material (dampened if possible) around or under the door to prevent smoke from entering. Use masking or another tape (if available) to mark a large X on a window to notify fire authorities of your presence.
- Before opening any door, place one inch from the door (DO NOT TOUCH DOOR) near the top to check for heat. If the door feels hot to touch, fire or smoke is on the other side, and the door should not be opened.
- If forced to advance through flames, move quickly, cover head/hair; keep head down and eyes closed as much as possible.
- Once safely evacuated, move away from the building, proceed to the building-designated assembly points, and report to your emergency coordinator.
- Do not re-enter the building until advised it is safe to do so by your emergency coordinator or Security or by government rescue officials.
- Plekhanov University in Dubai shall ensure that a minimum of one trained fire warden and first aider is available and that all employees are provided with orientation and training in terms of their responsibilities during an emergency, the locations of exit routes, alarm signals, fire extinguisher locations, as well as hazardous material information and documented in their files.
- Plekhanov University in Dubai shall ensure the conduct of periodic emergency drills to allow employees to practice emergency procedures under simulated conditions at least once per year.
- Plekhanov University in Dubai shall participate in external and internal emergency drills as scheduled, coordinated, and conducted with on-site building management personnel.
- Reports of the drill shall be maintained and analyzed; areas for improvement should be acknowledged and acted upon accordingly.

13.6 Utility System

- Safe and reliable operation of all utilities and utility systems such as emergency power systems, electrical distribution, emergency power, heating, ventilation and air-conditioning, plumbing, and facility communication systems shall be ensured by Plekhanov University in Dubai leadership by the following:
- Preventive Maintenance Plans for ensuring ongoing performance and reliability of utility systems;
- Adequate filtered cold drinking water facilities should be provided. Water should be easily accessible for disabled persons.
- Cool drinking water should be regularly inspected and well maintained to prevent contamination.
- Drinking water should only be provided in a contracted water supplier's refillable closed and sealed container.
- Disposable drinking cups are provided solely for their purpose.
- AC should be frequently maintained and inspected.
- Correct temperature, humidity, and airflow shall be provided to ensure a comfortable environment inside the facility, regardless of the climatic conditions outside.
- The management and maintenance of systems shall address system performance, air balancing, smoke control, filters, and servicing.

13.7 Electrical Safety

- All electrical sources within Plekhanov University in Dubai must meet local regulations and standards to ensure the health and safety of each person are not compromised.
- All electrical panels must be visibly labeled on the external surface of the panel door. The label must state "electrical hazard," including the international safety symbol for electrical sources.
- Electrical Safety checks should be included with the annual service of the equipment, and a separate printout of this should be retained for records. Electrical Safety checks should include measurement of electrical earth integrity, conductor continuity, and insulation inspection.
- All maintenance, calibrations, repairs, and safety checks must be clearly and thoroughly documented in in-service reports.
- It is forbidden to replace burnt-out fuses or fit fuses which have a higher rating than the specified rating.
- During breaks in work and also when work is finished for the day, lighting and electric appliances are to be switched off.
- Electrical sources, cables, boards, and appliances should be kept safe from water sources. Electrical devices designed to be near or contain water must be maintained safely, as the manufacturer recommends.

13.8 Elevator Failure

- Stay calm and do not panic.
- If you are trapped in an elevator, use the emergency telephone to call for assistance.
- If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.
- Elevators should be regularly maintained by a third party, and the owner/tenant should have a copy of the preventive maintenance report.

13.9 Gas Leak

- If any gas is smelt or there is suspicion of a leak:
- Cease all operations immediately;
- Do not switch lights on or off;
- Notify the Security;
- Evacuate as soon as possible.

13.10 Ventilation / Odour Problem

If an odour comes from the ventilation system:

- Immediately notify building and DHCA Security and HSE department;
- If necessary, cease all operations and evacuate area;
- If smoke is present, activate the fire alarm system by pulling the pull station.
- Information on the content of student records, and the privacy protections which the institution has in place as well as the circumstances under which a student's record can be released
- In accordance with the CAA 2019 standards, Plekhanov University in Dubai has processes in place for managing and storing educational records and other student data.

14. Financial Policies

14.1 Payments Plan

All tuition fees must be paid no later than 5 working days before the beginning of each academic year or semester. Failure to pay tuition within the time limit specified in the tuition contract may result in expulsion of the student.

In case of the student's voluntary withdrawal or expulsion due to academic failure, Plekhanov University in Dubai will refund the tuition fee to the student in proportion to the remaining time in the semester from the date of the dismissal order.

Three payment options are offered to the students:

- For the entire study period;
- For one year of study;
- For one semester.

14.2 Refund Policy

To withdraw from the University, the student needs to visit the students and faculties development unit and submit a refund application by filling in the related form. The students and faculties development unit arranges the refund approvals from the University Director before forwarding the same request to the Finance and Accounting Department for processing the payment. The Finance and Accounting Department will have up to 2 weeks to initiate the payment.

The refund is applicable just to tuition fees and it’s not extended to any other expenses incurred by the student.

Students who withdraw prior to the commencement of the semester will receive a full refund of the tuition fees paid.

If students withdraw within two weeks of the semester commencement, the University will refund just 75 % of the tuition fees.

After two weeks from the semester commencement the student is not eligible for any refund. A student who is expelled from the University for disciplinary reasons is not entitled to any refund.

14.3 Adjustments of charges

- All tuition and service fees by Plekhanov University in Dubai are approved by the Academic Council of the University. Plekhanov University in Dubai review its tuition and service fees annually and may recommend and amend an increase of the tuition and service fees to existing students in accordance with the Terms and Conditions contract (signed by all students). Changes in tuition and service fees are effective on Fall semesters of every year. All tuition and service fees are listed in the university website. Plekhanov University in Dubai reserves the right to include additional fees to existing students to meet certain higher education needs and expectations
- Plekhanov University in Dubai shall maintain records of the results of the educational programs of students and the information on these results on paper and electronic media in accordance with the Procedures for archiving information on the results of the educational programs of students and the encouragement of students on paper and (or) electronic media.
- The student's electronic records are stored on the Branch server for the duration of the training and one calendar year after the date of completion. The Branch ensures that all electronic records are remotely and continuously backed up electronically.
- The job descriptions of the staff-members and educators at the Branch contain a clause on the responsibility for non-disclosure of students' personal data.

15. Student Records

A personal file contains:

- An internal inventory of documents;
- An extract from the enrolment order;
- Application for admission and/or transfer;
- Copy of the identity document;
- Certificate of the results of examinations
- Statement of consent to enrolment;
- Original and copy of the document on education and/or education and qualifications and the certificate of equivalence (if applicable);
- The student's consent to the processing of personal data, authorized by the personal data subject for distribution;
- Copies of contracts, additional agreements for the provision of billable educational services
- Copy of the document on the change of the surname / name / patronymic (in case of mismatch of the data in the application and submitted education document).
- Passport Copy
- Emirates ID
- Fee information

The personal file of a student shall be kept (supplemented with documents) for the entire period of study until his/her expulsion due to graduation (or other reasons). The staff of the Student Affairs Unit shall be responsible for the maintenance and storage of personal files of students during the whole period of study until the transfer of personal files to the archive. In the course of storage, personal files shall be kept in conditions that ensure their safety and protect them from damage and exclude their loss. After the completion of training, a personal file of the student is to be supplemented with training card (matricula), containing information about the student and the results of passing all types of certification exams (tests), a copy of the diploma and its annexes and shall be transferred to the archive. In the archive personal files of students are stored for 5 years. Also, the graduate qualification works of students (storage period 5 years), the record book of meetings of the state examination boards on the defend of graduate qualification works and the book of issuing diplomas (storage period 5 years) are transferred to the archive.

The coursework/course projects of the trainee shall be stored in the Student Affairs Unit for 2 years.

Plekhanov University in Dubai shall record the results of the students' completion of educational programs and store information on these results on paper and electronic media in accordance with the Procedure for archiving information on the results of the students' completion of educational programs and encouragement of students on paper and (or) electronic media.

Paper records of information on the results of the development of educational programs by students shall include:

- Examination and pass-fail assessment records;
- Individual study cards of students (matricula);
- Records of meetings of the state examination boards on the defense of graduate qualification works by the students;
- Documents of higher education and qualifications (hereinafter referred to as diplomas) and their annexes;
- Documents confirming period of education (academic transcripts);
- Individual study plans;
- Orders and instructions regarding the contingent of students.

The electronic media of record of information on the results of students' learning of educational programs include:

- Automatic identification system (AIS) Plekhanov University in Dubai databases that contain information on the results of interim and final attestations of students;
- An electronic record book (contains information on the name of the discipline, its workload, grade, date of examination, name of the professor/teacher; the information is entered by the staff of the Student Affairs Unit);
- Electronic portfolio of the student (formed by the student independently, includes the work of the student with reviews and evaluations (mandatory) and the results of extracurricular activities (optional) and is placed in the internal network of the Branch).

15.1 Student Record Release Policy

Plekhanov University in Dubai upholds the fundamental rights of privacy, data protection, and the welfare of students and the institution. Confidentiality is maintained for all academic documents, including grades, transcripts, and disciplinary records. Plekhanov University in Dubai strictly forbids the disclosure of such information without the student's explicit consent.

Third-party access to student records may only be granted with the student's authorization. The university reserves the right to share this information with immediate family members and sponsoring entities.

Authorized Plekhanov University in Dubai staff are the only individuals with official responsibilities who may gain access to student documents. This is carried out to facilitate the students' advancement, registration, degree completion, educational advice, and career advice.

Each student at Plekhanov University in Dubai is permitted to review and monitor their academic records, including grades. In case of any inaccurate information, violation of privacy, or errors, the student is given the autonomy to request modifications in their educational records.

15.2 Student Information Release Procedure

Students can gain authorization to disclose their academic records to an external party by submitting a formal application to the Head of Student Affairs Unit. The inspection will be granted at the university's regular operating hours and under suitable management.

In the event of errors, misleading data, or a violation of privacy rights, students can request that the academic institution modify the educational records. Should students perceive that their rights concerning the disclosure or access of their academic records have been violated, they can file a complaint following the University Grievance protocol.

Visa Compliance

The UAE government mandates that both the University and its students adhere to the student visa conditions. The student has the responsibility to guarantee compliance with all the visa requirements. The University is legally obligated to notify authorities of any students who fail to comply with rules and regulations and will not violate any specified standards under any circumstances.

16. Communication Policy

All official communication between the University and students is conducted through the official university email system, including but not limited to:

- academic.department@reu.tech
- admission@reu.tech

Students are responsible for regularly checking their university email accounts and staying informed about academic updates, announcements, schedules, and other official communications.

17. Final Statement

This handbook presents policies and regulations which are developed to comply with MOHESR and KHDA and Ministry of Science and Higher Education of Russian Federation. These policies and regulations are reviewed regularly.