

Student Wellbeing and Safety Policy

Policy Owner	Vice Chancellor for Academic Affairs	Responsible Office	Deanship of Student Services
Approved By	Chancellor	Effective Date	October 2024
		Next Review Date	October 2027

The policy reflects Ajman University's commitment to a safe and supportive campus. It includes policies for bullying, cyber bullying, online grooming, criminal and sexual exploitation, domestic abuse, substance misuse and gang activity.

This policy applies to all AU Students.

University: Ajman University

DSS: Deanship of Student Services

Chancellor: University Chancellor

Student: All students enrolled at the University irrespective of their level of study, including the College of Dentistry internship students.

This policy aims to ensure that no AU student is subject to bullying of any nature so that they are treated with dignity and respect in a safe and civil environment.

Bullying: Is the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate which undermines, humiliates or injures the person on the receiving end.

It is prohibited to encourage or to be involved in any act individually or in conjunction with a group to undermine, humiliate or injure a student or other members of AU community.

- Students have a right to complain if they are treated in a manner that they believe constitutes bullying.
- Complaints must be reported to the Dean of Student Services.
- Dean of Student Services examines the complaints then reports them to the Legal Advisor with sufficient details.
- The Legal Advisor reports the complaints to the Chancellor or the concerned authority, if deemed necessary.
- The Chancellor will advise the Student Disciplinary Committee to investigate the matter.

This policy aims to ensure that no AU student is subject to cyber bullying of any nature so that they are treated with dignity and respect in a safe and civil environment.

Cyberbullying: Is a form of bullying or harassment using electronic means.

AU will not tolerate lewd, stalking, harassing, bullying or otherwise intimidating others using any information technology device, computers, social media or social networking websites.

- Students have a right to complain if they are treated in a manner that they believe constitutes cyberbullying.
- Complaints must be reported to the Dean of Student Services.
- Dean of Student Services examines the complaints then reports them to the Legal Advisor with sufficient details.

- The Legal Advisor reports the complaints to the Chancellor or the concerned authority, if deemed necessary.
- The Chancellor will advise the Student Disciplinary Committee to investigate the matter.

This policy aims to outline all the prohibited actions, behaviors, and attitudes whether verbal, virtual, or physical that constitute sexual harassment and exploitation, and to ensure the safety and welfare of students who to disclose or make a complaint about sexual harassment or exploitation.

Sexual exploitation: forcing (coercing) a student or taking advantage of a student's circumstances or needs to gain sexual favors as payback.

Sexual harassment: unwelcome or offensive sexual behavior that is repeated or is significant enough to have a harmful effect on an individual's wellbeing.

Ajman University prohibits any behaviors that constitute sexual exploitation or harassment that might include (but are not limited to) any of the following actions:

- a. Repeated unwelcome questioning about personal matters.
- b. Any physical acts of a sexual nature.
- c. Unacceptable comments or remarks of a sexual nature.
- d. Comments about an individual's gender or sexual orientation.
- e. Texting or emailing content or images of sexual nature
 - Students have a right to complain if they are treated in a manner that they believe constitutes sexual exploitation or harassment.
 - Complaints must be reported to the Dean of Student Services.
 - Dean of Student Services examines the complaints then reports them to the Legal Advisor with sufficient details.
 - The Legal Advisor reports the complaints to the Chancellor or the concerned authority, if deemed necessary.
 - The Chancellor will advise the Student Disciplinary Committee to investigate the matter.

This policy aims to outline all the prohibited actions, behaviors, and attitudes whether verbal, virtual, or physical that constitute or encourage criminal or gang activities.

Criminal activity: an act that has the potential of causing serious physical, mental, or psychological harm or injury and that is committed in violation of a law.

Ajman University prohibits any behaviors that constitute or encourage criminal or gang activities that might include (but are not limited to) any of the following actions:

- a. Acting in a way that can inflict physical, mental, or psychological harm upon any other person.
 - b. Making acts of extortion or threat of criminal nature.
 - c. Wearing or displaying clothing or jewelry that are associated with membership or affiliation with gangs or such organizations.
 - d. Using any speech or act in support of gang or criminal activity.
 - e. Committing any other illegal act or other violation of Ajman University's policies.
- Any University of Ajman's student can report any criminal, gang activity or behavior witnessed inside the University's campus.
 - Behaviors and signs that suggest membership of a gang or advocating gang membership or behaviors must be reported to the Dean of Student Services.

- The Dean of Student Services examines the complaints then reports them to the Legal Advisor with sufficient details.
- The Legal Advisor reports the complaints to the Chancellor or the concerned authority, if deemed necessary.
- The Chancellor will advise the Student Disciplinary Committee to investigate the matter.
- Observation or complaints related to more serious gang or criminal activities must be reported to AU Security.

The University condemns domestic abuse in all forms. The University believes that every member of the University who is experiencing, or has experienced, domestic abuse should be enabled to disclose. The University is committed to dealing with any such disclosure in a supportive and confidential manner.

This Policy applies to all students at the University. The Policy applies to both victims and perpetrators of domestic abuse. It also applies equally to ongoing (current) domestic abuse, or that which has taken place in the past that affects an individual's ability to study.

Any incident or pattern of incidents of controlling, coercive, threatening behavior, violence or abuse between those who are or have been, intimate partners or family members. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

In association, the definition states that controlling behaviour is:

‘A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour’

And that coercive behaviour is:

‘An act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim’.

Students who are experiencing domestic abuse will be supported by the University to maintain study while dealing with their circumstances.

The University seeks to create a supportive work and study environment in which students feel comfortable requesting assistance for domestic abuse related concerns.

To meet these commitments, the University will take the following steps:

- University students who decide to disclose experiences of domestic abuse are advised to contact First Point, a trained member from counselling who will signpost or refer on to internal or external support services.
- The University assures everyone who discloses experiences of domestic abuse that any information provided will usually be kept confidential and will not be shared without their permission.

- Students should be aware that in certain circumstances the University is obliged, legally, to share information both internally and with certain outside agencies without consent. Typically, such circumstances include those where there are concerns about the safety of children or vulnerable adults or where the University may need to act immediately to protect the safety of its employees or students.
- The University will not discriminate or act prejudicially towards any student who discloses experience of domestic abuse in terms of study, or future opportunities for development or qualification that may arise.
- The counselling support shall provide appropriate training on managing domestic violence issues. Students who commit acts of violence, including threats or harassment, on campus or when involved in University related activities, or who use University resources to engage in such acts, will be subject to the University disciplinary procedures for such behaviours.

Requests for support to address needs arising from domestic violence should be made as follows:

- A. by students to a staff member of the Deanship of Student Services;
- B. by students directly to the Police and University Security if the threat is considered real and imminent.

Ajman University wishes to maintain and support a healthy, safe and efficient working environment. The University believes that the development and implementation of a balanced and structured policy will minimise risks to staff health and well-being while providing a supportive and rehabilitative approach towards alcohol, drugs and substance misuse. In this context, all students have a personal responsibility to be fit for studying. In addition, all staff must ensure that the University's reputation is not brought into disrepute.

This policy outlines the University's position on the misuse of alcohol, drugs and substances within the university and the approach it will take when misuse affects students' capability, conduct or safety on campus.

This policy is concerned with the effects of alcohol, drugs and substance misuse and applies to all students enrolled to study at Ajman University, including undergraduate, postgraduate, Ph.D., both taught and research and those on short courses.

'The intermittent or continual use of alcohol or substances which causes detriment to an individual's health, social functioning or study performance, and which affects efficiency, productivity, safety, attendance, timekeeping or conduct in the University'

The University will take appropriate investigatory action in the case of the use, possession or supply of illegal drugs and also in the case of unacceptable behavior arising from excessive consumption of alcohol and/or drugs. As a consequence, this may lead to disciplinary action or the fitness to study procedures being invoked. This investigatory process may lead to a number of actions ranging from a verbal reprimand to a formal written warning, and ultimately to expulsion from the University.

Outcomes of both informal and formal stages of discipline will include positive support for the students wherever possible.

It is anticipated that an informal approach will resolve many disciplinary issues resulting from a student's substance misuse, and this will ordinarily be attempted first. When this is possible and the issue is resolved, no record will be kept in a student's file.

Ajman University aims to create a healthy and sustainable working, learning and living environments for students, staff and the wider community. It is committed to enhancing the health, safety and wellbeing of its students and staff and recognises the risks that may be caused by alcohol and drugs.

The following steps are to be taken:

- If a student is experiencing difficulties with their studies as a result of alcohol and drug misuse, they are encouraged to contact their Academic Tutor or alternatively seek support from Deanship of Student Services.
- Ajman University has a range of services available to students with drug and alcohol concerns, which are freely available to all students who wish to access help and support.
- The Office of Medical Services and the Counselling Unit offer a comprehensive array of support services to help with mental, physical health and personal development needs and therefore will offer an initial assessment to any student presenting with drug and/or alcohol related issues. During the assessment, they will explore how the student's substance misuse impacts their daily functioning, including academic studies and consider mental or physical health issues, levels of social support required and coping strategies. A risk assessment will also be carried out and if necessary, the Student medical Service and counselling unit may also suggest or refer the student to relevant external agencies that can specifically address drug and alcohol issues.
- Students may be immediately suspended or excluded from any of the University's facilities by the Chancellor in many cases, including but not limited to:
 - (a) where their continued presence constitutes a threat to themselves or others;
 - (b) where their behaviour seriously breaches the Code of Public Conduct or the Student Disciplinary and Academic Integrity Policy;
 - (c) where their behaviour compromises the reputation of the University;
 - (d) where students are found dealing drugs.
- Student Disciplinary Policy may apply.

This policy has been developed to safeguard students of our community, especially impressionable students.

The aims of this policy are to:

- demonstrate a commitment to safeguarding members of our larger community
- raise awareness about sexual exploitation and grooming
- help staff to deal with incidents of grooming.

Grooming: is the process of 'preparing' a student for a sexual or other exploitative purpose. Grooming is often slow and subtle, continuing for several weeks or months and lulling the person into a false sense of security. It always involves manipulation and deceit.

Ajman University is committed to the safety and well-being of all members of our community, especially the most vulnerable. It is also our duty as an educational institution to ensure our community is well informed, aware and able to deal with challenges.

Two types of grooming are recognized: street grooming which occurs in the community, and online grooming using technology including the internet and mobile phones

This policy is designed to bring awareness to the issue of grooming, and to serve as a procedure to address any incidents.

Grooming is strictly prohibited. UAE laws will be followed to address any grooming offences.

- Students have a right to complain if they are treated in a manner that they believe constitutes grooming.
- Complaints must be reported to the Dean of Student Services and the student must be sure that any information provided will usually be kept confidential and will not be shared without their permission.
- Dean of Student Services examines the complaints then reports them to the Legal Advisor with sufficient details.
- The Legal Advisor reports the complaints to the Chancellor or the concerned authority, if deemed necessary.
- The Chancellor will advise the Student Disciplinary Committee to investigate the matter.
- The policy mentioned above supersede any other old related policies, procedures, minutes of the meeting, manuals, handbooks, and bylaws. The Dean of Student Services is responsible for handling any issues that might arise and are not covered in these policies, and raise recommendations to the Chancellor – through the VCAA- for his final discretion.
- In case of conflict between the Arabic and English versions of these Policies, the English ones prevail.
- Ajman University reserves the right to make changes to its Policies at any time and for any reason. The updated Policies will be deemed to have been delivered, received, and known by all employees and students one day after posting the updated Policies on the website, or sending the updated version by email. The employees and the students shall comply with the updated Policies since its effective date.
- The University reserves the right to take action under its disciplinary policies and procedures should it receives information that suggests a University student's conduct presents wellbeing and safety concerns. In addition, following due process, the University may report the person involved who is deemed to pose a wellbeing and safety risk to external bodies.

Document History

Version	Date	Update Information	Author/ Reviewer
V 1.0	21/06/2021	New Policy	Deanship of Student Services
V 1.0	03/10/2024	The policy has been amended to include minor changes regarding the actions to be taken in response to wellbeing and safety concerns.	Deanship of Student Services