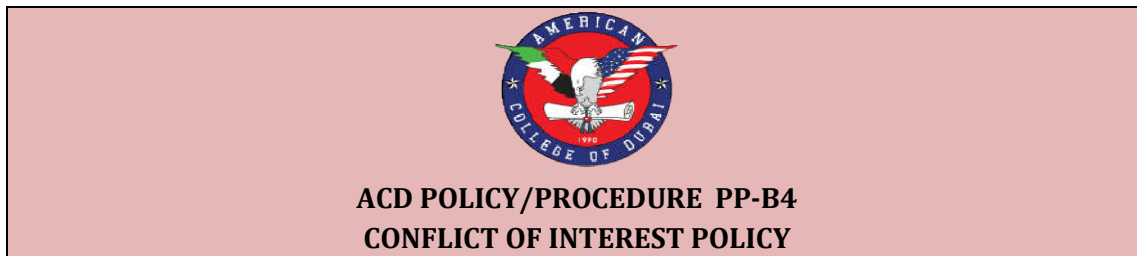


**Policies and Procedures:  
Public Disclosure and Integrity**

|                                               |            |
|-----------------------------------------------|------------|
| a. Conflict of Interest Policy                | ACD PP-B4  |
| b. Copyright and Intellectual Property Policy | ACD PP-IR4 |
| c. Teach-Out Policy                           | ACD PP-A7  |
| d. Publications Policy                        | ACD PP-IR7 |
| e. Institutional Relations Policy             | ACD PP-G7  |

**a. Conflict of Interest Policy**



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| <b>1.0 APPLIES TO</b> | All members of the ACD Governing Board as well as all institutional management. |
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| <b>2.0 PURPOSE</b> | <ul style="list-style-type: none"> <li>• To ensure that all individuals associated with the institution conduct themselves in a manner consistent with the best interests of ACD.</li> <li>• To preserve the institution's reputation as an ethical member of the Dubai community.</li> <li>• To provide general guidelines for decision making in areas where a conflict of interest may arise.</li> </ul> |
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| <b>3.0 POLICY</b>                           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>3.1. Conflict of Interest Defined</b>    | <i>Conflicts of Interest</i> occur when college members are in a position to influence a decision on policy or purchases where they might directly or indirectly receive financial benefit or give improper advantage to associates.                                                                                                                                        |
| <b>3.2. Conflicts of Commitment Defined</b> | <i>Conflicts of Commitment</i> arise when college members' involvements in outside activities substantially interfere with their primary commitments to the college: to teach and to meet related obligations to students, colleagues and the college.                                                                                                                      |
| <b>3.3. ACD Policy Approach</b>             | All college members should make the fulfillment of their responsibilities to the college the focal point of their professional activities. College members should only become involved in extramural professional activities insofar as they advance the mission or prestige of the college and the activities do not interfere with their responsibilities to the college. |
| <b>3.4. ACD Guidelines</b>                  | College members in a position to influence a college business decision for which they might receive material benefit <i>must</i> disclose the nature of the conflict to others involved in the                                                                                                                                                                              |

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|                                         | <p>decision.</p> <p>Members of the Governing Board may not have separate financial dealings with ACD. This prohibition applies to any services, provision of product or other relationship that would result in the Board Member obtaining financial benefit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3.5. Acceptable Outside Pursuits</b> | <p>It is understood that individuals may occasionally pursue outside activities that may result in financial gain. Such activities are permissible providing:</p> <ul style="list-style-type: none"> <li>• The activity does not violate UAE labor law and/or the individual's employment contract with ACD.</li> <li>• College resources (laboratories, equipment, computational facilities and/or human resources) are not used without reimbursing the college.</li> <li>• Such activities do not unduly interfere with the time and energy committed by the individuals to their primary responsibilities to the college.</li> <li>• Such involvement does not inhibit the publication of research findings developed in the course of the individual's regular college activities.</li> <li>• The activity does not in any way constitute competition against ACD.</li> </ul> |

| <b>4.0 PROCEDURES</b>                  |                                                                                                                                                                         |
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| <b>4.1. Governing Board Activities</b> | Board members should consult with the institution's counsel (via Al Shafar Group main office) if he/she believes a planned activity may result in a potential conflict. |
| <b>4.2. President Activities</b>       | The President should similarly consult the institution's counsel if there is any potential that a planned activity may result in a conflict of interest.                |
| <b>4.3. Other Staff Members</b>        | Individual staff members contemplating outside activities must so notify their Supervisor/Program Dean/Provost/VP Academic Affairs as appropriate.                      |

| <b>5.0 RESPONSIBILITIES</b> |                                                                                                                                                                                                              |
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| <b>5.1. Governing Board</b> | The Board will be made aware by the President of any conflicts of interest issues related to senior management. Board members will self-regulate in such a manner as to ensure compliances with this policy. |
| <b>5.2. President</b>       | The President will ensure compliance with this Policy for senior staff.                                                                                                                                      |

**b. Copyright and Intellectual Property Policy**



**ACD POLICY/PROCEDURE PP-IR4  
INTELLECTUAL PROPERTY/COPYRIGHT**

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| <b>1.0 APPLIES TO</b> | All ACD faculty, students and administrative/support staff. |
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| <b>2.0 PURPOSE</b> | <ul style="list-style-type: none"> <li>• To protect the intellectual property of both ACD, its faculty staff and students.</li> <li>• To ensure that all documents/publications prepared by ACD faculty staff and students and all the institution's photocopying and other forms of reproduction services are compliment with both International and UAE Copyright and Intellectual property laws.</li> </ul> |
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| <b>3.0 POLICY</b> |  |
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| <b>3.1. Definition of Intellectual Property</b>    | Intellectual Property (IP) is defined as the creations of the human mind which include creative work, original expressions, or technical solutions of a problem. The various types of IP protected by ACD's policies and procedures include, but are not restricted to patents, trademarks, registered designs, copyright, trade secrets and confidential information. |
| <b>3.2. Statement of ACD IP policy</b>             | ACD believes that it is fair for the college to claim rights of intellectual property for works which were created by faculty, students and staff, in whole, or in part, using ACD's resources and/or during the employees designated working hours.                                                                                                                   |
| <b>3.3. Assert of Intellectual Property Rights</b> | Normally, the college will only assert these rights where a significant return on investment is likely. However, ACD may assert these rights at any time for any work that falls in the provisions of Section 4.0.                                                                                                                                                     |
| <b>3.4. Legal Compliance</b>                       | ACD complies with all laws/international conventions regarding the protection of intellectual property and copyrights. The institution's resources MAY NOT be used in violation of law.                                                                                                                                                                                |

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| <b>4.0 PROCEDURES</b> |  |
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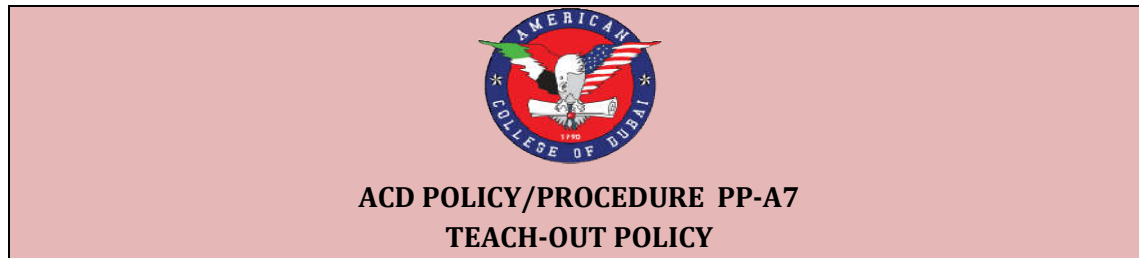
|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>4.1. Royalties</b>                                         | ACD may assert their rights to up to 50% of the gross royalties for creative works produced.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4.2. Copyright</b>                                         | Under UAE Law, an educational institution will own the copyright for any work created by an employee in the course of his/here work as an employee, or any work commissioned by the institution. The college may, at its discretion, also exercise its copyright entitlement for all student works for the purposes of promoting the university.                                                                                                                                                                      |
| <b>4.3. Assertion of the Rights for Intellectual Property</b> | <p>The following rights for intellectual property may be asserted by the President for any Intellectual Property created:</p> <ul style="list-style-type: none"> <li>• As a direct result of any program of study offered at ACD.</li> <li>• Under the direct supervision of member of ACD faculty whilst undertaking faculty duties.</li> <li>• With ACD equipment including, but not limited to computers, film, video and audio equipment, fine arts or design equipment whether used on or off campus,</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                            |
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|  | <p>excluding equipment personally rented on a commercial basis.</p> <ul style="list-style-type: none"> <li>• Created on the ACD campus, or within space designated as ACD teaching space, excluding space rented from the college on a commercial basis.</li> <li>• Created during working hours under the points listed above.</li> </ul> |
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## 5.0 RESPONSIBILITIES

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| <b>5.1. Overall Responsibility</b>             | The President will have overall responsibility for the enforcement Intellectual Property rights at the institution.                          |
| <b>5.2. Day-to-Day IP/Copyright protection</b> | The Librarian and IT Coordinator are responsible for ensuring that ACD's equipment is not utilized in a manner contrary to IP/copyright law. |

### c. Teach-Out Policy



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| <b>1.0 APPLIES TO</b> | ACD Administrative and Academic Leadership |
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| <b>2.0 PURPOSE</b> | To provide a planning and execution framework in case of institutional and/or program-specific cessation of operations. |
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## 3.0 POLICY

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| <b>3.1.</b> | ACD is committed to ensure that all enrolled students are able to complete their enrolled studies irrespective of conditions that may lead to institutional or program closure                            |
| <b>3.2</b>  | Paramount in all of ACD's planning will be the consideration to the successful program completion of all enrolled students                                                                                |
| <b>3.3</b>  | ACD management will keep the Governing Board apprised of any/all circumstances which may trigger institutional/program closure so that remedial actions may be implemented at the earliest possible time. |


## 4.0 PROCEDURES

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| <b>4.1 Initial Actions</b> | <p>In the case of circumstances which may result in either institutional closure or a need to terminate an existing academic program – ACD management will immediately inform the following entities:</p> <ul style="list-style-type: none"> <li>- The ACD Governing Board</li> <li>- The ACD ownership entity</li> <li>- The Commission for Academic Accreditation</li> </ul> |
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| <b>4.2. Teach Out Planning</b>                 | <p>In parallel with the above notifications, ACD management will develop a plan and budget to effect program teach out. Staffing, facilities and learning services support will all be considered in this plan – which will be submitted to the Governing Board for approval.</p> <p>This plan may include arrangements with other institutions that could offer similar program and accept ACD students with minimal loss of academic credit.</p> |
| <b>4.3. Student Notifications/ Counseling</b>  | <p>ACD Leadership will schedule an assembly for all students and parents so as to announce the planned teach out and to provide firm plans for executing the teach-out. An electronic announcement will be executed contemporaneously with the assembly.</p>                                                                                                                                                                                       |
| <b>4.4. Ministry of Education Notification</b> | <p>ACD leadership will advise the Ministry of Education of any teach out decision as soon as such a decision is reached.</p>                                                                                                                                                                                                                                                                                                                       |
| <b>4.5. Public Announcements</b>               | <p>An appropriate public announcement will be drafted for public release/posting on the ACD website.</p>                                                                                                                                                                                                                                                                                                                                           |

| <b>5.0 RESPONSIBILITIES</b>    |                                                                                                                                                                                                                                                                                                                                           |
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| <b>5.1. Governing Board</b>    | Ultimate approval of all teach-out plans                                                                                                                                                                                                                                                                                                  |
| <b>5.2. President</b>          | <p>Determination – in consultation with VPAA/Academic Dean that teaches out is advisable and necessary. Developing the necessary plans to execute a teach-out and presenting the necessary budget to the Governing Board for approval. Briefing the Ministry of Education and Governing Board and approving all public announcements.</p> |
| <b>5.3. Business Office</b>    | Providing appropriate financial back – up information for all phases of the process.                                                                                                                                                                                                                                                      |
| <b>5.4 VPAA/Academic Deans</b> | Determining the staffing required to execute a planned teach out.                                                                                                                                                                                                                                                                         |
| <b>5.5. Registrar</b>          | Advising the President, VPAA and Academic Deans as regards the academic status of impacted students.                                                                                                                                                                                                                                      |

**d. Publications Policy**



**ACD POLICY/PROCEDURE PP-IR7  
PUBLICATIONS POLICY**

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| <b>1.0 APPLIES TO</b> | Staff involved in developing, updating and maintaining official institutional publications. |
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| <b>2.0 PURPOSE</b> | To ensure all publications are accurate and well maintained. |
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| <b>3.0 POLICY</b> |  |
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| <b>3.1.</b> | ACD requires all publications to be accurate and up to date with the latest available information                                                                                           |
| <b>3.2.</b> | Particular attention must be made to ensure that no misleading statements are included in college publications – particularly as regards financial information and/or regulatory approvals. |

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| <b>4.0 PROCEDURES</b> |  |
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| <b>4.1 Assignments</b>    | Normally, staff assigned to a specific publication is so designated as part of their job description. See list in section 5.2 which summarizes staff assignments. For specialized projects, the President will designate either an ACD member of staff or an appropriately qualified outside entity. |
| <b>4.2 Quality Review</b> | All publications must be rigorously edited and proofread prior to being published/posted. All individuals who create/update college documentation must arrange for a second individual to review and, when possible, that reviewer should be an English Composition instructor.                      |

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| <b>5.0 RESPONSIBILITIES</b> |  |
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| <b>5.1. President</b>                        | Set overall policy as regards publications/web presence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>5.2. Publication Specific Assignments</b> | <p>Catalog: VPAA/Registrar<br/> Faculty Handbook: VPAA/Academic Deans<br/> Student Handbook: VPAA<br/> Website: Admissions Counselors/Marketing Manager/Outside Vendor<br/> Transfer Handbook: Registrar<br/> Marketing Brochures: Marketing Manager/Admissions Counselors<br/> College Social Networking Page: Marketing Manager<br/> Curriculum Management Handbook: VPAA/Academic Deans<br/> Advising Handbook: Academic Counselors<br/> Library Handbook: Senior Librarian<br/> Institutional Governance Handbook: President<br/> Facilities Handbook: Safety and Facilities Coordinator<br/> IT Handbook: IT Coordinator<br/> Alumni Handbook: Dean for Students Affairs and Services<br/> Fire and Safety Handbook: Sports, Safety and Facilities Coordinator<br/> Faculty Development Handbook: Faculty Professional Development Coordinator</p> |

## e. Institutional Relations Policy



### ACD POLICY/PROCEDURE PP-G7 INSTITUTIONAL RELATIONSHIPS

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| <b>1.0 APPLIES TO</b> | All staff who have contact with external entities/ organizations. |
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| <b>2.0 PURPOSE</b> | To ensure ACD's public interaction is consistent, professional and in keeping with the best traditions of higher education. |
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#### 3.0 POLICY

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| <b>3.1. Press Releases</b>                         | All press or media releases must be approved by the President prior to release.                                                                                                                                                                                                                          |
| <b>3.2. Marketing Materials</b>                    | All marketing materials/advertisements must be approved by senior staff (President, VPAA or Registrar).                                                                                                                                                                                                  |
| <b>3.3. Correspondence with UAE Govt. Entities</b> | Except when specifically delegated, the President must review and approve correspondence with UAE Government entities.                                                                                                                                                                                   |
| <b>3.4. Routine Institutional Correspondence</b>   | Letters of recommendation and other such routine correspondence can be released by individual faculty members or the staff office.                                                                                                                                                                       |
| <b>3.5. Fund Raising/ Other Development</b>        | <ul style="list-style-type: none"> <li>● The institution does not solicit from external sources funds that would be allocated for institutional development.</li> <li>● Fund raising/outside sponsorships may be solicited when appropriate for purposes of student club or other activities.</li> </ul> |
| <b>3.6. Academic Interaction</b>                   | ACD encourages its academic staff to develop mutually beneficial academic relationships with the higher education community in the UAE and region.                                                                                                                                                       |

#### 4.0 PROCEDURES

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| <b>4.1. Correspondence for External Release</b> | Any media or other release will be forwarded to the President's office with sufficient time for review prior to the desired release date.                                                                          |
| <b>4.2. Fund Raising/ Sponsorships</b>          | Approved student organizations who obtain appropriate approvals may directly approach outside entities for sponsorship provided that faculty and/or staff supervision is sufficient to ensure proper use of funds. |
| <b>4.3. Academic Relationships</b>              | Faculty may initiate/participate in academic exchanges and other interaction with reputed colleges and universities in the UAE and region. Provost/VP Academic Affairs' approval is required.                      |

| <b>5.0 RESPONSIBILITIES</b>                    |                                                                                                                                                                                                   |
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| <b>5.1. President</b>                          | Approval of most external communications/ advertising; all communications with UAE government entities must be routed through the President's office.                                             |
| <b>5.2. Provost/VP Academic Affairs</b>        | Approval/supervision of academic relationships with external institutions can approve advertising.                                                                                                |
| <b>5.3. Head for Student Affairs/ Services</b> | Oversight of student fund raising/cash disbursement related to student activities. Under no circumstances will students be allowed to financially commit the institution as part of any activity. |
| <b>5.4. Registrar</b>                          | Approval of student records correspondence and advertising.                                                                                                                                       |