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OF CENTRAL ASIA

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The background of the page is a photograph of a modern university interior, featuring a large, open-plan space with a high ceiling, large windows, and contemporary furniture. A red semi-transparent overlay is applied to the entire image. The table of contents is positioned on the left side of the page, listing various university departments and their corresponding page numbers.

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Message from the Rector

Dear Students,



Welcome to a new academic year at the University of Central Asia – and to a special milestone in our story, as we celebrate UCA’s Silver Jubilee.

This university is not simply a place where classes take place. It is a community of belonging, connecting classmates, faculty, and staff across our mountain homelands and far beyond. Here, growth is not only academic but also deeply human. We learn with and from one another, respect our differences, and stand alongside each other through challenge and change.

This year, as UCA enters its next chapter, we are also taking an important step forward together: placing partnership at the heart of our academic life. Partnership means moving beyond a traditional model where education is “delivered” to you, and instead creating one in which students, faculty, and staff work side by side. It is about shared responsibility, mutual respect, and the recognition that every voice helps shape the life and future of this University.

This approach also asks more of you. It challenges you to be active participants, not passive recipients; to engage critically, contribute meaningfully, and embrace your role as co-creators of your education. In doing so, you not only strengthen your own learning but also help to build a culture of trust, dialogue, and innovation that benefits the entire UCA community.

As we celebrate 25 years of UCA, let this be the year you plant something new – an idea, a question, a skill, or a community initiative – that may begin small but will take root, grow strong, and carry you, and UCA, forward. Together, guided by knowledge and compassion, we can nurture growth that is resilient, generous, and enduring, ensuring UCA’s impact is felt in our Central Asian mountain communities and far beyond.

Professor Christopher Gerry

Rector; Dean, Graduate School of Development

Message from the Dean

Dear Students,



It is my pleasure to welcome you to the 2025–2026 academic year at the University of Central Asia’s School of Arts and Sciences. Whether you are joining us for the first time or returning to continue your studies, I am delighted you are here. To our new students: you are entering a community that values learning, creativity, and growth. To our returning students: welcome back! I hope the summer months have renewed your energy and focus for the year ahead. At UCA, we see university life as a partnership between students and the institution. Your voice, your ideas, and your engagement shape our community just as much as our faculty and staff do. I encourage you to take part fully - both in the classroom and through student life - so that together we continue to make UCA a vibrant, inspiring place to learn and grow. I also encourage you to look beyond the boundaries of our campus. The University of Central Asia is deeply rooted in the communities of Central Asia, and your active participation—whether through service, research, or collaboration—can have a meaningful impact. These experiences will not only deepen your academic journey but also empower you to see how your knowledge and skills can contribute to positive change in the wider world.

Dr. Diana Pauna

Dean, School of Arts and Sciences

About UCA

The University of Central Asia (UCA) is a world-class centre for knowledge and learning, connecting isolated rural communities with the global community and building human capital needed for modern economies and stable governance.

The mission of UCA is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future.

UCA's undergraduate programmes are located in world-class residential campuses in Naryn, Kyrgyzstan, and Khorog, Tajikistan, near the Tien Shan and Pamir mountains. In response to the needs of rural mountain communities, UCA has established its Campuses away from major urban centres. They are on the historic Silk Road, and UCA hopes to be at the heart of the economic and intellectual transformation taking place in the region.

A private, not-for-profit, secular university, UCA was founded in 2000 through an International Treaty signed by the Presidents of Tajikistan, the Kyrgyz Republic, and Kazakhstan, and **His Late Highness the Aga Khan**, ratified by their respective parliaments and registered with the United Nations. In addition, UCA brings with it the broader commitment and partnership of the **Aga Khan Development Network**, one of the largest private development agencies in the world.



Naryn Campus

Designed by award-winning Japanese architect Arata Isozaki, who also designed the other two campuses of UCA, the Naryn Campus is situated at an altitude of 2020 meters in a picturesque mountain setting near the banks of the Naryn River. A state-of-the-art library, modern dormitory, advanced laboratories, spacious classrooms, a grand hall, and a welcoming cafeteria all come together, constructing an exquisite campus in this scenic spot.

Majors offered at the Naryn Campus are *Computer Science (BSc)*, and *Communications and Media (BA)*.



Khorog Campus

The Khorog Campus is situated at an altitude of 2200 meters surrounded by the Pamir mountains. Phase I construction of UCA's Khorog campus was completed in 2017 and includes an academic block, laboratory building, student life building, and residences. The Khorog Campus houses a library, classrooms, a computer lab, student common spaces, dining hall, administrative offices and faculty reception, offices, and residences. In addition, athletic facilities include a football pitch, tennis courts, and a Sports Bubble that offers indoor athletics year-round.

Majors offered at the Khorog Campus are *Global Economics (BA)*, and *Earth and Environmental Science (BSc)*.



School of Arts and Sciences

UCA's School of Arts and Sciences (SAS) offers a unique five-year undergraduate programme that cultivates interdisciplinary knowledge and skills students need to advance their intellectual growth, broaden their vision, and create innovations in their professional and personal life. The research-based curriculum combines a liberal arts and sciences education.

The School of Arts and Sciences offers Bachelors Degree programmes with majors in Computer Science, Communications and Media, Global Economics, and Earth and Environmental Sciences at its residential campuses in Khorog, Tajikistan and Naryn, Kyrgyzstan. Students have a demonstrated record of academic achievements as well as all-round excellence. They are winners of academic competitions, passionate advocates for the disadvantaged, talented artists and musicians, award-winning athletes, and enthusiastic volunteers. UCA graduates have been admitted, several on full scholarships, to internationally recognised universities including Brown, Duke, Michigan, University of Toronto, Simon Fraser University and National University of Singapore.

The School of Arts and Sciences is committed not only to offering a world-class education, but also to ensuring that students receive the right academic guidance and support throughout their studies. To help you know where to turn when you have questions or concerns, please follow the process outlined below.

Who to Talk to About Your Courses

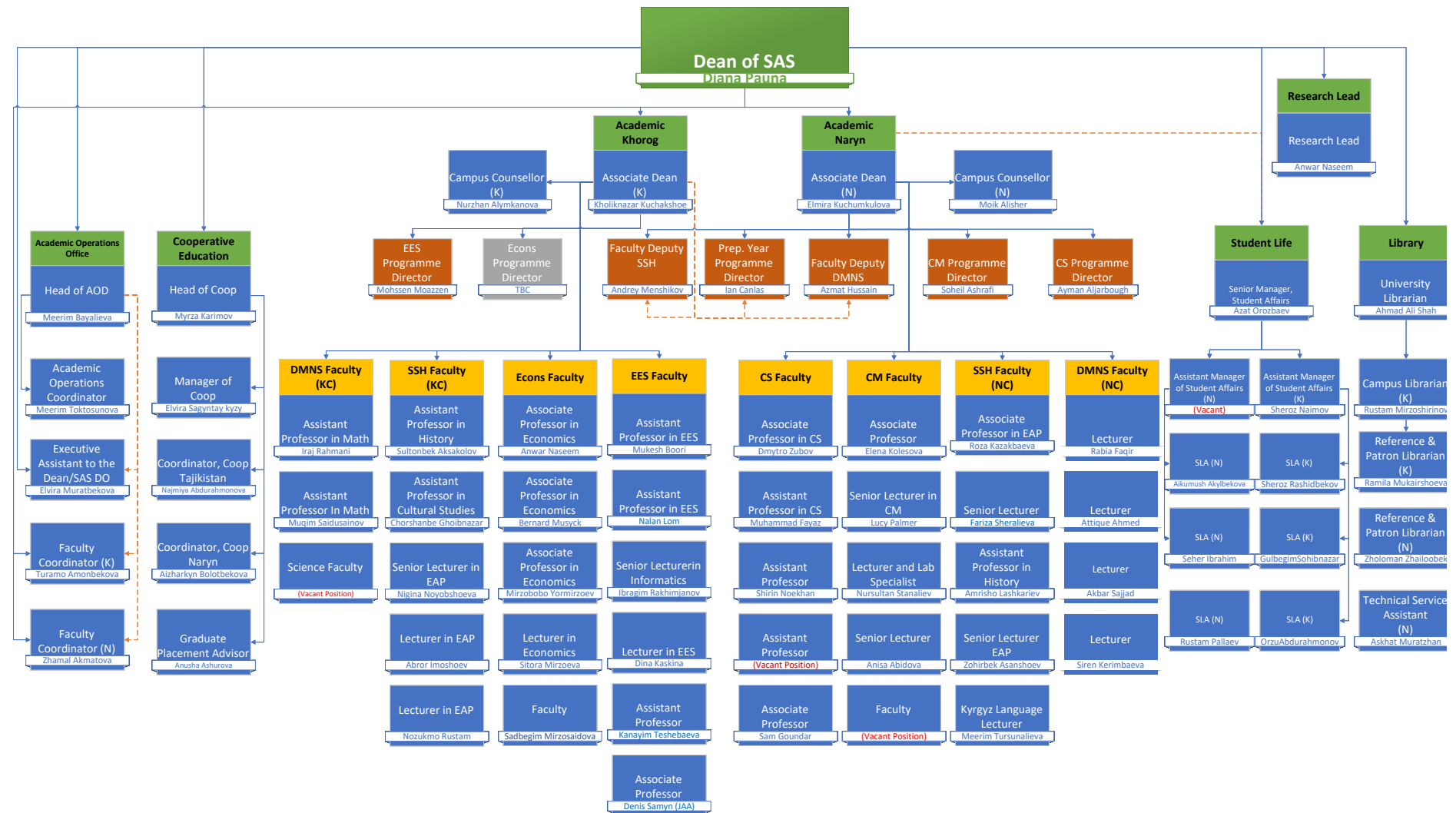
If you ever have a question or problem about one of your courses, your instructor should always be your first stop. They are the people who know your class best and can usually solve the issue right away. Instructors report to the Programme Director, who looks after the whole programme. Programme Directors then report to the Associate Deans, who work under the Dean of SAS.

This way, your questions and concerns are answered by the right person at the right level. To make it easier, you can always look at the organisational chart in this handbook, which shows clearly how the structure works and who to approach. Please follow this process instead of going directly to the Dean.

If you're not sure whom to approach, you can reach out to your Student Life Advisor (SLA) for guidance.



SAS Programmes Structure, Faculty Members per Programme



Registrar's Office

The Registrar's Office serves as the central administrative hub for all academic records, enrolment processes, and academic policy enforcement.

Responsibilities include maintaining accurate student academic records, managing course registration and scheduling, overseeing graduation requirements, and issuing official academic documents such as transcripts, diplomas, and enrolment verifications.

The Registrar's Office coordinates the admission process for the UCA programmes, working closely with academic departments and the Selection Committee to ensure transparent and merit-based selection.

The Registrar's Office upholds the confidentiality and security of student records in compliance with UCA's data protection policies and relevant legal regulations.

Students may request services such as:

- Official transcripts (electronic and paper formats)
- Enrolment and degree verification letters
- Replacement of lost or damaged diplomas
- Certification of academic standing

Course registration occurs at the beginning of each semester. Registration dates, deadlines, and instructions are communicated to students well in advance through official UCA communication channels.

Students are responsible for ensuring timely registration. Late registration may result in penalties or inability to enroll in preferred courses.

All changes to student status, including:

- Leaves of absence
- Programme withdrawals
- Changes of major
- Transfers between campuses

must be processed through the Registrar's Office with appropriate documentation and approvals.

The Registrar's Office monitors academic progress, verifies student eligibility for academic honours and graduation, and ensures compliance with UCA's academic policies.

Appeals related to academic records, grading, or policy interpretation are coordinated by the Registrar's Office in consultation with relevant academic bodies.

Students are encouraged to familiarize themselves with the Academic Policies.

- [Academic Calendar](#)
- [Academic Policies and Procedures](#)

For more detailed information, please visit the Registrar's Office webpage: <https://registrar.ucentralasia.org/>



Contact us at: registrar@ucentralasia.org for additional information.

Centre for Teaching, Learning, and Technology Team and Functions

The Centre for Teaching, Learning, and Technology (CTLT) plays a strategic role in promoting evidence-based, innovative, sustainable, and contextually relevant teaching practices at UCA. By supporting all educators, CTLT fosters transformational and meaningful learning that contributes directly to student success. The Centre manages key academic processes such as **course feedback**, which allows students to share their views and constructive comments to improve teaching and learning; it also develops and maintains the official **course catalogues** ([Course Catalogues](#)) and oversees the effective use of **Moodle**, UCA's Learning Management System.

Course Feedback by Students

Course feedback is a process that gives students the opportunity to share their thoughts and constructive comments about the courses they are taking. The purpose of this feedback is to support the continuous improvement of teaching and learning at UCA.

When is Feedback Collected?

Course feedback is collected toward the end of each course, depending on its duration:

- *Short-term courses:* Evaluation takes place one week before the midterm exam.
- *Full-semester courses:* Evaluation takes place two weeks before the final exams.

Students will receive notifications in advance regarding the

dates of feedback collection. They are highly encouraged to bring their laptops to class, as it is easier to complete the evaluations on a laptop. Members of the Centre for Teaching, Learning, and Technology (CTLT) will be on campus to facilitate the process. Feedback collection usually takes place either at the beginning or the end of the class session. Alternatively, students may choose to complete the form at their convenience before CTLT members arrive in class.

How to Complete the Evaluation

- Evaluation forms are available directly on the Moodle course page.
- A Course Feedback announcement will be posted on the course page and will remain available for one week. Students should click the link in the announcement to access and complete the evaluation form.
- This announcement is only visible to students; instructors cannot see it.
- The evaluation is completely anonymous—the Centre for Teaching, Learning, and Technology (CTLT) cannot access individual responses or identify the students who submitted them.

Important Notes

Each student can submit only **one** evaluation per course. Students are encouraged to provide thoughtful and accurate feedback.



Contact us at: ctlte@ucentralasia.org for additional information.

UCA LMS Moodle

The Learning Management System (LMS) Moodle at UCA is the central online platform for managing your academic experience. It provides access to course materials, enables assignment submission, supports interactive learning, and allows you to monitor your academic progress.

What You Can Do on Moodle

UCA students are encouraged to use Moodle regularly throughout their academic journey. Key features include:

- Access to lecture slides, readings, and multimedia resources.
- Assignment submission and attendance tracking.
- Participation in discussion forums and viewing course announcements.
- Online quizzes, assessments, and grade tracking.

How to Get Started

To log in to Moodle, visit <https://ucasalms.org> and sign in using your UCA credentials (the same login you use for campus computers). Once logged in, your enrolled courses will appear under the “My Courses” section.



If you encounter any technical issues or have questions about using Moodle, please contact the Centre for Teaching, Learning, and Technology at: ctl@ucentralasia.org.

UCA Libraries: Facilities and Services

UCA library provide services and facilities to all university students, faculty and researchers. These include Reference Services, Circulation Services and information literary services to train students on using the information resources and technology to get authentic and reliable information. The detail information and description of these services along with other topic guides, library timings and help tabs are available through a dedicated web page, please access it by clicking on this link [Welcome - Home - UCA LibGuides at University of Central Asia](#).



Contact us at: library@ucentralasia.org for additional information.



UCA Co-operative Education Programme

Co-operative education programme is a work integrated learning programme where students apply in-class learning to real life professional experiences within the field of study across private, public, and community-based sectors.

Many aspects of the UCA's Co-operative Education (CE) programme are founded on Canadian quality standards as identified by its national association, CE and Work Integrated Learning Canada (CEWIL Canada). UCA's Co-op Programme conforms to the definition of CE as a form of work integrated learning.

Work-integrated learning is a form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or programme level and includes the development of student learning objectives and outcomes related to: employability, agency, knowledge and skill mobility and life-long learning. (CEWIL Canada)

The Co-operative Education Programme provides services to UCA students and alumni. Starting from their Freshman year, students are eligible to participate in the programme. Participation is optional for students in the Preparatory Year; however, those interested may apply by submitting an Admission Request Form to the Co-op office. After graduation, UCA alumni are invited to join the Alumni Association, and the Co-op team continues to engage with them through ongoing communication, collaboration, and support.

More about the programme: [Co-operative Education Programme](#)

Co-operative Education Process

The Co-op programme is a comprehensive process—from theory to practice, from classroom to workplace, from experience to reflection. Each Co-op student embarks on this engaging journey and connects with the real-world environment.

Before the work term	During the work term	After the work term
<ul style="list-style-type: none"> • Preparation for Professional Development (PPD) course • Terms and Conditions • Work Term discussions • Job searching and application • Recruitment/selection • Job offers decision • Logistical arrangements 	<ul style="list-style-type: none"> • Onboarding • Competency assessment process • Work site visits 	<ul style="list-style-type: none"> • Reporting • Work Term Challenge • Work term debriefing sessions • Supervisor's evaluation • Evaluation of Co-op programme • Grading

Please learn more about the process in Moodle page: [Cooperative Education Portal](#)

Work Terms

UCA students have the flexibility to pursue internships year-round; however, the summer break is the most common period, offering the longest and most convenient window for gaining work experience. Work terms are generally categorised into two main types: on-campus and off-campus. Each can be conducted either online or offline, depending on the nature of the work and the needs of the host department or organisation. Work terms can be secured through two pathways:

Self-Placement: Students find and apply for internships independently.

Co-op Office Placement: Students apply for opportunities posted by the Co-op Office.

Both pathways offer valuable professional experience, skill development, and industry exposure.

Career Development for Students

Career Development is one of the supportive functions provided by the UCA Co-operative Education programme to ensure students are equipped to navigate an evolving labour market with confidence and purpose. As part of the team, the Graduate Placement Advisor provides support in students' transition from academic life to the professional workforce.

The Career Development Counselling service is individualised and group-based support across the following key focus areas:

Professional Document Development: Students receive guidance on creating strong résumés, cover letters, and portfolios that reflect both academic achievement and practical experience.

Interview and Job Search Preparation: Personalised mock interviews, job search strategy sessions, and guidance on professional communication are provided to help students confidently navigate the recruitment process.

Labour Market Insight & Career Exploration: Students gain access to current trends in national and international job markets, emerging career paths, and demand-driven skills within their disciplines.

Networking: Career advising connects students with relevant employers, alumni, and professional networks. This includes access to mentorship opportunities and networking events organised by the Co-op team.

Mentorship - Transition to Employment or Further Education: Advising supports students by helping them explore job opportunities, navigate the job offer process, and apply for graduate studies or fellowships aligned with their interests and goals.

Alumni Support and Career Tracking: Post-graduation, alumni continue to receive support through career advising, job matching, and skill-building opportunities. Alumni are engaged to share opportunities, mentor students, and contribute to the growing professional network of UCA.

Students are encouraged to:

- Schedule regular advising sessions in their Junior and Senior years to plan for post-graduation.
- Attend employer info sessions, alumni panel talks, and career development workshops hosted by the Co-op Office and Alumni Association.
- Actively participate in building their professional identity and networking within and beyond the UCA community.

Key Dates, Timeline, and Contact Information

Schedule for main Co-op activities:

Activity	Timeline
PPD course sessions	September – November
Debriefing sessions per cohort on campuses	November
Alumni reunion activities (Alumni and Senior students)	Fall mid-term break
Deadline for co-op reports submission (summer work terms)	15th October
Study visits to companies	Fall or Spring mid-term breaks
Career Events in Bishkek and Dushanbe (Alumni, Senior and Junior students)	March
Summer work terms (12 weeks)	May 28th/29th – August 28th/29th
Winter work term (optional)	January
Deadline for co-op reports submission (winter work terms)	15th February



Aizharkyn Bolotbekova
Naryn: Co-operative Education Coordinator
aizharkyn.bolotbekova@ucentralasia.org

Davlatsulton Saltanatova
Khorog: Co-operative Education Coordinator
davlatsulton.saltanatova@ucentralasia.org

Anusha Ashurova
Graduate Placement Advisor
anusha.ashurova@ucentralasia.org

Elvira Sagytay kyzy
Co-operative Education Manager
elvira.sagyntay@ucentralasia.org

Myrza Karimov
Head Co-operative Education
myrza.karimov@ucentralasia.org

Still have questions?
Please send your message to
co-op.sas@ucentralasia.org

Student Research at UCA

UCA aspires to be a research-intensive university where undergraduate students are important contributors in advancing knowledge and addressing regional challenges. Research experience develops critical thinking, analytical skills, and prepares students for graduate studies or research-oriented careers.

Getting Involved in Research

Students are encouraged to actively seek research opportunities by engaging with faculty members whose work aligns with their interests. Many faculty welcome student researchers to assist with ongoing projects, data collection, literature reviews, and field work.

Funding Opportunities

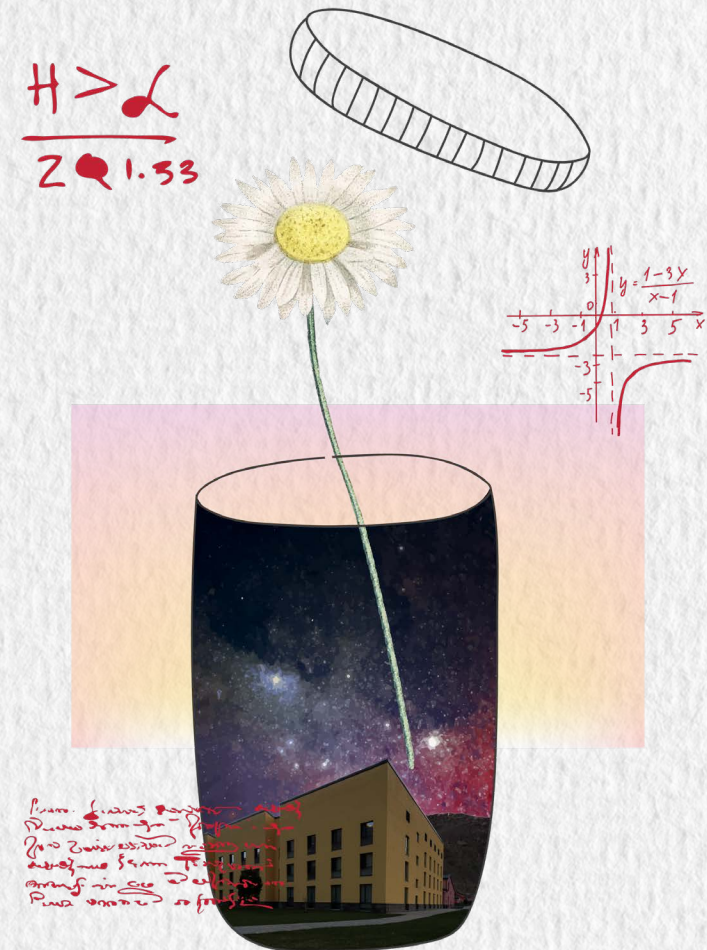
Various funding mechanisms support student research, including conference travel and project-specific funding. Students should regularly check announcements for research funding calls and consult with faculty advisors about available opportunities. Your academic advisor and Research Lead can provide guidance on application procedures and deadlines.

Capstone Research Requirement

All undergraduate students complete a capstone project or thesis in their final year, requiring original research under faculty supervision. Students should begin developing research skills early through coursework, independent studies, and participation in faculty research projects to prepare for their final-year capstone.



For more information about research opportunities, funding, or developing research skills, contact the Research Lead at anwar.naseem@ucentralasia.org or the Dean of Research eran.era-dasinghe@ucentralasia.org.



International Office

The International Office serves as a central hub for international engagement and mobility opportunities for students, faculty, and staff. We work to build global connections that enrich academic experience and foster intercultural understanding.

Student Mobility Opportunities

UCA students are encouraged to broaden their academic and personal horizons through international mobility. Opportunities include:

- Semester Exchanges with partner universities in Canada, Europe, Asia, and beyond.
- Short-Term Programmes such as summer schools, cultural exchanges, and academic workshops.
- Virtual Exchange and collaborative online learning experiences with international peers.

Eligibility, destinations, and funding options may vary each year. Students are selected based on academic performance, a statement of motivation, and letters of recommendation. The International Office provides guidance throughout the application and nomination process.

How to Get Involved

If you are interested in studying abroad or participating in a short-term exchange, we encourage you to:

- Attend an information session hosted by the International Office.
- Visit our office or write to us to discuss your interests and available options.

- Follow our announcements via student email and social media for the latest calls for applications.

Please note some opportunities may have additional requirements.



Contact us at: international@ucentralasia.org for additional information.



IT Support

UCA's IT department is here to assist you throughout your academic journey. Most students visit IT offices on campus for direct support. However, you can also reach out via email for any technical issues or assistance.

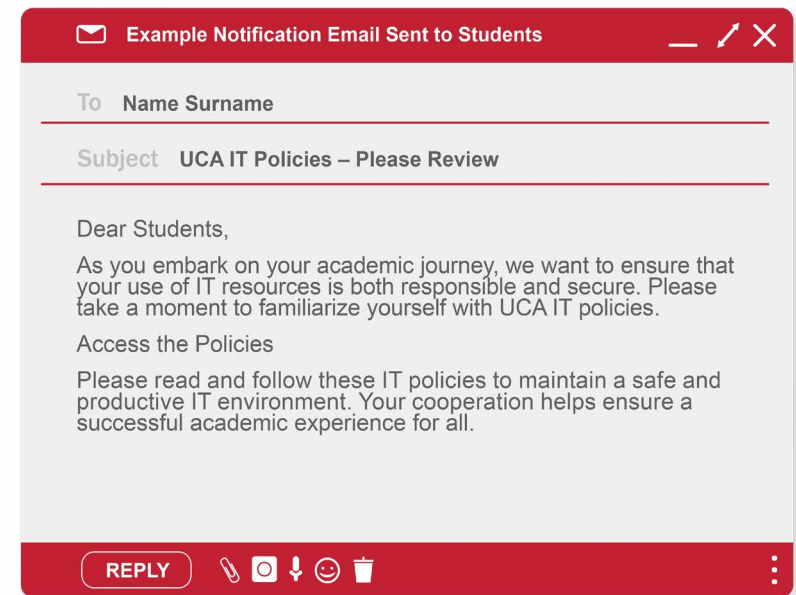
Campus IT Helpdesk Contacts:

- Naryn Campus: helpdesk.naryn@ucentralasia.org
- Khorog Campus: helpdesk.khorog@ucentralasia.org

IT Policies

To ensure secure and responsible use of IT resources, all students are expected to review and follow UCA's IT Policies. Access IT Policies via SAS Moodle: <https://ucasaslms.org/course/view.php?id=2>

IT Policies are updated regularly. After each update, the SAS Moodle page is refreshed, and all students receive a notification email.



Contact us at: it_admin@ucentralasia.org for additional information.

Finance and Functions

Tuition Fees & Payment Schedule

The composite annual fee charged to students is \$8,000. This includes \$5,000 for tuition and \$3,000 for residence, meals, medical insurance, access to the fitness centre, sports and recreational facilities, counselling services, student laptops, and more. The advertised annual fee for incoming cohorts is fixed in their respective national currencies and remains unchanged for the duration of the programme.

To facilitate effective financial planning, UCA has established two key fee due dates for the academic year. The first fee due date is August 20, and the second fee due date is January 1.

Scholarships & Financial Aid

Scholarships

The top 15% students from each cohort as well as the new incoming class shall be provided financial aid based on their demonstrated financial needs in the form of merit scholarships (grants) without any loan component. The top 15% of the existing cohorts shall be determined through their academic results and the new incoming class shall be determined as per the ranking by UCA's Admissions Committee. UCA may review and determine the criteria for awarding scholarships on periodic basis for the new and existing students.

Needs-Sensitive Grants and Interest-Free Loans

UCA shall offer a combination of needs-sensitive grants and interest-free loans as part of Financial Aid. The loan amount

shall be restricted to 20% of the total financial aid to limit the burden of student loan to what its graduates employed in Central Asia can repay without undue hardship.

Financial Sanctions

Any student not clearing dues by the specified date shall be considered to be in "Poor Financial Standing," and an "Academic Hold" shall be placed on the student's account.

In case the student does not clear the dues within two weeks of the university imposing sanctions, the student's account shall be considered to be in "Financial Default," and the case would be referred to a special committee. The decision of the special committee would be final.



Contact us at: student.finance@ucentralasia.org for additional information.

Operations

The Administration Department at UCA ensures the smooth operation of office work across UCA campuses in Kyrgyzstan, Kazakhstan, and Tajikistan. We support the organization in all aspects, focusing on the efficient functioning of the university. The department is dedicated to serving UCA staff and faculty, taking care of employee services such as travel, transportation, accommodation, procurement, event coordination, and more.

Visa and Registration Information:

- Students are required to apply for a Student visa online at http://www.evisa.e-gov.kg/step_1.php?lng=en (Kyrgyz visa) and at www.visa.gov.tj (Tajik visa) for 3 months and then extend it for another 1 year upon arrival
- Visa application process should begin at least 30 days prior of the desired date of arrival
- Passport of the student should be valid for not less than 6 months

Required Documents for Kyrgyz Visa Application:

- High quality, digital, passport size photo on the white background (3.5 cm x 4.5 cm)
- Scan of passport (1 MB)
- Written invitation from the inviting party (to be provided by the Administration at UCA)
- Copy of agreement between the applicant and the educational organization (Education Contract, i.e. study agreement to be provided by the Registrar Office at UCA)
- Other additional documents (Previous visa, Student acceptance order (to be provided by the Registrar Office at UCA)

- Certificate from the social fund and tax authority about the absence of debt (to be provided by the Administration at UCA)
- UCA Treaty and Charter (to be provided by the Administration at UCA)
- UCA bachelors license (to be provided by the Administration at UCA)

Post-Arrival Registration

Upon arrival in Kyrgyzstan, all international students (regardless of their visa requirements) need to register their arrival with the Kyrgyz Ministry of Internal Affairs or its territorial offices within 3 working days of arriving in Kyrgyzstan depending on their citizenship and duration of stay. Relevant support will be provided by the Administration team.

Required Documents for Tajik Visa Application:

- Online Application Form;
- Detailed Letter of Invitation in both English and Tajik (provided by UCA's Administration Team);
- Original Passport;
- Two passport-sized photos (3.5 cm x 4.5cm);
- Student Acceptance Order (to be provided by the Registrar Office at UCA);
- Education Contract (to be provided by the Registrar Office at UCA);
- Order on transferring from one year of study to another (except for when applying at the start of UCA studies) (to be provided by the Registrar Office at UCA);
- HIV Certificate;
- Student transcript (except freshman)

The Consular Department will then send a “pre-approved” message to the e- mail provided in the visa application. After receiving confirmation, students are required to personally go to the Consular Department of Tajik Embassy for biometrics (photo and fingerprinting) and submit hard copies of documents. Students are also required to pay the visa fee at the Tajik Embassy. Embassy officials will confirm visa cost.



For questions, contact the Administration department:

Aijan Moldobaeva,
Administrative manager
aijan.moldobaeva@ucentralasia.org

Nurai Degenbaeva,
Travel and Visa officer
nurai.degenbaeva@akdn.org

Chynara Ismatullaeva,
Administrative officer
chynara.ismatullaeva@akdn.org

Student Life Team

Student Life

UCA empowers students to be positive, respectful change-makers by cultivating a healthy environment, a spirit of pluralism, a passion for learning and a commitment to social responsibility within their campus communities and across Central Asia. To complement their academics and research, students have opportunities to learn outside the classroom by engaging in multiple activities, clubs, leadership, and community services.

The University of Central Asia Student Association (**UCASA**) represents, serves, and advocates for the UCA student body. Through creative problem solving, a spirit of integrity, bridge building, and community connections, these inspired leaders aim to stimulate positive student development in academic, extracurricular, and personal spheres.

Values: Collaboration, Respect, Outreach, Open Communication, Service, Responsibility, Growth, Professionalism, Pluralism, Trust, Sociability, Enjoyment, Patience, Enthusiasm, Commitment

Code of Conduct:

- The Student Code of Conduct sets clear expectations for exemplary behaviour at UCA, grounded in honesty, morality, discipline, respect for the rights of all community members, and adherence to University rules. Students must be law-abiding, value diversity, and avoid conduct that is offensive, disrupts University activities, threatens

health, safety or property, is undisciplined, or brings UCA into disrepute. These standards extend to classrooms and academic settings, where students should not disrupt learning and are expected to model professional conduct, including appropriate grooming and attire as specified by the Student Life Team and faculty guidance in the Academic Handbook. Co-curricular events, distribution of printed/electronic/social media materials, and entrepreneurship or fundraising activities require prior email approval from the Associate Dean or Office of Student Life. Students may not speak to the media on University matters or invite government officials/foreign dignitaries in an official capacity, and must follow UCA's Social Media Policy. The University expects all students to know this policy and guarantees that reported complaints will be taken seriously, investigated promptly, and handled fairly and respectfully.

- UCA prohibits behaviours that harm or disrupt the community or operations, including intimidation, harassment, assault, abusive or threatening language (including toward UCA to lobby for demands), disruption of academic or non-academic programmes, malicious acts, theft or damage to property, unauthorised housing or failure to monitor guests, possession or display of weapons, possession/use/sale or being under the influence of banned drugs or alcohol at University-related events (on or off campus), providing false information or evidence, fraud or forgery, unauthorised or fraudulent use of IT systems, and any acts prohibited by law. Violations trigger sanctions calibrated to the offense and context, starting with educational, interventional, and restorative measures (e.g., learning activities, mediation, counselling, community service, parent/guardian notification), and may include disciplinary warnings or probation, fines, and loss of

privileges – escalating to suspension or expulsion for serious or repeated breaches or for violating probation terms. Warning and probation require compliance with guidelines issued by the Senior/Assistant Manager of Student Affairs, or the Disciplinary Committee (with probation notices copied to the Associate Dean). Suspension separates a student from the University for a set period for serious violations or repeated non-compliance, while expulsion is reserved for the most serious misconduct, especially when campus safety or operations are endangered or when laws or government regulations are seriously violated.

Living and Studying on Campuses

UCA's Residence Hall Policies set expectations for safe, clean, and respectful communal living.

- Students must complete check-in/out “Deed of Transfer” forms, are liable for damages beyond normal wear.
- Students must carry and present their ID cards and promptly report any loss; misuse of IDs is sanctionable.
- Maintenance requests go through the SLA to Operations; urgent issues must be reported immediately.
- Safety rules allow properly stored food and use of common kitchens, forbid removing canteen utensils.
- Quiet hours are 11PM–8AM; loud/disruptive noise is prohibited; amplified events require A/S/MSA or SLA approval.
- Visitation is limited: no entry to staff/guest rooms without advance approvals; no opposite-gender room visits; same-gender visits allowed;
 - Guests require 24-hour prior permission, registration, and adherence to 9AM–9PM hours; no overnights; only immediate family may enter student rooms with

roommate consent (spouses included on the same terms).

- Curfew requires sign-out for any departure and presence on campus 12AM–8AM unless approved;
- Searches/lockdowns may occur for safety.
- Common spaces are shared 24/7, unless noted.
- Room changes are limited, require written requests and mediation, and may be denied.
- Residences close in winter/summer; limited exceptions may be granted by Campus Management Team
- Prohibited items include pets, unapproved appliances, alcohol, drugs, weapons, etc.
- University staff may enter rooms for safety, maintenance, inspections, or policy concerns with notice;
- IT Policy applies and violations follow the disciplinary process.



For questions, contact:

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