

SAE University College Dubai Student Conduct & Field Trip Policy

1. Purpose This policy outlines the guidelines and procedures for student conduct and the management of field trips and industry visits for SAE University College Dubai's Fulltime registered students. It ensures the safety, accountability, and professional conduct of students and staff during off-campus activities.

2. Scope This policy applies to:

- All Bachelor's degree students at SAE Dubai.
- All faculty and staff accompanying students on field trips or industry visits.

3. Student Eligibility & Parental Consent

- All Bachelor's students are eligible to participate in SAE Dubai-approved field trips and industry visits.
- Students under the age of 18 must provide parental/guardian consent form. Alternatively, a written letter or email notification from a parent/guardian will also be accepted. On-campus events do not require parental consent.

4. Staff Supervision Requirements

- A minimum of one staff or faculty member must accompany every 20 students on any field trip or industry visit.
- Student advisors or security personnel are not required to be present unless deemed necessary by SAE Dubai management. Student advisors or security personnel may be required based on risk assessments, the nature of the trip, or the number of students attending

5. Emergency Procedures

- Any incident occurring during a field trip or industry visit must be reported immediately to the accompanying staff or faculty member.
- The staff member will escalate the matter to the Director of Operations following the critical incident policy outlined on the SAE Dubai policies [website](#).
- Emergency protocols should align with existing SAE Dubai policies. For details on emergency protocols, refer to the SAE Dubai Critical Incident Policy & Procedure available on the SAE Dubai [website](#) or internal portal

6. Student Conduct

- Students are expected to adhere to professional and respectful behavior during all trips.
- Any misconduct will be subject to disciplinary action as per the SAE Dubai student code of conduct policy available on the website. Examples of misconduct include but are not limited to disruptive behavior, harassment, vandalism, and failure to follow faculty or staff instructions

- Students must follow the guidelines and instructions provided by the faculty and staff leading the trip.

7. Transportation Policy

- Only transportation approved by the SAE Dubai management team will be used for field trips and industry visits.
- Approved transportation may include:
 - Chartered buses or vans arranged by SAE Dubai
 - Faculty or staff vehicles, provided they have received prior approval and accept full responsibility for student transportation.
- Students are not permitted to use personal or non-approved transport for official field trips, unless prior approval is granted for individual travel arrangement (e.g., meeting at the venue for local students).

8. Insurance and Liability

- Students must ensure they have appropriate personal accident insurance, as SAE Dubai does not cover individual medical expenses arising from field trip incidents.

9. Health & Safety Considerations

- Students with medical conditions or dietary restrictions must notify faculty in advance to allow for necessary accommodations.
- Faculty should ensure that first aid provisions are available during trips where necessary.

10. Faculty & Staff Responsibilities

- Faculty and staff accompanying students must adhere to SAE Dubai's professional conduct policies and ensure student safety and well-being at all times.
- Faculty and staff must provide clear instructions, supervise student behavior, and act as points of contact for emergencies.

11. Compliance with Existing Policies

This policy must be read in conjunction with the following SAE Dubai policies:

- **Student Code of Conduct Policy** – Outlines expected student behavior and consequences for misconduct.
- **Critical Incident Policy & Procedure** – Details procedures for managing emergencies and incidents.



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