12.   INFORMATION ABOUT THE CAMPUS

12.1. Campus Opening Hours

Students and staff can normally access the campus between 8:00am and 10:00pm on weekdays during term-time. Most of our administrative departments operate between 8:00am - 5:00pm from Sunday to Thursday. Facilities such as the Library, LIS, and Computer Labs are available on amended schedules on weekends and during vacations. Similarly, most service areas extend their opening hours during periods of high usage (such as key assessment periods). You should remember to check with each service area beforehand for timings or call Reception.

Please note that you need to carry your Middlesex Student ID Card with you at all times and should produce it on request from a member of staff or security personnel. At times you will be asked to deposit your Student Card with our security staff to access the Computer Labs. You can collect your card when you have concluded the use of facilities. Failure to comply with requests to show your Student ID Card by University staff when asked to do so is a violation of the Student Code of Conduct and may lead to disciplinary action.

12.2. Dress Code on Campus

Middlesex University Dubai encourages an appropriate dress code that promotes a positive image of the University while also allowing maximum flexibility to maintain a good learning environment – one that respects racial, gender, and ethnic sensitivities and gives due consideration to safety practices.

Students and staff are advised to dress conservatively out of respect to the cultural and religious traditions of the United Arab Emirates, and the conventions of Dubai Knowledge Park. If you are unsure and need any guidance, please feel free to speak to a member of staff.

12.3. The Holy Month of Ramadan

Ramadan is the ninth month of the Islamic calendar and is a special month for over two billion Muslims throughout the world. It is of a special meaning to Muslims as it is the Fourth Pillar of the Muslim Faith. During this month, Muslims abstain from all food and drink from dawn to dusk, followed by Iftar (breaking the fast).

In 20210, Ramadan will likely begin in the second week of April 2021, depending on Islamic scholars' sighting of the moon. Ramadan will last for approximately 30 days, or one lunar month, again depending on Islamic scholars' sighting of the moon. Middlesex University Dubai's working hours are slightly altered during the month. Class timings are usually shortened to accommodate the change in working hours. Students and all campus visitors are advised to check the Middlesex University Dubai website for changes in timings. The end of Ramadan is marked by the start of the Eid al Fitr official holiday. Middlesex University Dubai will usually be closed for two business days from the beginning of the Eid al Fitr holiday.

In Dubai, Ramadan holds special significance and the annual event is marked by a host of Ramadan-related events held during this period. Ramadan influences can be seen in all spheres of life in Dubai – social, business, cultural and entertainment, from alteration in working hours to observance of certain guidelines for Muslims and Non-Muslims. If it is indeed your first Ramadan, please refer to the following resources to familiarise yourself with what happens during this month.

- Users of our campus facilities should note that Dubai Knowledge Park (DKP) authorities post various notices around campus on the "Do's and Don'ts" during Ramadan which all users of their facilities are expected to adhere to – this includes students, staff members, contractors and visitors among others.
- It is illegal to eat, drink or smoke in public. Most cafes and restaurants are closed during the day. If you are not fasting, most malls, and hotels will have one or two eateries open but discreetly tucked away behind screens and/or closed doors. Most offices and public buildings will implement an area for eating and drinking. Don't eat, have drinks (even water) or smoke in open areas. Your car is classed as a public place so no smoking, eating or drinking in there.
- While a modest dress code and respectful behaviour between the sexes (even between married couples) are normal social customs in Dubai, this is particularly so during Ramadan.
- It is appropriate to greet Muslims during Ramadan by saying 'Ramadan Kareem' or 'Ramadan Mubarak'.
- You should try and attend a meal to break the fast called 'Iftar' around sunset. You may get invited by tour friends or colleagues – do go along as it can be a wonderful experience. Many hotels and restaurants offer an Iftar dinner special and some hotels host a Suhoor late into the night.
- Live music is banned and you should avoid noisy entertainment at home or office.

Ramadan in Dubai is a unique and different experience due to the fact that people from different parts of the world live and bring their own cultural heritage to this cosmopolitan city. For more information on things to do in Ramadan and the etiquettes of the holy month refer to the following websites:

- Ramadan etiquette guide - - https://www.visitdubai.com/en/articles/ramadan-etiquette-in-dubai Department of Tourism (DTCM)
- Ramadan in Dubai activities - https://www.visitdubai.com/en/sc7/articles/ramadan-festivities Department of Tourism (DTCM)

12.4. Food and Drink

Eating and/or drinking inside the classrooms is discouraged. Eating and/or drinking in the Computer Labs is not allowed. This is also the case for the Film Lab and the Graphic Design Labs. This policy is strictly enforced by the University in order to protect the facilities, equipment

and to maintain cleanliness of the premises. Infringements will be subject to disciplinary actions under the regulations of Middlesex University Dubai.

Many restaurants and food outlets operate in the Knowledge Park Food Court (Block 7) and in close proximity to the campus in the Dubai Internet City and Media City locations. There is a wide choice of cuisines and price ranges for students to choose from. For more information, see TECOM Directory at www.tecomdirectory.com and www.dkp.ae

The Food Court, along with all blocks of Dubai Knowledge Park, operates a strict 'no smoking' policy.

12.5. Smoking

Middlesex University Dubai is required by UAE laws and regulations of its licensing authority, Dubai Knowledge Park (DKP), to prohibit smoking in all public areas (indoors or outdoors) except within designated smoking areas. Smoking is not allowed in all indoor and outdoor spaces in DKP except in designated areas where specific signs allow you to do so.

Strict disciplinary action will be taken against students who violate the 'No Smoking' rule on campus or within the DKP facilities.

See also 'Student Conduct and Discipline' and 'Dubai International Academic City (DIAC) Shared Facility Policy Statement on Student Discipline'.

12.6. Mobile Phones, Smartwatches and Music Players on Campus

Mobile phones and other personal communication or entertainment devices should be used with sensitivity and discretion. Feedback from students and staff members is consistent in suggesting that mobile phones and other devices are a major source of nuisance and distraction in classrooms and sign of impoliteness in common public areas.

Mobile phones, smartwatches (such as Apple Watch or Samsung Gear), pagers, music devices (such as iPods) must be turned off or where possible, put on silent mode (no ringing or other phone-related noises) in classrooms, computer laboratories, the Library, the Library Individual Study area and other study spaces. When listening to music, recordings, videos, etc. you must wear headphones to not disturb others. Other activities on your mobile phones or other personal devices such as SMS texting, checking email, online browsing and so on, should be avoided in non-Library study areas, especially classrooms, as this can be distracting and disruptive to other students and to staff members. In common areas such as corridors, you should ensure that your use of such devices does not disturb your fellow students or members of staff. Disciplinary action will be taken against students who disturb, distract or otherwise violate the privacy of others. There are specific regulations restricting the usage of such devices in examination venues. See 'Student Conduct and Discipline'.

Keep your mobile phones and personal devices on your person at all times and do not leave them unattended around campus. The University will not be responsible if you misplace or lose such items.

12.7. Printing Services on Campus

The networked printers in the Computer Labs and the Library Individual Study (LIS) can be used for printing 1,000 credits worth of pages per academic year per student, free of charge. Colour printing is also available and is included in the allowable print quota but at twelve times a higher rate than black and white copies. Should you wish to print more than this, you must purchase additional printing pages by paying at the Finance Office and then bringing the payment slip to the IT Office for the staff to increase your limit. COVID-19 restrictions will apply. Students are required to follow all COVID-19 protocols of hand and machine sanitisation before and after use of the machines.

12.8. Prayer Rooms

Dubai Knowledge Park provides prayer rooms with comprehensive facilities for both women and men in Block 18 and Block 2A on the ground floor.

12.9. Lost Property

The University regrets that it cannot be responsible for items of personal property left unattended on campus. Take care of your personal belongings and where possible, clearly label your property (including lecture notes and assignments) and do not leave items unattended anywhere on campus.

Please report and deliver Lost Property to Reception (Block 16, Ground Floor). Unclaimed items will be disposed of by the University by any method, within one month.

12.10.   Bringing Guests and Visitors to the Campus

If you want to bring friends or family or others to visit the campus, you should register them at the Reception or Security desk where they will be issued with a visitor's pass. Visitors are welcome but are not allowed to attend classes or use student resources including the Library, Library Individual Study (LIS) and Computer Labs. All visitors should be aware of, and fully comply with, health and safety guidelines and the relevant regulations of the University.

See also 'Consent Form for Parents and Guardians' under the section: 'Communicating with the University'.