جامعة دبي
UNIVERSITY of DUBAI

Undergraduate Student Handbook 2022-2023

Local Roots. Global Reach.

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Disclaimers:

Version 2-2022-2023. Please note that the Student Handbook is a dynamic document that gets updated as policies are reviewed. For the latest official version of the handbook, please visit UD's website.

President's Message

On behalf of the University of Dubai, I would like to welcome you to the new 2022-2023 edition of the undergraduate student handbook.

As you all know, the University of Dubai (UD) was established in 1997 by Dubai Chamber of Commerce & Industry (DCCI). The main idea behind this was to establish an academic institution that will serve the business community in delivering highest quality educational programs for human capital development and undertake research and consultancy for businesses in Dubai/UAE. This commitment led UD to take strategic initiatives to enhance the pedagogical capabilities at the university by recruiting highly qualified faculty and benchmarking its curricula with accredited international universities. This has enabled to produce high caliber graduates to the industry which is one of the UD's Missions.

Besides, UD is a student-centric institution and thus is sensitive to students' concerns for their all-round career development. We are also proud to inform all the stakeholders that, UD has three colleges, Dubai Business School (DBS) offering Bachelor, Masters and PhD programs. All Business Programs offered by the Dubai Business School are internationally accredited by AACSB (Association to Advance Collegiate Schools of Business) which is the gold standard for quality management education globally.

The second college is College of Engineering and Information Technology (CEIT), offering Bachelor of Science in Electrical Engineering (i. with specialization in Communication Engineering), (ii, with specialization in Power and Energy Engineering). The Bachelor of Science in Computing and Information Systems (Concentration in Information Systems Security) (BSc CIS ISS is internationally accredited by ABET (Accreditation Board for Engineering & Technology) – CAC (Computing Accreditation Commission) and a Master of Science in Data Science.

In additional, UD third college, the College of Law, offers two unique concentrations for the Master of Laws programs: one in Arbitration and Dispute Resolution and one in Financial Crimes and Money Laundering.

One of the additional strengths of UD is to provide continuing education opportunities for lifelong learning. These are delivered by our Center for Executive Development through professional development certificate programs.

Finally, I'm glad to be a part of this leading and reputed university in Dubai and hope to maintain the highest standards of the education in the country with your cooperation.

I wish you a successful year 2022-2023!

Dr. Eesa M. Bastaki
President, University of Dubai

1. Undergraduate Academic Calendar 2022-2023

51	5	Monday, August 15, 2022	Saturday, August 20, 2022	Classes end Staff and Faculty report to work August Monday 15 August 16 - advising and registration Fall 22-23 Re-admission deadline for Fall 22-23
52	6	Monday, August 22, 2022	Saturday, August 27, 2022	Final Exams Summer II Advising and registration Fall 22-23
Week	Count	From	To	Event
Fall Semester 2022 (15 Weeks)				
1	1	Monday, August 29, 2022	Saturday, September 3, 2022	First day of classes , drop/add week deadline September 3 Late registration fees apply from August 29
2	2	Monday, September 5, 2022	Saturday, September 10, 2022	
3	3	Monday, September 12, 2022	Saturday, September 17, 2022	
4	4	Monday, September 19, 2022	Saturday, September 24, 2022	
5	5	Monday, September 26, 2022	Saturday, October 1, 2022	
6	6	Monday, October 3, 2022	Saturday, October 8, 2022	*Prophet Muhammad's Birthday (PBUH) 8 October (Makeup classes required)
7	7	Monday, October 10, 2022	Saturday, October 15, 2022	Midterm Exams in class time during the first session - 2nd session runs as scheduled
8	8	Monday, October 17, 2022	Saturday, October 22, 2022	Midterm Exams in class time during the first session - 2nd session runs as scheduled
9	9	Monday, October 24, 2022	Saturday, October 29, 2022	October 29, 5:00 p.m. deadline to withdraw from a course without academic penalty (no refund)
10	10	Monday, October 31, 2022	Saturday, November 5, 2022	
11	11	Monday, November 7, 2022	Saturday, November 12, 2022	
12	12	Monday, November 14, 2022	Saturday, November 19, 2022	Spring online early registration period - Based on student level
13	13	Monday, November 21, 2022	Saturday, November 26, 2022	Spring online early registration period - Based on student level
14	14	Monday, November 28, 2022	Saturday, December 3, 2022	Commemoration day 1st December (Makeup classes required) National day holiday 2 & 3 December
15	15	Monday, December 5, 2022	Saturday, December 10, 2022	Classes end
16		Monday, December 12, 2022	Saturday, December 17, 2022	Final Exams
17		Monday, December 19, 2022	Saturday, December 24, 2022	Final Exams
18		Monday, December 26, 2022	Saturday, December 31, 2022	Winter Break New Year's Day
19		Monday, January 2, 2023	Saturday, January 7, 2023	Winter Break
Spring Semester 2023 (15 weeks) Makeup classes required				
20	0	Monday, January 9, 2023	Saturday, January 14, 2023	Spring Advising and registration week starts on Monday Jan 9th (Student Level)Finals Makeup Exam week Fall 22-23 Re-admission deadline 13 Jan
21	1	Monday, January 16, 2023	Saturday, January 21, 2023	First day of classes , drop/add week deadline January 21 Late registration fees apply from January 16
22	2	Monday, January 23, 2023	Saturday, January 28, 2023	
23	3	Monday, January 30, 2023	Saturday, February 4, 2023	
24	4	Monday, February 6, 2023	Saturday, February 11, 2023	
25	5	Monday, February 13, 2023	Saturday, February 18, 2023	
26	6	Monday, February 20, 2023	Saturday, February 25, 2023	
27	7	Monday, February 27, 2023	Saturday, March 4, 2023	Midterm Exams in class time during the first session - 2nd session runs as scheduled
28	8	Monday, March 6, 2023	Saturday, March 11, 2023	Midterm Exams in class time during the first session - 2nd session runs as scheduled
29	9	Monday, March 13, 2023	Saturday, March 18, 2023	March 18, 5:00 p.m. deadline to withdraw from a course without academic penalty (no refund)
30	10	Monday, March 20, 2023	Saturday, March 25, 2023	Ramadan Expected March 22nd
31		Monday, March 27, 2023	Saturday, April 1, 2023	Spring Break
32		Monday, April 3, 2023	Saturday, April 8, 2023	Spring Break
33	11	Monday, April 10, 2023	Saturday, April 15, 2023	
34	12	Monday, April 17, 2023	Saturday, April 22, 2023	Summer and Fall online registration period - Based on student level Eid al-Fitr Holiday Expected April 20 (Makeup Classes Required)
35	13	Monday, April 24, 2023	Saturday, April 29, 2023	Summer and Fall online registration period - Based on student level
36	14	Monday, May 1, 2023	Saturday, May 6, 2023	
37	15	Monday, May 8, 2023	Saturday, May 13, 2023	Classes end
38		Monday, May 15, 2023	Saturday, May 20, 2023	Final Exams
39		Monday, May 22, 2023	Saturday, May 27, 2023	Final Exams
Summer I 2023 6 weeks				
40	1	Monday, May 29, 2023	Saturday, June 3, 2023	Summer I First day of classes, drop/add week deadline June 3 Late registration fees apply from May 29
41	2	Monday, June 5, 2023	Saturday, June 10, 2023	
42	3	Monday, June 12, 2023	Saturday, June 17, 2023	Midterm Exams in class time during the first session - 2nd session runs as scheduled
43	4	Monday, June 19, 2023	Saturday, June 24, 2023	June 24, 5:00 p.m. deadline to withdraw from a course without academic penalty (no refund)
44	5	Monday, June 26, 2023	Saturday, July 1, 2023	Arafat Day Expected June 28 Eid al-adha Holiday Expected June 29
45	5	Monday, July 3, 2023	Sunday, July 9, 2023	Classes end
46	6	Monday, July 10, 2023	Saturday, July 15, 2023	Final Exams Summer I
Summer II 2023 6 weeks				
47	1	Monday, July 17, 2023	Saturday, July 22, 2023	Summer II 22-23 - First day of classes, drop/add week deadline July 22Late registration fees apply from July 17 Islamic New Year Excepted July 19 (Makeup classes required)
48	2	Monday, July 24, 2023	Saturday, July 29, 2023	
49	3	Monday, July 31, 2023	Saturday, August 5, 2023	Midterm Exams in class time during the first session - 2nd session runs as scheduled
50	4	Monday, August 7, 2023	Saturday, August 12, 2023	August 12, 5:00 p.m. deadline to withdraw from a course without academic penalty (no refund)
51	5	Monday, August 14, 2023	Sunday, August 20, 2023	Classes end Staff and Faculty report to work August 14 August 16 - advising and registration Fall 23-24Re-admission deadline for Fall 23-24
52	6	Monday, August 21, 2023	Saturday, August 26, 2023	Final Exams Summer II Advising and registration Fall 23-24
Academic Calendar 2023–2024				
1	1	Monday, August 28, 2023	Saturday, September 2, 2023	First day of classes , drop/add week Late registration fees apply

Islamic holidays may not coincide with the dates in this calendar which was published on 22, April 2022
Exact dates will be announced by official notice. In case teaching days are lost due to unscheduled closings, makeup classes should be arranged.

2. About University of Dubai

The University of Dubai (UD) was established in 1997 by Dubai Chamber of Commerce & Industry. The main idea was to establish an academic institution that will serve the business community in delivering highest quality educational programs for human capital development and undertake research and consultancy for businesses in Dubai/UAE.

This commitment led UD to take strategic initiatives to enhance the pedagogical capabilities at the university by recruiting highly qualified faculty and benchmarking its curricula with accredited international universities. This has enabled UD to produce high caliber graduates for industry which is one of UD's Missions.

UD is a student-centric institution and thus is sensitive to students' concerns for their all-round career development. UD has three colleges including the Dubai Business School (DBS), College of Engineering and Information Technology (CEIT) and the College of Law (CoL).

DBS offers Bachelor, Master's and PhD programs. All programs offered by DBS are internationally accredited by AACSB (Association to Advance Collegiate Schools of Business) which is the gold standard for quality management education globally.

CEIT offers a Bachelor of Science in Electrical Engineering (with two concentrations: Communication Engineering, and Power and Energy Engineering), Bachelor of Science in Computer Engineering, Bachelor of Science in Computing and Information Systems (Concentration in Information Systems Security), accredited by ABET, a Master of Science in Data Science and as of 2023 a Master of Science in Electrical Engineering and Master of Science in Cyber Security.

Our CoL offers two unique concentrations for the Master of Laws programs: one in Arbitration and Dispute Resolution and one in Financial Crimes and Money Laundering. Starting in Fall 2023 we are also excited to add a bachelor in law in collaboration with the University of London.

One of the additional strengths of UD is to provide continuing education opportunities for lifelong learning. These are delivered by our Center for Executive Development through both professional development certificate and diploma programs along with customized training programs.

3. UD Vision Mission and Goals

3.1 Vision Statement

To be a world-class institution in education, research and innovation for the betterment and prosperity of the people in the region.

Strategic Vision: UD to be ranked among top 100 universities before 2035 and Dubai Business School to be ranked among the top 100 business schools worldwide by 2025.

3.2 Mission Statement

Realizing our vision will require us to:

1. Serve the educational needs of diverse undergraduates, postgraduates and professionals.
2. Produce high caliber **graduates.**
3. Provide education based on **international standards**.
4. Provide a stimulating **educational environment** to prepare future leaders.
5. Engage faculty in **pure** and **applied research** focused mainly on the economic development of Middle East & Africa (MEA) Region.

3.3 Strategic Pillars

1. **Innovation –** in the content and delivery of education through professional awards besides academic degrees, in faculty research and in technology implementation.
2. **Global Academic Perspective –** putting multi-disciplinary theory into meaningful practice through collaborative applied research in senior level BBA/BS and MBA/MS/LLM/PhD programs' experience and partnering with international accredited universities and professional certification providers for expanding global opportunity, and
3. **Building Character and Leadership** – among students and graduates that make a lasting difference.

3.4 Strategic Goals

Goal 1: Enhance a Sustainable Student Success and Employability

- Enhance the quality of teaching and learning, and the support services to further enhance a sustainable student success and employability and provide UD students a life-long experience they cannot get somewhere else.

Goal 2: Increase UD Innovative Research

- Increase faculty, staff, and student innovative research works, with a focus on improving the curricula, the achievement of national goals, and impact the economy at the national and international levels.

Goal 3: Advance the Internationalization of UD

- Advance the academic and scientific exposer of UD at the international level, with a focus on cooperation's, faculty and student exchange, and international accreditations.

Goal 4: Make UD Greener and More Digital

- Achieve greater institutional effectiveness, by enhancing the academic and administrative processes, and advancing the habit of paperless works to make UD greener and more digital.

Goal 5: Broaden UD Community Engagement

- Increase UD community engagement with a strong focus on continuous education, environmental issues, relationship with employers, educational providers, and alumni.

3.5 Code of Conduct

All members of the UD community shall exert utmost efforts to ensure:

- Respect for the individual and commitment to equal opportunity in a diverse society.
- UD organizational interests exceed our individual interests and differences.
- Individual rights and privileges are to be exercised responsibly.
- The conviction that no one is above the law.
- Respect for the view of others.
- Responsibility and accountability for one's actions.

3.6 Code of Values

A. **Responsibility & Cooperation**: A peaceful and purposeful community, founded on the moral and ethical integrity of members of UD community. Commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.
B. **Intrinsic Value**: Respect for the other members and the appreciation of different cultural backgrounds, the understanding of different attitudes and opinions, and the awareness of the consequences of actions on the broader community.
C. **Self-discipline:** Personal responsibility and the individual's need for physical, intellectual, social and emotional wholeness. UD values also the full development of every member in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression.
D. **Integrity**: A campus community that encourages personal growth and academic development in an atmosphere of positive character influence. UD administration affirms the necessity of standards of conduct that allow students and faculty/staff to work together. UD administration values the fair and efficient administration of these standards of conduct.
E. **Accountability**: The accountability of our actions to the future of the UD community.
F. **Community Authority**: Privileges and responsibilities as members of the UD community. The UD community shall value the standards of conduct expressed in the enforcement) and fair administration of those policies, including municipal, emirate or federal policies.

3.7 Code of Ethics

A. **Responsibility**
   To know the difference between choices and outcomes; evaluating short versus long-term consequences and accepting those consequences without justifying actions or blaming others to escape sanctions and/or accountability.

B. **Fairness**
   - Respect for the individual and commitment to equal opportunity in a diverse society.
   - Support for the freedoms of religion, of the press, of speech, and of the right to assemble.
   - Belief that individual rights and privileges are to be exercised responsibly, especially with respect to others.
   - Conviction that no one is above the law.

C. **Civility**
   To honor others' viewpoints and solves problems without creating greater ones.

4. National and International Accreditations

UAE Ministry of Education (MOE)

University of Dubai located in Dubai Academic City is officially relicensed from 2 March 2026 by the Commission for Academic Accreditation (CAA), Ministry of Education (MOE) to award all UD programs.

AACSB International, USA

Dubai Business School is accredited by the Association to Advance Collegiate Schools of business (AACSB) international. (http://www.aacsb.edu/AAcSb-Accredited). For AACSB Schools Accredited in Business it is indicates that the university's business school or program has met high standards and is committed to continuous improvement and innovation in business education. The accreditation is valid until 2024.

CAC-ABET Accreditation, USA

The Bachelor of Science in computing and information Systems (BS-CIS) program is accredited by the computing and Accreditation commission (CAC) of the Accreditation board for Engineering and technology (ABET). (www.abet.org). The accreditation is valid until September 30, 2026.

MSI 20000® Financial Certification

The University of Dubai has obtained the Financial Quality Certificate MSI 20000®. This standard is dedicated to the financial quality and solidity of enterprises and institutions. The MSI 20000 certification is a universal indicator, concerning the financial situation of the university, according to a sectorial and international approach, which takes the form of a complete "financial health check" of the University historical performance in the last 5 years and benchmark it with other universities in the international level in order to help UD builds its estimated budge based on best practices and global benchmarks in the education sector. (Norme MSI 20000 – Le Standard de la qualité financière)

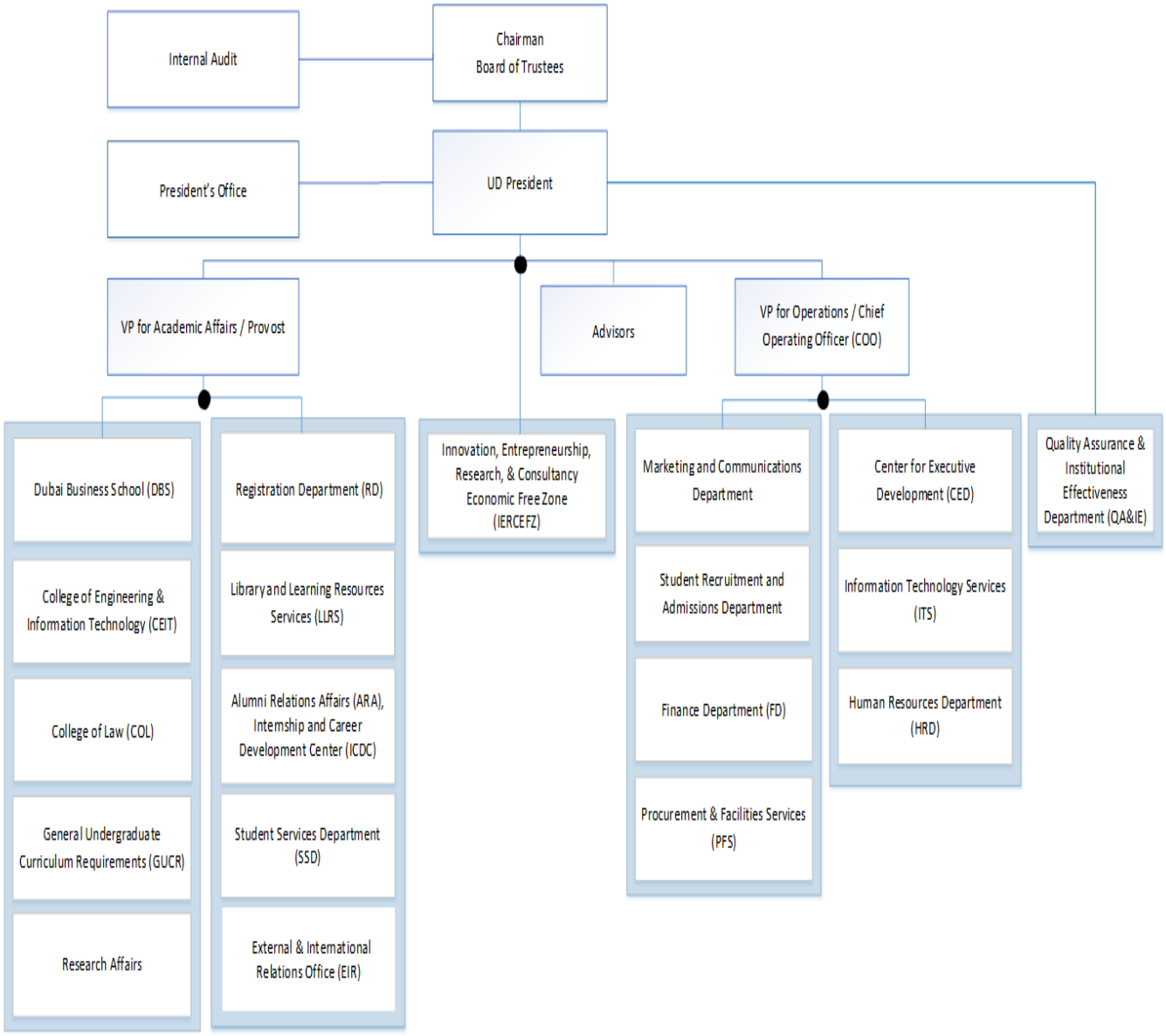
5. Cooperative Relationships with other Educational and Cultural or Community Organizations

UD has cooperative relationships with the following regional, national and international universities, cultural or community organizations for student internship, faculty exchange, collaborative research and executive education:

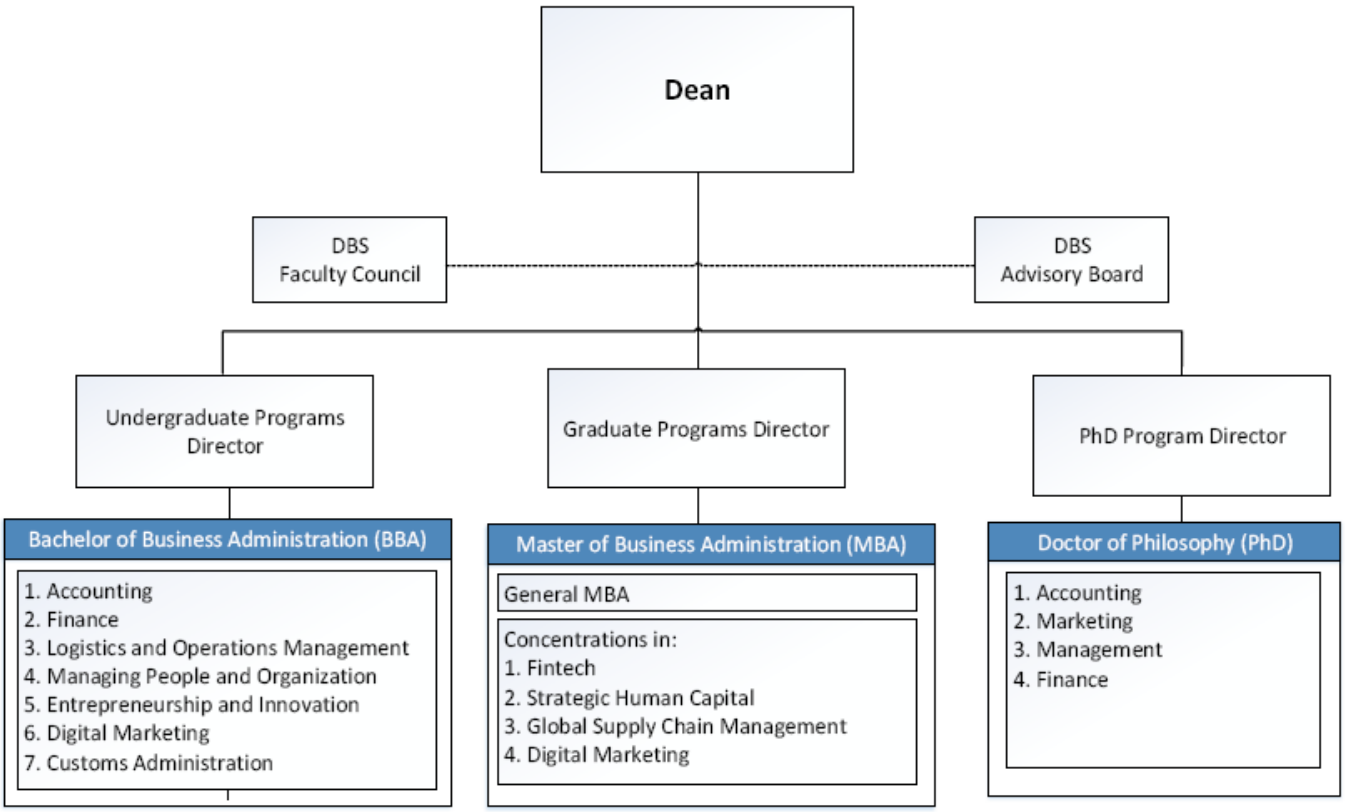
SN	Name of Universities/Schools/Organizations
1	The Maastricht University School of Business and Economics, Netherlands
2	National Sun Yat Sen University, Taiwan
3	Nova School of Business and Economics, Universidade Nova De Lisboa Portugal
4	Renmin University School of Business, China
5	Korea University School of Law, Seoul Korea
6	Universidade Catolica Portuguesa Catolica Lisbon School of Business & Economics
7	University of Sharjah
8	Burgundy School of Business, Dijon France
9	TEC Monterey Mexico
10	ICN Business School, France
11	Bilkent University, Ankara Turkey
12	La Rochelle Business School, France
13	University of Milano-Bicocca Italy
14	Univeristy of Otago-Business School, Duniden New Zealand
15	Technologico De Monterrey, Mexico
16	Universiti Utara Malaysia
17	Ecole Pour L'Informatique Et Les Techniques Avancees (EPITA), France
18	Monash University, Australia
19	University of Sao Paolo, Brazil
20	University of Seoul
21	University of Warsaw, Poland
22	University of Louisville (USA)
23	AlShola Private School
24	Sharjah International PVT School
25	New World Private School
26	Dubai Arabian American School
27	International Academic School
28	Al Ittihad Private School
29	Academia Consortium for Education, Research & Business Development
30	Emirates Scoreplus
31	Dubai Electricity and Water Authority (DEWA)
32	United Arab Emirates Section Affiliate of the Institute of Electrical and Electronics Engineers Incorporated (IEEE)
33	Ministry of Human Resources and Emiratization
34	Dubai Electronic Security Center (DESC)
35	Mohammed Bin Rashid Space Center (MBRSC)
36	Institute of Applied Technology
37	Yes Atlas FZ LLC
38	Diamond Pillars
39	Knowledgeway Consulting and Training Center
40	IELTS
41	Public Affairs Center

42	Edu Chain Incorporation
43	Al Serkal Group LLC
44	Professional Communication Corp.(Nedaa)
45	General Directory of Residency and Foreign Affairs (GDRFA)
46	Arrina Education Services Private Limited, India
47	Office of the First Lady of Dominican Republic
48	Dubai Tourism
49	ICT Fund
50	Mission World Group & Mission Z Inc
51	Future Lab
52	Security Industry Regulatory Agency (SIRA)
53	Dubai Future Foundation
54	Dubai Police
55	Ministry of Interior-Fazaa Card
56	Mohammed Bin Rashid Space Center (MBRSC) Phase 2
57	Center for Future Studies
58	Ministry of Economy

6. Organization Chart/Structure

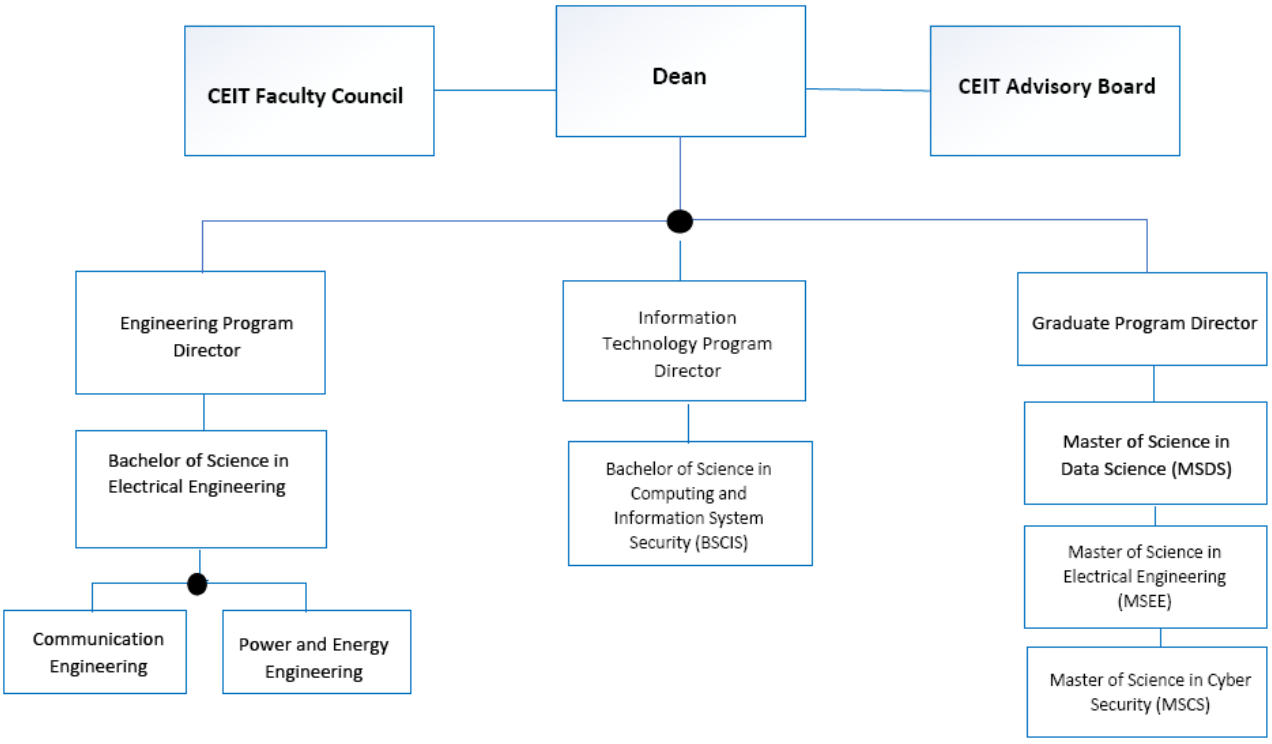


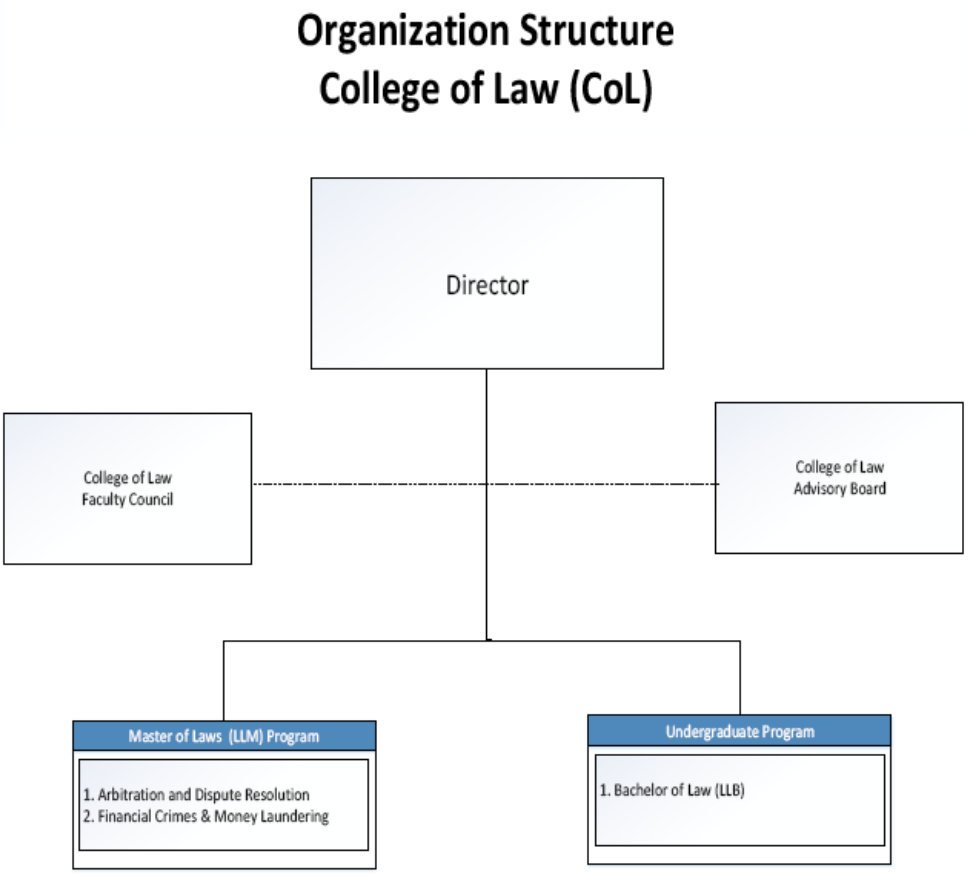
Organization Structure
Dubai Business School (DBS)



Organization Structure

College of Engineering & Information Technology (CEIT)





6.1 Institutional Governance

The University of Dubai is supported by the Dubai Chamber of Commerce and Industry. The Ruler's Court of Dubai appoints the Board of Directors of the Dubai Chamber. The Board of Trustees (BOT) of the University of Dubai is drawn from the Dubai Chamber's Board of Directors. The UD BOT is responsible for determining the strategic objectives and necessary funding for the University. It considers and monitors proposals from UD for all aspects of strategy, academic portfolios, development, policymaking, regulations and funding to support students and staff.

The President of UD is appointed by the UD's BOT to perform the role of chief executive, with day-to-day operational management responsibility, and reports to the Board. The organizational structure of the University of Dubai is designed to provide clear lines of responsibility for academic support, and maintain simple, straightforward channels of communication across the organization. Minimized layers of management, teamwork, resource sharing and a strong delegation of authority are characteristics of the organization. The Dubai Chamber has supported UD, encouraged international accreditation, and helped in the accomplishment of various outcomes. This support has been a key factor in the continuing, successful relationship between UD and the Dubai Chamber, which will help UD in positioning itself to fulfill its new vision.

6.2 University of Dubai Board of Trustees Members

Mr. Majid Hamad Al Shamsi, Chairman of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He is also the Managing Director of Hamad Rahma Abdulla Al Shamsi General Trading.

Dr. Raja Al Gurg, Vice Chairperson of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. She is also the Managing Director of the Easa Saleh Al Gurg Group, the President of Dubai Business Women's Council, and the Deputy Chairperson of the Dubai Medical Authority and a Board member of the Dubai Women's Association.

Mr. Hamad Buamim, Member of University of Dubai Board of Trustees and Director General of Dubai Chamber of Commerce and Industry since November 2006. He also serves as the Deputy Chairman of the World Chambers Federation - ICC in Paris. Buamim is also the Chairman of National General Insurance (PJSC), member of the Board of Directors of the UAE Central Bank and Dubai World.

Mr. Faisal Juma Kalfan Belhoul, Member of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He also chairs the boards of UAE Private Hospitals Council, the UAE Private Schools Councils and the Pharmaceutical and Healthcare Equipment Business Group in the Dubai Chamber of Commerce and Industry.

Dr. Khaled Mohammed Al-Khazraji, Member of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He is also Partner and CEO of the Al Kawthar Investment LLC and sits on the boards of various consultancies in the academic, governmental and private sectors such as the Majid Al Futtaim Group.

Mohammad Ahmad Mohammad Al Murr Al Falasi , Member of University of Dubai Board of Trustees and head of the Dubai Cultural Council, recently reorganized as the Dubai Culture & Arts Authority. He is also a writer and has published over 15 volumes of short stories and has had two collections translated into English: Dubai Tales and The Wink of the Mona Lisa.

Dr. Ahmed Khaspanl Al Mutawa, Member of University of Dubai Board of Trustees and respected academic professional. He received his Ph.D. in Economics (with Distinction), from Georgetown University in Washington, D.C. and as a professor, held the position of Chairman of the Economics Department and Deputy Vice Chancellor for Planning (DVCP) at United Arab Emirates University.

Dr. Abdulrahman A. Al-Awar, Member of University of Dubai Board of Trustees and the Director-General of the Federal Authority for Government Human Resources (FAHR). Dr. Al-Awar is also a board member of The National Human Resource Development and Employment Authority (TANMIA) and Emirate National Oil Company (ENOC) and has over 15 years of experience in executive roles in the public and private sectors.

Abdul Jalil Yousuf Darwish, Member of the University of Dubai Board of Trustees and Treasurer of Dubai Chamber of Commerce and Industry Executive Board. Mr. Abdul Jaspanl Yousuf Darwish is a professional banker and a business entrepreneur who has served as Chief Executive Officer of HSBC Bank Middle East Ltd and Deputy Chairman of the Emirates Institute for Banking and Financial Studies

Dr. Eesa Bastaki, UD President

Prof. Hussain Al Ahmad, VP for Academic Affairs / Provost

Dr. Nasser Al Murraqab, VP for Operations / Chief Operating Officer

Mrs. Kelly Bokhari, Manager Quality Assurance and Institutional Effectiveness

7. Institutional Resources & Physical Setting -A Brief Description

7.1 Library and ITS Resources

The library is located on the 2nd floor of the main University building. The total space of library is 507 square meters. The seating capacity is 272 in addition to 7 carrels along with 7 study cubicles for group studies and discussions.

The library remains open from 8:30 AM to 9:30 PM and online databases can be accessed 24/7 remotely.

The basis for determining collection parameters of the Library, four collection levels are established; Basic, Core, Undergraduate, Graduate and Research Level. The UD Library intends to cover the four levels to meet the needs of the academic programs and research. More electronic databases and books of relevant subject areas along with the printed books will be added to enhance the library collection. Decisions on new acquisitions are taken by faculty members, but the librarian circulates trials of new databases and new catalogues for new materials. Students and faculty have access to electronic resources of the library from off-campus locations. Library holding of printed serials (hard-copy) are decreasing since e-journals are replacing these. These journals have perpetual access with lifelong ownership. UD library has perpetual access of 175 Emerald journals since 2010 to date which cover all related concentrations of business, information systems and general education. The total number of books reached to 35,275 books in 2021-2022 which shows an increase in the number of books from last year.

The library holdings from 2017-2022 are shown in the below tables.

A Table showing College Wise Library Holdings – A Summary

Library Holdings	**printed + e-books**	**Serials (Print/Online)**	World Bank Publications
A. CEIT-related	10,129	25,514	638 (online)
B. Business-related	9853	19,294	
C. Law related	920		
D. English, Gen. Education, Reference, Miscellaneous	7839		
Total:	28,741	44,808	

Source: Library and Learning Resource Center

Other Resources Library Holdings

Online subscription for Business databases

1-ProQuest Central
2-ProQuest Dissertations & Theses
3-EBSCO Business Premier
4- EBSCO Computer and Applies Sciences
5- Emerald
6- Westlaw Gulf
7- Kluwer Arbitration
8- Springer link
9- IEEE-Xplore
10- World Bank e-library
11- IGI e-books
12- Scopus Journal Index

Library Services

- **Circulation**
  The borrowing policy ensures library resources are available to all patrons. Faculty members are allowed to check out items for 60 days, with 10 items at a time. Students and staff are given 25 days' check-out with 5 items at a time.

- **Reference Services**
  An active reference service is available to answer queries concerning the patron's need of the library, and its services. The librarian assists patrons and researchers in using the electronic resources and in information retrieval. Reference librarian is available to assist all patron's research works.

- **Digital Library Access Services**
  The Library provides access to thousands of e-books and e-journals with indexes, abstracts and full text through EBSCO, ProQuest Central, ProQuest Oasis, ProQuest Dissertations and Theses. UD has unlimited access rights to these databases and are accessible to stakeholders. A number of other databases are also available such as Emerald, IMF e-library, Springer link, World Bank, Kluwer Arbitration and Westlaw Gulf. Library is considering subscription of more databases such as in the coming years.

- **Online Public Access Catalog**
  Liberty Library Management is being used at the library. This system provides powerful and user-friendly searching interface for all library holdings (printed and electronic). The Liberty integrates, centralizes cataloguing, circulation, searching and reporting functions. It is a web-based browser which support federated search function and material can be searched by author, title, subject, keywords and series.

- **Current Awareness**
  Formal and informal instructional facilities are provided to all patrons. All new students are given instructions on the use of library services and resources during the orientation week. Informal instructions are provided on a regular basis through library brochures at the circulation desk. In class instructions are also given on request basis.

- **Photocopying Services**
  A self-service operated machines are available for copying in the library. The library circulation desk can add the balance to students' account when needed. Copyright laws are strictly observed while making photocopies of the material. Two multiple use (printer, photocopier & scanner) machines are also available for students' use.

- **Inter-Library Loan**
  The library has arrangements to provide journal articles, reports, and other documents from regional libraries. This service supports the research activities at University of Dubai and keeps the library fill the gap of the library collection.

- **Open Learning Resources Center**
  The Center is equipped with 38 latest laptops and provides free access of the library resources to all patrons. All laptops are equipped with Internet, wireless LAN, and web browsers (more than 3) with connection to network printers all over the University of Dubai.

- **Research Assistance**
  Library recently has started assisting students in their research works. It has initiated on its webpage an information skills' corner that consists of three types of manual of styles which help students to cite sources, annotations and arranging other bibliographic information. Most common manual of styles is Chicago Manual of Style, American Psychological Association (APA) and Harvard Manual of Style.

- **Audio Visual**
  All cubicles are equipped with 40 inch screens for interactive learning and audiovisual presentation. Bring your own device (BYOD) policy is used in those cubicles and students or faculty are using their own laptops to use. All international peer reviewed publications of the faculty are made publicly available for students.

- **Library Hours**
  Students have access to the library from 8:30 AM to 9:30 PM for physical visitors. It remains available online for 24/7 to access databases, library catalogue and electronic books. Library staff are available during the entire work day (and well into the evening) for assistance to information search and retrieval. They can also be contacted by phone or email through the University website.

7.2 Information Technology Services (ITS) based resources

The IT department offer adequate and up-to-date technology in all the classrooms, laboratories, and library for their use by its faculty, staff and students to ensure that the University meets all the needs and requirements of the program offerings, as well as, meet the university's programmatic needs which include, but not limited to, learning, teaching, and research. IT based facilities provided are as listed below:

- An instructional computer in every classroom, and in the laboratory
- Student Computers in laboratories on a ratio of 1:1
- All applications required for the proper teaching of the courses taken in classrooms and laboratories
- Campus-wide Internet connectivity
- Moodle (Course Management System)
  https://moodle.ud.ac.ae/
- CAMS (Student Information System)
  https://cams.ud.ac.ae/faculty/login.asp
  https://cams.ud.ac.ae/student/login.asp

IT Department updates UD equipment and software regularly and resolves as quickly as possible any problems that develop which may hinder the network operation, individual faculty and staff workstations, or computer labs.

1. Faculty and staff at UD have the following IT infrastructure and services:

- Dedicated desktop machine with flat screen monitor
- Laptops are provided upon request from the IT Services
- Logon accounts are created for each staff/faculty member as per the UD policies
- Each college has a centralized laser-printer server located within the colleges and few faculty members have individual printers.
- University resources Application (UDSIS, UDLIBRARY, UDMAIL, UDMOODLE and CAMS) can be accessed from remote locations through the UD website.

- Internet access
- UD licensed software is installed on all the faculty/staff computers.
- IT services provides laptops that are essentially used for presentation purposes to staff and faculty.

2. UD students have the following IT infrastructure and services:

- Each student has his/her own student logon account as well as email address.
- UD campus has 10 labs which are available for the students from Monday to Thursday from 8:30AM – 07:00PM, Friday 08:00 AM – 12:00 PM and on Saturday from 10:00AM – 07:00PM.
- Labs are also available during the weekends with an approval from the Academic and IT Services team.
- Library computers can be used at any time during the library's working hours.
- Internet access is available 24/7.
- Each student has a AD user Cloud Storage which helps the student in accessing his or her folder from any workstations in UD and over internet.
- Each lab is equipped with a Multi-Function printer.
- UD standard licensed software is installed in all the labs.

3. UD classrooms have the following IT infrastructure and services:

- Each classroom has PC, LCD Monitor and Speaker
- Each lab is equipped with one or more of finger print machine for student's attendance
- UD standard licensed software is installed in all classrooms

4. Workstations/Servers:

Following Table shows a List of Workstations/Servers

No.	Workstations/Servers		
1.	Domain Controller	10.	Windows Server Update Service
2.	Students Information System	11.	Library Server Resource
3.	Kaspersky Antivirus	12.	Fingers Print Server Controller
4.	Files share with Symantec Backup Server	13.	Printers Servers Controller
5.	Helpdesk Spice work System	14.	Password Manager AD Self
6.	Accenting System Great Plains	15.	NAS Storage System
7.	Web Proxy	16.	Backup Tape System
8.	Moodle Learning Management System	17.	UPS System
9.	Telephone Log System		

5. Network Infrastructure

The IT Department ensures that a reliable network is in place enabling all members of the institution's community to use IT and to access information/resources. The University is equipped with fiber optical cables and is covered with wireless connection which allows students to access internet from the 2nd floor and library. In the library it has 26 wired and in the 2nd floor and 4th floor students can use wireless connection. The 6th floor is connected by core switch to each floor and then through each floor it is connected by a cable network.

6. IT Support Services:

The IT support services include delivering technical services, solutions, practices and guidelines for the UD community. The IT service monitors daily operations of UD network and all PCs and labs used by faculty, staff and students. The IT Services department constantly plan ways to improve the technology available, increase efficiency and reduce downtime. The procedures followed for

handling helpdesk requests, website maintenance, and creating e-mail accounts are described below:

- *Providing user support through Helpdesk*
- *Maintaining and Updating Website*
- Creating E-Mail Accounts
- *Developing IT Solutions*

IT Department is well equipped to provide IT Solutions to its users who intend to customize and develop solutions using the existing and internally developed/customized IT solutions as summarized in the Table below. These solutions employ the usage of appropriate "database" structures that support the design of customized user-friendly interfaces.

A list of databases employed in offering IT Solutions – A summary listing

SN	System	Database
1.	Student Information System (SIS): Admission; Registration; Class Schedule; Classroom Booking; Student Advising; Online Registration System	Microsoft SQL 2019
2.	UD Survey System	SaaS
3.	Ysoft: paper quota for student	
4.	Moodle System: learning management system	MYSQL DB 5
6.	Manage Engine ITSM	SaaS
7.	HR Management System	SaaS
8.	Financial Management	Microsoft SQL 2019

7. Hardware Maintenance & Upgrades

The IT Services department ensures that appropriate measures are taken to maintain and upgrade all existing hardware in line with current technologies. The following describes UD strategy:

- A life cycle of five years is expected for all PC depending on their usage; therefore, in general, third of the existing PCs within the college are expected to be upgraded or replaced depending on request.
- Servers, LAN, and Internet related equipment are examined yearly and upgrades' needs are determined.
- Peripherals such as printers, scanners, projectors, etc. may have a life cycle of more than three years depending on their usage. Such equipment's are examined yearly and their replacement is determined.

8. Shared network drives

In order to safeguard the data; all the files have to be stored only in the shared folders to help in the back up procedure and prevent from any loss of data, as mentioned below:

- Public Folders (P: Drive): accessible by all faculty and staff; share information about the different events, activities and other work related documentation.
- Dept. Folders (H: Drive): Each faculty and staff are assigned a department folder to store their files so that it will be easier to access to the team

9. Back-up Policy

IT Department has a Detailed Schedule of Back-up Policy. The Backup plan is to perform backups on a daily, weekly, monthly and yearly basis with combination of full and differential backups based on File types as summarized in the table below:

Table showing a summary of the IT Dept. Back-up Schedule

File Type	Daily	Weekly	Monthly	Yearly
Shared Folders (Department, Public & Home)	✓	✓	✓	✓
SQL	✓	✓	✓	✓
System State			✓	
Oracle DB	✓	✓	✓	✓
MOODLE DB & data	✓	✓	✓	✓
Applications	✓	✓	✓	✓

Table showing IT Scheduled Timings for Backups

Backup Type	Start Time
Daily – Differential	**23:00**
Weekly – Full	**10:00**
Monthly – Full	**23:00**
Yearly – Full	**23:00**

Tape Rotation is scheduled as below.

Table: Daily Differential Backup

Week	Day					Overwrite protection
1	Sun	Mon	Tue	Wed	Thu	26 days
Wk2	Sun	Mon	Tue	Wed	Thu	26 days
Wk3	Sun	Mon	Tue	Wed	Thu	26 days
Wk4	Sun	Mon	Tue	Wed	Thu	26 days
Wk5	Sun	Mon	Tue	Wed	Thu	26 days

Table: Weekly Full Backup

Week	Day	Overwrite Protection
Wk1	Friday	26 days
Wk2	Friday	26 days
Wk3	Friday	26 days
Wk4	Friday	26 days
Wk5	Friday	26 days

Table: Monthly Full Backup

Month	Overwrite Protection
Jan	52 days
Feb	52 days
Mar	Quarter 1 - 360 days
Apr	52 days
May	52 days
Jun	Quarter 2 - 360 days
Jul	52 days
Aug	52 days
Sep	Quarter 2 - 360 days
Oct	52 days
Nov	52 days
Dec	Year End Backup - Preserved

10. Assessing Needs

A yearly assessment of IT needs is conducted by the IT Committee which meets during the last week of May to assess UD's needs (purchases, upgrades, replacement and maintenance) in terms

of new IT hardware and software. The IT Committee requests from the various UD functional units to submit their IT needs.

HP Servers				
#	**Server Model**	**RAM (GB)**	**HDD (GB)**	**CPU**
1	HP ProLiant DL380 Gen5	4	136	Intel(R) Xeon(R) CPU E5420 @ 2.50GHz
2	HP ProLiant DL380 Gen5	6	136	Intel(R) Xeon(R) CPU E5335 @ 2.00GHz
3	HP ProLiant DL380p Gen8	32	1200	Intel(R) Xeon(R) CPU E5-2620 0 @ 2.00GHz
4	HP ProLiant DL380p Gen8	32	1200	Intel(R) Xeon(R) CPU E5-2620 0 @ 2.00GHz
5	HP ProLiant DL380p Gen8	32	1200	Intel(R) Xeon(R) CPU E5-2620 0 @ 2.00GHz
6	HP ProLiant DL380 Gen9	32	6200	Intel(R) Xeon(R) CPU E5-2620 v3 @ 2.40GHz

Table 7.12: Server Inventory- Virtual Host Server & Storage

IBM Flex Server (Private Cloud Virtual Infrastructure)				
#	**Server / Device Model**	**RAM (GB)**	**HDD (GB)**	**CPU**
1	HP ProLiant DL380 Gen10	128	1200	Intel(R) Xeon(R) Gold 6258R CPU @ 2.70GHz
2	HP ProLiant DL380 Gen10	128	1200	Intel(R) Xeon(R) Gold 6258R CPU @ 2.70GHz
3	HP ProLiant DL380 Gen9	128	1600	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
4	HP ProLiant DL380 Gen9	128	1600	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
5	HP ProLiant DL380 Gen9	128	1600	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
6	HP ProLiant DL380 Gen9	64	1600	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
7	HP ProLiant DL380 Gen9	64	1600	Intel(R) Xeon(R) CPU E5-2620 v4 @ 2.10GHz
8	HPE StoreEasy 1650 E Strg	16	15000	Intel(R) Xeon(R) CPU E5-2609 v3 @ 1.90GHz
9	HPE SAN MSA 2050		15000	

Table showing Applications Inventory

SN	**Application**	**Description**	**Usage**		**Faculty**	**Staff**	**Students**
			Teaching	**Research**			
1	Microsoft Office 365 & Pro Plus	Productivity suit	√	√	√	√	√
2	Google Apps	Productivity suit	√	√	√	√	√
3	SPSS	Data and statistical analysis application	√	√	√		√
4	Stata	Data and statistical analysis application	√	√	√		√
5	SmartPLS	Structural equation modeling application	√	√	√		√
6	Adobe DreamWeaver	Web development application	√	√	√		√
7	Adobe Acrobat Reader	PDF reader	√	√	√		√
8	Adobe Digital Editions	e-Book reader	√	√	√		√

9	7Zip	File compression utility	√	√	√	√	√
10	Java with Netbeans	Programing language and development kit	√	√	√		√
11	PSPad	Text editor	√	√	√	√	√
12	NotePad ++	Text editor	√	√	√	√	√
13	PSPP	Data and statistical analysis application	√	√	√		√
14	VenSIM	Simulation application	√	√	√		√
15	Brackets	Text editor	√	√	√		√
16	PDFill	PDF creator and editing utility	√	√	√	√	√
17	MatLab	Mathematical computing software	√	√	√		√
18	EViews	Data and statistical analysis application	√	√	√		√
19	Adobe Productivity Suit	Productivity suit	√	√	√	√	√
21	Sophos EndPoint Protection	Security	√	√	√	√	√

11. Office Hours

For all IT related problems and requirements IT helpdesk can be contacted by users on portal https://reach.ud.ac.ae +97145566888 or email ithelpdesk@ud.ac.ae between 8:30AM to 07:00PM Monday to Thursday and Friday 08:00 AM – 12:00 PM. Besides, helpdesk is available during all scheduled classes for needed support.

The IT department created 'How-To' guides and manuals, as well as video tutorials for the various technologies and services that are provided by the department. These resources are available on the University's website, and internal document repositories for open access. The department also provides training to faculty, staff, and students on these various technologies and services periodically and on request.

The University has various platforms such as Moodle and CAMS, which both have email, chat, and announcement features that enable efficient communication between the University, students, and faculty. Both faculty and students also use these platforms for communication and course materials sharing. The University has also made available to all staff, faculty, and students other communications platforms such as Skype for business and Google Hangouts.

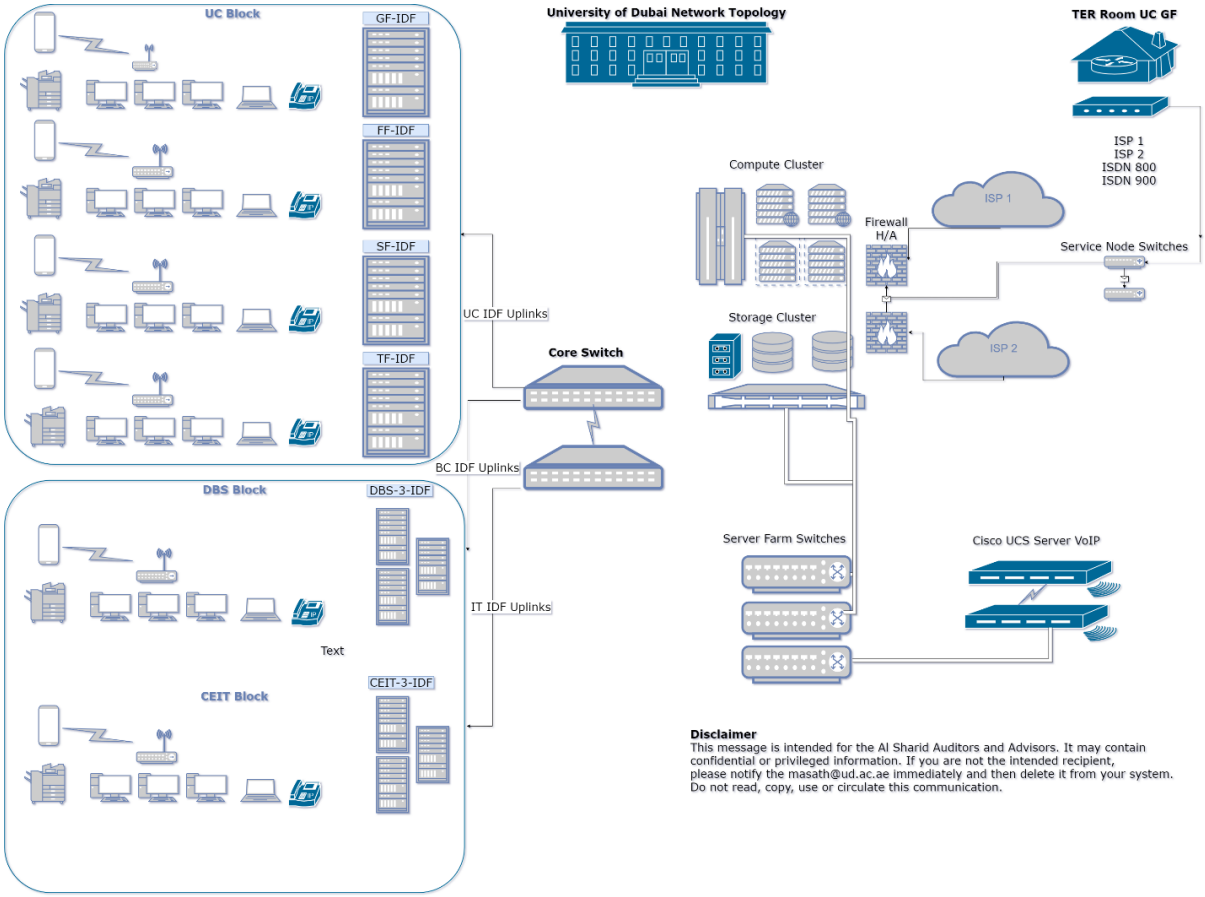
- Moodle (Course Management System)
- CAMS (Student Information System)

UD's network topology is designed to offer as much reliability as possible. Each core network device (firewall and switches) has a primary and secondary device, which means in the event of a failure there is always a spare to continue functioning. The network itself is divided into multiple subnets that are

independent of each other, and do not allow communication between them to mitigate un-authorized access of data and resources.

Below is a summary network topology for the University:

Summary Network Topology for UD



Level of IT network Reliability: Provided below are few excerpts on the network reliability as an example:

- The student computers on the students wired LAN (i.e. library and lab computers) can only connect to the student network and cannot access data and resources on the staff/faculty network, and vice-versa.
- Staff/faculty connected to the staff/faculty wired network can only connect to this network and only access data and resources on this network. They cannot access data and resources on the student networks.
- Users connected to the student WLAN cannot access any wired network, both student and staff/faculty.
- Users connected to the Guest WLAN cannot connect to any network or access any data or resource. These users only have access to the internet.

Table showing the Audit Maintenance of the IT Network

Category	Tasks
Operational Support	Perform monitoring, maintenance, backup, log analysis, and recovery testing for servers and applications. Provide troubleshooting, operations, maintenance, administration, application, network, migration, and database support.

Software Maintenance and Upgrades	Provide software development and maintenance services for custom computer system solutions using the full system development life cycle (SDLC).
Infrastructure Management Services (IMS)	Manage the entire applications infrastructure capability for the environments described above.
Configuration Management	Conduct configuration management for the applications infrastructure capability including server, operating system and vendor inventories, patching and upgrade services, and software migration services.
Network/ Hardware Support	Provide hardware technical support for servers responsible for monitoring performance of installed applications and servers. Administer vendor changes/patches and conduct performance tuning.
Help Desk/ IT Support	Operate help-desks and provide training for applications and network support operations, and receive requests for services. The IT infrastructure help-desk also provides "last tier" support to the separate applications help-desks to resolve network and interconnectivity problems.
Resource Management	Manage the network infrastructure resources, and asset/software resources.
Backup and Recovery Management	Implement and manage backup/archive strategies for systems and servers. Perform backup, storage, and disaster recovery functions.
Installation, Configuration, and Tuning	Provide installation, configuration, and tuning services. DBA's, network specialists, and Linux and Windows server administrators monitor system performance and coordinate tuning and performance solutions.
Electronic Software Licensing Services	Provide support to manage assets, licenses, maintenance agreements, production migrations, patch management, software/hardware vendor upgrades.
System Management	Track computer systems and services, perform migration and change management services, ensure audit compliance, coordinate releases, and monitor post-deployment performance, changes, and relationships with system sponsors and end users.
IT Training	Conduct training for a full suite of IT applications.
IT O&M Planning	Perform capacity-planning analysis, and make new server recommendations, configuration change recommendations, and financial recommendations for hardware/software acquisitions.
Transformation Services	Support the IT cultural transformation needed to evolve in-house and support transformation services with respect to IT trends.
Continual Service Improvement	Work with system sponsors, government personnel, end users, development and support teams, and other contractors to monitor, support, and continually improve technical and relationship services to partners.
IT Infrastructure Optimization	Analyzed and implemented virtualization techniques to reduce server inventories, heat production, air conditioning requirements, and rack space needs by eliminating the requirement for physical servers unless absolutely necessary. Active participant in a Data Center Consolidation Initiative producing analysis and metrics and submitting reports to the department as coordinated with government personnel.

Other Maintenance and reliability assurance tasks include:

- Server and storage infrastructure
- Desktop infrastructure
- Network equipment
- Backup and security systems
- Patch management
- Log file review and corrective action
- Security vulnerability testing
- Anti-Virus and Anti-Spam management
- Active directory account review
- Archiving and data file management
- Routine backup verification and test restores
- Threshold trending and management – CPU, RAM, disk, network bandwidth
- Application interoperability and alerts
- Asset management tasks
- Custom maintenance tasks developed to meet unique requirements.

Note that many maintenance tasks are performed in "real-time". That is, we use our monitoring and IT Management Systems to automatically raise alerts based on pre-defined thresholds or known error conditions, which are then actioned by our network maintenance team as they happen.

As documented in UD Policies & Procedures # LR 7.1, the University currently has a policy of replacing student and faculty computers at a maximum device age of 5 years. Devices are also upgraded at any point within the 5 years whenever there is a requirement for an upgrade due to growing demands. However, some devices are replaced before the 5 years with newer, higher specification devices depending on the requirements at the time

The University currently has anti-virus applications on all computers which have features that mitigate all know security threats at this point in time (such as malware, crypto ware, Trojans, etc.). UD's ID employs firewalls on the perimeter of our network that secure our network from outside threats. These devices also segregate the internal network into different sub-networks, which allows us to restrict user access to networks that they are authorized to access. For example, students are not able to access staff and faculty subnetworks whether they are connected to the University network using wireless or through the University's student computers.

Security protocols are also in place to secure the computers and other hardware as well, in order to prevent data loss and protect the integrity and confidentiality of user and administrative data. One such protocols are the blockage of the use of USB drives on student computers.

UD plans also to have an internal network firewall, antivirus controller, and security operations center controller to provide advanced insight into our security infrastructure as well as enhance our internal security.

The University currently has an in-house developed application (FQIS) for managing faculty data such as research, publications, scheduled teaching, etc. The University also employs applications such as Moodle for course management, and CAMS for the management of student information. Moodle provides a platform where faculty can monitor the courses they teach, as well as share course resources, conduct assessments, and communicate with their students. CAMS, on the other hand, are a platform where students can track their whole information. This includes course audits, grades, finances, announcements and communications, course registrations, etc. There also is a course file management system created through the utilization of the folder management feature of the Windows Server to provide secure and private course file storage for all faculty.

The University has also made available applications such as Tableau, to relevant departments, for the mining and analysis of the University data and reporting.

7.3 Physical facilities

UD new campus in Dubai Academic city is working from November 2015. The space is rented by the Dubai Chamber of Commerce and Industry (DCCI). UD new campus include three buildings: The main center, Dubai Business School and College of Engineering and IT. Currently, DBS include office of both GUCR and College of Law faculty members.

The UD's new campus has insured for all its colleges suffice state of the art infra-structure and physical resources. There are 30 classrooms, which collectively can accommodate up to 1257 students at any given time. The capacity of the classrooms varies between 15 and 30 students. These rooms are very adequate to run the LLM lectures taking into account that the average number of students in any class is normally about 10 students. Thus, we have a surplus of teaching facilities. See Table below for more details on University Physical Teaching Spaces.

Table showing University Physical Teaching Spaces

Class Type	Number	Capacity (Seats)
Classroom	30	900
Computer Lab	11	232
Meeting Room	1	15
Seminar room	5	60
Small Auditorium	1	50
Grand Total	**49**	**1257**

UD has a spacious Campus employing modern/state-of the art technology based Green Buildings wherein adequate parking areas in front of every UD building. Currently, UD is developing a solar powered parking area in front of UD main center.

The UD campus also hosts both male and female students with facilities available to accommodate the students' needs including the availability of (i)Majlis area as private resting room for female students (ii) parking areas in front of each building to accommodate persons of special needs/disabilities as well (iii)spacious elevators to ease their movement across campus and (iv) a number of Emirates Civil Defense Academy trained UD staff to deal with emergencies/a crisis such as Fire (i.e., on the safety of UD community) with Evacuation plans posted at several locations of UD.

7.4 Laboratory Learning Resources

The University has 10 labs, all equipped with computers that have all the applications required for the proper learning and teaching. The computers also have enough resources to run all required programs used for teaching and learning in the University. Below is a breakdown of all the labs with the number of computers in each lab, their models, and specifications.

Table showing List of Laboratories

SN	LAB Name	PC/LAP Model	Device No's	Specification	LAB Location
1	Open Computer LAB	HP 400 G6	20	Intel i5 Processor 8 GB RAM and 500 GBSSD	DBS-GF-107

2	UG LAB	Lenovo E520	25	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	DBS-FF-202
3	PhD LAB	Lenovo E520	21	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	DBS-FF-204
4	UG LAB	Lenovo E520	29	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	DBS-FF-211
5	Physics LAB	HP z240	11	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-201
6	Networking & Security LAB	HP z240	11	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-202
7	General LAB	HP DX2200	21	Intel Pentium 4 516 Processor (2.93-GHz, 1-MB L2 cache, 533-MHz FSB), 4-GB PC2-5300 DDR2 SDRAM (667-MHz) Non-ECC – Double channel, 250-GB Serial ATA 3.0-Gb/s Hard Drive (7200 rpm)	CEIT-FF-203
8	Isolated LAB	HP z240	21	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-204
9	MBA LAB	Lenovo E520	21	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	CEIT-FF-206
10	Electrical LAB	HP z240	11	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-212
11	Scenario LAB	HP Z8	8	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 32GB DDR4-2400 ECC (2x8GB) RAM, 1TB SSD, NVIDIA GeForce GT-730 4GB/64Bit	DBS-FF-201

In the short term, the University has adequate support staff that provides support for all faculty, staff and students. In the long term however, the IT department plans employing more technical support staff that would be dedicated to only classroom and laboratory support. If in the short term also our user numbers increase beyond the capacity of the IT department augments additional support staff swiftly.

Table IT Software/Hardware Available in each of UD Laboratories

S. No.	Application	Description
1	Microsoft Office 365	Productivity suit
2	Google Apps	Productivity suit
3	SPSS	Data and statistical analysis application
4	Stata	Data and statistical analysis application
5	SmartPLS	Structural equation modeling application
6	DreamWeaver	Web development application
7	Adobe Acrobat Reader	PDF reader
8	Adobe Digital Editions	e-Book reader
9	7Zip	File compression utility
10	Java with Netbeans	Programing language and development kit
11	PSPad	Text editor
12	NotePad ++	Text editor
13	PSPP	Data and statistical analysis application
14	VenSIM	Simulation application
15	Brackets	Text editor
16	PDFill	PDF creator and editing utility
17	MatLab	Mathematical computing software
18	EViews	Data and statistical analysis application

The IT support staff at University of Dubai are available from 8:30am to 10:00pm Saturdays to Thursdays offering support services to all its faculty, staff and students.

8. Undergraduate Program Admission Requirements and Procedures including Application Fees, Admission Deadlines, Policies on Transfer of Credit

8.1 Undergraduate Program Admission

Admissions policies are clearly articulated so that they can be understood by applicants and implemented consistently by those making the decisions. Applicant information used for admission decisions should be gathered systematically and used consistently. Admission decisions depend on many factors, including accrediting agencies' requirements, societal factors such as the development of UAE nationals, student scholastic achievement, leadership experience, work record and other indices that may be related to academic and career success. The University follows its admission policies in making admission decisions. Admission policies include all factors considered in entry decisions and should be accessed and understood by all participants in the entry process. Admission policies should result in:

- Student body that supports the achievement of the UD mission.
- Higher retention rates.
- Higher timely graduation rates.

8.2 Application Documentation Requirements

An applicant must provide the following documents for undergraduate admission:

- Completed application form.
- Original UAE high school certificate or a certified/attested equivalent (approved by the Ministry of Education).
- TOEFL (or equivalent) score certificate in original.
- Copy of a valid passport and identity card.
- Four recent passport-size photographs (in color) or in JPEG format file.
- Receipt for the non-refundable admission fees[1] as per the current fees structure.

8.3 Admission Criteria

8.3.1 General Admission Regulations

The following admission regulations are followed:

- Applications for admission will be accepted until the announced deadline, which must normally be 2 weeks prior to the beginning of the semester. Applicants will be informed about the admission decision including their eligibility for transfer credits, or the date for any required placement tests, if applicable, within a week from application date.

- Admission decisions of students into UD are normally valid for only one semester. Students who fail to register will lose their admission status and must resubmit their application as a new applicant.

- If the student requests to postpone his admission for the following semester on reasonable grounds, the student will not have to re-pay the non-refundable registration fees.

- Applicants should make sure that all documents required for finalizing their admission are submitted to the RD before course registration begins.

1Admission fees include ID card and Technology fees

- The names of UD students on all university documents are spelled in English exactly as they appear on their passports or identity cards. If the name on a passport or an identity card does not appear in English, it will be spelled according to the applicant's preference.
- Applicants, who were denied admission to UD, may file a petition for admission on a conditional basis. These applicants will be evaluated on a case-by-case basis for approval by the UD Provost/President.
- Students granted conditional admission will be considered At-Risk, and will accordingly be closely monitored by their assigned faculty advisor.
- A student status report for conditionally admitted students will be issued at the end of each semester and a hard copy will be archived in the student's file.
- Admissions standards for various programs are assessed every 3 years as part of continuous improvement and enrollment planning.

8.3.2 Regular Admission

Admissions Criteria for Dubai Business School-Bachelor of Business Administration

High School	English*	EmSAT Math*	EmSAT Arabic*
A minimum high school average of 70% for Advanced or Elite Track or 75% for General Track or equivalent in Standardized International	EmSAT 1100 or Academic IELTS 5.00 or TOEFL score of 500 (173 CBT, 61 iBT)	600	600

The student must pass a personal interview set by the Dubai Business School in addition to other conditions of admission set by the university.
**A Math placement test is required for students scoring below 1100.*
**Terms and Conditions Apply*

Admissions Criteria for BS in Computing & Information Systems - Information System Security

High School			English*	Math*
Ministry of Education Qualification: General Secondary Certificate Minimum Score: 65% 60 - 64.9% Conditional Acceptance	American Qualification: American High School Diploma providing Grade 10,11 & 12 Minimum Score: 65% Overall average of Grade C- (65% or 2.3/4.0)	British Qualification: • At least five IGCSE/GCSE subjects with a score of (A*,A,B,C,D,E) and two AS or one A level subject with a score of (A*,A,B,C,D) • Islamic and Arabic language subjects are not considered in total score • Students must complete 12 years of schooling and a school leaving certificate must be provided • All students graduating from foreign curriculums are requested to provide an equivalency letter from Ministry of Education	EmSAT 1100 or Academic IELTS 5.00 or TOEFL PBT 500 or TOEFL IBT 61	EmSAT math 500 or SAT 450 or Math placement test 400

Admissions Criteria for BS in Electrical Engineering - Communication Engineering & Power & Energy Engineering

High School	English*	EmSAT Math*	EmSAT Physics*	EmSAT Arabic*
A minimum High School Average of 75% for Elite Track, or 80% for Advanced Track or equivalent in Standardized International Systems is required	EmSAT 1100 or Academic IELTS 5.00 or TOEFL PBT 500 or TOEFL IBT 61	900	800	600

**For more information about EmSat scores, please contact our admission office at +97145566877*
Note: EmSat preparation courses are available (Pre-English, Pre-Math, Pre-Pysics and Pre-Arabic)
**Terms and Conditions Apply*

8.3.3 Qualifications Requirements

Students with qualifications other than those listed above are advised to contact the student recruitment and admissions representatives at UD to determine their eligibility. They can also visit the World Education Services webpage and find the equivalency for a particular country's grade to make sure it represents at least a "C" in the US grading system.

- Math requirements: A new applicant applying for admission must provide a minimum EmSat score of 1100 or choose to take the math placement test at UD and pass with a minimum score of 400. Failing to do so, will result in taking the remedial math course.
- The University accepts applicants on a competitive basis. In the case where a maximum quota is set for admission, priority is given to applicants with the higher high-school scores.
- The University may impose additional conditions but with due notice.

8.4 Procedures on Transfer of Credit among UG Students

UD accepts students coming from other UAE-accredited universities if they satisfy UD regulations. If admitted, some courses may be transferred as per UD policy. Note that transfer credits from universities accredited by the UAE's MOE are accepted only if the admission conditions are met. English scores taken for admission into their old universities may be accepted if they satisfy UD requirements.

- Establishes a committee that includes staff of the registration unit and subject matter specialists in making decisions regarding transfer admissions, transfer of credit and advanced standing; records of all decisions and related documents are maintained;
- *Limits the number of transfer credits which may be applied to a specific undergraduate degree program; the limit may not exceed 50% of the total number of credits which are required to complete a degree.*
- *Transfers undergraduate program credits only for courses relevant to the receiving degree that provide equivalent learning outcomes and in which the student earned a grade of C (2.0 on a 4.0 scale) or better;*

8.4.1 Admission Criteria for Transfer Students

Math Placement Test

Transfer students who receive credits for Math I or Math II on the basis of courses completed at another institution, are not required to take the Math Placement Test. All other transfer students will have to take the Math Placement Test and will be placed according to the test results.

English Proficiency Requirements

Transfer students who present evidence of having obtained the minimum English proficiency scores (TOEFL 500 or its equivalent at the time of prior enrollment at other institutions, do not have to take any further English proficiency requirements. Transfer students who do not meet the above requirement, but are eligible to receive transfer credits in English courses, may be given conditional credit for English I and/or English II upon presenting the required English exam scores to the Admission Department. Their admission is considered conditional until the official TOEFL or equivalent score is received by the Admission Department.

All other transfer students are subject to the same English proficiency requirements as first-time students.

9. Conditional / Probation Admission

9.1 Low TOEFL or IELTS Score

- Applicants who do not meet the minimum required English exam scores will have to take the UD English Placement Test and will be placed in remedial English courses based on the placement test results.
- These students may be allowed to register in up to 12 credits (Stipulation 6.2.5 of the Standards) of selected General Education courses (along with the English courses) which are counted towards an undergraduate degree - The 12 credits must be completed within a year. The General Education courses must be in subjects for which the students have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.
- Students who fail to pass in the English placement test by the end of this period shall be suspended until an acceptable score is achieved. The suspension period cannot exceed one year.

9.2 Low High School Score

- Applicants with a score of 60-64.9% in their High School Certificate for BBA/IT and 70-79.9% for Engineering may be considered for conditional admission on a case-by-case basis by the AD.
- If admitted, the students will have to achieve a minimum cumulative GPA of 2.0 upon completing 30 credit hours at UD.
- Students failing to achieve this GPA score will be given one an additional semester to remedy the deficiency provided that his/her CGPA was at least 1.8, or be dismissed. During this period, the student can repeat courses but shall not be allowed to register new courses
- May allow conditionally admitted students to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree; or such other broadly comparable limits on credits as are available in the system in use within particular institutions;
- Allow conditionally admitted students to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.

9.3 Placement Tests

9.3.1 For First-Time Students

All applicants who cannot provide valid official scores for TOEFL (or its equivalent), must take the English Placement Test in addition to the Math Placement Test in order to assess the needs for

remedial courses. If this is not provided, students will be placed in Intensive Level courses in Math and English.

Math Placement Test

- Students may choose to register in the Math non-credit course without taking the Math Placement Test.
- All other first-time students must take the Math Placement Test at UD. They may then register in the appropriate math course, as outlined in the table below:

Math Test Score and Placement

Math Placement Score	Course Name
Score < 400	Intensive Pre-Math
Score ≥ 400 and ≤ 599	Math I for Business/Science
Score ≥ 600	Math II for Business/Science

Note: Candidates with borderline scores on the placement test are treated on a case-by-case basis.

9.3.2 English Placement Test

Students who do not have a valid English exam score must sit for the placement exam. Students who have expired exam scores that are more than two years old (even if the score exceeded the minimum required) are required to present a new valid score before admission.

9.4 Admission Criteria and Requirements for Visiting /Audit / Special Students

9.4.1 Visiting Students

- A visiting student is a student enrolled at another institution who wishes to take courses at UD for transfer back to his/her home university.
- A visiting student must present an approval from his/her university regarding the transferability of UD credits to his/her program at his/her home university.
- A visiting student must submit the relevant application form and register during the scheduled admission/registration periods. The application for admission must include a copy of his/her passport and four recent photos (JPEG format file) and a copy of his/her latest University Transcript.
- The visiting student must meet UD's English language requirements (if his current language of instruction at his original university is not in English).
- A visiting student must fully adhere to UD regulations and rules, including attendance.
- The cumulative number of credit hours allowed for the registration by the visiting student should not exceed 63 credit hours, and such student cannot register for more than 2 consecutive regular semesters or 4 non-consecutive semesters (Short semesters are not considered as long as the number of credits is not exceeded). Exchange students (i.e. from universities which UD has an MOU are subject to the terms of such agreements).
- A visiting student may apply for a regular student status after complying with the UD admission requirements of the intended program.

9.4.2 Audit Students

- UD allows individuals interested to attend one or more courses as audit students. No limit is set.
- The candidate must show some evidence of prerequisite knowledge required for auditing the course. This can be done through a meeting with the course instructor/Department Chair/Dean/Director for clarifying this point and the purpose of auditing the course.
- Following a positive meeting, the course instructor/Department Chair/Dean/Director shall sign the related Application Form, which must be submitted to the Admission Dept. along with other required documents. The latter usually include a passport copy and four recent photographs (JPEG format file), among others.
- The applicant must pay the regular course and other applicable fees for visiting/short course students before attendance of any classes.

- Attendance policy is not mandatory, so the applicant can't be issued an attendance certificate.
- Since homework assignments/examinations are not mandatory, the applicant can't be issued a transcript.
- The course(s) taken as audit can't be counted toward a degree offered at UD.

9.4.3 Special / Non-degree Students

- Special students are students who have obtained their undergraduate degrees from UAE-accredited universities and who are interested in taking courses of similar or higher levels at UD for credit but not toward a degree. The students must normally have the necessary academic background or experience to match the level or requirements of the requested course through submitting the latest academic qualification
- Special students must meet UD's English language requirements.
- The maximum number of credits taken shall not exceed 30 UG credits or 12 graduate credits.
- Special students must comply with attendance and course assessment policies, similar to UD students.
- The transcript of a special student must clearly show the status of a Special Student.
- A special student must submit the application form along with the required documents before the beginning of the semester/term.
- A special student may apply for a regular student status after complying with UD admission requirements of the intended program. If accepted, the courses taken can be counted toward that degree.

9.4.4 Re-admission / Re-instatement for Interrupted UD Students

- A student, who has withdrawn or has cancelled his /her registration at UD, may be considered for re-admission upon submitting a formal request to the Registration Department.
- A student dismissed from UD on academic grounds may be re-admitted into a different program in a field different from the one from which the student is transferring.
- A student dismissed from UD on disciplinary grounds will not be re-admitted into the university, even as a new student.
- Applications for undergraduate re-admission may be considered if the period of study interruption does not exceed 7 years (14 regular semesters) from the last registered semester. In such a case, the same ID number will be used. The period of interruption must not exceed three years for graduate programs.
- If the undergraduate student is re-admitted after a period of less than 7 years of study interruption (or 3 years for graduate students), courses taken at UD will be considered. Courses taken outside UD must have a minimum grade of "C" for undergraduate and "B" for graduate programs to be transferred. (See the Transfer Policy 5.3 for full details).
- Applications for re-admission after longer study interruption periods (i.e. >7 years) will be treated as new students (with new ID's) provided that dismissal from previous study was not based on disciplinary grounds. Restrictions on study programs also apply.
- In the above case, only general UG courses that were taken at UD may be considered if it aligns with the current curriculum, and will be marked as "Exempted"[1] as long as the previous grade was at least "C". Other non-general courses may be considered subject to a challenge exam where the student must score at least 65%. Grades will be reported as "Exempted" in the transcript. Graduate courses are not eligible for consideration.
- The deadline to receive applications for re-admission is one month prior to the beginning of the intended semester/term.

9.4.5 Admission for Interrupted non-UD students

See Policy S5.3 on Transfer Admission.

[1]With "Exempted" credit hours are counted.

10. Advanced Standing

UD allows academic credit exemption for up to 6 courses (18 CH) for Advanced Placement subjects in the undergraduate programs. Eligible students can benefit significantly from reduced cost of undergraduate studies and also speed up their graduation in BBA/BS.

UD also recognizes the significance of superior scores earned by incoming freshmen on Advanced Placement (AP) examinations administered by the College Board, IB curriculum of International Baccalaureate Examinations, Pre-College Credit and achieving high scores in TOEFL/IELTS/SAT. Consideration of high performance in these selected exams may accelerate a student's progress in his/her respective undergraduate degree program. Students should arrange to have their scores sent directly to UD Registrar from the College Board/ETS/IB Examinations. UD Institutional TOEFL Code is 8239 and UD SAT code is 5695.

10.1 Student Options on AP/IB/GCSE Credits

Matriculating students seeking credit for AP and IB exams must have official score reports sent directly to the Registrar's office by the Educational Testing Service and International Baccalaureate Organization respectively. See Advanced Chart Placement/International Baccalaureate table below:
Examination at Advanced Placement/IB

Subjects	Score	University Of Dubai Credit Awarded
Computer Science A	4	ITGN 100 (3CH)
Computer Science B	4	ITGN 115 (3CH)
Economics		
• Micro Economics	4	Economics BECN 100 waiver
• Macro Economics	4	Economics BECN 225 waiver
English		
• Language/Composition	4	English ENGL 100 Free (3CH)
• Literature/Composition	4	English ENGL 105 Free (3CH)
Environmental Science	4	GCEI 100(3CH)
Mathematics AB	4	GMAT 100/110 (3CH)
Mathematics BC	4	GMAT 105/115 (3CH)
Psychology	4	GPSY 100 (3CH)
Statistics	4	BSTA 200 (3CH)

UD reserves the right to re-evaluate the content of AP/IB exams and to change the assignment of credit and course equivalencies. Placement into advanced courses will be deliberated, given advanced course demands, between student and advisor. Students are encouraged to meet with their advisor to explore the most current AP/IB assessments.

Matriculating students seeking credit for A-Level exams must bring their original A-Level certificates to the Office of Admissions in order to have their scores evaluated for credit. See GCSE Advanced (A) Level Exam Policy chart as per the table below:

10.2 Examination at GCSE Advanced (A) Level

Subjects	GRADE OF A* OR A OR B (University of Dubai Credit Awarded)
Accounting	BACC 205-Principles of Financial Accounting
Economics	A* or A or B = Waiver of BECN 100 Microeconomics
English	English departmental review
Math w/Further Math (EdExcel)	Math departmental review

10.3 Pre-College and Dual Enrollment Credit

The Office of Admissions will evaluate the credits of students who have taken courses at an accredited college or university during high school, the same way it evaluates transfer student's credits.

UD must receive a letter from your high school guidance counselor or principal verifying that the courses taken did not satisfy high school graduation requirements. Additionally, a letter from the college's registrar is required and must verify the following items in order for the credit to be deemed acceptable:

- The course must be taught on the college campus by a member of the regular faculty.
- It must be open to enrollment by and graded in direct competition with regularly matriculated undergraduates at the college.
- It must be part of the normal curriculum published in the college's catalogue and **cannot be a distance learning course of any type**.

10.4 High performance in TOEFL/IELTS/SAT tests

Students can also be exempted from selected courses based on their high performance in the standardized tests as indicated in Table-3.

Standardized TEST Score

SN	Standardized Tests	University of Dubai Credit Awarded
1	TOEFL PBT ≥ 550 or iBT ≥ 79	ENGL 100
2	IELTS ≥ 6 on each section of IELTS	ENGL 100
3	TOEFL PBT ≥ 600 or iBT ≥ 100	ENGL 105
4	IELTS ≥ 6.5 on each section (Reading, Listening & Speaking) of IELTS **AND** ≥ 7 in Writing	ENGL 105
5	Exempt students who are native English speakers or near native English speakers	ENGL 100 & ENGL 105
6	SAT or UD Institutional SAT score 600-649	GMAT 100/110 (Math-1)
7	SAT or UD Institutional SAT score ≥ 700	GMAT 105/115 (Math-2)
8	Pass the IT test in http://www.microsoft.com/learning/en/us/mos-certification.aspx#fbid=4nFeENP4WwG	ITGN 100
9	Pass the IT test in CIW Web Foundations Associate after passing two exams as self-study Exam ID: 1D0-610	ITGN 105

10.5 Credit Evaluation

Students' scores and credits in Tables 1-3 are evaluated the year in which they matriculate according to the evaluation standards in place for that year in Tables 1-3. It is expected that students will have their respective scores submitted for evaluation prior to matriculation to facilitate a timely assessment of their scores and equivalent coursework for program planning.

Students' credits will not be assigned to the academic record retroactively. A maximum of 12 courses (36 CH) may be exempted.

10.6 Restrictions

The University reserves the right to refuse certain credits if issues regarding the likelihood of success or progression within the program of study arise or if program requirements dictate. Certain departments such as English, Mathematics, IT and Economics have separate criteria for placement in courses to ensure that they possess critical skills and knowledge in the content area. Students' programs and co-op plans are developed on a case by case basis.

11.Recognition of Prior Learning

The Recognition of Prior Learning (RPL) policy aims to optimize a student's progression by recognizing his/her informal or non-formal prior learning as the basis for satisfying some course requirements.

11.1 Definition of RPL

Recognition of Prior Learning is a valuation process requested by the student to assess a previously obtained informal and non-formal learning, competency, skills, and experiential learning prior to his/her program enrollment.

Informal learning is gained through work, activities and experience. Informal learning is neither organized nor structured in terms of objectives or time. Non-formal learning usually takes place through a structured learning program but which does not lead to an accredited academic qualification.

The recognition of formal learning, which takes place through a structured program of learning that leads to a full or partial achievement of an accredited academic qualification, is governed by policies S5.3 and S5.4.

11.2 Policy

1. A student can apply for RPL with his/her application for admission to the University of Dubai. An application for RPL will not be accepted prior to applying for admission.
2. The student must include the relevant documents and other evidence to demonstrate his/her prior knowledge, skills and competencies.
3. The prior learning must be fairly current. It must have been completed no more than eight (8) years prior to applying to join a UD program. Special attention must be given to fields that become quickly outdated by changes in practice or technology (e.g. Information Technology, communication), where a five (5) year limit is imposed.
4. The request for RPL shall be evaluated by a committee assigned by the College Dean. The committee members must be experienced in the subject, and possess excellent knowledge in the concerned program/course.
5. The committee's responsibility is to review each application and determine whether the evidence of prior learning and experience potentially match the learning outcomes and rigor of the course sought. The committee may request additional information if needed.
6. There should be no double counting. The material submitted for RPL should not have been counted toward a previously earned and accredited academic qualification.
7. A challenge exam will be required in all cases prior to the awarding of credit for RPL.
8. A student will be awarded credit for a course when he/she has demonstrated that he/she has successfully met the learning outcomes and assessment criteria of the course in question. The review/assessment must show at least 80% similarity.
9. RPL is normally granted at the same award level. For example, RPL for prior learning at the Bachelor level would be granted towards a Bachelor level course at UD. However, the minimum course grade must be "C" or 2 or its equivalent for undergraduate courses and "B" or its equivalent at the Master's level.
10. In undergraduate programs, only courses of 100, 200 or 300 levels may be considered for RPL.
11. Any RPL that is granted must be considered in conjunction with an identified study plan. Where a study plan is based on a student's planned major, and that major is subsequently changed by the student, the RPL applied in relation to the first major proposed may no longer be applicable to the study plan for the new major.

12. The RPL committee must ensure consistency and efficiency of decision-making. A precedent records an RPL decision with the aim of applying that decision to subsequent comparable cases.
13. The database of precedents must be consulted in relation to any advanced standing application being considered.
14. The database of precedents, together with other advanced standing determinations must be stored by the concerned College.
15. Due to the unstructured and highly variable nature of informal learning, there may be cases of RPL that cannot be based on precedents. In such case, the committee must take into account the individual student's circumstances, award program and the evidence provided.
16. For undergraduate programs, RPL may be granted up to 50% of curricular requirements. For Master's programs, the limit is six (6) credit hours. No RPL is given in the PhD program. The student must complete the remaining curricular studies as formal education.
17. Partial recognition is not offered. RPL is given on the basis of whole courses only.
18. Courses approved for prior recognition shall be awarded a "Transfer-Credit" grade, which is not counted in the calculation of the student's cumulative GPA.
19. The University is committed to working with the vocational and technical Education sector, and professional organizations who offer internationally-accredited certification, to establish a range of pathways through which UD's courses are linked with these sector courses within in the QF Emirates Grid.
20. The initial requests for RPL shall be handled by the Admissions Department.
21. The Registrar shall be the data custodian for all awarded cases.
22. A note regarding the possibility of acquiring RPL will be mentioned in all related UD publications in addition to the Application for Admission.
23. The colleges must regularly review the progress of the students awarded credits for prior learning, and make any needed adjustments to the transfer rules.

11.3 Procedures

1. An applicant for admission wishing to receive credit for RPL must submit his/her request through the Admissions Department along with the supporting evidence.
2. The following items may be required from the applicant (if applicable):
    a. Student Portfolio (work experience letters, CV, internship agreement (if applicable), professional certificates, official transcripts of previous study, official job descriptions.
    b. Syllabi of previously taken professional courses or a description of non-formal programs followed.
    c. Sample of work performed.
    d. Published research and articles.
    e. Workplace projects.
    f. Reference letters from employers detailing the applicant's skills and experience.
    g. Membership in professional organizations.
    h. Third party testimonies.
    i. Listing of trainings and attended workshops.
    j. Any additional documents to demonstrate knowledge, skills and competencies.
3. The Admission department shall forward the request to the concerned College.
4. The College Dean will assign a committee to evaluate the case within a week from the receipt of the application.
5. The assigned committee will review the application and make a recommendation on whether or not to accept the request based on the submitted documents, within two weeks. If the request is accepted, the committee shall prepare and schedule a challenge exam to the applicant.

6. The Admissions Department shall announce the result to the applicant within a week from the exam date.
7. If the application for RPL is rejected, the committee must justify its decision.

11.4 Appeal Process

1. If the applicant wishes to appeal the results of the RPL, he/she may submit an appeal to the Admissions Department within a week from the receipt of the committee decision.
2. The applicant may include in his appeal additional material for consideration.
3. The Admissions Department will then submit the appeal to the College Dean for a final decision.

12. Distant Learning Policy

12.1 Purpose

This Policy is intended to define the requirements, procedures, assessments, and continuous enhancement methods that must be followed to offer a course in a Distant Learning (DL) delivery mode.

12.2 Scope

This policy shall be applied to all undergraduate and graduate programs at the University of Dubai (UD) that offer course/courses through a DL delivery mode.

12.3 Definition

Distance Learning occurs when students and instructors/researchers are physically located in different geographical locations.

Access to instructional, learning, or research materials are made available through the use of Smart Learning technologies, such as computer-based learning, mobile learning, flipped classroom, and blended learning.

The communication between the students and instructors or research supervisors could be made online, through internet or mobile, off-line, or a mixture of both.

Blended learning (BL) uses online educational practices and may involve students spending a significant period of their studies away from the University to undertake a project, conduct a fieldwork or research, either independently or under the auspices of another organization.

12.4 Distant Learning Software

All programs at UD that offer courses through a DL delivery mode, are required to use the following software available at UD:

1. Moodle
2. Zoom

12.5 Requirements and Procedures

1. All undergraduate and graduate programs that wish to offer courses through a DL delivery mode, must obtain approval from the Commission for Academic Accreditation (CAA), unless the DL mode of delivery is a mandatory requirement, due to unforeseen circumstances.
2. All instructors who wish to offer DL courses must seek orientation/training from the University IT Center to use the Moodle and/or Zoom software and obtain the necessary hardware.
3. All students who are going to take a DL course must receive proper and sufficient orientation/training from the course instructor and the IT Center.
4. UD shall provide the students access to Moodle and Zoom software but shall not provide any hardware requirements to be used off-campus, such as PCs and laptops.
5. All courses offered through a DL delivery mode, must have a schedule that is approved by the Program Director, the Dean, and the Provost.
6. All instructors who are offering a DL course must be available online during the scheduled time of the DL course.
7. Online office hours must be announced to students, whereby the instructor responds to student questions, in real-time, through Moodle/Zoom, emails, WhatsApp, or other means of communication.

8. The teaching and learning guidelines specified in the syllabus of a regular course that is offered in-class, must be followed when the course is offered in a DL delivery mode.
9. Any changes to the syllabus must follow the University established procedures and must be reviewed by the QA&IE Department to assure compliance with the University and CAA Standards, before it is implemented.
10. Student attendance must be taken regularly during the DL course.
11. Student Assessment in a DL course shall follow the assessment scheme defined in the course syllabus.
12. Tests and exams must be conducted in campus.
13. In some circumstances when tests and exams can't be conducted in-campus, they can be replaced by smart technological methods that are available and proven the integrity of implementing them remotely.
14. Internship and Industry projects, are usually conducted off-campus, but faculty must maintain proper and scheduled communication and follow-up with student through Moodle/Zoom, emails, WhatsApp, or other means of communication. Such communication must be recorded for future reference.
15. Practical assignments and tests/exams that are required to be conducted in a laboratory, must be performed in-campus.
16. If a student could not attend the DL course, perform the required assignments, or take the test/exam, for unforeseen reasons, he/she must send a notification to the Program Director/Dean. In such a situation, the case shall be resolved as per the University regulation regarding absence, taking into consideration the severity of the unforeseen reasons.
17. Student misconduct during a DL course session, shall be treated in accordance with University policies and regulations of student misconduct.

12.6 Continuous Enhancement

1. At the end of the DL course, the QA&IE Department shall assess the effectiveness of the DL delivery mode, to monitor the compliance of the University and CAA Standards and improve teaching and learning.
2. The assessment shall be based on student and faculty feedbacks, analysis of the course file, and other methods as applicable.

13. Withdrawal

13.1 Withdrawal from Courses (without failure)

- A student is permitted to withdraw from one or more courses at a later stage during the semester/term after submitting the appropriate Course Withdrawal form.
- A student must maintain the required minimum number of credits per semester/term (12 for UG. Exceptions need the approval of the Program Director/Dean.
- If the student's load with the planned withdrawal goes below the minimum required, the student is advised to withdraw (without fail) from the semester.
- Withdrawal from courses must occur no later than the 9th week of studies in a regular semester for UG and at about one week after the midterm exam for short semesters, and about 60-65% of the/semester for Master's programs.
- The student must get the approval of his/her academic advisor before applying for withdrawal from the course. The advisor should specify the reason(s) for the student's withdrawal.
- A grade of "W" will be recorded on the student's transcript for the withdrawn course(s).
- A student is not entitled to receive a refund for any such withdrawals.
- A student is not permitted to withdraw from courses beyond the period stipulated in the academic calendar, and the student must complete the course as scheduled.
- The Provost shall consider cases of extenuating nature, in which case, the student shall withdraw from the whole semester not from a single course.

13.2 Registration Hold (both Undergraduate & Master's Programs)

- A student may be permitted to put a hold on his/her registration upon submitting a written request to the Registrar.
- The request will be accepted on condition that the student has been a regular student at UD for at least one semester for undergraduate programs
- The deadline for requesting a hold on registration is normally seven weeks for undergraduate programs prior to the start of the semester but may be extended up to one month from the beginning of the semester if there are urgent circumstances.
- During the entire period of study, the "Registration Hold" status must not exceed two consecutive semesters or four separate semesters for undergraduate programs and two consecutive terms or four separate terms for Master's programs. This includes the semesters/terms from which the student has withdrawn without failure.
- The accepted hold periods will not be counted as part of the duration of study.
- The list of all students who have requested "Registration Hold" will be forwarded to the Deans by the Registration Department every semester.

13.3 Discontinuation (from both Undergraduate & Master's Programs)

- A student who does not register for a particular semester/term and fails to make a request for Registration Hold is considered "Discontinued" in the Registry's records.
- A Discontinued student is liable to financial penalties if he/she apply for re-admission (Or re-registration).
- If the student's "Discontinued" status exceeds two semesters/terms (continuous or separate) for undergraduate or Master's programs, then the student's registration status will be considered "Cancelled."
- The discontinued periods will be counted as part of the student's duration of study.
- "Cancelled" students must apply for re-admission if the interruption of study period does not exceed 7 years for UG and 3 years for Master's programs.

13.4 Withdrawal from Semester

- A student may request to withdraw from the semester at any time.

- If the request is approved by the Director/Dean, the student must withdraw from all registered courses. A “W” grade will be reported for these courses.
- The semester /term will be considered as Registration Hold.
- The refund policy stated in the Tuition and Scholarships Policy shall apply.

13.5 Withdrawal from the University

- A student may request to withdraw from the University or to cancel his/her enrollment at any time during the year.
- The student must first withdraw from all registered and incomplete courses during that semester/term. A “W” grade will be reported for these courses.
- The student must complete the “Withdrawal Clearance” Form and obtain signatures from the concerned Director/Dean.
- Withdrawn students will also be required to complete the “Discontinuing Students’ Exit Survey” which forms a basis for continuous improvement at UD.
- The refund policy stated in the Tuition and Scholarships Policy shall apply.
- A withdrawn student may be re-admitted to UD

13.6 Dismissal from the Program – Undergraduate

A student may be dismissed from the program in the following cases:

- Exceeded the number of permissible academic warnings / probations.
- Exceeded the maximum allowable duration of study listed in this policy.
- Failed a course three (3) times for (UG)

Exceptions may only be granted by the President upon the recommendation of the Provost.

14. Tuition Fees & Scholarships

14.1 Schedule of Tuition and other fees (Jan til Dec 2023)

Cost Description		
A.1 Tuition Fee for BBA / BS / LLB	**Local Students (AED)**	**International Students (USD)**
Regular Students (per 3 CH)	6,090	-
Visiting (Short course) (per 3 CH)	6,930	1,890
A.2 Tuition fee for Electrical Engineering CE	Local Students (AED)	International Students (USD)
Engineering Courses (per 1 CH)	2,415	-
Visiting Engineering students - General Education Course (per 3 CH)	6,930	
Visiting Engineering students - Engineering Courses (per 1 CH)	2,730	
A.3 Remedial Courses for all programs -Fee per course - discount is not applicable		
Foundation IELTS preparation (15-week)	6,090	
Advanced IELTS preparation (15-week)	6,090	
Pre-Math	6,090	-
Pre-Arabic	6,090	-
Pre-English	6,090	-
Pre-Physics	7,245	-
A.4 Internship/Industry Project for BBA / BS / LLB	Local Students (AED)	International Students (USD)
Regular Students	12,180	-
Visiting (Short course)	13,860	3,780
A.5 Internship/Industry Project for Electrical Engineering CE	Local Students (AED)	International Students (USD)
Regular Students	10,500	-
Visiting (Short course)	11,865	
A.6 Tuition fee for Lab courses		
ITGN 115, ITGN 120, ITGN 230, ITGN 315, ITGN 350, BBUS 215, BBUS 400, GPHY 100, GPHY 150, ENAP 150, ENMA 200, ENDD 200, ENEC 200, ENEL 250, ENSS 300, ENMP 300, ENCS 300, CECN 400, ENPR 401, ENPR 402	= AED 1,000 /per Course	
Regular Students	6,090+1000 =7,090	-
Visiting (Short course)	=6,930+1,000 =7,930	2,160
A.7 International Student Exchange Program as per MoUs	-	As per MoUs or $1,350
C. Miscellaneous Fees (Non-refundable)	(AED)	(USD)

C.1	Transfer Application Fee (Refundable after Course Registration)	300	
C.2	Admission Fees (includes Student ID card)	500	200
C.3	Re-Admission Fee	1,200	
C.4	English Placement Test (first time & each time a test is repeated)	300	See Notes
C.5	Math Placement Test (first time & each time a test is repeated)	300	
C.6	Change of Concentration / Major	500	
C.7	Replacement of a lost ID	100	
C.8	Registration Fees - Fall/Spring	1,000	
C.9	Registration Fees - Short semester	500	
C.10	Late Registration Fee (per course)	1,000	
C.11	Late Registration Fee (Internship)	1,000	
C.12	Student Activity Fees - Fall/Spring	200	
C.13	Student Activity Fees - Short semester	100	
C.14	Returned check (maximum 2 chances) - First time free of charge	750	
C.15	Postponement of post-dated cheque	250	
D. Miscellaneous Course Related Fees (Non-refundable)		(AED)	(USD)
D.1	Change of Major (after 45 Credit Hours)	500	See Notes
D.2	Application for Incomplete/Make-up Exam (Mid-term/Final exams)	1,000	
D.3	Certificate / Letter (To Whom it May Concern)	100	
D.1	Transcripts	100	
D.5	Application for Reviewing Final Exam Sheet	500	
D.6	Professional Fee/Other - On time fee applied to Engineering Students	500	
D.7	Issuance of Degree Certificate Fee	350	220
D.8	Re-issuance of Degree Certificate	2,000	300
D.9	Attestation of True Copy Certificate	100	
D.10	Financial & Accounts statement's printing fee	100	See Notes
D.11	Graduation Fee*	2,000	
D.12	Course Syllabus - print & stamp fee (per course)	100	
D.13	Technology Fee (once only - at the time of enrollment)	700	

The university reserves the right to increase tuition fees up to 10% per academic year when deemed necessary[1].

[1] Notes to UD tuition fee and scholarship

- Miscellaneous fees (in AED) are applicable to International Students as well.
- Revised fees are applicable to new students registered for Fall 2017 onwards.
- Student Exchange Program fees are as per MoUs or $1,250, whichever is lower. 5% VAT is applicable to the above given prices.

*Graduation fee is subject to change

14.2 Discount policy

Undergraduate Programs - Criteria	Local Students
UAE/GCC Nationals	10%
Students working in government departments	10%
Relatives (brothers/sisters/husband/wife)	10%
Employees of UD/DCCI	50%
UD Alumni and sons/daughters/brothers/sisters	10%
GPA of ≥ 3.60 at the end of semester/term	20%

Special discount:

1. New students with 90% or above high school score will be entitled to get 50% discount on their tuition. Students are required to maintain a CGPA of 3.6 or above to continue receiving such discount.
2. Continuing students with CGPA≥3.6 are eligible for 20% discount on the semester tuition fees (with CAP of 30%)

14.3 Special Discount

New Students with 90% or above high school score will be entitled to get 50% discount on their tuition. Students are required to maintain a CGPA of 3.6 or above to continue receiving such discounts.

Continuing Students with CGPA >=3.6 are eligible for 20% on the semester tuition fees (with the CAP of 30%).

14.4 Scholarships

14.4.1 High school merit scholarship

New students joining UD directly after High School with a score of 90% and above will receive a discount on tuition fees.

14.4.2 Need-Based Scholarship

The need-based scholarships are awarded to students experiencing great difficulties meeting their financial obligations to UD. Need-based scholarships are subject to availability. Students are requested to contact the Students & Alumni Affairs (SAA) for eligibility and award details.

14.4.3 Alumni and Friends of the University of Dubai scholarship

The Alumni and friends of the University of Dubai offer two types of scholarships: incoming freshmen Scholarship and Student Leader Scholarship. The scholarships are granted based on established guidelines developed by the UD Alumni Association and administered by UD. For more information, please contact the Alumni Affairs office.

14.4.4 Other scholarships

Other scholarships are also available from governmental, private institutions or individuals. Such scholarships are normally granted on a merit base with certain stipulations.

14.5 Late registration Fee Policy

The registration fee also applies to visiting students during the regular and short semesters. Continuing students, who fail to register during the regular registration time period, as announced in the

▪ *Graduation fee is subject to change

academic calendar, will be charged an additional late registration fee per course. This additional fee does not apply to added courses (replaced during Drop & Add period or just added to complete registration) during the Drop & Add period.

14.6 Installment/Deferred Payments Policy

The maximum number of installments is four during fall/Spring semesters and two during Winter/Summer semesters. At the time of registration students are required to pay for at least one course and all applicable registration and activity fees by cash, current check or credit card. Any balance remaining must be paid in a maximum of three installments in the form of postdated checks. The last date of the final installment is two weeks before the final exam for fall/Spring semesters and one week before the Winter/Summer semesters end. Cash, checks or credit cards are accepted as payment. Visiting (short course) students may pay their fees by cash, current dated check or credit card; post-dated checks will not be accepted from visiting (short course) students.

14.7 Refund Policy

- Students are refunded 100% of the tuition fees paid if they withdraw during the first week.
- Students are refunded 50% of the tuition fees paid if they withdraw during the second week.
- Students withdrawing after the second week are not entitled to any refund.
- Non-tuition fees are not refundable.
- Tuition fees, as well as other fees paid for Winter/Summer semesters, are not refundable once paid - as explicitly stated in the registration form signed by the student.
- Tuition fees might be refunded if there is sufficient evidence that the withdrawal is due to health reasons and the case is supported by proper documentation. This exception is subject to the approval of the UD President.

14.8 Insufficient Funds Policy

No checks will be accepted from any student whose checks are returned twice. In this case, only cash and/or credit card payment is acceptable thereafter. It is the sole responsibility of the student to ensure all scheduled payments presented are properly provided for as management will not send reminders to the individual.

14.9 Outstanding Balances Policy

Students with unpaid outstanding balances will have their registration placed on hold and will not be allowed to access any of their records. In addition, they may not be given any letter of recommendation, which is requested during this period.

15. Student Campus Life

15.1 Students Participation in the Governance of the University

UD thoroughly encourages students' participation in different activities that contribute towards the university's improvement and the decision-making process. The institution is highly concerned with providing the best services and learning environment to its students, and allow them to accomplish their goals and learning outcomes as per the university's standards. Throughout the year, different committees are established by students and councils to assist the operations of the academic units. Such committees include Course Offering and Textbook Committee, Ethics and Values Committee (University Level), Information Technology (IT) Committee, Outstanding Faculty Award Committee,

Commencement Committee, QAIE Audit Committee. Additional committees can be developed and added as needed.

15.2 Student Services

Colleges provide students with assistance in academic matters. Faculty office hours and/or electronic access (chat rooms; discussion threads) are provided for students who need academic help.

The Department of Students Services (DSS) provides undergraduate and graduate students with innovative extracurricular programs promoting health, wellness, leadership, ethics, and values, and prepares them for their responsibilities as progressive and engaged global citizens. The DSS also recognizes those who show extraordinary commitment and dedication through their outstanding academic performance and through their volunteerism and exemplary leadership roles in various activities, programs and events. Some of the programs organized/supported by the DSS include the following, inter alia:

15.2.1 Orientation Day - Bidayaat

At the beginning of each semester/term, the Department of Students Services (DSS) organizes an Orientation program for students called "Bidayaat." Bidayaat aims to provide a smooth and successful start for new UD students by creating activities and sessions to welcome and help them familiarize with the university's faculty, staff, departments, services and facilities. Activities include a campus tour, presentations and even games and surprises. Printed material covering course requirements, registration procedures and club bylaws are distributed to new students.

15.2.2 Social and Cultural Programs

DSS organizes social and cultural events to further its goal of promoting relations between UD and the community. DSS conducts vibrant and extensive social and cultural programs that ensure the students' participation, thereby enhancing ones' understanding and appreciation of the various cultures and social impact to the community.

15.2.3 Sports and Recreational Programs

To promote sportsmanship, camaraderie and a healthy lifestyle, intra-mural activities are organized by the DSS in a friendly yet competitive environment. Tournaments are held for sports activities such as football, basketball, bowling, billiards and foosball. UD sports clubs compete against higher education institutions as part of the Higher Education Sports Federation, which consists of colleges and universities in Dubai and other Emirates in the UAE.

15.2.4 Students Union

The University of Dubai's Student Union (UDSU) was established to develop a sense of belonging, foster an independent, pro-active and responsible student body, and to provide a range of social, cultural, sporting and recreational activities in which students can participate. The UDSU election is held in the beginning of the academic year (September / October).

15.2.5 Students Organizations / clubs

Student organizations / clubs are an integral part of the learning process at UD as they allow students to pursue personal interests and hobbies outside the classroom, learn leadership skills by handling

responsibilities and meet/interact with other people. Clubs cover a wide range of activities like sports, music and recreation, as well as cultural and social interests.

15.2.6 Volunteer / Outreach Programs

UD provides opportunities for UD students to participate in several volunteer programs and events that promote a positive impact on the community, and improve the quality of life for others. These programs also help raise awareness and promote learning from a different perspective.

15.2.7 Events

DSS in collaboration with the UDSU and other UD groups organize a variety of activities throughout the year with the objective of breaking down barriers between cultures and celebrate diversity in different ways. These events provide students with the opportunity to meet other members of the UD community, learn something new, and at the same time have fun. Some of the events organized annually include:

- UAE National Day celebration
- Ramadan Iftar gathering
- Barbeque trips
- Desert safari
- Beach parties
- Talent night
- UD Bazaar
- International Day Festival

15.2.8 Awards Programs

In recognition of the students' outstanding academic achievement and support to UD's various events and activities, the DSS holds two awards programs throughout the academic year. These are:

A. Honor Students Awards:
   Held in the month of October, the Honor Students event is organized to recognize the high academic performance of undergraduate students with GPA of at least 3.2/4 and graduate students with 3.6/4 and above. Students' parents are also invited to share their children's academic achievement.

B. Student Life Awards Ceremony (SLAC):
   At the end of the academic year, the University holds a presentation ceremony to honor, recognize and appreciate students whose contributions towards the university's various activities, programs and events showed exemplary dedication and commitment. These include organizers of successful events and individuals who took leadership positions in all aspects of students' lives such as the Student Union, student groups and sports teams. In addition, the companies which sponsor Student Services events are also recognized for their contribution to students' functions.

15.3 Learning Support Centers

The university holds a number of classes under DBS and CEIT colleges to enhance the students' learning experience and help them accomplish their learning outcomes. These classes are held by either academic faculty or peer students in special cubic rooms in the Library. The courses for tutoring are selected on the basis of students' requests and needs, as well as the professors' concerns about the enrolled students and their academic achievements or progress in specified courses. In addition, the university provides Independent Learning Center (ILC) to each student, which is an online platform that can be accessed through the student's portal. This service provides academic assistance to the students in their courses through different forms of exercises that can help students improve their academic skills. Students can go to learn, review and/or practice key concepts in courses

independently. It was particularly designed to give students extra practice in the core skills at university. The site provides practice for students at any level and is intended for learning purposes, as students go through courses and even after they have finished courses. It can be especially beneficial for students that need to go back and review key concepts not mastered in a completed course especially for prerequisite courses, skilled based courses and/or for at risk students. The site is linked to the student and faculty portals; it is laptop friendly but has some mobile friendly features.

15.4 Student Counseling

The University of Dubai offers its current students some counselling services aiming at helping students overcome some of the challenges accompanying their education.

15.4.1. Student Counseling

Students often experience stress (e.g., personal, social, and financial) during their university life. While many students cope, others feel frustrated and overwhelmed. The counselor at the Student Counseling Unit (SCU) is expected to support UD students by addressing and helping them successfully overcome academic, psychological, social, relational and personal challenges at UD.

15.4.2 Services

The Student Counseling Unit offers, within the limits of its resources, confidential and culturally appropriate counseling services to all registered students experiencing problems or concerns that affect their personal academic progress and sense of well-being. Students often seek counseling to examine issues such as relationships, family problems, stress, cultural differences, assertiveness, self-esteem, depression and anxiety. The services include:

- Individual Counseling: This is provided to students concerned about personal, social, academic and moral issues. The process may take up to six (6) sessions depending on the case. Each session lasts between 45 to 60 minutes.
- Group Counseling: This is provided to students with similar concerns but in a group format. Groups are typically formed of 6 to 8 students, and meet weekly, for a period of 60 to 90 minutes.
- Consultations: These are usually one-off session for urgent matters to help students in making the right decisions.
- Training programs and life skills workshops include such topics as: exam stress, timemanagement skills and social skills.

15.4.3 Counseling Procedure

A. Steps

1. Pre-counseling:
   - The student sets a time to meet with the counselor.
   - The student reads and signs the Consent Form.
   - The student completes the Primary Questionnaire.

2. Primary Session:
   - The counselor introduces him/herself and the services and collects general information about the student and his/her concern(s).

- The student defines his/her objectives for the session and expectations from the counselor.
- The counselor clarifies the professional relationship between the counselor and the student.
- The counselor conducts an assessment of the situation and identifies a service or approach that will best assist the student.
- The counselor and the student set a time frame for the case (number of sessions, duration, and place).

3. Post-counseling:
   - The student completes the feedback form.
   - The counselor evaluates the student's satisfaction level with the service and prepares a case file.

B. Student Rights

1. UD students have the right to fair, appropriate and confidential counseling services.
2. UD students have the right to halt the counseling process at any point in time.
3. All records and information revealed in counseling remain confidential except in the following conditions:
   - When protecting the student or someone else from immediate harm.
   - When required to do so by a court order.
   - When authorized in writing by the student to release information to a specified college/ department/or other third party.

C. Shared Responsibility

1. Visitations to the SCU will take place outside the student's class schedule.
2. Students are encouraged to come on time, or contact the counselor by email or by phone if they are unable to come to their appointment.
3. Students are encouraged to be honest and open with the counselor regarding details of their case.
4. The student's personal commitment is crucial to an effective counseling session.
5. The student counselor can help students only if they are willing to receive help and support.

D. Student Counseling Forms

Each case file will contain the following forms:

1. Referral Form (If appropriate/available – Appendix I S5.15 UDPPM)
2. Consent Form (Appendix II).
3. Primary Questionnaire (Appendix III).
4. Primary Session Report (Appendix IV).
5. Counseling Session Abstract (Appendix V). 6. Feedback Form (Appendix VI)
   7. Case Report (Appendix VII).

E. Case Closure

Each case will be considered closed:

1. When so agreed by both counselor and student
2. At student's request.
3. Upon missing three consecutive sessions without an acceptable reason.
4. Upon referral to a specialized psychologist if the case requires treatment beyond what SCU can provide.

15.4.4 Referring Students for Counseling

To refer a student to the SCU, faculty members and staff complete the attached referral form and send it to SCU.

Students may show signs of stress in different ways. Warning signs help in identifying the student's need for counseling. These signs may include:

1. Change from high to low grades.
2. Excessive absences from classes and exams.
3. Depressed mood, anxiety, inferiority feeling, and stress.
4. Sudden change in behavior or appearance.
5. Inability to remain awake in class.
6. Expressed suicidal feelings.
7. Disruptive or violent behavior.
8. Confused speech, disorganized or irrational thoughts.

15.4.5 Office Hours

The office hours for SCU are Sunday through Thursday from 8:30AM to 4:00PM. Any student in need of an urgent appointment will be given priority in meeting with the student counselor. Walkin visits or self-referrals by phone or email are also welcome.

15.5 Career Placement Services

Choosing an academic major and a career are important decisions. The Internship and Career Development Center (ICDC) provides individual and group sessions to assist students and fresh graduates in making these decisions by integrating all the details and aspects of a job search.

15.5.1 Career Counseling

Individual counseling appointments are available to help students:

- Provide a self-assessment of interests, personality and values, activities, exploration of career and occupational information through the use of computer software (SIGI 3).
- Learn to explore educational and career alternatives and develop career decision-making skills.
- Relate educational experiences to career planning decisions and academic qualifications to work opportunities.
- Arrange mock interviews.
- Develop additional career building tools and skills such as résumé and cover letter writing, interview techniques and job search strategies etc.).

15.5.2 Career Workshop

A variety of career development and job search workshops are conducted throughout the year. Workshops focusing on, for example, interview skills, resumé preparation and the steps in conducting a job search are also held. These workshops are facilitated by ICDC career counselors, alumni and professionals from various business sectors.

15.5.3. Alumni Career Information Session

Graduating students are invited to take part of the Alumni Career Information Session. This exclusive event is for students in their third year to meet, network with alumni and ask about their working experience, what they like and dislike about what they do, pathways into the field, etc. This is arranged according to students' majors.

15.5.4 Job Shadowing

This program creates opportunities for students to explore career fields within business, government, and non-profit work environments. Students visit a host organization coordinated by the ICDC for one to three days and learn first-hand how classroom learning can be linked to career choices and further educational goals.

15.5.5 Career Resource File/Career Library

The Files contain a comprehensive collection of the following career material and information:

- Numerous books, software and Videos relating majors to careers.
- Information on interviewing techniques, resume writing and sample cover letters.
- Information on the occupational and labor market and information on skills necessary for job searches.
- Resources and directories that provide various statistics and salary information.
- National & International College and University graduate school catalogs.
- Database on organizations with listing of the personnel responsible for recruiting.
- Brochures and annual reports of prospective employers recruiting on Campus.
- Study guides for admission tests for graduate and professional Schools overseas.
- Computers for students to use for Internet, job search, career research, resume preparation and career assessment.
- Access to in-house developed software that keeps students apprised of On-campus recruiting activities.

15.5.6 Job Placement

Job Fairs

Each year the ICDC organizes a job fair inviting various employers representing governmental organizations and private institutions to visit the UD campus and meet with the students. This enriches the students' networking database and provides them with more job opportunities. Besides, the ICDC involves UD students in various Job Fairs and Open Days that are organized throughout the country.

Job Listings

The ICDC has developed contacts to receive and process part/full-time job opportunities from government and private organizations in the U.A.E and the other GCC countries which are updated on a regular basis.

- The ICDC has developed an effective network by partnering with various local recruiting firms thus making more opportunities for UD students.
- A web site has been developed for the use of UD students and prospective employers to search and post jobs.
- Information on both on- and off-campus jobs is posted on Bulletin Boards across the Colleges to advertise latest opportunities available to students with a variety of employers.

Employment File

Students and fresh graduates can open an employment file at the ICDC. This file contains the student's name, copy of the student's passport, U.A.E National I.D., resume, and other important documents that are needed for job applications. The employment file is forwarded by the unit to prospective employers upon their request.

Graduate Electronic Resume Book

Each year, ICDC produces an Electronic Resume book containing resumés of fresh graduates. The link for the E-Resume Book is uploaded on the UD ICDC webpage http://ud.ac.ae/icdc/employer.php and sent out to potential employers so that they can access it whenever they need to hire our graduates.

On-Campus Interviews

These interviews offer students the opportunity to interview with a number of organizations for a variety of positions throughout the year. Organizations seek intelligent, committed youth with enthusiasm and zeal for selections. UD students are well trained and acquire on-the-job skills quickly after college.

Open Day

A space equipped with Chairs and tables will be provided to companies who wish to meet students for their recruitment needs. Alongside the recruitment agenda, companies are free to bring along their marketing paraphernalia and corporate giveaways to promote their products and services. The Open Day reservation form must be submitted to the icdc@ud.ac.ae at least three (3) weeks prior to the intended date of visit subject to ICDC's approval.

Video Conference

The university is equipped with a video conference facility to enable off-site interview sessions.

Corporate Alliances

ICDC has signed several Memorandum of Understanding (MoUs) with various organizations from the government and private sector for hosting student internship and offer job placement for UD student and graduates in addition to hosting industry experts as guest speakers. The Center has also developed an effective network of contacts by partnering with various local recruitment firms, thus creating more opportunities for UD students.

Employers Services

Employers are invited to post their employment opportunities with the ICDC by emailing a job posting to the ICDC. Employers are also encouraged to provide printed material and electronic links to information about their organization to be used as resource materials by students and graduates involved in a job search.

Assistance is provided to the employer through a variety of other methods including:

- On-campus recruitment through the Employer Spotlight Program.
- Free advertisement of special hiring events.
- Participation in Job Fairs.
- Access to the UD Graduates' Electronic Resume Book.

Job opportunities are advertised within 3 **working days, free of charge.**

Students and alumni can view posted positions online on CAMS and apply directly to the employers or through ICDC.

Employers Recognition Night

The ICDC hosts a networking event which aims to promote recruitment of UD students and graduates either for internship or full-time jobs. The event also aims to honor the best partner recruiter and internship provider for the current academic year. Details of the event are posted on the UD website.

15.6 Student Residential Life

The University of Dubai does not offer campus accommodation for students.

15.7 Dining Services

The cafeteria provides students with a wide selection of healthy food and beverages at reasonable prices to assure the availability of the appropriate food that benefits students' bodies and brains. In addition, a newly opened Sidra Express Restaurant & Café located at the first floor next to the cafeteria offered variety of healthy dining menu choices and is open from 9AM to 9PM.

15.8 Computer Laboratories

University of Dubai has eleven (11) computer laboratories equipped with computers with various specifications (depending on the function of the lab). The laboratories are open to all students and faculty members on a scheduled basis according to the timetable of each academic program being offered. In addition, faculty members may additionally reserve a laboratory for unsupervised student access to allow for own practice, learning, research and assignment preparation. Students who wish to use the laboratories outside the normal operating hours or during weekends may request authorization (24 hours in advance) from their appropriate course instructor.

15.9 Health Services

The University offers basic health services including awareness programs to its students, staff and faculty members.

15.9.1 Health Services

The University has an on-campus registered nurse available to address any medical emergency affecting UD students, staff or faculty members. For major incidents, the nurse or security personnel shall call the ambulance for the appropriate action.

15.9.2 Health Awareness

Health Awareness Programs provide community health education focusing on preventive measures to develop the student's awareness on how to avoid or deal with various illnesses and injuries, and how to lead a healthy lifestyle. These programs are conducted in partnership with top medical companies specializing in dental, optical, wellness and slimming, skin, hygiene, and dairy and nutritional products.

The Health Center in collaboration with various medical centers under the Department of Health Authority (DHA) organizes:

- Free screenings and tests for various medical problems such as diabetes, hypertension, hepatitis, vision, and body mass index
- Blood donation campaigns, and
- Environmental campaigns to promote a sustainable and healthy environment.

To ensure that students have access to a healthy and nutritional food, the Health Center regularly conducts meetings and checks with the cafeteria concessionaire. In addition, a survey is also administered to get the feedback of students regarding the food, service and cleanliness of the cafeteria.

15.10 Safety & Security

The Safety Security Office (located in the ground floor at the reception) supports the University's activities by:

- providing advice to all University departments, institutions, staff, and students on all aspects of health and safety, including fire protection
- providing a wide range of safety training courses
- carrying out safety audits
- investigating serious accidents and incidents
- liaising with enforcing agencies (e.g. Health and Safety Executive, Environment Agency, Fire Service)
- providing a hazardous waste disposal service
- managing programmes of health and safety improvements, e.g. fire precautions,
- managing the University's fire alarm contract
- drafting safety policies that ensure the University compliance with relevant legislation
- ensuring that the publications of health and safety instructions including the evacuation plans are adequately publicized and posted where needed.

In case of emergency whilst on UD premises, report it directly at the Security Reception (Ground Floor), if you are out of the buildings you will need to call the Security on 04-5566800 and inform them of any situation you could be facing. Any object likely to be considered a threat to the safety of the UD establishment must not be brought into UD buildings; students are encouraged to report any health and safety concerns or suspicious behavior immediately to some security personnel.

Fire Drills

Practice fire drills may be carried out to create awareness amongst students, staff and faculty in the unlikely event a fire breaks out. Students are requested to follow instructions of the concerned personnel when drills are conducted.

15.11 Other Student Services

15.11.1 Lost and Found

In case of the loss of personal belongings, students should report to SAA using the appropriate form. If students find items that do not belong to them, found items can be submitted to the Security Desk on the ground floor or to SAA. At the end of each semester, unclaimed items will be disposed of at the discretion of the university.

15.11.2 Transportation Services

Bus service to students is outsourced to accommodate the transportation needs of the students. This will depend on a pre-determined minimum number of 10 students requesting this service.

15.11.3 Services for Students with Disabilities

The goal of the University of Dubai is to ensure a comprehensively accessible university experience where individuals with disabilities have the same access to facilities, programs, opportunities and activities as all others.

15.11.4 Bookstore

The book store offers a range of materials such as textbooks, literature, magazines, newspapers and Stationery.

15.11.5 Student Lounge

Located on the 1st floor, the student lounge plays an essential role in the daily life of UD students. It is a place where students gather to relax and socialize with friends.

15.11.6 Prayer Rooms

Men's and women's prayer rooms are located on the 1st and 2nd floors. In most cases, evening lectures have a 20 minutes break for prayer, which is a part of the regular class break.

15.11.7 Recreational Facilities

UD has rented athletic facilities at Emirates Aviation campus (next to UD) as well at HCT Dubai campus for football pitch and with a football coach. In addition, UD has commence a basketball training league. UD is opening the door for the sports talented students and provide them with support whenever requested/needed. UD involve students to take part of the Higher Education Sport Federation Tournament "HESF", Dubai Marathon and Table Tennis Tournament (which takes place at UD premises). UD has a plan to establish its own sports complex in the coming years.

15.12 Groups and Student Organizations

Student Organizations are an integral part of the learning process at UD as they allow students to pursue personal interests and hobbies outside the classroom, learn leadership skills by handling responsibilities, and just generally have fun. The UD former clubs are now unified to operate under the umbrella of one main club called the "International Club". This later involves student representatives from different countries and nationalities with a wide range of interests such as: sports, music, recreation, as well as cultural and social issues. Contributors to student organizations' activities and events (volunteers/ushers/organizers) are normally selected from among those who are on good academic standing.

Student Services Department (SSD) provides all the needed guidance to organize and register your group and identify appropriate faculty advisors. As a recognized student organization, the club will have access to funds generated from activity fees. The Emarati group, Environmental group are examples of the active student organizations. If you do not see a group that meets your interest, you can simply start your own in consultation with Head of Student Services.

15.12.1 Social Clubs

List of active clubs in alphabetical order:

- Emirati Club
- Environmental Club
- Iraqi Club
- Lebanese Student Association
- Qademoon Palestinian Club
- Reading Club
- Royal Jordanian Club
- Syrian Club

16. Facilities and Services

16.1 Learning Resources: Library and its services

UD's Library is located on the second floor at UD new campus located in the Dubai International Academic City. The library provides information accessible to faculty, students, staff, alumni and researchers by utilizing the best available library resources both in print and online versions. Collections include online databases, more than 25,000 books and in-house research papers of UD faculty, which are valuable for students, researchers and academics.

Students can access the dedicated learning resources section at the UD library. The library welcomes suggestions for improvements in its service and materials. Users may speak directly to the library staff or may email their written suggestions or recommendations to library-group@ud.ac.ae

16.1.1 Library & Learning Resources Center

The purpose for Library and Learning Resources Center (LLRC) is to preserve, collect, organize information which conveys integral role in supporting higher education and research activities in UD. Making knowledge and information accessible to faculty, students, staff, alumni and researchers in addition to providing high quality services are the LLRC top priority. To fulfill these needs, the library is compelled to utilizing the best available resources and the latest information technologies.

16.2 Library Policy, Procedures and Regulations

16.2.1 Borrowing Eligibility, Privileges

Faculty, students, alumni, staff and members of the community have privileges for accessing remotely library online resources or borrowing from the library, upon the presentation of a valid ID card.

- Faculty members can borrow up to 12 books at a time for the period of 60 days (long term loan period) and the textbooks (instructor copy) can be borrowed for an entire semester.
- Undergraduate and graduate students can borrow up to 6 books for the period of 25 days (normal loan period)
- Staff members can borrow up to 4 books for the period of 25 days (normal loan period)
- Privileges for all other eligible borrowers (such as community users, MoU signed university students etc.) are approved by the Manager of the Library.

The loan period of materials placed on reserve is overnight, public holidays or weekend only. This is because to enable a wider use of reserved materials by students and other community patrons.

Renewal of borrowed material can be done once for the same period, provided that no one has placed a reserve request on the same whether online or physically through circulation librarian. The reserved and short loan period (3 day or 1-day period) materials cannot be renewed by phone, email or online through system.

Audio-visual materials such as Compact Discs (CDs), Digital Video (Versatile) Discs (DVDs) have overnight or weekend loan period. Those audiovisual materials that accompany books can be circulated for the same period length of time as the books. These are kept at the circulation audiovisual cabinet.

Reserve: A requester may place a hold on any library item that is on loan, on order ore on process. The patron will simply tag the item through Library Management System (LMS or catalog) or through librarian at the circulation desk. Reserve request prevents the patron from renewing the item and assures that the reserved item will go on hold for the requester as soon as it is returned to library. Placing a hold does not change the due date of the item any way. If an item is due to back 10 days or more from the date the requester wants it, the librarian will place a recall; if it is due back in less than 10 days, the librarian will place a hold.

All on loan materials are subject to recall by the librarian earlier than their due date. If an item is recalled right after someone has checked it out, they will get the allotted two-week loan time first. If the borrower holds the recalled item beyond the due date, it will be considered overdue and a fine is charged (one dirham per day). Short loan items cannot be recalled. To request those items, the requester will need to place a hold online or through circulation librarian. Recalls take precedence over holds. All patrons have the right to recall checked-out item.

16.3 Library Services

UD library provides the following services:

1. Circulation service: The circulation of library materials to all users will be in accordance to specific loan regulations for each group of users and categories.

2. Reference service: The library will provide efficient and effective reference service to all patrons regardless to their categories or level of study. It will also provide assistance in the use and utilization of the electronic materials and information retrieval to a patron.

3. Access to library collection: Library provides to a user-friendly interface to facilitate easy access. It also provides federated search which provides a robust information available in the collection on one platform.

4. Orientation program: Library always participates in Bidayat (orientation) for newly joined students. The program teaches new students the ways to search for information, the databases available for each category (undergraduates and postgraduates) and showing them the ways to get and use information. Students are introduced to other library services such as references services, self-check in kiosk, reserving the books online and contacts to librarians.

5. Cooperative arrangements and inter-library loan: Library explores the inter-library loan with similar libraries in the country and region as well as document delivery to obtain materials which are not available in library collection for research projects. The relationship has been established with the neighboring counterparts to share experiences and information resources. Interaction between the library and the academic units in the UD is encouraged and most of the time should be in the timely response manner. The requests can be placed by sending an email to reference librarian and the request then processed to the concerned university. Requesters are encouraged to contact the Head of Library if there is any difficulty in using this service. The library will send directly the required articles to requester upon receipt through UD email. Five (5) requests per person per day should be served.

16.4 Circulation Policy

16.4.1 Loan Periods, Renewals and Reservation

All library patrons must produce a valid ID card when borrowing any material. Students are allowed to borrow four books for a period of 25 days. Library materials may be renewed once, provided no other library user has reserved the items. If library materials are not returned on time, an overdue notice is sent out 3 days' prior expiry date as well as one day as grace period is granted and then a fine of 1 dirham per day per item is imposed. If there is library material currently on loan that a student wishes to check out, the item can be reserved at the circulation desk or online. An email notice will be sent to students once the item is available. Reserved item will be re-shelved if it is not picked up within three working days.

16.4.2 Lost or Damaged Library Materials

Borrowers are required to replace lost or damaged item(s) in the collection with a new copy. Patron is charged the actual price of item (latest edition if applicable) plus 50 AED as processing fee.

16.5 General Library Rules

- Users must comply with the IT code of conduct, the library code of conduct, and the student code of conduct while in the library.
- Users may refer to these codes of conduct in the UD catalog. Users must also be considerate of others by keeping noise level low not to disrupt others in studying and research.
- Hot food, salad, pizza, soup and hot messy or odorous item (coffee etc.) must be consumed outside library.
- Library users are responsible of their belongings and should not be left unattended. Library is not responsible for any loss.
- Mobile phones should be kept on vibrate or silent when entering the library.
- Library users are expected to comply with library rules and guidelines that related to fair use of copyrights.
- Defacing or damaging library facilities or equipment will be prosecuted through management authorities.

16.6 Community Patrons

Community patrons, residents of Dubai or nearby areas are welcome to use the UD Library resources and facilities as long as Faculty, Students and Staff access is not infringed. Library access, to borrow (checkout) materials, including community residents are required to apply Library membership (paid membership).

To be eligible for a library membership person should be:

- Should be 18 years of age or older
- Present photo identification (Emirates ID, Driving License)
- Must be in good understanding with library policies and loan policies (brochures available and may be provided)
- Circulating material: Maximum of two (2 items) at a time for two (2) weeks. User will be asked to deposit the amount of a book price before check out of the item.
- Expiry date: Patron will be notified through email 3 days' prior overdue date and the charge of 3 dirhams per day per item will be registered for any delay from the due date

- Damaged, lost or non-returned items are charged at the replacement cost of the item plus AED 20/= minimum or maximum AED 50/= processing fee per book, and AED 30/ minimum processing fee for magazine or journal.
- Item renewal for next two weeks (once only) if no one reserved (kept on hold)
- No interlibrary loan will be done on community member behalf
- Remote access to library resources, interlibrary loan, multimedia material, reference material, textbooks and reserve material, periodicals and equipment are not available for community users. Printing is limited to 50 pages (or two articles) on a session and will be charged 25 fils per page.
- Borrowing privileges are suspended when any item becomes overdue and will resume when the item (s) are returned.
- Chronic offenders of library policies will have their borrowing privileges cancelled.
- All library user's bare considerate responsibility of making the library safe, neat and pleasant place for reading, research, studying and doing productive work. Please observe the above rules and guidelines.

Library Opening Hours

Sunday – Thursday 8:30 AM – 10:30 PM

Saturday 10:00 AM – 10:00 PM

Note: Library hours are subject to change due to inter-semester break and during examination period. Please visit our website or call us at 045566831 for current opening hours. (Closed on Friday and public holidays)

17. Information Technology Services (ITS)

The IT Services Department monitors the daily operations of UD IT resources, which includes the infrastructure network, all staff, faculty, and student computers, academic and administrative applications, printers, etc. The department also maintains all university's IT resources through repairs and updates of all the university's hardware and software resources, as well as, acquisition of new hardware and software resources when required. The department also provides user support for all of the university's staff, faculty, and students when they have problems with the provided university resources or in some cases their own personal resources, as well as works with other department as consultants for any IT related project or issue.

UD students have the following IT infrastructure and services:

- Each student has his/her own student logon account as well as email address.
- Labs access is available for students throughout the week for classes, except on Fridays.
- Labs are also available out of class times with an approval the registrations.
- Library computers can be used at any time during the library's working hours.
- Internet access is available 24/7.
- Multi-purpose printers are available for student use in the library.
- UD standard licensed software is installed on all lab computers.

UD classrooms have the following IT infrastructure and services:

- Each classroom has a PC, LCD Monitor and Speaker
- Each classroom and lab is fitted with an instructional computer, projector with screen or a big LCD screen, and an audio system.
- UD standard licensed software is installed in all classrooms and labs.

17.1 Technical Support

IT Services provide support to UD faculty, staff, and students in a variety of areas. The helpdesk team is in charge of troubleshooting IT problems on all UD hardware and software. This includes troubleshooting problems and providing wireless access to the network. Prior to processing any software installation, the license must be produced or else the request is rejected. The helpdesk also attends all exams that require computer labs and are available for help if called upon in any class.

17.2 Internet & E-Mail

UD provides its community with a 24-hour high speed wireless internet connection. The University also provides every student, faculty, and staff with an e-mail account during their study/service at the university.

17.3 Microsoft Windows Login

Username: Username starts with '**S**' and followed by the student's ID (Example: **S012345**)

Password: One Time password will be provided to students. The student will be prompted to change his/her password in their first signin

***Note**: the above procedure is applicable only within the university's network and it is required in order to access the university's email (Gmail).*

17.4 Accessing University E-Mail

The student must follow the steps below in order to access his/her university's email:

1. Open UD website on the following link www.ud.ac.ae and click on the login link.
2. Login with your Username and Password.
3. After login click on the **Gmail** icon.
4. Re-type username and password to access the emails.

17.5 Computer Use Guidelines

The policies and guidelines outlined in this document must be strictly adhered to by staff, faculty, and students to ensure that any user's usage of the University's facilities and services do not hinder the activities of other, nor leads to the damage (physical or otherwise) of the University's facilities or reputation.

As a staff, faculty, or student of the University, this entitles you to the use of computers, networks, and facilities provided by the University. However, this entitlement depends on your ability to use the entitlement responsibly. By misusing these entitlements, you may end up committing a criminal offence, or at the very least violate the University's policies, which could lead to the revocation of the entitlements.

17.5.1 Authorized users

Being a staff member, student, or faculty member, you are permitted to use the University's facilities and services with the objective of achieving your employment or educational objectives. However, this authorization come with your acceptance that you will abide by the University's policies and guidelines, as well as any policies, guidelines, and laws set forth by the UAE government. Any unauthorized use of the University's resources (directly or indirectly) is considered a breach of the University's policies and might be considered a punishable criminal offence.

17.5.2 Personal use

Any entitlement you are granted in or by the University is for the sole purpose of achieving your employment or educational objectives, and is strictly limited to personal non-commercial use. This personal use is also only acceptable as long as it does not interfere with the student's educational objectives, the staff and faculty's job responsibilities, or the University's systems.

17.5.3 Software and copyrights

Some applications used in the University are open source licensed applications, and as such can be used and shared freely based on the application's license agreement. However, some other applications are licensed and protected under copyright law, as such are to be used only on the workstations in which they are installed, or while the user is on campus or through the campus VPN if the user is not on campus.

17.5.4 Access to workstations and computer networks

The computers in the University provide access to the internet, and thus to other computers and systems in other institutions, educational establishments, other non-academic, and governmental sites. Any access or attempt to access systems or platforms on which the user is not authorized is considered a breach of the university's policies and could be considered a criminal offence. Some workstations are available for public use and access of resources. Any workstation that is located in an administrative department or faculty is strictly out of bounds for anyone except to whom it was assigned, unless if explicitly stated that it is for public use.

17.5.5 Licensed/Copyrighted material

Licensed/copyrighted material belonging to the University shall only be installed on the University's computer resources. Licensed/copyrighted material may not be copied or shared unless with the express permission of the IT Services department. The University's staff and faculty are not in any way permitted to allow students or other staff to copy licensed/copyrighted material belonging to the University, nor are they allowed to distribute or share these materials.

17.5.6 User logins and email ID's

Users are only authorized to log into or use the university's resources only with the login/user ID that has been issued to them by the university. It is a violation of the University's policies to access university resources using another user's login credentials even if they were willingly made available. In circumstances where another user's credentials need to be used, permission should be obtained from the line manager of the user whose credentials are to be used and with the authorization of the IT services department.

17.5.7 Internet use Guidelines

Users are not allowed to use the University's internet to access, store, retrieve, or print any material that is classified as illegal, unlawful, or offensive according to the University's policies and the government of UAE. Users are also not allowed to use the internet resources for any activity that would lead to the detriment of the University in any way directly or indirectly.

17.5.8 Disclaimer

The University reserves the right to monitor all user activity on the facilities that it provides. Users should be aware that all communications and activities, personal or otherwise, via the University's infrastructure might be monitored by the IT Services staff if and when required, as permitted by the University.

Violation of any of the guidelines outlined may result in disciplinary actions being brought against the violator.

Computer Labs Usage Regulations

- No Eating
- No Drinking
- No Music or Loud Noises
- Work Quietly
- Surf Safely
- Print Only when Necessary
- Keep the Work Area Clean
- Do Not Change Computer Settings
- Always Log Off when you are Done
- Respect other Users

Office Hours

For all IT related problems and requirements IT helpdesk can be contacted by users via reach.ud.ac.ae and on +97145566888 or email ithelpdesk@ud.ac.ae between 08:30 AM to 07:00 PM Monday through Thursday and 08:00 AM to 12:00 PM Friday Besides, helpdesk is available during all scheduled classes for needed supporthelpdesk@ud.ac.ae between 7:30am to 9:00pm Saturday through Thursday. Besides, helpdesk is available during all scheduled classes for needed support.

18. Student Rights and Responsibilities

18.1 Student Rights

18.1.1 Freedom of Expression

Freedom of Speech not only includes the right to express or disseminate information and ideas, but also the right to seek, receive and impart information and ideas. Moreover, there should be no University rule or policy that in any way abridges the rights of freedom of speech, expression, petition or appeal.

18.1.2 Free Speech in Cyberspace

Students have the right to express themselves in technology platforms and social media such as email, blogs, creating webpages or hosting a chat room. These platforms, however, must be regulated by the University to ensure that no abuse or profane language is used.

18.1.3 Dress Code

Students have the right to dress as they wish as long as they conform to the standards stipulated by the dress code of the University of Dubai.

18.1.4 Freedom of Religion

Students have the right to practice their religion individually so long it does not disrupt educational activities or interfere with the rights of others.

18.1.5 Learning Environment

Students are entitled to have access to faculty offices (during office hours), classrooms, laboratories, the library, all types of academic technology, as well as open presentations, and other resources necessary for the learning process.

18.1.6 Student Clubs

Students have the right to form clubs and organizations that may academic or non-academic in nature, but which promote camaraderie and congeniality among the members. The formation of clubs and organizations is regulated by the Department of Student Services.

18.1.7 Equal Protection and Discrimination

All students have the right to equal protection. This means students have the right to be free from discrimination at UD. No student may be denied an equal educational opportunity or discriminated against because of:

- Race
- National origin
- Religion
- Color
- Gender
- Economic status
- Physical, intellectual or sensory handicap

18.1.8 Harassment

Harassment on the basis of gender, race, color, national origin, disability or religion is a type of discrimination and is prohibited. Students must report any form of harassment immediately to the Department of Student Services for immediate action. Harassment can come in various forms, including:

- Assaults or unwanted touching
- Theft or vandalism
- Threats of bodily injury
- Unwanted sexual advances

- Derogatory comments, slurs, or gestures

18.1.9 Right to Privacy

Students have the right to have their academic and medical records kept confidential. UD is not permitted to share any of this information unless prior written consent is given by the student.

18.1.10 Students' Records: Privacy and Access

Students have the right to privacy and are allowed access to their academic and personal reports and records, such as academic grades, disciplinary actions, attendance records, test scores and health records. In certain cases, UD may disclose your records without prior consent to third parties such as:

- School officials who have "legitimate educational interests"
- Legal authorities in compliance with a court order
- Financial aid providers who have requested financial records
- Accreditation bodies
- Potential employers

18.1.11 The Right to Education

Students have the freedom to study subjects that concern them and to form conclusions for themselves and express their opinions.

18.1.12 Class Attendance

The student has the right to be informed about the UD attendance policy and how to follow up on his attendance status on a regular basis.

18.2 Students' Responsibilities

- Students play an important active role in the creation of high quality education. They cannot be passive, nor can their participation be superficial.
- The outcomes of the learning process in the form of projects, assignments, papers, presentations, examinations and other demonstrations of learning should show clear evidence of significant student engagement.
- In-depth learning requires performance over time and continued accumulation of knowledge and skills. Short-term experiences and engagement with the subject matter should not make up the whole of students' experiences.
- Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
- Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the course learning objectives.

18.3 Code of Students Conduct

The University of Dubai (UD) is keen to ensure a university culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior. The Code of Student Conduct is designed to promote this culture at UD and hence sets out the standard of conduct

18.3.1 Code of Conduct During Examinations

A student whose absence in a particular course reaches 25% or more does not qualify to take any exams thereafter.

Duties of qualifying students inside the exam hall include:

a) Students are supposed to enter the exam hall 10 minutes before the start of the exam so that they may start on time. Students, who arrive late, but before the exam's half-way point, will be allowed to take the exam. However, no extra time will be allowed for late-comers. Students are not permitted to enter the exam hall after the half-way point (from the official starting time).

b) Students must present their UD Identification Card (or any official/authentic photo ID) when signing to record their attendance at the exam. A student who fails to show an appropriate form of photo identification is not permitted to take the exam.
c) Students are not allowed to leave the exam hall before the half-way point of the exam.
d) Mobile phones are strictly prohibited during mid-term, and final exams (including make-up exams). Any telephone seen during any of these exams will result in an (F) in the course, with no question, reason or even investigation.
e) Students must carry their own calculators for exams that require use of calculators. Students caught borrowing or lending calculators during exams will fail the course.
f) Students are not permitted to wear a sun hat (baseball cap) during the exams. Anyone refusing to take off their hat when requested to do so will be dismissed from the exam room.
g) Prayer during exams is not allowed.
h) Students are not permitted to go to the bathroom during exams unless they can produce a medical report to prove there is a genuine medical reason for them to be allowed to do so.
i) All kinds of digital or electronic diaries, and dictionaries and advanced calculators with text saving options are forbidden in the exam hall.
j) Students must not bring notebooks, text books, and/or class materials into the exam hall.
k) Students must not violate the examination code of conduct and must adhere to the instructions received from the invigilators, including being asked to change seats.

Any actions such as talking, whispering, looking at other students, or any cheating or attempts to cheat will not be tolerated and will result in sanctions as shown in sections Academic and Non-Academic Misconduct.

18.3.2 Code of Conduct for Student Organizations

Any violation committed by student organizations, will result in individual or collective sanctions whenever such violations occur, regardless of whether they take place on UD premises or during any off-campus activities. Officer members are also held responsible whenever members commit violations based on prior consent from officers. In the event of any violation, officers are required to take appropriate measures to avoid and prohibit recurrence of similar acts.

18.3.3 Code of Conduct During Internship

The interns are expected to act in a professional and ethical manner that makes the employer want to host interns from UD in the future.

The Code of Conduct for the Internship Program is set to specifically address the issues and concerns regarding the behavior and attitude of interns during their internship program. Interns are expected to act in a professional manner at all times and must abide by the rules, policies and procedures of the University of Dubai, the host company and the city/country of work placement. Failure to adhere to the stipulations in this Code of Conduct shall result in either revoking one's internship and/or academic suspension or probation.

- Work Ethics
- Absenteeism - Students are allowed a maximum of 5 days (excused) absence due to any of the following reasons:
- An accident (involving the student) to be supported by a police report.
- Student accompanying the parent/family member for medical treatment/ emergency supported by the patient's medical certificate attested by the Ministry of Health.
- A sickness condition supported by medical certificate attested by the Ministry of Health.
- A death of an immediate family member supported by the death certificate. (A family member refers to father, mother, brother, sister, wife, husband, son, daughter, aunt, uncle, grandparent, cousin, niece and nephew).
    - Any other absence(s) beyond the above stated 5 days will automatically result in a grade of "F" irrespective of the reasons.

- Tardiness - Students are expected to be punctual at all times. However, following situations are unavoidable and can be excused:
- An emergency/life and death situation for which the student must submit supporting documents duly attested by the concerned agencies (e.g. police report, medical certificates etc. as stated in 1 above)
- Interns who will be late must inform their field supervisors at least 15 minutes prior to their scheduled work.
- Any unexcused tardiness of more than 5 times is equivalent to 1 day of absence
- Compliance - Interns are expected to comply with the field supervisor's instructions at all times. This ensures a smooth workflow and a productive transfer of knowledge and learning experience. Acts of disobedience and abandonment of internship post will be seriously regarded and result in failing the internship program.
- All students who travel with University of Dubai's International Professionalism
- Interns are expected to be in their best professional behavior/conduct/appearance at all times during the internship program as they represent the University of Dubai.
- Interns must familiarize, adhere and comply with the set rules, regulations, policies and procedures of the host company, the University of Dubai, the directives set forth by the Internship and Career Development Center, and the assigned Academic Supervisors.
- Interns must display initiative and foresight to work with minimum supervision and flexibility in a diversified workplace.
- Interns must be proactive and display strong leadership and team – working skills.
- Interns must possess good writing, verbal and listening skills
- Interns should dress appropriately at work at all times. Some companies require that interns come to work in corporate attire or local dress while others are comfortable with casual clothing. Interns must take note of the dress code of the company so as not to offend or be put in an embarrassing situation.
- Interns must maintain a highly professional and business – like manner of communication. The use of abusive, vulgar or profane language is not allowed.
- The use of illegal drugs, alcohol and weapons is strictly prohibited. Under no circumstance will this be allowed and anyone caught doing so will be dealt with the corresponding disciplinary action.
- The use of violence, inflicting harm, threatening and coercing co-workers at the work place is strictly prohibited.
- Discourtesy and rudeness whether verbal, physical or visual harassment is not allowed.
- Any damage, loss, theft or destruction to property in the workplace is the sole responsibility of the intern. The intern must compensate/indemnify for items lost or damaged be it accidental or intentional in nature.
- Conducting personal business over the phone, internet or email is not allowed unless doing so is part of an assigned internship task wherein prior approval by the field supervisor has been given.
- Engaging in acts of impropriety, personal and/or sexual harassments in the workplace is absolutely prohibited.
- Academic Honor Code - Participating in the Internship Program requires dedication and commitment on the part of the students. Students are expected to approach their internship with an openness to learn, grow, develop and take criticism in a positive manner. In order to successfully complete the Internship

18.3.4 Code of Conduct during the Program (including Internship)

Program students must adhere to the stipulations of the Code of Conduct and refrain from practicing any of the following acts:

- Plagiarism is:
    - submitting a paperwork that is not of your own without proper referencing the source.
- Cheating is:

- Submitting the work of others and claiming it as your own.
- A person assisting the person in the act of cheating is also guilty of the same offense.
- Fabrication is falsifying or inventing any information, data or citation that was not gathered in accordance with the standard guidelines.
- Bribery.
- Tampering/falsifying of records, certificates and official documents.
- Disciplinary Action - In the event that a student violates the Internship Code of Conduct, a written report will be required from the Academic Supervisor and the Director of Student and Alumni Affairs. This report will be submitted to the UD Investigation Committee who in turn will investigate and submit its recommendation to the university President.

The following disciplinary actions shall be implemented for violating the Internship Code of Conduct:

- Warning Letter - For first time violations, a warning letter is sent to the intern clearly specifying that any repetition whether of the same offense or not, will be dealt with a more severe sanction / disciplinary action.
- Withdrawal and Failure from the Internship Program - Intern is withdrawn from the internship depending on the following severity of the case:
- Repetition of the same violation.
- Resulting in the defamation of the University's reputation.

18.4 Code of Conduct during an International Trip

All the students who travel with University of Dubai's International trips are expected to maintain the highest standards of professional conduct and integrity, in addition to complying with all University policies and procedures. Some salient features of this code are provided below for ready reference.

- Take responsibility for your actions at all times. Students traveling overseas for any cultural or educational experience are subject to full penalty of the laws of the host country. Neither The University of Dubai nor the United Arab Emirates embassy can protect students from the legal consequences of actions committed overseas.
- Do not harm the reputation of the University of Dubai by any form of irresponsible behavior.
- Respect cultural differences. This includes observing the proper etiquette in business/social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
- Respect the privacy rights of members of the community by avoiding all forms of intimidation, including sexual and physical harassment.
- Refrain from causing physical injury to yourself and others. Students will be held financially and legally responsible for any and all damage they inflict upon other persons.
- Refrain from causing damage to real or personal property of others. Students will be held financially and legally responsible for any and all such damages.
- Preserve the quality of facilities that you may visit or reside at during your travels.
- Do not leave the city of destination for any personal excursions or trips.
- Do not operate any motorized vehicles.
- Do not participate in risky/dangerous activities.
- Do not violate laws whether they result in arrest or not.
- Do not to deviate from the group flight (i.e. arrive or leave the sites on their own).
- Follow the trip leader guidelines, directives, timetables and instructions avoiding any disorderly, disruptive, threatening, or intimidating conduct, gestures, or actions.
- Commit to the trip program and be always on time.
- The consumption, possession or distributions of alcohol is absolutely prohibited and is a violation of the Code of Conduct. Additionally, any team members visibly under the influence of alcohol will be considered in violation of the Code of Conduct.
- Curfew for team members will be as set by the trip leader. In exceptional circumstances, the trip leader may change the curfew.

- Custody or usage of any drugs other than those prescribed by a doctor (provided that Doctor's prescription should be available with you all time) is prohibited. Team members are reminded of the consequences that could result from prosecution of a drug-related offense in a foreign country. Report to the trip leader if you are following any doctor's prescription.
- Dress for the occasion and taking into account your environment and the purpose of your attendance at the convention. Wear comfortable shoes. You'll be on your feet most of the time.
- Failure to abide to any of above mentioned rules set by the University of Dubai Code of Conduct & Responsibilities will result in disciplinary actions, which could include (but is not limited to) disciplinary sanctions and expulsion from the University.

18.5 Jurisdiction on the Code of Student Conduct

University disciplinary action for violation of the Code of Student Conduct is taken for misconduct that occurs in the following areas or situations:

- University controlled property.
- University-sponsored activities either on UD premises or off-campus.
- Functions or events organized by university-sponsored organizations or recognized student organizations.

18.6 Dress Code Policy

Dress code is based on the appreciation for values and ethics and the respect and for the culture and religion of the UAE. It is not hard to follow and will make students' presence in campus more pleasant one and will help them avoid causing any offence to their colleagues from many nationalities and religion. Respecting dress code does not only ameliorate the quality of student's life, but also beautifies the overall campus image. On this basis, UD students are expected to dress neatly at all times.

18.7 Smoke Free Campus

Consistent with the UD's objective of creating a healthy environment for all its stakeholders, smoking is forbidden at all times on the University campus, including its classrooms, escalators, underground parking, halls and corridors, private offices, toilettes, etc.

Signs are posted at each floor of the building and displayed in visible areas to inform all students that smoking is prohibited. This policy applies to all UD students. It is the responsibility of all members of the University community to comply with this policy. Failure to do so, students will be exposed to disciplinary action.

18.8 Non-compliance of the Code of Student Conduct: Sanctions and Repeat Offenses

Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions. A sanction refers to a decision made by the SIC in response to any student action not in compliance with the Code of Student Conduct and which is thus considered a violation. Sanctions should be proportionate to the nature, severity and regularity of the violation(s). These sanctions may fall into one or more categories, as described in Disciplinary Sanctions box. Students with repeat offenses receive higher penalties – see Repeat Offenses box.

Any evidence related to the violation(s) is kept with the SIC committee till the release of the SIC report (including cheat sheets …). If a student manages to hide the instrument used for cheating, or the invigilator suspects there has been a possible violation but can't see the instrument used, then the invigilator has the right to privately frisk the suspected student. This may be done only in the presence of a witness and both have to be of the same gender as the student. For all such cases, a hearing must be held in order to hear all parties involved and to recommend disciplinary action, if deemed appropriate, according to the outlined UD procedures.

An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a Faculty/Dean/Director.

18.9 Breach of the Code of student conduct: Disciplinary Sanctions

18.9.1 Warning Letter

In the event Faculty/Dean/Director find that the violation is not of a kind likely to cause harm to another person in the UD community, a confidential warning letter is sent to the respondent concerned declaring him/her to be in breach of the Code of Student Conduct and demanding that he/she cease the prohibited behavior forthwith. The complainant shall be notified by the Dean/Director that the respondent has been warned, but that no public disclosure shall be made. The complainant shall be advised that the initial decision is strictly confidential. But a copy of the warning letter must be sent to the Chair of SIC for records by the Dean/Director.

18.9.2 Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator's instructions during an exam.
Re-offence leads to 'Suspension 12K(v).'

18.9.3 Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in. This is also the penalty for 'Repeating Courses (b).'

18.9.4 Registration Hold

The respondent may not register in any courses, or receive any transcripts or access any of his/her records until s/he clears up the reasons for which s/he received this sanction. This is applicable when the student
has outstanding payments for damage to UD property, or the respondent failed to attend the SIC hearings.
Other penalties are applicable in these cases as well, as specified in sections Academic and Non-Academic Misconduct

18.9.5 Suspension

The respondent is prevented from attending or registering in any courses at UD for one or more regular terms as deemed appropriate by the SIC committee after approval by the UD President. This is appropriate when verbal aggressiveness or similar offenses were committed against any member of the UD community, intentional damage was done to UD property or where defamation of the university has occurred. Such offenses are listed in Sections Academic and Non-Academic Misconduct.

18.9.6 Expulsion

The respondent is permanently barred from attending any courses or events at UD.

18.9.7 Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a respondent is on disciplinary probation, s/he shall not represent the university in any capacity (sports teams, competitions, etc.,), nor hold office in the UD Student Council or any other student organization.

18.9.8 Other Sanctions

When deemed appropriate, other "educational sanctions" may be imposed by the SIC in combination with any of the above-listed sanctions. The respondent may be requested to participate in a

community service project, attend a seminar, meet with the student counselor or undertake a research assignment, for example.

18.9.9 Repeat Offenses

• Failing a semester

The second time a student receives this sanction, s/he will get suspension for one semester. Any courses taken outside during suspension will not be transferred at UD. The third time will lead to expulsion.

• Suspension

The second suspension will be for two semesters while the third will lead to expulsion.

• Disciplinary Probation

The first offense during the disciplinary probation period will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

19. Student Grievance Policy and Procedures

The University of Dubai (UD) recognizes the rights of its students to express dissatisfaction or make complaints about processes or services provided by the University. UD is committed to continuous improvement and ensures that complaints and expressions of concern are analyzed to improve academic and administrative services. Hence, this process provides a formal mechanism to resolve grievances of students at UD.

19.1 Discipline and Grievance Procedures

Each student subject to disciplinary action arising from violations of the University Student Code of Conduct is assured a fundamentally fair process.

Students are obliged to respect and obey UD rules and policies while on campus or when representing UD in the community. UD respects all students' fundamental rights, including the rights to free speech and freedom of religion.

- Before UD can expel or discipline a student for violating its rules, the student has the right to "due process," or fair procedures. This means, except in emergencies, before you are excluded from class, or suspended or expelled, you have a right to know what you are accused of doing and what rule you are accused of breaking.
- You also have the right to an opportunity to tell your side of the story. When the sanctions are more severe, such as long-term suspensions or expulsions, you have a right to a more formal hearing process where you can present your case and challenge the sanction UD wants to impose.

19.2 Student Discipline Process

This policy is established to set the student responsibility in maintaining civilized campus that promotes healthy academic environment where safety, mutual respect to the university stakeholders are emphasized and encouraged.

UD as one of the highly reputed academic institute of higher learning wishes to produce high intellect students with disciplined moral standing. As UD encourages safe and healthy environment to achieve this, UD established guidelines and regulations. UD student is obliged to behave respectfully to others, the university's assets and to its stakeholders. UD faculty, staff and other members are expected to report any students' violations.

In order to introduce students to the value of respecting UD campus and preserving its assets and environment, an awareness campaign will be conducted with the following controls:

- Closed-circuit television (CCTV) 24 hours a day /7 days a week video surveillance is used to monitor the campus.
- Assign no overtaking traffic sign across campus in area not safe for students and for the university assets.
- Issue UD campus violations and their related fines flyer to all students.
- Distribute this flyer to all students when they take their ID card. Maintain a copy in their academic file with their signature.
- Conduct an event day to emphasize on the concept of clean university under the name "Clean our Campus". Participants will include students, UD management, deans, faculty and staff.
- Upload the Campus Violations and Fines on UD screens for a week on a monthly basis.

19.3 Students Campus Violations and Fines at University Of Dubai

19.3.1 Reporting a Student Violation

- Every UD employee is obliged to report any of listed below violation by completing the Student Campus Violation Report Form. This form will be available in UD website and with security officers. The form should be submitted to the Students and Alumni Affairs Department or the UD security officers.
- It is the responsibility of the security officers to monitor the students' behavior inside UD campus and report any student violations by completing the Student Campus Violation Report Form and submitting it to the Students and Alumni Affairs Department.
- All student's campus violations will be documented through students Warning letter issued and signed by the Student and Alumni Affairs Department Director.

19.3.2 Penalties under category (A) violations:

- First violation, student will receive a warning letter issued by the Student & Alumni Affairs Director. This letter will act as initial warning and it will be placed in his/her academic file on CAMS.
- Second violation the student will have to pay related fine. Failure to do that, a financial hold will be imposed on his/her academic file, until the payment is received.

19.3.3 Penalties under category (B) violations:

- First student violation, the student will receive a warning letter issued by the Student & Alumni Affairs Director. This letter will act as initial warning and it will be placed in his/her academic file on CAMS.
- For the second violation, the student will have to pay related fine. Failure to do that, a financial hold will be imposed on his/her academic file, until the payment is received
- If the violation is repeated for the third time, the student will be academically suspended for one academic semester.

19.3.4 Penalties under category (C) violations:

- These are violations of the Student Conduct Code and are subject to disciplinary sanctions by the university. Besides, these violations are reported to the police authority by the UD management.

19.3.5 Categories of Violations

19.3.6 Category (A) violations

Violation Description	Fine
Using UD administration meeting rooms	200
Using UD facilities i.e. faculty and staff offices and classrooms on national holidays and after	500
Smoking in Undesignated Areas	200
Disposing & sticking gum on the University furniture, electronics or/and walls	200
Polluting UD campus with trash, cigarettes and leftovers	200
Sitting on UD campus wall or/and balcony	500
Sitting on tables / placing feet on UD furniture.	500
Failure to show student ID card when asked.	250
Eating and drinking outside the designated areas	300

19.3.7 Category (B) violations

Violation Description	Fine (AED)
Failure to park the car in designated parking slots	200
Parking in a handicap space	500
Parking on the pavement	250

Car noise within UD campus	500
Driving recklessly inside campus and over UD fences	1000
Writing on UD Campus walls , tables , doors and lockers	500
Damaging, destroying UD campus furniture and electronic devices	Buy new Furniture/ Electronic devices
Damaging UD plants and trees	500
Throwing trash and damaging UD fountain	1000
Damaging the University transportation	Bear the damage cost
Inappropriate behavior between students inside UD campus that disrespect and offend UAE local culture.	500 Also, the student will be subject to disciplinary actions as per the Code of Conduct stated in the Student Handbook.
Being aggressive to UD security officers and/or cleaning staff.	
Students who exhibit dangerous behavior to self or others	

19.3.8 Category (C) violations

Violation Description	Sanctions
Using, selling, possessing, offering to sell, or furnishing, or being under the influence of, any controlled substance…, any alcoholic beverage, or any intoxicant of any kind.	These are violations of the Student Conduct Code and are subject to disciplinary sanctions by the University. Besides, these violations are reported to the police authority by the UD management.
Possessing, using, storing, or otherwise furnishing any weapon, knife, dangerous chemical, fireworks, explosive, or other dangerous object.	
Causing a traffic accident that endangers the life of UD student, employees and visitors.	

19.4 Grievances

A student has the right to lodge a complaint against a UD staff or faculty if she/he believes that she/he was treated improperly, with negligence, unfairly, or not in accordance with a university policy. In such a case, the petition should include:

- Specification of the UD policy that the student alleges was violated.
- Summary of the evidence and arguments that the student would present at a hearing.

The "General Petition Form" available in the Registrar's office/Student Services should be filled and submitted to Student Services who will forward the file to the concerned department/college for appropriate action. If the case is not resolved by the unit head within five working days from the receipt of the petition, the UD President will then form the SIC to find all facts and report its findings to issue a decree in that regard. The petition is an individual complaint and must be signed by one student only and not by a group of students.

19.5 Searches on Campus and Law Enforcement

19.5.1 Searches on Campus

Different rules apply when you are on campus, and the rules are different depending on who is doing the searching – university officials or law enforcement.

A search by a UD official is considered reasonable as long as the official has a ***reasonable suspicion*** that the search might uncover evidence that you violated a university rule. To conduct a search, a

police officer requires a search warrant. Students have the right not to give their consent for a search, however, the primary objective of reaching a resolution must be the utmost consideration when deciding whether to cooperate or not.

19.5.2 Drug Tests

Using and bringing drugs on campus is prohibited. Students have the right to report any suspicious activity to UD management for their own safety and security and for that of others.

19.6 Disciplinary Sanction Appeal

A student may appeal only once a sanction, imposed by the Student Investigation Committee (SIC), only if s/he can provide additional information/new evidences to support his/her case by filling out the "General Petition Form". The student should submit the form with supporting documents to the Director of Student & Alumni Affairs (SAA) who will forward them to the UD President. Grounds for appeal include:

- Misapplication or misinterpretation of the rule alleged to have been violated.
- Discovery of substantial new facts which were not available at the time of the hearing.
- Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- Procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.

If deemed appropriate, the UD President will then form a new committee to look again into the case and submit its findings to him. The student may not appeal the second decision.

20. Student Academic Integrity Policy

The University of Dubai (UD) is keen to ensure a University culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior.

The Student Code of Conduct is designed to promote this culture at UD and hence sets out the standard of conduct expected of students. Students who violate these standards will be subjected to disciplinary sanctions, according to established penalties as stated below. This will help UD to protect the University community by maintaining order, discipline and stability on campus.

20.1 Student Academic Misconduct

Student Academic misconduct is an academic violation that covers but not limited to plagiarism, misrepresentation, fabrication, facilitation and cheating in exams.
Apart from exam cheating and plagiarism, the decision on whether or not to treat an academic misconduct as a violation of the Code of Student Conduct, is at the discretion of the instructor.

Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise. The University of Dubai has zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty). Every academic submission made by a student should be a work of his own and also not be self-plagiarized. In all cases of plagiarism whether it is blatant or self-plagiarism, students will be held accountable for violation of academic integrity which also includes a penalty for their dishonesty.

Types of Plagiarism

- *Self*: A student's work reproduced more than once for the same course or for other courses without prior permission(s) of the instructor(s) involved is an act of plagiarism. Students should be very careful when quoting or paraphrasing (properly citing material).
- *Accidental:* Every student is required to understand plagiarism as something similar to acts of fraud in the academic community. For this reason, it is the responsibility of the student to make sure his/her work has been checked and properly acknowledged.
- *Blatant:* Student's work reproduced from a fellow student or any other information source intentionally without proper acknowledgement is serious act of plagiarism. Students well of blatantly will lead to the strict penalty that can include non-grading of course work all the way to failing of the course as deemed by the faculty.

UD uses "Turnitin" software in Moodle to detect extent of similarity (through similarity index). Turnitin is used by both students and faculty to support in the learning process to understand the usage degree of the cited research material. The generated origination report from Moodle will support in the process.

For the above objective, Turnitin tool will be used by the faculty for all the graded assignments, exams, projects. The faculty has the right to make final decision in regards to the students' grades work in determining the student work integrity based on the criteria and the faculty awareness of the student's work level.

Students must ensure complying with UD plagiarism policy, repeated offenses receive higher penalties as stated in the table 26.2 Academic Regulations.

A. Plagiarism

	Violation	Sanction(s) (Refer to 26.2)
i.	Turnitin distinguishes similarity as matching text and plagiarism. Turnitin system will compare the paper to any matching text in Turnitin databases and highlight accordingly – even if the text was properly referenced. As to, identifying substantial non-original material (citation, quotes, reference) it is the faculty member's duty to determine each student's paper as intentional plagiarism by referring to originality report in Turnitin (instead of blindly depending on similarity index). If such non-original material (citation, quotes, references) identified by the faculty member as plagiarized and /or has improper/lack of citation in student's work as in the origination report, then punitive action needs to be taken by the instructor.	26.2.2, 26.2.6
ii.	Reproducing (without proper citation) any other form of work created by another person.	26.2.1, 26.2.2

B. Misrepresentation

	Violation	Sanction(s) (Refer to 26.2)
i.	Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.	26.2.1, 26.2.2
ii.	Multiple uses of a student's own work, such as presenting the same, or substantially the same written work (or portion thereof), as part of the course requirement for more than one project or course, without the prior written permission of the instructor(s) involved.	26.2.1, 26.2.2

C. Fabrication: Fabrication refers to falsifying or misusing data in any academic exercise.

	Violation	Sanction(s) (Refer to 26.2)
i.	Falsifying data collected in the conduct of research.	26.2.1, 26.2.2
ii.	Making up or presenting falsified data in papers, manuscripts, books or other documents submitted for publication or as course or degree requirements.	26.2.1, 26.2.2
iii.	Making up a source as a citation in an assignment.	26.2.1, 26.2.2
iv.	Citing a source that the student did not use or does not exist.	26.2.1
v.	Falsifying material cited.	26.2.1, 26.2.2
vi.	Attempting to deceive the instructor by altering and resubmitting for additional credit, assignments that have previously been graded and returned.	26.2.1, 26.2.2
vii.	Falsifying, changing, or misusing academic records or any official University form regarding oneself or others.	26.2.4 & 26.2.5
viii.	Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.	26.2.4 & 26.2.5
ix.	Making a false accusation regarding a violation of academic integrity or other.	26.2.5

D. Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation.

Violation		Sanction(s) (Refer to 26.2)
i.	Giving another student one's assignment or paper (or a portion thereof) to copy.	26.2.1, 26.2.2
ii.	Giving another student answers to an assignment.	26.2.1, 26.2.2
iii.	Passing information or answers to another student in an exam (or assignment), or passing information on exam/quiz content to students from other sections of the same course.	26.2.1, 26.2.2

E. Exam Cheating

Violation		Sanction(s) (Refer to 26.2)
i.	Talking/ whispering during an exam; Communicating, or attempting to communicate, answers, hints or suggestions during an exam.	26.2.2 & 26.2.5
ii.	Copying (or attempting to) from someone else's exam.	26.2.2 & 26.2.5
iii.	Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device that contains unauthorized information), during an exam.	26.2.2 & 26.2.6
iv.	Stealing, obtaining, possessing, or providing to another person (directly or through e-mail or Bluetooth or other device) an exam or portions of an exam, prior to or after administration of the exam.	26.2.3 & 26.2.6
v.	Attempting to steal, or soliciting an exam or answer key.	26.2.5
vi.	Sharing answers or collaborating on a take-home exam without explicit permission from the instructor.	26.2.2 & 26.2.5
vii.	Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have previously been graded and returned.	26.2.2 & 26.2.5
viii.	Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	26.2.2 & 26.2.6
ix.	Accessing unauthorized computer folders/drives during an exam	26.2.2 & 26.2.5

21. UD's Definition of Credit Hour/Unit

Credit Hour: The measurement unit which defines the student's overall effort towards attaining a qualification. One (1) semester credit equals approximately 1 hour of time in class per week over a semester of 15 weeks or longer.

22. UD's Academic Terminology Definitions

Term	Definition
Concentration	Grouping of courses which represent a sub-specialization taken within the major field of study. For example a student majoring in electrical engineering can take a concentration in communication engineering.
Course	A course consists of a number of instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, number, credits, and expected learning outcomes in the institution's Catalog.
Curriculum	The term refers both to the range of courses offered at University of Dubai (UD) consisting of a set of related courses in the area of specialization, such as the computer science curriculum or the civil engineering curriculum
Drop & Add period	Is normally for one week after the start of classes, during a regular semester/term, and for two days only during short semesters.
Major	The major is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs
Normal Study Load	For an UG student in "Good" standing ranges from 12 to 18 credit hours in a regular semester, and from 3 to 6 credit hours in a short session
Special / Non-degree Students	Special students are students who have obtained their undergraduate degrees from UAE-accredited universities and who are interested in taking courses of similar or higher levels at UD for credit but not toward a degree
Visiting student	is a student enrolled at another institution who wishes to take courses at UD for transfer back to his/her home university

22.1 Credit Levels

The UD offers programs aligned to the National Qualifications Framework (QFE) of the UAE. The QFE uses a ten-point scale to differentiate between the level of qualifications and their associated titles. The table below shows the ten levels and their associated qualification titles for Vocational, Higher and General education.

22.2 National Qualifications Framework Emirates (QFE)

Level Descriptors: The QFE Level Descriptors consist of the 10 Levels described in the table below and the expected learning outcomes for each level described in five strands: Knowledge, Skills and three Competencies (Autonomy and responsibility, Role in context and Self-development). The ten levels and the five 'strands' of learning outcome statements define the Level Descriptors indicating the complexity of learning for each level, the expected level of achievement for each level and how each level relates to occupations in the world of work.

Level	Generic Name	Vocational Education and Training (VET)	Higher Education	General Education
10	Doctoral Degree		Doctoral	
9	Master Degree	(Applied)Master	Master	
8	Graduate Diploma	Applied Graduate Diploma	Post Graduate Diploma	
7	Bachelor Degree	(Applied)Bachelor	Bachelor	
6	Higher Diploma	Advanced Diploma	Higher Diploma	

5	Diploma/Associate Degree	Diploma	Associate Degree	
4	Certificate	Certificate 4		Secondary School Certificate (G 12)
3	Certificate	Certificate 3		
2	Certificate	Certificate 2		
1	Certificate	Certificate 1		

23. Undergraduate Completion Requirements Policy242.1 Graduation Requirements

In order to graduate, students enrolled in the undergraduate programs must maintain a cumulative GPA of not less than 2.00 and complete 129 credit hours according to their academic plan within the maximum specified timeframe of seven (7) years.

23.2 Honors System / Academic Distinction

23.2.1 Graduation (Commencement) Honors

Only students who have completed all degree requirements prior to the graduation ceremony are eligible to be considered for degree honors. The categories for academic distinction are based on the following scale which is based on the graduation/cumulative GPA:

- Summa Cum Laude: CGPA >= 3.90 through 4.0 (Excellent) – with Highest Honors
- Magna Cum Laude: CGPA >= 3.70 through 3.89 (Very Good) – with Great Honors
- Cum Laude: CGPA >=3.50 through 3.69 (Good) – with Honors

This distinction shall appear on the student's transcript and diploma.

23.2.2 Program Learning Outcomes – Alignment with QFE

In every Course of a Program (as well at a Program level too), the program and all the courses of a program are so aligned during the design of the Program & Courses such that the courses within a program and program itself meet appropriate level of the QFE via an appropriate alignment of both the (i)the Program Learning Outcomes (PLOs) and (ii)the Concentration Learning Outcomes (CLOs).

24. General Undergraduate Curriculum Requirements

The General Undergraduate Curriculum Requirements (GUCR) program is designed to enable students to successfully pursue their studies in their majors and to gain general required skills, values and attitudes needed in order to excel in their respective areas of specialization and to broaden their background knowledge in areas outside their major disciplines.

The university requires that all students must complete several credit hours of course work to reach desirable levels of competency and proficiency in important skill areas such as English, mathematics, computer and internet use, information literacy, critical and creative thinking and interpersonal communication skills.

Students are also required to study twelve credit hours consisting of two courses in humanities and social sciences and two courses in natural and applied sciences. The goal of this requirement is to broaden students' knowledge in key areas outside their majors, to emphasize the interdisciplinary nature of knowledge and to reinforce the spirit of inquiry. The GUCR component aims also to inculcate among students, through direct teaching of specific courses and indirectly within all courses, important values and attitudes like tolerance of other cultures and lifestyles, lifelong learning, ethical standards in personal and professional lives and critical awareness of their own cultures and societies.

24.1 GUCR Learning Outcomes

Upon successful completion of the General Undergraduate Curriculum Requirements students will be able to:

1. Read and write English at a level demonstrating efficient and competent function at university/workplace level.
2. Communicate effectively and think critically and analytically.
3. Apply and interpret mathematical concepts and models.
4. Use information technology effectively.
5. Demonstrate understanding and appreciation of the contribution of humanities, and social, natural and applied sciences to human experience.
6. Plan their future directions and demonstrate awareness of the socio-cultural norms and relationships.

24.2 Course Learning Outcomes (CLOs)

Course learning outcomes (CLOs) are designed to support student success in achieving Program Learning Outcomes (PLOs) by the phased development of required knowledge, skills and competencies over the length of the program. As with PLOs, the CLOs are aligned to the level of the QFE appropriate to that of the course. For example, in a typical four years 120 credit Bachelor program, the expected alignment would be:

CLOs	QFE Level	Number of Credits
Years 1 &2	5	60
Year 3	6	30
Year 4	7	30
	Total Credits	120

25. Sequencing of Courses in Programs

25.1 Accounting

Semester (1) – Fall - 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3
GMAT 110	Mathematics for Business I		None	3
ITGN 115	Computer Applications		None	3
GEST 100	Emarati Studies		ENGL 100 Co	3

Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 205	Principles of Financial Accounting		None	3
BECN 100	Microeconomics		GMAT 110	3
BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ENGL 105	English II		ENGL 100	3
GMAT 115	Mathematics for Business II		GMAT 110	3
ITGN 120	Internet Applications		ITGN 115	3

Semester (3) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3
BSTA 200	Statistical Analysis		GMAT 115	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3
BFIN 200	Principles of Financial Management		BACC 205	3

Semester (4) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 210	Principles of Managerial Accounting		BACC 205	3
BBUS 200	Quantitative Methods for Business		BSTA 200	3
BBUS 225	Research Methods		BSTA 200	3
BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCMM 105	Communication Skills (English)		ENGL 105	3
BFIN 305	Corporate Finance		BFIN 200	3

Semester (5) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BECN 225	Macroeconomics		BECN 100	3
BMNG 310	Production and Service Operation Management		BBUS 200	3
BACC 301	Cost & Managerial Accounting		BACC 210	3
BACC 313	Intermediate Accounting 1		BACC 210	3
BACC 307	Accounting Information Systems		BBUS 210	3

Semester (6) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BECN 250	Money and Banking		BECN 225	3
BMRK 200	Principles of Marketing		None	3
GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BACC 314	Intermediate Accounting 2		BACC 313	3
BBUS 350	Business and Society		60CH	3
	Natural and Applied Science		None	3

Semester (7) – Fall – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 305	Business Law		ESPU 200(Co-req)	3
BMNG 315	International Business Mgnt		BMNG 200	3
BACC 427	Taxation		BACC 314	3
BACC 420	Financial Statement Analysis & Valuation		BFIN 305	3
	Humanities and Social Science		None	3
	Natural and Applied Sciences		None	3

Semester (8) – Spring – 12CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 400	Strategic Management		105CH	3
BACC 416	International Accounting		BACC 314	3
BACC 435	Auditing		BACC 307 BACC 314	3
BACC 465/470	Internship OR Industry Project		111C.H.	3

25.2 Entrepreneurship

Semester (1) – Fall - 15CH					Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3	BACC 205	Principles of Financial Accounting		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3	BECN 100	Microeconomics		GMAT 110	3
GMAT 110	Mathematics for Business I		None	3	BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ITGN 115	Computer Applications		None	3	ENGL 105	English II		ENGL 100	3
GEST 100	Emarati Studies		ENGL 100 Co	3	GMAT 115	Mathematics for Business II		GMAT 110	3
					ITGN 120	Internet Applications		ITGN 115	3
Semester (3) – Fall – 15CH					**Semester (4) – Spring – 18CH**				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3	BACC 210	Principles of Managerial Accounting		BACC 205	3
BECN 225	Macroeconomics		BECN 100	3	BBUS 200	Quantitative Methods for Business		BSTA 200	3
BSTA 200	Statistical Analysis		GMAT 115	3	BBUS 225	Research Methods		BSTA 200	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3	BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3	GCMM 105	Communication Skills (English)		ENGL 105	3
					BFIN 200	Principles of Financial Management		BACC 205	3
Semester (5) – Fall – 15CH					**Semester (6) – Spring – 18CH**				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science		None	3	BECN 250	Money and Banking		BECN 225	3
BFIN 305	Corporate Finance		BFIN 200	3	BMRK 200	Principles of Marketing		None	3
BBEM 300	Principles of Entrepreneurship		63CH	3	GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BSCL 301	Supply Chain Operations		BMNG 310 (Co-req)	3	BFIN 335	Entrepreneurial Finance		BFIN 305	3
BMNG 310	Production and Service Operation Management		BBUS 200	3	BMNG 445	TQM & Continuous Improvement		BMNG 310	3
					BBUS 350	Business and Society		60CH	3
Semester (7) – Fall – 18CH					**Semester (8) – Spring – 12CH**				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
BBUS 305	Business Law		ESPU 200(Co-req)	3	BBEM 402	International Entrepreneurship		BMNG 315	3
BMNG 315	International Business Mgnt		BMNG 200	3	BBUS 400	Strategic Management		105CH	3
BBEM 303	New Products & Services Development		BBEM 300	3	BBEM 307	Managing Venture Growth and Transition		BBEM 310	3
BBEM 310	Family Business		BBEM 300	3	BBEM 465/ 470	Internship OR Industry Project		111C.H.	3
	Humanities and Social Science		None	3					
	Natural and Applied Sciences		None	3					

25.3 HRM

Semester (1) – Fall - 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3
GMAT 110	Mathematics for Business I		None	3
ITGN 115	Computer Applications		None	3
GEST 100	Emarati Studies		ENGL 100 Co	3

Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 205	Principles of Financial Accounting		None	3
BECN 100	Microeconomics		GMAT 110	3
BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ENGL 105	English II		ENGL 100	3
GMAT 115	Mathematics for Business II		GMAT 110	3
ITGN 120	Internet Applications		ITGN 115	3

Semester (3) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3
BECN 225	Macroeconomics		BECN 100	3
BSTA 200	Statistical Analysis		GMAT 115	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3

Semester (4) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 210	Principles of Managerial Accounting		BACC 205	3
BBUS 200	Quantitative Methods for Business		BSTA 200	3
BBUS 225	Research Methods		BSTA 200	3
BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCMM 105	Communication Skills (English)		ENGL 105	3
BFIN 200	Principles of Financial Management		BACC 205	3

Semester (5) – Fall – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science			
BFIN 305	Corporate Finance		BFIN 200	3
BMNG 310	Production and Service Operation Management		BBUS 200	3
BHRM 301	HR Training and Development		BMNG 301 (co-req)	3
BMNG 301	Human Resource Management		BMNG 200	3
BBUS 305	Business Law		ESPU 200(Co-req)	3

Semester (6) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BECN 250	Money and Banking		BECN 225	3
BMRK 200	Principles of Marketing		None	3
GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BHRM 307	Financial Impacts of HR strategies		BMNG 301, BACC 210	3
BHRM 303	Employment LAW & legal aspects		BMNG 301, BBUS 305	3
BBUS 350	Business and Society		60CH	3

Semester (7) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science		None	3
BMNG 315	International Business Mgnt		BMNG 200	3
BHRM 404	Strategic HRM (capstone)		BMNG 307	3
BHRM 402	Performance Management Compensation and Employee Benefits		BMNG 301	3
	Humanities and Social Science		None	3

Semester (8) – Spring – 12CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 400	Strategic Management		105CH	3
BHRM 406	International HR management		BHRM 303	3
BHRM 408	Employee Relations		BHRM 303	3
BHRM 465/ 470	Internship OR Industry Project		111C.H.	3

25.4 Finance & Banking

Semester (1) – Fall - 15CH				
Code	Course Name		Pre-requisite	CH
ENGL 100	English I		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3
GMAT 110	Mathematics for Business I		None	3
ITGN 115	Computer Applications		None	3
GEST 100	Emarati Studies		ENGL 100 Co	3

Semester (2) – Spring – 18CH				
Code	Course Name		Pre-requisite	CH
BACC 205	Principles of Financial Accounting		None	3
BECN 100	Microeconomics		GMAT 110	3
BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ENGL 105	English II		ENGL 100	3
GMAT 115	Mathematics for Business II		GMAT 110	3
ITGN 120	Internet Applications		ITGN 115	3

Semester (3) – Fall – 15CH				
Code	Course Name		Pre-requisite	CH
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3
BSTA 200	Statistical Analysis		GMAT 115	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3
BFIN 200	Principles of Financial Management		BACC 205	3

Semester (4) – Spring – 18CH				
Code	Course Name		Pre-requisite	CH
BACC 210	Principles of Managerial Accounting		BACC 205	3
BBUS 200	Quantitative Methods for Business		BSTA 200	3
BBUS 225	Research Methods		BSTA 200	3
BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCMM 105	Communication Skills (English)		ENGL 105	3
BFIN 305	Corporate Finance		BFIN 200	3

Semester (5) – Fall – 15CH				
Code	Course Name		Pre-requisite	CH
	Natural and Applied Science		None	3
BECN 225	Macroeconomics		BECN 100	3
BMNG 310	Production and Service Operation Management		BBUS 200	3
BACC420	Financial Statements Analysis & Valuation		BFIN 305	3
BACC 301	Cost & Managerial Accounting		BACC 210	3

Semester (6) – Spring – 18CH				
Code	Course Name		Pre-requisite	CH
BECN 250	Money and Banking		BECN 225	3
BMRK 200	Principles of Marketing		None	3
GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BFIN 317	International Finance & Banking		BFIN 305	3
BFIN 335	Entrepreneurial Finance		BFIN 305	3
BBUS 350	Business and Society		60CH	3

Semester (7) – Fall – 18CH				
Code	Course Name		Pre-requisite	CH
BBUS 305	Business Law		ESPU 200(Co-req)	3
BMNG 315	International Business Mgnt		BMNG 200	3
BFIN 408	Investments Analysis		BACC420	3
BFIN 431	Management of Banks & Other Financial Institutions		BFIN 305	3
	Humanities and Social Science		None	3
	Natural and Applied Sciences		None	3

Semester (8) – Spring – 12CH				
Code	Course Name		Pre-requisite	CH
BFIN 412	Managing Investment Portfolios		BFIN 408	3
BBUS 400	Strategic Management		105CH	3
BFIN 437	Risk Management		BFIN 305 BFIN 408	3
BFIN 465/470	Internship OR Industry Project		111C.H.	3

25.5 Management

Semester (1) – Fall - 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3
GMAT 110	Mathematics for Business I		None	3
ITGN 115	Computer Applications		None	3
GEST 100	Emarati Studies		ENGL 100 Co	3

Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 205	Principles of Financial Accounting		None	3
BECN 100	Microeconomics		GMAT 110	3
BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ENGL 105	English II		ENGL 100	3
GMAT 115	Mathematics for Business II		GMAT 110	3
ITGN 120	Internet Applications		ITGN 115	3

Semester (3) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3
BECN 225	Macroeconomics		BECN 100	3
BSTA 200	Statistical Analysis		GMAT 115	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3

Semester (4) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 210	Principles of Managerial Accounting		BACC 205	3
BBUS 200	Quantitative Methods for Business		BSTA 200	3
BBUS 225	Research Methods		BSTA 200	3
BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCMM 105	Communication Skills (English)		ENGL 105	3
BFIN 200	Principles of Financial Management		BACC 205	3

Semester (5) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BFIN 305	Corporate Finance		BFIN 200	3
BMNG 310	Production and Service Operation Management		BBUS 200	3
BMNG 303	Advanced Organisation Behavior		BMNG 200	3
BBEM 300	Principles of Entrepreneurship		63 C.H	3
BMNG 301	Human Resource Management		BMNG 200	3

Semester (6) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BECN 250	Money and Banking		BECN 225	3
BMRK 200	Principles of Marketing		None	3
GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BMNG 311	Management of Service Operations		BMNG 310 (co-req)	3
BMNG 445	TQM & Continuous Improvement		BMNG 310	3
	Natural and Applied Science		None	3

Semester (7) – Fall – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 305	Business Law		ESPU 200(Co-req)	3
BMNG 315	International Business Mgnt		BMNG 200	3
BMNG 423	Leadership Development		BMNG 301	3
BMNG 424	Change Management		BMNG 423 (co-req)	3
	Humanities and Social Science		None	3
	Natural and Applied Sciences		None	3

Semester (8) – Spring – 12CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 350	Business and Society		60CH	3
BBUS 400	Strategic Management		105CH	3
BMNG 416	Emerging Issues in Management		96 C.H	3
BMNG 465/ 470	Internship OR Industry Project		111C.H.	3

25.6 Marketing

Semester (1) – Fall - 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3
GMAT 110	Mathematics for Business I		None	3
ITGN 115	Computer Applications		None	3
GEST 100	Emarati Studies		ENGL 100 Co	3

Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 205	Principles of Financial Accounting		None	3
BECN 100	Microeconomics		GMAT 110	3
BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ENGL 105	English II		ENGL 100	3
GMAT 115	Mathematics for Business II		GMAT 110	3
ITGN 120	Internet Applications		ITGN 115	3

Semester (3) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3
BECN 225	Macroeconomics		BECN 100	3
BSTA 200	Statistical Analysis		GMAT 115	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3

Semester (4) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 210	Principles of Managerial Accounting		BACC 205	3
BBUS 200	Quantitative Methods for Business		BSTA 200	3
BBUS 225	Research Methods		BSTA 200	3
BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCMM 105	Communication Skills (English)		ENGL 105	3
BMRK 200	Principles of Marketing		None	3

Semester (5) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science		None	3
BFIN 305	Corporate Finance		BFIN 200	3
BMRK 301	Marketing Management		BMRK 200	3
BMRK 321	Consumer Behavior		BMRK 200	3
BBUS 350	Business and Society		60CH	3

Semester (6) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BECN 250	Money and Banking		BECN 225	3
BMRK 310	Professional Selling		BMRK 200	3
GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BMRK 303	Marketing Channels		BMRK 301	3
BFIN 200	Principles of Financial Management		BACC 205	3
	Natural and Applied Sciences		None	3

Semester (7) – Fall – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 305	Business Law		ESPU 200(Co-req)	3
BMNG 315	International Business Mgnt		BMNG 200	3
BMRK 412	Marketing Research		BMRK 321, BBUS 225	3
BMRK 432	Service Marketing		BMRK 301, BMRK 321	3
BMNG 310	Production and Service Operation Management		BBUS 200	3
	Humanities and Social Science		None	3

Semester (8) – Spring – 12CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 400	Strategic Management		105CH	3
BMRK 416	Advertisement and Promotion		BMRK 321	3
BMRK 465/ 470	Internship OR Industry Project		111C.H.	3
BMRK 428	International Marketing		BMRK 412, BMRK 432	3

25.7 SCLM

Semester (1) – Fall - 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3
GMAT 110	Mathematics for Business I		None	3
ITGN 115	Computer Applications		None	3
GEST 100	Emarati Studies		ENGL 100 Co	3

Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 205	Principles of Financial Accounting		None	3
BECN 100	Microeconomics		GMAT 110	3
BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ENGL 105	English II		ENGL 100	3
GMAT 115	Mathematics for Business II		GMAT 110	3
ITGN 120	Internet Applications		ITGN 115	3

Semester (3) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3
BECN 225	Macroeconomics		BECN 100	3
BSTA 200	Statistical Analysis		GMAT 115	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3

Semester (4) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BACC 210	Principles of Managerial Accounting		BACC 205	3
BBUS 200	Quantitative Methods for Business		BSTA 200	3
BBUS 225	Research Methods		BSTA 200	3
BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCMM 105	Communication Skills (English)		ENGL 105	3
BFIN 200	Principles of Financial Management		BACC 205	3

Semester (5) – Fall – 15CH				
Code	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science			
BFIN 305	Corporate Finance		BFIN 200	3
BMNG 310	Production and Service Operation Management		BBUS 200	3
BSCL 301	Supply Chain Operations x		BMNG 310 (Co-req)	3
BSCL 311	Strategic Procurement and Sourcing x		None	3

Semester (6) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BECN 250	Money and Banking		BECN 225	3
BMRK 200	Principles of Marketing		None	3
GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BSCL 304	Warehousing and Materials Handling x		BSCL 301	3
BSCL 402	Transportation and Distribution x		BSCL 301	3
BBUS 350	Business and Society		60CH	3

Semester (7) – Fall – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science			3
BMNG 315	International Business Mgnt		BMNG 200	3
BMNG 445	Total Quality Management and Continuous Improvement x		BMNG 310	3
BSCL 307	Global Supply Chain Strategy and Design		BMNG 315	3
BBUS 305	Business Law		ESPU 200(Co-req)	3
	Humanities and Social Science		None	3

Semester (8) – Spring – 12CH				
Code	**Course Name**		**Pre-requisite**	**CH**
BBUS 400	Strategic Management		105CH	3
BSCL 404	SCLM Technologies & Inform Systems x		BBUS 215, BSCL 301	3
BSCL 406	Modeling & Simulation of Supply Chains		BSCL 301	3
BSCL465/470	Internship OR Industry Project		111C.H.	3

25.8 Customs

Semester (1) – Fall - 15CH					Semester (2) – Spring – 18CH				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
ENGL 100	English I		None	3	BACC 205	Principles of Financial Accounting		None	3
GISL 100/105	Islamic Thought (Arabic/English)		None	3	BECN 100	Microeconomics		GMAT 110	3
GMAT 110	Mathematics for Business I		None	3	BMNG 200	Management & Organization Behavior		ENGL 105(Co-req)	3
ITGN 115	Computer Applications		None	3	ENGL 105	English II		ENGL 100	3
GEST 100	Emarati Studies		ENGL 100 Co	3	GMAT 115	Mathematics for Business II		GMAT 110	3
					ITGN 120	Internet Applications		ITGN 115	3
Semester (3) – Fall – 15CH					**Semester (4) – Spring – 18CH**				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
BBUS 215	Fund. Of Management Information Systems		BMNG 200	3	BACC 210	Principles of Managerial Accounting		BACC 205	3
BECN 225	Macroeconomics		BECN 100	3	BBUS 200	Quantitative Methods for Business		BSTA 200	3
BSTA 200	Statistical Analysis		GMAT 115	3	BBUS 225	Research Methods		BSTA 200	3
ESPU 200	English for Special Purpose (Business)		ENGL 105	3	BBUS 250	Business Negotiating Skills		GCRT 200 BMNG 200	3
GCRT 200	Critical and Creative Thinking		ENGL 105	3	GCMM 105	Communication Skills (English)		ENGL 105	3
					BFIN 200	Principles of Financial Management		BACC 205	3
Semester (5) – Fall – 15CH					**Semester (6) – Spring – 18CH**				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science		None	3	BECN 250	Money and Banking		BECN 225	3
BFIN 305	Corporate Finance		BFIN 200	3	BMRK 200	Principles of Marketing		None	3
BMNG 310	Production and Service Operation Management		BBUS 200	3	GPUC 100	Innovation and Planning		ENGL 100 (co-req)	3
BCUS 200	Customs Theory and Practice		None	3	BCUS300	International Agreements on Trade and Customs		BCUS 200	3
BCUS 310	Customs Valuation and WTO Valuation Agreement		None	3	BCUS210	HSN Classifications and Customs Tariff		None	3
					BBUS 350	Business and Society		60CH	3
Semester (7) – Fall – 18CH					**Semester (8) – Spring – 15CH**				
Code	**Course Name**		**Pre-requisite**	**CH**	**Code**	**Course Name**		**Pre-requisite**	**CH**
	Natural and Applied Science			3	BBUS 400	Strategic Management		105CH	3
BMNG 315	International Business Mgnt		BMNG 200	3	BCUS 400	Customs Procedures & Trade Facilitation		BCUS 200	3
BCUS 410	Risk Management and Customs Intelligence		None	3	BCUS 430	GCC Customs Law		None	3
BCUS 420	Border Security and Inspection		None	3	BCUS 440	Customs Investigation and Law Enforcement		None	3
BBUS 305	Business Law		ESPU 200(Co-req)	3	BCUS 465/470	Internship OR Industry Project		111C.H.	3
	Humanities and Social Science		None	3					

25.9 Information Technology

	Code	Course Title	Pre-Req	Accumulate Credits		Code	Course Title	Pre-Req	Accumulate Credits
Semester 1	ENGL 110	English 1			**Semester 2**	ENGL 120	English 2	ENGL 110 or ENGL 100	
	GMAT 100	Mathematics for Science 1				GMAT 105	Mathematics for Science 2	GMAT 100	
	GISL 100	Islamic Thought				ITGN 120	Internet Applications	ITGN 115	
	GEST 100	Emarati Studies	ENGL 110 or ENGL 100 (Co-Req)			ITGN 215	Introduction to Information Systems	ITGN 115	
	ITGN 115	Computer Applications				ITGN 130	Programming in Python	GMAT 100	
			15	**15**				**15**	**30**
Semester 3	ITGN 230	Introduction to Programming	ITGN 115 & GMAT 100		**Semester 4**	ITGN 315	Object Oriented Programming	ITGN 230	
	ENGL220	Communication Skills	ENGL 120 or ENGL 105			*ITGN 235*	*Principles of Networking*	ITGN 230	
	BSTA 200	Statistical Analysis	GMAT 105			ITGN 250	Database Management Systems	ITGN 230	
	GCRT 200	Critical and Creative Thinking	ENGL 120 or ENGL 105			ITGN 256	Introduction to Operating Systems	ITGN 230	
	BACC 205	Principles of Financial Accounting	ENGL 120 or ENGL 105 (Co-Req)			BBUS 200	Quantitative Methods for Business	BSTA 200	
	ITGN 260	IT Project Management	ITGN 215			GIEC 100	Innovation, entrepreneurship & career planning	-	
			18	**48**				**18**	**66**
Semester 5	ITGN 321	Object Oriented Analysis & Design	ITGN 230		**Semester 6**	ITGN 414	Strategic Issues in Information Systems	ITGN 323	
	ITGN 323	Enterprise Architecture	ITGN 235			ITGN 416	IT Audit and Control	ITGN 345	
	ITGN 345	*Information Systems Security*	ITGN 235			ITSS 450	Information Systems Security Management	ITGN 345	
	ITGN 350	Web Design & Development	ITGN 250 & ITGN 315			ITSS 451	Ethical Hacking & Network Defense	ITGN 345	
	ITGN 340	Human Computer Interface	ITGN 230			ITSS 459	Digital Forensics & Investigation	ITGN 345	
	BMNG 200	Mngt & Org Behaviour	ENGL 120 or ENGL 105 (Co-Req)			BFIN 200	Principles of Financial Management	BACC 205	
			18	**84**				**18**	**102**
Semester 7	ITGN 440	Computing & Information Systems Project (Capstone)	99 CH		**Semester 8**	ITGN465 / ITGN 470	Internship/ Industry Project***	111 CH	
	ITSS 456	Database Security & Auditing	ITGN 250 & ITGN 345			BMNG 310	Production & Service Operations & Management	BBUS 200 BFIN 200 BSTA 200	

	ITSS 458	Disaster Recovery Planning	ITGN 345				Natural and Applied Science Requirements (3CHs)		
	BMRK 200	Principles of Marketing							
		Natural and Applied Science Requirements (3CHs)					*** For working students only		
		Humanities and Social Science Requirements (3CHs)							
			18	**120**				**9**	**129**

25.10 BS in Electrical Engineering with Concentration in Communication Engineering Engineering (BS EE CE)

	Code	Course Title	Pre-Req	Accumulate Credits		Code	Course Title	Pre-Req	Accumulate Credits
Semester 1	ENGL 110	English 1			**Semester 2**	ENGL 120	English 2	ENGL 110	
	EMTH 100	Calculus 1				EMTH 150	Calculus 2	EMTH 100	
	GPHY 100	General Physics 1*				GPHY 150	General Physics 2*	GPHY 100	
	GECE 100	Chemistry 1				ENAP 150	Computer Algorithms & Programing*		
	ENIN 100	Engineering Innovation					Humanities and Social Science Requirements (3CHs)		
						GISL 100	Islamic Thought		
			15	**15**				**18**	**33**
Semester 3	EMTH 200	Calculus 3	EMTH 150		**Semester 4**	BMNG200	Management & Organization Behavior	ENGL 120	
	EMTH 250	Advanced Math I	EMTH 150			EMTH 260	Advanced Math II	EMTH 250	
	ENMA 200	MATLAB				ENGL 220	Communication Skills	ENGL 120	
	ENDD 200	Digital Logic Design				ENEL 250	Electronics I *	ENEC 200	
	ENEC 200	Electric Circuits I	EMTH150,GPHY 150			ENEC 250	Electric Circuits 2	ENEC 200	
	GEST 100	Emirati Study							
			18	**51**				**16**	**67**
Semester 5	ENSS 300	Signals & Systems	EMTH150,ENEC250		**Semester 6**	ENEE 300	Engineering Economics	EMTH100	
	ENPR 300	Probability &Random Process	EMTH150			GIEC 105	Innovation, Entrepreneurship &Career Planning		
	ENMP 300	Micro Processor	ENDD 200			ENCS 300	Commutations Systems	.ENSS 300	
	ENEL 300	Electronics II*	ENEL250			EECS 300	Control Systems	ENSS 300	
	ENMG300	Electromagnetic	GPHY150,EMTH 200,250			ENDP 350	Digital Signal Processing	ENSS 300)	
						ENIN 400	Graduate Trainee (GT) / Learn Earn And Progress (LEAP) Program	≥ 90 CH	
			16	**83**				**17**	**100**
Semester 7	CEDC 400	Digital Communications	ENMA 200, ENCS 300		**Semester 8**	CEIC 400	IT & Coding	CEDC 400	
	CECN 400	Communications Networks*	ENCS300 ,ENPR 300			CEAP 400	Antenna &Propagation.	ENSS300, ENMG300	
		Technical Elective 1					Technical Elective 3		
		Technical Elective 2					Technical Elective 4		
	ENPR 401	Graduation Project -1*	**≥100**			ENPR 402	Graduation Project -2*	ENPR 401	
			15	**115**				**15**	**130**

25.11 BS in Electrical Engineering with Concentration in Power and Energy Engineering

	Code	Course Title	Pre-Req	Accumulate Credits		Code	Course Title	Pre-Req	Accumulate Credits
Semester 1	ENGL 110	English 1			**Semester 2**	ENGL 120	English 2	ENGL 110	
	EMTH 100	Calculus 1				EMTH 150	Calculus 2	EMTH 100	
	GPHY 100	General Physics 1*				GPHY 150	General Physics 2*	GPHY 100	
	GECE 100	Chemistry 1				ENAP 150	Computer Algorithms & Programing*		
	ENIN 100	Engineering Innovation					Humanities and Social Science Requirements (3CHs)		
						GISL 100	Islamic Thought		
			15	**15**				**18**	**33**
Semester 3	EMTH 200	Calculus 3	EMTH 150		**Semester 4**	BMNG200	Management & Organization Behavior	ENGL 120	
	EMTH 250	Advanced Math I	EMTH 150			EMTH 260	Advanced Math II	EMTH 250	
	ENMA 200	MATLAB				ENGL 220	Communication Skills	ENGL 120	
	ENDD 200	Digital Logic Design				ENEL 250	Electronics I *	ENEC 200	
	ENEC 200	Electric Circuits I	EMTH150,GPHY 150			ENEC 250	Electric Circuits 2	ENEC 200	
	GEST 100	Emirati Study							
			18	**51**				**16**	**67**
Semester 5	ENSS 300	Signals & Systems	EMTH150,ENEC250		**Semester 6**	ENEE 300	Engineering Economics	EMTH100	
	ENPR 300	Probability &Random Process	EMTH150			GIEC 105	Innovation, Entrepreneurship &Career Planning		
	ENMP 300	Micro Processor	ENDD 200			ENCS 300	Commutations Systems	.ENSS 300	
	ENEL 300	Electronics II*	ENEL250			EECS 300	Control Systems	ENSS 300	
	ENMG300	Electromagnetic	GPHY150,EMTH200,250			ELCE 340	Power & Machines	ENMG 300	
						ENIN 400	Graduate Trainee (GT) / Learn Earn And Progress (LEAP) Program	≥ 90 CH	
			16	**83**				**17**	**100**
Semester 7	ELPE 400	Power System Analysis	ELCE 340		**Semester 8**	ELPE 402	Power System Stability and Control	ELPE 400	
	ELPE 401	Power Distribution and Smart Grid Systems	ELCE 340			ELPE 403	High Voltage Engineering	ELPE 400	
		Technical Elective 1					Technical Elective 3		
		Technical Elective 2					Technical Elective 4		
	ENPR 401	Graduation Project - 1*	**≥100**			ENPR 402	Graduation Project - 2*	ENPR 401	
			15	**115**				**15**	**130**

26. Academic Regulations

26.1 Sanctions & Repeat Offenses

Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions to the President. A sanction refers to a decision made by the SIC in response to any student action not in compliance with the Code of Student Conduct thus is considered as a violation.

Sanctions should be proportionate to the nature, severity and regularity of the violation(s). These sanctions may fall into one or more categories. Students with repeat offenses receive higher penalties. Any evidence related to the violation(s) must be kept with the SIC committee till the release of the SIC report (including cheat sheets …). If a student manages to hide the instrument used for cheating, or the invigilator suspects there has been a possible violation but can't see the instrument used, then the invigilator has the right to privately frisk the suspected student. This may be done only in the presence of a witness and both have to be of the same gender as the student. For all such cases, a hearing must be held in order to hear all parties involved and to recommend disciplinary action, if deemed appropriate, according to the outlined UD procedures. An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a Faculty/Dean/Director.

26.2 Disciplinary Sanctions

26.2.1 Warning Letter

In the event of the violation is not likely to cause harm to another person in the UD community, a confidential warning letter is sent to the respondent concerned declaring him/her to be in breach of the Code of Student Conduct and demanding that he/she cease the prohibited behavior forthwith. The complainant shall be notified that the respondent has been warned, but that no public disclosure shall be made. The complainant shall be advised that the initial decision is strictly confidential. A copy of the warning letter must be sent to the Chair of SIC for records.

26.2.2 Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator's instructions during an exam. Re-offence leads to 'Suspension (5)'.

26.2.3 Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in. This is also the penalty for 'Repeating Courses (2)'.

26.2.4 Registration Hold

The respondent may not register in any courses, or receive any transcripts or access any of his/her records until s/he clears up the reasons for which s/he received this sanction. This is applicable when the student has outstanding payments for damage to UD property, or the respondent failed to attend the SIC hearings.

26.2.5 Suspension

The respondent is prevented from attending or registering in any courses at UD for one or more regular terms as deemed appropriate by the SIC committee after approval by the UD President. This is appropriate when verbal aggressiveness or similar offenses were committed against any member of the UD community, intentional damage was done to UD property or where defamation of the university has occurred.

26.2.6 Expulsion

The respondent is permanently barred from attending any courses or events at UD. This sanction by the SIC (after approval by the UD President) is appropriate if:

- The violation is committed with malice, and is of a kind likely to cause harm to another person in the UD community.
- The respondent has been suspended before.

26.3 Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a respondent is on disciplinary probation, s/he shall not represent the University in any capacity (sports teams, competitions, etc.,), nor hold office in the UD Student Union or any other student organization.

26.4 Other Sanctions

When deemed appropriate, other "educational sanctions" may be imposed by the SIC in combination with any of the above-listed sanctions. The respondent may be requested to participate in a community service project, attend a seminar, meet with the student counselor or undertake a research assignment, for example.

26.5 Repeat Offenses

26.5.1 Failing a semester:

The second time a student receives this sanction, she/he will get suspension for one semester. Any courses taken outside during suspension will not be transferred at UD. The third time will lead to expulsion.

26.5.2 Suspension:

The second suspension will be for two semesters while the third will lead to expulsion.

26.5.3 Disciplinary Probation

The first offense during the disciplinary probation period will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

26.5.4 Academic Standing

- After completing at least 15 credit hours, the academic standing of an undergraduate student (UG) is recorded on the transcript as either" Good" or "Probation". A student with a cumulative Grade Point Average (CGPA) of at least 2.0 will be considered to be in 'Good' academic standing.

- A student with a CGPA below 2.0 (after completing 15 credits) will be placed under academic probation (i.e. At –Risk) status, and will accordingly receive a first academic warning, that will show on his/her transcript and in the student's portal. The study load for a student on academic probation will be reduced to a maximum of 12 credit hours for each of the Fall and Spring semesters and three (3) credit hours for each short semester. Priority must be given to retaking either failed courses or courses where a "D or D+" grade were achieved, prior to registering for any new courses.

- The academic probation will be removed only when the student's CGPA reaches at least 2.0. However, the transcript will still show any academic warning in previous semesters. If a student fails to improve his/her CGPA sufficiently by the end of the following semester, he/she will stay

on academic probation and will receive a second academic warning. If a student reaches the third consecutive academic warning, he/she shall be dismissed from the program. The President may decide to grant these students an additional period to adjust their CGPA on a case by case basis. This process is repeated anytime the CGPA drops below 2.0.

26.6 Normal Study Load

- The normal study load for an UG student in "Good" standing ranges from 12 to 18 credit hours in a regular semester, and from 3 to 6 credit hours in a short session.
- A student may request to take less than 12 credits in a regular semester. Such cases are to be evaluated and approved on a case by case basis by the Program Director/Dean based on the recommendations of the Academic Advisor.
- A graduating student with a CGPA of at least 3.6 may be allowed to raise his/her study load to 21 credits with the approval of the student's Advisor.
- A non-graduating student with a CGPA of at least 3.8 may be permitted to register 21 credits with the approval of the student's Advisor.
- The maximum study load for a student on academic probation will be reduced to a maximum of 12 credit hours for each of the Fall and Spring semesters and three (3) credit hours for the short semester. The load is reduced by the advisor in order to address the student's needs to improve his/her academic performance.
- A student with conditional admission may have a lower load.
- Other study load-related exceptions may be considered on a case by case basis based on the recommendations of the Academic Advisor with the approval of the Director/Dean and in concurrence with the Registrar.

26.7 Study Plan – Sequence of Courses

- A student is expected to follow the UD-published plan of study which also outlines the pre-requisite courses, in coordination with his/her academic advisor.
- A student on "Probation" / "At Risk" must seek the advice of his/her academic advisor in planning his/her study plan every semester.
- A graduating student with a CGPA of at least 3.0 may be allowed to register in a pre-requisite specialization course(s) as a co-requisite(s). Such cases must be recommended by the student's advisor and approved by the Program Director/Dean in concurrence with the Registrar. Other exceptions[4] may be considered on a case-by-case basis by the Program Director in concurrence with the Registrar.
- A student may be allowed to take some courses off-campus but this is subject to certain conditions.

26.8 Attendance and Absenteeism Warnings

Attendance and participation in all classes and lab sessions are mandatory and essential to the process of education at UD. The University believes that class attendance ensures students' involvement with their instructors and fellow peers, which is a vital component of the students' academic preparation. For this reason, students are expected to attend classes regularly. An absence hinders progress for the individual as well as for the class, and affects students' learning outcomes and grades.

26.8.1 Undergraduate Programs:

UD regulations for class attendance and absenteeism warnings imposed on all courses are as follows:

- All credit courses are normally offered in two consecutive sessions of one hour and twenty minutes each. A twenty-minute break is given after the first session.
- Students' attendance usually takes place at the beginning of the class and after students return from the break. The attendance should be recorded on CAMS. However, faculty members are highly recommended to record attendance manually as well to verify in cases of discrepancy.

[4] This may include cases where the co-requisite course is not offered in the same semester.

- A student has access to information related to his/her course attendance through the Students' Portal (CAMS).
- A faculty member is allowed 24 hours to make amendments to the student's attendance record in CAMS. A faculty member may also request the Registration Department (RD) to modify a student's attendance up to the following lecture if there is a valid reason for the request. If the RD receives too many enquiries to modify the record by the same faculty member, then the RD should refer the matter to the Program Director/Dean for information and further appropriate action.
- A student is sent a warning through his/her UD e-mail and CAMS (portal) when his/her absences reach 10% of class time for a given course. A pop-up message notifying the student regarding his/her attendance status will show once he/she signs into the Students' Portal (CAMS).
- Once a student's absence in a course reaches 20% or 6 sessions of class time, he/she will be deprived from attending the midterm and/or the final exam. A grade of "FA" will be recorded for the course, and will count towards the student's CGPA. However, if a student's absence is for a UD-valid reason, then the student's "FA" status will be changed to "Withdrawn" from the course by the Registrar. A deprived student may not attend any further exams; however, he/she still has the right to attend the remaining classes.
- Late Arrival: A student who arrives within the first 10 minutes in each of the first and second sessions will be marked as having "Late Attendance". The system will automatically register one absence for each three "late attendances". A student who arrives later than 10 minutes in either session will be marked as absent.
- Absenteeism percentages are calculated according to Table below:

26.8.2 Absence Decisions

Duration of Lecture	**Program(s)**	**Number of Session Absences**		
		10%	≥25% without valid Excuse (Deprived-FA)	≥25% with valid Excuse (Withdrawn)
1 hour 20 minutes	Under-graduate	3 Absences	≥ 8 Absences	≥ 8 Absences

- A UD-acceptable/ valid excuse (see Section 5) within the maximum limit does not nullify the absence, but will cancel any penalties normally imposed for absence in an assignment or group work.
- Warnings are issued to the student irrespective of the validity of his/her absence excuse.
- Absence is recorded from the first class session following course registration/adding date.

26.8.3 Valid UD Excuses for Class Absence/ Missing Exams

- The UD-valid excuses include representing the UAE government on an official mission (e.g. competition/conference/exhibition), emergency in the Armed Forces or Police that necessitates the absence. In such cases, the students received a 50% discount on make-up exam fees.
- Other valid UD-excuses include a leave to fulfill UD assignments, death in the close family, or certified hospital admission. In such cases, the student is exempted from paying the make-up exam fees.
- Other exceptional cases, besides the aforementioned in 5.1 and 5.2, can be evaluated on a case by case basis by the Registrar. If approved, the student must pay the full exam fees.
- All excuses must be substantiated by evidence.
- Financial Penalties for make-up exams may be waived only by the UD President on a case by case basis.
- A list of approved makeup exams will be sent to the relevant college, which will be responsible for running makeup exams. All makeup exam results must be sent to the Registrar within 96 hours from the date of the make-up exam, which should be scheduled within one (1) month from the original examination date for the mid-term exam, and within one (1) month from the beginning of the following regular semester for the final exam.

- In all cases, the faculty members are financially compensated for makeup exams.

26.8.4 Missing Exams / Quizzes Policy

- If a student misses a quiz for an excuse that is acceptable by the instructor, the student must arrange with the instructor to re-sit for the quiz at a suitable time before the final exam.
- Failing to Attend a Midterm Exam
  - Written valid excuses along with evidence/proof should be presented to the Registrar within seven days from the missed exam date.
  - All midterm make-up exams must be held by the colleges within one month from the original exam date. In short semesters, mid-term makeups must be done before the final exams.
  - Only one make up exam can be administered per course.
  - Exams must be held in a formal setting with the presence of a supervisor.
  - All make-up exams will be out of 100% (no deduction or penalty).
  - If the student does not attend the midterm make-up exam on the specified date, he/she will be deprived from any further midterm make-up exams even if he/she provides an acceptable excuse. In such a case, the grade for the midterm exam will be reported as zero. However, the student is still allowed to attend the remaining of the course.

26.8.5 Failing to Attend a Final Exam

- A student who misses the final exam of any course will normally receive an “F” grade for that course (even if his total grades are above the passing grade).
- Where there has been a documented UD-valid reason the student must submit the excuse /report to the Registration Dept. (RD) within four working days of the missed/scheduled exam. In such a case, the student with an accepted excuse will receive an Incomplete “I” grade, adjusted by the Registrar. Requests submitted at a later date will not be considered.
- Make-up final exams will be administered by the respective college soonest possible and before the completion of 30 days from the beginning of the following regular semester as scheduled by the RD.
- If the student fails to attend the make-up exam on the specified date, he/she will be deprived from any further make-up even if she/he provides an acceptable excuse. In this case she/he will receive an “F” for that course.
- The student's final grade for the "Incomplete" course will be considered as part of the result of the academic semester in which the student registered for the course.

26.9 Repeating Courses

A student who re-registers to repeat a course must attend all classes as a regular student and complete the required class work/homework/assignments/projects to earn the final grade for the course.

26.10 Failing Grade

- A student who fails in a non-elective course must repeat it. A student may not repeat a course more than twice[5].
- A student who fails in a course three (3) times shall be dismissed from the program.
- All grades shall appear on the transcript but only the passing grade is used to calculate the cumulative GPA.
- For elective courses, a student may repeat the same course or its substitute in accordance with the approved study plan, however only the passing grade is used in the calculation of the CGPA.
- Exceptions can be evaluated by the Provost/President based on the recommendations of the Program Director/Dean.

[5] The Academic Advisor must closely monitor the performance of students with repeated failures in the same course.

26.11 Passing Grade

- A student wishing to repeat a passed course in order to raise his/her grade/GPA, may not repeat that course more than twice.
- Both grades will appear in the transcript but only the higher grade will be counted towards the CGPA.

26.12 Drop & Add

- The Drop & Add period is normally for one week after the start of classes, during a regular semester/term, and for two days only during short semesters.
- During this period, a student may drop or add a course or more.
- A student who wishes to drop and add courses should normally consult his/her academic advisor and complete the Drop & Add form. At-Risk students cannot make any changes to their study plan without the approval of their advisors. For more information, refer to the section titled "Study Load" in this policy.
- There will be no financial penalties for Drop and Add activities in regular semesters. However, dropping a course in a short semester is liable to a financial penalty even if done in the first two days from the start of the semester

26.13 Student Appeals Policy and Procedures

The students may appeal a decision by following the procedure:

26.13.1 Final Grade Appeal

A student who believes that a final grade has been inequitably awarded should file an appeal at the Registrar's office by completing the "Grade Appeal Form" within 14 days following the announcement of the grades by the Registrar. The Grade Appeal form is available in the Registrar's office or alternatively may be downloaded from the UD webpage.

The Registrar will forward the appeal to the concerned Dean for action. The Dean will appoint two faculty members (not including the course instructor) to review the final exam paper and schedule a meeting time convenient for all concerned parties. The faculty members selected may be non-subject related.

26.13.2 Procedure to review the exam paper:

The two faculty members must sit face-to-face with the student to review individual questions by comparing the student's answer sheet with:

- The sample answer sheet,
- The answer sheet of an A grade student, and
- The answer sheet of a B grade student.

This review must be completed within five working days upon receiving the appeal from the Registrar's office. The student must be informed in writing by the Dean of the results of the appeal within two days after the review. The Dean will report any change in the grade(s) to the Registrar's office using the "Grade Change Form". The decision is final.

27. Student Records and Information Release Policy

27.1 Student Records

The University of Dubai maintains students' records in fire-proof security vaults, and these records are regularly updated by the Registration Department (ARD).

Students Records/files:

The records/files for UD-registered students must contain the following original items:

A. Completed Application form
B. Original high school certificate (for UG students), Bachelor's degree certificate (for Master's Students) and Master's degree certificate (for PhD Students) along with official grade transcripts for all students.
C. Equivalence of previous degrees if obtained internationally
D. Valid passport copy
E. Four passport-size photographs in paper and digital formats (JPEG file)
F. Official TOEFL/IELTS or equivalent certificate
G. Letter of acceptance to UD
H. Record of the Math and English placement test results for undergraduate programs
I. Registration (including Drop & Add) forms
J. Recent copy of UD Transcripts.
K. Declaration of major form
L. Original copies of any other grade transcripts for transfer students
M. Probation/warning (Academic or Disciplinary) notification letters
N. Student Status Report (for conditionally admitted students)
O. Letter from UAE MOE in case the student is transferred from outside UAE.
P. Copy of final degree certificate (after graduation)

Records Back-Up

The IT Services takes back-up of the CAMS database twice daily. A second back up is undertaken for all servers at UD on a daily basis.
Student files must be also being kept in a digital format and must be periodically updated.
Note: Students' records may not be amended without the prior approval of the Registrar, and such approved amendments are strictly based on official documents.

27.2 Information Release

The University of Dubai respects individual privacy, and strives to maintain the confidentiality of records to the best interests of the students and the institution.

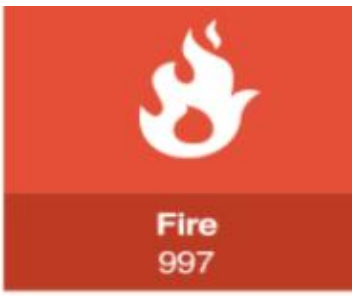
A. Record Confidentiality

1. The Registrar's office is the custodian of all student related information present in his files.
2. The CAMS Systems' Manager may have access to certain info as approved by the Registrar.
3. The Office of OIE may also have access to summary information for institutional effectiveness reports.
4. No record from students' files may be disclosed without the prior approval of the Registrar and the student's written request presented in person.
5. Students' records may not be amended without the prior approval of the Registrar, and such approved amendments are strictly based on official documents.
6. Students' files/records can be managed/updated only by an authorized Registration Department (RD) Coordinator.

7. Regulations regarding access to students' information on the CAMS system:
   7.1 The Registrar is authorized to view/amend all information.
   7.2 The Head of Admissions is authorized to view the information related to the admissions section only.
   7.3 The Head of Registration is authorized to view the information related to the student.
   7.4 A student has the right to view his/her transcript, final course grade results (comprising of class work, mid-term and final exam marks) for the courses he/she has registered for in the current or previous semesters). Access is password-protected.
   7.5 Student-related information and records can only be released by the Head of the RD.

B. Information Release

Students are required to indicate on their Application for Admission Form whether they approve UD to release information related to their academic performance to parents/guardians/financial sponsors/others.

28. Directory

Department Directory	Telephone	Email
Admissions/Enrollment	04 556 6872	ssaeed@ud.ac.ae
Alumni Relations/ Career Development/ Internships	04 556 6820	amarzak@ud.ac.ae
College of Engineering and IT	04 556 6932	amphilip@ud.ac.ae
College of Law	04 556 6953	mnoufal@ud.ac.ae
Dubai Business School	04 556 6926	mbiscuitwala@ud.ac.ae
External and International Relations	04 556 6903	rsanjose@ud.ac.ae
Facilities services	04 556 6892	harafat@ud.ac.ae
Finance	04 556 6840	hayounes@ud.ac.ae
General Undergraduate Curriculum Requirement (GUCR)	04 556 6965	lashok@ud.ac.ae
Health Center	04 556 6823	lmathai@ud.ac.ae
Human Resources	04 556 6861	nhaja@ud.ac.ae
Information Technology	04 556 6888	helpdesk@ud.ac.ae
Library and Learning Resources	04 556 6830	aamour@ud.ac.ae
Marketing Department	04 556 6870	hbeaini@ud.ac.ae
Provost Office	04 556 6902	halahmad@ud.ac.ae
Procurement and Logistics	04 556 6890	akhalid@ud.ac.ae
Quality Assurance & Institutional Effectiveness (QA&IE)	04 556 6810	qaie@ud.ac.ae
Registrar	04 556 6850	bzabalawi@ud.ac.ae
Research and Graduate Studies	04 556 6953	mnoufal@ud.ac.ae
Student Services	04 556 6871	halmaaini@ud.ac.ae
Emergency Numbers		
Security	04 556 6899	udsecurity@ud.ac.ae