



**His Highness Sheikh
Khalifa bin Zayed Al Nahyan,
President of UAE**



**His Highness Sheikh
Dr. Sultan Bin Mohammed Al Qassimi,
Supreme Council Member &
Ruler of Sharjah**





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I. MESSAGE FROM THE FOUNDER PRESIDENT



Skyline University College (SUC) is a forerunner in recognizing the needs of the industry and meeting business requirements by developing human capital equipped with knowledge, skills, and values essential for good performance. Teaching pedagogy at SUC integrates knowledge with professional inputs from industry and orients the students with qualitative theoretical knowledge that enables them to use in practical situations. Established in the year 1990, SUC was set up with the vision of attaining academic excellence, professional education and competitive advantage in the field of higher education and business consultancy. SUC strives to keep pace with the changing trends in academic industry by preparing its students to meet the challenges in the global context. SUC revises its curriculum to meet the needs of the economic growth and development of UAE and the region.

Our mission is to impart knowledge and develop professional skills at BBA & MBA levels, thereby enabling students of diverse backgrounds to achieve their educational goals and develop their overall personalities to become effective and socially responsible business managers in dynamic national, regional and global environments.

SUC takes pride in its faculty, students and alumni who have time and again proven their mettle at the frontiers of knowledge and creativity across the spectrum of academic and professional activities by engaging in research and community services. The experiences of faculty members ensure exciting learning experience for the students through continuous involvement in the learning process.

I consider it a great opportunity, privilege and an honor to have established this progressive educational establishment and I am convinced that SUC is one of the eminent, accredited higher education institutions in the country.

I am positive that the pages that follow will guide you to choose the right options for building your personality and professional career. Our team of committed academicians and professional staff headed by the Dean look forward to welcoming you to Skyline University College and help you to shape your future, to turn your dreams into reality and to face the challenges ahead of you.

KAMAL PURI
FOUNDER PRESIDENT

II. DEAN'S MESSAGE



This catalog is a compendium of all information that you require to know about the Skyline University College (SUC) and its programs. SUC is one of the oldest institutions of higher education in the UAE, established in 1990. With a vision of Academic Excellence, Professional Knowledge and Competitive Advantage, SUC strives to groom its graduates to take the world head-on as efficient & effective business managers.

We take upon ourselves the responsibility of nurturing aspirants to become professionals with compassion for the community in all their endeavors. We wish that an SUC graduate excels in all walks of life and earn accolades both as a good human being and as a successful professional. The programs at SUC are so designed that incorporate general education, business education and specific specialization in a chosen field of study and provide ample opportunity to hone interpersonal and professional skills. SUC being a home grown institution understands the demands in the field of higher education well, within the UAE and the region as well as at the International level, and has assimilated in its courses the necessary ingredients for optimum outcome. To keep pace with changing times the curriculum is revised as and when required. An active industry academia relationship that forms the back-bone of such revision is maintained. Keeping close cooperation with business & industry has always been part of SUC academic philosophy.

SUC faculty is composed of experts having long experience of teaching and scholarly achievements. They have been drawn from a diversity of background bringing proven teaching methodology in the class room thereby delivering effectively. The students have responded well which is reflected in their professional lives once they join the work force. The SUC faculty, students and alumni have done us proud on numerous occasions.

SUC is located in the prestigious University City of Sharjah in a sprawling campus of forty acres. The campus is fully equipped with state of the art facilities for learning and extracurricular activities. The calendar of interesting activities keeps the campus a buzz throughout the academic year. One can enjoy learning in a relaxed environment to cherish the memories of student days for posterity.

I am sure you will get all the needed information in the pages that follow and take a smart decision. Your decision will chart the course of your future. We will be happy to welcome you and guide you through the semesters to ensure that you realize your dream and contribute meaningfully to the society.

Professor (Dr.) Amitabh Upadhyia
Dean

III. SKYLINE UNIVERSITY COLLEGE BOARD OF GOVERNORS

1. **Mr. Kamal Puri**
Founder President & Chairman of the Board, Skyline University College, UAE – Ex-officio
2. **Mr. Ahmed Al Ashram**
Managing Director, Al-Ashram Group, UAE – Ex-officio
3. **Dr. Ghanem Al Hajri**
Chairman, Sharjah Airport Authority, Sharjah, UAE
4. **Mr. Dalal Sa'Adeddine**
Managing Director, Bin Majid Beach Hotel/Resort, Ras Al Khaimah, UAE
5. **Mr. Ashok Kumar**
CEO, The Indian High School, Dubai
6. **Mr. Nashat Farhan Sahawneh**
Chairman, Al Hamad Group
7. **Dr. Ibrahim Barakeh**
Principal, Al Shola Private School, Sharjah
8. **Ms. Michelle Johnson**
National Director, Haynes Facilities Management Services, Dubai
9. **Dr. Mouza Ghubash**
Director, Al Rewaq Cultural & Charity Association, Dubai

IV. OVERVIEW OF SKYLINE UNIVERSITY COLLEGE

Skyline University College (SUC) was established in 1990 in Sharjah, a city that has been recognized as a hub for education, culture and heritage by UNESCO. SUC was established under the patronage of H.H. Sheikh Dr. Sultan Bin Mohammed Al Qassimi, the member of the UAE Supreme Council and the Ruler of Sharjah. H.H. Sheikh Dr. Sultan Bin Mohammed Al Qassimi has always supported SUC in its pursuit to offer high quality education. SUC believes in responding innovatively and effectively to train human resources and fulfill educational needs of industries like Aviation, Hospitality, Travel & Tourism, Information Systems, Marketing, Business Management and Finance sectors, and is presently one of the leading Universities in Northern Emirates.

The programs offered by SUC are fully approved and accredited by Ministry of Higher Education and Scientific Research, UAE. SUC offers Bachelor of Business Administration (BBA), majors in Travel & Tourism Management, Information Systems, International Business, Marketing and Finance and Master of Business Administration (MBA) Program, with emphasis in Marketing, Finance and Human Resource Management.

The campus of the SUC is spread over 40 acres of land which is located in University City of Sharjah. The campus is well equipped to cater to the needs of the students by offering programs which are intended to help the young managerial workforce meet the challenges of the new century by acquiring knowledge, skills and values in managing businesses. To fulfill the needs of industry, SUC has introduced Finance major in its BBA program and emphasis in HRM in its MBA program during the AY 2011-12 and intends to introduce emphasis in Strategic Leadership and Management in its MBA program along with Doctorate in Business Administration (DBA) in its program portfolio in the coming years. SUC has also started the weekend batches for its BBA and MBA programs in September 2011. The Institution has carved out a name for itself in the local, regional and international markets as a quality business education provider at a reasonable cost. In our endeavor to improve quality of our programs, regular evaluation is carried out by academic boards and IT services are enhanced and integrated to adequately support teaching in classrooms and research work to meet learning outcomes. To deliver Quality education, SUC has engaged terminal degree holders as full time faculty members from different nationality background having sufficient experience in this region.

To facilitate students from all backgrounds convenient timings are offered, placement opportunities are provided thereby having high employment rate, scholarship, student advising and feedback etc. are our strengths. The campus in University City of Sharjah, situated on the border of Sharjah and Dubai, features state-of-the-art academic and administrative blocks, a Sports Center, an adequately furnished library and computer labs are available to provide congenial learning environment.

The Institution has articulation agreements with various Colleges/Universities in Canada, UK, USA, Australia, New Zealand, Ireland, India, Pakistan etc., which facilitates the students to get transferred for further studies. SUC also maintains professional relationships with IATA-UFTAA, Association to Advance Collegiate Schools of Business (AACSB), Accreditation Council for Business Schools and Programs (ACBSP), Confederation of Tourism and Hospitality (CTH), Association of Chartered Certified Accountant (ACCA) and the World Tourism Organization (WTO).

V. LICENSURE & ACCREDITATION

Skyline University College, located in Sharjah, was officially licensed on 27th June 2000 by the Ministry of Higher Education and Scientific Research of the United Arab Emirates. SUC awards accredited degrees in BBA at undergraduate level with major in Travel and Tourism Management, International Business, Information Systems, Marketing and Finance and MBA at graduate level with emphasis on Marketing, Finance and Human Resource.

VI. INSTITUTIONAL VISION, MISSION & PURPOSES

VISION

The University College will strive to enhance its quality, size and diversity while developing three main attributes:

a. Academic Excellence

Achieving excellence in academic standards to enhance the University College's academic standing for the benefit of students and society;

b. Professional Education

Enriching students' professional education experiences to enhance the employment skills which will enable graduates to pursue and develop successful lifelong careers;

c. Competitive Advantage

Promote competitive advantage of the University College through education, training and academic consultancy;

MISSION

The Mission of Skyline University College is to impart knowledge, develop professional skills and inculcate values at higher education level, enabling students of diverse background to achieve their academic goals and develop overall personality to become effective and socially responsible business managers in a dynamic national, regional and global environment.

PURPOSES

- a.** To continue to operate as a private University College, committed to serve with dedication in the field of higher education, and prepare students to contribute to the betterment of business and society
- b.** To offer quality education to a diverse student body enrolled nationally, regionally and globally, irrespective of race, color, gender, religion, physical disabilities and age
- c.** To orient the students with business knowledge through BBA & MBA Programs, thereby grooming them for suitable career opportunities in business fields nationally, regionally and globally
- d.** To integrate general education with business education at the BBA level in order to develop professional attitude among SUC graduates
- e.** To further enhance higher order skills of leadership, analysis and decision making
- f.** To develop the complete personality of the student through quality education & extra-curricular activities that will enable them to serve society optimally
- g.** To employ faculty and staff from various cultural, educational, research backgrounds and work experience
- h.** To conduct various faculty and staff development programs in order to meet challenges posed by the dynamic business environment
- i.** To provide required support services conducive to its academic needs by regularly updating learning resources and integrating with new technology
- j.** To develop and maintain significant networks between SUC, alumni and industry
- k.** To continue to maintain meaningful relationship with the community through socially responsible activities

VII. WHY SKYLINE?

INSTITUTIONAL STANDING

SUC was established in the year 1990 and since then it has been one of the leading higher education institution in the northern emirates.

ACCREDITATION

Skyline University College is approved and its programs are accredited by the Commission on Academic Accreditation (CAA) of the Ministry of Higher Education & Scientific Research (MOHESR), UAE.

ACADEMICS

SUC offers qualitative educational programs that are current and relevant to the dynamic global business environment.

FACULTY

All faculty members hold Ph.D. degrees in their respective area of specialization.

PROGRAMS

SUC offers Bachelor in Business Administration (BBA) with majors in Travel and Tourism Management, Information Systems, Marketing, International Business, Finance and Masters of Business Administration (MBA) with Emphasis on Marketing, Finance and Human Resource Management.

ACADEMIC MENTORING

Faculty members are more than just teachers, they also provide academic mentoring to students, enable them to adjust to the higher education learning environment and to progress successfully throughout study period.

INDUSTRY LINKS

SUC takes proactive steps to maintain its relationship with industries, to keep abreast its curriculum with latest developments, to provide suitable employment to students.

PLACEMENT CELL

SUC has a dedicated placement cell, which actively works to find suitable employment opportunities to graduating students and furthering their higher education needs. SUC has graduated more than 5000 students till date.

TUITION FEES

SUC offers competitive and affordable education with a facility to pay tuition fees conveniently in monthly installments.

SCHOLARSHIP

SUC offers academic and need based work-study scholarships to the eligible students. SUC also associates with various government and private institutions for allocation of scholarship fund to encourage academically good but financially weak student to pursue their higher education.

EXTRA CURRICULAR ACTIVITIES

The Campus provides a wealth of opportunities for complete personality development, which includes sports activities, cricket ground, football ground, gym facilities, year round cultural activities, debate competitions etc.

LOCATION

The Campus is strategically located in the University City of Sharjah, reachable easily from the city center of Dubai, Ajman and other Emirates.

HOSTEL

SUC provides fully-furnished, safe and secure hostel facilities for both male and female students on single and twin sharing basis.

TRANSPORTATION

The Campus provides air-conditioned transport facilities at an additional fee.

VIII. MBA PROGRAM

a. PROGRAM OVERVIEW

MBA program is designed with an academic and practical rigor to ensure that students acquire key managerial knowledge, attitude and skills to meet the challenges of the present business scenario in an appropriate social and ethical manner. The program bridges and integrates regional, cultural, and domestic business practices with the global business ethos, so as to carve future managers for local and global businesses.

b. PROGRAM RATIONALE

The focus of Gulf Region and UAE in specific on non-oil sectors for developing its economy is a commendable strategy. Hence, there has been rapid growth in the contribution to GDP from areas like manufacturing, food, retail, real estate, automobile, airlines, ports, hospitality, medical, educational, financial and other service sectors to name a few. The efforts of government of UAE resulted in the placement of many of its educated manpower in different positions in government, semi government, and private organizations during the “boom” period wherein the participation of the workforce has increased substantially. This young Arab population along with the first and second generation expats groomed in the region is soon to become the managerial workforce at various organizations and hence need to be given a strong base in management knowledge and skills. SUC MBA is pursuing the ambition and goal to serve and educate the manpower of the Gulf region through well-structured academic MBA program that focuses on knowledge as well as skill and attitude to groom the future managerial professionals of the region.

c. MBA GOALS

- i. Develop professional managerial skills in problem solving and decision making
- ii. Instill leadership skills and professional attitude
- iii. Develop ethical managerial orientation to conduct business in a socially responsible manner
- iv. Develop acumen towards formulating, implementing and evaluating business strategies

d. MBA OBJECTIVES

Students will be able to:

- i. **Comprehend** theories, tools and techniques in business management.
- ii. **Develop** leadership skills and competencies for effective management of organizations.
- iii. **Formulate**, analyze and evaluate business strategies.
- iv. **Evaluate** ethical business practices and its implications on business.
- v. **Synthesize** theories and practices for solving managerial issues.

e. MBA CURRICULUM

SUC has developed well planned MBA curriculum which significantly prepares a student to shoulder the responsibility of managing business organizations in optimizing their vision. It equips the student with the knowledge, skills, and values that nurtures intellectual maturity and helps to probe into the depths of knowledge. It enables student to specialize in skills that are unique and have a sense of creative independence in implementation of strategies.

The MBA program is carefully planned to fulfill the mission and purposes of SUC as well as its goals and objectives. It is adequately equipped with best practices of teaching methodologies and is flexible to adapt and adopt changes in training the students in the field of management sciences to enable them to effectively make management decisions for the growth of business. The practical orientation enables the student to integrate theory with the best practices of the industry so as to effectively and efficiently conduct the operations in an organization. The student is thus enabled to accomplish the outcomes as anticipated in the program and transfer them to the professional areas. SUC ensures that each student enrolled in the course receives a Course Delivery Package (CDP) on the first day of the class that includes the following:

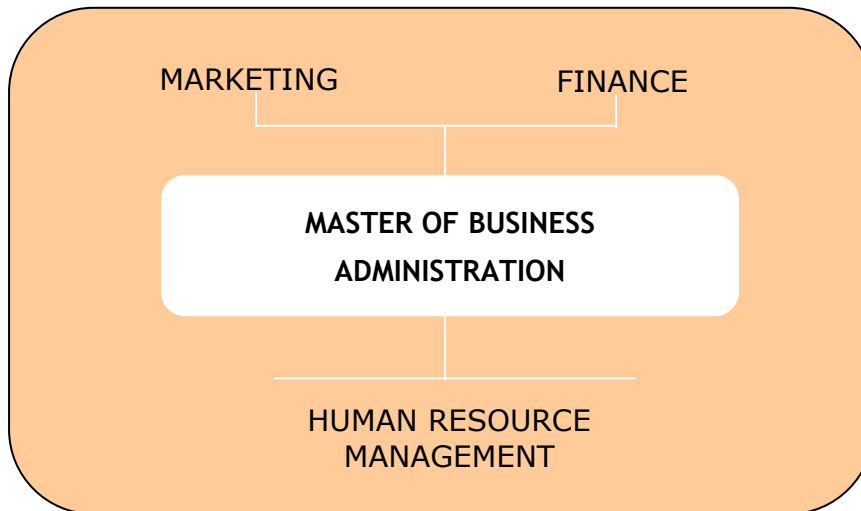
- i. Syllabus
 1. Credit hours
 2. Pre Requisites
 3. Course description
 4. Learning outcomes
 5. Course contents
 6. Academic strategies
 7. Course policies
 8. Class Schedule
 9. Mode of Assessment
 10. Information on core text
 11. Additional reading materials

12. Online learning resources

SUC uses regular evaluation of all courses; instructional pedagogy, feedback and results obtained from the various assessments effectively through a well-developed Institutional Effectiveness System to revise the curriculum in order to ensure quality and excellence in both curriculum and instructional pedagogy.

	Credits
Core Courses	27
Major Courses	9
Total Requirements	36

EMPHASIS AREAS



CORE COURSES

INTRODUCTION

The Master in Business Administration requires analytical and decision making skills in solving problems in key functional areas of the management. To acquire these skills it is imperative to understand the fundamentals of the core areas of business – Managerial Accounting, Quantitative Methods for Business Decision making, International Business, Corporate Information Strategy & Management, Managerial Economics, Financial Management, Human Resources Management, Marketing Management, and Strategic Management.

SUC offers MBA program which equips students with in-depth understanding of various core disciplines of business. Apart from this students would take additional emphasis courses in any one of the three areas of their interest: Marketing, Finance and Human Resource Management emphasis.

GOALS

- a. Develop an understanding about the basic concepts and constructs of modern management theories and its applications
- b. Instill analytical thinking that enhances problem solving and decision making.
- c. Develop understanding of successful global management techniques and practices

OBJECTIVES

Students will be able to:

- a. **Integrate** knowledge in the fields of managerial economics, finance & accounting, human resource management, marketing management & business management systems for managing business operations.
- b. **Comprehend** ethical values and practices for conducting business.
- c. **Analyze** business problems and take strategic decisions.
- d. **Evaluate** business scenarios with help of appropriate tools and techniques.

CORE COURSES

CODE	COURSE	CREDITS
ACC601	MANAGERIAL ACCOUNTING	3
CIS601	CORPORATE INFORMATION STRATEGY AND MANAGEMENT	3
ECO601	MANAGERIAL ECONOMICS	3
MGM601	HUMAN RESOURCE MANAGEMENT	3
MKT601	MARKETING MANAGEMENT	3

PROTECTED COURSES

CODE	COURSE	CREDITS
BUS601	QUANTITATIVE METHODS FOR BUSINESS DECISION MAKING	3
BUS602	INTERNATIONAL BUSINESS	3
FIN601	FINANCIAL MANAGEMENT	3
FIN721	CORPORATE FINANCE	3
FIN722	MANAGEMENT OF BANKS AND FINANCIAL INSTITUTIONS	3
FIN723	INTERNATIONAL FINANCE	3
FIN724	INVESTMENT PORTFOLIO MANAGEMENT	3
MKT711	MARKETING COMMUNICATIONS	3
MKT712	CONSUMER BEHAVIOR	3
MKT713	SUPPLY CHAIN MANAGEMENT	3
MKT714	INTERNATIONAL MARKETING STRATEGY	3
HRM711	PERFORMANCE AND COMPENSATION MANAGEMENT	3
HRM712	LEGAL ASPECTS OF HUMAN RESOURCES	3
HRM713	MANAGING DIVERSITY	3
HRM714	STRATEGIC HUMAN CAPITAL MANAGEMENT	3

* Protected courses that are to be taken at Skyline University College and no TOC can be accepted for these courses

CAPSTONE COURSE

CODE	COURSE	CREDITS
MGM713	STRATEGIC MANAGEMENT (C)	3

EMPHASIS ON FINANCE

INTRODUCTION

The MBA Emphasis in finance equips students to acquire specialized skills and knowledge in understanding, and analyzing financial transactions and related activities of an organization as well as to make effective and ethical financial decisions related to the same. The purpose of this emphasis is to enable students to understand and analyze theories in corporate finance, investment and portfolio management. A focus on financial institutions and international finance domain enable students to keep abreast with the various changes and challenges operating in international business scenarios.

GOALS

- Develop theoretical & practical knowledge and skills in finance
- Equip students with decision making and analytical skills
- Develop an understanding of the operations and structures of various financial systems
- Develop ethically oriented financial professionals

OBJECTIVES

Students will be able to:

- Understand** the theoretical framework in corporate and financial institutions
- Comprehend** various ethical practices and its implications in regional and global financial institutions
- Apply** the principles, tools and techniques for financial decisions.
- Analyze** risk and return for investment decisions
- Evaluate** government regulations and its effects on corporate, capital market and banking environment.

CODE	COURSES	PRE REQUISITE	CREDITS
FIN721	CORPORATE FINANCE	ACC601, FIN601	3
FIN722	MANAGEMENT OF BANKS & FINANCIAL INSTITUTIONS	ACC601, FIN601	3
FIN723	INTERNATIONAL FINANCE	ACC601, FIN601	3
FIN724	INVESTMENT AND PORTFOLIO MANAGEMENT	ACC601, FIN601	3
TOTAL CREDITS REQUIRED IN EMPHASIS ON FINANCE			12

* Student needs to complete any three courses out of the four courses of the Emphasis areas.

EMPHASIS ON MARKETING

INTRODUCTION

MBA with emphasis on marketing can be a rewarding prospect for an aspiring student oriented towards building a career in marketing. The marketing emphasis encompasses the fundamental approaches in understanding markets, market competition and competitor's strategies in developing marketing programs. The emphasis courses cover a wide spectrum of marketing functions such as advertising, consumer behavior, supply chain management and international communications. The course gives an in-depth understanding about different marketing strategies using effective cases and application methodologies that focus on developing practical and analytical skills related to actual marketing scenarios involving rivals, and different competitive marketing strategies.

GOALS

- a. Equip students with skills, knowledge and understanding of roles of marketing professional in the competitive business environment.
- b. Develop understanding of techniques in analyzing marketing processes
- c. Expose students to best practices in marketing operations
- d. Develop ethical and strategic marketing orientation in students

OBJECTIVES

Students will be able to:

- a. **Comprehend** competitive marketing strategies and approaches
- b. **Analyze** consumer, business & government markets and effectively manage logistics and supply chain process
- c. **Develop** marketing plans appropriate to target markets and geographic market segments
- d. **Evaluate** cultural perspectives and their impacts on marketing activities

CODE	COURSES	PRE REQUISITE	CREDITS
MKT711	MARKETING COMMUNICATIONS	MKT601	3
MKT712	CONSUMER BEHAVIOR	MKT601	3
MKT713	SUPPLY CHAIN MANAGEMENT	MKT601	3
MKT714	INTERNATIONAL MARKETING STRATEGY	MKT601	3
TOTAL CREDITS REQUIRED IN EMPHASIS ON MARKETING			12

* Student needs to complete any three courses out of the four courses of the Emphasis areas.

EMPHASIS ON HUMAN RESOURCE MANAGEMENT

INTRODUCTION

The Human Resources Management Emphasis prepares students to play an important role in managing the human resource requirements of an organization. Students completing this emphasis would be able to understand and develop skills related to international human resource best practices like human resource planning, recruitment, selection and placement, training & development, compensation management and performance management. An understanding of UAE labor laws would equip the students to make adequate decisions related to this environment and compare the region's labor practices with international labor practices.

HR emphasis MBA would develop confidence among the students in analyzing HR and employment policies and practices and managing equality and diversity issues within the organization. An emphasis on understanding training & development, compensation & benefits and performance management would prepare the students to take key positions in organizations.

GOALS

- a. Develop knowledge and skills in Human Resource Management processes, tools, systems and techniques
- b. Develop skills in planning Human Resource activities within the organization
- c. Orient students in understanding issues related to diversity and equal employment opportunity and critically analyze the application of tools and techniques of HR to successfully solve them.
- d. Expose students to new trends in Human Resource Information Technology

OBJECTIVES

Students will be able to:

- a. **Demonstrate** an understanding of current processes and practices in Human Resource Management
- b. **Comprehend** legal aspects of Human Resource Management.
- c. **Design** systems, tools & techniques of human capital management.
- d. **Manage** challenges of diversity and equal employment opportunity.
- e. **Analyze** and **evaluate** human resource issues and challenges.

CODE	COURSES	PRE REQUISITE	CREDITS
HRM711	PERFORMANCE AND COMPENSATION MANAGEMENT	MGM601	3
HRM712	LEGAL ASPECTS OF HUMAN RESOURCES	MGM601	3
HRM713	MANAGING DIVERSITY	MGM601	3
HRM714	STRATEGIC HUMAN CAPITAL MANAGEMENT	MGM601	3
TOTAL CREDITS REQUIRED IN EMPHASIS ON HUMAN RESOURCE MANAGEMENT			12

* Student needs to complete any three courses out of the four courses of the Emphasis areas.

f. MBA QUALIFYING PROGRAM

A student who is seeking admission with a baccalaureate degree obtained from a non-business discipline is required to undergo the MBA qualifying program (MQP) by taking the following seven courses. In case student has already taken any of the MQP courses, exemption from such courses may be provided on submitting the official transcript for evaluation at the time of admission. However, the decision for the exemption will be made jointly by the Program Coordinator and Dean upon carefully reviewing the course contents as per SUC TOC policy.

The following are the courses that are chosen to establish the required knowledge for a student to cope up with the MBA program curriculum as these courses provide the basics for a non-business student:

CODE	COURSE
MQPACC01	ACCOUNTING PRINCIPLES & PRACTICE
MQPECO02	ECONOMICS PRINCIPLES & PRACTICE
MQPMAT03	BUSINESS STATISTICS
MQPFIN04	PRINCIPLES OF FINANCE
MQPMGM05	PERSPECTIVE ON MANAGEMENT
MQPMKT06	PRINCIPLES OF MARKETING
MQPMAT07	QUANTITATIVE METHODS

All these courses are equivalent to 3 credit hours at BBA level. These credits cannot be used for replacing any of the MBA level courses as these will be treated non credit bearing courses only for the purpose of MQP and no transcript shall be issued. Most of these courses are offered at the SUC BBA program enabling the aspirants to pick up any of these courses during the regular semesters of the BBA program. If the courses are currently not offered at the BBA program, they will be exclusively planned and scheduled for the purposes of MQP provided there are a minimum number of students who have opted to take a course in a given semester and if it is found operationally viable.

With regard to the planning and scheduling of the MQP, typically a student with a non-business degree background will take minimum of one or maximum of two semesters to complete the program. However, hypothetically, a student who has studied in engineering discipline might have completed a course in quantitative methods and/or statistics and/or management. In this scenario, student may be exempted from the requirements of those courses at the MQP level; hence, a student of this scenario may be able to complete the MQP in one semester. In case a considerable number of students seek such MQP courses a special batch can be created to administer required courses within a semester.

IX. PROJECTED SEMESTER WISE PLAN – WEEKDAYS

PROJECTED SEMESTER-WISE PLAN FOR STUDENTS OF 2012 INTAKE					
CODES	COURSES	SEMESTER WISE			
		FALL 12	SPRING 13	FALL 13	SPRING 14
ACC601	Managerial Accounting	#			
ECO601	Managerial Economics	#			
MGM601	Human Resource Management	#			
MKT601	Marketing Management		#		
FIN601	Financial Management		#		
BUS601	Quantitative Methods For Business Decision Making		#		
BUS602	International Business			#	
CIS601	Corporate Information Strategy & Management			#	
MKT712/ MKT711	Consumer Behavior / Marketing Communications			#	
MKT713	Supply Chain Management			#	
MKT714	International Marketing Strategy				#
FIN721/ FIN722	Corporate Finance / Management of Banks & Financial Institutions				#
FIN723	International Finance				#
FIN724	Investment And Portfolio Management				#
MGM713	Strategic Management				#
HRM711	Performance and compensation Management			#	
HRM712	Legal Aspects of Human Resources				#
HRM713/ HRM714	Managing Diversity / Strategic Human Capital Management				#

**PROJECTED QUARTER-WISE PLAN FOR STUDENTS OF 2012 INTAKE
[MBA WEEKEND]**

CODES	COURSES	QUARTER WISE					
		QTR 1	QTR 2	QTR 3	QTR 4	QTR 5	QTR 6
ACC601	Managerial Accounting	#					
ECO601	Managerial Economics	#					
MGM601	Human Resource Management		#				
MKT601	Marketing Management		#				
FIN601	Financial Management			#			
BUS601	Quantitative Methods For Business Decision Making			#			
BUS602	International Business				#		
CIS601	Corporate Information Strategy & Management				#		
MKT712/ MKT711	Consumer Behavior / Marketing Communications					#	
MKT713	Supply Chain Management					#	
MKT714	International Marketing Strategy						#
FIN721/ FIN722	Corporate Finance / Management of Banks & Financial Institutions					#	
FIN723	International Finance					#	
FIN724	Investment And Portfolio Management						#
HRM711	Performance and Compensation Management					#	
HRM712	Legal Aspects of Human Resources					#	
HRM713/ HRM714	Managing Diversity / Strategic Human Capital Management						#
MGM713	Strategic Management						#

X. REGISTRATION PROCESS

ADMISSION REQUIREMENTS

SUC follows a non-discriminatory policy to admit all such students, who have completed the General Secondary School Certificate of UAE or its equivalent as per International Grade Conversions published by the World Education Services Inc. (www.wes.org), subject to availability of seats. The Administration Department plans for the number of seats for each major and the Committee of the Executive Council approves the proposed plan of seats at the beginning of each academic year.

a. ENTRY REQUIREMENTS

The following are the requirements for admission to the Master of Business Administration program as specified on below mentioned points:

i. MINIMUM QUALIFICATION REQUIREMENT

1. A Bachelor's degree in Business discipline from an accredited institution in the UAE or its equivalent or.
2. A Bachelor's degree in other than business discipline will be accepted but the applicant is required to undergo a MQP of SUC.

ii. PROVISIONAL ADMISSION

A TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet-Based test, or the equivalent score on any another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR), such as IELTS score of (6.0), is required for admission to the Master's program with the following exceptions.

1. A native speaker of English who has completed BBA education in an English medium institution in a country where English is the Official language.
2. A student admitted to and graduated from an English medium institution that can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the MOHESR, upon admission to BBA program.

iii. CGPA REQUIREMENT

A cumulative Grade Point Average (CGPA) of 3.0 (on a 4.0 point scale or its established equivalent) in the applicant's Baccalaureate degree program is required for admission to MBA programs.

iv. PROBATIONARY ADMITTANCE

Students with CGPA 2.5 to 2.99 in the applicants Baccalaureate degree along with the following:

1. TOEFL score of 550 on the Paper-Based test, 213 on the Computer-Based, or 79 on the Internet-Based test, or the equivalent score on another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR), such as IELTS score of (6.0) may be admitted to the Master's program subject to the following:
 - a. May take a maximum of nine credit hours in the first semester of study.
 - b. Must achieve an overall grade point average of 3.0 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the MBA program.
 - c. If either of the above provision is not met the student will be dismissed.
2. TOEFL score of 530 on the paper-based test, 197 on the computer-based, or 71 in the internet-based test or its equivalent using a standardized test approved by MOHESR may be admitted to the MBA program subject to the following:
 - a. Must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;
 - b. May take a maximum of six credit hours in the first semester of study, not including intensive English courses;
 - c. Must achieve an overall grade point average of 3.0 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.
 - d. If either of the above provision is not met the student will be dismissed.
3. Students with CGPA 2.0 to 2.49 in the baccalaureate degree and meets the English competency requirements as per SUC policy for both business and non-business disciplines) may be admitted to the Master's program subject to the following:

- a. To qualify for MBA program admission a student must complete seven courses of MQP with minimum 'B' grade or take challenge exam (only for business graduates) in any of the seven courses and score minimum 'B' grade.
- b. In case student has already taken any of the MQP courses with the grade of 'B' or above at baccalaureate degree, may be exempted from such courses provided an official transcript for evaluation at the time of admission is submitted by the student and subject to approval as per SUC TOC Policy
- c. Meets the English competency requirements as per SUC policy.
- d. Must achieve an overall grade point average of 3.0 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.
- e. If either provision is not met the student will be dismissed.

NOTE: Admission to the above category of students is limited to a maximum of one third (1/3) of the total enrollment in the MBA.

v. MATURED ENTRY ADMISSION

Students with CGPA 2.0 to 2.49 in the applicant's baccalaureate degree and meets the English competency requirements mentioned in section B (both business and non-business discipline):

1. Business Graduates:

- a. Must have 5 years of work experience after completion of baccalaureate degree,
- b. Such students will have to face a pre-enrollment personal interview with a designated committee to assess level of academic aptitude for joining the MBA Program
- c. Meets the English competency requirements as per SUC policy
- d. Must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program

2. Non-Business Graduates:

- a. Must have 5 years of work experience after completion of baccalaureate degree.
- b. Meets the English competency requirements as per SUC policy.
- c. Must complete the MQP requirement as per SUC policy.

- d. Must achieve an overall grade point average of 3.0 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.

vi. TRANSFER ADMISSION

SUC accepts students who are transferring from a federal or licensed institution in the UAE or foreign institutions of higher learning based outside the UAE which are accredited in its home country and are enlisted or approved by MOHESR, are eligible for transfer admission.

A maximum of 12 credit hours can be accepted as transfer into the MBA Program of SUC provided these credit hours are adequate to meet the requirements for Transfer of credits (TOC) procedures. All the courses in the curriculum are protected except the following courses that are accepted for TOC from any accredited MBA level program:

S. No	Course Code	Course Name
1	CIS601	CORPORATE INFORMATION STRATEGY & MANAGEMENT
2	ACC601	MANAGERIAL ACCOUNTING
3	ECO601	MANAGERIAL ECONOMICS
4	MGM601	HUMAN RESOURCES MANAGEMENT
5	MKT601	MARKETING MANAGEMENT

Transfer admission students have to fulfill the following requirements /conditions:

1. Documents Required:

- a. The official transcripts,
- b. Detailed syllabi(Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
- c. An official letter from the previous institution
- d. All documents mentioned in the registration requirements
- e. Processing fee as applicable must be submitted for evaluation. Transfer of credit is granted under the following conditions:
 - i. Must meet the English proficiency requirement.
 - ii. The course contents mentioned in the CDP of the previous institution should match a minimum of 75% of the SUC Syllabus of the corresponding course.

- iii. The student must attend a minimum of 50% of the credit hours of their study plan at SUC in other words, only up to 50% of the courses can be transferred to the program.
- iv. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- v. Must have passed the course with a minimum of 'B' grade or equivalent and overall CGPA of '3.0' on a scale of '4.0'.
- vi. Maximum credits awarded for transfer admission will be limited specified courses at SUC. In case credits earned at the original institution are less than those at SUC, the lower credits will be awarded as transfer.
- vii. Once TOC is granted and the Graduation plan is signed by the student, the student cannot challenge the TOC decision during the progression of course.
- viii. A student is placed in the fourth semester status only after completing all the balance courses till the third semester.
- ix. Students of SUC may be permitted to pursue courses outside only in extreme circumstances with prior approval from Administration and Dean. Students pursuing their studies at SUC are generally not granted TOC for courses offered at SUC.
- x. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- xi. The result of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- xii. SUC TOC processing fees non-refundable (as per applicable fee structure)

2. Procedure for Finalizing Institutions for the purpose of Transfer of Credits

Qualification

SUC will accept transfer of credits only from the Institutions under the following categories:

- a. Accredited by the MOHESR, UAE.
- b. Accredited by the Central or Regional accreditation bodies in the United States of America.
- c. Accredited by the SUC Grants Commission of India.
- d. Accredited by the SUC Grants Commission of Pakistan.
- e. Approved by the Quality Assurance Agency in Education, U.K.
- f. Accredited/recognized by the Ministry of Higher Education for all other countries from where the student is seeking admission.

b. REGISTRATION REQUIREMENTS

i. LOCAL STUDENTS OR STUDENTS WITH OWN VISA MUST SUBMIT

1. 5 Passport size colored photographs (not Polaroid).
2. Passport Copy with minimum six months validity.
3. Attested copy of Bachelor's Degree Certificate along with marks sheet (as applicable).
 - a. For students from UAE Universities certificate should be attested by the university and Ministry of Higher Education, UAE.
 - b. For students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, certificate should be attested by the University & private Department in Ministry of Higher Education, UAE.
 - c. For students from overseas Universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
4. The following fees must be paid at the time of admission: **(AED 6,000/-)**
 - a. Application Fee (non-refundable) AED 1,000/-
 - b. First Installment Fee AED 5,000/-

Note: The admission fee is non-refundable after commencement of classes, even if the student did not attend any class.

5. In case of incomplete submission of documents provisional admission will be granted with an undertaking that the required documents will be submitted within the stipulated time as agreed.
6. Student Personal details form with the Country of residence telephone number.

ii. LOCAL STUDENTS SEEKING SUC VISA MUST SUBMIT

1. 10 Passport size colored photographs (not Polaroid) with white background
2. Passport Copy with minimum eight months validity.
3. Attested copy of Bachelor's Degree Certificate along with marks sheet (as applicable).
 - a. For students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.

- b. For students from foreign Universities operating in UAE and approved by the Ministry of Higher Education-UAE, certificate should be attested by the University & private Department in Ministry of Higher Education – UAE.
 - c. For students from overseas Universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
4. The following fees must be paid at the time of admission: **(AED 54,750/-)**
- | | |
|--|--------------|
| a. Application Fee [Non-refundable] | AED 1,000/- |
| b. First Installment Fee [Non-refundable] | AED 5,000/- |
| c. 3 year Visa Fee
[Fully Non-refundable once visa is filed] | AED 5,500/- |
| d. Passport Guarantee
[Refundable at the time of visa cancellation] | AED 2,500/- |
| e. 1 st Cheque Payment | AED 11,500/- |
| f. 2 nd Cheque Payment | AED 11,500/- |
| g. 3 rd Cheque Payment | AED 11,500/- |
| h. TOEFL Exam Fee | AED 500/- |
| i. TOEFL Exam Book | AED 400/- |
| j. 1 st 3 months of Hostel Fees
(AED 1,450/ per month) | AED 4,350/- |
| k. Hostel Deposit [Refundable] | AED 1,000/- |
5. In case of incomplete submission of documents provisional admission will be granted with an undertaking that the required details will be submitted within the stipulated time as agreed.
 6. Student Personal details form with the Country of residence telephone number.

iii. VISA STUDENTS (OVERSEAS) MUST SUBMIT

1. 10 Passport size colored photographs (not Polaroid) with white background.
2. Passport Copy with minimum eight months validity.
3. Attested copy of Bachelor’s Degree Certificate along with marks sheet.
 - a. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 - b. Students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, and certificate should be attested by the University & private Department in Ministry of Higher Education, UAE.

- c. Students from overseas Universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
4. The following fees must be paid at the time of admission: **(USD 8,420/-)**
- | | |
|---|-------------|
| a. Application fee & 1st Installment fee
[Non-refundable] | USD 4,500/- |
| b. 3 years Visa Fee
[Fully Non-refundable once visa is filed] | USD 1,510/- |
| c. Passport Guarantee
[Refundable at the time of visa cancellation] | USD 685/- |
| d. TOEFL Exam Fee | USD 140/- |
| e. TOEFL Book Charges | USD 110/- |
| f. 1st Semester of the Hostel Fees
[3 months @ USD 400/- per month inclusive of water & electricity charges] | USD 1,200/- |
| g. Hostel Deposit | USD 275/- |
5. In case of incomplete submission of documents provisional admission will be granted with an undertaking that the required details will be submitted within the stipulated time as agreed.
6. Student Personal details form with the Country of residence telephone number.

iv. ADDITIONAL REQUIREMENTS FOR STUDENTS WITH TRANSFER ADMISSION

1. Official Transcript of Records.
2. Full Course Syllabus [Credit Value, Level, Detailed course content, Learning outcomes/objectives & Indicative learning resources]
3. Letter from College/University certifying that the student attended there.
4. TOC processing fee of AED 300/-.

XI. ACADEMIC IELTS PREPARATORY COURSE

The Academic IELTS preparatory course (AIPC) course is designed for students whose proficiency levels are inadequate to be accepted for admission into the MBA Program of SUC. Preparatory courses are offered to those students who could not qualify placement test of SUC. The placement of the student in IELTS preparatory course is determined on the basis of grades obtained in placement exams. The qualifying score for admission is 6.0 out of 9.0 bands for MBA Program. Students who fail to obtain above qualifying scores are admitted into the preparatory courses as explained below:

a. ENGLISH PROFICIENCY REQUIREMENT

A TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet-Based test, or the equivalent score on another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR), such as IELTS score of (6.0), is required for admission to the MBA Program with the following exceptions:

- i. A native speaker of English who has completed his / her baccalaureate education in an English medium institution in a country where English is the Official language.
- ii. A student admitted to and graduated from an English medium institution that can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the MOHESR, upon admission to his/her baccalaureate program.
- iii. In case the student does not clear the English proficiency requirements as mentioned above, will be admitted to the AIPC which is designed and conducted for facilitating students to get admitted into MBA Program of SUC. The placement of the student in the course is determined on the basis of grades obtained in the TOEFL exams. The categories mentioned below will determine their placement in the AIPC. (Category A, B & C help to understand the principle for placing a student in the IELTS preparatory program):

Category A

Students who have scored between 351 and 424 in TOEFL (ITP) or between 2.0 and 3.5 in IELTS (Academic), will undergo a preparatory course in IELTS (Academic) for a period of one semester Basic AIPC and at the end of the course students will appear for IELTS (Academic) Exam. Their maximum number of contact hours will be dedicated towards AIPC. This is a non-credit course.

Category B

The students who have scored between 425 and 529 in TOEFL (ITP) will undergo a preparatory course in IELTS (Academic) for a period of one semester Advanced AIPC and at the end of the course students will appear for IELTS (Academic) Exam. This is a non credit course.

Category C

The Students, who have scored between 530 and 549 in TOEFL (ITP), will undergo a preparatory course in IELTS (Academic) for a period of one semester Advanced AIPC and at the end of the course students will appear for IELTS (Academic) Exam. Such students will be allowed to enroll up to 6 credit hours in the first semester. They must achieve an overall grade point average of 3.0 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the MBA Program.

XII. COURSE DESCRIPTIONS

ACC601

MANAGERIAL ACCOUNTING

3 CREDITS

This course provides a comprehensive exploration of managerial accounting. It deals with the use of accounting data in the managerial decision-making process and in planning and controlling business enterprises. Emphasis is on using cost and other management accounting information in making business decisions, their effect on managerial behavior, and their use in formulating and implementing strategy, and issues of design and operation of management control systems including the intended and unintended consequences of performance measurement. The course covers job/process costing and Activity Based Costing, Techniques of CVP analysis and budgetary control, Performance evaluation technique of standard costing, management control systems and management reports.

Pre-requisites: None

FIN601

FINANCIAL MANAGEMENT

3 CREDITS

The course aims to provide a basic understanding of strategic financial decisions – investment and financing, that confront business managers. The students will learn the theories of financial management and how to apply it to financial decisions in the world of small and large businesses. The course is designed to explore finance function through conceptual thinking, financial analysis and financial calculations. The emphasis is on analysis and planning tools that can lead to better investment and financing decisions for enhancing the market value of the company share thereby leading to wealth maximization for its owners. The topics include concepts of time value of money, capital budgeting techniques, analysis of risk and return, capital structure and dividend policy decisions, and working capital management.

Pre-requisites: None

MKT601

MARKETING MANAGEMENT

3 CREDITS

This course aims at acquiring and enhancing knowledge of marketing management and also orients students to develop skills in identifying, evaluating, analyzing, designing and implementing marketing plans successfully in relation to their target market environment. Focus on segmentation, targeting and positioning of markets and marketing mix elements empowers students in acquiring and developing skills to take effective decisions in solving marketing problems and issues. It further gives the student impetus to unravel the complexities in understanding the emphasis of competitors with respect to various product and promotional differentiations to acquire, retain and develop the consumer and business markets.

Pre-requisites: None

ECO601**MANAGERIAL ECONOMICS****3 CREDITS**

Managerial Economics aims to help students to understand economic theory and analyze business problems rationally with respect to market forces and the competitive environment. The course equips students with techniques in forecasting demand in the market; manage the resources of production to match supplies and reaching cost efficiencies. The course also helps them to understand the nature of market competition in which they work and helps them in taking decisions of output, pricing under different competitive environments. Further, it polishes their analytical skills to interpret the data from macro-economic variables, type of market structures, economic forces and arrive at viable decisions that optimize economic interests of business enterprise and reduces risk and uncertainty. Along with the economic analysis, an understanding of the government regulations will help the students to emerge good decision makers in their business ventures and prepare them to be effective managers.

Pre-requisites: None

MGM601**HUMAN RESOURCE MANAGEMENT****3 CREDITS**

This course examines the structures and processes of human resource management (HRM) from the points of view of employer, employees, government, and other stakeholders. It adopts a strategic approach to HRM and utilizes the flow model concept to introduce various key processes of people management at theoretical and application levels. The course aims to provide an introduction to the formal employment relationship, the relevant legislation, and practical application of competencies in order to establish a symbiotic relationship between organizational success and HRM. A strong emphasis will be placed upon contemporary issues of HRM and other environmental forces that impact the field of HRM in the foreseeable future. This course also aims to encourage critical thinking approach to provide solutions to the various challenges faced by the contemporary HR managers in the current dynamic business arena.

Pre-requisites: None

BUS601**QUANTITATIVE METHODS FOR
BUSINESS DECISION MAKING****3 CREDITS**

This course is designed to provide students with a working knowledge of quantitative techniques for management decision-makings. The focus is on managerial problem formulation and the interpretations. Solution procedures will be discussed also to facilitate the interpretation. The course aims, in particular, to enhance the students' problem solving capacity with the aid of management science techniques. For that purpose, a number of cases will be presented and discussed in the class. Topics covered in the course include decision analysis, linear programming (LP), LP network models (transportation and transshipment models), and queue lines.

Pre-requisites: None

BUS602**INTERNATIONAL BUSINESS****3 CREDITS**

The course equips students to basic business operations surrounding global trade. Understanding why nations do business with each other, what Cultural features influence business practices, the vital role of communication, and legal considerations prepare the student for more successful business exchanges in the future. Additionally, an overview of marketing, management, global economic systems, financial environment, multilateral regulation and trade documentation is offered and the student gains knowledge of the career opportunities existing in our world trade environment.

Pre-requisites: None

CIS601**CORPORATE INFORMATION STRATEGY AND MANAGEMENT****3 CREDITS**

This course is designed to address the tactical, operational, and strategic responsibilities and roles of business manager in leveraging their IT resource. The alignment of business and IT is the primary focus of this course. Emphasis is placed on current/emerging issues/opportunities in creating and coordinating the key activities necessary to ensure IT's contribution to the success of the organizational structure, outsourcing, managing emerging technologies, and IT strategy for competitive advantage.

Pre-Requisites: None

MGM713**STRATEGIC MANAGEMENT****3 CREDITS**

The tasks of crafting and implementing company strategies are the heart and soul of managing a business enterprise. The strategic management course prepares the students to understand why managers must carefully match company's strength both to industry, competitive conditions and company resources and capabilities. This course demonstrates the importance of tailoring strategy to fit the circumstances of a company industry and competitive environment. Given its nature, strategic management requires a holistic approach and it draws upon functional modules previously studied in areas such as marketing, finance, operations and human resource management, and it integrates the skills and knowledge they provide to enable students to develop realistic responses to strategically important issues. It is intended to enhance the students' understanding of corporate issues and of the increasingly international context of corporate activity.

Pre-requisites: All 600 Level Courses

MKT711**MARKETING COMMUNICATIONS****3 CREDITS**

This course emphasizes the role and importance of marketing communications to the profitable or non profitable organization. It aims to equip the students to know and use various marketing communication tools in creating awareness to its target market through product knowledge that assists consumer evaluation process, and generates desire and action. It empowers students with skills to select appropriate communication tools that are appropriate and effective to their target market in a highly competitive business environment. The importance of media and message is also emphasized while designing communication strategies to suit national, regional and international customers considering their social, political and cultural dimensions.

Pre-requisites: MKT 601

MKT712**CONSUMER BEHAVIOR****3 CREDITS**

An understanding of consumers and their needs and purchase behavior is integral to a successful marketing. This course helps students to understand and examine consumer decision-making processes and the environmental influences on these processes and how to use this information to develop, implement and evaluate effective marketing strategies. Also the students study consumer buying behavior and the intricacies involved in the exchange process of acquiring, consuming and disposing of goods, services, experiences and ideas. The course will draw inputs from theories and concepts related to all the behavioral sciences such as economics, demographics, sociology, psychology, social psychology, anthropology, and marketing. Drawing material from marketing and the behavioral sciences, this course looks at the factors that impinge, and/or guide the behavior of the consumer in the marketplace and facilitate the marketer to serve the consumers more effectively by understanding consumers and their behavior.

Pre-requisites: MKT 601

MKT713**SUPPLY CHAIN MANAGEMENT****3 CREDITS**

The course aim's to develop an understanding of key drivers of supply chain performance and their Inter-relationships with strategy and other functions of the company such as marketing, manufacturing and accounting. Globalization of economy and electronic commerce has heightened the strategic importance of Supply chain management and created new opportunities for using supply chain strategy and Planning as a competitive tool. Electronic commerce has not only created new distribution channels for consumers but also revolutionized the industrial marketplace by facilitating inter firm communication and by creating efficient markets through trading communities. Moreover combination of enterprise, information, infrastructure and the internet has paved the way for a variety of supply chain optimization technologies.

Pre-requisites: MKT 601

MKT714**INTERNATIONAL MARKETING STRATEGY****3 CREDITS**

This course focuses on building an appreciation of international marketing management (IMM) issues. The course complements the module on international marketing strategy and planning and introduces students to the elements required for marketing strategy implementation. The course has two broad themes; firstly, it addresses cross cultural issues and perspectives in international marketing management focusing on buyer behavior in both B2B and B2C contexts and organizational issues(such as issues in the case of joint-ventures, mergers and acquisitions, knowledge transfer partnership, strategic alliances); secondly, aspects of international marketing management covering the use of international market research, implication for product and service management, marketing communication, marketing channels, new product development, services marketing, retailing and marketing and new ventures. This Course aims at improving students' competence in analyzing situations involving many tangible and intangible factors, whilst giving them the confidence and ability to apply relevant marketing principles to practical international circumstances.

Pre-requisites: MKT 601

FIN721**CORPORATE FINANCE****3 CREDITS**

The course works as a complement and supplement to FIN 601. It covers many of the topics of FIN 601 more vigorously and attempts to discuss some new topics including forward markets, derivatives markets, leasing and mergers. It attempts to develop decision making ability in the area of investment and financing policies of the business. The course attempts to explain the working of various financial markets including cash (spot) as well as forward markets and derivative markets and tries to address determination of the prices of shares, bonds and derivatives which this course addresses. The course aims to enable students to understand and analyze the theories and propositions relating to corporate finance, and the controversies and criticisms which surround them. The corporation's decisions which the course examines include the DCF techniques rule for capital budgeting, the Modigliani-Miller propositions on Dividend Policy and Capital Structure, Leasing and Mergers & Acquisitions, forward and derivative markets. The theories which are examined for the financial markets include the Efficient Markets Hypothesis (EMH) and the Capital Asset Pricing Model (CAPM).

Pre Requisite: ACC 601 & FIN 601

FIN722**MANAGEMENT OF BANKS & FINANCIAL INSTITUTIONS****3 CREDITS**

This course studies some of the major institutional characteristics of the banking system and the financial markets. Topics include money, liquidity and payments system; financial instruments of the money and capital markets; the risk and term structure of interest rates; derivative securities and their uses; depository and non-depository financial institutions; depository institution management and performance; regulation of depository institutions; depository institutions and the money supply process; the functions of the central bank; and how the central bank conducts monetary policy. This course also helps students to comprehend the Islamic way of organizing banking and insurance business

Pre Requisite: ACC 601 & FIN 601

FIN723**INTERNATIONAL FINANCE****3 CREDITS**

This course provides a basis for students seeking to understand the complexities and opportunities of doing business internationally and hence being subjected to interaction with international financial markets and impacted by exchange rates. With the rapid globalization of the world economy, the managers of a firm have to understand that their decisions will be greatly influenced by variables such as price differentials across countries, changes in foreign exchange rates, and interest rate differentials etc. in an uncertain environment. This course provides a comprehensive introduction to the world of financial management as it applies to multinational corporations and other firms that engage in international transactions. Topics include understanding the international financial system (comprising of institutions, instruments and markets), foreign exchange management, investment and financing decisions of multinationals, exposure management and risk management issues of concern to international businesses.

Pre Requisite: ACC 601 & FIN 601

FIN724**INVESTMENT AND PORTFOLIO MANAGEMENT****3 CREDITS**

This course provides the students with an understanding of theoretical and practical issues related to investment management from the perspective of mainly individuals and in a limited way by the institutions. It deals with investment theory, review of institutions and financial instruments available to investors, and analysis and valuation of securities. It deals with individual security analysis and meaningful combination of them into portfolio in order to hedge risk. This course provides an overview of the workings of financial markets including bond and stock markets, and their use by corporations, investors and others. The course helps students acquire skills in modern valuation techniques, including the pricing of fixed-income securities, equities, and derivatives. The students will learn about the investment finance, including arbitrage, market efficiency, asset pricing models and portfolio theory. The course will also look at the techniques of portfolio selection and management, and risk control.

Pre Requisite: ACC 601 & FIN 601

HRM 711**PERFORMANCE AND COMPENSATION MANAGEMENT****3 CREDITS**

This course examines the strategies and options available to maintain and retain employees through compensation administration and performance management. It explains the relationship between Job evaluation, incentive systems and performance appraisals with compensation plans. The course focuses on analyzing and evaluating existing reward management practices of organizations through integrating innovative reward strategies and approaches adopted by successful organizations. This course provides an insight into benchmarked compensation theories and practices in regional and global perspective.

Pre-requisite: MGM 601

HRM 712**LEGAL ASPECTS OF HUMAN RESOURCES****3 CREDITS**

This course is a comprehensive study of legal implications for the Human Resource Management. The course focuses on legal and ethical issues faced by human resource professionals in determining managerial actions and behaviors as a resulting effect for their decisions on the employees. In addition, implementing rules and regulations, labor law/standard from Ministry of Labor will also be discussed to supplement the administrative and judicial rulings that affect the human resource profession. The legal and ethical dimensions to decisions that affect human resources are examined, discussed, and evaluated in terms of their legality and ethicality (UAE Laws, integrity, fairness, justice, etc.).

Pre-requisite: MGM 601

HRM 713**MANAGING DIVERSITY****3 CREDITS**

The course will explore the issues of equality and diversity at workplace. This course aims to integrate a wide range of theoretical and applied approaches from various HR areas, and analyze workforce diversity in modern organizations and then design, evaluate and implement strategies to manage workforce diversity. The social, legal and equity issues relevant to managing diversity in the organization from both a national and international perspective will be discussed. This course provides critical understanding about workplace diversity to develop and implement successful diversity practices and strategies for enhancing organization's talent profile and meeting the challenges for a dynamic market place.

Pre-requisite: MGM 601

HRM 714**STRATEGIC HUMAN CAPITAL MANAGEMENT****3 CREDITS**

The course highlights the importance of considering human resource as a capital for the organization which, if effectively managed can lead to higher productivity and benefits. The course integrates human capital management with strategic human resource management and business strategy. Human capital drivers, human capital measurement and reporting are key areas covered in the course. The focus is on developing human capital goals, identification of human capital measures and analyzing results for achieving business goals. This course includes different human capital management tools for effective decision making.

Pre-requisite: MGM 601

XIII. TERMINOLOGY

ACADEMIC CALENDAR	Detailed schedule of SUC academic activities
ACADEMIC STANDING	Determined by the quality and quantity of satisfactory academic work completed during the stay at the SUC
ACADEMIC YEAR	Consists of Fall, Spring and Summer semesters
ADDING / DROPPING	Addition or dropping courses from the course plan within two weeks of starting the semester
ARTICULATION	Agreement or arrangement with other accredited universities/institutions
ADMISSION	Process through which students undergo while being admitted in SUC
ALUMNI	Former students who have graduated from SUC
CANCELLATION	A student who wishes to discontinue the study for the semester
CAPSTONE	A mandatory course offered to students after completion of all 600 level courses. Minimum pass 'B' grade and no Transfer of Credit will be allowed
CATALOG	Comprehensive information about the programs offered in SUC
CDP	Course Delivery Package
CGPA	Cumulative Grade Point Average
CREDIT HOURS	Refer to one lecture hour per week for fifteen weeks supplemented by two hours of practical study per week
CURRICULUM	Set of courses offered for obtaining a degree with emphasis
DAC	Disciplinary Action Committee
EMPHASIS	Area of specialization in the program
FULL-TIME STUDENT	A student who has 6-9 credit load in a semester
GPA	Grade Point Average is determined by dividing total grade points earned by total hours attempted for each semester
GRADUATION	Students are recommended for graduation by the Graduation Board on fulfilling the graduation requirements
HONORS	Academic honors are awarded to students scoring as per the following: Cum Laude An average CGPA of 3.5 or higher Magna Cum Laude An average CGPA of 3.7 or higher Summa Cum Laude An average CGPA of 3.9 or higher
ID CARD	A unique identification card issued to student

MBA PROGRAM	Master of Business Administration
MENTOR	A faculty member with the closest expertise relevant to the student's field of study, assigned to the group of students
MITIGATION	Students seeking excuse for absence from examination
POSTPONEMENT	Carrying over the course for the next semester
PROBATION	Academic standing of student falling below the qualitative & quantitative academic progression
QUARTER	Period of time required to complete one set of course offering as per the study plan (Generally 9 weeks)
RE-REGISTRATION	Postponed, cancelled, withdrawn students re-joining the program to complete the degree
RESIT EXAMINATION	Students with shortage of attendance, mitigation, grade improvement and failure students can re-take the examination
SAP	Satisfactory Academic Progression
SGPA	Semester Grade Point Average
SEMESTER	Period of time required to complete one set of course offering as per the study plan (Generally 15 weeks)
SUC	Skyline University College
SUSPENSION	Academic standing of student failing to fulfill the academic progression requirement even after the final warning
TOC	Transfer of Credit
TUITION FEE	Amount paid for pursuing the degree
WEEKDAYS	Classes conducted from Sunday to Thursday
WEEKEND	Classes conducted on Friday and Saturday
WITHDRAWAL	Student dropping the course after two weeks of starting the semester

XIV. ACADEMIC RULES AND REGULATIONS

a. CREDIT HOURS

Credit hours refer to one lecture hour per week lasting for fifteen [15] weeks. Each lecture hour is supplemented by two hours of practical study per week [laboratories, training, workshop, etc.] Each academic year consists of two semesters and each semester consists of 15 weeks. The SUC may arrange for a summer semester.

b. PERIOD OF STUDY

Students enrolled for the MBA Program as a full time student must complete 36 credits to secure the MBA Degree in 18 months time.

c. STUDENT EVALUATION AND GRADING

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4	Excellent
B+	85-89	3.5	Very Good
B	80-84	3	Good
C+	75-79	2.5	Satisfactory
C	70-74	2	Pass
D	60-69	1	Fail
F	Below 60	0	Fail
W			Withdrawal
I			Incomplete

d. SEMESTER GRADE POINT AVERAGE [SGPA]

Semester Grade Point Average is determined by dividing total grade points earned by total hours attempted. SGPA may be figured for each semester (semester GPA), for all hours attempted at the SUC (cumulative GPA). All students are evaluated at the end of each semester. A student is placed on probation if student's SGPA falls below 3.00.

GP/SGPA/CGPA CALCULATION

Grade Points		Credit Hours		Total
A – 4	x	3	=	12.0
B+ – 3.5	x	3	=	10.5
C+ – 2.5	x	3	=	07.5
F – 0	x	0	=	00.0
SGPA/CGPA = 3.3 'B' (30/9)		9		30.0

$$\text{GP} = \frac{\text{Grade Points Scored in 1 Course x Credit Hours of the Course}}{\text{Total Credit Hours of the Course}}$$

$$\text{SGPA} = \frac{\text{Grade Points Scored in Courses in 1 Semester x Credit Hours of the Courses Attended in 1 Semester}}{\text{Total Credit Hours Attended in 1 Semester}}$$

$$\text{CGPA} = \frac{\text{Grade Points Scored in All Courses Attended x Credit Hours of All Courses Attended}}{\text{Total Credit Hours Attended}}$$

GP – Grade Point

SGPA – Semester Grade Point Average

CGPA – Cumulative Grade Point Average

e. ACADEMIC STANDING

All students enrolled at SUC shall be monitored very carefully for the quality and quantity of satisfactory academic work completed during their study. A student will be evaluated at the end of every spring semester for the following:

i. QUALITATIVE REQUIREMENTS (QUALITY OF ACADEMIC WORK COMPLETED)

Table – 1

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 – 9	2.50
2	10 – 18	2.60
3	19 – 27	2.75
4	28 and above	3.00

Depending on the number of credit hours attempted, the student is expected to maintain a cumulative grade point average as per the above table.

ii. QUANTITATIVE REQUIREMENTS (QUANTITY OF ACADEMIC WORK COMPLETED)

A student must complete at least 67% of all hours attempted. Attempted hours are defined as any course that the student has enrolled for the semester. Successfully completed hours refer to the hours in which the student has received a letter grade of A, B+, B,C+ or C. For Capstone courses, a student needs to receive a minimum of "B" grade or above.

For calculating the completion rate of academic work, "F" grade is calculated as not completed; however for the purpose of CGPA calculations, the "F" grade will be taken into account. "W" grade will be treated as attempted but not completed, however, it is not counted for the purpose of CGPA calculations.

f. PROBATION

Student is placed on probation at the end of a given semester if one does not meet the minimum requirements as per the information provided in e.i & e.ii; the student is expected to improve academic performance during the next semester. In case the student does not improve, he is served with a final warning during the following semester, to be considered as final probationary semester.

g. SUSPENSION

In case the student is unable to improve the performance inspite of the final warning on probation, he/she will be placed on academic suspension. Students on suspension status are required to fill an appeal with the administration department for allowing them to continue their studies in the following semester. The Satisfactory Academic Progression (SAP) committee may allow the students to take 1 or 2 courses according to their profile, accordingly they have to

improve their performance otherwise again they will fall under suspension and will not be allowed to enroll in classes for a period of one semester. Such student needs to apply for provisional readmission after the semester. However the SAP committee reserves all the rights to take the decision

Worked Out Example

The committee gives the student a chance to improve his CGPA by taking up one or two repeating courses and also decides the grades to be scored by the student.

Case 1

The student scores the above grades decided by the committee at the end of this semester. If the student achieves a good standing at the end of this semester, he has to again appeal to the committee and the above process will continue till he achieves the good standing.

Case 2

The student does not score the above grades decided by the committee at the end of this semester. The student will be suspended for one semester and they may be provisionally re-admitted to classes after one semester of suspension to improve their CGPA. The student may take the courses in which they have secured a 'D' or an 'F' grade.

h. GOOD STANDING

Students will be placed on good standing once he/she achieves the CGPA as per the above table by repeating the respective courses and will be state as normal student only once he/she achieve the CGPA requirements as per the above table.

i. REPEATING COURSES

- i. A student who scores less than 'A' grade in any course will be allowed to repeat that course. In this case the better of the two grades shall be used for the purpose of CGPA calculation.
- ii. A student is allowed to repeat the course only twice.
- iii. Students who repeat the course will not be included in the toppers list.

j. RE – SIT FINAL EXAMINATION

- i. Re-Sit Final examinations will be based on comprehensive syllabus.
- ii. Re-Sit final examinations will be normally held after 1 week of declaration of first-sit results. Regular classes will not be suspended for such examinations.

- iii. Only students with grade 'C' OR 'D' who will benefit with grade improvement or students with grade F who benefit from re-sit will be allowed to re-sit the final examinations, based on their performance in the continuous modes of assessments.
- iv. These examinations will be conducted as per the pre-released schedule.

k. POSTPONEMENT

Student may postpone one semester in an academic year subject to approval only under mitigating circumstances, by filling the postponement form available with the Administration Department and paying required fee to the Finance Department. The final decision of accepting the request for postponement is confirmed after approval from Dean & Registrar on re-joining the semester student will be allotted the course/s as per the operational schedule for that semester and Admin will issue new fees structure with the graduation plan.

l. ADDING OF A COURSE

Adding of a course can be done within the first two weeks of a semester without paying any charges. If a student who wants to do any additional course, along with the regular course will have to apply for the same within two weeks of the commencement of the semester. For taking up an additional course from another emphasis, an additional charge will be applicable to the student as per the policy. Maximum load allowed will be 9 credits per semester for MBA.

m. WITHDRAWAL/DROPPING OF A COURSE

Withdrawal of a course can be done within the first week of a semester without paying any charges and the withdrawn/dropped course/s will not be reflected in the student's transcript for that semester. However, if the student withdraws after first week the withdrawal of the course will be reflected in his/ her transcript and a repeating course fee of that particular academic year will be applicable whenever the student takes that course.

n. CHANGE OF EMPHASIS

Students may change their emphasis by filling the transfer form available on student portal along with the applicable fee.

- i. Change of emphasis in the first semester – As per fees applicable
- ii. Change of emphasis in the second & third semester – As per fees applicable
- iii. Change of emphasis in the fourth semester – As per fees applicable

o. CANCELLATION

- i. Student who wishes to cancel registration should fill up the cancellation form with the SSD after giving an exit interview.
- ii. The form is then forwarded to the Academic Mentor for his comments and then to the following departments for necessary processes:
 1. Marketing & Registration Department for their comments.
 2. Finance department for checking whether the student's account is cleared.
 3. Library to check for any pending books to be returned.
 4. Computing department will de-activate the portal and email address.
 5. Human Resource Department for the verification of the student visa status.
 6. Administration department for the comments and pass credit note if applicable.
 7. Meeting is arranged with the Dean & Registrar
- iii. The form will then be returned to the Administration Department for updating student database.
- iv. In case of re-admission, applicable fee has to be paid for re-registration.

p. ATTENDANCE POLICY

Attendance is mandatory in all the classes held during the conduct of a course. Absence from classes prevents a student from getting full benefit of a course. Accordingly, absence can result in lower grades due to missed assignments, quizzes, exercises and examinations. The minimum attendance required for a student to appear for the main final examination in a course is 70% of the total credit hours.

SUC acknowledges that individual circumstances may prevent a student from attending class or classes. It is the University's policy to excuse the absence of students that result from the following causes: illness of the student, accident, death in family, participating in University activities, at the request of University authorities and compelling circumstances beyond the student's control. However, the minimum attendance required for a student to appear for the final examination falling under any of this category cannot fall below 70% of the total hours allocated to a course with excused absence.

The student is responsible for all materials covered and announcements made during his/her absence. Students claiming excused absence must apply in writing and furnish documentary support of their assertion that absence resulted due to one of the above causes. Enforcement of the class attendance policy lies with the faculty. However, the decision of a faculty to withdraw a student from class due to poor attendance must be approved by the Head – Administration & Examination Department.

- i. 70% attendance is must to appear for the main final exam, exceptional cases will be considered only on approval by the Dean & Registrar.
- ii. Maximum of 5% attendance is taken into consideration on the submission of valid proof within 5 working days to the Head - Admin & Exam Department
- iii. Student having attendance between 51% – 69% will be allowed to attend the exam along with the re-sit examination subject to the committee's decision; however they are required to pay the re-sit exam fee and re-sit policy would apply for grade.
- iv. Student having less than 50% are not eligible for the final exam or re-sit exam and have to repeat the course.
- v. The attendance of a student falling under mitigating circumstances due to some medical problem, death in the family, accident etc, will be considered on approval from the Registrar.
- vi. Students can avail only one chance in an academic year for writing the re-sit exam due to low attendance.
- vii. If the student is absent for continuous three weeks without any reason and has not informed to the concerned authority, will qualify for removal of name from the student roll and will be placed in pending status.
- viii. This pending name will be forwarded to their respective mentor& to SSD for the final counseling and update the status accordingly.
- ix. Incase if there is no response from the student, the name could be placed in temporary cancellation status for the particular semester and will have to pay the required registration fee for the re-activation.
- x. If the student has not reported to that particular semester his/her name will be cancelled from the SUC and has to apply for the re-registration and which case new academic policy (if applicable) will be applied.
- xi. 5% of attendance is reserved to the academic meeting with the mentor.

q. APPEAL AGAINST MARKS/GRADES AWARDS

i. GROUNDS OF APPEAL

The student may appeal **ONLY** against the marks/grade awarded in a course under the following circumstances.

1. Material and significant administrative error has taken place.
2. Unfair discrimination
3. Inconsistency of the decision
4. Disagreement with marks or a grade cannot itself constitute ground for appeal.

It is important for students to understand the status of numerical marks/grades assigned to pieces of work. Assessors make their judgments on individual student performance within the assessment regulations of a program which outline the objectives of study and standard to be obtained. Assessment is a matter of judgment. Academic judgments of this type cannot in themselves be questioned or over turned.

ii. TIME LIMIT FOR GRADE APPEAL

An appeal must be lodged within five working days of communication of a result. The appeal addressed to the Head – Administration & Examination Department must be in form of written letter explaining – the appellant’s case and highlighting the grounds of appeal. Documentary evidence if available must be enclosed to support the appellant's case.

iii. APPEAL HEARING

When there are sufficient grounds for an appeal the arrangement is done to call for an appeal board.

Appeal board will consist of:

1. Dean
 2. Registrar
 3. Mentor
 4. Faculty Concerned
- *Recording Secretary

At least three members are required to be present to constitute the quorum for a board where the secretary will record the proceedings. The student will be allowed to present his case. The chairman of the board will communicate the decision against the appeal in writing. Decisions of the appeal board cannot be challenged or subjected to review.

r. TEST AND EXAMINATIONS

i. GENERAL INSTRUCTIONS FOR CANDIDATES DURING EXAMINATION

1. Student must ensure they are aware of the dates and timings of all their examinations. Students have to collect the Examination Hall Tickets from the Finance Department, after having cleared any outstanding amount due to them.
2. No student shall be permitted into the examination hall/room without the Examination Entrance Slip and Student Identity Card.

3. Student must occupy only the seat number in the appropriate examination hall/room as mentioned in the examination slip.
4. Students must bring their own pen, pencils, erasers, pencil-sharpener, and calculators. Borrowing these things from others will not be allowed.
5. Student must deposit their mobile phones, pagers and handbags at the designated room before entering the examination hall/room.
6. Language dictionaries [book] may be allowed as per the instructor's instructions, but may be checked by invigilators if the situation warrants. Generally, electronic language dictionaries/translators may not be allowed unless specific instructions are given by the instructors to allow.
7. Student will be permitted to enter the examination hall and occupy their seats 10 [ten] minutes prior to the start of the examination.
8. All students should report to the examination hall/room five [5] minutes before the commencement of the examination not to miss any instructions given by the invigilator.
9. Student's presence in the examination hall/room may allow invigilators to complete examination verification process before the start of an examination and cause no disturbance while writing the exam.
10. Student can only leave the examination hall 30 minutes after the start of the examination even if they completed their exam.
11. Student must maintain silence at all times. If they need to draw the attention of the invigilator, they shall do so by raising their hand.
12. Students must ensure that they are attempting the correct examination paper. For this, they need to check the subject & version number of question in the paper carefully.
13. The student shall enter his/her name, enrollment ID number, and course ID number on the examination answer scripts as mentioned in the examination hall ticket.
14. Students must comply with all the instructions on both the title page of the answer book and the rubric of the examination question paper(s). In particular a candidate should ensure that he/she:
 - a. Writes his/her name on the title page of the answer book(s).
 - b. Ink pens will be used only for essay questions and students are required to write on both sides of the answer booklets.
 - c. Enters distinctly in the margin the number of the question being answered if required.
 - d. Does not scribble or write on the desk or on any form of scrap paper whatsoever.
 - e. Does not remove pages from the question booklet / answer book.

- f. Does not take question / answer booklet outside the Examination hall / room.
- g. Clearly identifies any rough work in her/his answer book and deletes it in a manner which will ensure that it is not confused with any answer.
- h. Any candidate caught in the act or believed to be using unfair or dishonest means will be warned by the invigilator.
- i. After warning, the invigilator shall endorse and withdraw the answer book and the student will be issued a new answer book to continue the examination just to avoid any disturbance in the hall. If the student refuses to accept the second copy and rebels, the Administration and Security shall be informed.

Note: The first answer script will be treated void. The decision to evaluate the subsequent [second] answer script or not, will be decided by the DAC and will be communicated to the student in writing. Such decision of the board cannot be challenged or overturned.

ii. STUDENTS ARE STRICTLY RESTRICTED FROM THE FOLLOWING DURING THE EXAMINATION:

- 1. To communicate, under any circumstances whatsoever, with other students.
- 2. To answer, under any circumstances whatsoever, communications from other students.
- 3. To copy from one another under any circumstances.
- 4. To be involved in misconduct of any kind.
- 5. To leave their seats without the permission of an invigilator.
- 6. To carry any written material, slips, papers, etc. whether relevant or not into the examination hall.
- 7. Any student requiring special seating arrangements should apply to the Student Services Department at least 48 hours before the examination.

s. REVIEW OF EXAMINATION GRADE

The Dean, HQA, Registrar and concerned faculty member will examine the accuracy of the examination results before its publication.

t. PUBLICATION OF RESULTS

i. AT THE END OF THE EACH SEMESTER

First sit and re-sit results will be made available to students in the form of grade report every semester after ratification by award board of examiners. First sit results will notify re-sit examination dates for students eligible for re-sits or undertake grade improvement (grade up to 'C' ONLY).

The result will highlight marks and grades obtained in course/s and students grade point average at the time of declaration of results.

u. GRADUATION REQUIREMENTS

A student will be awarded the Masters of Business Administration degree upon fulfilling the following requirements:

- i. The successful completion of 36 credit hours
- ii. The number of credit hours as specified in the field of emphasis
 1. Achievement of overall CGPA not less than 3.00, it is important that in each Capstone course 'B' Grade must be achieved.
- iii. Recommended for graduation by the Graduation Board.

i. GRADUATION BOARD

The Graduation Board consists of Dean, HQA, Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Founder President's List.

NOTE: Students with repeating courses, TOC, and punished under unfair means will not be recommended for topper's list.

ii. GRADUATION HONORS

Upon meeting the MBA Program graduation requirements, those students who have exhibited academic excellence will be awarded designations to indicate that they have graduated with honors. To be eligible for these honors, a student must have a Cumulative Grade Point Average (CGPA) on credits earned at SUC as per following:

Cum Laude
Magna Cum Laude
Summa Cum Laude

An average CGPA of 3.5 or higher
An average CGPA of 3.7 or higher
An average CGPA of 3.9 or higher

iii. GRADUATION CEREMONY

1. Students who successfully completed the program are awarded their MBA Degree during the graduation ceremony.
2. The students are required to fill the graduation application along with fee as applicable.
3. The graduation applications are then sent to the Examination Department for preparation of degree.
4. Administration prepares the list of students who have successfully completed the degree as per the records.
5. Administration arranges the degree according to the list and the students are given a graduation number according to the list.
6. The same is handed over to the student during the ceremony.
7. Attestation chip fee is applicable.
8. Student will have to get the attestation stamping at the Ministry of Higher Education and Scientific Research on their own.

XV. ACADEMIC INTEGRITY

a. PROCEDURES AND DISCIPLINARY ACTIONS FOR PLAGIARISM AND OTHER ACADEMIC OFFENCES

The following are the academic offenses recognized by the SUC which may have been committed at any level of MBA program which includes assessments, assignments, midterm and final examination and submission of internship, dissertation, case studies reports, etc.

i. PLAGIARISM

1. Paraphrasing materials or ideas of others without identifying the sources.
2. Using sources of information (published or unpublished) without identifying the source.
3. Directly quoting the words of others without using quotation marks or indented format to identify them.
4. Detection of such plagiarism based on plagiarism software is also included.

ii. PRESENTING FALSE CREDENTIALS

An act of submitting misleading certificates / documents / information like presenting false medical excuses, change of identity, and presenting falsified certificates.

iii. CHEATING

1. Using study material in the examination hall/room including stored information on electronic devices, slips, or any such tangible material.
2. Copying answers from another student during exams or assignments.
3. Altering assignments or class work and submitting for graded assignments/class work/exams.
4. Submitting the same information for two courses or using material from other students.
5. Cooperating with or helping another student in the examination.
6. Fabricating information such as data for a computer lab exam.
7. Other forms of dishonest behavior, having dummy person taking exam on your behalf.

iv. FACILITATING ACADEMIC DISHONESTY

1. Allowing another student to copy an assignment or problem set that is supposed to be done individually.
2. Allowing another student to copy answers during an exam.
3. Taking an exam or completing an assignment for another student.

v. COLLUSION

1. An agreement between two or more persons when not allowed.
2. The work that has been done with others and submitted that passes off as solely the work of one person.

vi. FABRICATION OF DATA

1. The falsification of data, information, or citations in any formal academic exercise.
2. This includes making up citations to back up arguments or inventing quotations.
3. Fabrication also is sometimes falsifying data during completing dissertations, project works, or any assignments subject to field surveys for the research performed.

vii. DECEPTION

Providing false information to faculty concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

viii. SABOTAGE

Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

All the above defined academic offenses should be reported by the concerned faculty to the Dean. The Dean in consultation with Registrar & Head – Admin & Exam Department will decide on the action to be initiated against the student. The following is the normal flow of such a process.

b. INQUIRY CASE OF SUSPECTED ACADEMIC OFFENSES (AS DEFINED ABOVE)

- i. When a student is suspected of academic offenses, the Administration and Examination Department convenes the DAC. The minutes are recorded by a member of the DAC.
- ii. The allegation is fully explained and the student is allowed to have his/her say to defend himself / herself and explain the situation.

- iii. The DAC will submit its recommendation along with the minutes of investigation interview to the office of Dean.
- iv. The Dean in consultation with Registrar & Head – Admin & Exam will advise appropriate action, based on recommendation of the DAC. The decision of the Dean cannot be challenged or reviewed
- v. Unfair means students will not be included in the toppers or Founder President’s list.

c. COURSES OF ACTION THAT MAY BE RECOMMENDED BASED ON THE SEVERITY OF OFFENSE

- i. A strict warning is issued to the student against committing academic offense in future and deduction of marks is imposed on the piece of assessment excluding midterm and final examination.
- ii. Record a mark of zero for the piece of assessed work or examinations (midterm/final).
- iii. Record a mark of zero for every assessment made within the course.
- iv. Record a mark of zero for every assessment made for all courses during the concerned academic year.
- v. Debar from SUC for the concerned academic year. Allow no re-assessment or Re-course and no refund of tuition fees.
- vi. Debar from SUC. Allow no re-enrollment and no refund of tuition fees.

d. DISCIPLINARY POLICIES – GENERAL RULES & REGULATIONS

Any violation of the code of conduct as specified in the student handbook is liable for punishment. Some of the specific violations could be:

- i. Any misbehavior or misconduct, which may distort the image of the SUC
- ii. Misconduct in classroom, computer lab, or library
- iii. Any insult to faculty or staff members
- iv. Any damage to SUC property
- v. Any misconduct during exams
- vi. Moving around as couples
- vii. Dress code
- viii. Fighting
- ix. Theft

In order to make fair decisions on any misconduct/ misbehavior or violation of a student, a disciplinary committee called Disciplinary Action Committee (DAC) is in place. The objective of this committee is to hear from the student and the complainant involved in such an act in order to decide the course of action to rectify such misbehavior / misconduct in the future. The Administration Department will present the case to the committee at the time of meeting /hearing. The DAC consists of:

- i. Chairman of DAC Committee
- ii. One faculty member teaching the student who has been called for hearing
- iii. Dean
- iv. Registrar
- v. The Mentor of the student
- vi. Class Representative
- vii. Head – Admin & Exam Department

The decisions made by this committee are communicated to the concerned student, copy of the written decision is filed in the student's file and the punishment decided by the committee should be served by the student.

i. LEVELS OF DISCIPLINARY ACTION, RESPONSIBLE AUTHORITY

1. Verbal warning – Administration Department
2. Written warning – Administration Department (Maximum 2 written warnings)
3. Depriving the student of some privileges – Administration Department (1 to 2 weeks)
4. Preventing the student from attending classes – Temporary Administration Department (Suspension not exceeding 7 working days)
5. Suspending the student for more than 7 working days from SUC by DAC.
6. Permanent expulsion from SUC by DAC.
7. Canceling registration of the academic degree given to the student
8. SUC Management can cancel the degree in case of any falsification or deceit information or records are discovered after the completion of degree.

The level of disciplinary action will depend on the number of, and/or the extent of violation. Dean and Registrar carry the right to apply any level of punishment depending on the seriousness of indiscipline act committed by the student.

e. ACADEMIC INTEGRITY PLEDGE

I [student's name] pledge my commitment to the following values:

- i. I will hold myself accountable for all that I say and write;
- ii. I will hold myself responsible for the academic integrity of my work;
- iii. I will not misrepresent my work nor give or receive unauthorized aid;
- iv. I will behave in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community;
- v. I will respect university property and the property of others; and
- vi. I will not tolerate a lack of respect for these values

XVI. ACADEMIC MENTOR

SUC has an effective academic mentor scheme that has helped the academic performance of students in the past. The objective of academic mentoring is to help students get familiarized with the system of SUC and help student achieve a higher degree of academic performance through the processes of planning and development of their study, growth, and a career that would lead to a prosperous future, while they are studying in SUC. A faculty member of SUC, who has the closest expertise relevant to the student's major field of study, is assigned to the group of students as 'Mentor'. Every student is assigned to a Mentor at the time of admission. The mentor provides the student with information about courses, accessing SUC facilities and academic support units, and guidance on how to perform better in their courses and programs of study.

Academic Mentoring focuses on the following:

- a. Monitoring the progress of the students continuously.
- b. Implementing and communicating information about academic policies, procedures and graduation requirements.
- c. Assisting students in clarifying their academic goals and objectives.
- d. Providing individual and/or group mentoring opportunities to assist students in achieving academic success.
- e. Making referrals and directing students to appropriate academic support units and resources.
- f. Demonstrating a high level of professionalism and consistently maintaining confidentiality in mentoring/ counseling matters.

a. STUDENTS' RIGHTS

Students will have the right of timely access to an assigned mentor, the right to receive pertinent and accurate information as needed for academic and career planning and the right to make their own decisions.

b. STUDENTS' RESPONSIBILITIES

The following are the responsibilities of the students to make the scheme work effectively for their optimum benefit:

- i. Make an effort to get to know their mentor.
- ii. Maintain an academic mentoring and career-planning file.
- iii. Know the degree requirements and other relevant academic policies and procedures.
- iv. Complete academic requirements in a timely manner.
- v. Initiate timely career and academic inquiries and discussions with mentor.

- vi. Make regular progress in appointments and also meet mentor for assistance when questions or problems arise.
- vii. Prepare a list of questions or concerns prior to meeting with the mentor.
- viii. Be considerate to the mentor's schedule of mentoring appointments and arrive promptly.
- ix. Take responsibility of their decisions.
- x. Provide regular feedback of Academic Mentoring scheme and the mentor.

c. STUDENT FEEDBACK

The SSD conducts semester wise feedback of the course and an annual feedback for the functions and facilities provided by SUC during the academic year. To be eligible for giving the feedback, the student must have 60% attendance.

On completion of guest lectures and events or an activity, the students taking part in such activities will have to provide the required feedback.

XVII. QUALITY ASSURANCE & INSTITUTIONAL RESEARCH OFFICE

Skyline University College is committed to improve quality in education by continuously evaluating institutional processes through planning, implementing, evaluating and refining the institutional effectiveness regularly.

The Quality Assurance Unit at Skyline University College (SUC) was set up in January 2012. The Quality Assurance Office has a responsibility to pursue the vision and mission of the institution in coordination with various departments and committees. It also aims to support the institution in preparing, implementing and evaluating the Strategic Plan. The Quality Assurance office designs appropriate methodologies for meeting the Quality standards of the Institution in Academics and Academic Support Services and regularly reviews the operations to increase the effectiveness and efficiency of the institution.

a. INSTITUTIONAL RESEARCH OFFICE

To facilitate the Quality Assurance Unit, the Institutional Research office is responsible for collection, organization, compilation, and dissemination of information to the decision making units for improving the quality of education standards according to the vision of SUC. The following are some of the vital activities performed by the Institutional Research Office:

- i. Planning and supporting the Decision making
- ii. Quality Enhancement
- iii. Conducting Surveys
- iv. Enrollment Forecasting/Trend Analysis
- v. Assistance in Accreditation

b. ARTICULATIONS

SUC has articulation agreements with universities spread over UK, US, Canada and Asian countries. This facility is extended to the students enabling them to pursue higher education through campus exchange program.

XVIII. ADMINISTRATION & EXAMINATION DEPARTMENT

a. SERVICES PROVIDED TO STUDENTS

i. PROVIDING ADMISSION KIT (LETTERS & INVOICE)

Once the student's admission is confirmed, a 'Letter of Admission' & 'Invoice' are issued. Students need to pay their SUC fees according to the Invoice raised.

Note: It is the student's responsibility to report any discrepancies in invoice to the Admin Dept. within a maximum time frame of one month after the receipt of invoice is issued.

ii. IDENTITY CARDS

Students are issued with a SUC Identity card according to their admission status. For provisional students, the validity of the card is for one semester and for confirmed students, it is valid till the end of the program. Students need to carry their Identity cards at all times while being in the SUC Campus. Identity cards will be checked randomly.

iii. CLASS DETAILS

Details of the classes along with the students list will be displayed on the notice board on the first day of the class.

iv. CLASS SCHEDULES

Class schedules along with the class room number will be uploaded in student portal. The same will be displayed on the notice board as well. Assessment schedules along with the Mid Term & Final examination dates will be announced within two weeks from the start of the class and will be displayed on the SUC website & Student portal. No information on the above will be provided through telephone. The 'How to access student portal' attachment will be handed over to the students during 1st week.

v. PORTAL ID

Every student is issued a portal ID and password through which they can access their class attendance, assessments and the results online. The academic profile, Academic Advisor and the events of the SUC can also be accessed through the portal.

vi. LOCKERS

Lockers are available for the students who can keep their respective belongings and the keys will be issued to the students through the SSD. Students leaving the SUC due to cancellation, transfer to other institution or graduation are required to return the key to the concerned person.

vii. LOST AND FOUND

Lost and found items will be kept in Administration Department; Students are encouraged to report of any missing items as soon as possible.

viii. MAIL SERVICES

All the mails addressed to the students are kept in the Administration Department. Students are requested to check their respective mails weekly.

ix. PARKING [CAMPUS]

Students who use their own transportation are requested to collect the car stickers from the Administration Department. Students are requested to park their car on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises. Students who wish to use the college transport are requested to register with the Finance Department.

x. SMS SERVICES

The administration provides SMS services to keep the students well informed about the SUC's academic & academic support services activities.

xi. WIRELESS SERVICES

Wireless services are activated in the campus for accessing the internet services.

xii. ONLINE SERVICES

Students can visit the online services for making requests for appointments, certificates, letters, suggestions/comments, etc.

xiii. MOSQUE AND PRAYER ROOMS

Well-furnished prayer rooms including ablution are located in the First Floor for men and women separately.

xiv. COMMON ROOM

Common room is designated to students for conducting various activities including rehearsals for any upcoming events.

xv. PLASMA ELECTRONIC DISPLAY

A plasma monitor is placed in the campus premises for the updates about the campus activities.

xvi. BULLETIN BOARDS

Bulletin boards are available at Skyline SUC for posting informational notices. Student Counseling Office is responsible for updating the bulletin boards. Notices may only be displayed on designated bulletin boards and for a period of time. No notices may be posted on glass doors or building walls.

xvii. HELP DESK

A friendly staff member is assigned to help new intake students to be of assistance with regards to the campus whereabouts.

xviii. GRADUATION PLAN

Every student is issued with the graduation plan at the time of admission. In case of students meeting the GPA requirements they may opt for accelerated program, for which the graduation plan may be revised and also revised plan of fee payment schedule is notified.

xix. REQUEST FOR CHANGE OF CLASS TIMINGS

Students willing to shift their classes from morning to evening or vice-versa should fill up the request form available with the Administration Department providing reasons and evidences. Such request will be approved only according to the availability of the seat. The change of class shift will be entertained only during the first two weeks from the commencement of the semester and will be at solely subject to the availability or judgment of the Head – Admin & Exam Department.

xx. SERVICES ON THE PORTAL

Student can log into the SUC Portal to check the following:

1. Attendance
2. Information about the IELTS web sites suggested by the teacher
3. Updated news and events
4. Results
5. All requests
6. Car registration
7. All kinds of letters
8. Names of advisors
9. Room allocation
10. Class schedule

b. PRIVACY POLICY

SUC accords all rights of privacy to its students. SUC will not disclose any information about the student's academic and non academic records without the consent of the student. The exceptions could be the following:

- i. Dean, HQA, HHR and Registrar.
- ii. CAA & MOHESR Officials
- iii. Another University / College where student might be interested in joining, on student's request.
- iv. Person(s) or organization(s) providing financial support
- v. Accreditation Agencies
- vi. Judicial Orders
- vii. Academic Advisors/Mentors

Information regarding name, age, address, telephone number, date & place of birth, major field of study, degrees awarded, and participation in extra-curricular activities etc may be provided at the discretion of the SUC. A student may withhold the release of the above information through a written request to the administration.

c. STUDENT DRESS CODE

Students are required to be dressed formally and follow the dress codes in conformity with norms of civil society in the United Arab Emirates and particularly that of the Emirate of Sharjah. The student must always be presentable in all aspects and maintain proper personal hygiene so as to maintain a decent image of self and the university. Short pants and short sleeves are not allowed as per the Sharjah law and if found, the student will be asked to leave the SUC.

XIX. COMPUTING DEPARTMENT

The Computing Department provides information technology (IT) resources to the SUC community. The department's activities include maintaining Network, Web, Mail, Data and File Servers to provide fully automated and efficient Portal services to faculty, staff & students. The department is also responsible to maintain and ensure smooth functioning of classroom IT resources. The Computing Department aims to provide accessible and reliable administrative information systems to support operational decision-making, planning and analysis. As part of the institution's strategic plan to serve the various users of SUC effectively an indigenously developed Campus ERP is installed to facilitate smooth flow of information between and within departments so as to enable effective flows of communications between faculty, staff & students of SUC. The Computing Department provides students, faculty, and staff of SUC access to information technology services. The Department strives to provide an environment which the students, faculty and staff can use information technology resources for instruction, research and administrative operations.

a. FACILITIES

At SUC, the Computing Department is responsible for providing technological services in the form of hardware, software & web services to the faculty, staff and student. The computing service aims at collecting data, analyzing and disseminating information to help various users to optimally utilize the information to accomplish their respective objectives. Following are the facilities and services provided by the Computing Department:

i. COMPUTER LABS

The SUC has three computer laboratories with around a total of 122 computers with different configurations to match the requirements of the curriculum. All the computers have multimedia with internet facility. The computers in the lab are regularly updated for uninterrupted access by the students.

ii. AUDIO-VISUAL EQUIPMENT IN CLASS ROOM

SUC has 30 classrooms that are equipped with audio visual equipment and Internet connections. Classrooms multimedia resources are adequate to use online / offline resources for imparting knowledge and conducting various exercises to enhance the learning process. It is also used to enter online attendance so that transparency can be maintained. Access to portal and study material upload can be used for the benefit of the faculty and students.

iii. PRINTING & PHOTOCOPYING CENTER

The SUC has two heavy-duty photocopiers and printers to serve students in taking photocopies, color printing and color scanning all study material which is required for enhancing their learning outcome.

b. SERVICES

i. SOFTWARE CENTRE

Software center is controlled by the Computing Department which is responsible for developing in house software as per the requirements of various Academic and Academic Support Services departments of the SUC. They also take care of portal services of the SUC.

ii. MANAGEMENT OF WEBSITE

The Computing Department manages website that provides web services to the various department of SUC and academic to display information to the SUC community.

iii. TECHNICAL SERVICES

The Computing department understands the individual requirements of the faculty, staff & student and provides updated resources time to time.

iv. INTERNET SERVICES

The internet facilities are connected with 40 Mbps fiber optics connections to provide adequate speed for accessing internet services throughout the campus. The internet facility is provided free of cost to its users 24x7, which enables the students to get global information from a worldwide network. In addition to this an internet based Mail Server that offers mail services, and an internet based Web Server.

v. SUC EMAIL ACCOUNT

The Computing Department provides each faculty and staff at the SUC with an email account for official correspondence.

vi. STUDENTS PORTAL EMAIL ACCOUNTS

Each student is issued a unique Email ID for correspondence with the university.

vii. NETWORKING & INTRANET SERVICES

The Computing Centre network is powered by high-speed fiber backbone. On this backbone a File-Server is connected, which enables the faculty & students to post their study materials on internal server and store their important data and files in safe place.

viii. PORTAL SERVICES

Students are given access to the portal services which enables them to get information about their attendance, grades, online appointment, registering online suggestions & complaint, HR services. Students can download CDP & study materials, accessing online e-database / e-books, online request system, online department feedback can track student progression, class schedule, advising, courses enrolled for & results etc., and the students are issued individual username and passwords for using this facility.

ix. TIMINGS & ACCESS TO COMPUTING LABS

The Computer labs are available for access from 0930hrs to 1330 hrs and 1700 hrs to 2200 hrs on working days. The lab access is available from 0900 hrs to 1900 hrs on every Friday and Saturday.

c. SECURITY SYSTEM

The SUC computing services is well secured with the help of server management, CCTV cameras, IP based cameras, firewalls & anti viruses and is updated on regular intervals. This is done keeping in mind the safety and security of our students and to avoid any kind of unforeseen incidents within the campus.

d. RULES AND REGULATIONS

i. USE OF IT RESOURCES

1. All SUC IT resources should be used exclusively for the benefit of SUC community to create an environment of learning and speed of services.
2. IT resources should not be used for consultancy or commercial projects, unless a prior permission has been obtained from the Head - Computing Department.

3. All the users should strictly abide by the below specified guidelines
4. Do not allow id & password to be used by anyone other than Computing Department staff.
5. Do not damage any of the equipment.
6. Do not download and store culturally undesired/unwanted files in the system.
7. Do not modify the configuration of equipment, until the permission of Computing Department staff is obtained.
8. Do not bring any pirated software and install on any of the workstations in the computer lab.
9. Do not hack any site, as this may cause a framing of criminal case against him/her.
10. Do not download and install/copy any program from Internet.
11. Faculty, staff and student must use SUC email, portal account for academic purpose only.
12. Do not reveal their user name and passwords to other users.
13. Do not jeopardize the work of any other member or the computing network.
14. Do not modify the network configuration, until the permission of Computing Department staff is obtained.
15. The members must abide by the licensing regulations of the software provider regarding use of the software and payment for it.
16. The members should take permission prior to downloading and installing any software from internet. This includes software such as messaging, chat software, etc.
17. Do not damage any of the equipment.
18. Do not bring any eatables or drinks inside the reprographic center.
19. Students need to obtain coupons to get any photo copies and print outs.
20. More than 15 pages of a particular book/journal are not allowed.
21. Students will be provided printing services on first come first serve basis.
22. Do not use mobile phones inside the classroom & computer lab.
23. The students must comply with the instructions from a member of Computing Department staff.
24. No eatables are allowed inside the computer lab.
25. Uses of mobile phones / smoking are strictly prohibited in computer lab.
26. Deliberate damage to, or loss of, materials, equipment or furniture is a breach of these regulations, will brought to the notice of Dean. Under such circumstances the student may be required to pay for any damage to the property he/she has caused then they should compensate the SUC for any loss it may have suffered.

The SUC accepts no responsibility for personal property lost or damaged at the SUC premises, including in computer lab.

e. STUDENT OWNED TECHNOLOGY POLICY

The Computing Department provides information technology resources at SUC to the students such as portal services and email services. SUC student can use their personal devices like Laptop, iPad, iPhone, Kindle etc. in the SUC campus as per following guide lines.

- i. The SUC will provide assistance to on-campus students connecting personal computers to the SUC campus network.
- ii. The SUC will not install operating systems or application software on student systems other than that required to gain access to SUC's networks.
- iii. SUC does not take the responsibility of repairing any student-owned equipment, software, or operating system files.
- iv. Students are responsible for keeping personal computers virus-free. Students who are knowingly or unknowingly propagating viruses on the SUC network will be disconnected from the network.
- v. Student should not use the external storage media such as USB/CD/DVD/Pen Drive etc. on the SUC network without the approval of concerned faculty member, staff or Computing Department.
- vi. Student should not use SUC printing resources from their personal devices such Laptop, iPhone, iPad, Blackberry etc. without approval of Computing Department.

i. GUIDELINES ON SUC NETWORK USAGE WITH STUDENT OWNED DEVICES

1. Acceptable Devices

Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

2. Content Filtered

Access through Cyberoam (as per SUC's Internet Access Policy) to the Internet will be provided for student owned devices.

3. Personal Responsibility

The SUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.

4. Security

Students shall not impair the security of the SUC network. This expectation includes but is not limited to:

- i. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the SUC student wireless network. Devices without up to date security programs may be denied access to the network of SUC.
- ii. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords every fortnightly. Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.
- iii. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

5. Inappropriate Use

- i. The SUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the SUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate SUC policy or UAE law. These include but are not limited to:
 - ii. Students are allowed to use only approved online academic/business games through SUC network.
 - iii. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
 - iv. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - v. Conducting for-profit business.
 - vi. Using hacking tools on the network or intentionally introducing malicious code into the SUC's network.
 - vii. Conducting any activity that is in violation of SUC policy or UAE law.
 - viii. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - ix. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

6. No Expectation of Privacy

The SUC can and does monitor internet access and activity on the SUC's network, including but not limited to sites visited, content viewed and email sent and received. The SUC may examine a student's personal device and search its contents if there is a reason to believe that SUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

7. Disruptive Activity

Students should not intentionally interfere with the performance of the student wireless network and the SUC's overall network.

8. Unauthorized Networks

Students may not create unauthorized wireless networks to access SUC's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

- i. Unauthorized copying computer program(s) from the SUC Computer System is prohibited.

9. Consequences of Inappropriate Use

Students who misuse SUC's wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the SUC Policy.

XX. LIBRARY

The SUC Library was established in 1990. The Library caters to all the students, faculty and staff of SUC to pursue higher studies and research in accomplishing their degrees as well as the local community. The Library provides conducive learning environment in teaching and research programs of SUC by acquiring and making available all learning resources. The sole objective is to serve the right information to the right user at the right time.

SUC Library strives to enhance the personal growth of students and contribute to the development and sustainability of students, faculty and other members through free access to ideas, information, educational and scientific research, cultural experiences and educational opportunities.

a. FACILITIES & SERVICES

i. LIBRARY SERVICES

Library is providing the following services to the users:

1. Online Public Access Catalogue (OPAC)
2. Internet/CD ROM Search Assistance
3. Online Resources Services (EBSCO, E-Library)
4. News clipping Service
5. Reference/Referral Service
6. Current Awareness Service (CAS)
7. Selective Dissemination of Information (SDI)
8. Query Based Service (QBS)
9. Table of Content

ii. LIBRARY TIMINGS

The library is open from 0900 hrs to 2200 hrs on all workings days and during examination. It is open from 0900 hrs to 1900 hrs on every Friday and Saturday.

iii. NEWSPAPER CLIPPING SERVICE

The Library also subscribes to several newspapers and has a special service of newspaper clipping in which important news related to the subject areas is clipped and is maintained for future reference. This is done by the Library staff with the help of faculty from different subject field on daily basis.

iv. SDI/CAS SERVICES

The Library offers Selective Dissemination of Information (SDI) and Current Awareness Service (CAS) through news update, library information service, mails, seminars, orientation and through reference desk.

v. DISCUSSION ROOMS

There are four rooms for students' discussion and one big room for the faculty members. The rules and regulations are as follows:

1. The rooms for students have to be reserved in advance. The group which wants to use the rooms for discussion should give their names and the time for use at least one day before the requirement.
2. The rooms are for studies and group discussions purpose only.
3. If the group wants to use the bigger room for discussion they need a written permission from the faculty members.
4. The faculty members can use the rooms at their leisure.

vi. ONLINE RESOURCE SERVICE

The Library is equipped with 25 computer terminals with internet access. Students can access online databases subscribed by the library here. This database gives access to 5000 e- journals.

vii. GENERAL RULES OF THE LIBRARY

1. Silence should be maintained in the Library.
2. Spitting, smoking and other offensive or objectionable practices are strictly prohibited.
3. Cell phones should be switched off or kept in the silent mode with in Library premises.
4. Library ID Cards should be shown at entrance & also on demand whenever there is a Check.
5. Library ID cards/borrower cards are not transferable. Books are issued against borrower cards only on production of their own Library ID card.
6. On completion of course No dues Certificate will be issued only on surrender of Library ID card / borrower's card.
7. Overdue charges will be collected if book is not returned by due date.
8. If book is lost borrower is responsible to replace the book or pay latest market price. If title is out of print price will be charged as per Library norms.

9. No eatables are allowed in the Library.
10. Violations of Library rules can lead to hefty fines / debarred from Library.
11. Playing games, downloading games, software, music /video files is strictly prohibited in the electronic library area.
12. Library computers are meant for library search only and students are allowed to work on their assignments also.

XXI. STUDENT SERVICES DEPARTMENT

REGISTRAR

Registrar leads and manages the SUC Student Services Department in supporting the values, goals and mission of the institution by supervising the activities of SSD, SSC, and SEC. Registrar also facilitates the achievement of institutional goals by providing administrative expertise and support to the student body and advise DEAN regarding student issues that affect general institutional planning and administration.

Registrar develops, coordinates and provides comprehensive support services for the continual growth and development of the students. It coordinates with Academic and Academic Support Services departments of SUC to ensure students' progress smoothly in their academic journey. SSD works in coordination with other departments to assist and provide all information and document requirements of the students as and when necessary. It shapes the student to be a responsible professional through counseling, internships and career placements.

SSD also supports and promotes student-faculty interaction at regular intervals to solve various academic progression and career development issues. It also engages students in various extra-curricular activities which further helps in their overall personal development helpful in succeeding in professional careers. SSD also provides co-curricular opportunities to develop communication, planning, organizing and coordination skills among students. Further SSD aims to create and maintain a community where each student is able to enrich their experiences through actively participating in the activities of Student Clubs/Committees.

STUDENT SERVICES COUNSELLOR (SSC)

The Student Services Counselor's responsibility is to ensure a consistently high standard of effective planning, organization and delivery of student services across the SUC. SSC ensures equal access to learning and support activities that will maximize their ability to achieve their intended qualification and learning outcomes.

STUDENT EVENTS COORDINATOR (SEC)

To keep the students engaged in the learning process through practical experiences, SUC organizes many co-curricular and extra-curricular activities involving student committees to enable them learn the basic functions of planning, organizing, leading and controlling the activities by managing the events.

a. SERVICES PROVIDED TO STUDENTS

i. COUNSELING FOR LEARNING STRATEGIES

Students may consult the SSD for any academic issues. The SSD assists the students by fixing an appointment with the concerned faculty member and coordinates to find appropriate solutions to their problems.

Confidentiality

Counseling usually involves the discussion of sensitive and personal information of the student. It is important that one feels safe in his conversation with the counselor; privacy is maintained accordingly and protected. The confidentiality of information that a student shares with the SUC counselor is protected by professional ethical standards. The Department shall not disclose the progression / academic status or release any information related to counseling with anyone outside the SUC without the student's written permission. This includes responding to inquiries from parents, friends, professors, advisors, etc.

ii. CAREER DEVELOPMENT SERVICES

The SSD in coordination with the academic department offers a comprehensive career development program beginning with the student's first semester of MBA level. SSD guides the student in various phases throughout the study period, major emphasis is on helping students explore and prepare for various career options. SUC does not guarantee job placement, but the ongoing job development program and on-campus recruiting program organized by SUC from time to time or displays vacant positions on the notice boards, enhances the prospects for employment for students with regional and national employers.

Following are the Career Development Services offered by the SSD:

1. Career Exploration (Mentoring)

Student can meet the Student Counselor and faculty from specific field of emphasis to discuss career-related needs and questions. The advisor can help them to:

- a. Identify their interests and strengths
- b. Understand how their interests match educational emphasis at MBA level
- c. Select and evaluate educational emphasis at MBA level
- d. Explore career opportunities related to their educational emphasis
- e. Evaluate career choices based on national trends and forecasts
- f. Begin developing skills to enhance performance

- g. Strategically plan their emphasis, electives, and activities to support their career goals

2. Individual Student Consultation

The Student Counselor develops a working relationship with students to help assess the specific approach best suited to their personality, capabilities and experience. Advising includes initial discovery, development of action plans and regular follow-ups to help them achieve their career goals.

3. On-Campus Interviews

Employers contact the Student Counselor to schedule on-campus interviews and other recruitment related events. Events are advertised via the campus bulletin boards, email alerts and administration circulars. Students are instructed to submit a resume for pre-selection if they are interested in an advertised on-campus recruitment opportunity. Employers select the applicant they prefer to interview based on the applicant's qualifications. The Office of Student Services Department notifies selected applicants and schedules the on-campus interview.

4. Partnering with Recruitment Consultants

Employers contact the Student Counselor with their placement needs and fill up the need analysis form.

Employers are required to meet the SUC requirements in order to be enlisted:

- a. Employers must clearly indicate the employing organization's name.
- b. Employers must not solicit or sell their products or services on-campus at any time, especially via on-campus recruitment events.
- c. Employers must fully disclose the structure of their compensation packages and any business costs an applicant may incur in their first year of employment.
- d. Provides career progression path

iii. ALUMNI RELATIONS

Our Alumni are an integral part to help us in enhancing our public image, building trust in the education sector, improving our program structures with the help of industry inputs, placement assistance for current graduates and a lot more. SUC has a clear policy and plan for continuously improving our Alumni relations. SUC being one of the oldest institutions in UAE has a large number of graduated students and these graduates are goodwill emissaries of the SUC. SSD makes persistent and synchronized efforts to improve our Alumni relations:

1. Alumni Club

The Alumni Club was first established in year 2001 with the first Alumni meet. The efforts to increase the registrations for club were revived from year to year. Currently we have more than 300 registered members of Alumni Club. Many more activities have been planned to further strengthen our Alumni relations in the coming years including social, academic and cultural activities.

2. Alumni Requests

SSD acts as a medium between Alumni and various departments on campus. Alumni can send their requests for any documentation, letters, transcripts etc to the student affairs office and the same would coordinate with the respective department/s to address the request.

3. Placement Assistance

It is SSD which keeps alumni informed about the upcoming job vacancies available in market. If the employer has a specific requirement of experienced candidates, then relevant information is sent to the Alumni. Interested candidates who meet the criteria can send their CV to student affairs supervisor who then sends it to the employer.

4. Continuing Education

Learning is a lifelong process. With an intention to encourage the Alumni to expand their knowledge base and stay up-to-date on new developments, student affairs office sends regular alerts on any upcoming short courses, profession skill development programs, diplomas etc. run by the training department. Besides, regular industry updates are sent to Alumni on a monthly basis to give them information on current scenarios.

5. In-house Events

Alumni are kept informed about in-house events e.g. Annual Carnival, National day etc. where they are invited to participate. An Annual event of homecoming called "Alumni Meet" is organized which allows Alumni to meet their old friends, faculty members, staff and strengthen the bond with the SUC.

6. Alumni Survey

This survey is a very important tool to measure how effectively our programs have prepared our students for the practical challenges of the business world and how much our Alumni feel that Studying at SUC has helped them excel in their careers. This is an annual survey conducted generally during the annual Alumni meet. In case the annual Alumni Meet does not take place then the survey should be conducted on line, by email or by postal questionnaires. The questionnaire should be reviewed and revised if necessary on a regular basis at least once in two years.

iv. PROFESSIONAL SKILLS DEVELOPMENT PROGRAM (PSDP)

The Chair of the PSDP Committee helps students develop a roadmap to a successful career by maintaining an up-to-date knowledge of current employment trends and job markets. They help students plan for everything from self-promotion to "bumps in the road" and prepare them for a comfortable transition that will take them from amateurs to professionals. The advisors work with students to develop the skills and techniques they need to get the right job for their skills and competencies. They help students identify potential employers, uncover hidden job markets, connect with hiring managers and learn networking skills.

SSD assists students in developing job search techniques like:

1. Preparing cover letter and résumé critique and construction
2. Preparing for an interview
3. Follow-up procedures with companies
4. Negotiation and salary information
5. Identification of potential employers
6. Suggesting a professional dress code

v. ADDRESSING STUDENT'S GRIEVANCES

The SUC realizes that it is very important to have a working system in place that addresses and deals with student dissatisfaction. Efforts are taken to ensure that problems and issues once reported do not occur again. The problems raised by students could be in any area like services and their quality, information, teaching, etc. Students of SUC, who believe they have been subjected to any form of discrimination or have been denied access to services, have the right to file their grievance with the SSD counselor. The Counselor will try to resolve the issues by appropriately counseling the students. If the matter is still not resolved, the students may officially appeal to Registrar (for academic support services complaints & academic complaints).

Student is required to lodge a complaint/suggestion either in person through their portal or mail. The case will then be forwarded to the SSD and discussed with the concerned Faculty member or Head of Department. Any remedial action required would be taken immediately & conveyed to the student by a written reply. Subsequently, if the student is not satisfied with the reply, the student can appeal to Registrar (for academic support services complaints & academic complaints). Student grievance/complaints & suggestions are also addressed at the Class Representatives' meetings held every month.

Students can also convey their concerns through CR meetings various periodical feedback surveys conducted in the SUC such as the Faculty feedback, Academic Support Services feedback, etc. so that appropriate action can be taken.

The student grievance resolution procedures of the SUC are based on the following principles:

1. Procedures used to review and resolve complaints or grievances are fair.
2. Confidentiality will be respected, unless the use of the information is authorized by law.
3. Counselor who resolves the complaints or grievances will act fairly at all times and ensure that conclusions will be based on a fair hearing of each point of view.
4. Complaints or grievances will be handled in a timely manner with achievable deadlines specified for each stage in the evaluation process.

All concerned parties to the complaint or grievance is regularly informed on the progress of the matter.

1. Types of Student Grievances

a. Academic Grievances

These are usually complaints or appeals against academic decisions which include but are not limited to:

- i. Academic progression decisions.
- ii. Errors/discrepancies in the declared grades.
- iii. An unreasonable decision of a member of academic staff that affects an individual or a group of students.
- iv. Content and structure of academic programs, nature of teaching, and assessment criteria.

b. Academic Support Services Grievances

These relate to decisions and actions associated with administrative or academic support services units which include but are not limited to:

- i. Administration of policies, procedures and rules by central administrative and student support groups, faculties and departments.
- ii. A decision by an administrative staff that affects an individual or groups of students.
- iii. Access to SUC resources and facilities.

2. Withdrawal of Complaints or Grievances

A student may withdraw a complaint or grievance at any time during the grievance resolution process and in this case the matter will be concluded and deemed to be resolved. If the original complaint or grievance was made in writing then the withdrawal must also be in writing to the Counselor who is handling the matter at the time the withdrawal is being affected.

vi. STUDENT COMMITTEES AND ACTIVITIES

It is in the interest of the institution to ensure moral, emotional, intellectual and physical development of the students through adequate extracurricular and sports activities at BBA level. Different committees are formed to promote student leadership and professional development by providing opportunities for students to be involved on campus, in athletics, organizations and administrative committees.

Student Services Department coordinates the formation of these committees and conducts the elections of student committee heads. New students are given a presentation about the committees by student counselor in the beginning of each academic year and interested candidates can fill up the committee registration form available with Student Services Department. Membership to all committees is offered on a nondiscriminatory basis and is open to all students. Budget will be allocated for each clubs/committees.

Each committee is chaired by a Faculty member or Staff member for providing necessary guidance to run committee activities. All the committees have separate monthly meetings. Subsequently, all committee heads meet on a monthly basis. SSD is responsible for organizing the year round extracurricular activities on campus and coordinating for intercollegiate activities. Responsibilities include:

1. To plan a yearly calendar of events and activities and inform the student community before the start of the academic year.
2. To seek financial support wherever required.
3. To coordinate with departments for infrastructural support to students, wherever required.
4. To inform the administration department about attendance of mitigation cases as per the institutional policy for students participating in extracurricular activities.
5. To recommend and acknowledge appreciation certificates to the students who have worked consistently towards SUC activities.

1. List of Clubs

- a. Dancing Club
- b. Music Club
- c. Drama Club
- d. Debate Club
- e. Community Service Club
- f. Quiz Club
- g. Art Club
- h. Alumni Club
- i. Press & Social Networking Club
- j. Toastmasters Club

2. List of Committees

- a. Events committee
- b. Newslines committee
- c. Class Representative Committee

- d. Notice Board Committee
- e. Sports Committee

3. Responsibilities of Students

- a. To fill up the online committee membership form before deadline.
- b. To read various announcements related to events and activities on notice boards on a regular basis.
- c. To apply for participation in any event well before the announced deadline.
- d. To contact the academic advisor or the student counselor to get a platform to showcase their talent in any field.
- e. To take prior permission from the student counselor and administration department to use any of the SUC facilities for any extracurricular activities.
- f. To take prior permission from the Dean, student counselor and the administration department to miss any classes in order to practice for any event.
- g. To take prior permission from the student counselor and the administration department to stay back in SUC during afternoon break for any extracurricular activities.

b. SERVICES OFFERED TO INSTITUTION

i. INPUT TOWARDS INSTITUTIONAL EFFECTIVENESS

The SSD is responsible for providing important inputs towards the SUC's institutional effectiveness program. The office conducts annual Alumni survey and employer feedback survey as per the Institutional Effectiveness calendar provided by the Institutional Research Office. These feedbacks serve as an important role towards measuring the effectiveness of SUC programs and services.

ii. EMPLOYER SURVEY

This Survey is another important tool to receive feedback of Employers of skyline graduates. The analysis of feedback helps the institution in knowing how efficiently the SUC graduates have been able to meet the requirements of their jobs. This is an annual survey generally conducted during the months of Feb, March and April. The questionnaires are sent to the employers directly by the Student Affairs Office via email or fax and received back by same media.

iii. STUDENT FEEDBACK

The SSD is responsible for conducting various feedbacks in the SUC in coordination with the Institutional Research Office. SSD is responsible to ensure maximum participation in the feedback for compiling reliable data from the population to help draw conclusive inferences towards policy amendments. Eligible students (with 60% attendance) are required to participate in the following feedbacks coordinated by the SSD:

1. Student Academic Feedback

Every student is responsible for giving faculty feedback at the end of every semester. This is required to evaluate the teaching effectiveness of the faculty and also to help in their continuous improvement.

2. Interim Feedback Survey

Students are also required to express their level of satisfaction with a new faculty by participating in the interim feedback survey. This survey is normally conducted for a new faculty two to three weeks after the commencement of every semester.

3. Academic Mentoring Survey

Each student is assigned to a mentor at MBA level for the purpose of academic mentoring. Students should provide their feedback on the Mentor and express their level of satisfaction with the mentor assigned once a year towards the end of the spring semester.

4. Student Academic Support Services Feedback

Students are also required to provide their feedback on various facilities and services provided by the Academic Support Services department once a year towards the end of the Spring Semester.

5. Resource Adequacy Feedback

Students should also provide the feedback on the resource adequacies of the library and the computing department which is conducted at the end of every spring semester. This will help the computing department and library to know the needs of the students and bring necessary improvements in the existing system.

XXII. CORPORATE AFFAIRS

The Corporate Affairs Office is responsible for developing and maintaining relations with the experts from industry so that their experiences can be shared with the academia community of the institution, to enrich the conduct of the courses and expose the student to the best practices in the industry through field visits and guest lecture. The office also identifies opportunities of internship and placements for its students. This tool helps in understanding industry requirements and helps in improving the preparedness of our graduate for suitable employment.

The Corporate Affairs Executive performs the following functions:

- a. To identify organizations that can add value to SUC and to build corporate relationship
- b. To identify organizations for resource personnel for guest lectures, field visits, internships and placements opportunities
- c. To invite industry experts for program review process
- d. To promote consultancy and joint projects with the identified organizations
- e. To organize field visits, guest lectures, consultancy and joint projects
- f. To develop soft skills among SUC students through PSDP

a. PLACEMENT

Placement rate of graduates is an essential tool to measure an educational institution's effectiveness. The SSD is in charge of complete coordination of the placement at SUC. The functions of corporate affairs office with regards to placement are as follows:

- i. Identifying employment opportunities for our SUC students in the national, regional and international market.
- ii. Maintaining and updating the database of potential employers.
- iii. Coordinating with employers to complete their need analysis form and accordingly send them appropriate student CVs.
- iv. Organizing campus interviews.
- v. Coordinating with employers to secure internship positions for senior level students.
- vi. Maintaining a data of placement activities in the form of monthly and yearly reports.

b. TECHNICAL VISITS & GUEST LECTURES

The Executive Corporate Affairs Office coordinates with the faculty to help students undertake technical visits & practical tours of industries related to their major areas such as retailing, banking, manufacturing, airports, tourism development projects & arranging seminars & guest lectures at the SUC campus etc. for students. This provides exposure to the students to comprehend the best practices of the industry.

XXIII. SPORTS DEPARTMENT

The Sports Department of SUC strives to promote the social, mental and physical development of every student. Sport is an integral part of SUC's total educational process aimed at developing overall personality of individuals for healthy mind and body.

The Sports Department plans, organizes and conducts Intra-mural and Inter University/College sports activities on an annual basis to develop the spirit of competition, coordination and cooperation among the youth. The Sports department of SUC has the responsibility of organizing community service activities for SUC community.

The Sports Department of SUC is managed by the Head-Sports Department. The Head of the department is involved in the functions such as planning, organizing and conducting internal and external sports activities with the help of sports committee represented by faculty, staff and students. Sports Department engages expert coaches to guide the teams in case of necessity.

The Department also involves more number of students by forming clubs for each of the games like, Football, Basketball, Table Tennis, Volleyball, Cricket, etc. to encourage students to participate and organize.

a. SPORTS COMMITTEE

Sports Committee is the guiding force for promoting the sports culture at SUC. The committee is formed by incorporating members from faculty, staff and students. The formation of the committee is by selection from faculty and staff; while students have an option to join the committee based on their interest. The duration of the committee is for an academic year, during which they will meet at regular intervals to plan, discuss and execute the activities as scheduled by the Sports Department.

The purpose of the Sports Committee is to act in an advisory capacity for the following functions:

- i. Be a sounding committee for new ideas.
- ii. Assist in selecting the SUC teams.
- iii. Assist in organizing the SUC Sports Festivals.
- iv. Help to conduct SUC picnic.
- v. Create Healthy and Friendly Brotherhood atmosphere in SUC campus.
- vi. To develop leadership qualities through games and sports

Sports Committee consists of the following:

- i. Dean
- ii. Head Sports Department
- iii. Head Finance Department
- iv. Elected Members of Student's Sports Committee

b. SPORTS CLUB

A sports club is established based upon the approval of the Executive council of SUC, the sports club is governed by rules and as per the framework of SUC sports department. The sports club is formed for each major sport at SUC. Each team must have a senior student who heads the club and to takes the lead in organizing, executing and conducting sports events with the help of his team members. All the sports club teams will have to make their reports and submit to the sports committee for evaluation after respective events.

Selection of Members

The SSD sends circulars to all the classes regarding formation of a new SUC students' Sports Committee in the month of September. Those who are interested, their names are forwarded to Dean and with his consent Sports Department selects members from each majors and forms the club for that academic year. The club members are also selected from the selected SUC teams.

c. SPORTS FACILITIES

i. MULTI-GYM

SUC has a well-equipped gym which can be used by its students, staff and faculty under the supervision of the gym instructor. Students have to register their names with the sports department before using the gym facilities. All users of gym facilities must follow the displayed instructions of how to use equipment and the need for warm up activities. The weekday Students can use this facility between 1100 hrs to 1900 hrs from Sunday to Thursday and Friday & Saturday 1000 hrs to 1800 hrs wherein the days allocated to boys and male faculty/staff are Sunday, Tuesday, and Thursday and for girls and female faculty/staff it is on Monday and Wednesday. Boys and girls are not allowed to use the gym simultaneously.

ii. MULTI-PURPOSE HALL

The Sports Department provides facilities for various games such as Table Tennis, Badminton, Chess, Carom, etc. in the multipurpose hall which can be utilized by the students on weekdays as well weekends between 1100 hrs to 1900 hrs during break time and afternoons.

iii. RECREATION HALL

Billiards and Foosball facilities are arranged in the recreation hall for SUC students and staff members.

iv. PLAYGROUNDS

The new Football and Cricket grounds are ready to be used.

d. SERVICES PROVIDED

- i. Provides coaching to the students in various games such as Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming.
- ii. Organizes various Inter-University sports events.
- iii. Selects and trains teams to participate in various inter-university and intramural events.
- iv. Provides exposure to students in Community Service Activities.
- v. Provides the health services which include first aid and medicines for minor illness.

e. HEALTH SERVICES

The SUC has a medical room equipped with first aid facilities and medicines for general illness and sports injuries etc. Sports Department always keeps first aid ready at three different places in the campus. In cases of serious illness or injuries, SUC will refer students to Al Qasimia Hospital, which is the nearest Hospital. Also, our SUC has tied up with Dr. Sunny's Clinic, Royal Hospital and the University City Clinic in case of any emergency which are within the close proximity more details are available with the Head- Sports Department.

f. HOSTEL POLICY

SUC has hostel building located in the campus with a capacity to accommodate 42 students in 21 rooms, kitchen facility, laundry room, common room, warden's room etc. Recreation room with television and computer with internet facility is also provided to the inmates. SUC offers self sufficient hostel rooms on a twin sharing basis where each room is equipped with study tables,

chairs, single beds, cupboards, table lamps, curtains and other necessary equipment. Each room has a small working kitchen. The hostel can accommodate 42 boys.

i. ADMISSION TO THE HOSTEL

1. Admission to the hostel is strictly based on first come first serve basis.
2. First preference is given to the international students who are on SUC visa.
3. In case accommodation is still available local students will be considered.
4. Students seeking admission in hostel must fill the hostel application form at the time of admission in the SUC.
5. Each student residing in the hostel must pay a caution deposit of AED-1000/- which is refundable at the time of check out after adjusting any charges due against.
6. Local guardians, if any, should be authorized by the parent.
7. Application for admission to the hostel must be submitted to the Finance Department.
8. The right of admission to the hostel is reserved. Admission to the University Hostel will not be made as a matter of routine and it will be at the discretion of the Management.
9. Students with chronic medical problems will not be admitted to the Hostel. By chance, if any student with chronic medical problem gets admitted to the hostel and notified later to the warden he/she will be asked to vacate the room immediately and parents would be informed so as to enable the student to have proper medical care by the parent/guardian.

ii. CAMPUS HOSTEL

The policies of the campus hostel contribute to the healthy environment of commitment and discipline among the students. The students are encouraged to develop community life and inculcate the spirit of tolerance, thus taking care of their psychological and emotional problems and shape themselves to be better citizens. It is in this spirit that the rules and regulations are framed for orderly and peaceful living. The SUC has authorized staff members (Hostel Manager, Warden) to manage the hostels. Maintenance and mess facilities are managed by the warden with the help of support staff. The following rules will be followed by all students residing in the hostel. Violation of any of these rules will make students liable for disciplinary action including expulsion from the hostel.

iii. EXTERNAL HOSTEL

SUC has tie up with furnished apartments in Sharjah. Skyline has authorised staff member and furnished apartment staff members to manage the students. The apartments are fully furnished with provision for self cooking. Maintenance and housekeeping are managed by

the Management. The policies of the furnished apartment accommodation contribute to the healthy environment, commitment and discipline among the students. Students on Skyline visa whose parents are not in UAE should stay in the accommodation provided by the SUC. The students are encouraged to develop community life and inculcate the spirit of tolerance, thus taking care of their psychological and emotional problems and shape themselves to be better citizens. It is in this spirit that the rules and regulations are framed for the orderly and peaceful living. The following rules will be followed by all students residing in the furnished apartment. Violation of any of these rules will make students liable for disciplinary action including expulsion from the apartment.

** A detailed hostel policy is available in the student handbook.*

g. SAFETY

It is imperative that the SUC provides a safe and conducive environment to everyone working and studying in it or visiting it, besides ensuring safety of its records, documents and property, moveable and immovable.

i. FIRE PREVENTION AWARENESS

1. It is of utmost importance to be aware of conditions that may cause a fire emergency and thereby endanger the safety of occupants in the workplace. The major causes of fire at the workplace include overloaded electrical outlets and extension cords, misuse of electrical items, mishandling of inflammables, improper storage of combustibles, unsupervised cooking and improper disposal of smoking materials on campus grounds. Implementing fire prevention measures is the key in an attempt to insure one's personal safety and safety of officemates.
2. In case of a fire, emergency, serviceable fire extinguishers have been positioned at accessible locations. The SUC is well equipped with the automated fire system which is frequently monitored by the local fire department authorities. Frequent examinations are carried out by the authorities to test the fire system during emergencies. The SUC also provides information to employees and students on fire related issues and advice on fire prevention requirements as well as current fire protection practices.

ii. FIRE PREVENTIVE MEASURES

- a. To bring awareness about do's and don'ts in the event of fire through notices.
- b. Encourage occupants to actively participate in fire prevention awareness programs.
- c. Regularly observe all exits to keep them clear of obstructions at all times.

- d. Report any tampering with the fire alarm, smoke.
- e. Inspection of offices for overloaded circuits, frayed or damaged electrical cords, improperly used extension cords, improperly used appliances.
- f. Forbid the use of open flame devices for any purpose in the SUC.
- g. Respect the "No Smoking Policy" in all SUC facilities.

a. Housekeeping

- i. Exits, stairways and passageways leading to and from exits must be kept free of obstructions at all times. Furnishings, decorations, combustible objects, or inflammables must not block exits, access to exits. Dispose of all trash as soon as possible in trashcans or dumpsters. Waste materials must never be piled in corridors or stairways while awaiting removal.
- ii. Inflammable and combustible materials must be placed in an approved storage area.

b. Electrical Wiring And Appliances

Maintenance Department periodically inspects all electrical equipment and cords to ensure proper use and safe conditions. Properly ensures all electrical equipment is properly grounded. If any evidence is found of frayed, cracked or damaged wiring or electrical outlets, the equipment affected should be taken out of service until repairs are made. During non-working hours and holidays all office electrical equipments should be switched off to save energy and prevent fire accidents.

c. Fire Safety Inspections

The SUC is frequented by the Civil Defense authorities for safety inspections. All facilities and hazard prone areas are visited and sufficient advices are imparted during such reports. Fire Inspection is done to:

- i. Buildings
- ii. Campus Equipments
- iii. Fire protection and suppression systems

d. Fire Hazard Identification

All fire prone areas are frequently checked by the SUC maintenance department and the civil authorities and information is exchanged as to the preparedness during any eventualities.

SPORTS CALENDAR AY 2012-2013

FALL 2012				
SNO.	EVENT	INTERNAL / EXTERNAL	DATE	STUDENTS TO REGISTER
1	Inter-Discipline Cricket Tournament	Internal	14 th to 17 th Oct. '11	10 th Oct. '12
2	Max Talent Cricket Tournament	External	16 th Oct. to 1 st Nov. '12	10 th Oct. '12
3	Higher Education Sports Federation Festival	External	20 th to 30 th Nov. '12	10 th Oct. '12
4	4th Skyline Inter-School Sports Festival 2012	Internal	24 th to 29 th Nov. '12	8 th Nov. '12
5	UOWD Sports Fest	External	2 nd to 6 th Dec. '12	10 th Oct. '12

SPRING 2013				
SNO.	EVENT	INTERNAL / EXTERNAL	DATE	STUDENTS TO REGISTER
1	Gulf Cup Cricket Tournament	External	5 th to 18 th Jan. '13	22 nd Dec. '12
2	Sports Festival 2013	Internal	27 th to 31 st Jan. '13	20 th Jan. '13
3	14 th Skyline Cup Cricket Tournament 2013	External	12 th to 21 st Feb. '13	31 st Jan. '13
4	GMUA Sports Festival	External	24 th to 28 th Apr. '13	14 th Mar. '13
5	Bits Pilani Sports Festival	External	1 st to 11 th Apr. '13	14 th Mar. '13
6	AUS Racket Tournament	External	7 th to 11 th Apr. '13	14 th Mar. '13

XXIV. FINANCE

The Finance Department's prime responsibility is to ensure the financial stability and sustainability of SUC. This is done by implementing effective control systems, supporting & advising departments in managing their budgets and expenditures. The Finance department serves students & staff and SUC community with accuracy. Finance Department provides accounting and business services for the academic and administrative departments of SUC that will enable it to achieve its mission. In order to assist SUC in achieving its mission, the department develops implements, maintains and monitors the revenues and expenditures that ensure accountability and transparency in managing the financial resources efficiently & effectively. This system will require the department to properly account for the financial transactions in line with the planned budget. It also analyses and reports all budget information in order to help the management take appropriate decisions

a. SERVICES TO STUDENTS / FACILITIES

SUC campus aims to create a positive and vibrant learning climate by fostering a dynamic and lively interaction with the diverse students emanating from various other accredited educational institutions and universities that are located in the United Arab Emirates.

i. CAFETERIA

The SUC has a cafeteria located at the ground floor wherein food is available at subsidized rates to the students. The cafeteria has a varied set of menu which caters to Arabic, Asian and continental cuisine which are prepared under the hygienic standards specified by the Sharjah Municipality. Regular inspections are carried out by the external and internal authorities.

ii. STUDENT TRANSPORT

SUC provides transport facilities to the students living in Sharjah, Dubai and Ajman. The transportation facilities are arranged with the Swift line Transport Company. The timings, bus stops and route plan are pre-determined by the finance department. All students who avail transportation are required to approach the finance department and fill up the transportation registration form providing the exact details of place of stay (if, possible landmarks near your location for easy identification), contact numbers. Students are allotted the time and designated placed for the pick-up and drop. A monthly fee is charged from the students and in case of students discontinues the transport services, the same should be intimated to the finance department before the start of the next month. Transportation fees should be remitted to the Accounts Department on or before the 10th of each month, where a student is issued with a bus pass and has to be shown on

demand. Transport fees are charged for the calendar month irrespective of how many days they avail the facility in the month. All students using the transport facility must abide by the rules and regulations as mentioned in the transport policy below.

b. SCHOLARSHIP

To invest in a quality education is one of the most important decisions the students and the parents will have to make. At SUC, we believe that students with financial constraints may still choose quality academic programs therefore we reach out to motivated and deserving students who have limited financial resources by offering SUC scholarship funds to provide the means to attend SUC and realize their dreams. The SUC scholarship is awarded to school students who are inclined to join SUC and current students. Following are the types of scholarships:

- i. Need based scholarship – offered on income criteria
- ii. Toppers Award – offered on academic performance
- iii. Student Trainee Salary – offered for providing assistantship to SUC
- iv. Sports Scholarship – offered on excellence in sports
- v. Corporate Scholarship – offered to organizations, social clubs, consulates and government departments
- vi. Outstanding efforts in extracurricular activities

c. FEE WAIVER

Discounts / Reduction in fees are offered to encourage professionals from the field to further enhance their skills and expertise.

- i. Industry Fee Waiver
- ii. Sibling Fee Waiver
- iii. Government/ Bank Fee Waiver
- iv. Educational Establishment Fee waiver

d. FUND RAISING

The main source of funds for SUC comes from private donors or financial support extended by charitable institutions / corporate / sponsorships / alumni grants / scholarships programs or amount received from events or programs conducted by SUC.

FINANCIAL RULES & REGULATIONS AY 2012 – 2013

TUITION FEES – FIXED FOR STUDENT AT THE TIME OF JOINING	
PARTICULARS	AMOUNT (in AED)
Application Fees (Non-refundable)	1,000.00
First Installment Fees (One time Payment & Refundable before start of class)	5,000.00
APPLICATION & FIRST INSTALLMENT FEES	6,000.00
PARTICULARS	AMOUNT (in AED)
Tuition Fee [per credit]	1,750/-
Student Activities Fees (One time Payment – included in the fees)	5,500/-
Book & Study Materials (For 12 courses only – 1 book per course; Four installments – included in the fees)	7,000/-

Note: Fees Subject to change

1. Tuition Fees are to be paid according to the payment plan given to the students.
2. Late payment AED 10/- per day is charged as penalty from the 11th of the month in which the student fails to pay by the due date of tuition fee.
3. It is the responsibility of the student to pay the fee on time; SUC will not issue reminders.
4. Students having tuition fee due will have their academic record withheld and would not be allowed to proceed in the semester and will also not be registered for the next semester. Student having two months outstanding will be deactivated and if the fee is not cleared before the final examination, student will be withdrawn from the semester.

5. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
6. Tuition fee paid in excess can be transferred to the next semester. No refund applicable.
7. Tuition fee cannot be transferred from one student account to another student account, what so ever may be the reason.

ADDITIONAL SERVICES FEES AY 2012 – 2013

SUBJECT TO CHANGE ANNUALLY	
PARTICULARS	AMOUNT [in AED]
TRANSFER OF CREDITS FEES	
Fee Waiver for Transfer of credits per course	2,625/-
Transfer of credit – Application Fees	300/-
REPEATING COURSES & POSTPONEMENT FEES	
Repeating Course Fee [MBA Active Students] (AED 1,750/- x 3 credits)	5,250/-
Postponement fees (1 Semester Only - Subject to approval)	1,750/-
Re-registration Fees	1,500/-
Re- sit Fees	700/-
Mitigation Re-exam fees	350/-
Revaluation fees	150/-
MISCELLANEOUS FEES	
Letters from Skyline - (Within 24 Hours)	60/-
Urgent Letters – (Within the session)	125/-
CDD	300/-
CDD – (Within 24 Hours)	350/-
Resource Utility Fee – Alumni / Outsiders	1,000/-
Transcript	200/-
Transcript [Urgent]	250/-
Provisional Certificate	300/-
Provisional Certificate [Urgent]	350/-
SUC Attestation – Local	25/-
Annual Membership fees – Alumni / Outsiders	500/-

Convocation fees [MBA Graduation fees & Gowns + 2 chips as per MOHESR requirements]	2,800/-
Hostel Students – Caution Deposit	1,000/-
Hostel fees – Boys [SUC Internal Hostel]	1,450/-
Hostel fees – Girls [External Hostel]	1,450/-
Hostel fee – Vacation Fees [Monthly Room Holding Charges]	500/-
Toastmasters Membership fees	350/-
Fee per course [MBA Non Skyline Students] (AED 1750/- x 3 credits) + AED 585/- books included in the total fees + AED 500/- Appl. Fees per course	6,335/-
MQP Crash Course	1,750/-
MQP Classroom Study [including Book rental]	3,250/-
VISA FEES	
Visa – (3 Year residence including Health Card) Subject to change as per Govt. regulations	5,500/-
Visa renewal with Health Card – For 1 Year Subject to change as per Govt. regulations	2,750/-
DUPLICATE – (CERTIFICATES/MARK SHEET ETC)	
Certificates – (Masters) (Degree attestation chip will be charged on actual)	750/-
Mark sheet [Final Transcript]	300/-
I.D. Cards	100/-
Examination Entry Slip	100/-
FINES	
Delay in book return – per day	1/-
Tuition fee late fines [per day]	10/-
Dishonor of Cheque	500/-
Parking fine / Speeding fine	200/-
Loss / Damage of locker key	50/-
Smoking <i>Applicable in non smoking zone</i>	50/-

FINES ON OUTSTANDING FEES POST GRADUATION CEREMONY	AED PER MONTH
Outstanding fees < 5000	100/-
Outstanding fees >5001 <10,000	200/-
Outstanding fees >10,001 <15,000	300/-
Outstanding fees >15,001 <20,000	400/-
Outstanding fees >20,001 <25,000	500/-
Outstanding fees >25,001 <30,000	600/-
Outstanding fees >30,001 <35,000	700/-
Outstanding fees >35,001 <40,000	800/-
Outstanding fees >40,001 <45,000	900/-
Outstanding fees >45,001 <50,000	1,000/-
Outstanding fees >50,001	1,500/-
BOOKS & EXTERNAL EXAM FEES	
TOEFL books (on return of the books to the library, AED 150/- will be deducted and the balance AED 250/- will be refunded to student) [Subject to change]	400/-
TOEFL EXAM FEES [subject to change]	500/-
IELTS BOOK	750/-
IELTS EXAM FEES [Subject to change]	875/-
PASSPORT GUARANTEE	
Passport Guarantee Post Graduation	5,000/-
CHANGE OF MAJOR FEES	
(Note: Any additional courses taken will be charged as per the applicable course fees during that period of time)	
Change of Emphasis in the 1 st TWO SEMESTER	1,000/-
Change of Emphasis in the 3 rd and 4 th SEMESTER	2,000/-
Change of Emphasis in the 4 th SEMESTER onwards	3,000/-

REFUND POLICY

AY 2012 – 2013

The Refund Policy applicable for the Academic Year 2012-2013 for the different fee categories will be as follows:

a. Non Visa Students

i. DEGREE MAIN PROGRAM

1. **Application Fee** – AED 1,000/- Non refundable / Non transferable
2. **First Installment Fee** – AED 5,000/-
 - a. AED 5,000/- refundable BEFORE the commencement of the program the student has enrolled.
 - b. NO refund is applicable AFTER the commencement of the program the student has enrolled. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 - c. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the first installment fees.
3. **Tuition Fee**
 - a. The tuition fee will be calculated till the date of official cancellation by the student or their guardian.
4. **Scholarship/Fee Waiver/Recommendation**
 - a. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents.

ii. FOUNDATION PROGRAM [AIPC]

1. **Application Fee** – AED 1,000/ - (Non refundable / Non transferable)
2. **First Installment Fee** – AED 5,000/- [Applicable towards the Degree Program]
 - a. **PASS:** If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
 - b. **PASS:** If a student successfully passes the AIPC Program and does not wish to continue with the degree program, the first installment fee of AED 5,000/- cannot be refunded

- i. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 - ii. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
 - c. **FAIL:** If a student fails the IELTS exam and wishes to repeat the course, the first installment fee of AED 5,000/- will be transferred to the degree program. New fee structure will apply.
 - d. **FAIL:** If a student fails the IELTS exam and wishes to discontinue, the First Installment fee of AED 5,000/- can be refunded within 5 working days after the declaration of results. Thereafter, no refund applicable.
3. **Tuition Fee**
- a. The tuition fee will be calculated till the date of official cancellation by the student or their guardian.

b. Visa Students – Local

i. DEGREE MAIN PROGRAM

1. **Application Fee** – AED 1,000/ - Non refundable / Non transferable
2. **First Installment Fee** – AED 5,000/- Non refundable / Non transferable
3. **Visa Fee** – AED 5,500/-
 - a. If a visa is rejected by the Immigration and Naturalization authorities, the University will retain the application fee (AED 1,000/-) + AED 500/- as service charges and refund the remaining fees.
 - b. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the application fee, first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay. Rest of the fees (Passport Guarantee & 1st Cheque Payment) will be refunded
 - c. If the student cancels the degree program after the visa is applied there will be no refund of visa fee as well as the Application fees & First Installment fees.
 - d. Visa charges are fully non-refundable once visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to next succeeding intake, visa postponement charge of **AED 1,750/-** applies.
4. **First Cheque Payment** – Visa Letter Case
 - a. If the student is granted a visa from SUC based on the letter issued by SUC, No refund of fees paid till First Semester is applicable.

- b. In case, when letter is issued to the student based on which the student got the visa under their sponsorship, in such cases, the SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa cancelled and no refund of first semester fees
5. **Tuition Fee**
- a. If a student cancels BEFORE the commencement of the degree program the fee paid towards tuition (installments) will be refunded. However NO REFUND is applicable for the First Installment fee.
 - i. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 - ii. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the first installment fees.
 - b. If a student cancels AFTER the commencement of the degree program, any advanced installment paid will be non-refundable.
6. **Scholarship/Fee Waiver/Recommendation**
- a. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents

ii. FOUNDATION PROGRAM [AIPC]

1. **Application Fee** – AED 1,000/ - (Non refundable / Non transferable)
2. **First Installment Fee** – AED 5,000/- [applicable towards the Degree Program]
 - a. **PASS:** If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
 - b. **PASS:** If a student successfully passes the AIPC Program and does not wish to continue with the degree program, the first installment fee of AED 5,000/- cannot be refunded
 - i. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 - ii. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
 - c. **FAIL:** If a student fails the IELTS exam and wishes to repeat the course, the first installment fee of AED 5,000/- will be transferred to the degree program. New fee structure will apply.

- d. **FAIL:** If a student fails the IELTS exam and wishes to discontinue, the First Installment fee of AED 5,000/- can be refunded within 5 working days after the declaration of results. Thereafter, no refund applicable.
3. **First Cheque Payment**

AIPC CRASH COURSE

In case, the student fails any of the placement tests, First cheque payment will be adjusted towards the fee for the Foundation program. The student will have to pay the First installment fee after clearing the exams

c. Visa Students – International

i. DEGREE MAIN PROGRAM

1. **First Installment Fee** – USD 4,500/- Non-refundable / Non-transferable
2. **Visa Fee** – USD 1,510/- Non-refundable / Non-transferable
 - a. If a visa is rejected by the Immigration and Naturalization Authorities, the University will retain the application fee (USD 275/-) + USD 140/- as service charges and refund the remaining fees.
 - b. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the application fee, first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay. Passport Guarantee fee will be refunded
 - c. If the student cancels the degree program after the visa is applied there will be NO REFUND of visa fee.
 - d. If the student does not reach UAE for any reason and consequently their intake is postponed to the forthcoming intake; student has to repay the first installment fee & visa fee. An additional charge of USD 480/- has to be paid to the SUC for postponement of the semester. The First Installment fee will be transferred to the next semester; however this fee becomes non-refundable in case of any further postponements.
 - e. Visa charges are fully non-refundable once visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to next succeeding intake, visa postponement charge of **USD 480/-** applies
3. **Tuition Fee**
 - a. If an overseas student cancels his / her registration BEFORE the commencement of the program No refund of fee will be applicable, however, fees paid for the following semester (fee paid in advance)

- i. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 - ii. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the first installment fees.
- b. Any advanced installment paid will be non-refundable

ii. FOUNDATION PROGRAM [AIPC]

1. **Application Fee** – USD 275/ - (Non refundable / Non transferable)
2. **First Installment Fee** – USD 4,500/- [applicable towards the Degree Program]
 - a. **PASS:** If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
 - b. **PASS:** If a student successfully passes the AIPC Program and does not wish to continue with the degree program, the first installment fee of USD 4,500/- cannot be refunded
 - i. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 - ii. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
 - c. **FAIL:** If a student fails the IELTS exam and wishes to repeat the course, the first installment fee of USD 1,510/- will be transferred to the degree program. New fee structure will apply.
 - d. **FAIL:** If a student fails the IELTS exam and wishes to discontinue, the First Installment fee of USD 4,500/- can be refunded within 5 working days after the declaration of results. Thereafter, no refund applicable.
3. **First Installment Fee**

AIPC PROGRAM

In case, the student fails in English placement test, First Installment Fee will be adjusted towards the fee for the Foundation program. The student will have to pay the First installment fee of the Main Program with immediate effect.

XXV. (a) ACADEMIC CALENDAR

CALENDAR FOR THE ACADEMIC YEAR 2012-2013

FALL SEMESTER

SEPTEMBER 2012		
3 rd Sept	Monday	<ul style="list-style-type: none"> • First day of classes old intake • Review of statement of account in portal
10 th Sept	Monday	Deadline to drop the course without any penalty – Old Intake
16 th Sept	Sunday	<ul style="list-style-type: none"> • First day of classes new intake • Orientation & Mentor Presentation for the new intake • Book collection from Library • Deadline for Addition of course [Old Intake]
23 rd Sept	Sunday	Deadline to drop the course without any penalty – New Intake
OCTOBER 2012		
1 st Oct	Monday	<ul style="list-style-type: none"> • Start of Graduation application form submission • Deadline for Addition of course [Sep 2012 intake]
10 th Oct	Wednesday	<ul style="list-style-type: none"> • Mentor Presentation to all students • Deadline to pay monthly fees
18 th Oct	Thursday	Graduation Ceremony
26 th Oct	Friday	Eid Al Adha Holidays [Tentative – Subject to change]
NOVEMBER 2012		
8 th Nov	Thursday	Deadline to pay monthly fees
15 th Nov	Thursday	Hijri New Year
18 th Nov	Sunday	<ul style="list-style-type: none"> • Mentor Meet and Academic faculty feedback presentation • Academic Faculty Feedback • Display of stopped students list due to low attendance on notice board

DECEMBER 2012		
2 nd Dec	Sunday	UAE National Day
2 nd - 6 th Dec	Sunday - Thursday	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Revision Classes • Deadline to submit the Graduation Applications
6 th Dec	Thursday	Last day of the class
9 th - 13 th Dec	Sunday - Thursday	Final Examinations
16th Dec 2012 - 3rd Jan 2013		Inter-semester break
18 th Dec	Tuesday	<ul style="list-style-type: none"> • Declaration of Fall Semester results • Repeating course registration for Spring 2013 semester
19 th Dec	Wednesday	<ul style="list-style-type: none"> • Review of Major & Overall CGPA • Review of LOW attendance / TOC / SAP students
JANUARY 2013		
6 th - 7 th Jan	Sunday - Monday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
8 th - 9 th Jan	Tuesday - Wednesday	Re-sit and Mitigation Examinations of Fall Semester

SPRING 2013 WILL COMMENCE FROM 6th JANUARY 2013 [OLD INTAKE]

SPRING 2013 WILL COMMENCE FROM 20th JANUARY 2013 [NEW INTAKE]

SPRING SEMESTER

JANUARY 2013		
6 th Jan	Sunday	<ul style="list-style-type: none"> • First Day of Classes for old intakes • Collection of Library books • Review of statement of account in portal
20 th Jan	Sunday	<ul style="list-style-type: none"> • First Day of Classes for new intake • Orientation & Mentor Presentation for the new intake • Collection of Library books • Deadline to drop the course without any penalty[Old intake]
24 th Jan	Thursday	Prophet Mohammed Birthday (PBUH)
27 th Jan	Sunday	Deadline to drop the course without any penalty [New Intake]
30 th - 31 st Jan	Wednesday - Thursday	Mentor Presentation to all students
FEBRUARY 2013		
3 rd Feb	Sunday	Deadline for Addition of course [Jan 2013 intake]
10 th Feb	Sunday	<ul style="list-style-type: none"> • Graduation Application forms – Online registration • Deadline to pay monthly fees
MARCH 2013		
10 th Mar	Thursday	Deadline to pay monthly fees
24 th Mar	Sunday	<ul style="list-style-type: none"> • Mentor Meet / Presentation of Academic Feedback • Academic Feedback
31st Mar–11th Apr		Inter-semester break
APRIL 2013		
10 th Apr	Tuesday	Deadline to pay monthly fees
14 th Apr	Sunday	<ul style="list-style-type: none"> • Deadline to submit the graduation application • Display of stopped students list due to low attendance on notice board
21 st - 25 th Apr	Sunday - Thursday	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Revision Classes
25 th Apr	Thursday	Last day of the class

28 th Apr - 3 rd May	Sunday - Thursday	Final Examinations
28 th - 30 th Apr	Sunday - Tuesday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission week
MAY 2013		
5 th May	Monday	<ul style="list-style-type: none"> • Declaration of result • Repeating course registration starts for the Summer 2013 semester
8 th - 9 th May	Wednesday - Thursday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission week
11 th - 12 th May	Sunday - Monday	Re-sit & Mitigation Examination of Spring Semester
14 th May	Tuesday	Re-sit & Mitigation result declaration of Spring Semester

SUMMER 2011 WILL COMMENCE FROM 12th May 2013

SUMMER SEMESTER

MAY 2013		
12 th May	Sunday	<ul style="list-style-type: none"> • First Day of classes for Summer Semester & New Intake [May 2013 batch] • Orientation and Advisory Presentation for the new intake • Collection of Library books
16 th May	Thursday	Deadline to drop the course without any penalty
19 th May	Sunday	Deadline for Addition of course
22 nd - 23 rd May	Wednesday - Thursday	Mentor Presentation to all students
JUNE 2013		
9 th Jun	Thursday	Deadline to pay monthly fees
20 th Jun	Thursday	Isra Wal Meraj (Ascension of the Prophet)
JULY 2013		
1 st Jul	Monday	<ul style="list-style-type: none"> • Mentor Meet / Presentation of Academic Feedback • Academic Feedback
10 th Jul	Wednesday	<ul style="list-style-type: none"> • Display of stopped students list due to low attendance on notice board
14 th - 18 th Jul	Sunday - Thursday	Collection of Hall ticket from Finance Department
18 th Jul	Thursday	Last Day of the class
21 st - 25 th Jul	Sunday - Thursday	Final Examinations
29 th Jul	Monday	Result declaration

Next Academic year will commence on 2nd September 2012

New Intake will commence on 15th September 2012 [New Intake]

SUC – Skyline University College
SAP – Satisfactory Academic Progression
TOC – Transfer of Credit

XXV. (b) ACADEMIC CALENDAR

CALENDAR FOR THE ACADEMIC YEAR 2012-2013 [WEEKEND]

FALL SEMESTER [DURATION: 14-SEPT-12 TO 10-NOV-12]

SEPTEMBER 2012		
14 th Sept	Friday	<ul style="list-style-type: none"> • First Day of Classes • Collection of Library books
21 st Sept	Friday	Deadline to drop the course without any penalty
28 th Sept	Friday	<ul style="list-style-type: none"> • Deadline for Addition of course • Collection of repeating course / visa / SAP/ Invoice of repeating course / financial / withdrawal / Academic Status / fees outstanding / undertaking follow-up / re-activation letters from SSD
OCTOBER 2012		
12 th Oct	Friday	Deadline to pay monthly fees
12 th – 13 th Oct	Friday - Saturday	<ul style="list-style-type: none"> • Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor • Meeting: All Students are required to meet the Mentors to discuss the following: <ul style="list-style-type: none"> ➤ Attendance review ➤ Assessments marks / class test ➤ Provisional Admission review ➤ Any other Academic or Academic Support related issues
26 th Oct	Friday	Eid Al Adha Holidays [Tentative – Subject to change]
NOVEMBER 2012		
9 th - 10 th Nov	Friday - Saturday	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Revision Classes • Clearance of Tuition fees before the final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.

10 th Nov	Saturday	Last day of the class
16 th - 17 th Nov	Friday - Saturday	Final Examinations
20 th Nov	Tuesday	Declaration of results
21 st - 22 nd Nov	Wednesday - Thursday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission week
23 rd Nov	Friday	Re-sit & Mitigation Examination
26 th Nov	Monday	Re-sit & Mitigation Result Declaration

NEXT BATCH WILL COMMENCE FROM 23RD NOV 2012

[DURATION: 23-NOV-12 TO 02-FEB-13]

NOVEMBER 2012		
23 rd Nov	Friday	<ul style="list-style-type: none"> • First Day of Classes • Collection of Library books
30 th Nov	Friday	Deadline to drop the course without penalty
DECEMBER 2012		
7 th Dec	Friday	<ul style="list-style-type: none"> • Deadline for Addition of course • Collection of repeating course / visa / SAP/ Invoice of repeating course / financial / withdrawal / Academic Status / fees outstanding / undertaking follow-up / re-activation letters from SSD
8 th Dec	Saturday	Deadline to pay monthly fees
14 th - 15 th Dec	Friday - Saturday	<ul style="list-style-type: none"> • Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor • Meeting: All Students are required to meet the Mentors to discuss the following: <ul style="list-style-type: none"> ➤ Attendance review ➤ Assessments marks / class test ➤ Provisional Admission review ➤ Any other Academic or Academic Support related issues
16th Dec 2012 - 3rd Jan 2013		Inter-semester break
FEBRUARY 2013		
1 st - 2 nd Feb	Friday - Saturday	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Revision Classes • Clearance of Tuition fees before the final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
2 nd Feb	Saturday	Last day of the class
8 th - 9 th Feb	Friday-Saturday	Final Examinations
12 th Feb	Tuesday	Declaration of result

13 th - 14 th Feb	Wednesday - Thursday	<ul style="list-style-type: none">• Appeal against grades• Mitigation submission week
15 th Feb	Friday	Re-sit & Mitigation Examination
18 th Feb	Monday	Re-sit & Mitigation Result Declaration

NEXT BATCH WILL COMMENCE FROM 15TH FEB 2013

[DURATION: 15-FEB-13 TO 20-APR-13]

FEBRUARY 2013		
15 th Feb	Friday	<ul style="list-style-type: none"> • First Day of Classes • Collection of Library books
22 nd Feb	Friday	Deadline to drop the course without penalty
MARCH 2013		
1 st Mar	Friday	<ul style="list-style-type: none"> • Deadline for Addition of course • Collection of repeating course / visa / SAP/ Invoice of repeating course / financial / withdrawal / Academic Status / fees outstanding / undertaking follow-up / re-activation letters from SSD
9 th Mar	Saturday	Deadline to pay monthly fees
15 th - 16 th Mar	Friday - Saturday	<ul style="list-style-type: none"> • Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor • Meeting: All Students are required to meet the Mentors to discuss the following: <ul style="list-style-type: none"> ➤ Attendance review ➤ Assessments marks / class test ➤ Provisional Admission review ➤ Any other Academic or Academic Support related issues
31stMar 2013–11th Apr 2013		Inter-semester break
APRIL 2013		
19 th – 20 th Apr	Friday - Saturday	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Revision Classes • Clearance of Tuition fees before the final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
20 th Apr	Saturday	Last day of the class
26 th - 27 th Feb	Friday-Saturday	Final Examinations
30 th Apr	Tuesday	Declaration of result

MAY 2013		
1 st – 2 nd May	Wednesday - Thursday	<ul style="list-style-type: none"> • Appeal against grades • Mitigation submission week
3 rd May	Friday	Re-sit & Mitigation Examination
6 th May	Monday	Re-sit & Mitigation Result Declaration

NEXT BATCH WILL COMMENCE FROM 10th MAY 2013

[DURATION: 10-MAY-13 TO 06-JUL-13]

MAY 2013		
10 th May	Friday	<ul style="list-style-type: none"> • First Day of Classes • Collection of Library books
17 th May	Friday	Deadline to drop the course without penalty
24 th May	Friday	<ul style="list-style-type: none"> • Deadline for Addition of course • Collection of repeating course / visa / SAP/ Invoice of repeating course / financial / withdrawal / Academic Status / fees outstanding / undertaking follow-up / re-activation letters from SSD
JUNE 2013		
8 th Jun	Saturday	Deadline to pay monthly fees
14 th -15 th Jun	Friday - Saturday	<ul style="list-style-type: none"> • Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with mentor • Meeting: All Students are required to meet the Mentors to discuss the following: <ul style="list-style-type: none"> ➤ Attendance review ➤ Assessments marks / class test ➤ Provisional Admission review ➤ Any other Academic or Academic Support related issues
JULY 2013		
5 th - 6 th Jul	Friday - Saturday	<ul style="list-style-type: none"> • Collection of Hall ticket from Finance Department • Revision Classes • Clearance of Tuition fees before the final exam • Portal Blocking • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Mentor.
6 th Jul	Saturday	Last day of the class
12 th - 13 th Jul	Friday-Saturday	Final Examinations
16 th Jul	Tuesday	Declaration of result

17 th - 18 th Jul	Wednesday - Thursday	<ul style="list-style-type: none">• Appeal against grades• Mitigation submission week
19 th Jul	Friday	Re-sit & Mitigation Examination
22 nd Jul	Monday	Re-sit & Mitigation Result Declaration

NEXT BATCH WILL COMMENCE FROM 6th SEPT 2013

XXVI. DIRECTORY

FOUNDER PRESIDENT'S OFFICE

Mr. Kamal Puri	Founder President
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COEC'S OFFICE

Mr. Nitin Anand	Chair Of The Executive Council
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EXECUTIVE COUNCIL MEMBERS

MEMBERS	DESIGNATION
Dr. Amitabh Upadhya	Dean
Dr. Sudhakar Kota	Associate Professor, HQA
Dr. Osama Ali Thawabeh	Associate Professor, Registrar
Ms. Sunita Marwaha	Head Human Resource

XXVII. FACULTY MEMBERS AND THEIR CREDENTIALS

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
Dr. Amitabh Upadhy	Professor, Dean	MA in Political Science	PhD Tourism	University of Lucknow
		PG Diploma in Marketing Management		
Dr. Beena S. Saji	Associate Professor	Masters in Psychology	PhD Psychology	University of Kerala
		Masters in Business Administration		
Dr. Maria Jade C. Oplencia	Associate Professor	Masters of Management Administration	PhD Management	International Academy of Management & Economics
Dr. Manuel Fernandez	Associate Professor	M.Com Financial Accounting	PhD Commerce	University of Kerala
		M. Phil Financial Management		
Dr. Anil Roy Dubey	Associate Professor, Executive Corporate Affairs	M.Sc. Agriculture Animal Sciences	PhD Management	University of Lucknow
		Diploma in Business Management		
Dr. Calvin Lee	Associate Professor	Master of Public Policy & Management	PhD Business Administration	Royal Melbourne Institute of Technology

FACULTY YEARLY CONTRACT

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
Dr. Anu Vij	Lecturer	Business Economics	Doctor of Philosophy	Kurukshetra University
Dr. Mukdad Mohammad Ibrahim	Lecturer	Cost Accounting	Doctor of Philosophy Management Accounting	University of Keele

XXVIII. ACADEMIC SUPPORT STAFF MEMBERS

DEPARTMENTS	NAME	DESIGNATION
EXECUTIVE ASSISTANTS	Ms. Aileen Yang Calderon	Executive Assistant
	Ms. Iris Melody Hipolito	Executive Assistant
MARKETING & REGISTRATION	Mr. Firas Al Tabbaa	Deputy Director
	Mr. Rakesh Gaur	Business Development Manager
	Mr. Khalid Ibrahim Abdel Rahman	Business Development Supervisor
	Ms. Asma Dridi Naaman	Business Development Supervisor
	Ms. Heba Abdallah Al Lala	Receptionist
HUMAN RESOURCE DEPARTMENT	Ms. Sunita Marwaha	Head
	Mr. Abdul Haleem	PRO
	Ms. Gold Cleene F. Rabena	HR Executive
ADMINISTRATION & EXAMINATION	Mr. Harish Gopalkrishnan Nair	Head
	Mr. Artemio B. Calderon Jr.	Administrative Supervisor
	Mr. Manuel A. Espiritu Jr.	Administrative Supervisor
	Mr. Gopakumar Kadamthodi	Administrative Assistant
STUDENT SERVICES DEPARTMENT	Mr. Amjad Khalil Sabe	Student Counselor
FINANCE DEPARTMENT	Mr. Elvin Miranda	Head
	Mr. Sushant Panigrahi	Accountant (Cashier)
	Ms. Hafsath	Accounts Assistant
	Mr. Khan Zeb Sawab Gul	Technical Asst – Driver
	Mr. Muhammed Saleem	Technical Asst – Driver
	Mr. Nazir Ahmad	Technical Asst – Driver
COMPUTING DEPARTMENT	Mr. Firoj Kumar Rauta	Head
	Mr. Anish Chacko	Technical Assistant
	Ms. Meena Krishnan	Programmer
LIBRARY	Mr. Sundar Krishnan	Head
	Mr. Santosh G. Sammeta	Assistant Librarian
	Mr. Sheik Maideen Abdul Rafik	Assistant Librarian
INSTITUTIONAL RESEARCH OFFICE	Mr. Vinaitheerthan R.	Head
QUALITY ASSURANCE OFFICE	Mrs. Sarika Kunder	Supervisor
SPORTS	Mr. Sanjay Benjamin	Head

ENGLISH LANGUAGE CENTER	Ms. Victoria Verna	Head
CENTER FOR PROFESSIONAL DEVELOPMENT	Mr. Amit Verma	Business Development Manager / Instructor
	Ms. Richel Yana Coca	CPD Assistant

XXIX. FACILITY

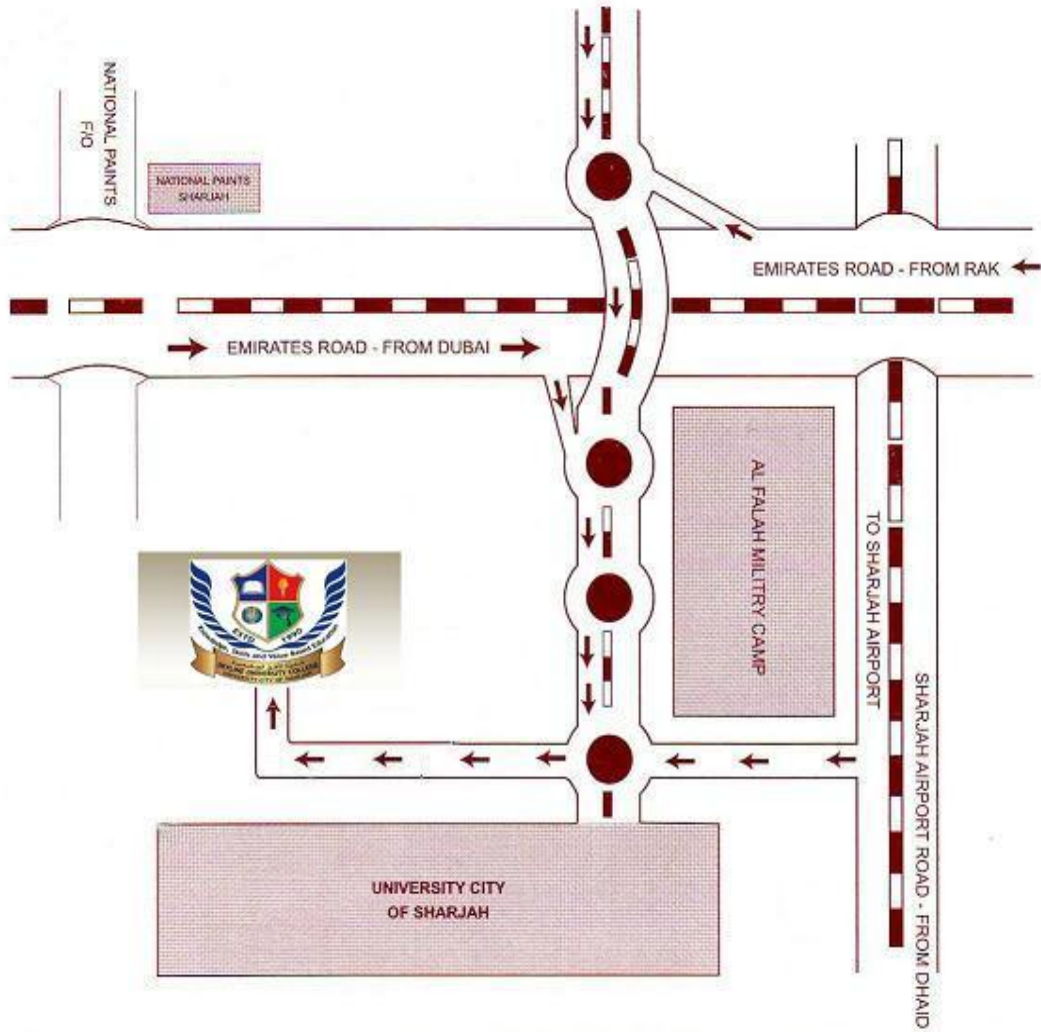
SUC campus aims to create a positive and vibrant learning climate by fostering a dynamic and lively interaction with the diverse students emanating from various other accredited educational institutions and universities that are located in the United Arab Emirates.

Facility	Capacity	Area Covered (m ²)
Total Land Area	483.82 X 345.13	166980.8
Classrooms	30	1952.34
Computing Centers	3	250.84
Library Center (With Reading Facility, discussion rooms & conference room with audio visual)	1	545.90
Discussion Rooms	4	26.01
Meeting Rooms	2	82.26
Rental Book Store	1	23.78
Printing Center	1	5.2
Medical Room	1	7.25
Common Room	1	55.73
Multi-Purpose Hall	1	259.38
Gym facility (With changing room)	1	192.12
Full-Time Faculty Rooms	21	244.61
Adjunct Faculty Rooms	11	66.33
Server Room (IDF)	1	17.84
Mosque & Ablution	1+1	207.73
Administrative Rooms	19	427.91
Canteen	1	269.51
Wash Room	9	140.1
Storage Area	5	248.52

Description of Facilities - Boys Hostel

Facility	Capacity	Area Covered (m²)
Rooms	21	431.07
Common Room	1	34.19
Kitchen	1	35.30
Mosque	1	21.55
Store	1	7.80
Staff Room	1	12.08
Security Room	1	7.80

XXX. LOCATION MAP



Articulation Agreements



Professional Relationships

