



**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 revising its curriculum & helps students to be prepared to meet the challenges in the UAE, region and global context.

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 engagement 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. Besides academic excellence, SUC offers ample opportunities to its students in extracurricular and co-curricular activities. SUC has been involved in extensive Corporate Social Responsibility activities in terms of services to community and takes upon itself the responsibility to identify and design programs that will help the community gain valuable benefits.

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 Upadhya
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, Civil Aviation Department, 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 Barakah

Principal, Al Shola Private School, Sharjah

IV. EXECUTIVE COUNCIL AT SKYLINE UNIVERSITY COLLEGE

1. Mr. Nitin Anand

Chair of Executive Council

2. Dr. Amitabh Upadhya

Dean & Member of Executive Council

3. Dr. Sudhakar Kota

Head of Quality Assurance Office & Member of Executive Council

4. Dr. Osama Ali Thawabeh

Registrar & Member of Executive Council

5. Dr. Parag Sanghani

Head of Academics & Member of Executive Council

V. GLOSSARY OF TERMS

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, Quarter 1, 2, 3 & 4
ADDING / DROPPING	Addition or dropping courses from the course plan within two weeks of starting the semester
ADMISSION	Process through which students undergo while being admitted in SUC
ARTICULATION	Agreement or arrangement with other accredited universities/institutions
ALUMNI	Former students who have graduated from SUC
CANCELLATION	A student who wishes to discontinue the study for the semester or quarter
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 admission and academic policy, programs offered, academic progression and course descriptions of courses offered in SUC
CDP	Course Delivery Package
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average
CREDIT HOURS	One (1) credit hour is equal to Fifteen (15) contact hour therefore a Three (3) credit course amounts to Forty Five (45) contact hours, this equation applies both to Fifteen (15) weeks of Semester or Nine (9) weeks of Quarter teaching
CURRICULUM	Set of courses offered for obtaining a degree with emphasis
DAC	Disciplinary Action Committee
EMPHASIS	Area of specialization in the MBA program
FULL-TIME MBA 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	Master of Business Administration
MASTER'S DEGREE	A four (4) semesters or six (6) quarters MBA study Program
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
PRE-REQUISITE	A Pre-requisite is a course which is required to be completed in order to study an advanced course. A student will not be eligible to take a course with pre-requisites unless the required pre-requisite is completed
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)
QUARTER	Period of time required to complete one set of course offering as per the study plan (Generally 9 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	Courses conducted from Sunday to Thursday
WEEKEND	Courses conducted on Friday and Saturday
WITHDRAWAL	Student dropping the course after two weeks of starting the semester

VI. ABOUT UAE & SHARJAH

ABOUT UAE

The United Arab Emirates (UAE) is a federation of seven emirates situated in the southeast of the Arabian Peninsula in Southwest Asia on the Persian Gulf, bordering Oman and Saudi Arabia. The UAE consists of seven states, termed emirates, which are Abu Dhabi, Dubai, Sharjah, Ajman, Umm al-Quwain, Ras al-Khaimah and Fujairah. The capital and second largest city of the United Arab Emirates is Abu Dhabi. It is also the country's center of political, industrial and cultural activities.

The United Arab Emirates has the world's sixth largest oil reserves and possesses one of the most developed economies in the Middle East. It is currently the thirty-sixth largest economy by nominal GDP, and is one of the richest countries in the world by per capita gross domestic product, with a nominal per capita GDP of \$54,607 as per the IMF. The country is fourteenth largest in purchasing power per capita and has a relatively high Human Development Index for the Asian continent, ranking 31st globally. The United Arab Emirates is classified as a high income developing economy by the IMF.

The United Arab Emirates is a founding member of the Cooperation Council for the Arab States of the Gulf, and a member state of the Arab League. It is also a member of the United Nations, Organization of the Islamic Conference, the OPEC, and the World Trade Organization.

ABOUT SHARJAH

Sharjah is the third largest emirate in the United Arab Emirates, and is the only one to have land on both the Persian Gulf and the Gulf of Oman. Sharjah is ruled by Sheikh Dr Sultan bin Muhammad Al-Qasimi of the Supreme Council of the UAE and Sheikh of Sharjah.

In addition Sharjah owns three enclaves on the east coast, bordering the Gulf of Oman. These are Kalba, Dibba Al-Hisn, and Khor Fakkan, which provides Sharjah with a major east coast port. In the Persian Gulf, the island of Sir Abu Nuáir belongs to Sharjah. The emirate has a total area of 2,590 square kilometers, which is equivalent to 3.3 per cent of the UAE's total area, excluding the islands.

The city of Sharjah, which overlooks the Persian Gulf, has a population of 519,000 (2003 census estimate). It contains the main administrative and commercial centers together with an especially impressive array of cultural and traditional projects, including several museums. Distinctive

landmarks are the two major covered souks, reflecting Islamic design; a number of recreational areas and public parks such as Al Jazeirah Fun Park and Al Buheirah Corniche. The city is also notable for its numerous elegant mosques. The Emirate of Sharjah is also known to be the Cultural Capital of the UAE. The Expo Centre of Sharjah is well known for the annual book fair[3] that is famous all over the region. The Emir personally takes keen interest in this event which bring together hundreds of publishers from all over the world and thousands of titles. The Sharjah World Trade & Expo Centre was founded in 1976 by Frederick Pittera, a producer of International Fairs/Exhibitions, as the first mixed use facility in the Arab World.

Sharjah is popular for its rich and cultural place in the Arab region as it has won the prestigious UNESCO award of being the Cultural capital of the Arab world for 1998.

Sharjah is a sister city to Dubai and Ajman (two fellow emirates) on both its borders. The three urban areas have now expanded to each other borders. Sharjah is about 170 kilometers away from the capital city Abu Dhabi.

VII. 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, Human Resource Management and Strategic Management & Leadership.

The campus of the SUC is spread over 40 acres of land which is located in University City of Sharjah and it is well equipped to cater to the needs of the students in shaping up to be young managerial workforce and prepare them to meet the challenges of the new century by acquiring knowledge, skills and values at SUC. To fulfill the needs of industry, SUC has introduced Finance major in its BBA program, emphasis in HRM and emphasis in Strategic Management & Leadership in its MBA program during AY 2011-12 and AY 2013-14 respectively. SUC also plans to introduce 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 full time faculty members from different nationalities who are terminal degree holders and experienced with international exposure to teach students from multi-cultural background.

SUC also provides additional learning opportunities by way of well equipped library, computer lab, entrepreneurship lab and case study centre. SUC also enables students to learn from various activities which give them opportunities to apply the knowledge, skills and competencies in organizing and conducting events.

SUC has a well developed advising and feedback mechanism that helps students and the University to continuously improve the performances. SUC has an active Corporate Relations Office that engages industry to share their experiences with students in the form of guest lectures and industry visit and also helps students to be placed in internships and job. To prepare students for the industry SUC organizes PSDP and thus helps in developing their soft skills.

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, 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).

VIII. 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, Strategic Management & Leadership and Human Resource Management.

IX. 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

X. 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, Human Resource Management and strategic Management and Leadership.

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 and to provide internship opportunities 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 housing 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.

WEEKEND PROGRAM

Skyline offers weekend BBA Program with major in International Business and weekend MBA Program with emphasis on Marketing, Finance, Human Resource Management and Strategic Management & Leadership.

XI. FACILITIES

A. CAMPUS

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 (m ²)
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

B. LEARNING RESOURCES AND FACILITIES

i. CLASSROOMS WITH AUDIO-VISUAL EQUIPMENTS

SUC has 30 classrooms that are equipped with state of the art audio visual equipments provided with Internet connections. Classrooms are available for group viewing and individual viewing by using CD ROM based interactive CDs and Video cassettes. All faculty members use these facilities consisting of LCD projector and computer as an instructional aid. The computers can be connected to the Internet for additional resources.

ii. LIBRARY

The library is dedicated to providing learning resources to the academic programs and research activities. It is located at the first floor of the SUC building. The print collection consists of around 15,850 reference books with approximately 6750 titles, 26 magazines and around 17 scientific journals. In addition to the 15,850 reference books from the business section which is common to both the Undergraduate and Graduate requirement, in addition a separate MBA section is developed to include books that are more specific to the Graduate study. The library has a seating availability for 150 users and it also has separate rooms for group discussion. Library holdings are available through the online public access catalog system (OPAC). Using this catalog, the users can access book titles, full-text journals, and electronic databases. An inter-library loan service is also available for the SUC Library users where materials can be obtained from other universities/colleges. The library is open from 0900 hrs to 2200 hrs on all working days, from 0900 hrs to 1800 hrs on every Friday from 0900 hrs to 1900 hrs every Saturday.

iii. DISCUSSION ROOMS

There are four rooms for students' discussion and one big room for the faculty members inside SUC's library. 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.

iv. ONLINE RESOURCE SERVICE

The University 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.

v. MAGAZINES

SUC's Library subscribes to several magazines related to different subject areas mainly on global news, trends in education, tourism, wildlife and other recreation magazines for its students. The selection is done by the LRDC keeping in view the authenticity and popularity of the magazines.

vi. 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.

vii. 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.

C. Sports & Recreational 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. Students can use this facility between **11 AM to 7 PM** from Sunday to Thursday wherein the days allocated to male students and male faculty/staff are Sunday, Tuesday, and Thursday and for female students and female faculty/staff it is on Monday and Wednesday. Male students and female students 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 between 11 AM to 7 PM during break time and afternoons.

iii. Recreation Hall

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

iv. Playgrounds

The Football and Cricket grounds are available for the use of students and to the community for healthy living.

v. Hostel Recreation Facility

There is a recreation room inside the hostel which has a television and a computer with internet connection for the inmates. Billiards and Foosball facilities have been provided in this recreation room.

vi. Basketball/Volleyball Courts

The Basketball and Volleyball Courts are available for the use of students and staff

D. HOSTEL

SUC has hostel building located in the campus which has 21 rooms with a capacity to accommodate 42 students, a kitchen facility, laundry room, common room, warden's room etc. 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 in-campus hostel rooms are currently allotted to boys. In addition to the internal hostel, SUC has tie up with furnished apartments in Sharjah which are available to girls who wish to avail the hostel facility.

E. HEALTH CENTER

The University College has a health center which provides first aid facilities to students whenever required. However, in case of emergencies where immediate medical attention is required, the students are taken to the nearest medical centers which have a tie up with Skyline University College. The University College also arranges for ambulance service to students in extreme situations.

F. HEALTH CAMPAIGNS

The University organizes various health campaigns for its students, staff and faculty members. Medical practitioners and staff of some hospitals are called for providing free check ups to students and employees of SUC.

G. OTHER FACILITIES

Other facilities include

1. Cafeteria Services

The SUC has a cafeteria located at the ground floor wherein food is available at subsidized rates to the students.

2. 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.

3. Mosque and Prayer Rooms

Prayer room including ablution is located in the First Floor for men and women separately.

4. Common Room

Common room is designated to students for the celebration of birthday or for conducting rehearsals for any upcoming events.

5. Lockers

Lockers; where the students can keep their respective belongings and the keys will be issued to the students through the sports department. Students leaving the SUC due to cancellation, transfer to other institution or graduation are requested to return the key to the concerned person.

XII. COMMUNITY SERVICES

Services are an important element of the vision and mission of SUC. It is the manifestation of the SUC's commitment towards society and its social responsibility.

Services to Community provide an opportunity to the institution and its members to engage in achieving their responsibility towards the society and to contribute in community development activities.

SUC community service focuses on environmental activities and decided "Go Green" as a campaign of the same, where the faculty members, staff, and students are participating in preventing the environment by different types of activities, such as: cleaning activities, reducing paper consumption, increasing the aware of environmental issues among the society, the faculty members, the staff, and students etc.

XIII. ADMISSION REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION PROGRAM

A. REGULAR ADMISSION

An applicant seeking admission for MBA Program is required to fulfill the following conditions:

i. Bachelor Degree Grades

- a. A Bachelor's degree in Business discipline from an accredited institution in the UAE or its equivalent having a cumulative Grade Point Average (CGPA) of 3.0 (on a 4.0 point scale or its established equivalent) or
- b. A Bachelor's degree in other than business discipline will be accepted but the applicant is required to undergo a Pre-MBA program of SUC

ii. English Language Proficiency Test (TOEFL/IELTS/PEARSON-Academic/CEA)

A MBA applicant without English as their first language is required to fulfill any one of the following requirements for admission:

- a. A minimum score of 550 out of 677 on Institutional Test of English as Foreign Language (TOEFL) or a minimum score of 79 out of 120 on the Internet Based Test (IBT) of TOEFL or a minimum score of 213 on the Computer based TOEFL (certificates will be accepted upon verification by the ETS)
- b. A minimum score of 6.0 on International English Language Testing System (IELTS - Academic)
- c. Pearson Test of English Academic Score of 50-57
- d. Cambridge English Advanced Test score of 52

Following are the exceptions:

- a. A native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language;
- b. An applicant with an undergraduate qualification from an English-medium institution who 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 Commission, at the time of admission to his/her undergraduate program.

Note: Institutional TOEFL from other centers is NOT ACCEPTABLE. The TOEFL (IBT) certificates will be accepted upon verification by the ETS.

B. PROVISIONAL ADMISSION

The Dean reserves the right to admit a student on Provision (e.g. special cases) where the student does not satisfactorily meet the admission criteria as per MOHESR. The number of students admitted on provision may not exceed 15% of the total intake. If a student is admitted on provision, the student must obtain a Grade Point Average (GPA) of 3.0 on a scale out of 4.0 upon successfully completing first 9 credits taken during the first semester of his/her study as well as not failing in any of the courses taken in the first semester of study, otherwise the SUC reserves the right to cancel the student's admission.

Case 1: Students with CGPA 2.5 to 2.99 in the applicants BBA degree along with the following:

- i. 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) or Pearson Test of English Academic Score of 50-57 may be admitted to the MBA 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 provision is not met the student will be dismissed
- ii. 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 MBA program
 - d. If either provision is not met the student will be dismissed

Case 2: Students with CGPA 2.0 to 2.49 in the applicants baccalaureate degree and meets the English competency requirements as per SUC policy (both business and non business discipline) may be admitted to the MBA program subject to the following:

- iii. 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.
- iv. In case s/he 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
 - a. Meets the English competency requirements as per SUC policy.
 - 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 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.

C. 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):

i. 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 3.0 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the MBA program.

ii. 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 MBA program.

D. TRANSFER ADMISSION

SUC accepts student's who are transferring from a federal or licensed institution in the UAE or a foreign institution of higher learning based outside the UAE and accredited in its home country, 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 can be replaced by accepting TOC from any accredited MBA level program:

Course Code	Course Name
<i>CIS601</i>	Corporate Information Strategy & Management
<i>ACC601</i>	Managerial Accounting
<i>ECO601</i>	Managerial Economics
<i>MGM601</i>	Human Resources Management
<i>MKT601</i>	Marketing Management

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

i. Documents Required

- The official transcripts
- Detailed syllabi(Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
- An official letter from the previous institution
- All documents mentioned in the admission registration requirements
- Processing fee of AED 300/- (non refundable) must be paid for evaluation
- Once a student will change his/her major, process will be treated as new, thus, additional fee will be applicable as per published fees structure

Transfer of credit is granted under the following conditions:

- They must pass the English proficiency requirement.
- The course contents mentioned in the CDP of the previous institution should match to a minimum of 75% of the SUC Syllabus of the corresponding course.
- The student must attend a minimum of 24 credit hours of their study plan at SUC in other words, only up to 12 credits or 3 courses can be transferred to the program.

- d. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- e. 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'.
- f. 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.
- g. 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.
- h. A student enrolled for a regular batch is placed in the 1st or 2nd semester only after completing all the balance courses while student enrolled for a weekend batch will be placed in quarter 1 to 4 after completing balance courses.
- i. Students of SUC may be permitted to pursue courses outside only in extreme circumstances with prior approval from Administration and Dean.
- j. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- k. The grade points of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- l. TOC processing fee is non refundable (as per applicable fee structure)

ii. 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 UGC Grants Commission of India
- d. Accredited by the HEC 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

Once TOC is approved by the Dean, the student has to be informed about the total number of courses exempted and that AED 2625/- per course will be deducted from the total fee.

E. ADMISSION TO PHYSICALLY CHALLENGED STUDENTS

Applicants with special needs are also admitted in SUC after a due process of understanding the learning abilities and the approaches of teaching to them is clearly understood. SUC facilitates the special needs student by allocating extra time to help them learn without sacrificing the syllabus and the rigor required in it.

Upon meeting the admission requirements, the candidates shall be interviewed by the concerned teaching faculty members under the guidance of a committee which shall be formed as and when required and the outcomes of the interview are recorded and communicated to the candidate and the Dean for necessary actions. The focus of the interview shall be:

- i. To understand the nature of shortcomings
- ii. To understand the learning abilities, assessment modes, additional time required for completion
- iii. To understand the learning abilities through computer
- iv. To understand their skill levels in assessing

XIV. PREPARATORY COURSES FOR ADMISSION TO MBA

A. PLACEMENT TEST FOR ADMISSION TO PREPARATORY COURSES

Students who do not have a TOEFL/ IELTS / Pearson / Cambridge English Advanced Test score required for admission to the MBA program at SUC will have to undergo the preparatory courses on English conducted at SUC. The Placement of students in the preparatory course is based on their performance in the placement tests conducted.

B. ACADEMIC IELTS PREPARATORY COURSE - MBA:

The Academic IELTS preparatory course (AIPC) 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.

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):

- i. **Category A:** Students who have scored between 351 and 424 in TOEFL (ITP) or between 3.0 and 3.5 in IELTS (Academic) or between 24-28 in PTE A (Pearson Test of English 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.
- ii. **Category B:** The students who have scored between 425 and 529 in TOEFL (ITP) or between 4.0 and 4.5 in IELTS (Academic) or between 29-35 in PTE A (Pearson Test of English Academic) will undergo a preparatory course in IELTS (Academic) for a period of one semester Advanced AIPC (total of 120 contact hours) and at the end of the course students will appear for IELTS (Academic) Exam. This is a non credit course. Such students will be allowed to enroll up to 3 credit hours in the first semester.

- iii. **Category C:** The Students, who have scored between 530 and 549 in TOEFL (ITP) or between 5.0 and 5.5 in IELTS (Academic) or between 36-49 in PTE A (, will undergo a preparatory course in IELTS (Academic) for a period of one semester Advanced AIPC (total of 120 contact hours) 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 a semester average score of B (GPA 3.0 - 4.0) in the credit courses taken to continue the MBA program.

C. INTENSIVE ENGLISH LANGUAGE PROGRAM

i. ADMISSION TO IELP

SUC offers IELP to those students whose competency in English language skills is not adequate either to appear for TOEFL exam or to take up Basic / Advanced AIPC and to those whose score is less than 23 in PTE A (Pearson Test of English - Academic). The registered students for IELP have an option to undergo a general English course for one semester. This course is categorized into four levels-Beginners, Elementary, Intermediate and Advanced. Upon the completion of this course, based on their performance, students will be directed either to Basic AIPC or Advanced AIPC. On successful completion of IELP, candidates will be issued proficiency certificates.

COURSE FEE DETAILS	
COURSE DETAILS	CONTACT HOURS
Beginners Level	45 Contact Hours
Elementary Level	45 Contact Hours
Intermediate Level	45 Contact Hours
Advanced Level	100 Contact Hours
IELTS Preparatory Program	120/190 Contact Hours

IELP - [SCORE RANGE]				
IELTS [ACADEMIC]	TOEFL - ITP	TOEFL - IBT	TOEFL - CBT	PTE-ACADEMIC
<= 2.5	<=349	<=20	<=63	<=23

CODE	COURSE	COURSE CONTENT
IELP-B001	BEGINNERS	LISTENING, SPEAKING, READING, WRITING SKILLS, GRAMMAR, PRONUNCIATION AND VOCABULARY - 1
IELP- E002	ELEMENTARY	LISTENING, SPEAKING, READING, WRITING SKILLS, GRAMMAR, PRONUNCIATION AND VOCABULARY - 2
IELP-I003	INTERMEDIATE	LISTENING, SPEAKING, READING, WRITING SKILLS, GRAMMAR, PRONUNCIATION AND VOCABULARY - 3
IELP-A004	ADVANCED	LISTENING, SPEAKING, READING, WRITING SKILLS, GRAMMAR, PRONUNCIATION AND VOCABULARY - 4

XV. REGISTRATION REQUIREMENTS

A. LOCAL CANDIDATES WITH OWN VISA

- i. 5 Passport size colored photographs (not Polaroid)
- ii. Passport Copy with minimum six months validity
- iii. UAE National ID
- iv. Attested copy of Bachelor's Degree Certificate (3 years and above) 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. Students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, and their certificates should be attested by the University & 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.
 - d. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
- v. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or Pearson Test of English Academic Score of 50-57 or Cambridge English Advanced Test score of 52 or the equivalent score on another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR).
- vi. 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/-*

*First installment fees is NON-REFUNDABLE after commencement of classes, even if the student did not attend any class or/and the TOEFL certificate is rejected by ETS.

- vii. 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.
- viii. Student personal details form with the country of residence telephone number is to be duly filled up at the time of admission.

B. LOCAL CANDIDATES SEEKING SUC VISA/VISA LETTER/EMBASSY LETTER

- i. 12 Passport size colored photographs (not Polaroid) with white background
- ii. Passport copy with minimum eight months validity.
- iii. Attested copy of Bachelor's Degree Certificate (3 years and above) along with marks sheet i.e.
 - 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, 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.
 - d. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
- iv. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or Pearson Test of English Academic Score of 50-57 or Cambridge English Advanced Test score of 52 or the equivalent score on another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR).
- v. The following fees must be paid at the time of admission:

Visa Students With Hostel	AED 32,250/- (inclusive of TOEFL examination fee & books) and 2 PDC of AED 12,000/- each
Visa/Embassy Letter Students Without Hostel	AED 18,900/- (inclusive of TOEFL examination fee & books) and 2 PDC of AED 12,000/- each
1. Application Fee [Non-refundable]	AED 1,000/-
2. First Installment Fee [Non-refundable]	AED 5,000/-

3. 3 Year Visa Fee [Fully Non-refundable once visa is filed]	AED 5,500/-
4. Passport Guarantee [Refundable at the time of visa cancellation]	AED 2,500/-
5. 1 st Cheque Payment	AED 12,000/-
6. 2 nd Cheque Payment	AED 12,000/-
7. 3 rd Cheque Payment	AED 12,000/-
8. TOEFL Exam Fee	AED 500/-
9. TOEFL Book	AED 400/-
10. 1 st three months of Hostel Fees [AED 1,450/ per month]	AED 4,350/-
11. Hostel Deposit [Refundable]	AED 1,000/-

- vi. 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.

Student personal details form with the country of residence telephone number is to be duly filled up at the time of admission.

C. VISA STUDENTS (OVERSEAS)

- i. 12 Passport size colored photographs (not Polaroid) with white background.
- ii. Passport Copy with minimum eight months validity.
- iii. Police clearance certificate, if applicable
- iv. Medical certificate from any registered hospital, if applicable
- v. Attested copy of Bachelor's Degree Certificate (3 years and above) along with marks sheet i.e.
 - 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 & 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.

- d. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
- vi. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or Pearson Test of English Academic Score of 50-57 or Cambridge English Advanced Test score of 52 or the equivalent score on another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR).
- vii. The following fees must be paid at the time of admission: **(USD 8,690/-)** (inclusive of TOEFL examination fee & books)

1. Application fee & 1 st Installment fee [Non-refundable]	USD 4,660/-
2. 3 Year Visa Fee [Fully Non-refundable once visa is filed]	USD 1,510/-
3. Passport Guarantee [Refundable at the time of visa cancellation]	USD 685/-
4. UAE National ID	USD 110/-
5. TOEFL Exam Fee	USD 140/-
6. TOEFL Book	USD 110/-
7. 3 months of the Hostel Fee [At the rate of USD 400/- per month]	USD 1,200/-
8. Hostel Deposit [Refundable]	USD 275/-

- viii. 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.
- ix. Student personal details form with the country of residence telephone number is to be duly filled up at the time of admission.

D. ADDITIONAL REQUIREMENTS FOR STUDENTS WITH TRANSFER ADMISSION

In addition to the above documents as applicable in the category the candidate is required to submit the following documents:

- i. Attested Official Transcript
- ii. Full Course Syllabus [Credit Value, Level, Detailed course content, learning outcomes/objectives & Indicative learning resources.
- iii. Letter from College/University certifying that the student attended there.
- iv. Transfer of Credit (TOC) fee of AED 300/- once paid, is non-refundable.
- v. Once a student changes his/her emphasis, TOC process will be treated as new, thus, additional TOC fee and change of emphasis fee will be applicable as per published fees structure.

XVI. REGISTRATION PROCEDURE

The Marketing department sends the admission file for each student to Administration and the registration unit of the Administration department audits the file for the fulfillment of documents required for registration into SUC. The registration department registers the students with all the necessary documents as per the registration checklist are available. In case of documents being incomplete or not submitted the file is returned to Marketing department for fulfilling the requirements.

A. REGISTRATION CHECKLIST

i. DOCUMENTS TO BE SUBMITTED BY ALL STUDENTS

1. Passport copy (Minimum 6 Months Validity)
2. Visa Page (Minimum 6 Months Validity)
3. Emirates Id
4. Dully Filled- Up Enrollment Form with Signature Of Applicant / Marketing Officer
5. IELTS [A]/Pearson [A]/TOEFL [IBT/CBT] /Cambridge Advanced English Certificate
6. Student Name in the Enrolment Form Vs Passport
7. Initial Payment
8. Visa/Embassy Letter [Submission of Post-Dated Cheque]
9. Placement Form
10. Proof - If Placement Test Not Require
11. Financial Rules & Regulation Form – Signature
12. Visa Documents
13. Guardian Tenancy Contract/Emirates ID Card/PP & Visa Copy/Undertaking
14. Accreditation of the University/College
15. Graduate Mark Percentage
16. Equivalency Certificate of Bachelors degree

ii. ADDITIOINAL DOCUMENTS TO BE SUBMITTED BY INTERNATIONAL STUDENTS

1. Visa Documents
2. Visa Undertaking Forms
3. Visa Student Detail Forms
4. Hostel Forms

5. Guardian Details Form
6. Visa Processing Form
7. Guardian Authorization Letter
8. Accreditation of the University/ College
9. Police Clearance (Nigerian Student)

iii. DOCUMENTS GIVEN TO STUDENTS [COUNTER SIGNED]

1. Duly Attested Graduation Credentials

iv. TRANSFER OF CREDITS IF APPLICABLE

1. Dully Filled-Up Application form For Transfer of Credits
2. The Official Transcript
3. Detailed Syllabi (Credit Value, Level, Course Content Etc)
4. Official Letter from Previous Institution
5. Paid Processing Fees

v. VISA CASE IF APPLICABLE

1. Visa Undertaking Forms
2. Student Detail Forms
3. Hostel Forms
4. Guardian Details Form
5. Visa Processing Form
6. Guardian Authorization Letter
7. Guardian Tenancy Contract/Emirates Id Card/PP & Visa Copy/Undertaking

vi. VISA/EMBASSY LETTER

1. Submission of 3 Post dated cheques
2. Old Visa Copy Page

B. STUDENT KIT

Upon meeting the registration requirements, a student is issued a kit based on the entrance examination result and it consists of the following materials:

i. **Admission Letters & Invoice**

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

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.

ii. **Identity Cards**

Students are issued with a SUC Identity card according to their admission status (Provisional / Confirmed). Students need to carry their Identity cards all the time while being in the SUC Campus. Identity cards will be checked randomly.

iii. **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.

iv. **Graduation Plan**

Every student is issued with the graduation plan, which will help them to plan their studies accordingly.

C. BATCH CREATION & STUDENT ENROLLMENT

From the total number of students registered/enrolled for particular courses in a semester, the choice of students, pre-requisites, graduation plan and no. of credits morning and evening batches are created not exceeding the class size policy of SUC.

D. STUDENT MANAGEMENT

After the student is registered into the program the student is tracked for his/her regularity, requisitions, academic standing, and progression so as to communicate the status of the students with the department's faculty, staff and student to help them to progress successfully.

XVII. REJECTION OF ADMISSION / REGISTRATION

If a candidate does not fulfill the basic entry requirement as per the registration checklist the admission / registration will be rejected.

The admission / registration will also be rejected under the following conditions:

- i. In case of non-submission of documents required by the institution or government authorities
- ii. In case of submission of any forged documents for admission
- iii. In case of non attestation of degree certificates submitted for admission
- iv. Any information received from the parent organization regarding the irregularities in the documents submitted.
- v. Criminal charge(s) are proved against the student at the time of admission.

XVIII. FEE STRUCTURE FOR MBA PROGRAM

SUC policy with regards to the Tuition Fee and other Miscellaneous Fee is implemented after the approval from Board of Governors, the board approves the changes in accordance with the Strategic Plan to enable SUC to manage its financial resources effectively and plan development and strategic initiatives to provide quality education.

Tuition Fee charged per credit remains the same for the students once they register with the university however, the students should continue and complete the program without any postponement or break in between. If student postpones officially for one semester only, then the tuition fee remains the same. Non attendance beyond one semester will be considered as new admission and published Tuition Fee for the new admissions will be applicable. Tuition Fee is subject to change annually and will be applicable for new admissions only.

Miscellaneous & Additional Fee is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. The changes in the Miscellaneous & Additional Fee changes will be communicated to students through their emails, published on the website, catalog, notice board and student handbook well in advance. Students are required to take note of such changes and clarify if needed.



FEE STRUCTURE FOR NON-VISA APPLICANT (IN AED)
AY 2013 - 2014 (MAY/SEPTEMBER 2013 & JANUARY 2014 INTAKE)
MASTER OF BUSINESS ADMINISTRATION with emphasis on: FINANCE
MARKETING HRM
 STRATEGIC MANAGEMENT & LEADERSHIP

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
FIRST SEMESTER	Application Fee	1,000.00	23,600.00
	First Installment Fee	5,000.00	
	4400 X 4 months	17,600.00	
SECOND SEMESTER	4400 X 4 months		17,600.00
THIRD SEMESTER	4400 X 4 months		17,600.00
FOURTH SEMESTER	4400 X 4 months		19,200.00
	1600 X 1 month	1,600.00	
SUBTOTAL FEES (including Registration & Tuition Fees)			78,000.00
Book Fees for 4 semesters (AED 1,750 X 4)			7,000.00
TOTAL MBA FEES			85,000.00

FEE PAYMENT TERMS

A. Admission Fees

- i. At the time of admission, student-applicant must pay:

 Application Fee (Non-refundable)	AED 1,000/-
 First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	AED 5,000/-
TOTAL FIRST PAYMENT	AED 6,000/-

- ii. TOEFL (Institutional) exam fees of **AED 500/-** (subject to change) or IELTS-CES exam fees of **AED 875/-** (subject to change) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the admission criteria (mentioned in MBA Catalog 2013-2014) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.

- iii. **AED 400/-** [Compulsory] to be paid as rental for the TOEFL book or **AED 750/-** for purchase of IELTS book. If the student passes the exam, & returns the TOEFL book along with the CD to the SUC in good condition; **AED 250/-** would be refunded back to the student and **AED 150/-** would be deducted as book rental charges.
- iv. Cost of books [Compulsory] – **AED 7,000/-** (AED 1,750/- will be charged at the beginning of each semester). Book fee payment is a must even if it's not collected.

GENERAL TERMS

- i. Prospective student joining the SUC MBA Program is required to take English Placement Test of TOEFL (Institutional)/IELTS
 - 1. Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog 2013-2014), embarks in MBA Main Program
 - 2. Student who does not clear the English Placement Test undergo the AIPC (IELTS Academic) as per the admission criteria (mentioned in MBA Catalog 2013-2014) and additional fees will be payable as per the published fees structure
- ii. A student seeking admission with a BBA degree obtained from a non-business discipline is required to undergo the Pre-MBA program by taking seven courses at an additional fee as per the published fees structure. For Pre-MBA, please refer to MBA Qualifying Program (MQP) Fee Structure (**Annexure 3**)
- iii. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program the following criteria apply:
 - 3. CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 - 4. CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 - 5. CGPA 2.0 to 2.49 – Challenge Exam (**AED 500/-** per course) as per policy
- iv. Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.

**FEE STRUCTURE FOR VISA APPLICANT/VISA-EMBASSY LETTER CASE FROM SUC
(IN AED)**

AY 2013 - 2014 (MAY/SEPTEMBER 2013 & JANUARY 2014 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on:

FINANCE MARKETING HRM STRATEGIC MANAGEMENT & LEADERSHIP










PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
First Semester	Application Fee (Non-refundable)	1,000.00	18,000.00
	First Installment Fee (Non-refundable)	5,000.00	
	1 st cheque – upon enrollment	12,000.00	
Second Semester	2 nd cheque – 3 months from the date of 1 st cheque	12,000.00	24,000.00
	3 rd cheque – 3 months from the date of 2 nd cheque	12,000.00	
Third Semester	4 th cheque – 3 months from the date of 3 rd cheque	12,000.00	24,000.00
	5 th cheque – 3 months from the date of 4 th cheque	12,000.00	
Fourth Semester	6 th cheque – 3 months from the date of 5 th cheque	12,000.00	12,000.00
SUBTOTAL FEES (including Registration & Tuition Fees)			78,000.00
Book Fees for 4 semesters (AED 1,750 X 4)			7,000.00
TOTAL MBA FEES			85,000.00



NOTE: Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in advance on an annual basis.

FEE PAYMENT TERMS

A. Admission Fees

- i. At the time of admission, student-applicant must pay:

VISA APPLICANT/VISA LETTER/ EMBASSY LETTER	AMOUNT
 Application fee (Non-refundable)	AED 1,000/-
 First Installment Fee (Non-refundable)	AED 5,000/-
 Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed	AED 5,500/-
 Passport Guarantee (Refundable at the time of visa cancellation)	AED 2,500/-
 1 st Cheque Payment (Non-refundable)	AED 12,000/-
 2 nd Cheque Payment	AED 12,000/-
 3 rd Cheque Payment	AED 12,000/-
 TOEFL Exam Fee	AED 500/-
 TOEFL Book	AED 400/-

 1 st 3 months of Hostel Fees (AED 1,450/per month)	AED 4,350/-
 Hostel Deposit (Refundable)	AED 1,000/-
TOTAL FIRST PAYMENT	AED 56,250/-

- ii. TOEFL (Institutional) exam fees of **AED 500/-** (subject to change) or IELTS-CES exam fees of **AED 875/-** (subject to change) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the admission criteria (mentioned in MBA Catalog 2013-2014) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.
- iii. **AED 400/-** [Compulsory] to be paid as rental for the TOEFL book or **AED 750/-** for purchase of IELTS book. If the student passes the exam, & returns the TOEFL book along with the CD to the SUC in good condition; **AED 250/-** would be refunded back to the student and **AED 150/-** would be deducted as book rental charges.
- iv. Cost of books [Compulsory] – **AED 7,000/-** (AED 1,750/- will be charged at the beginning of each semester). Book fee payment is a must even if it's not collected.

GENERAL TERMS

- i. Prospective student joining the SUC MBA Program is required to take English Placement Test of TOEFL (Institutional)/IELTS
 1. Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog 2013-2014), embarks in MBA Main Program.
 2. Student who does not clear the English Placement Test undergo the AIPC (IELTS Academic) as per the admission criteria (mentioned in MBA Catalog 2013-2014) and additional fees will be payable as per the published fees structure
- ii. A student seeking admission with a BBA degree obtained from a non-business discipline is required to undergo the Pre-MBA program by taking seven courses at an additional fee as per the published fees structure. For Pre-MBA, please refer to MBA Qualifying Program (MQP) Fee Structure (**Annexure 3**)
- iii. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program the following criteria apply:
 1. CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 2. CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 3. CGPA 2.0 to 2.49 – Challenge Exam (**AED 500/-** per course) as per policy
- iv. Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.
- v. Once visa letter issued by SUC has been used, postponement to the next intake will not be allowed.

FEE STRUCTURE FOR VISA APPLICANT (IN USD)

AY 2013 - 2014 (MAY/SEPTEMBER 2013 & JANUARY 2014 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on:

FINANCE MARKETING HRM STRATEGIC MANAGEMENT & LEADERSHIP

PAYMENT	AMOUNT (IN USD)
First Installment (Non-refundable)	4,660.00
Second Installment (Payable after 3 months from the course start date) inclusive of 3 books for the semester	4,660.00
Third Installment (Payable after 6 months from the course start date) inclusive of 3 books for the semester	4,660.00
Fourth Installment (Payable after 9 months from the course start date) inclusive of 3 books for the semester	4,660.00
Fifth Installment (Payable after 12 months from the course start date) inclusive of 3 books for the semester	4,660.00
TOTAL MBA FEES [Excluding Visa Fee]	23,300.00

NOTE: Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in advance on an annual basis.

FEE PAYMENT TERMS

A. Admission Fees

i. At the time of admission, student-applicant must pay:

First Installment Fee (Non-refundable)	USD 4,660/-
Visa Fee (Applicable for 3 year visa) - Fully Non-refundable once visa is filed	USD 1,510/-
Passport Guarantee (Refundable at the time of visa cancellation)	USD 685/-
UAE National ID	USD 110/-
TOEFL Exam Fee	USD 140/-
TOEFL Book	USD 110/-
3 months of the Hostel Fees [at the rate of USD 400/- per month]	USD 1,200/-
Hostel Deposit	USD 275/-
TOTAL FIRST PAYMENT	USD 8,690 /-

ii. TOEFL (Institutional) exam fees of **USD 140/-** (subject to change) or IELTS-CES exam fees of **USD 240/-** (subject to change) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the

admission criteria (mentioned in MBA Catalog 2013-2014) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.

- iii. **USD 110/-** [Compulsory] to be paid as rental for the TOEFL book or **USD 205/-** for purchase of IELTS book. If the student passes the exam, & returns the TOEFL book along with the CD to the SUC in good condition; **USD 70/-** would be refunded back to the student and **USD 40/-** would be deducted as book rental charges.
- iv. Book Fees of approximately **USD 480/-** per semester are included in the Total Fees. Book fee payment is a must even if it's not collected.

GENERAL TERMS

- i. Prospective student joining the SUC MBA Program is required to take English Placement Test of TOEFL (Institutional)/IELTS
 1. Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog 2013-2014), embarks in MBA Main Program.
 2. Student who does not clear the English Placement Test undergo the AIPC (IELTS Academic) as per the admission criteria (mentioned in MBA Catalog 2013-2014) and additional fees will be payable as per the published fees structure
- ii. A student seeking admission with a BBA degree obtained from a non-business discipline is required to undergo the Pre-MBA program by taking seven courses at an additional fee as per the published fees structure. For Pre-MBA, please refer to MBA Qualifying Program (MQP) Fee Structure (**Annexure 3**)
- iii. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program the following criteria apply:
 1. CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 2. CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 3. CGPA 2.0 to 2.49 – Challenge Exam (**USD 140/-** per course) as per policy
- iv. Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.
- v. Once the student has come & attended the class, no postponement will be allowed

FEE STRUCTURE [DUAL DEGREE MBA]

AY 2013 - 2014 (MAY/SEPTEMBER 2013 & JANUARY 2014 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on: FINANCE

MARKETING HRM

STRATEGIC MANAGEMENT & LEADERSHIP

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
FIRST SEMESTER	Registration Fee	3,000.00	19,000.00
	4000 X 4 months	16,000.00	
SECOND SEMESTER	4000 X 4 months		16,000.00
THIRD SEMESTER	4000 X 3 months	12,000.00	15,500.00
	3500 X 1 month	3,500.00	
TOTAL FEES			50,500.00

NOTE: Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in advance on an annual basis.

FEE PAYMENT TERMS

A. Admission Fees

i. At the time of admission, student-applicant must pay:

1. Application Fee (Non-refundable)	AED 1,000/-
2. First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	AED 2,000/-
TOTAL FIRST PAYMENT	AED 3,000/-

- ii. TOEFL (Institutional) exam fees of **AED 500/-** (subject to change) or IELTS-CES exam fees of **AED 875/-** (subject to change) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the admission criteria (mentioned in MBA Catalog 2013-2014) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.
- iii. **AED 400/-** [Compulsory] to be paid as rental for the TOEFL book or **AED 750/-** for purchase of IELTS book. If the student passes the exam, & returns the TOEFL book along with the CD to the SUC in good condition; **AED 250/-** would be refunded back to the student and **AED 150/-** would be deducted as book rental charges.
- iv. Cost of books [Compulsory] - **AED 7,000/-** (AED 1,750/- will be charged at the beginning of each semester). Book fee payment is a must even if it's not collected.

GENERAL TERMS

- i. Prospective student joining the SUC MBA Program is required to take English Placement Test of TOEFL (Institutional)/IELTS
 1. Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog 2013-2014), embarks in MBA Main Program.
 2. Student who does not clear the English Placement Test undergo the AIPC (IELTS Academic) as per the admission criteria (mentioned in MBA Catalog 2013-2014) and additional fees will be payable as per the published fees structure
- ii. A student seeking admission with a BBA degree obtained from a non-business discipline is required to undergo the Pre-MBA program by taking seven courses at an additional fee as per the published fees structure. For Pre-MBA, please refer to MBA Qualifying Program (MQP) Fee Structure
- iii. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program the following criteria apply:
 1. CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 2. CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 3. CGPA 2.0 to 2.49 – Challenge Exam (**AED 500/-** per course) as per policy

Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.

FEE STRUCTURE FOR NON-VISA APPLICANT (IN AED)

[WEEKEND CLASS - QUARTER PAYMENT]

AY 2013 – 2014 (MAY/SEPTEMBER 2013 & JANUARY 2014 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on:

FINANCE MARKETING HRM STRATEGIC MANAGEMENT & LEADERSHIP

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
FIRST QUARTER	Application Fee	1,000.00	15,950.00
	First Installment Fee	5,000.00	
	First Quarterly Fee inclusive of 2 books	9,950.00	
SECOND QUARTER [inclusive of 2 books for the quarter]			14,350.00
THIRD QUARTER [inclusive of 2 books for the quarter]			14,350.00
FOURTH QUARTER [inclusive of 2 books for the quarter]			14,350.00
FIFTH QUARTER [inclusive of 2 books for the quarter]			14,350.00
SIXTH QUARTER [inclusive of 2 books for the quarter]			11,650.00
TOTAL MBA FEES			85,000.00

NOTE: Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in advance on an annual basis.

FEE PAYMENT TERMS

A. Admission Fees

i. At the time of admission, student-applicant must pay:

1. Application Fee (Non-refundable)	AED 1,000/-
2. First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	AED 5,000/-
TOTAL FIRST PAYMENT	AED 6,000/-

- ii. TOEFL (Institutional) exam fees of **AED 500/-** (subject to change) or IELTS-CES exam fees of **AED 875/-** (subject to change) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the admission criteria (mentioned in MBA Catalog 2013-2014) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.
- iii. **AED 400/-** [Compulsory] to be paid as rental for the TOEFL book or **AED 750/-** for purchase of IELTS book. If the student passes the exam, & returns the TOEFL book along with the CD to the SUC in good condition; **AED 250/-** would be refunded back to the student and **AED 150/-** would be deducted as book rental charges.
- iv. Book Fees of approximately **AED 7,000/-** are included in the Total Fees. Book fee payment is a must even if it's not collected.

GENERAL TERMS

- i. Prospective student joining the SUC MBA Program is required to take English Placement Test of TOEFL (Institutional)/IELTS
 - 1. Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog 2013-2014), embarks in MBA Main Program.
 - 2. Student who does not clear the English Placement Test undergo the AIPC (IELTS Academic) as per the admission criteria (mentioned in MBA Catalog 2013-2014) and additional fees will be payable as per the published fees structure
- ii. A student seeking admission with a BBA degree obtained from a non-business discipline is required to undergo the Pre-MBA program by taking seven courses at an additional fee as per the published fees structure. For Pre-MBA, please refer to MBA Qualifying Program (MQP) Fee Structure (**Annexure 3**)
- iii. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program the following criteria apply:
 - 1. CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 - 2. CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 - 3. CGPA 2.0 to 2.49 – Challenge Exam (**AED 500/-** per course) as per policy

Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory

XIX. FEE STRUCTURE FOR MBA QUALIFYING PROGRAM

MBA QUALIFYING PROGRAM (MQP) [IN AED]

FOR AY 2013-2014 (2 Months Program)

PAYMENT	AMOUNT (IN AED)	REMARKS
Tuition Fees	2,000.00	Fees per course inclusive of book rental

CASH PAYMENT

S. NO.	App & 1st Inst Fee	NO. OF COURSES	RATE/COURSE	TOTAL	PAYMENT MODE	
					1 ST INST	2 ND INST
1	6,000.00	7	2,000.00	20,000.00	12,000.00	8,000.00
2	6,000.00	6	2,000.00	18,000.00	12,000.00	6,000.00
3	6,000.00	5	2,000.00	16,000.00	12,000.00	4,000.00
4	6,000.00	4	2,000.00	14,000.00	12,000.00	2,000.00
5	6,000.00	3	2,000.00	12,000.00	12,000.00	-
6	6,000.00	2	2,000.00	10,000.00	10,000.00	-
7	6,000.00	1	2,000.00	8,000.00	8,000.00	-

NOTE: Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in advance on an annual basis.

TERMS & CONDITIONS:

1. The MQP fee @ AED 2,000/- per course has to be paid over and above the Application & First Installment Fees of the Main Program.
2. Student must be registered for the MBA programs before commencing MQP courses. Kindly refer to MBA Fees Structure for further information.
3. The MQP fee is inclusive of rental books.
4. MQP challenge exam fee, if applicable, is **AED 500/-**.
5. The fee installments would be specified in the Invoice given to student before the commencement of program and would depend on the no. of MQP courses to be taken by student.

6. The student has the option of paying the full fees in cash or paying the First Installment in cash and the remaining installment in PDC (Post Dated Cheques) which have to be deposited at the time of admission.
7. Registration Fee of **AED 500/-** is required for those who enrolled as short course only
8. Late payment of tuition fee will be subject to penalties which would be as follows:
 - AED 10/- per day from the 11th of the due month
9. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program; the following criteria apply:
 - CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 - CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 - CGPA 2.0 to 2.49 – Challenge Exam (**AED 500/-** per course) as per policy

Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory

MBA QUALIFYING PROGRAM (MQP)

[IN USD]

FOR AY 2013-2014

(2 Months Program)

PAYMENT	AMOUNT (IN USD)	REMARKS
Tuition Fees	550.00	Fees per course inclusive of book rental

CHEQUE/CASH PAYMENT

S. NO.	App & 1st Inst Fee	NO. OF COURSES	RATE/COURSE	TOTAL	PAYMENT MODE	
					1 ST INST	2 ND INST
1	1,645.00	7	550.00	5,495.00	3,570.00	1,925.00
2	1,645.00	6	550.00	4,945.00	3,295.00	1,650.00
3	1,645.00	5	550.00	4,395.00	3,020.00	1,375.00
4	1,645.00	4	550.00	3,845.00	2,745.00	1,100.00
5	1,645.00	3	550.00	3,295.00	2,470.00	825.00
6	1,645.00	2	550.00	2,745.00	2,195.00	550.00
7	1,645.00	1	550.00	2,195.00	2,195.00	-

NOTE: Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in advance on an annual basis.

TERMS & CONDITIONS:

1. The MQP fee @ USD 550/- per course has to be paid over and above the Application & First Installment Fees of the Main Program.
2. Student must be registered for the MBA programs before commencing MQP courses. Kindly refer to MBA Fees Structure for further information.
3. The MQP fee is inclusive of rental books.
4. MQP challenge exam fee, if applicable, is **USD 140/-**

5. The fee installments would be specified in the Invoice given to student before the commencement of program and would depend on the no. of MQP courses to be taken by student.
6. The student has the option of paying the full fees in cash or paying the First Installment in cash and the remaining installment in PDC (Post Dated Cheques) which have to be deposited at the time of admission.
7. Registration Fee of **USD 140/-** is required for those who enrolled as short course only
8. Late payment of tuition fee will be subject to penalties which would be as follows:
 - USD 3/- per day from the 11th of the due month
9. As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program; the following criteria apply:
 - CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
 - CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
 - CGPA 2.0 to 2.49 – Challenge Exam (USD 140/- per course) as per policy

Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.

XX. REFUND POLICY

MBA REFUND POLICY 2013-2014

A. NON-VISA STUDENTS

i. DEGREE MAIN PROGRAM

- a. **Application Fee** – AED 1,000/- Non refundable / Non transferable
- b. **First Installment Fee** – AED 5,000/-
 1. AED 5,000/- refundable before the commencement of the program the student has enrolled.
 2. No refund is applicable after the commencement of the program even if the student has not attended the class or is yet to give TOEFL exam or result is still awaited.
 3. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay AED 1,000/- as postponement fee and new fee structure will apply. [not applicable for visa, visa-embassy letter & international students]
 4. Student registering after the commencement date of the intake, in such cases there will be no refund applicable under any circumstances
 5. 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.
 6. If a student fails the TOEFL/IELTS exam after commencement of the class and wishes to discontinue, no refund will be applicable.
- c. **Tuition Fee**
 1. The tuition fee will be calculated till the date of official cancellation by the student or their guardian.
- d. **Scholarship/Fee Waiver/Recommendation**
 1. If student is on any scholarship/waiver, the same is applicable only if student completes the degree. 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]**
- a. **Application Fee** – AED 1,000/- (Non refundable / Non transferable)
 - b. **First Installment Fee** – AED 5,000/- [Applicable towards the Degree Program]
 1. **PASS:** If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
 2. **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/- will not be refunded
 - If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay AED 1,000/- as postponement fee and new fee structure will apply.
 - 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. **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. However, new fee structure will apply for the main program.
 4. **FAIL:** If a student fails the TOEFL/IELTS exam and wishes to discontinue before the commencement of the class, the First Installment fee of AED 5,000/- can be refunded. Once the class has started no refund applicable.
 - c. **Tuition Fee**

The tuition fee will be calculated till the date of official cancellation by the student or their guardian

B. VISA STUDENTS – INTERNATIONAL

- i. **DEGREE MAIN PROGRAM**
- a. **First Installment Fee** – USD 3,315/- Non refundable / Non transferable
 - b. **Visa Fee** – USD 1,510/- Non-refundable / Non-transferable
 1. If a visa is rejected by the Immigration and Naturalization authorities, the University will retain the first installment fee and refund the remaining fees.
 2. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the 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
 3. If the student cancels the degree program after the visa is applied there will be no refund of visa fee as well as the First Installment fees.

4. Visa charges are 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.

c. Hostel

1. Once hostel is booked and the student wishes to cancel, student is liable to pay for the complete year.

d. Tuition Fee

1. If a student cancels before the commencement of the degree program the fee paid towards tuition (installments) will not be refunded. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.
2. 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.
3. Once the student has come & attended the class, no postponement will be allowed.
4. If the student fails the TOEFL exam and wishes to discontinue, the University will retain the first installment fee along with visa and TOEFL exam fee and refund the remaining fees (passport guarantee & hostel deposit).

e. Scholarship/Fee Waiver

1. 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. **PASS:** If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
2. **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 3,315/- will not be refunded.
 1. 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.
 2. 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. **FAIL:** If a student fails the IELTS/TOEFL exam and wishes to discontinue, no refund applicable.

AIPC Program + Maths Crash Course - In case, the student fails any of the placement tests, first installment payment will be adjusted towards the fee for the Foundation program. It could be Foundation for English proficiency (AIPC) or Maths or both. The student will have to pay the First installment fee of the Main Program on completion of the Foundation Program.

C. VISA STUDENTS - LOCAL / VISA-EMBASSY LETTER CASE FROM SUC

i. DEGREE MAIN PROGRAM

a. Local Visa Case

1. Application Fee - AED 1,000/- Non refundable / Non transferable
2. First Installment Fee - AED 5,000/- Non refundable / Non transferable
3. 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.
4. 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
5. 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.
6. Visa charges are fully non-refundable once visa is filed to Immigration Authorities (subject to change as per Government rules and regulations). Postponement to the next intake will not be allowed.
7. 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
8. 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.
9. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.

b. Visa-Embassy Letter Case

1. Application Fee - AED 1,000/- Non refundable / Non transferable
2. First Installment Fee - AED 5,000/- Non refundable / Non transferable
3. If the student is granted a visa based on the letter issued by SUC, no refund of fees paid till First Semester is applicable.
4. 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. If the visa is rejected and student wishes to discontinue and returns the original visa/embassy letter issued by SUC, the fees paid excluding the First Installment Fee will be refunded.
6. 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
7. 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.
 1. Once visa letter issued by SUC has been used, postponement to the next intake will not be allowed.
 2. If the student does not attend any class for 3 consecutive weeks from the commencement of the class, SUC has the right to cancel/revoke the letter issued with the concerned authority.
8. If a student cancels AFTER the commencement of the degree program, any advanced installment paid will be non-refundable.

ii. FOUNDATION PROGRAM [AIPC]

- a. **Application Fee** - AED 1,000/- (Non refundable / Non transferable)
- b. **First Installment Fee** - AED 5,000/- [applicable towards the Degree Program]
 1. **PASS:** If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
 2. **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
 - 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.
 - 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, no refund applicable.

- e. **First Cheque Payment: AIPC Program + Maths 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. It could be Foundation for English proficiency (AIPC) or Maths or both. The student will have to pay the First installment fee of the Main Program.

MQP REFUND POLICY 2013-2014

(IN AED)

- i. **Application Fee** – AED 1,000/- (Non refundable / Non transferable)
- ii. **First Installment Fee** – AED 5,000/- [Applicable towards the Degree Program]
 - a. **PASS:** If a student successfully passes the MQP Program and wishes to join the degree program the first installment fee will be transferred
 - b. **PASS:** If a student successfully passes the MQP Program and does not wish to continue with the degree program, the first installment fee of AED 5,000/- will not be refunded
 - 1. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay AED 1,000/- as postponement fee and new fee structure will apply.
 - 2. 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 MQP Program 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 MQP Program and wishes to discontinue no refund applicable.

MQP REFUND POLICY 2013-2014
(IN USD)

- i. First Installment Fee – USD 4,660/- [Applicable towards the Degree Program]**
 - a. PASS:** If a student successfully passes the MQP Program and wishes to join the degree program the first installment fee will be transferred
 - b. PASS:** If a student successfully passes the MQP Program and does not wish to continue with the degree program, the first installment fee of USD 4,660/- cannot be refunded
 - 1. 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.
 - 2. 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 MQP Program and wishes to repeat the course, the first installment fee of USD 4,660/- will be transferred to the degree program. New fee structure will apply.
 - d. FAIL:** If a student fails the MQP Program and wishes to discontinue, no refund applicable.

XXI. SCHOLARSHIPS & FEE WAIVER

SUC scholarship funds helps to provide the means to attend University College and the opportunity to realize the dreams of students who are not in a position to bear the total expenses of BBA programs. SUC offers scholarships approved by the scholarship committee. The members of the scholarship committee are as follows:

- Dean
- HOD – Finance Department
- Registrar
- HOD – Administration and Examination Department
- HOD – Marketing Department

A. SCHOLARSHIP FOR CURRENT STUDENTS

Students who are pursuing their full time BBA Program at SUC are termed as current students, a current student becomes eligible for the above scholarships only once the registration fee is cleared and students joins the program. Current students can avail scholarships in the under mentioned categories:

i. **Need based scholarship**

Need based scholarships are awarded to continuing students, who are from educationally, socially disadvantaged backgrounds. An applicant must show financial need and must produce adequate and supporting evidence to claim the same. Need based scholarship awards range from AED 3,500/- to AED 5,000/- (working scholarships) and AED 2,500/- to AED 3,500/- for (non- working scholarships) and is applicable only for one academic year. The award should be renewed every academic year as long as the student is in good academic standing and continues to demonstrate financial need and is subject to the approval of the committee. Only students who are admitted to the University College doing a full time degree course will be considered for this type of scholarship.

ii. **Toppers award**

The scholarship fund each year awards the toppers who top in their respective majors each financial year. The maximum amount that can be offered to each candidate is AED 2,500/-. The criteria for toppers award is based on the academic standing of the student in an academic year. The evidence of this is the toppers list published by administration department and transcripts issued by them.

- a. A student in his / her study duration is eligible for either a fee waiver or scholarship.
- b. Fee waiver is granted only before commencement of the intake and is a onetime grant.

iii. Student trainee salary

Appointment of trainee's is the preview of HRD which will be done after taking into account the needs of concerned departments and thereafter will evaluate the no. of hours required by the trainee to work in a day. For the approval of appointing the trainee in a department the following steps will have to be followed:

- a. Concerned HOD will file a requirement including the job description and reporting format of the trainee to HRD.
- b. Upon receiving the details from HOD, HRD will evaluate and confirm the requirement to be genuine and thereafter review the CV's in the current student database as well as advertise the opening in SUC.
- c. HR department will submit the short listed CV's to the HOD for review and thereafter conduct initial interviews. Once the initial interview has been done the complete requirement submitted by the concerned department with job description and reporting format of the trainee and short listed candidates CV's will be forwarded to Dean for final approval and final round of interview.
- d. Once the trainee has been selected HRD will carry a complete orientation and induction of the trainee as well as intimating the Finance department with details of the contract and information to other concerned departments

CRITERIA FOR AWARDING SCHOLARSHIPS

- i. Duly filled form (which needs to be taken from finance department after the start of classes, i.e. Fall every year (July & Sept intakes)
- ii. A request letter detailing the need to avail the scholarship fund.
- iii. Marks/Grades of the last exam undertaken.
- iv. Salary certificate of the parent/ guardian who is to Support the student.
- v. Bank statement of the parent/ guardian showing the accounts of the last six months.
- vi. Recommendation letter from DEAN regarding status of the student.
- vii. The selected forms are scrutinized by the scholarship committee and recommend the amount and the duration of the scholarship.

B. SCHOLARSHIP FOR PROSPECTIVE STUDENTS

SCHOLARSHIP / FEE WAIVER 2013-2014				
MBA [LOCAL]				
AED 85,000.00				
SNO.	TYPE	%	FEE WAIVER	NET FEES
1	Merit Based	9.20%	AED 5,800	AED 79,200
2	Need Based	6.30%	AED 4,000	AED 81,000
3	SUC Alumni	10.3%	AED 6,500	AED 78,500
4	Sibling	10.3%	AED 6,500	AED 78,500
5	Industry	4.76%	AED 3,000	AED 82,000
6	Government/Bank (UAE Local)	10%	AED 6,300	AED 78,700
7	Government/Bank (Expatriate)	8%	AED 5,040	AED 79,960
8	Staff Relation	25%	AED 15,750	AED 69,250
9	Grant by COEC	DISCRETION		
MOUs				
10	Consulate/Embassy/Club/Church/ Association/ Corporate/Government/ Semi-Government/Bank MOU	15%	AED 9,450	AED 75,550
		25%	AED 15,750	AED 69,250
		50%	AED 31,500	AED 53,500

GENERAL TERMS & CONDITIONS

1. Student is eligible only for one type of fee waiver
2. Fee waiver will be adjusted in the 3rd & 4th year of study.
3. Student wishing to get this included in monthly installment will be subject to approval from Finance Department).
4. If the student cancels his registration in between the semester, the fees will be calculated as per the original fee structure and the fee waiver granted will be revoked

XXII. 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:

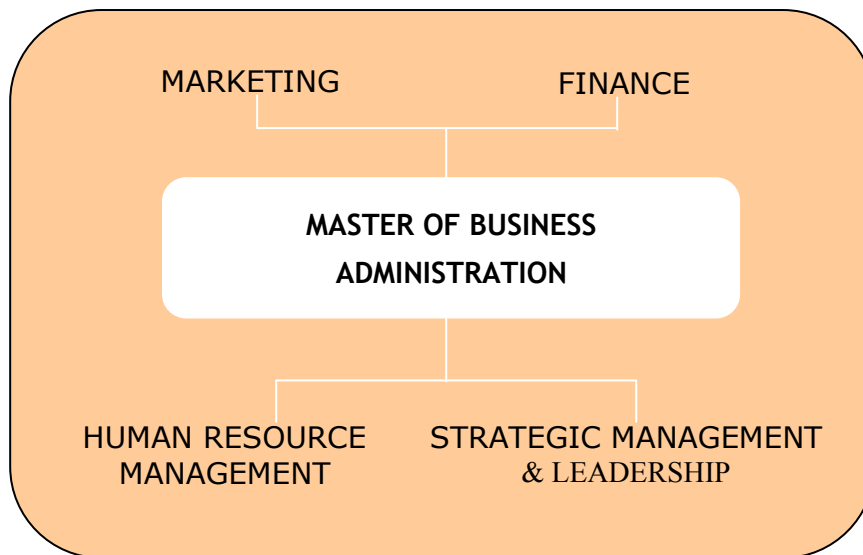
- i. Syllabus
 1. Credit hours
 2. Pre Requisites
 3. Course description
 4. Learning outcomes
 5. Course contents
 6. Academic strategies

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 four areas of their interest: Marketing, Finance and Human Resource Management and Strategic Management & Leadership 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	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

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

OBJECTIVES

Students will be able to:

- a. **Understand** the theoretical framework in corporate and financial institutions
- b. **Comprehend** various ethical practices and its implications in regional and global financial institutions
- c. **Apply** the principles, tools and techniques for financial decisions.
- d. **Analyze** risk and return for investment decisions
- e. **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	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.*

EMPHASIS ON STRATEGIC MANAGEMENT AND LEADERSHIP

INTRODUCTION

MBA Emphasis in Strategic Management and Leadership focuses on providing knowledge, skills and competencies to become a strategic leader in corporate, private or government organizations. The focus is on developing leadership skills that enables students to craft, execute, and lead a defined strategy that sustains the business or organization in the dynamic changing scenario. The emphasis provides an understanding about strategic risks and risk management to lead organizations proactively. The emphasis equips the student to drive innovation and creativity in organizations, as well as plan and direct incremental and transformational changes for organizational excellence.

GOALS

- a. Develop understanding of the concepts and theories of strategic management and leadership
- b. Develop an understanding of leadership strategies related to innovation and creativity in organizations
- c. Expose students to leadership strategies and experiences in leading and managing change
- d. Equip students with knowledge, concepts and techniques related to strategic risk management

OBJECTIVES

Students will be able to:

- a. **Compare** and **contrast** roles in strategic management and leadership
- b. **Develop** culture of innovation in an organization to solve complex issues
- c. **Analyze** risk and formulate effective organizational Strategies
- d. **Plan** and **lead** change in organizations

CODE	COURSES	PRE REQUISITE	CREDITS
SML 701	LEADING THROUGH CREATIVITY AND INNOVATION (E,P)	None	3
SML 702	STRATEGIC RISK MANAGEMENT (E,P)	None	3
SML 703	STRATEGIC LEADERSHIP (E,P)	None	3
SML 704	MANAGING STRATEGIC CHANGE (E,P)	None	3
TOTAL CREDITS REQUIRED IN EMPHASIS ON STRATEGIC MANAGEMENT & LEADERSHIP			12

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

XXIII. 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.

XXIV. 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

SML 704**MANAGING STRATEGIC CHANGE****3 CREDITS**

The course on Managing Strategic Change is designed to make students understand the foundations of change in organizations and its significance. This course is a balance between theory and practice to enable students in examining of key theories on change and their applications. The course will expose students to recognition and diagnosis of change with use of different models. The course will also highlight the importance of mentoring, coaching, training and development in managing change process including resistance. The student will be able to evaluate role of leadership and modes of intervention in shaping strategic change in an organization.

Pre-requisite: None

XXV. PROJECTED SEMESTER WISE & QUARTER WISE PLAN

PROJECTED SEMESTER-WISE PLAN FOR STUDENTS OF 2013-2014 INTAKE					
CODES	COURSES	SEMESTER WISE			
		FALL	SPRING	SUMMER	SPRING
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	Consumer Behavior			#	
MKT713	Supply Chain Management				#
MKT714	International Marketing Strategy				#
FIN721	Corporate Finance			#	
FIN723	International Finance				#
FIN724	Investment And Portfolio Management				#
HRM711	Performance and compensation Management			#	
HRM712	Legal Aspects of Human Resources				#
HRM713	Managing Diversity				#
SML701	Leading through creativity and innovation			#	
SML702	Strategic Risk Management				#
SML703	Strategic Leadership				#
MGM713	Strategic Management				#

**PROJECTED QUARTER-WISE PLAN FOR STUDENTS OF 2013-2014 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						#
SML701	Leading through creativity and innovation				#		
SML702	Strategic Risk Management					#	
SML703 / SML704	Strategic Leadership / Managing Strategic Change						#
MGM713	Strategic Management						#

XXVI. 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
- iii. Achievement of overall CGPA not less than 3.00, specifically in the courses of chosen emphasis area
- iv. It is important that in each Capstone course 'B' Grade must be achieved.
- v. Recommended for graduation by the Graduation Board.

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 Dean's List.

XXVII. GRADUATION HONORS

Upon meeting the MBA Program graduation requirements, students who have attained academic excellence will be awarded certificate of honors to recognize their academic excellence. To be eligible for these honors, a student must have a Cumulative Grade Point Average (CGPA) on credits earned at SUC program as per following:

Cum Laude	An average of 3.70 - 3.79
Magna Cum Laude	An average of 3.80 - 3.89
Summa Cum Laude	An average of 3.90 or higher

XXVIII. ORIENTATION TO STUDENTS

The administration department carries out orientation program for the MBA students every semester / quarter. The orientation program is to facilitate the first semester / quarter students to understand the policy procedure of SUC and settle down comfortably into the new environment. For second semester / quarter students the importance of orientation is to help them to progress smoothly in their academics and attain good standing in academics. From the third semester / quarter onwards, the orientation will be provided to understand the graduation requirement and help the students plan their future carriers. It also makes them aware about the developing soft skills, preparing CV and the importance of PSDP.

XXIX. ACADEMIC MENTORING

SUC has an effective academic mentor scheme that has helped the academic performance of students in the past. The objective of academic mentor is to help students 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 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.

The following are the goals of the Academic Mentor scheme:

- i. Monitoring the progress of the students continuously.
- ii. Implementing and communicating information about academic policies, procedures and graduation requirements.
- iii. Assisting students in clarifying their academic goals and objectives.
- iv. Providing individual and/or group advising opportunities to assist students in achieving academic success.
- v. Making referrals and directing students to appropriate academic support units and resources.
- vi. Demonstrating a high level of professionalism and consistently maintaining confidentiality in advising/ counseling matters.
- vii. 5% of attendance is reserved to the academic meeting with the mentor

A. MBA ACADEMIC MENTOR PROCESS

Each student will be assigned a Mentor by the Dean. The student will meet with his/her mentor to develop a plan of study based on their prior education and work experience, career goals, and individual needs. The mentor will assist the student in assessing whether he/she has met the prerequisite course requirements to be fully admitted to the program or needs to complete additional coursework prior to full admittance. The resulting academic plan will be submitted to the Dean for approval / disapproval. After approval, the student will receive a copy of the approved plan of study and a copy will be placed in the student's file for future reference.

B. 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.

C. STUDENTS' RESPONSIBILITIES

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

1. Make an effort to get to know their mentor.
2. Maintain an academic advising and career-planning file.
3. Know the degree requirements and other relevant academic policies and procedures.
4. Complete academic requirements in a timely manner.
5. Initiate timely career and academic inquiries and discussions with mentor.
6. Make regular progress in appointments and also meet mentor for assistance when questions or problems arise.
7. Prepare a list of questions or concerns prior to meeting with the mentor.
8. Be considerate to the advisor's schedule of mentor appointments and arrive promptly.
9. Take responsibility of their decisions.
10. Provide regular feedback of Academic mentor scheme and the mentor.

D. STUDENT FEEDBACK

60% attendance is required for the feedback.

XXX. ACADEMIC TERMS & POLICIES

A. CREDIT HOURS

Credit hours refer to one lecture hour per week lasting for fifteen [15] weeks for a weekday program and Nine [9] weeks for weekend program.

B. PERIOD OF STUDY

Students enrolled for a MBA Program must complete their program by earning 36 credits in 18 months time. The maximum credit a student can appear for graduating is 54 credits (i.e.36+18) credits within a maximum duration of 27 months (i.e. 18+9) months.

C. GRADE POINT AVERAGE

Grade Point Average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each semester (semester GPA), for all hours attempted at the SUC (cumulative GPA).

D. STUDENT EVALUATION & GRADING SYSTEM

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4.00	Excellent
B+	85-89	3.5	Very Good
B	80-84	3.00	Good
C+	75-79	2.5	Satisfactory
C	70-74	2.00	PASS
D	60-69	1.00	FAIL
F	Below 60		FAIL
W			Withdrawal
I			Incomplete

GPA/SCGPA/CGPA Calculation

Grade Points		Credit Hours		Total
A - 4	x	3	=	12.0
B+ - 3.5	x	3	=	10.5
C - 2	x	3	=	06.0
		9		28.5

		Grade Points x Credit Hours	
GPA/CGPA	=	<hr/>	
SGPA		Total Credit Hours	
		28.5	
GPA/CGPA/SGPA	=	<hr/>	3.16
		9	
CGPA	=	3.16	
GPA	- Grade Point Average		
CGPA	- Cumulative Grade Point Average		
SGPA	- Semester 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: **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.

i. QUANTITATIVE REQUIREMENTS (QUANTITY OF ACADEMIC WORK COMPLETED)

Student must complete at least 67% of all credit hours attempted. An attempted credit hour is defined as, any course that the student has enrolled for, in the semester. Successfully completed credit 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.

1. PROBATION/WARNING

Student is placed on probation at the end of a given semester if s/he does not meet the minimum requirements as per the information provided in sections (i) & (ii) above; the student is expected to improve his academic performance during the next semester. In case the student does not improve, he is put into suspension for the next semester.

2. SUSPENSION

In case the student is unable to improve the performance in spite of the probation, he/she will be placed on academic suspension.

Students on suspension status will be counseled by their respective mentors to appeal with the Student Services Department for allowing them to continue their studies during the suspended semester. The Satisfactory Academic Progression (SAP) committee may allow the student to repeat courses according to their academic profile to provide the student an opportunity for grade improvement with a relaxed pace. The suspension period must be used for extra help to the student in form of tutorials to achieve 'Good Standing' as per sections (i) & (ii) above.

3. *DISMISSAL*

In case the student has not achieved 'Good Standing' as per section (i) & (ii) above after the suspended semester, the student shall be dismissed.

F. **ACADEMIC INTEGRITY**

i. **Procedures And Disciplinary Actions For Plagiarism And Other Academic Offences**

The following are the academic offenses recognized by the SUC and could have been committed at any level of MBA program and for all academic activities including assessments, midterm and final examination.

a. **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.

b. **Presenting False Credentials**

It is an act of submitting misleading certificates / documents / information like presenting false medical excuses; change of identity; presenting falsified certificates.

c. **Cheating**

1. Using material not permitted by the faculty during exams, including stored information on electronic devices.
2. Copying answers from another student on exams or assignments.
3. Altering graded exams or assignments and submitting them for re-grading.
4. Submitting the same paper for two classes.
5. Altering exam answers and requesting that an exam be re-graded.
6. Cooperating with or helping another student.
7. Fabricating information such as data for a computer lab exam.
8. Other forms of dishonest behavior, such as having another person take an exam in your place.

d. **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.

e. Collusion

1. Is an agreement between two or more persons when not allowed.
2. The work that has been done with others is submitted and passed off as solely the work of one person.
3. Working with others without permission from your faculty to produce work which is then presented as your own independent work.

f. 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. Fabrication predominates in the natural sciences, where students sometimes falsify data to make experiments "work". It includes data falsification, in which false claims are made about research performed, including selective submitting of results to exclude inconvenient data to generating bogus data.

g. 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.

h. 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.

ii. Inquiry Case Of Suspected Academic Offenses (As Defined Above)

- a. When a student is suspected of academic offenses, the Administration and Examination department arranges an investigatory interview by an investigating team appointed by Dean. The minutes are recorded by a member of the investigating team.
- b. The allegation is fully explained and the student is allowed to have his/her say to defend himself / herself and explain the situation.
- c. The investigating team will submit its recommendation along with the minutes of investigation interview to the office of Dean & REGISTRAR.
- d. The Dean in consultation with REGISTRAR & Head – Admin & Exam will advise appropriate action, based on recommendation of the investigating team. The decision of the Dean cannot be challenged or reviewed
- e. Unfair means students will not be included in the toppers or Founder President list.

iii. The Following Are The Courses Of Action That May Be Recommended Based On The Severity Of Offense:

- a. A strict warning to be issued to the student against committing academic offense in future and impose deduction of marks on the piece of assessment excluding midterm and final examination.
- b. Record a mark of zero for the piece of assessed work or examinations.
- c. Record a mark of zero for every assessment made within the course.
- d. Record a mark of zero for every assessment mode for all courses during the concerned academic year.
- e. Debar from the University for the concerned academic year. Allow no re assessment or Re-course and no refund of tuition fees.
- f. Debar from the University. Allow no re enrollment and no refund of tuition fees.

G. 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.

H. RE-SIT/MITIGATION FINAL EXAMINATIONS

- 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+' 'C' 'D+' 'D' OR 'F' 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.

I. 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.

Step 1: Apply postponement through the student portal

Step 2: SSD will counsel the student and check the eligibility; forward the form to the concerned department for the approval

Step 3: the student account will be debited the applicable fees for the same

Step 4: the student name will forward to all the concerned department to de-activate from the current semester due to postponement

Step 5: the name will be forward to the re-activation status sheet for the forthcoming semester for the follow-up.

Step 6: Approved application will forward to registration officer for the postponement.

J. CANCELLATION

- i. Student who wishes to cancel registration should fill up the cancellation form with the Administration after giving an exit interview.
- ii. The form is then forwarded to the Academic Advisor for their comments.
- iii. The form is then forwarded to each of the following departments:
 - a. Marketing & Registration Department for their comments.

- b. Finance department for checking whether the student's account is cleared.
 - c. Library to check for any pending books to be returned.
 - d. Computing department will de-activate the portal and email address.
 - e. Human Resource Department for the verification of the student visa status.
 - f. Administration department for the comments and pass credit note if applicable.
 - g. Meeting is arranged with the Dean & Registrar
- iv. The form will then be returned to the administration department for updating student database.
 - v. In case of readmission applicable fee has to be paid for re-registration.

K. REACTIVATION

The students who are in the category of Postponement, Temporary Cancellation, not meeting the academic standing in a particular semester are required to re-activate by enrolling in the courses offered in the next semester.

Step 1: Student will fill up the re-activation from SSD

Step 2: SSD will counsel the student forward the form to the concerned department for the approval

Step 3: SSD will issue new graduation plan and invoice to the student

Step 4: the student name will forward to the entire concerned department to re-activate

Step 5: Approved application will forward to registration officer for the re-activation.

L. 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 allocated to a course.

The SUC acknowledges that individual circumstances may prevent a student from attending class or classes. It is the SUC's policy to excuse the absence of students that result from the following causes: illness of the student, accident, death in family, an official out station trip in which case proof to be submitted to the SUC which includes copy of passport, air ticket and a letter from the company; participating in SUC activities, at the request of SUC 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 65% 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 from 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 - Admin & Exam 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 resit examination subject to the committee's decision; however they are required to pay the resit exam fee and resit policy would apply for grade.
- iv. Student having less than 50% are not eligible for the final exam or resit exam and has 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 advisor & 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 is 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.

M. TEST AND EXAMINATIONS

i. Mode of Assessment

A student's performance is assessed in each registered course out of 100 percent marks. Mode of assessment is decided by faculty and specified in the class schedule. It is communicated to students in the first day of the class.

The pass mark for MBA in a course is 70% marks or grade C for CAPSTONE course 80% marks or grade B is required.

Students shall be required to submit themselves for formal examination at times specified by the faculty and / or Head - Admin & Exam department.

Absence or non-submission of assessments shall result in failure unless valid acceptable reasons are made evident by the student with the help of documents within stipulated time. No mitigation is normally accepted for late assignment submission (Refer mitigating circumstances).

ii. Exam Schedule

1. Semester-wise Mid-Term and Final Examinations schedules will be announced by the first week of the start of each semester.
2. The schedules will be available on the Examination Notice Board as well as on the student portal.

iii. Assessment Reporting System

1. Tutor based.
2. Faculty will notify number and mode of continuous assessments and hand over the dates for the same prior to the start of a course to students and Examination Office in writing.
3. Faculty members are required to specify the nature of midterm and final examination (including re-sit final examination) prior to the start of a course.

iv. Eligibility For Appearing In An Examination

The eligibility to appear for examinations is guided by the attendance policy, monitored by the administration department.

v. Examination Arrangements

Examination arrangements will be done by the examination department, examination

schedule will be released prior to the start of the class based on the student strength. Normally the conduct of exam will be as follows: 1915 hrs to 2115 hrs.

Following are the exams conduct in a semester:

1. Final Exam
2. Resit Exam
3. Mitigation Exam

vi. Hall Ticket

Hall ticket is the exam admission slip issued for the students to appear mid-term, Final & Mitigation exam. Student has to carry the hall ticket and produce on demand in the examination hall. It contains Student name, program, dob, gender, photo, course ID, student ID, Exam date, course code and course name

vii. Quality Check of exam paper

Quality check is the process of evaluating the standard of the exam paper by a subject expert that meets the learning outcome requirement pertaining to the course. It is carried out 2 weeks prior to the conduct of the examination. All question papers are administered only after duly approved by the HOA.

STUDENT RECORDS

The documents being maintained in SUC will normally fall in three categories viz:

- A. ADMINISTRATIVE RECORDS
- B. ACADEMIC RECORDS
- C. FINANCIAL RECORDS

Each of the above maintained separately.

Note: All the above documents will be maintained as student file till graduation and thereafter the documents are converted into PDF file and stored in electronic archive, hard copies of the documents will be completely destroyed after four years from the date of graduation

A. ADMINISTRATIVE RECORDS

Administrative records comprise of the personal profile of each and every student of SUC and consist of the following:

a. **Enrolment Form**

Each student fills up the enrollment form at the time of registration. The form lists the personal information, passport and visa details, the major area of the program the student has opted for, educational qualifications, work experience, registration payments, the terms and conditions on which the admission is given. Once the result of the entrance examination is available, the administration department updates the file. This document is maintained only till the student qualifies for and attends the graduation ceremony.

b. **Directory Information**

The directory information consists of data regarding the address, telephone number, mobile number, email address etc. This record is stored electronically soon after the student is registered. It is also available as a hard copy in the enrolment form. The record is updated as and when the student informs of a change. Normally, this information is also updated every year by floating an address update form.

c. **Record Of Entry Level Qualifications**

A copy of the higher secondary school certificate is maintained in the personal file of the student. While accepting this document, the student is required to show the original certificate to SUC officials, who verify and attest the copy of the certificate.

d. **Results Of Personality And Interest Tests: (Optional)**

A record of the results of the personality and interest tests are kept in the Administration Dept. The record will be maintained till the student graduates.

e. **Record Of Discipline**

In case the student has been involved in any incidents of indiscipline, a record of the incident is kept in the student's personal file.

f. **Attendance Record**

The student's attendance is recorded in the system through software.

g. **Letter Of Admission:**

A copy of the letter of admission and the fee payment schedule is filed in the personal records of the student.

h. **Copy Of Passport:**

A copy of the passport along with the visa information is filed in the personal record of the student.

i. **Miscellaneous Documents:**

Copies of letters issued to the student, proof of mitigation and any other correspondence with the student, are also filed in the personal file of the student.

j. **Graduation Information And Copies Of Transcript**

Copies of all transcripts issued to the students, grade warnings, letters of probation and suspension if any, and the graduation information forms a part of the academic profile, which is filed in the personal file of the student.

k. **Accessibility To The Records**

Only the following personnel have an access to the records unless specified by the student:

1. Founder President
2. COEC
3. Dean
4. Registrar
5. Head of Academics
6. Head – Admin & Exam Department
7. Administrative Officers
8. Filing Clerk in the Administration Department
9. MOHESR Officials

B. ACADEMIC RECORDS

The Administration Department maintains the academic records of each student. The records comprise of the following:

a. **Curriculum Requirement**

Students enrolled each year follow a particular curriculum. The administration department keeps a record of the applicable curriculum. The record is transferred to the electronic archive after the student graduates.

b. **Details Of Transfer Of Credits**

All documents related to the transfer of credits such as the transcripts, course description, and the details of accepted transfers, are kept with the administration department for each such student. The details of transfer of credits accepted are transferred to the student's electronic records.

c. **Details Of Courses Undertaken And The Grades Awarded**

As and when the student takes the courses, and, appears for the examinations, his/her

profile is updated in the software. The details of credits undertaken and the grades awarded, the GPA and the CGPA of the student is available through the software. The record is transferred to the electronic archive once the student graduates. These records are very important since the student's performance and graduation depends on the accuracy of such records. It is the responsibility of the Administration and Examination Department to maintain accurate records.

d. Hard Copies Of Transcripts Issued, And, The Degrees Awarded

A grade report is issued to each student at the end of every semester. A consolidated grade report is filed in the student file at the end of the academic year. Official transcript will be issued only with the Degree.

However a student may request for interim transcripts by paying the necessary fees. A copy of every issued transcript is kept in the student's personal file. The hard copies of degrees are retained by the administration department for a period of four years after the student graduates from the SUC, thereafter, the copies are destroyed.

e. Copies Of Coursework / Examination Scripts:

The Examination Department retains the examination scripts for a period of one year after the declaration of the results after which they are destroyed.

f. Accessibility To The Records

Only the following personnel have an access to the records unless specified by the student:

1. Head - Admin & Exam Department
2. COEC
3. Dean
4. Founder President
5. Registrar
6. Head of Academic
7. Academic Advisor [BBA] of the Student.
8. The Staff working in the Examination Department

C. FINANCIAL RECORDS

Records of all financial affairs related to a student including the total fees payable, installments paid, any fee reductions, scholarships awarded, and the current balances are maintained by the Finance Department. The main document related to the student is the ledger that is stored electronically and transferred to electronic archives as a permanent record.

a. **Accessibility To The Records**

Only the following personnel have an access to the records unless specified by the student:

1. Founder President
2. COEC
3. Dean
4. Registrar
5. Head of Academics
6. Head – Finance Department
7. Head – Admin & Exam Department
8. The Staff in the concerned department
9. MOHESR Officials

b. **Method Of Keeping And Destroying Records**

All physical documents related to students are kept in fire-proof cabinets with proper locking system. All documents that need to be destroyed are put through paper shredder.

c. **Electronic Database And Backups**

The student directory, course information, attendance, all assessment records are kept in electronic records in a centralized manner. The accessibility of these records is limited to SUC's administrative staff with an access password. An automatic back-up of the database will be taken on a semester basis on a DVD and will be transferred to bank locker. These records will be kept for an indefinite period.

d. **File Scanning**

All files of registered students of SUC are maintained as soft copy. Once the final registration is complete the student records are scanned and a soft copy of the same is maintained and the backup is stored at the appropriate secured places as per backup policy, to enable SUC retrieve the information during emergency contingency.

e. **Updating Student Data**

Any change in the student's personal details should be updated by filling up by student data update form. This form is available in student portal upon student request the data is updated in the computer as well as student personal file. The students are solely responsible in providing the updated data. This data is mostly used for the communication between SUC and the students. Dependent & Non-Dependent students must submit the correct guardian details to the SUC.

- f. **Student VISA/Passport/Emirates ID Expiry Check**
Registration department regularly carries out verification of data in order to assess the expiry dates of documents required to stay in the country so that renewal of these documents can be undertaken within the specified time limits. The registration department informs the concerned department and students regarding the status at least 6 months before the date of expiry.

- g. **Reconciliation of Active Student List**
Registration department reconciles the active student list with the finance department on a monthly basis so as to assess the exact number enrolled in SUC and follow-up for the necessary action.

- h. **Audit of Graduate File**
On completing the graduation requirement and the student is eligible for the award of the degree the registration department carries out a thorough check of graduation candidacy status sheet and cross checks with the concerned departments for declaring the student eligible for the award of degree. Any incompleteness found during the audit the student is informed to fulfill the requirement to be able to qualify for receiving the degree.

STUDENT REQUESTS

Any student request which comes through the due process will be segregated and the request is sent to the respective departments to fulfill the student request within the policy framework of SUC. The response will be sent to the students within 48 hours. The response time for issues relating to external agencies varies based on the time taken by these agencies.

A. LEAVE APPLICATION

Student who wants to avail leave during the ongoing semester should fill the leave request form available with student portal. All leave applied must be approved by the Registrar.

Step 1: Apply leave application through the student portal

Step 2: submit the supporting document [proof] to SSD

Step 3: the document will forward to registrar for the approval

Step 4: Approved leave application may be considered during the attendance committee meeting for the eligibility of appearing the examination

B. CHANGE OF CLASS TIMING

Students willing to shift their classes from Morning to Evening or Weekdays to Weekend or vice-versa should fill up the request form available with the Administration Department citing reasons along with the evidence. 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.

Step 1: Apply change of class timings through the student portal

Step 2: submit the supporting document [proof] to SSD

Step 3: the document will forward to Head for the approval

Step 4: Approved application will forward to registration officer for the shifting of class timing.

C. CHANGE OF EMPHASIS

Students may change their Emphasis by filling the transfer form available with student portal along with the applicable fee as follows.

- i. Change of Emphasis in the 1st SEMESTER/QUARTER – As per fees applicable
- ii. Change of Emphasis in the 2nd and 3rd SEMESTER/QUARTER – As per fees applicable
- iii. Change of Emphasis in the 4th SEMESTER/QUARTER – As per fees applicable

Step 1: Apply change of emphasis application through the student portal

Step 2: SSD will counsel the student and forward the form to the concerned department for the approval

Step 3: the student account will be debited the applicable fees for the same

Step 4: Approved application will forward to registration officer for transfer the emphasis

D. WITHDRAWAL OF COURSE

Withdrawal of a course can be done within the first week of a semester without paying any charges and the withdrawn 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.

- Step 1: Apply withdrawal application through the student portal
- Step 2: SSD will counsel the student and forward the form to the concerned department for the approval
- Step 3: the student account will be debited the applicable fees for the same if any;
- Step 3: SSD will issue new graduation plan and invoice to the student
- Step 4: Approved form will forward to registration officer for withdrawing the course.

E. ADDITION OF COURSE

A student who wants to take up 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 major, an additional charge will be applicable to the student as per the policy. Maximum load allowed to the student will be 12 credits for MBA.

- Step 1: Apply addition of course application through the student portal
- Step 2: SSD will counsel the student, and check the eligibility for the addition of course.
- Step 3: SSD will check the graduation plan and invoice; for any additional fees. If any additional fees required then new invoice will be issued to the student.
- Step 4: Approved application will forward to registration officer for the addition.

XXXI. STUDENT GRIEVANCE

A. ADDRESSING GRIEVANCE:

The SUC realizes the importance of having a system in order to address and deal with student dissatisfaction. Constant efforts are taken to minimize errors and avoid repetitions of problems related to academic and non-academic services. In case the counselor is unable to resolve the issue then the student can appeal to the registrar.

i. **Complaint Address Process:**

A student is required to lodge a complaint/suggestion either in person or through their portal or mail. To submit a complaint, a student is required to lodge a complaint/suggestion either in person through their portal or mail. The file 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 next step in the pyramid [Figure -1] will be pursued for academics and academic support services [Figure -2]. Student grievance/complaints & suggestions are also addressed at the Class Representatives' meetings held twice a semester.

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

1. Procedures used to review and resolve complaints or grievances should be fair and conclusion drawn after hearing each point of view.
2. Confidentiality will be respected, unless the use of the information is authorized by law.
3. Complaints or grievances will be handled in a timely manner with achievable deadlines specified for each stage in the evaluation process.
4. The decision will be communicated to Students coordinator who in-turn communicates to the student.

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

ii. **Types of student grievances:**

a. **Academic grievances**

These are usually complaints or appeals against academic decisions. They include but are not limited to

1. Academic progression decisions.
2. Errors/discrepancies in the declared grades.
3. An unreasonable decision of a member of academic staff that affects an individual or a group of students.
4. 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. They include but are not limited to:

1. Administration of policies, procedures and rules by central administrative and student support groups, faculty members and departments
2. A decision by an administrative staff that affects an individual or groups of students
3. Access to SUC resources and facilities

XXXII. STUDENT APPEAL

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. Procedure is not in accordance with the current approved regulations.
2. Material and significant administrative error has taken place.
3. Unfair discrimination
4. Inconsistency of the decision
5. 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 Duration of Appeal

An appeal must be logged with the office of Head - Admin & Exam department within five working days of communication of a result. The appeal addressed to the Head - Admin & Exam department must be in form of written letter explaining – the appellants, case and highlighting the grounds on which the appeal is being made. Documentary evidence if available must be enclosed to support the appellant's case.

1. 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:

- a. Head - Admin & Exam Department
- b. Dean
- c. REGISTRAR
- d. Advisor
- e. Faculty Concerned
- f. Recording Secretary

At least three members are required to be present to constitute forum for a board. The student will be allowed to present his case. The board will communicate through the chair the decision of the appeal board in writing to the student. Decisions of the appeal board cannot be challenged or subjected to review.

XXXIII. STUDENT CLUBS AND COMMITTEES

SUC focuses on the overall development of the students through essential extracurricular and co-curricular activities at various levels.

SSD coordinates the formation of these committees and conducts the elections of student committee heads. New students are given a presentation about the committees, by Events Coordinator in the beginning of each academic year and interested candidates can fill up the committee registration form available with SSD or on the student portal. The committees' membership 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.

SSD is responsible for organizing the year round extracurricular activities on campus and coordinating for intercollegiate activities. Responsibilities include:

- i. To plan a yearly calendar of events and activities
- ii. To coordinate for necessary event-based technical and monetary support to students
- iii. To inform the administration department about attendance mitigation cases as per the institutional policy for students participating in extracurricular activities
- iv. To acknowledge student effort

A. RESPONSIBILITIES OF STUDENTS:

- i. To fill up the online committee membership form before deadline
- ii. To read various announcements related to events and activities on notice boards, portal and poster on a regular basis
- iii. To apply for participation in any event well before the announced deadline
- iv. To contact the Events coordinator if interested to get a platform to showcase their talent in any field
- v. To take prior permission from the SSD to use any of the SUC facilities for any extracurricular activities
- vi. To take prior permission from the SSD to miss any classes in order to practice for any event
- vii. To take prior permission from the SSD to stay back in SUC during afternoon break for any extracurricular activities

B. STUDENT CLUBS

Following are the active clubs at Skyline University College:

i. Dance Club

a. Purpose of the Club

The aim of the Dance Club is to provide an open and supportive environment for further enhancement of various dance forms, student choreography, and student performance. In addition, talent hunt would be conducted to discover new dancers.

It is an opportunity for graduate and undergraduate students to choreograph and perform dance pieces for their peers, faculty, and family. People of all backgrounds, cultures, majors, and genders are encouraged to participate.

b. Benefits of Joining the Club

1. Participation in University College's events and competitions as a dancer
2. Being in the spotlight!
3. Gaining additional skills and talents from other members by sharing

ii. Music Club

a. Purpose of the Club

The purpose of the Club is to foster and promote music and music interests. It aims to encourage an appreciation of good music on campus and in the community. The Club is devoted to the search of new talents and their development. It actively supports musical activities and musical development on campus such as composition of own tracks by the students, organizing Skyline Band and competing with other universities.

b. Benefits of Joining the Club

1. Enhance your singing talent
2. Be able to share your talents and abilities with fellow students and the community.
3. Be able to express your personality through music
4. Represent Skyline university talents in intercollegiate events

iii. **Drama Club**

a. **Purpose of the Club**

The aim of the Drama Club is to provide an opportunity for the students interested in theater to participate in all aspects of drama and enable them to stage dramas on their own. Students will be involved in all phases of play production such as performance, direction, design, technical support, backstage crafts, publicity, etc.

b. **Benefits of Joining the Club**

1. Participate in the University College plays
2. Develop and share your talent and skills in play production
3. Build strong social ties with fellow club members
4. Have fun!

iv. **Debate Club**

a. **Purpose of the Club**

The purpose of the Debate Club is to provide opportunities for students to build communication skills through practice and participation in intramural and interscholastic speech and debate competitions; develop and pursue excellence in public speaking and oration in Collegiate level. It aims to give club members practice in public speaking and to debate on various topics.

b. **Benefits of Joining the Club**

1. Builds self-confidence
2. Enhances public speaking skills and debate techniques
3. Develops decisive awareness and personality

v. **Community Service Club**

a. **Purpose of the Club**

The basic aim of this club is to enable students to give something back to the society in general. It will also help them to face reality and get a better understanding of the world around them thus helping in providing an overall education which does not limit itself just to classrooms.

Since most of the events get media exposure it will also be a way to promote Skyline College's efforts and interest in helping the unfortunate.

b. Benefits of Joining the Club

1. An added benefit of learning something new outside university books
2. A chance to feel the realities of the world
3. An opportunity to feel responsible about someone else other than yourself
4. An eye opening and life long experience

vi. Quiz Club

a. Purpose of the Club

A broad based knowledge in business, spanning a width greater than one's formal education, is a great asset to individuals in the modern society and in the modern job market. The aim of the BizQuiz Club is to awaken the interest of the students in a wide variety of business topics and motivate them to bring themselves up to date with the latest news and other emerging developments in the following areas; Business, Economics, Marketing, Accounting and Finance, Technology, Business History, Management Thinkers and UAE Economy.

b. Benefits of Joining the Club

1. A great way to keep your mind sharp and continually push yourself to the limits of learning capacity
2. Participation in intercollegiate and campus-wide Business Quiz competitions.
3. Utilization of university college resources
4. Sharing information with fellow students

vii. Art Club

a. Purpose of the Club

The purpose of the Art Club is to provide club members with different opportunities for creative expression. The members of the Art Club will share their artistic skills with the school community through such projects as scenery work for university activities and banners/posters for various events. The Art Club presents students with an opportunity to practice their artistic abilities, express themselves through art, and contribute to the school community.

b. Benefits of Joining the Club

1. Opportunity to display artistic skills and talents
2. Participation in artwork exhibitions and competitions
3. Recognition for excellent artwork and unique skills

viii. Alumni Club

a. Purpose of the Club

The goal of the Alumni Relations Club is to support the SUC's relations with its alumni. The members of this club will maintain the alumni database, contact alumni with news, updates and invitations to functions and events. They will participate in planning events for alumni such as Alumni Picnic, Alumni Cricket Match and Alumni Meet. The Alumni Relations Club will work closely with the Alumni Club Council in planning and implementing all planned activities.

b. Benefits of Joining the Club

1. Stay in touch with the alumni and provide an invaluable service of informing and inviting them to the SUC events and functions.
2. Help in organizing alumni-related events and participating in these events as a volunteer.

ix. Social Networking Club

a. Purpose of the Club

The mission of the Social Networking Club is to promote social networking between SUC students and faculty in order to create a close educational community. The members of this club will develop creative ways of promoting other clubs and Skyline University events through such social networking sites as Facebook, Twitter, etc.

b. Benefits of Joining the Club

1. Develop sense of belonging and close community with other students from Skyline
2. Help your university to gain publicity through social networking
3. Have a voice and make a contribution by making your opinions and ideas known to hundreds of other students and faculty.

x. Press Club

a. Purpose of the Club

The aim of the Media Club is to promote the SUC's image in the local and national media. The members of the Club will contribute articles about the life of Skyline University College to local and national newspapers. They will write press releases after major events. Video files or short films telling the story of Skyline can be created and uploaded on Youtube.

b. Benefits of Joining the Club

1. Express student's views and interests
2. Develop your talent in journalism and film-making
3. Enhance the value of the Campus experience
4. Promote the image of the university

xi. Green Club

a. Purpose of the Club

The mission of the Green Club is to raise awareness of the necessity of the environmental protection. The club will conduct various projects on campus and in the community to help preserve natural resources and educate students and general public of the benefits of the recycling, and water and energy conservation.

b. Benefits of Joining the Club

1. Make a long-lasting impact on the environment
2. Be involved in the service to your community
3. Better understand environmental issues
4. Educate other people on conservation methods

xii. Graduate MBA Network

Graduate MBA Network is a consortium of students and alumni of MBA and management programs of different universities in UAE. Graduate MBA network Executive council members will be students or alumni of MBA or management programs nominated and elected by members of the network.

A group of MBA students and their faculty from Skyline University College decided to form a network of graduate MBA students in the fall semester of 2011. After aggressively planning and initiating ideas about organizing a platform, where they could interact with their fellow graduate MBA students, and alumni of other Universities, and industry leaders in UAE, in spring semester 2012 they completed all arrangements for such a network formation. Skyline MBA students have made the first step in forming a network called – “Graduate MBA Network – UAE”. They have invited other regional universities offering accredited MBA courses to participate in the event along with many industry leaders and dignitaries.

xiii. Toastmaster Club

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice:

Members learn how to plan and conduct meetings. Members present one-to two minute impromptu speeches on assigned topics. Two or more members present speeches based on projects from manuals in Toastmasters’ proven communication and/or leadership programs. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion. Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.

‘Toastmasters’ produces results. Around the world more than four million men and women of all ages and occupations have benefited from Toastmasters training. Thousands of corporations, community groups, universities, associations and government agencies now use Toastmasters training.

a. Benefits of Joining the Club

1. Learn to communicate more effectively
2. Become a better listener
3. Improve your presentation skills
4. Increase your leadership qualities
5. Become more successful in your career
6. Build your ability to motivate
7. Reach your professional and personal goals
8. Increase your self confidence
9. Increase your leadership potential

C. STUDENT COMMITTEES

The various student committees at SUC are as follows:

i. Events Committee

Events committee is responsible to coordinate and organize year round events in the SUC. Also, this Committee will be responsible to coordinate the Inter-University activities and competitions. Committee head will be elected by the committee members and the chairperson would be the Events Coordinator.

The Events Coordinator along with the committee head (student) will be responsible for:

- a. Allocating staff and student for various events throughout the year
- b. To prepare the basic structure of all the events and communicate the same to the respective event heads
- c. Monitoring and participating in the regular meetings of the committee members for various events
- d. Assisting the event heads in the smooth flow of the events
- e. Coordinating for student participation in various Inter-University competitions
- f. Coordinating with the Finance Department for financial requirements of the Committee

ii. Newslines Committee: The SUC publishes “Newslines” magazine once in a year This publication involves contributions from students & faculty members and also highlights the year round activities. Students are permitted to work for the magazine for an academic year and re-appointment is subject to performance.

The committee shall comprise of:

1. Chairman (Faculty Member)
2. Students
3. English Faculty
4. SSD
5. In-house IT department

The Newline Committee shall be responsible for

1. The publication of the Newline.
2. For collecting and contributing articles (report on events / general)
3. Encourage students to contribute articles
4. Select and edit manuscripts
5. Plan the page layout
6. Proof read the draft copy
7. Circulate / distribute the final copy

- iii. Class Representative Committee:** The Class Representatives Committee consists of one representative elected once in a year from each class. Elected Class Representatives thereafter elect the President and Vice-President of the Class Representative Committee. The Class Representatives Committee also consists of HODs, Head of Advisor/Mentor and SSD.

Responsibilities of Class Representatives

1. To discuss student affairs, academic and academic support services related matters.
 2. Are solely responsible for the representation of respective student affairs and programs.
- iv. Notice Board Committee:** The committee is responsible to monitor and organize the regular updates of notice boards related to Extra-curricular activities, Education-Daily News Bulletin and My Corner (Student views and expressions). To creatively design the appearance of all notice boards. The committee consists of SSD and students as committee members appointed for a period of one academic year.

- v. **Sports Committee:** Sports Committee is responsible for coordinating various indoor and outdoor sports activities at Intra University and Inter-University level. The committee is headed by the Head - Sports Department. The duties are as follows:
1. Holding regular meetings with the committee members as and when required
 2. Declaring list of award winning students of the scholarship.
 3. Preparing a calendar of the meetings and send a copy to SSD
 4. Monitoring timely communications with students and staff related to various events around the year
 5. Coordinating with the finance department for
 6. Financial requirements of the committee.

D. PROCESS OF REGISTRATION TO THE SUC CLUBS & COMMITTEES

- i. Online registration is made available on student portal
- ii. Details regarding each club & Committee is mentioned on the portal
- iii. Choose club details (synopsis), read about it feel interested only then can they register to a club
- iv. A form need to be filled with personal details- name, contact details (mobile number and e-mail address), academic year (class), student ID no.
- v. A student can register with two clubs at a time
- vi. Every time a student logs in a pop-up will appear with their clubs' next scheduled meeting date

Election of President, Vice-president and club committee must be conducted during the first meeting itself

The club will go through the schedule for the year handed over to the Club President by the Student Events Coordinator.

Every meeting in the future will fall in line with the schedule provided. Duties will be divided amongst the students

Club President or Club Sponsor should take down the minutes of the meeting (form will be given to each sponsor)

XXXIV. STUDENT RESPONSIBILITIES

- i. Students shall conduct themselves with reasonable consideration for all other persons within the SUC.
- ii. Students shall not indulge in any behavior likely to bring the SUC to disrepute.
- iii. Students shall comply with any reasonable instruction issued by any member of staff of the SUC.
- iv. No student will tender false or deliberately misleading information.
- v. Male and female students are not allowed to move together or sit together in class rooms.
- vi. A student shall not use, or incite others to use physical violence while in the SUC premises.
- vii. A student shall not damage, threaten to damage or incite others to damage any equipment or property of the SUC while on premises.
- viii. Students shall comply with the fee policy of the SUC.
- ix. Students shall comply with all regulations pertaining to the use of library and other SUC facilities.
- x. No student shall create excessive noise, write on walls, make rude remarks, and use abusive or unreasonable behavior in the SUC premises. Violators will be suitably punished.
- xi. Malicious or willful damage to SUC property or the property of any student or member of staff will lead to severe disciplinary action.
- xii. Students are supposed to switch-off pagers and mobile phones in the classrooms and handover to the security before entering for examinations.
- xiii. Students should adhere to the class timings as per the rules & regulations in force.
- xiv. Smoking is prohibited in SUC as per the UAE Law. Any violation will lead to fines.
- xv. Chewing of tobacco or any other form of betel etc is prohibited. Anyone found to be violating this will be penalized.
- xvi. Writing & drawing on desks is strictly prohibited. Any violation will lead to fines.
- xvii. Eatables & drinks are allowed outside the SUC building or in the cafeteria only.
- xviii. Students using bus should strictly comply with the rules and regulations of transport.
- xix. Students shall not litter or throw rubbish. A littering fine as per fees applicable is imposed on violations.
- xx. Students shall not remove, deface or damage the premises, equipment or property belonging to the SUC.
- xxi. Students will be required to make good, in whole to the satisfaction of the Management of the SUC, any damage caused to the SUC property.

- xxii. The SUC accepts no responsibility to any private property being lost or damaged in the SUC premises.
- xxiii. Students bringing vehicles shall observe car-parking regulations in force as well as the speed within the college boundaries.
- xxiv. Students are not allowed to bring their friends / outsiders (except parents) to the SUC. In case of emergency they may contact the Administration Department for approval.
- xxv. Student must carry their SUC Identity Card when they are inside the campus.
- xxvi. Playing cards in any form in the SUC campus is strictly prohibited.

XXXV. EVENTS

A. WHAT IS AN EVENT?

Life on the campus of Skyline University College is marked with numerous public and official events each year. An event is an enthusiastic gathering of students, professionals, academicians or entertainers as per the nature of the specific event. It is conducted to keep the youth young and the old and new tied in a special bond of friendship and understanding.

B. WHY SKYLINE ENCOURAGES STUDENTS TO PARTICIPATE IN EVENTS?

Skyline borders on the belief that cultural integration and unity in a diverse atmosphere like in the UAE can be achieved through student interaction and participation in various events. The SSD at Skyline strongly backs the opinion and encourages students to participate in various events in order to make them comfortable in the new surrounding and help in the transition from school to university level.

C. HOW CAN STUDENTS CONTRIBUTE TOWARDS VARIOUS EVENTS?

Students can contribute by way of enthusiastic planning and organization of various events. The SSD only acts as an advisor/mentor to students to conduct various events and leaves it to their discretion to put their best foot forward and make the particular event a success.

XXXVI. SUC PUBLICATION

A. SKYLINE BUSINESS JOURNAL (SBJ):

It is one of the prominent business journals in UAE, has made inroads into those segments of industry and economy that are integral, but often underplayed. SBJ moves away from the beaten track of unloading high volumes of cumbersome information onto weary readers. Instead it endeavors to be concise yet complete in its contents. The journal attempts to bring to its readers important events and happenings both locally and globally and keeps them abreast with the ever-changing business world.

Skyline Business Journal was launched in 2006 and today it has positioned itself as one of the leading journals of UAE and covers a wide array of business research areas. The journal provides invaluable information in order to broaden the readers' perspective and also to aid them in their decision-making process.

Skyline Business Journal is published by Skyline University College, University City of Sharjah, established in the year 1990, Skyline University College was set up with vision of academic excellence, professional education. The University College is known for its faculty members, students and alumni's. It emphasis on quality, size and diversity while developing three main attributes i.e. Academic Excellence, Professional Education, Competitive Advantage.

B. NEWSLINE

The SUC publishes an in-house magazine called "Newslines" once in a year in addition to the Graduation Compendium. This publication involves contributions from students & faculty members and also highlights the year round activities. The publication of the magazine is by the efforts of "Newslines" committee and the student coordinator. Regular meetings are convened for compiling and publishing this magazine.

XXXVII. STUDENT DEVELOPMENT PROGRAMS

a. PROFESSIONAL SKILLS DEVELOPMENT PROGRAM

The Professional Skill Development Program is a series of non-credit workshops organized by SSD and designed to give business students the skills they need to present themselves in a professional manner throughout their career.

SSD assists students in developing job search strategies and career development techniques.

Some are listed below:

- i. Cover letter and résumé critique and construction
- ii. Interview preparation
- iii. Techniques and follow-up procedures
- iv. Negotiation and salary information
- v. Identification of potential employers
- vi. Professional dress

XXXVIII. STUDY ABROAD

SUC has articulation agreements with universities spread over UK, US, Canada and Asian countries. These agreements facilitate exchange of students between Skyline and other universities thus providing SUC students with the opportunity to pursue their higher studies abroad. Some of the universities with whom SUC has signed such partnership agreement have been listed below:

1. University Of Michigan-Flint School Of Management, USA
2. Hawaii Pacific University, USA
3. The University Of Findlay, Ohio, USA
4. Sheridan College - Institute Of Technology & Advance Learning, Canada
5. Niagara College Canada, Canada
6. Aberystwyth University, United Kingdom
7. Birmingham City University, United Kingdom
8. British Institute Of Technology & E- Commerce, United Kingdom
9. The London Graduate School, United Kingdom
10. Dublin Business School, Ireland
11. The American University, Girne, Cyprus
12. Eastern Mediterranean University, Cyprus
13. Donetsk National Technical University, Ukraine
14. University Of Business In Prague, Czech Republic
15. Jordan Applied University College Of Hospitality And Tourism Education, Jordan
16. Mazoon University College, Oman
17. Emirates College For Management And Information Technology, UAE
18. Siva Sivani Institute Of Management, India
19. Imperial College Of Business Studies - Lahore, Pakistan
20. Nepal College Of Travel And Tourism Management, Nepal

XXXIX. ACADEMIC UNITS AT SUC

A. SKYLINE CASE STUDY CENTER

Business Education is always considered as solution to corporations. This contributes the practical aspects of Organizational activities. Teaching management sciences by way of case studies is still considered a competitive edge of Business Schools. Skyline University College a reputable education provider has also incorporated case based approach to provide quality management education in the UAE.

The purpose of this center is to develop Case studies on all domains of Business Management. This Center will collaborate with corporations and offer them solutions through developing cases on regional & global contexts. This Case study center will also enhance the competency level of Students and Faculty through case based learning. This Center will help UAE & GCC corporations to make better decisions in today's fast paced changing era.

B. SKYLINE CENTER FOR ENTREPRENEURSHIP AND INNOVATION (SCENTI)

The skyline center for entrepreneurship and Innovation is a new initiative focusing on providing opportunities for the student fraternity to develop their creative and innovative skills. It is also aimed at encouraging and facilitating them to translate their ideas into small business or community development ventures. The centre acts as a catalyst in promoting entrepreneurship skills by inviting ideas, incubating, guiding, assisting in developing proposals, collaborating with financial institutions and facilitating in establishing ventures. The center aims to develop young leaders in business startups in the region, by providing them a platform, where they can turn their creative business ideas to viable and profitable business ventures.

XL. ADMINISTRATIVE UNITS AT SUC

A. MARKETING AND REGISTRATION DEPARTMENT

i. Introduction

The Marketing & Registration Department, pursuing the vision and mission of SUC, is responsible to enroll prospective students irrespective of age, color, gender, religion, race, national origin and disabilities creating a co-educational and multicultural academic environment making SUC a dynamic center of learning.

The Marketing & Registration Department is responsible in creating awareness and opportunities available at SUC for students to develop their knowledge, skills and values and their overall personality to become effective and socially responsible managers in dynamic national, regional and global.

The Marketing & Registration Department is responsible to build a strong brand image & project the core values of SUC to the prospective students, SUC community, general public and other stake holders. The aim of the department is to reach the target segment by participating in various promotional activities in local & international markets.

The Marketing and Registration Department admits school graduates & matured students as per the guidelines of Ministry of Higher Education and Scientific Research, UAE and the admission policy of SUC. The number of students enrolled is based on the availability of seats determined for each major in accordance to the strategic plan of SUC.

ii. Services provided to Students

a. Pre - Admission Services

The following pre - admission services are provided by the Marketing Department while helping the prospective student to make the right choice of major to match their career opportunities:

- i. Interact with the prospective students and understand their areas of interest, strengths and weaknesses
- ii. Explains the standing of the SUC and the importance of its accreditation by MOHESR and its acceptability in the job market and for pursuing higher studies locally and internationally. Explains the details of BBA & MBA

programs, their duration, and the potential career opportunities of majors offered in UAE and international market.

- iii. Helps the prospect to choose suitable area of major to be pursued through the aptitude test
- iv. Explains the admission requirements and fee structure
- v. Explains the facilities available in SUC
- vi. Verifies the documents to check the eligibility
- vii. Verifies the eligibility for transfer of credits, if applicable
- viii. Informing students regarding visa regulations
- ix. Inform student seeking SUC visa about the hostel facilities
- x. Explains the refund policy

b. During Admission Services

- i. Helps in filling up of application forms
- ii. Orients about the English / Math placement tests and provides model papers
- iii. Issues the hall tickets for the placement test and informs the date and time of the test
- iv. Helps students to complete the process of fee payment
- v. Informs about the placement test results and organizes retest, if applicable
- vi. In case the candidate fails the English and/or Math placement test, the counselor advises the candidate to enroll in basic/advanced hours of English Foundation or Numeracy Crash Course based on score attained.
- vii. In case the candidate takes the admission into the foundation program and wishes to complete the TOEFL from outside and submits the pass certificate before the commencement of the main program, SUC will register the candidate into the main program and adjust the fee.
- viii. Inform student regarding courses approved for transfer of credits and graduation plan

c. Post Registration Services

- i. After a candidate fulfils the admission requirement the admission department verifies the validity of documents and formally registers into the program
- ii. Guides the enrolled students about the academic and academic support services through the orientation program
- iii. Guide the student and provide details of the main program
- iv. Inform students about the commencement date of classes and use of portal services
- v. Inform students about collection of the admission kit

- vi. Receive the students on the first day of classes and guide them to the orientation program
- vii. To acquaint students with facilities available at SUC where a campus tour is organized

B. ADMINISTRATION & EXAMINATION DEPARTMENT

i. Introduction

The Administration & Examination Department is a vital unit of Skyline University College (SUC) that keeps updated records of students; provides timely and accurate information for decision-making to the faculty, management, parents and other external agencies; ensures smooth operation of classes; provides adequate safety and security for students, staff and SUC infrastructure; ensures prompt services to the students and assists the Academics, Academic Support Unit & Management in implementing the policies and procedures.

ii. Services provided to Students

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. Mail Services

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

i. 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.

j. SMS Services

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

k. Wireless Services

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

l. Online Services

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

m. Mosque And Prayer Rooms

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

n. Common Room

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

o. Plasma Electronic Display

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

p. 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.

q. Help Desk

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

r. Graduation Plan

Every student is issued with the graduation plan at the time of admission. In case of students meeting the GPA requirements may opt for accelerated program for which the graduation plan may be revised. The graduation plan helps the students to plan their studies accordingly.

s. 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

C. FINANCE

i. Introduction

The Finance Department's prime responsibility is to ensure the financial stability and sustainability by projecting and assessing risk of SUC. This is achieved 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 guidance and orientation on budgeting, accounting and financial 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 department wise revenues and expenditures that ensure accountability and transparency in managing the financial resources efficiently & effectively. This system requires 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.

ii. Services / Facilities Provided To Students

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.

a. 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.

b. 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.

c. 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:

1. Need based scholarship – offered on income criteria
2. Toppers Award – offered on academic performance
3. Student Trainee Salary – offered for providing assistantship to SUC
4. Sports Scholarship – offered on excellence in sports
5. Corporate Scholarship – offered to organizations, social clubs, consulates and government departments
6. Outstanding efforts in extracurricular activities

d. Fee Waiver

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

1. Industry Fee Waiver
2. Sibling Fee Waiver
3. Government/ Bank Fee Waiver
4. Educational Establishment Fee waiver

e. 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.

D. COMPUTING DEPARTMENT

i. Introduction

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.

ii. Facilities provided to Students

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:

a. 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. A total of 170 System are managed by Computing Department with the help of technical assistant. All the computers have multimedia with internet facility. The

computers in the lab are regularly updated for uninterrupted access by the students.

The Computer labs are available for access from 0930hrs to 1330 hrs and from 1700 hrs to 2200hrs on working days.

The Computer labs are available for access from 0900hrs to 1800 hrs. on Friday and from 0900 hrs. to 1900hrs on Saturday.

b. 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.

c. 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.

iii. Services provided to Students

a. 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.

b. 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.

c. Technical Services

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

d. Internet Services

The internet facilities are connected with 40 Mbps fibre optics connections to provide adequate speed for accessing internet services throughout the campus.

The internet facility is provided free of cost to its users from 0930 till 2200hrs, 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.

e. SUC Email Account

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

f. Students Portal Email Accounts

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

g. SUC Staff Telephone Landline Line & Mobile Connection

The Computing Department provides each every faculty and staff members with an extension number to call. Mobile connectivity has been provided to select staff members and HODs on a monthly slab basis as approved by management. This connection has been provided to ensure that prospective student and corporates are easily accessible even during non-office hours.

h. SUC Staff Walki-Talkie

The Computing Department provides each every support staff, HODs and few select staff members with a Walki Talkie handset to talk each other for smooth operation of the department and day to day work for better coordination.

i. Networking & Intranet Services

The Computing Centre network is powered by high-speed fibre 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.

j. 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.

E. LIBRARY

i. Introduction

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.

The Library is open to the faculty members, staff, students, and alumni and even to outside members who are engaged in research activities for use of the collection.

Library is providing the following services to the users:

- a. Online Public Access Catalogue (OPAC)
- b. Internet/CD ROM Search Assistance
- c. Online Resources Services (EBSCO, E-Library)
- d. News clipping Service
- e. Reference/Referral Service
- f. Current Awareness Service (CAS)
- g. Selective Dissemination of Information (SDI)
- h. Query Based Service (QBS)
- i. Table of Content

Library Timings

The Library is open with all facilities and services for the students from 9.00 A.M to 10.00 P.M on all workings days and also on weekends from 9.00 A.M to 7.00 P.M

ii. Services provided to Students

a. 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. (**List of newspaper is given in the appendix**)

b. 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.

c. 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.

d. 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.

F. SPORTS

i. Introduction

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 health and safety of SUC community, manage students' hostels and engage students in community service activities.

ii. Services provided to Students

- a. Provides coaching to the students in various games such as Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming.
- b. Organizes various Inter-University and Inter-School sports events.
- c. Selects and trains teams to participate in various inter-university and intramural events.
- d. Provides the health services which include first aid and medicines for minor illness.
- e. Organizing Internal Sports Activities for staff and students.
- f. Recruiting expert Coaches for various games.
- g. Managing the ground booking and revenue generation.
- h. Sports equipment maintenance.
- i. Conducting Community Service Class and organizing visits to social organizations, for the Freshman students.
- j. Identifying sports persons from schools and college and recommending for Sports Scholarships.
- k. Organizing Health and Safety awareness sessions.
- l. Organizing First-Aid and Safety Training sessions.
- m. Conducting Mock drills for Fire & Safety awareness.
- n. Maintenance of Fire & Safety equipment on a regular basis.
- o. Managing the affairs of students' internal and external hostel facilities.
- p. Inspecting hostel at regular intervals to ensure smooth functioning of the hostel.
- q. Support in organizing Hostel Students' picnic.
- r. Submit regular reports; Checklist, Event reports, Fortnightly, Monthly, Semester, Year End, Planning; to Dean and COEC.

G. STUDENT SERVICES DEPARTMENT

i. Introduction

The student service department of SUC is managed by the Registrar. The Registrar is

involved in the functions such as to plan and develop activities that help in maintaining free flow of communication between students, faculty members and staff of various departments for smooth operation as per SUC's strategic plan. The department also involves in number of feedback activities to get first hand information from the students regarding the functioning of SUC's academic and academic support services departments. The department also orients students on filling up online feedbacks.

ii. Services provided to Students

a. Orientation

The student Services Department at SUC is responsible for the coordination and conduct of orientation sessions to all students at SUC.

Orientations are conducted for every new intake at the start of the semester. There are two orientation sessions conducted in a year one each in Fall and Spring. Orientations are conducted every Fall semester for the continuing students. The continuing students are being oriented by the Registrar along with the SSD personnel whereas orientation for new students is conducted by Dean, Registrar and Head of Academics.

b. Counseling

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

c. Addressing Grievance (BBA & MBA):

The SUC realizes the importance of having a system in order to address and deal with student dissatisfaction. Constant efforts are taken to minimize errors and avoid repetitions of problems related to academic and non-academic services. In case the counselor is unable to resolve the issue then the student can appeal to the registrar.

d. Lost & Found

SSD in charge of lost and found wherein students who has lost something on-campus can contact SSD for possible retrieval of lost property. The lost property lies with the SSD for one semester after which it becomes SSD property.

e. Locker Facility

SSD manages and safeguards the student lockers. The lockers are given exclusively to students for their day to day utilization and storing their books, documents and essentials. Student fills up a SSD locker form and the student is allowed to keep the locker for one academic year.

f. Student Housing

SSD in coordination with the Sports department provides student Housing facility to international students (male & female). It provides a safe and well-maintained living/learning environment that supports individual progress and provides quality services and sports activities.

g. Student Career Development:

SSD in coordination with the SUC academic department or external agencies offers a comprehensive career development program beginning with the student's first year of BBA and MBA.

Student career development services offered by SSD:

1. Registering for PSDP (Professional Skill Development Program):

The Professional Skill Development Program is a series of non-credit workshops organized by SSD and designed to give business students the skills they need to present themselves in a professional manner throughout their career.

SSD assists students in developing job search strategies and career development techniques. Some of them are listed below:

- Preparing a cover letter, résumé critique and construction
- Preparing for an interview
- Orient on techniques and follow-up procedures
- Negotiation and salary information

- Identification of potential employers
 - Professional attire
2. **Career Exploration (Advising/Mentoring):** Student should meet SSD who will coordinate with the faculty from specific field of majors to discuss career-related needs and questions. The faculty does individual student consultation. The advisor/mentor/faculty can help them to:
 - Identify their interests, strengths, personality and capabilities.
 - Understand how their interests match educational majors at BBA & MBA level
 - Select and evaluate educational majors at BBA & MBA level
 - Evaluate career choices based on national trends and forecasts
 - Begin developing skills that set them apart
 - Strategically plan their major, electives, and activities to support their career goals
 3. **Job Search Assistance:** Through SSD the Head – Corporate Relation Affairs helps students develop a roadmap to a successful career by maintaining an up-to-date knowledge of current employment trends and job markets. The Corporate Relations office helps students identify potential employers, uncover job markets and connect with hiring managers.
 4. **Campus Interviews:** SSD in coordination with the Corporate Affairs office organizes timely interviews for students interested in placements.

H. CORPORATE AFFAIRS OFFICE

i. Introduction

The Corporate Affairs Office is responsible for developing and maintaining relations with the experts from industry so that the academia and students can benefit from experiential learning during the program. This enriches the conduct of the courses and exposes 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. The corporate office also engages in conducting survey on knowledge, skill and competency need analysis of the industry. This tool helps in understanding industry requirements and helps in improving the preparedness of graduates from SUC for suitable employment. The Corporate Affairs Executive also prepares grounds for entering into mutual partnership between the SUC and the industry for internships, placements and research projects.

ii. Services provided

a. Internship

The Corporate Affairs Office coordinates the internship program which assists students to work and learn in a professional environment and get prepared for embarking on employment careers. The internship facilitate students to be able to apply the knowledge gained in the classrooms in a work setting, this process enriches student learning experience and helps them transit into the work world. It helps students develop a better understanding of work ethics, discipline, reporting system and team work in a work place of their specialization.

b. Placement

The office identifies employment opportunities for SUC students in the national, regional and international market. Corporate Affair Executive orients the students on interview techniques & board room expectations. On receipt of placement opportunities from the employer's the detail of the opportunities will be displayed at various location like, plasma, notice board, portal and SMS depending upon need and urgencies. The office also organizes interviews/placement week

c. Community Engagement

The Corporate Affairs Office identifies organizations or other institutions that serve the society at national and international level so that SUC can collaborate with them and create awareness among the student community to pursue community engagement services during their study period and continue throughout their life.

d. Technical Visits & Guest Lectures

The 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.

I. INSTITUTIONAL RESEARCH & QUALITY ASSURANCE OFFICE

i. Introduction

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.

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

a. Feedback Survey

Conducting various surveys that helps in assessing the status and requirements of SUC among the stakeholders is a major responsibility of the Institutional Research Office. Student, staff, graduate and employer perceptions and opinions are imperative in determining the future directions of SUC. IRO contributes to the development of survey tools and the analysis of their results.

b. Institutional Policies

QA office is responsible for preparing, amending, ensuring compliance and evaluating the policy and procedures of SUC.

c. Quality Auditing

The quality enhancement is ensured by auditing and reviewing the various institutional activities with respect to adherence to the planned processes and procedures. This review will help in appropriate decision making by the Dean, Executive Council and Board of Governors.

XLI. ENGLISH LANGUAGE CENTER

i. Introduction:

English Language Centre (ELC) trains the students to develop four language skills – Listening, Reading, Writing and Speaking to enable them to appear for the IELTS exam and it also offers English language proficiency certificates at Basic, Elementary, Intermediate and Advanced levels. ELC aims to equip the students to comprehend the concepts with clear perception. ELC also offers mathematics crash course under the guidance of the academic faculty members from general education section of the BBA Program.

ii. Courses conducted by ELC

Please refer section - *XIII. Preparatory Courses for Admission to MBA* for details on courses conducted by the English Language Center at SUC

iii. Services on portal:

Student can login the Skyline Portal to check the following:

- i. Attendance
- ii. Information about the IELTS web sites suggested by the teacher
- iii. Updated news and events
- iv. Results
- v. All requests
- vi. Car registration
- vii. All kinds of letters
- viii. Names of advisors
- ix. Room allocation
- x. Class schedule

XLII. ACADEMIC CALENDAR

MBA - WEEKDAY [QUICK REFERENCE CALENDAR]			
ACTIVITIES	FALL 2013	SPRING 2014	SUMMER 2014
COMMENCEMENT OF CLASS [OLD INTAKE]	08-Sep-2013	06-Jan-2014	11-May-2014
COMMENCEMENT OF CLASS [NEW INTAKE]	22-Sep-2013	20-Jan-2014	13-May-2013
ORIENTATION DAY	22-Sep-2013 & 06-Oct-2013	20-Jan-2014 & 03-Feb-2014	13-May-2014 & 25-May-2014
TUTION FEES PAYMENT	BEFORE 10 TH OF EVERY MONTH	BEFORE 10 TH OF EVERY MONTH	BEFORE 10 TH OF EVERY MONTH
STATEMENT OF ACCOUNT	PORTAL	PORTAL	PORTAL
GRADUATION CEREMONY	24-Oct-2013	N/A	N/A
MENTOR PRESENTATION	10-Oct-2013	29-Jan-2014	21-May-2014
1 ST MENTOR MEET WITH ADVISOR [IN OFFICE]	13-17-Oct-2013	16-20-Feb- 2014	25-29-May- 2014
2 ND MENTOR MEET WITH ADVISOR [IN OFFICE]	24-28-Nov-13	23-27-Mar- 2014	22-26-June-2014
MENTOR MEET	17-Nov-2013	23-Mar-2014	29-June-2014
HALL TICKET COLLECTION	01-Dec-2013	13-Apr-2014	06-July-2014
LAST DAY OF THE CLASS	12-Dec-2013	24-May-2014	17-July-2014
FINAL EXAM WEEK	15-19-Dec- 2013	27-1-May- 2014	20-24-July-2014
RESULT PUBLICATION OF FINAL EXAM	24-Dec-2013	06-May-2014	29-July-2014
RESIT/MITIGATION EXAM	7-9-Jan-2014	13-15-May- 2014	3-5-Aug-2014
RESULT PUBLICATION OF RESIT/MITIGATION EXAM	12-Jan-2014	19-May-2014	10-Aug-2014

FALL 2014 SEMESTER COMMENCEMENT

MBA WEEKDAY

OLD INTAKE: 8th SEPTEMBER 2014; NEW INTAKE: 22nd SEPTEMBER 2014

MBA - WEEKEND [QUICK REFERENCE CALENDAR]

ACTIVITIES	QTR-1	QTR-2	QTR-3
COMMENCEMENT OF CLASS [OLD INTAKE]	06-Sep-2013	15-Nov-2013	14-Feb-2014
COMMENCEMENT OF CLASS [NEW INTAKE]	13-Sep-2013	N/A	14-Feb-2014
ORIENTATION DAY	13-Sep-2013 & 20-Oct-2013	N/A	14-Feb-2014 & 21-Feb-2014
TUTION FEES PAYMENT	BEFORE 10 TH OF EVERY MONTH	BEFORE 10 TH OF EVERY MONTH	BEFORE 10 TH OF EVERY MONTH
STATEMENT OF ACCOUNT	PORTAL	PORTAL	PORTAL
GRADUATION CEREMONY	24-Oct-2013	N/A	N/A
MENTOR PRESENTATION	21-Sep-2013	30-Nov-2013	28-Feb-2014
1 ST MENTOR MEET WITH ADVISOR [IN OFFICE]	11-12-Oct-2013	13-14-Dec-2013	21-22-Feb-2014
HALL TICKET COLLECTION	20-Oct-2013	24-Jan-2014	
LAST DAY OF THE CLASS	2-Nov-2013	2-Feb-2014	19-Apr-2014
FINAL EXAM WEEK	8-9-Nov-2013	7-8-Feb-2014	25-26-Apr-2014
RESULT PUBLICATION OF FINAL EXAM	12-Nov-2013	11-Feb-2014	29-Apr-2014
RESIT/MITIGATION EXAM	15-Nov-2013	14-Feb-2014	2-May-2014
RESULT PUBLICATION OF RESIT/MITIGATION EXAM	18-Nov-2013	17-Feb-2014	15-May-2014

FALL 2014 SEMESTER COMMENCEMENT

MBA WEEKDAY

OLD INTAKE: 8th SEPTEMBER 2014; NEW INTAKE: 22nd SEPTEMBER 2014

XLIII. FULL TIME MBA FACULTY MEMBERS AND THEIR CREDENTIALS

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
Dr. Parag Sanghani	Associate Professor	MBA(Marketing)	PhD Knowledge Management	North Gujarat University
Dr. Sudhakar Kota	Professor - Head of Quality Assurance	MBA(Marketing)	PhD Economics & Marketing	Barkatullah University
		M.Phil. (Regional Planning & Economic Growth)		
		PG Diploma in Industrial Relations & Labor Laws		
Dr. Nadir Ali Kolachi	Associate Professor	Master in Business Administration, MS(Management Science)	PhD Management	University of Karachi
Dr. Manuel Fernandez	Associate Professor	M.Com(Financial Accounting)	PhD Commerce	University of Kerala
		M.Phil.(Financial Management)		
Dr. Anil Roy Dubey	Associate Professor	M.Sc. Agriculture Animal Sciences	PhD Management	University of Lucknow
		Diploma in Business Management		
Dr. Beena S. Saji	Associate Professor	Masters in Business Administration	PhD Psychology	University of Kerala
		Masters in Psychology		
Dr. Calvin Lee	Associate Professor	Masters of Public Policy & Management	PhD Global Studies & DBA (Dcotorate in Business Administration)	RMIT University

FACULTY SEMESTER CONTRACT

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
Dr. Mukdad M. Ibrahim	Lecturer	Post Graduate Diploma (Cost Accounting)	Ph.D. Accounting & Finance	Keele University
Dr. Robinson Joseph	Lecturer	MBA (Finance)	PhD Commerce	Madurai Kamaraj University
		M.Phil. (Management)		
		M.A (Sociology)		
		M.A (Public Administration)		
		M.Com (Finance)		

FOUNDATION & TRAINING

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
Dr. Victoria Verna	Assistant Professor	M.A (English)	PhD Research in Language	Bharathidasan University
Mrs. Jinny John	Lecturer	M.A (English) Masters in Education	M.A (English) Masters in Education	St. Ann's College of Education

XLIV. DIRECTORY

FOUNDER PRESIDENT

NAME	EXT.	EMAIL
Mr. Kamal Puri	202/ 203	kamalpuri@skylineuniversity.ac.ae

CHAIR OF THE EXECUTIVE COUNCIL

NAME	EXT.	EMAIL
Mr. Nitin Anand	205	nitin@skylineuniversity.ac.ae

EC MEMBERS

S NO	NAME	DESIGNATION	EXT.	EMAIL
1	Dr. Amitabh Upadhya	Professor, DEAN	207	dean@skylineuniversity.ac.ae
2	Dr. Osama Ali Thawabeh	Associate Professor, Registrar	211	osama@skylineuniversity.ac.ae
3	Dr. Sudhakar Kota	Professor, Head of Quality Assurance (HQA)	209	skota@skylineuniversity.ac.ae
4	Dr. Parag Sanghani	Associate Professor, Head- Academics (HOA)	210	parag.sanghani@skylineuniversity.ac.ae

ACADEMIC FACULTY MEMBERS

S NO	NAME	DESIGNATION	EXT.	EMAIL
1	Dr. Anil Roy Dubey	Associate Professor, Executive Corporate Affairs	263	adubey@skylineuniversity.ac.ae
2	Dr. Manuel Fernandez	Associate Professor	268	mfernandez@skylineuniversity.ac.ae
3	Dr. Beena S. Saji	Associate Professor	258	beena@skylineuniversity.ac.ae
4	Dr. Calvin Lee	Associate Professor	259	calvin.lee@skylineuniversity.ac.ae
5	Dr. Nadir Ali Kolachi	Associate Professor	262	nadir.kolachi@skylineuniversity.ac.ae

FOUNDATION & TRAINING MEMBERS

S NO	NAME	DESIGNATION	EXT.	EMAIL	
1	FOUNDATION & TRAINING	Dr. Victoria Verna	Assistant Professor, Head ELC	264	victoria@skylineuniversity.ac.ae

ACADEMIC SUPPORT SERVICES STAFF MEMBERS

Tel. # 06-5441155		Fax # 06-5441166		KP DL 06- 544155 1	Fax # 06-5441661
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FOUNDER PRESIDENT'S OFFICE	1	Ms. Helen Rallos	Executive Assistant to the Founder President	206	admissions@skylineuniversity.ac.ae
CHAIR OF THE EXECUTIVE COUNCIL'S OFFICE	2	Ms. Iris Melody Hipolito-Mendoza	Executive Assistant to the Chair of the Executive Council	204	skyline@skylineuniversity.ac.ae
DEAN'S OFFICE	3	Mr. Blesson Jacob Phillip	Executive Assistant to the Dean	212	dean@skylineuniversity.ac.ae
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	5	Mr. Rakesh Gaur	Head / Business Development Manager	214	rakesh@skylineuniversity.ac.ae
	6	Mr. Abubakar Sadeeq Ismail	Sr. Business Development Supervisor	215	abubakar@skylineuniversity.ac.ae
	7	Ms. Nisrine Zitan	Business Development Supervisor	216	nisrine@skylineuniversity.ac.ae
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	11	Mr. Abdul Haleem	PRO	223	pro@skylineuniversity.ac.ae
	12	Ms. Gold Cleene F. Rabena	HR Executive	222	hrd@skylineuniversity.ac.ae
	13	Ms. Garima Sandilya	PT-HR Assistant		
ADMINISTRATI ON	14	Mr. Harish Gopalkrishnan Nair	Head	224	harish@skylineuniversity.ac.ae

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	16	Ms. Raquel Tabirara	Administrative Assistant	227	
	17	Mr. Manuel A. Espiritu Jr.	Administrative Supervisor - Examination	226	examination@skylineuniversity.ac.ae
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	19	Ms. Iman Rtazi	Student Services Executive	228	
	20	Mrs. Reshma George	Events Coordinator	230	reshma.george@skylineuniversity.ac.ae
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	23	Ms. Hafsath	Accounts Assistant	233	
	24	Ms. Joevelyn Ganitano	PT-Accounts Assistant		
	25	Mr. Khan Zeb Sawab Gul	Driver	232	
	26	Mr. Muhammed Saleem	Driver		
	27	Mr. Zeeshan Ali Safdar	Driver		
COMPUTING SERVICES DEPARTMENT	28	Mr. Firoj Kumar Rauta	Head - Computing Services	234	
	29	Ms. Meena Krishnan	Programmer	235	software@skylineuniversity.ac.ae
	30	Mr. Anish Chacko	Technical Support Executive	236	hardware@skylineuniversity.ac.ae
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	32	Mr. Sheik Maideen Abdul Rafik	Assistant Librarian		library@skylineuniversity.ac.ae
	33	Mr. Rajkumar Jayaramakrisnan	Assistant Librarian		
CENTER FOR PROFESSIONAL	34	Mr. Amit Verma	Business Development Manager / Instructor	218	amit@skylineuniversity.ac.ae

DEVELOPMENT	35	Ms. Rora Jolina Bualuz	CPD Assistant	208	cpd@skylineuniversity.ac.ae
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	41	Mr. Shibu. M.J	Support Staff		
	42	Mr. Abdul Mutalib	Support Staff		
	43	Mr. Prajun Gurung	Support Staff		
	44	Mr. Mohamad Sara Ravooof	Support Staff		
	45	Mr. Sugesh P Kudi	Support Staff		
	46	Mr. Rajakumar Pillai	Support Staff		
	47	Mr. Gulsher Ahmad Munir Ahmad	Support Staff	241	
48	Mr. Mohanan Karicherry	Support Staff			
SECURITY	49	Mr. Surender Shankuri	Security Officer	240	security@skylineuniversity.ac.ae
	50	Mr. Basvaraj Deshmukh	Security Officer		
	51	Mr. Akram Dawood Shaikh	Hostel Security Officer	06	
	52	Mr. Akbar Husain	Hostel Security Officer	5429700	

XLV. PROFESSIONAL AND COLLABORATIVE RELATIONSHIPS

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, 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).



XLVI. ARTICULATION AGREEMENTS



XLVII. LOCATION MAP

