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

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

MBA CATALOG
AY 2015-16

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I. FOUNDER PRESIDENT'S MESSAGE

SUC was founded in 1990 with the vision of developing the skilled manpower in business fields required for various sectors in the UAE and the region. It started with a humble beginning and is growing towards a full University Status. During the 25 year journey, SUC has added new academic programs at the undergraduate and post graduate levels to facilitate the development of manpower necessary for the market requirement. Today, we can proudly say that about 6000 of our trained graduates are serving the community in various positions in the government and private sector.

SUC has recognized the need for a blend of academics and corporate experience as an important tool in developing a manpower that is compatible and productive to the industry. Therefore, we have always linked up academics with corporate training at various stages of the academic programs.

SUC believes that academic qualifications without values and ethics is of no importance. Therefore we emphasize along with academic qualifications, all our students imbibe values which are vital in the development of individual personality and serve the community in an ethical manner.

In this respect, SUC actively contributes to the development of community in the fields of environment protection, community awareness programs, medical camps for the labour, blood donations and patronizing the old age centers. This provides an opportunity for the students to learn the basic lessons of serving humanity through community services.

In order to serve the larger community, SUC has continuously expanded its scope of developing manpower from a simple certificate program to Master's program in Strategic Management & Leadership and E-governance. Our future endeavor is to introduce Bachelor & Master of Science in Information Technology and Doctor of Business Administration (DBA) in the forthcoming academic year upon approval from Ministry of Higher Education and Scientific Research.

SUC in pursuance of its vision, will strive to develop the knowledge, skills, competencies and values among its stakeholders who can make a better tomorrow for the community.

KAMAL PURI
FOUNDER PRESIDENT

II.   DEAN'S MESSAGE

It gives me immense satisfaction to be addressing you through this catalogue in the Silver Jubilee year of Skyline University College (SUC). Guided by the Vision of SUC we are committed to provide knowledge, skills and value based education as one of the oldest institutions of higher learning in the UAE. We wish that every SUC graduate excels in all walks of life and earn accolades both as a good human being and as a successful professional.

We at SUC maintain pace with the changing times and offer world class curriculum across all its programs. An active industry academia relationship is maintained to improve the curriculum and it is these inputs that keep the curriculum dynamic. Keeping close cooperation with business & industry has always been part of SUC academic philosophy. Besides curricular learning 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.

Members of SUC faculty are all experts having long experience of teaching and scholarly achievements in their areas of specialization. They have been drawn from a diversity of background bringing proven teaching methodology in the class room thereby delivering effectively and inculcating lifelong learning habits. 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 abuzz throughout the academic year. One can enjoy learning in a relaxed environment to cherish the memories of student days all through their lives.

This catalog is a compendium of all information that you require to know about the Skyline University College and its programs. Your decision to choose any of the SUC programs will chart the course of your professional life. We will be happy to welcome you and guide you through the program to ensure that you realize your dream and contribute meaningfully to 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 and
    UAE – Ex-officio

2. **Mr. Ahmed Al Ashram**

    Managing Director, Al-Ashram Group, UAE – Ex-officio

3. **Dr. Ghanem Al Hajri**

    Chairman, Al Hawajer Holding; Ex-Chairman, Civil Aviation Department, Sharjah;
    UAE – Ex-officio

4. **Mr. Dalal Sa'Adeddine**

    Managing Director, Bin Majid Beach Hotel/Resort, Ras Al Khaimah, UAE

5. **Mr. Marwan Al Sarkal**

    Chief Executive Officer, Sharjah Investment & Development Authority (SHUROOQ),
    Sharjah, UAE

6. **Dr. Mouza Ghubash**

    Director, Al Rewaq Cultural & Charity Association

7. **Mr. Nashat Farhan Sahawneh**

    Chairman, Al Hamad Group

8. **Dr. Ibrahim Barakeh**

    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 and Chair of Academic Affairs Council

3. **Dr. Sudhakar Kota**

   Head of Quality Assurance Office and Vice Chair of Academic Affairs Council

V.   ACADEMIC AFFAIRS COUNCIL

1. **Dr. Amitabh Upadhya**

    Dean & Chair of Academic Affairs Council

2. **Dr. Sudhakar Kota**

    Head of Quality Assurance & Vice Chair of Academic Affairs Council

3. **Ms. Sunita Marwaha**

    Registrar & Head of Academic Support Services

4. **Dr. Osama Thawabeh**

    Head of Student Affairs

ACADEMIC PLANNING AND OPERATIONS COMMITTEE

5. **Dr. Parag Sanghani**

    Chair of Academic Planning & Operations Committee

6. **Dr. Rashad Al Saed**

    Coordinator, Academic Planning & Operations Committee

7. **Dr. Riktesh Srivastava**

    Coordinator, Academic Planning & Operations Committee

RESEARCH COMMITTEE

8. Dr. Nadir Ali Kolachi

Chair of Research Committee

9. Dr. Manoj Kumar

Coordinator, Research Committee

10. Dr. Gouher Ahmed

Coordinator, Research Committee

TEACHING EFFECTIVENESS COMMITTEE

11. Dr. Kakul Agha

Chair of Teaching Effectiveness Committee

12. Dr. Marcelle Harran

Coordinator, Teaching Effectiveness Committee

COMMUNITY SERVICES COMMITTEE

13. Mr. Abdul Salam

Chair of Community Services Committee

14. Dr. Mahesh Agnihotri

Coordinator, Community Services Committee

15. Dr. Christian Amponsah

Coordinator, Community Services Committee

VI.   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
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
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
CGPA	Cumulative Grade Point Average
CREDIT HOURS	Refer to one lecture hour per week for fifteen weeks supplemented by two hours of practical study per week
CURRICULUM	Set of courses offered for obtaining a degree with emphasis
DAC	Disciplinary Action Committee
EMPHASIS	Area of specialization in the 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	**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 on medical or emergency grounds as per SUC policy**
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)**
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**

VII. ABOUT UAE & SHARJAH

ABOUT UAE

The United Arab Emirates is the constitutional federation of seven emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al-Quwain, Ras Al Khaimah, and Al Fujairah. It is stretched over 1448 km from the west coast of Persian Gulf and Gulf of Oman, where water and land overlap, to the Arabian Peninsula.

The economy of UAE is mainly based on oil and its allied resources. In the recent past, the UAE economy has diversified into manufacturing, retailing, construction, financial services and tourism sectors. It provides immense opportunities for enterprises, innovation and employment for the people from all over the world.

UAE is a home for more than 200 nationalities thus providing a cultural mosaic which paves a strong foundation for multicultural cohabitation and integration of various thought process and approaches in finding solutions for socio economic development.

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, member of the Supreme Council of the UAE and Ruler of Sharjah.

In addition Sharjah owns three enclaves on the east coast, bordering the Gulf of Oman. These are Kalba, Dibba Al-Hisn, and KhorFakkan, which provides Sharjah with a major east coast port. In the Persian Gulf, the island of Sir Abu Nuair 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. The city is also notable for its numerous elegant mosques. Sharjah is popular for its rich cultural heritage in the Arab region and is known to be the Cultural Capital of the UAE. It conducts the annual event of International book fair at the Expo Centre which brings together hundreds of publishers from all over the world and thousands of titles.

Sharjah is a sister city to Dubai and Ajman (adjacent emirates) on both its borders. These three urban areas have now expanded to each other borders.

VIII.   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, a 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 the 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 the Northern Emirates.

The programs offered by SUC are fully-approved and accredited by the Ministry of Higher Education and Scientific Research, UAE. SUC offers Bachelor of Business Administration (BBA) in Travel & Tourism Management, Information Systems, International Business, Marketing& Retail Management, Finance and Public Administration. Master of Business Administration (MBA) Programs are offered, with Emphasis in Marketing, Finance, Human Resource Management, Strategic Management & Leadership and E-governance.

The campus of SUC is spread over 40 acres of land which is located in University City of Sharjah. SUC is a well-equipped university which caters for its diverse student needs by equipping them to meet the demands facing a young managerial workforce. SUC also prepares its students to meet the challenges of the new century by acquiring relevant knowledge, skills and values. To fulfill the needs of industry, SUC is in the process of introducing Bachelor & Master of Science in Information Technology and Doctor of Business Administration (DBA) in the forthcoming academic year upon approval from Ministry of Higher Education and Scientific Research.

SUC has carved out a name for itself in local, regional and international markets as a quality business education provider at a reasonable cost. In our endeavors to improve the quality of our programs, regular evaluations are carried out by academic boards. IT services are also enhanced and integrated to support teaching in classrooms and research work effectively, so that the required learning outcomes are met. To deliver quality education, SUC has engaged fulltime faculty members from different nationalities who are Ph.D. degree holders with international experience to teach students from multi-cultural backgrounds.

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

SUC has a well-developed advising and feedback mechanism that helps students and the university to improve their performance levels continuously. SUC also has an active Corporate Relations Office that engages industry to share their experiences with students in the form of guest lectures and industry visits as well as helping students to be placed in internships and jobs. To prepare students for industry demands, SUC offers PSDP which is a skills-based program to develop essential soft skills.

The Institution has articulation agreements with various colleges/universities in Canada, UK, USA, Australia, New Zealand, Ireland, India and Pakistan, which facilitate the exchange of students for further study opportunities. SUC also maintains professional relationships with IATA-UFTAA, Accreditation Council for Business Schools and Programs (ACBSP), General Civil Aviation Authority, Confederation of Tourism and Hospitality (CTH), Association of Chartered Certified Accountant (ACCA) and the World Tourism Organization (WTO), City & Guilds, CES. Skyline University College is the first University in UAE to achieve Gold status membership of ACCA.

IX.   LICENSURE & ACCREDITATION

Skyline University College was established in 1990 under the umbrella of Civil Aviation Authority of Sharjah. After the formation of Commission for Academic Accreditation (CAA) in the year 2000, SUC was 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 in Travel & Tourism Management, International Business, Information Systems, Marketing & Retail Management, Finance and Public Administration and MBA at graduate level with emphasis on Marketing, Finance, Strategic Management & Leadership, Human Resource Management and E-governance.

X.   INSTITUTIONAL VISION, MISSION & GOALS

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 & Development and Research & Consultancy.

MISSION

The Mission of Skyline University College (SUC) 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 professionals in a dynamic national, regional and global environment. In pursuing this mission SUC focuses on innovative and creative approaches in all areas of education, research & community services and empowering SUC employees as core members of the learning community facilitating their growth and development.

GOALS
INSTITUTIONAL

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 expand its higher education programs as per the needs of dynamic global environment

d. To provide required support services conducive to its academic needs by regularly updating learning resources and integrating with new technology.

e. To develop and maintain significant networks between SUC, alumni and industry

f. To continue to maintain meaningful relationship with the community through socially responsible activities

g. To continue to pursue ethical conduct and high order of integrity in all spheres of institutional functions

STUDENT

h. To orient the students with knowledge, skills, values and competencies through under graduate and post graduate programs thereby grooming them for suitable career opportunities nationally, regionally and globally.

i. To prepare students equipped with creative and entrepreneurial skills suitable for life long career building

j. To integrate general education at the under graduate level programs

k. To further enhance problem solving and higher order skills of leadership, analysis and decision making among post graduate program students

l. To develop the complete personality of the student through quality education & extra-curricular activities that will enable them to serve society optimally.

EMPLOYEES

m. To employ faculty and staff from various cultural, educational, research backgrounds and work experience.

n. To provide facilities that enhance long term SUC employee welfare, satisfaction and growth

o. To facilitate conducive research and consultancy environment for faculty scholarly activities

p. To conduct various faculty and staff development programs in order to meet challenges posed by the dynamic global environment.

XI.   WHY SKYLINE?

INSTITUTIONAL
a.   25 years of commitment to the society for imparting knowledge, develop skills and inculcate values;
b.   Among the first few universities to start in UAE
c.   Approved and accredited by Commission of Academic Accreditation(CAA) of Ministry of Higher Education and Scientific Research(MOHESR), UAE
d.   Strong Alumni Base well placed in government and private sectors
e.   Multicultural Student learning environment
f.   Affordable fee structure
g.   International offices located in various countries
h.   Skyline also provides MDP courses for Corporates in the field of Management, Accounting, Finance Events Management, Hospitality, Travel and Tourism, Customer Service, Marketing, Cargo Handling and other aviation services.

ACADEMIC EXCELLENCE
a.   Programs offered in unique area of specialization: MBA Programs Emphasis on Strategic Management and Leadership, Marketing and Retail Management and E-Governance along with others
b.   Faculty and Staff from diverse national and educational background
c.   Focused research environment to integrate scholarly work into curriculum development
d.   Publishes refereed business journal, organizes international business & management conference and dedicated case study center
e.   Application based learning through internship and industry interaction
f.   Regular curriculum update to meet industrial requirement
g.   Opportunity to do professional certification courses along with degree programs
h.   Skyline has professional tie ups with IATA, UFTAA, Accreditation Council for Business Schools and Programs (ACBSP), General Civil Aviation Authority, Association of Chartered Certified Accountant ACCA, The Confederation of Tourism and Hospitality - CTH UK and World Tourism Organization, City & Guilds, CES.
i.   Skyline University College is the first University in UAE to achieve Gold status membership of ACCA.

STUDENT DEVELOPMENT OPPORTUNITIES

a. Skyline, through its English language Center, offers preparatory courses in Intensive English language, TOEFL, IELTS and Cambridge English: Key English Test (KET) by professional and qualified trainers to facilitate students. SUC is an authorized and approved center for offering TOEFL (ITP) & IELTS exams.

b. Professional Skills Development Programs

c. Counseling is provided to help student progress in academic career.

d. Corporate affairs department administers students placement and Industry networking opportunities like Internship and placement opportunities

e. Academic tours to various foreign countries

f. Entrepreneurship center to promote entrepreneurial skill among students

g. Well-equipped Innovation lab to foster creativity

h. Opportunities for lifelong learning anywhere in the world with the articulation agreements

i. Year round thematic community service activities

j. SUC helps in developing the overall personality of the students through various student clubs and committees, Professional Skills Development Programs, Guest lectures, technical visits, CEO lecture series and extra-curricular activities.

INFRASTRUCTURE

a. Purpose built Campus equipped with all facilities

SPORTS FACILITIES

a. State-of-the art cricket ground with flood light facility

b. Gymnasium

c. Football ground

d. Basketball court

LEARNING SUPPORT SERVICES

a. E-books and learning resources as study resources for MBA students

b. Availability of interactive facilities in class

c. Entrepreneurship center to promote entrepreneurial skill

d. Well-equipped Innovation lab to foster creativity

e. Rich Library equipped with online learning and reference resources

f. Three computer lab equipped with over 140 computers

XII.   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 (m²)
Total Land Area	**483.82 X 345.13**	**167,340.80**
Classrooms	30	1,952.34
Computing Centers	3	250.84
Library Center (With Reading Facility, discussion rooms & conference room with audio visual)	1	545.90
Discussion Rooms	6	13.50
Rental Book Store	1	23.78
Meeting Room	2	82.26
Printing Center	1	5.20
Medical Room	1	7.25
Innovation Room	1	55.73
Common Room	1	360.00
Multi-Purpose Hall	1	259.38
Gym facility (With changing room)	1	192.12
Full-Time Faculty Rooms	21	244.61
Adjunct Faculty Rooms	2	66.33
Server Room (IDF)	2	37.04
Mosque & Ablution	1+1	207.73
Administrative Rooms	17	427.91
Canteen	1	269.51
Wash Room	9	140.10
Storage Area	5	248.52

Description of Facilities - Boys Hostel

Facility	Capacity	Area Covered (m²)
Rooms	22	452.62
Common Room	1	34.19
Kitchen	1	35.3
Mosque	1	21.55
Store	1	7.8
Staff Room	1	12.08

External Hostel – Girls and boys

In addition to in-house hostel for boys within the campus, Skyline University has leased 30 fully furnished apartments which provide accommodation to 60 students on a twin sharing basis. These rooms are available to girls as well as boys who wish to avail the hostel facility.

The hostel has full-fledged security arrangements with a full time lady warden at the premises to take care of the students.

B.   LEARNING RESOURCES AND FACILITIES

i.   Classrooms with audio-visual equipment

SUC has 30 classrooms that are equipped with state of the art audio visual equipment 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 Interactive projectors 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 for students and faculty. It is located at the first floor of the SUC building. The print collection consists of around 16,276 reference books with approximately 8822 titles, 20 magazines and around 460 scientific journals. In addition to the reference books which are common to both the Undergraduate and Graduate requirement, a separate MBA section is developed to include books that are more specific to the Graduate study. The library is well equipped with computers, discussion rooms and facility for making presentations. Library's online public access catalog system (OPAC) facilitates library users to access book titles, full-text journals, and electronic databases. SUC has strategic tie-ups with other libraries for availing inter-library loan facility for the Library users. The working hour for library is generally from 0900 hrs to 2200 hrs on all working days. During weekends the timings for Friday is from 0900 hrs to 1800 hrs and for Saturday the timings is from 0900 hrs to 1900 hrs.

iii. Discussion rooms

There are six rooms for students' discussion and one big meeting 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 26 computer terminals with internet access. Library has subscribed to around 13 online resources which can be accessed by the students online. 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 events and various games such as Table Tennis & Badminton in the multipurpose hall which can be utilized by the students between 11 AM to 7 PM during break time and afternoons.

iii.　Common room

Common Room is equipped with facilities for Billiards, Foosball, Chess, Carom, etc for recreation of 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 22 rooms with a capacity to accommodate 44 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. Free internet facility is provided to all the hostel students. The in-campus hostel rooms are currently allotted to boys. In addition to in-house hostel for boys within the campus, Skyline University has leased 30 fully furnished apartments which provide accommodation to 60 students on a twin sharing basis. These rooms are available to girls as well as boys 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 checkups to students and employees of SUC. BMI Tests are conducted twice a year.

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 & Examination 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.

XIII. ADMISSION REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION PROGRAM

A. NEW ADMISSIONS ENTRY REQUIREMENT

All admissions in SUC are guided by Ministerial Decrees # 200/yr 2004 and 133/yr 2005; MOHESR / CAA /The Standards for Licensure & Accreditation-2011.

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

i. Bachelor Degree Grades

1. 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
2. A Bachelor's degree in other than business discipline will be accepted but the applicant is required to undergo a MBA Qualifying program (MQP)
3. MQP courses cleared by non-business graduate students in any other University will also be accepted at SUC as per MQP TOC Policy. However the student needs to appear for a challenge exam.

ii. English Language Proficiency Test (TOEFL/IELTS/PEARSON-Academic, Cambridge English: Advanced Test)

Prospective student is required to fulfill any one of the following requirements for admission:

1. 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)
2. A minimum score of6.0 on International English Language Testing System (IELTS - Academic)
3. A minimum score of 50in the Pearson Test of English.
4. A minimum score of 162 in Cambridge English: Advanced Test of English Language.
5. A minimum score of B1-B2 in City & Guilds IESOL Test.

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.

i. **Case 1:** Students with CGPA 2.5 to 2.99 at the Business Undergraduate level may be admitted to the MBA program subject to the following:

   a. 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),Pearson Test of English Academic Score of 50, Cambridge English: Advanced score of 162or City & guilds IESOL Score of B1-B2may be admitted to the MBA program subject to the following:

      1. May take a maximum of nine credit hours in the first semester or first two quarters of study
      2. 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
      3. If either provision is not met the student will be dismissed

    b.   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:

        1.   Must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study

        2.   May take a maximum of six credit hours in the first semester or first two quarters of study, not including intensive English courses

        3.   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

        4.   If either provision is not met the student will be dismissed

ii.   **Case 2:** Students with CGPA 2.0 to 2.49 at the Business & Non-Business Undergraduate level and meet the English competency requirements as per SUC policy may be admitted to the MBA program subject to the following:

    1.   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.

    2.   In case the student has already taken any of the MQP courses with the grade of 'B' or above at Undergraduate 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

    3.   Meets the English competency requirements as per SUC policy.

    4.   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 in the first semester or first two quarters.

    5.   If either provision is not met the student will be dismissed.

C. MATURED ENTRY ADMISSION

Students with CGPA 2.0 to 2.49 in the applicant's Undergraduate 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 Undergraduate degree.
    b.   Such students will have to face a pre-enrollment personal interview with a designated committee to assess level of academic aptitude based on the grades of MQP related courses taken at the Undergraduate level as well as the recommendations by the Committee 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.
    e.   If he fails in the interview then the candidate is recommended by the committee to:
        1.   Challenge Exam
        2.   MQP

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 mentioned in Section b Case 2.
    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.
    e.   In case, the student has already taken any of the MQP courses with the grade of 'B' or above at Non-Business Undergraduate 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

D. TRANSFER ADMISSION

SUC accepts students 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
CIS6001	CORPORATE INFORMATION STRATEGY &
ACC6001	MANAGERIAL ACCOUNTING
ECO6001	MANAGERIAL ECONOMICS
MGM6001	HUMAN RESOURCES MANAGEMENT
MKT6001	MARKETING MANAGEMENT

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

i.   Documents Required
   a.   The official transcript from accredited institutions
   b.   Detailed syllabi(Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
   c.   An official letter from the previous institution
   d.   All documents mentioned in the admission requirements
   e.   Processing fee of AED 400/- (non-refundable) must be paid for evaluation
   f.   Once a student will change his/her emphasis, 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:

a. They must pass the English proficiency requirement.
b. 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.
c. 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 4 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)

Procedure to apply for TOC

i. Fill up the Application form for Admission along with TOC application form in SUC
ii. Submit the following TOC Admission entry requirement documents:

a. The official transcript from accredited institutions
b. Detailed syllabi(Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
c. An official letter from the previous institution
d. All documents mentioned in the admission requirements

e. Processing fee of AED 300/- (non-refundable) must be paid for evaluation
f. 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
1. Pay the application and registration fee along with the submission of application as applicable (Local /Visa / Visa Letter / Embassy Letter)
2. In case of candidates without English Placement scores and / or Mathematics score, will have to appear for English Placement test and / or Mathematics Placement test as per schedule

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 is informed about the total number of courses exempted and that AED 1500/- 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 interview shall be focused on:

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. PLACEMENT TESTS CONDUCTED AT SUC

A. TOEFL TEST

i. TOEFL TEST CENTRE AT SUC

SUC is an authorized IBT center which conducts the TOEFL tests regularly according to the published calendar. The duration of IBT TOEFL test is 1 hour and 55 minutes. Generally, timings are 7:30PM – 9:25 PM for the TOEFL test.

ii. TEST DETAILS

TEST STRUCTURE: Test of English as a Foreign Language has 3 sections:

TEST STRUCTURE		
Listening comprehension	50 questions	30-40 minutes
Structure and written expression	40 questions	25 minutes
Reading comprehension	50 questions	55 minutes

a. **Section-1 (Listening Comprehension):** This section measures the ability to understand English as it is spoken in North America as given below:

   1. 3-4 mini talks, 60-90 seconds long with 3-5 questions each
   2. 2-3 extended conversations, 60-90 seconds long with 3 to 5 questions each
   3. 30-40 dialogues, 5-15 seconds long with 1 question each

b. **Section-2 (Structure and Written Expression):** This section measures the ability to recognize language that is appropriate for standard written English as given below:
   1. (1-15) 15 multiple choice questions based on the structure of the sentence
   2. (16-40) 25 questions – 4 parts of the sentence are underlined –incorrect one has to be chosen and the corresponding letter to be written on the answer sheet

c. **Section-3 (Reading Comprehension):** This section measures the ability to understand short passages similar in topic and style to academic texts used in colleges and universities, as given below:
   1. 5 passages from academic texts, 250-350 words each, with 10 questions per passage
   2. Most of the questions are multiple choices
   3. Make every effort to complete each section; Data indicate that most candidates get higher scores if they attempt all the questions

iii. **SCORING**

Scores for the listening and structure sections range from 31-68. For reading, the range is 31-67. The average of the three scores is taken and multiplied by 10, to give a total score of between 310 and 677. The students are required to get 500 to be eligible for the admission into BBA program and 550 for MBA program of SUC.

   a. The IBT TOEFL is a standardized test of English. To do well on this test, the examinees should therefore work in these areas.
   b. They must work to improve their knowledge of the English language skills that are covered on the paper version of the TOEFL test.
   c. They must understand the test taking strategies that are appropriate for the paper version of the TOEFL test.
   d. They must take practice tests with a focus on applying their knowledge of the appropriate language skills and test taking strategies.

iv. **IMPORTANT INSTRUCTIONS**
   a. The students must report to the SUC on time. No one will be admitted to the examination room after the test has begun.
   b. The students must not carry any food or drinks, no disturbance will be permitted while test is in progress, cellular phones and beepers must be handed over to the common room, there will be no rest break during the test.
   c. Watch alarms, including those with flashing lights or alarm sounds, are not permitted.
   d. The students must not take books, dictionaries, bags, recording and photographic devices, or note papers of any kind into the testing room.
   e. Each section of the test has a time limit. As per the instruction of invigilator, during each time period, you may read or work only on the section of the test you are told to work on.

f. If one section is finished early, the students SHOULD NOT go on to the next section unless told by the Invigilator. Failure to follow this rule will be considered as cheating, and the scores will be cancelled.

g. The students have to answer the test questions in areas identified in section1, section 2 and section 3 on the answer sheet.

h. The students are solely responsible for marking answers properly on the answer sheet.

i. The students should not forget to write their Name, Student Number, Date of Birth, Native Country Code and Native Language Code in the answer sheet.

j. They have to completely fill the circle with a heavy, dark mark.

v. **IDENTIFICATION**

a. Students must provide their original, valid and signed passport in addition to their other I.D.

b. Students who wear a scarf or cover the face are required to uncover during the exam. The students face must be visible at all times during testing.

c. No other forms of identification will be accepted.

vi. **STATIONERY REQUIRED**

a. The students must carry 2 sharpened, medium-soft (#2 or HB), black lead pencils.

b. The students should not use a pen, a pencil with colored lead, or a liquid lead pencil to mark your answers.

c. The students must carry a good quality of eraser.

d. Pencils and erasers will not be supplied by the SUC.

vii. **CHEATING & UNACCEPTABLE BEHAVIOR:** SUC has the full right to cancel the paper of anyone who:

a. Takes a test book or answer sheet from the testing room

b. Attempts to take the test for someone else

c. Gives or receives assistance during the test

d. Fails to follow instructions given by the Invigilator

e. Makes any marks or underlines words in the test book or makes notes in the test book or on the answer sheet

f. Takes dictionaries, other books, notes or other devices into the testing room

g. Creates a disturbance or behaves inappropriately

h. Copies test questions or answers

i. Malpractices in any other way

viii.   **ADMISSION FOLLOWED BY ORIENTATION**
TOEFL test takers are given a brief orientation about the test format followed by a mock test. These orientation classes are held as per the prescribed calendar. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

ix.   **TEST FORMAT**
The test format is clearly explained to them with the help of TOEFL Navigator and TOEFL Longman's book. TOEFL Navigator is made available to them on the official website of SUC.

x.   **MOCK TEST**
During the mock test the students are given ample scope to experience the real test environment and the scores are given to them on request in a day or two.

   a.   **FINAL TEST**
   The students appear for the final exam at SUC on the stipulated date. They receive their scores within three working days.
   b.   **RESULT ANALYSIS**
   The results are analyzed and recorded systematically by the exam department this analysis gives a clear idea about their scores in each section.

xi.   **COUNSELING**
After a thorough analysis of the results, the students are well counseled with the next course of actions. Students who succeed in achieving the qualifying score for admission to Degree programs are encouraged to take admissions in the Main Program. For those who do not qualify for the Main Program are counseled appropriately for taking one of the following courses of action:
   a.   To reappear for the TOEFL exam
   b.   To undertake IELTS training Program if they qualify for it based on their TOEFL scores
   c.   To undertake Cambridge English: Preliminary (PET)if they do not qualify for the IELTS training Program

B. IELTS TEST

i. IELTS TEST CENTRE AT SUC

Prospective students of SUC or general candidates appearing for IELTS Exam can register at ITC (IELTS Testing Centre) of SUC either in person or through online. ITC of SUC operates in liaison with CES –Centre for exam services. CES is an independent IELTS Test Centre-AE055 which has been established under the auspices of British Council to facilitate institutions. CES supports in developing the venue and its ancillary services. It organizes IELTS tests (both Academic and General Training) at regular intervals at SUC.

ii. IELTS EXAM REGISTRATION REQUIREMENTS

a. 2 passport photographs
b. A copy of valid passport / UAE National ID /UAE Labor card issued by the Ministry of Labor and Social Affairs along with a UAE driving license
   Passport photo specifications:
   1. Two identical passport size photographs
   2. Not older than six months
   3. Head should be fully shown - looking straight at the camera and without spectacles
   4. Photos must have a blue or black background
   5. You have to sign on the reverse of the photographs

iii. IELTS TEST DETAILS

The Academic module of IELTS consists of four components.
a. **Listening:** The students are expected to listen to an audio recording produced by the native speakers of English .They listen to academic dialogues and monologues; non-academic dialogues and monologues. They are expected to answer the questions as they listen. Ten minutes are given at the end for the candidates to transfer the answers.

b. **Academic Reading:** The students have to read 3 passages on topics of general interest; one of these texts contains a detailed logical argument. They are expected to answer a variety of questions. 40 questions should be answered in one hour. No extra time will be given to transfer the answers.

c. **General Training reading** texts are taken from notices, advertisements, newspapers etc. Third section involves reading more extended texts.

d. **Academic Writing:** This module consists of 2 tasks. In task1, the students are expected to look at a diagram or a graph and present the information in their own words (150 words). In task 2, the students are assessed in their ability to present a solution to the problem, present and justify an opinion, compare and contrast evidence and evaluate and challenge ideas etc. They are expected to write in an appropriate style. (250 words).One hour is given for both the tasks.
General Training Writing: In task 1, candidates are asked to respond to a given situation with a letter requesting information or explaining the situation. In task 2 candidates are presented with a point of view and they are assessed on their ability to provide general factual information and present a solution.

e. **Speaking:** In this module, the student is expected to introduce himself/herself in an oral interview. Later he/she has to talk on a particular topic for 2 minutes. The examiner gives the topic (and one minute is given for preparation).After that he/she has to participate in a discussion for 4-5 minutes. This module assesses the fluency, lexical resource, grammatical range, accuracy, and pronunciation of the students.

f. **On the test day:** Students should carry their original passport /labor card to the examination centre, without which they are not entitled to write the exam. The test announcements start at 8 am. Registration starts at 8.15 am. Exam starts at 9 am. Anyone who arrives late will not be admitted to the test.

g. **Results declaration:** Test Report Form (TRF) is published in a fortnight from the date of the test. Students can collect the TRF from the administration department of SUC. They can also check their results online using their candidate number. The TRF is valid for two years from the date of the test.

iv. **ADMISSION FOLLOWED BY ORIENTATION**
IELTS test takers are given a brief orientation about the test format followed by a mock test. These orientation classes are held as per the prescribed calendar. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

v.   TEST FORMAT
The test format is clearly explained to them with the help of IELTS Pathfinder. IELTS Pathfinder is made available to them on the official website of SUC.

vi.   MOCK TEST
During the mock test the students are given ample scope to experience the real test environment and the scores are given to them on request in a day or two.

vii.   FINAL TEST
The students appear for the final exam at SUC on the stipulated date. They receive their scores with in fifteen days.

viii.   RESULT ANALYSIS
The results are analyzed and recorded systematically by the exam department this analysis gives a clear idea about their scores in each section.

ix.   COUNSELING
After a thorough analysis of the IELTS results, the students are well counseled with the next course of actions. Upon achieving the qualifying score for admission to Degree programs, students are encouraged to take admissions in the Main Program. Non-qualifying students are counseled to take one of the following courses of action:

a.   To reappear for the IELTS exam
b.   To repeat the IELTS training Program
c.   To undertake Cambridge English: Preliminary (PET)

C.   CITY & GUILDS IESOL TEST

i.   CITY & GUILDS IESOL TEST CENTRE AT SUC
Prospective students of SUC or general candidates appearing for City & Guilds IESOL test can apply at SUC. SUC in liaison with ConnecMe, Abu Dhabi, facilitates the test takers to take the test at its campus.

ii.   CITY & GUILDS IESOL TEST REGISTRATION REQUIREMENTS
a.   A copy of valid passport / UAE National ID
b.   Photos will be clicked before the commencement of the exam. This will be taken care by the examiners from Connecme.

iii. **CITY & GUILDS IESOL TEST DETAILS**

a. **Test Areas**
1. **Listening:** Listen twice to six short sentences: statement, explanation, description, instruction or question. Identify: topic, purpose, context, speakers, gist, and relationship between speakers, roles, functions, attitudes, feeling and opinions. Listen twice to a radio broadcast, talk, narrative, prese
2. **Reading:** Five short texts each with one gap testing layout, lexis, cohesive devices, and coherence. One text with six sentences removed, e.g. topic sentence, summarizing sentence, developing idea, emphasizing a point, opinion, contrast, sequence, forward and back reference, transition to new idea. (Four short texts)
3. **Writing: Produce** a personal letter, a narrative or descriptive composition
4. **Speaking:** Part -1 - 2 minutes chose 5 questions from different topics. Part -2: 2 minutes answering to the situations. Part -3- 3 minutes discuss task sheet. Part 4 – 2 minutes follow up questions.

b. **On the test day:** Students should carry their original passport / Emirates ID, without which they are not entitled to write the exam.. Anyone who arrives late will not be admitted to the test.

c. **Results declaration**: The results are published in a fortnight from the date of the test. Students can collect the results from the administration department of SUC.

iv. **ADMISSION FOLLOWED BY ORIENTATION**
City & Guilds test takers are given a brief orientation about the test format followed by a mock test. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

v. **TEST FORMAT**
The test format is clearly explained to them with the help of City & Guilds test Action Planner City & Guilds test Action Planner is made available to them on the official website of SUC. Action Planner B1 is meant for BBA students and Action Planner B2 is meant for MBA students.

vi. MOCK TEST
During the mock test the students are given ample scope to experience the real test environment and the scores are given to them on request in a day or two.

vii. FINAL TEST
The students appear for the final exam at SUC on the stipulated date. They receive their scores with in fifteen days.

viii. RESULT ANALYSIS
The results are analyzed and recorded systematically by the exam department this analysis gives a clear idea about their scores in each section.

ix. COUNSELING
After a thorough analysis of the results, the students are well counseled with the next course of actions. Upon achieving the qualifying score for admission to Degree programs, students are encouraged to take admissions in the Main Program. Non-qualifying students are counseled to take one of the following courses of action:

   a. To reappear for the City & Guilds test
   b. To appear for IELTS exam
   c. To undergo IELTS training Program
   d. To undergo Cambridge English: Preliminary (PET)

D. PREPARATORY PROGRAMS

i. **ACADEMIC IELTS PREPARATORY COURSE**

   a. **ADMISSION TO AIPC:** The IELTS preparation program at SUC is designed for two different levels:

      1. **ADVANCED AIPC PROGRAM:** Students, whose score is between 425 and 549 in TOFEL (ITP) or between 4.0 and 5.5 in IELTS (Academic), or between 29 and 49 in PTE A (Pearson Test of English Academic), will undergo an Advanced Program.
      2. **BASIC AIPC PROGRAM:** Students, whose score is between 351 and 424 in TOFEL (ITP) or between 3.0 and 3.5 in IELTS (Academic), or between 24 and 28 in PTE A (Pearson Test of English Academic), will undergo a Basic Program.

b. PROSPECTIVE MBA STUDENTS

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

In case the student does not clear the English proficiency requirements as mentioned above, will be admitted to the AIPC which is designed and conducted for facilitating students to get admitted into MBA Program of SUC. The placement of the student in the course is determined on the basis of grades obtained in the TOEFL exams. The categories mentioned below will determine their placement in the AIPC. (Category A, B & C help to understand the principle for placing a student in the IELTS preparatory program):

Category A: Students who have scored between 351 and 424 in TOEFL (ITP) or between 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.

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 25-34 in PTE A (Pearson Test of English Academic) will be admitted into 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. AIPC is a noncredit course.

Category C: The Students, who have scored between 530 and 549 in TOEFL (ITP) or between 5.0 and 5.5 in IELTS (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. They must achieve a semester average score of B (GPA 3.0 - 4.0) in the credit courses taken to continue the MBA program.

ii. **CAMBRIDGE ENGLISH : PRELIMINARY (PET) FOR ENTRY INTO IELTS TRAINING PROGRAM**

SUC offers Cambridge English: Preliminary (PET) Preparatory Course 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. The registered students will undergo Cambridge English: Preliminary (PET) Preparatory Course. Upon the completion of this course, based on their performance, students will be directed either to Basic AIPC or Advanced AIPC.

Common European Framework of Reference (CEFR equivalencies chart)
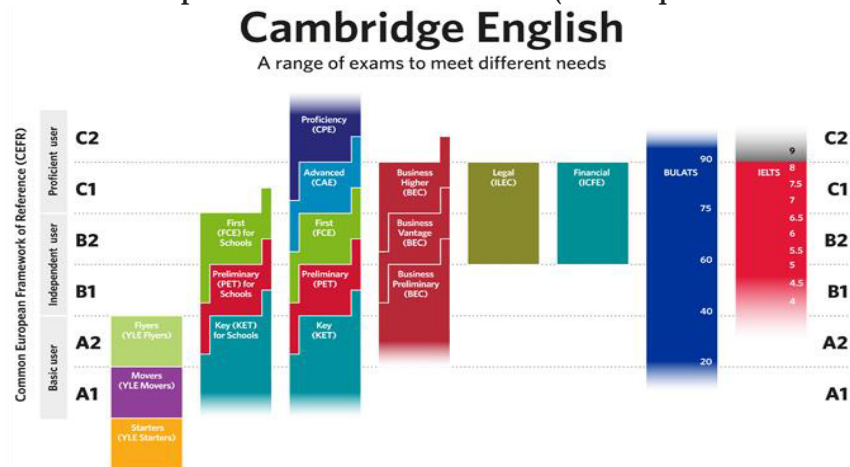
At the end of the course students will be given a Certificate clearly indicating the level they achieved on CEFR (Common European Frame work of Reference for Languages) scales. This Certificate is very useful if they plan to continue their English studies.

Students will receive a Statement of Results. If their performance ranges between CEFR Levels B1 and A1, they will also receive a certificate.

Pass with distinction (B1), Pass with Merit (A2), Pass (A2). If they do not pass, but still do reasonably well they are issued an A1 certificate. They might continue with IELTS Preparatory course.

Students can write the Cambridge English: Preliminary (PET) test at Skyline. Eton Institute, Dubai, conducts the exam at Skyline.

i. **ADMISSION & ORIENTATION**
Students are given thorough orientation about the course, books, internal tests and the test format, mock exam and the final exam pattern etc.

ii. **KIT COLLECTION**
All the students who join AIPC or PET Preparatory programs are given a kit comprising of their class schedule, fee payment details, extra courses information and books etc.

XV.   INFORMATION ABOUT OTHER MOHESR APPROVED ENGLISH PROFICIENCY TESTS

A. PEARSON TEST OF ENGLISH ACADEMIC

Pearson Test of English Academic (PTE Academic) is a new, international, computer-based academic English language test. The test accurately measures the listening, reading, speaking, and writing skills of test takers who are non-native speakers of English and need to demonstrate their level of academic English proficiency.

For further details refer:
1. http://pearsonpte.com/Testme/Documents/PTEA_Test_Taker_Handbook_EN.pdf
2. www.pearsonpte.com/resources/PTEAcademic/forms

B. CAMBRIDGE ENGLISH: ADVANCED

Cambridge English: Advanced, also known as Certificate in Advanced English (CAE), is accepted globally for study, work and immigration purposes. It is trusted and accepted by over 3,000 organizations as proof of high-level English language skills.

For further details refer:
http://www.cambridgeenglish.org/exams-and-qualifications/advanced.

XVI.   CHALLENGE EXAM

A.   BUSINESS MANAGEMENT BACKGROUND

Student with a business background at the Undergraduate level having a CGPA of less than 2.5 will have to appear for challenge exam. However, courses in which the scores are above 'B' grade will be exempted from challenge exam.

Upon registration, the marketing officer will check and assess the transcript of the student with IRO. Student below 'B' grade in Business Undergraduate course can appear for challenge exam. Date and time of the exam will be confirmed at the time of admission.

B.   NON- BUSINESS MANAGEMENT BACKGROUND WITH MQP

Student with non-business background who has completed MQP Program from an approved institution by MOHESR will have to take a challenge exam at SUC.

Non-Business graduates with MQP from approved institutions by MOHESR will have to undergo a challenge exam at SUC

The guidelines for Business & Non-Business Challenge exam are as follows:

i.   Needs to have a 'B' grade to successfully clear the challenge exam and join the MBA program without undergoing MQP.
ii.   Prospective student can take maximum of 2 challenge exams in the same day.
iii.   A handbook for each course of challenge exam will be provided to the student.
iv.   Student is required to pay **AED 650** per subject.
v.   No Second Attempt will be given.
vi.   If the student fails to appear in the scheduled challenge exam, an additional fee of **AED 650 per subject** will be applicable for the new date.
vii.   If the Student fails to clear challenge exam, he has to undergo MQP and MQP fees will apply.

XVII.   REGISTRATION REQUIREMENTS

Candidates seeking admission in SUC are required to submit the following documents as applicable in the respective category:

A.   LOCAL CANDIDATES WITH OWN VISA

i.   National Security Services clearance certificate for UAE Nationals effective from 2014.
ii.   2 Passport size colored photographs (not Polaroid) along with a digital copy
iii.   Passport Copy with minimum six months validity
iv.   UAE National ID
v.   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.
vi.   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.
vii.   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 or Cambridge English Advanced Test score of 162 or City & Guilds IESOL Test score of B1-B2 or the equivalent score on another standardized test approved by the Ministry of Higher Education & Scientific Research (MOHESR).
viii.   The applicable fees must be paid at the time of admission
ix.   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.
x.   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. National Security Services clearance certificate for UAE Nationals effective from 2014.
ii. 2 Passport size colored photographs (not Polaroid) along with a digital copy
iii. Passport copy with minimum eight months validity.
iv. 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.
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 applicable fees must be paid at the time of admission
vii. 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.
viii. 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. 2 Passport size colored photographs (not Polaroid) along with a digital copy
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 applicable fees must be paid at the time of admission
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.

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.

XVIII. REGISTRATION PROCEDURE

The Registration department sends the admission file for each student to Administration and the registration unit of the Administration & Examination 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 mentioned in the registration checklist. 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 Bachelor's 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. ADDITIONAL DOCUMENT TO BE SUBMITTED BY LOCAL STUDENT

1. Passport copy (Minimum 6 Months Validity)

iv. DOCUMENT GIVEN TO STUDENTS [COUNTER SIGNED]

1. Duly Attested Graduation Credentials

v. FULL UNDERTAKING LIST

1. Undertaking -Visa Page
2. Undertaking -Passport Page
3. Undertaking - Non Submission of Photographs
4. Undertaking - Non Submission of Attested Bachelor Degree
5. Undertaking - Non Submission of UAE National ID
6. Undertaking -Non submission of equivalency Certificate (International Student)
7. Undertaking –Non Submission of TOEFL / IELTS

vi. **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

vii. **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

viii. **VISA/EMBASSY LETTER**

1. Submission of 3 Post-dated cheques

2. Old Visa Copy Page

B. **ISSUANCE OF 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 mentor 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.

XIX.   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.

XX.   FEE STRUCTURE

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 2015 – 2016 (MAY/SEPTEMBER 2014 & JANUARY 2015 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on: ☑ FINANCE ☑

MARKETING ☑ HRM ☑ STRATEGIC MANAGEMENT & LEADERSHIP

☑ E-GOVERNANCE

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
FIRST SEMESTER	Application Fee (Non-Refundable)	1,000.00	**28,200.00**
	First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	5,000.00	
	1st Semester Fee (4600 X 4 months)	18,400.00	
	E-Books, Materials & Learning Resources	3,800.00	
SECOND SEMESTER	2nd Semester Fee (4600 X 4 months)	18,400.00	**20, 800.00**
	E-Books, Materials & Learning Resources	2,400.00	
THIRD SEMESTER	3rd Semester Fee (4600 X 4 months)	18,400.00	**20, 800.00**
	E-Books, Materials & Learning Resources	2,400.00	
FOURTH SEMESTER	4th Semester Fee (4600 X 3 months)	13,800.00	**20, 200.00**
	E-Books, Materials & Learning Resources	2,400.00	
	4th Semester Last Installment	4,000.00	
TOTAL MBA FEES			**90,000.00**

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 600/- (subject to change) or IELTS-CES exam fees of AED 950/- (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 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 /- 550Compulsory] to be paid as rental for the TOEFL book or AED /800- 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 300/- would be refunded back to the student and AED 250/- would be deducted as book rental charges.

    iv.   Books & material fees is compulsory to pay. It is student's responsibility to take the book from the library beginning of the semester. SUC provide each MBA student with tab. However, if any student loses or damage one it is mandatory for them to have a replacement on their own.

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

FEE STRUCTURE FOR VISA APPLICANT/VISA-EMBASSY LETTER CASE FROM SUC

(IN AED)

AY 2015 – 2016 (MAY/SEPTEMBER 2014 & JANUARY 2015 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on: ☑ FINANCE ☑

MARKETING ☑ HRM ☑ STRATEGIC MANAGEMENT & LEADERSHIP

☑ E-GOVERNANCE

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
FIRST SEMESTER	Application Fee	1,000.00	**22,300.00**
	First Installment Fee	5,000.00	
	1st Cheque	12,500.00	
	E-Books, Materials & Learning Resources	3,800.00	
SECOND SEMESTER	E-Books, Materials & Learning Resources	2,400.00	**27, 400.00**
	2nd Cheque	12,500.00	
	3rd Cheque	12,500.00	
THIRD SEMESTER	E-Books, Materials & Learning Resources	2,400.00	**27, 400.00**
	4th Cheque	12,500.00	
	5th Cheque	12,500.00	
FOURTH SEMESTER	E-Books, Materials & Learning Resources	2,400.00	**12, 900.00**
	6th Cheque	10,500.00	
TOTAL MBA FEES			**90,000.00**

FEE PAYMENT TERMS

Admission Fees

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

FEES	AMOUNT (IN AED)
Application Fee (Non-refundable)	1,000.00
First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	5,000.00
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)	6,000.00
Passport Guarantee (Refundable at the time of visa cancellation)	2,500.00
UAE National ID	500.00
1st Cheque Payment (Non-refundable)	12,500.00
TOEFL Exam Fee	600.00
TOEFL Book	550.00
1st 4 months of Hostel Fees (AED1750 / per month)	7,000.00
Hostel Deposit (Refundable)	1,000.00
Medical Insurance (2 Years)	As applicable
TOTAL FIRST PAYMENT	**AED 36,650/-**

NOTE: The student also has to submit 2 PDC's of AED 12500/- each along with the first payment mentioned above.

ii. TOEFL (Institutional) exam fees of AED 600/- (subject to change) or IELTS-CES exam fees of AED 950/- (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 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 /- 550Compulsory] to be paid as rental for the TOEFL book or AED /800- 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 300/- would be refunded back to the student and AED 250/- would be deducted as book rental charges.

iv. Books & material fees is compulsory to pay. It is student's responsibility to take the book from the library beginning of the semester. SUC provide each MBA student with tab. However, if any student loses or damage one it is mandatory for them to have a replacement on their own.

> **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*

FEE STRUCTURE FOR VISA APPLICANT (IN USD)
AY 2015 – 2016 (MAY/SEPTEMBER 2014 & JANUARY 2015 INTAKE)
MASTER OF BUSINESS ADMINISTRATION with emphasis on: ☑ FINANCE ☑
MARKETING ☑ HRM ☑ STRATEGIC MANAGEMENT & LEADERSHIP
☑ E-GOVERNANCE

SEMESTER	PAYMENT	AMOUNT (IN USD)	TOTAL (IN USD)
FIRST SEMESTER	First Installment (Non-refundable)	4,932.00	4,932.00
SECOND SEMESTER	Second Installment	4,932.00	4,932.00
THIRD SEMESTER	Third Installment	4,932.00	4,932.00
FOURTH SEMESTER	Fourth Installment	4,932.00	9,864.00
	Fifth Installment	4,932.00	
TOTAL MBA FEES [INCLUDING BOOKS & RESOURCES UTILITY AND EXCLUDING VISA FEE]			24,660.00

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:

FEES	AMOUNT (IN USD)
Application Fee (Non-refundable)	4,932.00
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)	1,645.00
Passport Guarantee (Refundable at the time of visa cancellation)	685.00

UAE National ID	135.00
TOEFL Exam Fee	165.00
TOEFL Book	150.00
1st 4 months of Hostel Fees (USD 480 / per month)	1,920.00
Hostel Deposit (Refundable)	275.00
Medical Insurance (2 Years)	As applicable
TOTAL FIRST PAYMENT	**9,907.00**

ii.   TOEFL (Institutional) exam fees of USD 165/- (subject to change) or IELTS-CES exam fees of USD 260/- (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 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 150/- [Compulsory] to be paid as rental for the TOEFL book or USD 220/- 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 82/- would be refunded back to the student and USD 68/- would be deducted as book rental charges.

iv.   Books & material fees is compulsory to pay. It is student's responsibility to take the book from the library beginning of the semester. SUC provide each MBA student with tab. However, if any student loses or damage one it is mandatory for them to have a replacement on their own.

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

FEE STRUCTURE FOR NON-VISA APPLICANT (IN AED)

[WEEKEND CLASS – QUARTER PAYMENT]

AY 2015 – 2016 (MAY/SEPTEMBER 2014 & JANUARY 2015 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on: ☑ FINANCE ☑

MARKETING ☑ HRM ☑ STRATEGIC MANAGEMENT & LEADERSHIP

☑ E-GOVERNANCE

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
QUARTER 1	Application Fee (Non-Refundable)	1,000.00	**16,600.00**
	First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	5,000.00	
	1st Quarter Fees	10,600.00	
QUARTER 2	2nd Quarter Fees	15,000.00	**15,000.00**
QUARTER 3	3rd Quarter Fees	15,000.00	**15,000.00**
QUARTER 4	4th Quarter Fees	15,000.00	**15,000.00**
QUARTER 5	5th Quarter Fees	15,000.00	**15,000.00**
QUARTER 6	6th Quarter Fees	13,400.00	**13,400.00**
TOTAL MBA FEES			**90,000.00**

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:

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 600/- (subject to change) or IELTS-CES exam fees of AED 950/- (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 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 /- 550Compulsory] to be paid as rental for the TOEFL book or AED /800- 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 300/- would be refunded back to the student and AED 250/- would be deducted as book rental charges.

iv. Books & material fees is compulsory to pay. It is student's responsibility to take the book from the library beginning of the semester. SUC provide each MBA student with tab. However, if any student loses or damage one it is mandatory for them to have a replacement on their own.

> *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*

FEE STRUCTURE FOR NON-VISA APPLICANT (IN USD)

[WEEKEND CLASS – QUARTER PAYMENT]

AY 2015 – 2016 (MAY/SEPTEMBER 2014 & JANUARY 2015 INTAKE)

MASTER OF BUSINESS ADMINISTRATION with emphasis on: ☑ FINANCE ☑

MARKETING ☑ HRM ☑ STRATEGIC MANAGEMENT & LEADERSHIP

☑ E-GOVERNANCE

PARTICULAR	PAYMENT	TOTAL (IN AED)
QUARTER 1	1st Quarter Fees	4,110.00
QUARTER 2	2nd Quarter Fees	4,110.00
QUARTER 3	3rd Quarter Fees	4,110.00
QUARTER 4	4th Quarter Fees	4,110.00
QUARTER 5	5th Quarter Fees	4,110.00
QUARTER 6	6th Quarter Fees	4,110.00
TOTAL MBA FEES		24,660.00

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:

FEES	AMOUNT (IN USD)
Application Fee (Non-refundable)	4,932.00
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)	1,645.00
Passport Guarantee (Refundable at the time of visa cancellation)	685.00

UAE National ID	135.00
TOEFL Exam Fee	165.00
TOEFL Book	150.00
1st 4 months of Hostel Fees (USD 480 / per month)	1,920.00
Hostel Deposit (Refundable)	275.00
Medical Insurance (2 Years)	As applicable
TOTAL FIRST PAYMENT	**9,907.00**

ii.   TOEFL (Institutional) exam fees of USD 165/- (subject to change) or IELTS-CES exam fees of USD 260/- (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 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 150/- [Compulsory] to be paid as rental for the TOEFL book or USD 220/- 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 82/- would be refunded back to the student and USD 68/- would be deducted as book rental charges.

iv.   Books & material fees is compulsory to pay. It is student's responsibility to take the book from the library beginning of the semester. SUC provide each MBA student with tab. However, if any student loses or damage one it is mandatory for them to have a replacement on their own.

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

GENERAL TERMS FOR FEE PAYMENT

1. Military clearance is mandatory for UAE Nationals below 30 years of age.
2. Prospective student joining the SUC MBA Program is required to take anyone of the English Placement Test approved by the MOHESR.
3. Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog2015-2016), embarks in MBA Main Program
4. Student who does not clear the English Placement Test should undergo the AIPC/PET as per the admission criteria (mentioned in MBA Catalog 2015-2016) and additional fees will be payable as per the published fees structure
5. Undertaking form must be completed with this form & all the documents mentioned in the checklist.
6. For weekend class: Student registered into weekend classes cannot shift to normal sessions or vice versa and Attendance is mandatory as per SUC Policy
7. Student is eligible only for one type of fee waiver / scholarship throughout the study period.
8. Scholarship recommendation letter must be submitted within 30 days of registration, non-compliance will forfeit the scholarship awarded.
9. Fee waiver will be adjusted in the last semester. If student wishes to get this included in monthly installment (subject to approval from Finance Department) and 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.
10. 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
11. As per the MOHESR policy, (applicable to Business graduates only) student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program the following criteria applies. Non-business graduates have to take Pre-MBA Program (MQP).
    o CGPA 2.5 to 2.99 - Refer Policies on MBA Provisional Admission
    o CGPA 2.0 to 2.49 & 5 years work experience - Interview Form as per policy
    o CGPA 2.0 to 2.49 - Challenge Exam (AED 650 or USD 178/- per course) as per policy
12. Graduation fee of AED 2800 or USD 767/- will be additional and will be applied in the final semester / quarter.
13. Transportation fee will be applicable if the student is staying in Hostel outside the SUC Campus.
14. Transportation fee is applicable for a minimum period of one month

XXI.   FEE STRUCTURE FOR MBA QUALIFYING PROGRAM

MBA QUALIFYING PROGRAM (MQP) [IN AED]

FOR AY 2015-2016

(2 Months Program)

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

CHEQUE PAYMENT

S. NO.	App & 1st Inst Fee	NO. OF COURSES	RATE / COURSE	TOTAL (INAED)
1	6,000.00	7	2,000.00	20,000.00
2	6,000.00	6	2,000.00	18,000.00
3	6,000.00	5	2,000.00	16,000.00
4	6,000.00	4	2,000.00	14,000.00
5	6,000.00	3	2,000.00	12,000.00
6	6,000.00	2	2,000.00	10,000.00
7	6,000.00	1	2,000.00	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

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 650/-.
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:
   a. 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:
   a. CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
   b. CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
   c. CGPA 2.0 to 2.49 – Challenge Exam (AED 650/- per course) as per policy
10. Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.
11. For refund policy, please refer to MQP Refund Policy.

XXII.   REFUND POLICY

MBA REFUND POILICY

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

d.   **Scholarship/Fee Waiver/Recommendation**
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.

e.   **Hostel**
Once hostel is booked and the student wishes to cancel, the student is liable to pay for the complete one academic year.

f.   **Transportation**
Transportation fee is to be paid for a minimum period of one month and there is no refund if the student wishes to cancel it in middle of the month.

ii.   MAIN PROGRAM & 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

   a.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.

   a.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 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 4,932/-** Non-refundable / Non transferable
b. **Visa Fee – USD 1,645/-** 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 before his arrival to the country, visa postponement charge of **USD 550/-** . In case the student fails to arrive in the country within the stipulated period of the visa, then the postponement charges along with the visa re-application fee of **USD 140/-** will apply.

c. **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 before the arrival of the student in the country, 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 amount (passport guarantee & hostel deposit).

d. **Scholarship/Fee Waiver**
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.

e. **Hostel**
Once hostel is booked and the student wishes to cancel, student is liable to pay for the complete academic year.

f. **Transportation**
Transportation fee is to be paid for a minimum period of one month and there is no refund if the student wishes to cancel it in middle of the month.

ii. FOUNDATION PROGRAM – ACADEMIC IELTS PREPARATORY COURSE [AIPC]

a. **PASS**: If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.

b.   **PASS:** If a student successfully passes the AIPC Program and does not wish to continue with the degree program, the first installment fee of USD 4,932/- 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.

c.   **FAIL:** If a student fails the IELTS/TOEFL exam and wishes to discontinue, no refund applicable.

d.   **AIPC Program -** In case, the student fails English placement tests, first installment payment will be adjusted towards the fee for the Foundation program.   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.   Visa Fee – AED 6000/- Non refundable / Non transferable
   4.   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.
   5.   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
   6.   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.

7. 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.
8. If a registered student wants to postpone to next succeeding intake his arrival in UAE, visa postponement charge of AED 2000/- and new fee structure will apply. In case student fails to arrive in the country within stipulated validity of the visa, then the postponement charge along with visa re-application fee of 500/- and new fee structure will apply.
9. 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
10. 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.
11. 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.

     7.1. Once visa letter issued by SUC has been used, postponement to the next intake will not be allowed.

     7.2. 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.

c. **Scholarship/Fee Waiver**

   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

d. **Hostel**

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

e. **Transportation**

   Transportation fee is to be paid for a minimum period of one month and there is no refund if the student wishes to cancel it in middle of the month.

ii. **FOUNDATION PROGRAM – ACADEMIC IELTS PREPARATORY COURSE [AIPC]**

a. **Application Fee –** AED 1,000/ - (Non refundable / Non transferable)
b. **First Installment Fee –** AED 5,000/- [applicable towards the Degree Program]
c. **PASS**: If a student successfully passes the AIPC Program and wishes to join the degree program the first installment fee will be transferred.
d. **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

e. 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.

f. 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.

g. **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.

h. **FAIL:** If a student fails the IELTS exam and wishes to discontinue, no refund applicable.

i. **First Cheque Payment: AIPC Program** - In case, the student fails English placement test, first cheque payment will be adjusted towards the fee for the Foundation program. The student will have to pay the First installment fee of the Main Program.

MBA QUALIFYING PROGRAM REFUND POLICY 2015-2016
(IN AED)

A. **Application Fee** – AED 1,000/ - (Non-refundable / Non-transferable)
B. **First Installment Fee** – AED 5,000/- [Applicable towards the Degree Program]
    i.   **PASS**: If a student successfully passes the MQP Program and wishes to join the degree program the first installment fee will be transferred
    ii.   **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
        a.   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.
        b.   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.
    iii. **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.
    iv. **FAIL:** If a student fails the MQP Program and wishes to discontinue no refund applicable.

XXIII.   FEE CHANGE POLICY

The Marketing Department along with the Finance Department after careful study of the market conditions, fees charged by competitors and general feedback from the students enrolled in the last Academic Year, recommends changes in the fee structure. The same is forwarded to the Dean for review and seek approval from BOG.

Once approved by the BOG, the new fee structure will be implemented and corresponding changes will be published in the website, catalog and all other internal and external published documents before the start of the academic year. The new fee will be applicable to the students admitting into the program.

Tuition fee for the continuing student shall remain same as per the fee structure issued at the time of admission. The miscellaneous fees are subject to change annually and is updated in the system and all publication of SUC before starting of the new academic year.

XXIV.   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 MBA programs. SUC offers scholarships approved by the scholarship committee. The members of the scholarship committee are as follows:

    i.   Dean
    ii.   HOD – Finance Department
    iii.   Registrar
    iv.   Head of Administration and Examination Department
    v.   Head of Marketing & Registration Department

A. SCHOLARSHIP FOR CURRENT STUDENTS

Students who are pursuing their full time MBA 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 emphasis 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 & Examination 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.   SPORTS SCHOLARSHIP

The SUC Sports Scholarship has been conceived for students who have shown the ability in sporting and academic performance prior to joining SUC and who wish to fulfill their sporting and academic ambitions while pursuing their academic career in SUC. The students are rewarded for their success in the various categories of sport achievement at various levels and are open to both BBA and MBA students. The scholarships granted are reduction in their tuition fees at SUC and are generally for the full duration of study (subject to academic performance and other requirements).

a. **Eligibility Criteria**

There are several criteria, which must be met – academic qualification for a course must be achieved and the recipient of a scholarship must be prepared to commit him/herself to involvement in the respective SUC sports club.

The scholarship student must represent SUC and only SUC in competition. A satisfactory level of academic and sporting progress is essential, if the scholarship is to be renewed on annual basis.

The student needs to consistently keep a satisfactory level of academic standing and other criteria which are:

1. The student must duly apply for sports scholarship.
2. 2.5 CGPA (Proposed CGPA of 2,)
3. Minimum 70% attendance in all classes (Proposed 60%)

4. The student should not have any disciplinary proceedings against himself / herself.
5. Performance of the student in a particular game. A report from the coach will be taken.
6. Attendance during the training sessions
7. Support given to the Sports Department
8. The student should not be recipient of any other scholarship offered by SUC

Apart from the above, the following supporting documents should also be furnished:

1. Sports Department (Head-Sport's and Coach's Report)
2. Staff Sports Committee Clearance
3. Transcript Clearance
4. Fee Clearance
5. DAC Clearance
6. List of Achievements
7. Recommendation Letter from Mentor, HOS, Dean

B. 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.

C. SCHOLARSHIP FOR PROSPECTIVE STUDENTS

SNO.	TYPE	%
**SCHOLARSHIP / FEE WAIVER 2015-2016**	
**MBA [LOCAL]**	
1	Merit Based	9.21%
2	Need Based	6.35%
3	SUC UG Student	15%
4	Sibling	15%
5	Industry	7.94%
6	Government/Bank (UAE Local)	10%
7	Government/Bank (Expatriate)	8%
8	Staff Relation	25%
9	Grant by COEC	Discretion
**MOU BASED SCHOLARSHIP**	
10	Consulate/Embassy/Club/Church/ Association/ Corporate/Government/ Semi-Government/Bank MOU	15% to 50% as per agreement signed with the organizations Decisions will be taken on case to case basis.

GENERAL TERMS & CONDITIONS

1. Student is eligible only for one type of fee waiver.
2. Fee waiver will be adjusted in the 2nd 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.

XXV.   MBA PROGRAM

A. 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 skills and attitude to groom future management professionals of the region.

C. MBA GOALS
   a.   Develop managerial skills in problem solving and decision making
   b.   Instill leadership skills and professional attitude
   c.   Develop ethical orientation to conduct business in a socially responsible manner
   a.   Develop acumen towards formulating, implementing and evaluating business strategies

D. MBA OBJECTIVES
Students will be able to
  a. Explain theories, tools and techniques of business management and their applications.
  b. Develop leadership skills and competencies for managing organizations
  c. Research, evaluate, analyze and formulate business strategies
  d. Evaluate ethical business practices and its implications on business.
  e. Integrate knowledge and business practices to consistently solve complex issues

E. MBA CURRICULUM
SUC has developed a 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 depth 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
Emphasis Courses	9
Total Requirements	**36**

EMPHASIS AREAS
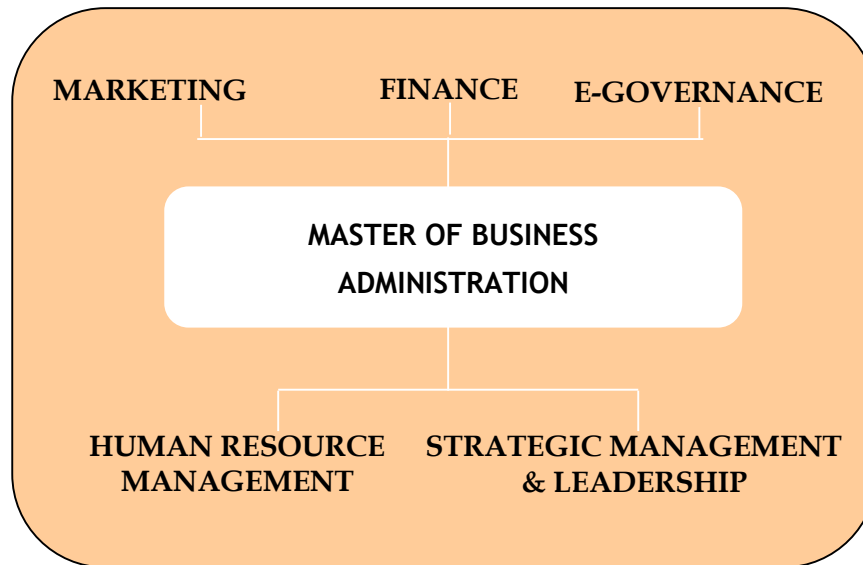
CORE COURSES

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 of the following areas of their interest:: Marketing, Finance and Human Resource Management Strategic Management & Leadership and E-Governance.

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:

i.   Integrate knowledge in the fields of managerial economics, finance & accounting, human resource management, marketing management & business management systems for managing business operations
ii. Assess ethical values and practices for conducting business
iii. Analyze business problems and take strategic decisions
iv. Evaluate business scenarios with help of appropriate tools and techniques

CORE COURSES

CODE	COURSE	CREDITS
ACC6001	MANAGERIAL ACCOUNTING	3
CIS6001	CORPORATE INFORMATION STRATEGY AND MANAGEMENT	3
ECO6001	MANAGERIAL ECONOMICS	3
MGM6001	HUMAN RESOURCE MANAGEMENT	3
MKT6001	MARKETING MANAGEMENT	3

PROTECTED CORE COURSES

CODE	COURSE	CREDITS
BUS6001	QUANTITATIVE METHODS FOR BUSINESS DECISION MA;KING	3
BUS6002	INTERNATIONAL BUSINESS	3
FIN6001	FINANCIAL MANAGEMENT	3

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

CAPSTONE COURSE

CODE	COURSE	CREDITS
MGM7102	STRATEGIC MANAGEMENT (C)	3

<h1 style="text-align:center">EMPHASIS ON FINANCE</h1>

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. Explain theoretical framework of corporate and financial institutions
b. Demonstrate an understanding of ethical practices and its implications in regional and global financial Institutions
c. Apply the principles, tools and research techniques for making financial decisions
d. Analyze and estimate risk and return for investment decisions
e. Evaluate government regulations and its effect on corporate and financial institutions

CODE	COURSES	PRE REQUISITE	CREDITS
FIN7210	CORPORATE FINANCE (P,E)	ACC6001, FIN6001	3
FIN7211	INTERNATIONAL FINANCE (P, E)	ACC6001, FIN6001	3
FIN7212	INVESTMENT AND PORTFOLIO MANAGEMENT (P, E)	ACC6001, FIN6001	3
FIN7213	MANAGEMENT OF BANKS & FINANCIAL INSTITUTIONS (P, E)	ACC6001, FIN6001	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
MKT7210	CONSUMER BEHAVIOR (P, E)	BUS 6001, MKT 6001	3
MKT7211	SUPPLY CHAIN MANAGEMENT (P, E)	BUS 6001, MKT 6001	3
MKT7312	INTERNATIONAL MARKETING STRATEGY (P, E)	BUS 6001, MKT 6001, MKT7210	3
MKT7313	MARKETING COMMUNICATIONS (P, E)	BUS 6001, MKT 6001, MKT 7210	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.

MBA with HR emphasis 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. Describe current processes and practices in Human Resource Management
b. Critically evaluate legal issues in Human Resource Management.
c. Design systems, tools & techniques of human capital management.
d. Demonstrate relevant research skills in analyzing challenges in human resource management including that of diversity and equal employment opportunities

CODE	COURSES	PRE REQUISITE	CREDITS
HRM7110	PERFORMANCE AND COMPENSATION MANAGEMENT (P,E)	MGM6001	3
HRM7111	LEGAL ASPECTS OF HUMAN RESOURCES	MGM6001	3
HRM7112	MANAGING DIVERSITY (P,E)	MGM6001	3
HRM7113	STRATEGIC HUMAN CAPITAL MANAGEMENT (P,E)	MGM6001	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 strategies of creating culture of innovation in an organization to solve complex issues
c. Critically analyze risk and formulate effective organizational Strategies
d. Demonstrate ability to plan and lead change in organization

CODE	COURSES	PRE REQUISITE	CREDITS
SML 7010	LEADING THROUGH CREATIVITY & INNOVATION (P,E)	NONE	3
SML 7011	STRATEGIC RISK MANAGEMENT(P,E)	NONE	3
SML 7012	STRATEGIC LEADERSHIP(P,E)	NONE	3
SML 7013	MANAGING STRATEGIC CHANGE (P,E)	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.

EMPHASIS ON E-GOVERNANCE

INTRODUCTION

In today's technology driven and dynamic environment, government organizations world over are moving towards E –Governance for Smart Governance. Properly designed and implemented, E-Governance can improve efficiency in the delivery of government services and simplifies compliance of government regulations. This helps in strengthen citizen participation to use government services and builds trust in government.

This Emphasis provides an opportunity for the students to learn the theories, practices and skills relating to E-Governance and take initiatives for exploring new dimensions of E-Governance. E-Governance initiatives become functionally successful when they are complemented with understanding ethical, legal and technological issues relating to governance. All the initiatives of E-Governance need to be implemented within a time frame for the services to be effective for public and business users therefore a course on project management helps students in understanding the execution of the E-Governance initiatives.

GOALS

i.   Develop an understanding of theories and practices of E-Governance
ii. Develop an understanding of cultural, ethical, legal & security issues relating to E-Governance
iii. Develop skills to identify, plan, implement and review the E-Governance initiatives for smart governance

OBJECTIVES

Students will be able to:
i.   Demonstrate an understanding of theories and practices of E- Governance Initiatives
ii. Assess the user requirements in the context of technological, cultural, ethical and legal perspectives
iii. Analyze the strategies for planning and implementing E- Governance projects
iv. Evaluate strategies for optimal utilization of E-Governance initiatives

CODE	COURSES	PRE REQUISITE	CREDITS
EGV7010	E- GOVERNANCE THEORY AND PRACTICE	NONE	3
EGV7111	EMERGING TECHNOLOGIES FOR SMART GOVERNANCE	CIS6001	3
EGV7112	E- GOVERNANCE PROJECT MANAGEMENT	CIS6001	3
EGV7113	SECURITY, ETHICAL AND LEGAL ISSUES OF E-GOVERNANCE	CIS6001	3
TOTAL CREDITS REQUIRED IN EMPHASIS ON E-GOVERNANCE			9

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

XXVI.   MBA QUALIFYING PROGRAM (MQP)

A candidate who is seeking admission with a Bachelor's Degree (3 years and above) obtained from a non-business discipline is required to undergo the MQP by taking the following seven courses. In case candidate has already completed any of the MQP courses in the Bachelor degree, he may be exempted from such courses provided an official transcript for evaluation at the time of admission is submitted by them. 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 required to complete the MQP so as to establish the required knowledge for a student is acquired before enrolling into the MBA program.

CODE	COURSES
ACC5001	ACCOUNTING PRINCIPLES & PRACTICE
ECO5002	ECONOMICS PRINCIPLES & PRACTICE
MAT5003	FUNDAMENTALS OF QUANTITATIVE METHODS
FIN5004	PRINCIPLES OF FINANCE
MGM5005	PERSPECTIVE ON MANAGEMENT
MKT5006	PRINCIPLES OF MARKETING
MGM5007	OPERATIONS MANAGEMENT

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 and are only for the purpose of completing 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 or opt for MQP schedule.

MQP TOC Policy
i.   TOC will be granted to courses with a grade C at the Undergraduate level with CGPA above 2.5
ii.   Fill up the MQP TOC application form in SUC
iii. Submit the following TOC Admission entry requirement documents:
     a. The official transcript from accredited institutions
     b. Detailed syllabi(Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
iv.   Processing fee of AED 400/- (non-refundable) must be paid for evaluation

XXVII.   COURSE DESCRIPTIONS

ACC6001   **MANAGERIAL ACCOUNTING**   **3 CREDITS**
This course provides a comprehensive, graduate level exploration of managerial accounting. This course 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 sound decisions, its effect on managerial behavior, and its 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.
Pre-requisites: None

FIN6001   **FINANCIAL MANAGEMENT**   **3 CREDITS**
The course aims to provide understanding of theories of financial management and its applications to financial decisions relevant to the businesses. All decisions which managers make have a financial aspect to it. Strong financial management within the organization helps ensure the long-run viability of the firm. This course has a focus on the management of a firm's financial resources given a wealth maximization decision criterion. All basic and important areas of financial management are covered in this course. Students will understand the importance of investment and financial decisions in creating and capturing value for businesses, as well as in obtaining sustainable competitive advantage.
Pre-requisites: None

MKT6001   **MARKETING MANAGEMENT**   **3 CREDITS**
This Course enables students to learn various tools & techniques for analyzing Internal & External environment so as to reach the right market segment. This course focuses on learning the process of segmentation, targeting and positioning of products in the markets. Further students are prepared to use marketing mix elements in developing appropriate marketing plans & strategies in relation to competitors. While developing various products and promotional strategies student gets hands on experience in identifying, analyzing, designing and evaluating a marketing plan that aims to acquire, retain and develop the consumers and business buyers.
Pre-requisites: None

ECO6001   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 and supply, reaching cost efficiencies, determining output & prices under different market conditions. Further, it polishes their analytical skills to interpret the data from the competitors and macro-economic variables so as to arrive at viable decisions that lead to optimization of economic interests of business enterprises and reduce their risk and uncertainty. The student will be able to apply the knowledge of managerial economics in their work environment.
Pre-requisites: None

MGM6001   HUMAN RESOURCE MANAGEMENT   3 CREDITS

This course examines the structures and processes of human resource management (HRM) from the point 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

BUS6001 QUANTITATIVE METHODS FORBUSINESS DECISION MAKING 3 CREDITS

The course aims to provide an understanding of the application of quantitative analysis tools and techniques to the real life business situations. The course throws light on the application of forecasting, networking, and linear programming tools in the managerial decision making. Emphasis is also laid on inventory management, transportation models Project Management tools. Students will be able to apply these quantitative techniques and statistical tools in their day to day business decisions.
Pre-requisites: None

BUS6002   **INTERNATIONAL BUSINESS**   **3 CREDITS**

The course equips students to understand theories of international business and the tools that enable businessmen to take effective decisions in global business environment with regards to functional areas of business. The course enables students to understand the environment of international business, political economy, cultural & ethical foundations of global business today. The course covers the operations of international business and impacts of financial and monetary systems, risk and uncertainties that are encountered by international business entities. It also enables students to evaluate the entry and risk mitigation strategies by managing resources effectively.
Pre-requisites: None

CIS6001   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, monitoring ethical practices and IT strategy for competitive advantage.
Pre-Requisites: None

MGM7102   **STRATEGIC 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, monitoring ethical practices and IT strategy for competitive advantage.
Pre-Requisites: Successful completion of 6000 level Course

FIN7210   **CORPORATE FINANCE**   **3 CREDITS**

This course covers the principles that corporations use to make their investing, financing and dividend decisions. The course aims to enable students to comprehend and analyze the theories and propositions relating to corporate finance, and the controversies and criticisms which surround them.
This course attempts to develop the skills and competencies necessary for making investment and financing decisions in different situations.
Pre-Requisites: ACC6001 & FIN6001

FIN7211   **INTERNATIONAL FINANCE**   **3 CREDITS**

This course provides knowledge and skills to comprehend the dynamics of international financial markets and impact of exchange rates on international business. This course covers the issues in financial management that arise as firms do business in an international setting. It also enables students to understand the exposure to foreign exchange risk in addition to asset risk while making investment and financing decisions.
Pre-Requisites: ACC6001 & FIN6001

FIN7212   **INVESTMENT AND PORTFOLIO MANAGEMENT**   **3 CREDITS**

This course provides an understanding of theoretical and practical issues related to investment management from the perspective of individuals and institutions. It deals with investment theory, review of institutions & financial instruments available to investors. It also deals with analysis & valuation of securities. The course enables the students to identify attractive investments that match risk appetite and return requirements and build a well-balanced diversified portfolio. The student also develops the ability to identify the right time to trade the securities.
Pre-Requisites: ACC6001 & FIN6001

FIN7213   **MANAGEMENT OF BANKS & FINANCIAL INSTITUTIONS**   **3 CREDITS**

This course deals with 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-Requisites: ACC6001 & FIN6001

MKT7210   **CONSUMER BEHAVIOR**   **3 CREDITS**

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: BUS6001 & MKT6001

MKT7211   **SUPPLY CHAIN MANAGEMENT**   **3 CREDITS**

The course aim's to facilitate student in learning key drivers of supply chain performance and their Inter-relationships with strategy and other functional area of the company. The course exposes students to the importance of supply chain management in globalized world and the opportunities for using supply chain strategy as a competitive tool. The student also learns the tools and techniques necessary for evaluating the supply chain processes in relation to inventory management, location of plants in arriving at supply chain decisions.

Pre-Requisites: BUS6001 & MKT6001

MKT7312   **INTERNATIONAL MARKETING STRATEGY**   **3 CREDITS**

This course focuses on issues of international marketing management. 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, its implication on product & service management and marketing functions. 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: BUS6001, MKT6001 & MKT 7210

MKT7313   **MARKETING COMMUNICATIONS**   **3 CREDITS**

This course explores the key theories and concepts of marketing communications strategy essential to facilitate transactional and relationship marketing in organizations. It aims to equip the students to use various marketing communication tools in creating awareness to its target market and realize the sales. The course enables students to use the communication mix to design effective communication strategies suitable to various segments under the given social, political and cultural environment.

Pre-Requisites: BUS6001, MKT6001 & MKT 7210

HRM7110   **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. This course provides an in-depth examination of compensation benchmarked practices, theories and practices in regional and global perspectives

Pre-Requisites: MGM6001

HRM7111   **LEGAL ASPECTS OF HUMAN RESOURCES**   **3 CREDITS**

This course is a comprehensive study of legal implications for Human Resource Management. The course focuses on legal and ethical issues faced by Human Resource Professionals at Employees (Individual), Organizational and Country Levels. This course will help students 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 UAE Laws, integrity, fairness and justice.

Pre-Requisites: MGM6001

HRM7112   MANAGING DIVERSITY   3 CREDITS

The course will explore basic principles of equality and diversity as they relate to the individual at workplace. It aims to integrate the wide range of theoretical and applied approaches from various HR areas, and analyze workforce diversity in modern organizations. It also focuses on 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 help students to evaluate the context. The course provides critical understanding about workplace diversity to develop and implement successful diversity practices and strategies for enhancing organization's talent profile and helps in meeting the challenges for a dynamic market place.
Pre-Requisites: MGM6001

HRM7113   STRATEGIC HUMAN CAPITAL MANAGEMENT   3 CREDITS

The course highlights the importance of considering human resource as a capital for the organization when effectively managed it can lead to higher productivity and benefits. The course integrates human capital management with strategic human resource management and business strategy. Human capital drivers, human capital measurement and reporting are key areas covered in the course. The focus is on developing human capital goals, identification of human capital measures and analyzing results for achieving business goals. This course includes different human capital management tools for effective decision making.
Pre-Requisites: MGM6001

SML7010   LEADING THROUGH CREATIVITY AND INNOVATION   3 CREDITS

Creativity and innovation are essential for success in business world in the age of technologies becoming fast obsolete and knowledge industries at the forefront. This course will enable students to understand nature and process of creativity and its nurturing of innovation in organizations. The course will help students to learn approaches, techniques, models and frameworks used by innovators in the self-rejuvenating business organizations. This course will help students develop career competence in leading and sustaining creativity and innovation in business and industry.
Pre-Requisites: None

SML7011   **STRATEGIC RISK MANAGEMENT**   **3 CREDITS**

This course is intended to furnish students with clear understanding of strategic risks faced by organizations. It also develops competency in students to strategically manage corporate risks and equips them with intellectual clarity and practical approaches of risk management techniques. The course encompasses the theories and concepts of risks and risk management within strategic spheres of both commercial and public organizations. The key focus of the course is on context and definition of risks of strategic significance, principles and application of risk management, and practices of strategic risk management in organizations.
Pre-Requisites: None

SML7012   **STRATEGIC LEADERSHIP**   **3 CREDITS**

Strategic leadership course is designed to develop individuals to lead and manage organizations effectively. This course will help the students in understanding different strategies being used by leaders in managing business, government and social organizations. It enables students to focus on various issues and challenges a leader encounters in managing organizations. An understanding of these different strategies, along with an exploration of one's own strengths and weaknesses will be part of this course. In this course students will examine leadership strategies of successful organizations and apply strategic and leadership models towards the success of an organization.
Pre-Requisites: None

SML7013   **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-Requisites: None

EGV7010   **E-GOVERNANCE THEORY AND PRACTICE**   **3 CREDITS**

This Course provides students with theoretical background and understanding of E- Governance. The content of the course will help student to understand how Information Communication Technology enhance service delivery to citizen. Apart from theoretical background this course will provide students an overview about E- Governance initiatives around the world. This course will help student to identify areas for E- Governance implementation and challenges in implementing the initiative.
Pre-Requisites: None

EGV7111   SECURITY, ETHICAL AND LEGAL ISSUES OF E-GOVERNANCE   3 CREDITS

This course gives the students an overview of information security and assurance using both domestic and international standards, along with legal and ethical issues of E Governance. Beginning with the foundational and technical components of information security this course focuses on access control models, information security governance, and information security program assessment and metrics. Furthermore Ethical, global, and e-governance themes are integrated throughout, and numerous critical thinking exercises challenge students to apply what they've learned to real-world issues.
Pre-Requisites: CIS6001

EGV7112   E-GOVERNANCE PROJECT MANAGEMENT   3 CREDITS

This course explains concepts and solutions that support the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of an E- Governance project. This course examines project management in a variety of global settings and covers project management methodologies and processes as well as culture, team building, and behavior management in E-governance project context. Through a project management approach, E- Governance strategies are translated into project-level, value-adding elements of improving government efficiency and effectiveness.
Pre-Requisites: CIS6001

EGV7113   EMERGING TECHNOLOGIES FOR SMART GOVERNANCE   3 CREDITS

This course explains concepts and solutions that support the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of an E- Governance project. This course examines project management in a variety of global settings and covers project management methodologies and processes as well as culture, team building, and behavior management in E-governance project context. Through a project management approach, E- Governance strategies are translated into project-level, value-adding elements of improving government efficiency and effectiveness.
Pre-Requisites: CIS6001

XXVIII.   PROJECTED SEMESTER WISE & WEEKEND QUARTER WISE PLAN

SEMESTER WISE GRADUATION PLAN – MARKETING EMPHASIS			
CODE & COURSES	**COURSES OFFERED**		
	FALL	**SPRING**	**SUMMER**
ACC6001 Managerial Accounting	#		
ECO6001 Managerial Economics	#		
MGM6001 Human Resource Management	#		
MKT6001 Marketing Management		#	
FIN6001 Financial Management		#	
BUS6001 Quantitative Methods For Business Decision Making		#	
BUS6002 International Business			#
CIS6001 Corporate Information Strategy & Management			#
MKT7210 Consumer Behavior			#
MGM7102 Strategic Management	#		
MKT7211 Supply Chain Management	#		
MKT7312/MKT7313 International Marketing Strategy/Marketing Communication	#		

SEMESTER WISE GRADUATION PLAN – FINANCE EMPHASIS			
CODE & COURSES	**COURSES OFFERED**		
	FALL	**SPRING**	**SUMMER**
ACC6001 Managerial Accounting	#		
ECO6001 Managerial Economics	#		
MGM6001 Human Resource Management	#		
MKT6001 Marketing Management		#	
FIN6001 Financial Management		#	
BUS6001 Quantitative Methods For Business Decision Making		#	
BUS6002 International Business			#
CIS6001 Corporate Information Strategy & Management			#
FIN7210 Corporate Finance			#
MGM7102 Strategic Management	#		
FIN7211 International Finance	#		
FIN7212/FIN 7213 Investment And Portfolio Management/Management of Banks & Financial Institutions	#		

SEMESTER WISE GRADUATION PLAN – HUMAN RESOURCE MANAGEMENT EMPHASIS			
CODE & COURSES	**COURSES OFFERED**		
	FALL	**SPRING**	**SUMMER**
ACC6001 Managerial Accounting	#		
ECO6001 Managerial Economics	#		
MGM6001 Human Resource Management	#		
MKT6001 Marketing Management		#	
FIN6001 Financial Management		#	
BUS6001 Quantitative Methods For Business Decision Making		#	
BUS6002 International Business			#
CIS6001 Corporate Information Strategy & Management			#
HRM7110 Performance and compensation Management			#
MGM7102 Strategic Management	#		
HRM7111 Legal Aspects of Human Resources	#		
HRM7112/HRM7113 Managing Diversity / Strategic Human Capital Management	#		

SEMESTER WISE GRADUATION PLAN – STRATEGIC MANAGEMENT & LEADERSHIP EMPHASIS			
CODE & COURSES	**COURSES OFFERED**		
	FALL	**SPRING**	**SUMMER**
ACC6001 Managerial Accounting	#		
ECO6001 Managerial Economics	#		
MGM6001 Human Resource Management	#		
MKT6001 Marketing Management		#	
FIN6001 Financial Management		#	
BUS6001 Quantitative Methods For Business Decision Making		#	
BUS6002 International Business			#
CIS6001 Corporate Information Strategy & Management			#
SML7010 Leading Through Creativity And Innovation			#
MGM7102 Strategic Management	#		
SML7011 Strategic Risk Management	#		
SML 7012 - Strategic Leadership(P,E) / SML 7013 - Managing Strategic Change	#		

SEMESTER WISE GRADUATION PLAN – E-GOVERNANCE EMPHASIS			
CODE & COURSES	**COURSES OFFERED**		
	FALL	**SPRING**	**SUMMER**
ACC6001 Managerial Accounting	#		
ECO6001 Managerial Economics	#		
MGM6001 Human Resource Management	#		
MKT6001 Marketing Management		#	
FIN6001 Financial Management		#	
BUS6001 Quantitative Methods For Business Decision Making		#	
BUS6002 International Business			#
CIS6001 Corporate Information Strategy & Management			#
EGV7010- E- Governance Theory And Practice			#
MGM7102 Strategic Management	#		
EGV7111- Emerging Technologies For Smart Governance	#		
EGV7112/EGV7113 E- Governance Project Management/ Secuity,Ethical And Legal Issues Of E-Governance	#		

WEEKEND QUARTER WISE GRADUATION PLAN – MARKETING EMPHASIS						
CODE & COURSES	**COURSES OFFERED**					
	Q1	Q2	Q3	Q4	Q5	Q6
ACC6001 Managerial Accounting	#					
ECO6001 Managerial Economics	#					
MGM6001 Human Resource Management		#				
MKT6001 Marketing Management		#				
FIN6001 Financial Management			#			
BUS6001 Quantitative Methods For Business Decision Making			#			
BUS6002 International Business				#		
MKT7210 Consumer Behavior				#		
CIS6001 Corporate Information Strategy & Management					#	
MKT7211 Supply Chain Management					#	
MGM7102 Strategic Management						#
MKT7312/MKT7313 International Marketing Strategy/Marketing Communication						#

WEEKEND QUARTER WISE GRADUATION PLAN – FINANCE EMPHASIS						
CODE & COURSES	**COURSES OFFERED**					
	Q1	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**
ACC6001 Managerial Accounting	#					
ECO6001 Managerial Economics	#					
MGM6001 Human Resource Management		#				
MKT6001 Marketing Management		#				
FIN6001 Financial Management			#			
BUS6001 Quantitative Methods For Business Decision Making			#			
BUS6002 International Business				#		
FIN7210 Corporate Finance				#		
CIS6001 Corporate Information Strategy & Management					#	
FIN7211 International Finance					#	
MGM7102 Strategic Management						#
FIN7212/FIN 7213 Investment And Portfolio Management/Management of Banks & Financial Institutions						#

WEEKEND QUARTER WISE GRADUATION PLAN – HUMAN RESOURCE MANAGEMENT EMPHASIS						
CODE & COURSES	COURSES OFFERED					
	Q1	Q2	Q3	Q4	Q5	Q6
ACC6001 Managerial Accounting	#					
ECO6001 Managerial Economics	#					
MGM6001 Human Resource Management		#				
MKT6001 Marketing Management		#				
FIN6001 Financial Management			#			
BUS6001 Quantitative Methods For Business Decision Making			#			
BUS6002 International Business				#		
HRM7110 Performance and compensation Management				#		
CIS6001 Corporate Information Strategy & Management					#	
HRM7111 Legal Aspects of Human Resources					#	
MGM7102 Strategic Management						#
HRM7112/HRM7113 Managing Diversity / Strategic Human Capital Management						#

WEEKEND QUARTER WISE GRADUATION PLAN – STRATEGIC MANAGEMENT & LEADERSHIP EMPHASIS						
CODE & COURSES	**COURSES OFFERED**					
	Q1	**Q2**	**Q3**	**Q4**	**Q5**	**Q6**
ACC6001 Managerial Accounting	#					
ECO6001 Managerial Economics	#					
MGM6001 Human Resource Management		#				
MKT6001 Marketing Management		#				
FIN6001 Financial Management			#			
BUS6001 Quantitative Methods For Business Decision Making			#			
BUS6002 International Business				#		
SML7010 Leading Through Creativity And Innovation				#		
CIS6001 Corporate Information Strategy & Management					#	
SML7011 Strategic Risk Management					#	
MGM7102 Strategic Management						#
SML 7012 - Strategic Leadership(P,E) / SML 7013 - Managing Strategic Change						#

WEEKEND QUARTER WISE GRADUATION PLAN – E-GOVERNANCE EMPHASIS						
CODE & COURSES	COURSES OFFERED					
	Q1	Q2	Q3	Q4	Q5	Q6
ACC6001 Managerial Accounting	#					
ECO6001 Managerial Economics	#					
MGM6001 Human Resource Management		#				
MKT6001 Marketing Management		#				
FIN6001 Financial Management			#			
BUS6001 Quantitative Methods For Business Decision Making			#			
BUS6002 International Business				#		
EGV7010- E- Governance Theory And Practice				#		
CIS6001 Corporate Information Strategy & Management					#	
EGV7111- Emerging Technologies For Smart Governance					#	
MGM7102 Strategic Management						#
EGV7112/EGV7113 E- Governance Project Management/ Secuity,Ethical And Legal Issues Of E-Governance						#

XXIX.   GRADUATION REQUIREMENTS

A student will be awarded the Masters of Business Administration degree upon fulfilling the following requirements:
  i.   Students are required to fill the graduation application along with fee as applicable.
  ii.   The successful completion of 36 credit hours
  iii. The number of credit hours as specified in the field of emphasis
  iv.   Achievement of CGPA not less than 3.00 in the following:
    a.   Overall 36 credits earned
    b.   Emphasis Courses
    c.   Capstone course [CGPA of 3 on a scale of 4]
  v.   Recommended for graduation by Graduation Board

PROVISIONAL CERTIFICATE

Provisional certificate is the letter containing the successful completion of the graduation requirement by the student; it is issued to serve an interim purpose before the award of the degree on the graduation ceremony. The provisional certificate is valid for 1 year from the date of issue.

Procedure for application of provisional certificate

Step 1: Student to submit an Application along with the necessary fees

Step 2: Clearance form signed by all the departments to be submitted

Step 3: Registrar & HASS audits the graduation candidacy sheet

Step 4: Upon clearance and authentication the Registrar & HASS signs the letter

Step 5: Administration Informs the student the status of the letter within 48 hrs.

Step 6: Signed copy of the letter is filed in the student file.

GRADUATION BOARD

The Graduation Board consists of Dean, HQA, HOA, Registrar & HASS 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. The Graduation Board also confirms the final Toppers list and Graduate Honors List.

XXX.   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

XXXI.   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.

XXXII.   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 emphasis area 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 MENTORING 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 mentor'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

Feedback on the advising activities is obtained from the students. Only students having a minimum 60% attendance in class are eligible for providing this feedback.

XXXIII.   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
F	Below 70		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
Cumulative Score for 9 credits				**28.5**

GPA/CGPA/ SGPA	(Grade Points x Credit Hours) ÷ Total Credit Hours
GPA/ CGPA /SGPA	28.5 ÷ 9
CGPA	**3.16**

E. ACADEMIC STANDING

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

i. QUALITATIVE REQUIREMENTS (QUALITY OF ACADEMIC WORK COMPLETED)

Table – 1

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

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

ii. QUANTITATIVE REQUIREMENTS (QUANTITY OF ACADEMIC WORK COMPLETED)

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 3 CGPA on a scale of 4.

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' OR 'D' who will benefit with grade improvement or students with grade F who benefit from re-sit will be allowed to re-sit the final examinations, based on their performance in the continuous modes of assessments.

iv. These examinations will be conducted as per the pre-released schedule.

I. POSTPONEMENT

Student may postpone a semester only once in an academic year and maximum twice during the graduation program. The postponement form should be filled within two weeks of commencement of a semester only under mitigating circumstances. After the postponement of the semester, the student can join back the Program in which case the new academic plan will be applicable. All postponements will be effective only after the applicable fee is paid.
Postponement is not applicable for students under SUC Visa / Visa Letter / Embassy Letter.

Step 1: Apply for postponement through the student portal within two weeks of commencement of semester
Step 2: Student will be called for a counseling meeting including the mentor, to assess the need for change and provide necessary guidance.
Step 3: The Application will be sent to Registrar for his approval
Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed
Step 5: Student pays the amount debited to his account if applicable
Step 6: Approved application will be forwarded to registration officer for postponing the semester for which a student is enrolled
Step 7: The status of the application will be communicated to the student, faculty, mentor and Head of Academics
Step 8: A revised graduation plan and invoice are issued to the student who postpones
Step 9: Application copy with approval status will be placed in the student file
Step 10: the student's name will be forwarded to the re-activation status sheet for the forthcoming semester for the follow-up.

J. CANCELLATION

Cancellation is a process where a student willingly discontinues the graduation Program by cancelling his enrollment from the Program.

General cancellation procedure for Non-Visa students:

Step 1: Apply for cancellation of registration through the student portal within two weeks of commencement of semester

Step 2: The student will be initially counseled to understand the student's need for cancelling the Program and extend appropriate guidance and assistance to help student continue the Program.

Step 3: If the counseling does not help the student, then he is sent for an exit interview with the Student Counselor and the report is sent to IR Office for further analysis

Step 4: Application will be sent to Registrar for approving the cancellation

Step 5: Upon approval, the form is sent to various departments as follows for getting no dues clearance

  i.   Marketing & Registration Department for their comments.
  ii. Finance department for checking whether the student's account is cleared.
  iii. Library to check for any pending books to be returned.
  iv. Computing department will de-activate the portal and email address.
  v.   Human Resource Department for the verification of the student visa status.
  vi. Administration & Examination Department for the comments and pass credit note if applicable.

Step 6: The form along with no due clearance is sent to Finance for determining the financial status of the student and make necessary collections / payments (Refund).

Step 7: Approved application will be forwarded to registration officer for cancellation of registration

Step 8: The cancellation status will be communicated to the student, faculty, mentor, Head of Academics and all concerned departments

Step 9: The form will then be returned to the Administration & Examination Department for updating student database.

Step 10: Cancellation form along with supporting documents shall be placed in the student file

Step 11: A cancelled student if he wishes to join back will have to undergo the process of re-registration

In addition to the above general cancellation procedure for Non-Visa students, the Visa students have to submit the following documents at the time of cancellation:

    i.   Emirates ID (Original)
    ii.   Passport
    iii.   Ticket Copy
    iv.   Visa Cancellation Letter from Immigration

In addition to the above general cancellation procedure for Non-Visa students, the Visa letter and Embassy Letter students have to submit the following documents:

    i.   Visa Cancellation Letter from Immigration

K.   REACTIVATION

The students who are in the category of Postponement, Temporary Cancelation, 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 form
Step 2: The student will be initially counseled for graduation plan and applicable fee
Step 3: Application will be sent to Registrar for approval of reactivation
Step 4: Head of Administration will issue new graduation plan and invoice to the student
Step 5: Approved application will be forwarded to registration officer for the re-activation.
Step 6: The student name will be forwarded to the concerned departments.

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 mentor & to SSD for the final counseling and update the status accordingly.

ix. Incase if there is no response from the student, the name could be placed in temporary cancellation status for the particular semester and will have to pay the required registration fee for the re-activation.

x. If the student 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 CGPA of 2 on a scale of 4, for Capstone course CGPA of 3 on a scale of 4 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 2015 hrs & 2045 hrs to 2145 hrs.

Following are the exams conduct in a semester:

1. Mid-Term Exam
2. Final Exam
3. Resit 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.

XXXIV.   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:

    i. 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 emphasis 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 & Examination Department updates the file. This document is maintained only till the student qualifies for and attends the graduation ceremony.

    ii. 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.

iii. **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.

iv. **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.

v. **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.

vi. **Attendance Record**
The student's attendance is recorded in the system through software.

vii. **Letter Of Admission**
A copy of the letter of admission and the fee payment schedule is filed in the personal records of the student.

viii. **Copy Of Passport**
A copy of the passport along with the visa information is filed in the personal record of the student.

ix. **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.

x. **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.

xi. **Proforma Invoice**
Proforma invoice is an invoice generated and given to the student applicant at the time of admission and a copy is maintained in the student file. Proforma invoice includes the following details:
1. Application Fee
2. First Installment Fee
3. TOC Fees (If applicable)
4. TOEFL Exam Fee (If applicable)
5. TOEFL Book (If applicable)

xii. **Invoice**
After the student applicant fulfills the admission criteria, an invoice is generated for the Program fees mentioning the mode of payment on a monthly / semester / quarter basis. A copy of this invoice is maintained in the student file.

xiii. **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 & HASS
5. Head of Academics
6. Head – Admin & Exam Department
7. Administrative Officers
8. Filing Clerk in the Administration & Examination Department
9. MOHESR Officials

B. **ACADEMIC RECORDS**
The Administration & Examination Department maintains the academic records of each student. The records comprise of the following:

i. **Curriculum Requirement**
Students enrolled each year follow a particular curriculum The Administration & Examination Department keeps a record of the applicable curriculum. The record is transferred to the electronic archive after the student graduates.

ii. **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 & Examination Department for each such student. The details of transfer of credits accepted are transferred to the student's electronic records.

iii. **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.

iv. **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 & Examination Department for a period of four years after the student graduates from the SUC, thereafter, the copies are destroyed.

v. **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.

    vi. **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 & HASS
5. Head of Academics
6. Head – Admin & Exam Department
7. Administrative Officers
8. Filing Clerk in the Administration & Examination Department
9. MOHESR Officials

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.

    i. **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 & HASS
5. Head of Academics
6. Head – Admin & Exam Department
7. Administrative Officers
8. Filing Clerk in the Administration & Examination Department
9. MOHESR Officials

    ii. **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.

    iii. **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.

iv. **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.

v. **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.

vi. **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.

vii. **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.

viii. **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 incompletion found during the audit the student is informed to fulfill the requirement to able to qualify for receiving the degree.

XXXV. STUDENT REQUESTS

Any student request which comes through the due process will be segregated and the request is send to the respective departments to fulfill the student request within the policy frame work of SUC will be responded to the students within 48 hours. Issues relating to external agencies the response time varies based on the time taken by the outside agency.

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 Administration & Examination Department
Step 3: the document will forward to registrar for the approval
Step 4: The status of the application will be communicated to the student, faculty and mentor
Step 5: Application copy with approval status will be placed in the student file

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 & Examination 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 Administration & Examination Department
Step 3: the document will be forwarded to Head of Administration for the approval
Step 4: Approved application will be forwarded to registration officer for shifting of class timing.
Step 5: The status of the application will be communicated to the student, faculty and mentor
Step 6: Application copy with approval status will be placed in the student file

C. CHANGE OF EMPHASIS

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

Change of Emphasis is permissible only till the fourth semester subject to availability of seat in the respective Emphasis and after paying the applicable fee. The change of emphasis is not granted as a right but will be submitted to the Head of Academics and Dean for approval

It is advised that the change of emphasis should be done within first two semesters of the program. Only under mitigating circumstances, the case can be considered in the third or fourth semester of the study.

Step 1: Apply for the change of emphasis through the student portal
Step 2: Student will be called for a counseling meeting including the mentor, to assess the need for change and provide necessary guidance.
Step 3: The Application will be sent to Head of Academics for his approval
Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed
Step 5: In case of a TOC student, the same procedure as above will be applicable for any change in emphasis; in addition student will have to reapply for TOC for the new emphasis.
Step 6: Student pays the amount debited to his account
Step 7: Approved application will be forwarded to registration officer for changing the emphasis.
Step 8: The status of the application will be communicated to the student, faculty and mentor
Step 9: A new ID card, revised graduation plan and fee schedule is issued to the transferred student
Step 10: Application copy with approval status will be placed in the student file

D. WITHDRAWAL OF COURSE

Withdrawal of a course/s can be done within the first week of commencement of a semester with a maximum number of two courses. The withdrawn course/s will not be reflected in the student's transcript for that semester. However, if the student withdraws any course/s after the first week, the withdrawal of the course/s will be reflected in his/ her transcript as a "W" and a repeating course fee of that particular academic year will be applicable whenever the student takes that course/s.

Note: The withdrawal of course is not applicable for students under accelerated Program, SUC Visa / Visa Letter / Embassy Letter.

Step 1: Apply withdrawal application through the student portal
Step 2: Student will be called for a counseling meeting including the mentor, to assess the need for change and provide necessary guidance.
Step 3: The Application will be sent to Registrar for his approval
Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed
Step 5: Student pays the amount debited to his account if applicable
Step 6: Approved application will be forwarded to registration officer for course/s withdrawal
Step 7: The status of the application will be communicated to the student, faculty, mentor and Head of Academics
Step 8: A revised graduation plan and invoice are issued to the student who withdraws
Step 9: Application copy with approval status will be placed in the student file

E. **ADDITION OF COURSE**
Addition of a course is allowed only to those students who are not progressing as per the Graduation plan given to them initially. However a student cannot exceed maximum load of 18 credits per semester. If a student opts for additional course/s, along with the regular course will have to apply for the same within two weeks of the commencement of the semester. An additional charge will be applicable to the student as per the policy.

Step 1: Apply for addition of course/s through the student portal within first two weeks of commencement
Step 2: Student will be called for a counseling meeting including the mentor, to assess the need for change and provide necessary guidance.
Step 3: The Application will be sent to Registrar for his approval
Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed
Step 5: Student pays the amount debited to his account if applicable
Step 6: Approved application will be forwarded to registration officer for adding course/s
Step 7: The status of the application will be communicated to the student, faculty, mentor and Head of Academics
Step 8: A revised graduation plan and invoice are issued to the student applying for addition of course/s
Step 9: Application copy with approval status will be placed in the student file.

XXXVI.   STUDENT GRIEVANCE

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.

For any suggestion or complaint, a student is required to fill in a complaint/suggestion form and submit to the Student Services Department. The form is then duly forwarded to or discussed with the concerned Department head. Any remedial action required, is taken immediately and conveyed through a written reply to the student. 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.

i. 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

XXXVII.   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.   Dean
   b.   Registrar & HASS
   c.   Head of Academics
   d.   Head – Admin & Exam Department
   e.   Mentor
   f.   Faculty Concerned
   g.   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 though 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.

XXXVIII.   STUDENT CLUBS AND COMMITTEES

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

Student Events Coordinator 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 Student Events Coordinator 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.

Student Events Coordinator 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 & Examination 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 Administration & Examination Department to use any of the SUC facilities for any extracurricular activities
vi.   To take prior permission from the Administration & Examination Department to miss any classes in order to practice for any event
vii.   To take prior permission from the Administration & Examination Department 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. 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!

iii. 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

iv. 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

v.   **Art & Photography 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 though 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

   vi.   **Alumni Club**

   a.   **Purpose of the Club**
        The aim of the Alumni Relationship Club, consisting of current students, is to
        support the Alumni Club, consisting of alumni, and maintain communication
        and database on all SUC alumni. Also, the club will strive to work on the
        following issues:

        1.   To strengthen ties between the university and alumni and encourage them
             to participate in the various events such as alumni meet, workshops,
             seminars, etc.
        2.   To encourage networking between current students and alumni.
        3.   To guide alumni and prospective graduates through the process of seeking
             job opportunities by providing them with various counseling services

b. Benefits of Joining the Club

1. Participation in annual events held in the University College
2. Participation in University College social and cultural activities
3. Utilization of university college resources
4. Accessibility to Alumni database of the University College for networking activities, lifelong learning and socializing
5. Sharing information with fellow alumni
6. Accessibility to Skyline University College Publications
7. Involvement in organizing, participating and contributing to University college academic activities
8. Availability of SUC Administration Services including providing transcripts, verification of enrollment/degree, and readmission to the University continuing education or additional degree pursuit.

vii. Media 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

viii.   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

ix.   Skyline Entrepreneurship & Innovation Club

a. Purpose of the Club

The formation of Skyline Entrepreneurship and Innovation club is the result of the vision of the founder president of the Skyline University Mr. Kamal Puri. The student's entrepreneurship and innovation clat Skyline University College is initiatives to encourage students to explore their entrepreneurial skills and prepare business plans which they wish to pursue as a career. Club will also contribute toward entrepreneurial education and facilitate students for starting their own businesses in UAE and the region. The club supports a culture of entrepreneurship throughout the University and the region. It helps students and entrepreneur to build entrepreneurial networks to promote their new businesses.

b. Benefits of Joining the Club
1. Mentoring from industry experts
2. Networking events
3. SEIC access
4. IT-facilities & Meeting Rooms
5. Business Plan Software Usage
6. Entrepreneurship Simulation
7. Access of   Global Business Directories

x.   Career Club

a. Purpose of the Club

The purpose of this club is to support the Corporate Affairs Office in organizing career events that help the students to explore career opportunities and conduct activities that increase their chances of placement.

b. Benefits of Joining the Club
1. Learning to organize career fairs
2. Gaining experience of Corporate and HR style interview
3. Interacting and communicating with Corporate Office
4. Confidence building
5. Facilitate fellow students to explore new placement opportunities

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. Newsline Committee

The SUC publishes "Newsline" 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. Head of Administration & Examination Department
5. In-house IT department

The Newsline Committee shall be responsible for

1. The publication of the Newsline.
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 and Head of Advisor/Mentor.

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 HEAD OF Administration & Examination Department 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 Head of Administration & Examination Department
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).

XXXIX.   STUDENT RESPONSIBILITIES

A. Students shall conduct themselves with reasonable consideration for all other persons within the SUC.

B. Students shall not indulge in any behavior likely to bring the SUC to disrepute.

C. Students shall comply with any reasonable instruction issued by any member of staff of the SUC.

D. No student will tender false or deliberately misleading information.

E. Male and female students are not allowed to move together or sit together in class rooms.

F. A student shall not use, or incite others to use physical violence while in the SUC premises.

G. A student shall not damage, threaten to damage or incite others to damage any equipment or property of the SUC while on premises.

H. Students shall comply with the fee policy of the SUC.

I. Students shall comply with all regulations pertaining to the use of library and other SUC facilities.

J. 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.

K. Malicious or willful damage to SUC property or the property of any student or member of staff will lead to severe disciplinary action.

L. Students are supposed to switch-off pagers and mobile phones in the classrooms and handover to the security before entering for examinations.

M. Students should adhere to the class timings as per the rules & regulations in force.

N. Smoking is prohibited in SUC as per the UAE Law. Any violation will lead to fines.

O. Chewing of tobacco or any other form of betel etc is prohibited. Anyone found to be violating this will be penalized.

P. Writing & drawing on desks is strictly prohibited. Any violation will lead to fines.

Q. Eatables & drinks are allowed outside the SUC building or in the cafeteria only.

R. Students using bus should strictly comply with the rules and regulations of transport.

S. Students shall not litter or throw rubbish. A littering fine as per fees applicable is imposed on violations.

T. Students shall not remove, deface or damage the premises, equipment or property belonging to the SUC.

U. 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.

V. The SUC accepts no responsibility to any private property being lost or damaged in the SUC premises.

W. Students bringing vehicles shall observe car-parking regulations in force as well as the speed within the college boundaries.

X. Students are not allowed to bring their friends / outsiders (except parents) to the SUC. In case of emergency they may contact the Administration & Examination Department for approval.

Y. Student must carry their SUC Identity Card when they are inside the campus.

Z. Playing cards in any form in the SUC campus is strictly prohibited.

XL. 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, academician 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. SUC 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 Student Events Coordinator 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.

XLI.   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 and competitive advantage. 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 "Newsline" 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 "Newsline" committee and the student co-ordinator. Regular meetings are convened for compiling and publishing this magazine.

XLII.   STUDENT DEVELOPMENT PROGRAMS

A.   PROFESSIONAL SKILLS DEVELOPMENT PROGRAM

The Professional Skill Development Program (PSDP), which comprises of a series of non-credit courses; is aimed at preparing students to meet the industry requirements. The PSDP classes are conducted for developing personality traits, communication skills, interpersonal skills, time management for the business environment. The development is initiated at the end of freshmen level till the student graduates. The purpose is to make the students more employable so that they can meet the challenges lying ahead in the industry.

    i.   To develop soft skills among SUC students
    ii.   To prepare students for suitable careers
    iii.   To prepare students to be successful at the work place.
    iv.   To prepare the students to have ethical ways of doing things.

B.   GRADUATE MANAGEMENT NETWORK (EXTERNAL)

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.

XLIII.   STUDY ABROAD

SUC has established 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. Richmond University, UK
2. Yarmouk University, Jordan
3. Lahore Leads University, Pakistan
4. University of Central Punjab, Pakistan
5. The American University, Girne, Cyprus
6. American International University, Bangladesh
7. Dublin Business School, Ireland
8. The University Of Findlay, Ohio, USA
9. Sheridan College - Institute Of Technology & Advance Learning, Ontario, Canada
10. The London Graduate School, UK
11. Eastern Mediterranean University, Cyprus
12. Niagara College, Canada

XLIV.   LEARNING CENTRES 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 ENTERPRENEURSHIP 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.

XLV.   UNITS OF ACADEMIC AFFAIRS COUNCIL

The Academic Affairs Council (AAC) is formed in order to achieve smooth functioning of the institution. This council is responsible for managing the various academic and academic support operations of the University. It comprises of key units like Academic Planning & Operations Committee, Teaching Effectiveness Committee, Research Committee, Community Services, Student Affairs, Academic Support Services and Quality Assurance.

The brief description of each unit is given below and the details can be referred in the sections for each committee:

1. **Head of Quality Assurance**: Head of Quality Assurance is the Vice Chair of AAC and oversees the functions of Institutional Research & Quality Assurance Office which is a vital unit to improve and maintain the institutional effectiveness by introducing best practices that help the institution to achieve desired quality standards in academics and academic support services.

2. **Teaching Effectiveness Committee:** The Committee promotes, supports and guides student-centric teaching and learning pedagogies as well as practice initiatives to enhance teaching, learning and assessment practices at SUC

3. **Research Committee:** The Research & Committee at Skyline University College maintains a research culture in order to explore relevant research areas and identify funding opportunities for Faculty and Students.

4. **Community Services Community:** The Community Services Committee provides an opportunity to faculty, staff and students to engage in achieving their responsibility towards the society through their skills, knowledge and values.

5. **Academic Planning & Operations Committee:** The Academic Planning Committee is responsible for preparing the academic plan for Programs to achieve the vision and mission of SUC.

6. **Head of Academic Support Services (HASS) & Registrar**: HASS & Registrar ensures academic services are provided to the students in the best possible manner and continuous professional and managerial development of academic support staff.

7. **Head of Student Affairs:** Head of Student Affairs at SUC oversees various services offered to students at SUC and supervise the conduct of student advising, counseling and student related activities thus supporting the academic and academic support services to achieve the Vision and mission of the institution.

XLVI.   ADMINISTRATIVE UNITS AT SUC

A. MARKETING AND REGISTRATION DEPARTMENT

i.   Introduction

The Marketing, PR & Admission 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, PR & Admission 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, PR & Admission 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 PR & Admission 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 emphais 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 emphasis to match their career opportunities:

1.   Interact with the prospective students and understand their areas of interest, strengths and weaknesses
2.   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 various programs, their duration, and the potential career opportunities of emphasis offered in UAE and international market.
3.   Helps the prospect to choose suitable area of emphasis to be pursued through the aptitude test
4.   Explains the admission requirements and fee structure
5.   Informs about documents to be submitted
6.   Explains the facilities available in SUC
7.   Verifies the documents to check the eligibility
8.   Verifies the eligibility for transfer of credits, if applicable
9.   Informing students regarding visa regulations
10.   Inform student seeking SUC visa about the hostel facilities
11.   Explains the refund policy

b.   **During Admission Services**
1.   Helps in filling up of application forms
2.   Orients about the English / Math placement tests and provides model papers
3.   Orient student about the challenge exam and provide handbooks, which give the details about the registration for challenge exam, fee structure, course content, examination date and the model practice papers.
4.   Orient student about interviews to the prospect who is eligible to take admission under this criteria and provides basic guidelines on registration, interview date, applicable fee, areas of interview, evaluation criteria and the interview dates.
5.   Issues the hall tickets for the placement test and informs the date and time of the test
6.   Helps students to complete the process of fee payment
7.   Informs about the placement test results and organizes retest, if applicable

8. 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.
9. 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 in the next intake however, the fee of the foundation program cannot be adjusted.
10. Inform student regarding courses approved for transfer of credits and graduation plan

c. **Post Registration Services**
1. After a candidate fulfils the admission requirement the admission department verifies the validity of documents and formally registers into the program
2. Guides the enrolled students about the academic and academic support services through the orientation program
3. Guide the student and provide details of the main program, MQP & Maths.
4. Inform students about the commencement date of classes and use of portal services
5. Inform students about collection of the admission kit
6. Receive the students on the first day of classes and guide them to the orientation program
7. To help student get acquainted with facilities and services available at SUC a campus tour is organized by the marketing department.

B. ADMINISTRATION, EXAMINATION & REGISTRATION DEPARTMENT

i. Introduction

The Administration Department is a vital unit of Skyline University College (SUC) organizes general administration and academic activities related to the planning, execution and record keeping of various programs offered at SUC. The general administration activities involve registration, academic operations, student management. Another major function of Administration is to administer the examination processes and monitor student progression. The administration department is responsible for developing the overall Institutional and Academic calendar which guides the operations of SUC.

ii. Services provided to Students

a. 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

b. 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.*

c. **Letters [Arabic / English]**

Recommendation letter, Bonafide certificates Letters, Transcript, Provisional letter, Degree, Duplicate Certificate/transcript , Internship letter, Dissertation letter, Repeating course letter, conditional admission letter, No Objection letter, Accounts Statement for sponsors, Scholarship letter, DAC letter, Rewardship letter, Topper letter, appreciation letter, Deans List letter

d. **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.

e. **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.

f. **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 Mentor and the events of the SUC can also be accessed through the portal.

g. **Lockers**

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

h. **Lost And Found**

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

i.   **Mail Services**
All the mails addressed to the students are kept in the Administration & Examination Department. Students are requested to check their respective mails weekly.

j.   **Parking [Campus]**
Students who use their own transportation are requested to collect the car stickers from the Administration & Examination 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.

k.   **SMS Services**
The administration also provides SMS services to inform the students of any emergency needs that might arise.

l.   **Wireless Services**
Wireless services are activated in the campus for accessing the internet services.

m.   **Online Services**
Students can avail the online services for their various requests

n.   **Mosque And Prayer Rooms**
Prayer room including ablution is located in the First Floor for men and women separately.

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. Proforma Invoice

Proforma invoice is an invoice generated and given to the student applicant at the time of admission and a copy is maintained in the student file. Proforma invoice includes the following details:

1. Application Fee
2. First Installment Fee
3. TOC Fees (If applicable)
4. TOEFL Exam Fee (If applicable)
5. TOEFL Book (If applicable)

t. Invoice

After the student applicant fulfills the admission criteria, an invoice is generated for the Program fees mentioning the mode of payment on a monthly / semester / quarter basis.

A copy of this invoice is maintained in the student file.

u. 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 mentors
9. Room allocation
10. Class schedule

C. STUDENT SERVICES DEPARTMENT

i. Introduction

Student Services Department (SSD) develops, coordinates and provides comprehensive support services for the continual growth and development of the students. It coordinates with Academic and Academic Support Services departments of SUC to assist and provide all information and document requirements of the students as and when necessary. It facilitates in shaping the student to be a responsible professional through counseling, internships and placements, ensuring smooth academic progress of students in the programs.

SSD also supports and promotes student centered environment by encouraging student-faculty interaction at regular intervals to solve various academic and career development issues. Students are encouraged to participate in various extra-curricular, co-curricular, student club/committee activities for their overall development through the SSD orientations carried out at regular intervals.

ii. Services provided to Students

a. 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.

b. **Admission Kit**
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.

c. **Letters [Arabic / English]**
Recommendation letter, Bonafide certificates Letters, Transcript, Provisional letter, Degree, Duplicate Certificate/transcript , Internship letter, Dissertation letter, Repeating course letter, conditional admission letter, No Objection letter, Accounts Statement for sponsors, Scholarship letter, DAC letter, Rewardship letter, Topper letter, appreciation letter, Deans List letter

d. **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.

e. **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 2 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.

f. **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 Mentor and the events of the SUC can also be accessed through the portal.

g. **Lockers**
Lockers are 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.

h. **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.

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

j. **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.

k. **SMS Services**
The administration also provides SMS services to inform the students of any emergency needs that might arise.

l. **Wireless Services**
Wireless services are activated in the campus for accessing the internet services.

m. **Online Services**
Students can avail the online services for their various requests.

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

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

p. **Plasma Electronic Display**
A plasma monitor is placed in the campus premises for the updates about the campus activities.

q. **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.

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

s. **Counseling**
The department 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.

t. **Addressing Grievance**
The SUC realizes the importance of having a system in order to address and deal with student dissatisfaction. The department works constantly towards minimizing errors and avoid repetitions of problems related to academic and non-academic services. The student can appeal to the registrar if his issues are still unresolved.

D. FINANCE

i. Introduction

The Finance Department's prime responsibility is to ensure the financial stability and sustainability of SUC by projecting and assessing risk at regular intervals. 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. The department prepares and supervises the budgetary and financial aspect of the international offices. The department handles the transportation facility which is extended to the students, staff and faculty. The physical resource facility management is another area which is managed by the department. The main responsibility is to keep the campus and the surrounding in pristine condition to allow uninterrupted services.

ii. Services / Facilities Provided To Students

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. Merit based Scholarship -
3. Toppers Award – offered on academic performance
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.

E. **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 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

The Computing Department is responsible for providing technological services in the form of hardware, software & web services to the faculty, staff and student for creating an IT enabled learning environment. The computing service aims at collecting data, analyzing and disseminating information to help various users 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 in the lab and are regularly updated for uninterrupted access by the students.

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

SUC has two heavy-duty photocopiers and printers to serve students in taking photocopies, color printing and color scanning all study material that 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. It also oversees all the software development activities outsourced to external consultants.

b. Audit of Website, Portal & FAQs

The Computing Department audit the website, portal & FAQs on monthly basis in order to provide active web & portal services to the users of SUC including academic & academic support services to display information to the SUC community.

c. Technical Services

The Computing Department assesses the requirements of academic and academic support services to serve the needs of faculty, staff & student and provides updated resources at regular intervals facilitate them for improving the IT services to the users.

d. Internet Services

The internet facilities are provided to faculty, staff & students to enable them to communicate at regular intervals. The internet network is connected with 40 Mbps fibre optics connections to provide adequate speed for enabling access to internet services throughout the campus. The internet facility is provided free of cost to its users 24x7, which enables the students to get global information from a worldwide network. In addition to this an internet based mail server that offers mail services is extended to the stakeholders to facilitate for internal and external communications.

e. Students Portal Email Accounts

Every student enrolled in SUC is provided with a unique Email ID at the time of joining to help them to correspond with the faculty, staff & departments. The student ID is created as first name dot the last 5 digits of the student registration id: firstname.10000@skylineportal.com.

f. 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.

g. 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 & complaints, HR services. Students can download CDP & study materials, access online e-database/e-books, online request system, online department feedback to track student progression, class schedule, advising, courses enrolled for & results etc., and the students are issued individual username and passwords for using this facility.
SUC encourages its faculty to share all study material on the SUC Portal to facilitate student learning. SUC requires its entire stakeholder to respect the legal right to intellectual and creative property in all media. All SUC faculties will ensure that student material uploaded confirms with prevailing Intellectual Property Right law of UAE. Faculties will indemnify SUC Management against any Copyright Infringement that arises out of material they have uploaded.

h. Access to Computing Labs

The Computer labs are available for students from 0930hrs to 1330 hrs. and from 1700 hrs. to 2210hrs 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.

i. **Turnitin Plagiarism Account**

Students are given access to the Turnitin portal services which enables them to check the plagiarism before submitting the assignment, projects, case study and other as per subject and faculty allocated the task.

F. LIBRARY

i. Introduction

The SUC 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.

ii. 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, from 9:00 am to 6:00 pm on every Friday and 9.00 A.M to 7.00 P.M. on every Saturday. Library will remain closed on public & Government holidays.

iii. Facilities and 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.

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. Inter Library Loan

SUC has an agreement of inter library loan facility with the University of Dubai (UOD). The services of UOD can be availed both by the students and the faculty for the purpose of references, borrow books and also use the online resources. The members of SUC who wish to avail this facility shall make a formal request to the Head Librarian of SUC with specific requests of the required material. The Head Librarian of SUC makes necessary arrangements and makes the material available to facilitate the faculty or student within two working days. The details of the website (http://www.ud.ac.ae/library) will be displayed on the library notice board for the references. SUC library also extends facility to enable students and faculty to visit the Sharjah University Library & Sharjah Public Library by showing their SUC Identity card.

d. Discussion Rooms

There are six rooms for students' discussion which can be used by students for their group discussion, Debates and Quiz Practice. The rules and regulations for using the discussion rooms 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.

e. Presentation Room

SUC has a presentation room which can used by the students for the preparation of Assignments, Dissertations. It can also be used by faculty and staff for their meetings.

Following are the policies for using the discussion rooms::
1. The students have to reserve the presentation room in advance.
2. The students may be permitted to use their laptops or use the system.
3. While making the presentation or discussions, the group must maintain proper decorum of the library and maintain less disturbance for others.
4. The faculty members can use the rooms at their leisure.

f.   Online Resource Service
The Library is equipped with23Computer terminals with internet access. Students can access online databases subscribed by the library here. This database gives access to more than 16000 E-books&5000 e-journals.

g.   Orientation to Students
An orientation will be given to all the BBA & MBA students at the beginning of their first year at SUC. The Administration & Examination Department will advise the date and time for the orientation. The orientation will include General information of the Library, rules and regulations, library infrastructure, circulation procedure, services offered, usage of E resources etc. A special orientation and training will be given to MBA students on usage of E-books on Vital Source platform.

h.   Orientation To Faculty
All the new Faculty & staff members will be given an orientation as per the schedule arranged by the HRD. The orientation will include General information of the Library, rules and regulations, library infrastructure, circulation procedure, services offered, usage of E resources etc.

i.   Display Information On Plasma/Notice Board
The Library staff will display new arrivals on the Plasma TV at a regular interval for the benefit of the user community. The notice boards will be regularly updated with current information relevant to subjects taught in SUC as well as General information.

j.   Leaflet Information
SUC library leaflet is available in the Library with all the relevant and important information about the Library. The purpose of the leaflet is to give an idea about SUC library to the visitors and guests.

k. Regular Updates To Faculty And Students Through Mails
Library will regularly update the Faculty, staff & Students with the updated Resources of the Library through E-mails. Beside the resources list the library will also update its patrons with events and activities of the Library, Book reviews, Good reading quotes etc.

l. Reference Section
Reference titles are available in various subjects based on the curriculum core text books and it will be updated every year through participating, organizing Book Fairs, Online Book Request & LCD Meetings etc.,

m. Rental Section
Rental Books will be given to the Students at the beginning of the every semester, and it can be returned end of the semester. Titles will be updated based on the recommendation of program review committee.

n. Periodical Section
Physical Journals & Magazines are displayed and the back volumes can be borrowed by SUC Members. All periodicals will be entered in the kardex register.

o. New Arrivals Section
All newly arrived materials will be displayed in this section after system processing.

p. Silent Zone
This zone is created to fulfill the requirements of the Students who want to study in very silent environment.

q. Learning Zone
Learning zone is available in the Main Library Hall with 23 computers.

r. Research Zone
This zone consists of Research based publications and is specifically used by Faculty members.

    s.   **Teaching Zone**

Faculty members can bring the Students and conduct the session with help of reference and Online Resources (EBSCO, ProQuest, Ebrary etc.)

G. 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. Conduct activities for the corporates, govt. organizations.
d. Selects and trains teams to participate in various inter-university and intramural events.
e. Provides the health services which include first aid and medicines for minor illness.
f. Organizing Internal Sports Activities for staff and students.
g. Recruiting expert Coaches for various games.
h. Managing the ground booking and revenue generation.
i. Sports equipment maintenance.
j. Conducting Community Service Class and organizing visits to social organizations, for the Freshman students.
k. Identifying sports persons from schools and college and recommending for Sports Scholarships.
l. Organizing Health and Safety awareness sessions.

m. Organizing First-Aid and Safety Training sessions.
n. Conducting Mock drills for Fire & Safety awareness.
o. Maintenance of Fire & Safety equipment on a regular basis.
p. Managing the affairs of students' internal and external hostel facilities.
q. Inspecting hostel at regular intervals to ensure smooth functioning of the hostel.
r. Support in organizing Hostel Students' picnic

H. CORPORATE AFFAIRS OFFICE

i. Introduction

The Corporate Affairs Office is responsible for building long term relationships with corporate establishments for the purpose of integrating the academics and industry for mutual benefit including placements and internships, Guest Lecture & Technical visits, scholarships for company employees, participation in MDPs and Conferences etc. It enters into agreements (MOUs) with the companies to explore possibilities of collaboration in the fields of enriching the curriculum, providing industrial inputs to the students, training for industry professionals, participating in panel discussions and community development. It also engages in identifying the industrial training needs and knowledge, Skills & competencies expected from the students ready for employment market.

The Corporate Affairs Office also engages with the universities worldwide by signing MOU/ Articulation agreements to promote cooperation in various activities like faculty / students exchange program, community engagement, international internship, collaborative research and project work etc.

Corporate Affairs department always believe in the continuous lifelong learning process. With this belief and conviction it engages the alumni throughout the year by inviting them in various panel discussions, seminars and international conferences, business meet, forums where they can share their views and nurture themselves as future leaders.

ii. Services provided

a. The Corporate Affairs Office coordinates and facilitate in providing internship opportunities for students to work and learn in a professional environment

b. The office identifies employment opportunities for SUC students in the national, regional and international market. The office also organizes campus interviews/placement week

c. 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. Support marketing department in brand building activities and facilitate in establishing MOU for scholarship.

e. Facilitates signing of MOU and articulation with regional and international Universities.

f. Promotes the Management Development Programs and the short term programs of the Centre for Professional Development.

g. Facilitate IRO for Program Review, feedback of syllabus

h. Assist in organizing industry visits, facilitate guest lecture, CEO lecture Series and Alumni lecture series.

I. MEDIA & COMMUNICATION CENTRE

i. Introduction

The Media and Communications Department (MCD) at Skyline University College handles the media related activity and transmits constant communication to various important audience. The Department is committed to strengthening the University's image and increasing brand awareness both nationally, regionally and internationally.

The Department manages Press Planning, Media Relations, Web Communications, provides content for Social Media Optimization and Search Engine Optimization, Internal and External communication and Graphic Design. Internally the department communicates the University's messages and announcements to faculty, administrators and staff, as well as to students through various Medias.

By the virtue of multi-faceted nature of work it provides information and news about the university's activities, events and achievements; coordinates the public and media relations efforts; develops the university's main webpages; offers broadcast, photography university publications; ensures the proper usage of the University's branding guidelines; media representation and oversees the University community's participations in external events.

ii. Facilities & Services provided

Media and Communication department provides following services:
1. Planning and executing media coverage for SUC
2. Coordinates with departments for display of information on Website and Portal
3. Coordinates with departments and manages the FAQ's section on SUC portal.
4. Monitors the social media optimization activities and maintain ranking standards
5. Monitors the Search Engine Optimization activities
6. Reviews the content uploaded on the knowledge updates section
7. Identifying sites for listing and ranking of SUC
8. Identify student trainees and train them on using the online chat software for marketing activities
9. Assisting departments in publishing public disclosure documents like Newsline, catalogs, brochures, posters, etc.

J. 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.

The Institutional Research office is responsible for planning, designing data collection instruments, gathering, compiling, analyzing and disseminating information. Institutional research office's major role is to measure, analyze and report findings that facilitate in gauging the level of Institutional Effectiveness (IE), Identifying gaps and making amendments in the process of Institutional Effectiveness. Results from the various institutional effectiveness tools are used to provide guidance in preparing and evaluating annual and strategic plan and disseminate inputs for academic and administrative operative decision makers. Institutional Research office uses existing databases and gathers additional data as warranted to determine the future course of actions in achieving the Vision and Mission of SUC.

ii. **Services Provided by Institutional Research Office & Quality Assurance Office**

a. **INSTITUTIONAL RESEARCH OFFICE**

1. **Planning and Decision Support**

   Institutional Research Office (IRO) identifies the data requirements, plan and develops assessment tools helpful in gathering appropriate information for increasing institutional effectiveness. IRO compiles, analyzes and disseminates information for decision making in the process of institutional effectiveness. It provides inputs for preparing and evaluating long term Strategic Plan and Short term annual and semester plans.

2. **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.

3. **Assistance in Accreditation**

As a key source of data and information within SUC, IRO is responsible for assisting in the process of accreditation.

4. **Facilitating the Performance Evaluation System**

The IR office helps in developing the tools for performance evaluation systems of evaluating Board of Governors, Executive Council Members, Academic Affair Council, Faculty and Staff. It collects and analyzes information on the evaluation systems and forwards it for decision making to the respective authority.

b. **QUALITY ASSURANCE OFFICE**

1. **Quality Enhancement**

SUC is committed to excellence in all aspects of academics and academic support service departments as envisioned in the vision statement. The Quality Assurance Office ensures there is continuous enhancement of the institutional goals in meeting the specified standards and requirements across all areas of Academics and Academic Support Services.

2. **Developing Institutional Policies**

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

3. **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.

4. **Ensuring compliance with accreditation standards**

The Quality Assurance Office keeps track of all the latest updates in the MOHESR standards and reviews its impact on the institutional policy and procedures. It is the responsibility of the Quality Assurance Office all the necessary amendments as per the latest updates are reflected in the appropriate policies. It ensures that all the important documents of the Institution are amended as per the changes in the standards set by the MOHESR.

5. **Enhancing Institutional credibility**

   5.1. Benchmarking
   Benchmarking in higher education is an important tool of setting higher goals and achieving them through defining specific academic processes and procedures. In SUC, the need for benchmarking is visualized with respect to diversity of student community and teaching community, the National Qualification framework of UAE, the industry requirement and international placements currently SUC has adopted standardizing CDPs, nature of assessment tools, quality check of question papers to meet learning outcomes, program learning outcomes linked with the skills and competencies desirable by the industry.

   5.2. Participation for awards and ranking
   The Quality Assurance Office researches and identifies various renowned awards and ranking that would provide global recognition to Skyline University College. Awards and rankings are finalized for participation in consultation with the Accreditation Committee. The office understands the complete process and requirement of participation and accordingly plans its activities for participation in these awards. SUC can confer degrees. The criteria of evaluation would be decided by the panel selected for the purpose. The quality assurance communicates the information to the institutional units whose contribution is required for achievement of these awards.

XLVII. ENGLISH LANGUAGE CENTER

A. 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. It also offers Cambridge English: Preliminary (PET) Preparatory Course 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.

B. COURSES CONDUCTED BY ELC

Please refer section – *'XIV. PLACEMENT TESTS CONDUCTED AT SUC'* for details on courses conducted by the English Language Center at SUC

C. FACILITIES AND SERVICES PROVIDED

i. ELC prepares the students to appear for the IELTS exam.
ii. It also offers Cambridge English: Preliminary (PET) Preparatory Course.
iii. It also offers mathematics crash course under the guidance of the academic faculty members from general education section of the BBA Program.
iv. It conducts the orientation classes for the test takers of TOEFL, IELTS and City and Guilds IESOL exams.
v. It coordinates in conducting mock exams for these test takers.
vi. Student can login the Skyline Portal to check the following:
    a. Academic Calendar
    b. TOEFL Navigator
    c. PDF File Format
    d. Flip Book Format
    e. HTML Format
    f. TOEFL Navigator Audio files
    g. Math Test Guide
    h. IELTS Pathfinder
    i. IELTS Pathfinder –audio files
    j. Attendance

k. Information about the IELTS web sites suggested by the teacher
l. Updated news and events
m. Results
n. All requests
o. Car registration
p. All kinds of letters
q. Names of mentors
r. Room allocation
s. Class schedule

XLVIII. FACULTY MEMBERS AND THEIR CREDENTIALS

FULL TIME FACULTY MEMBERS

SNo.	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Sudhakar Kota	Professor, Head of Quality Assurance & Vice Chair of Academic Affairs Council	MBA(Marketing)	PhD Economics & Marketing	Barkatullah University
			M.Phil. (Regional Planning & Economic Growth)		
			PG Diploma in Industrial Relations & Labor Laws		
2	Dr. Gouher Ahmed	Professor, Coordinator-Research Committee	Master of Management	D. Phil (Management Science)	Dr. BAM University
			Master of Arts in Industrial Relation		
3	Dr. Parag Sanghani	Associate Professor, Chair of Strategic & Academic Planning Committee	MBA(Marketing)	PhD Knowledge Management	North Gujarat University
4	Dr. Nadir Ali Kolachi	Associate Professor, Chair of Research Committee	Master in Business Administration, MS(Management Science)	PhD Management	University of Karachi
5	Dr. Manuel Fernandez	Associate Professor	M.Com(Financial Accounting)	PhD Commerce	University of Kerala
			M.Phil.(Financial Management)		

SNo.	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
6	Dr. Anil Roy Dubey	Associate Professor	M.Sc. Agriculture Animal Sciences	PhD Management	University of Lucknow
			Diploma in Business Management		
			Masters in Psychology		
7	Dr. Calvin Lee	Associate Professor	Masters of Public Policy & Management	PhD Global Studies & DBA (Doctorate in Business Administration)	RMIT University

FACULTY SEMESTER CONTRACT

SNo.	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Mounir El Khatib	Lecturer	Master of Science (Electronics Engineering)	PhD Information Systems Management and Technology (The role of ICT in Organization)	University of Glamorgan
2	Dr. Mukdad Ibrahim	Lecturer	Post Graduate Diploma in Cost Accounting	PhD (Accounting & Finance)	Keele University

ADJUNCT PART TIME FACULTY CONTRACT

SNo.	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Ketki Bhatti	Lecturer	Master of Management Studies	DMS (Human Resources Management)	Zenith Institute of Business Management
2	Dr. Ganga Bhavani Maddula	Lecturer	M. Phil in Commerce, MBA in Finance	PhD Commerce	Dr. B.R. Ambedkar University

FOUNDATION & TRAINING

FULL TIME FACULTY MEMBER

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

FACULTY ON SEMESTER CONTRACT

SNo.	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Ms. Jinny John	Lecturer	M.A (English) Master in Education	M.A (English) Master in Education	St. Ann's College of Education
2	Ms. Joan Cihan	Lecturer		CELTA (Teaching English to Speak of Other Languages)	Cambridge University

XLIX.   DIRECTORY

FOUNDER PRESIDENT & CHAIRMAN OF THE BOARD OF GOVERNORS (BOG)			
NAME	DESIGNATION	EXT.	EMAIL
Mr. Kamal Puri	Founder President & Chair of BOG	7000 / 7100	kamalpuri@skylineuniversity.ac.ae

CHAIR OF THE EXECUTIVE COUNCIL			
NAME	DESIGNATION	EXT.	EMAIL
Mr. Nitin Anand	Chair of the Executive Council (COEC)	7700 / 7777	nitin@skylineuniversity.ac.ae

ACADEMIC AFFAIRS COUNCIL MEMBERS				
S NO	NAME	DESIGNATION	EXT.	EMAIL
1	Dr. Amitabh Upadhya	Professor, DEAN & Chair of Academic Affairs Council	7007	dean@skylineuniversity.ac.ae
2	Dr. Sudhakar Kota	Professor, Head of Quality Assurance (HQA) & Vice Chair of Academic Affairs Council	7009	skota@skylineuniversity.ac.ae
3	Dr. Osama Ali Thawabeh	Associate Professor, Head of Student Affairs	7011	osama@skylineuniversity.ac.ae
4	Ms. Sunita Marwaha	Registrar & Head of Academic Support Services	7099	sunita@skylineuniversity.ac.ae
5	Dr. Parag Sanghani	Associate Professor, Chair of Academic Planning and Operations Committee	7010	parag.sanghani@skylineuniversity.ac.ae

S NO	NAME	DESIGNATION	EXT.	EMAIL
6	Dr. Riktesh Srivastava	Associate Professor & Coordinator, Academic Planning and Operations Committee	7066	rsrivastava@skylineuniversity.ac.ae
7	Dr. Rashad M.Y. Al-Saed	Professor & Coordinator, Academic Planning and Operations Committee	7068	ralsaed@skylineuniversity.ac.ae
8	Dr. Nadir Kolachi	Associate Professor & Chair of Research Committee	7060	nadir.kolachi@skylineuniversity.ac.ae
9	Dr. Manoj Kumar	Associate Professor & Coordinator, Research Committee	7070	mkumar@skylineuniversity.ac.ae
10	Dr Gouher Ahmed	Professor & Coordinator, Research Committee	7046	gouher.ahmed@skylineuniversity.ac.ae
11	Dr. Abdul Salam	Lecturer & Chair of Community Services Committee	7043	asalam@skylineuniversity.ac.ae
12	Dr. Mahesh Agnihotri	Associate Professor & Coordinator, Community Services Committee	7045	mahesh@skylineuniversity.ac.ae
13	Dr. Christian Amponsah	Assistant Professor & Coordinator, Community Services Committee	7051	christian.amponsah@skylineuniversity.ac.ae
14	Dr. Kakul Agha	Assistant Professor & Chair of Teaching Effectiveness Committee	7064	kakul.agha@skylineuniversity.ac.ae
15	Dr. Marcelle Harran	Associate Professor & Coordinator, Teaching Effectiveness Committee	7068	marcelle.harran@skylineuniversity.ac.ae

ACADEMIC FACULTY MEMBERS

S NO		NAME	DESIGNATION	EXT	EMAIL
1	BBA	Dr. Antony David Miller	Associate Professor	7044	antony.miller@skylineuniversity.ac.ae
2		Dr. Mohit Vij	Associate Professor	7047	mvij@skylineuniversity.ac.ae
3		Dr. J. Shanmugan	Associate Professor	067	jshanmugan@skylineuniversity.ac.ae
4		Dr. Muhammad Turki Al Shurideh	Associate Professor	7055	m.alshurideh@skylineuniversity.ac.ae
5		Dr. Sharon (Shaimah) Mendoza Dreisbach	Assistant Professor	7049	sharon@skylineuniversity.ac.ae
6		Dr. Ajith Kumar	Assistant Professor	7052	ajith.kumar@skylineuniversity.ac.ae
7		Dr. Tariq Mehmood	Lecturer	7057	tariq.mehmood@skylineuniversity.ac.ae
8		Dr. Robinson Joseph	Lecturer	7065	robinson.joseph@skylineuniversity.ac.ae
9		Dr. Wilson Gachiri	Lecturer	7042	wilson@skylineuniversity.ac.ae
10		Dr. Anwar S. Gasaymeh	Lecturer	7059	anwar.gasaymeh@skylineuniversity.ac.ae
11		Mrs. Barween Hekmat	Lecturer	7050	barween.hekmat@skylineuniversity.ac.ae
12	MBA	Dr. Anil Roy Dubey	Associate Professor	7071	adubey@skylineuniversity.ac.ae
13		Dr. Manuel Fernandez	Associate Professor	7069	mfernandez@skylineuniversity.ac.ae
14		Dr. Calvin Lee	Associate Professor	7063	calvin.lee@skylineuniversity.ac.ae

FOUNDATION AND TRAINING FACULTY MEMBER

S NO	NAME	DESIGNATION	EXT.	EMAIL
1	Dr. Victoria Verna	Assistant Professor, Head ELC	7072	victoria@skylineuniversity.ac.ae

ACADEMIC SUPPORT SERVICES STAFF MEMBERS					
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OFFICE OF DEAN	3	Mr. Blesson Jacob Phillip	Executive Assistant to the Dean	7012	dean@skylineuniversity.ac.ae
OFFICE OF THE REGISTRAR / ACADEMIC SUPPORT SERVICES	4	Ms. Sunita Marwaha	Registrar / Head-Academic Support Services	7099	sunita@skylineuniversity.ac.ae
MARKETING, PR & ADMISSIONS	5	Mr. Firas Al Tabbaa	Dy. Director-Public Relations	7013	faltabbaa@skylineuniversity.ac.ae
	6	Mr. Rakesh Gaur	Dy. Director-Marketing & Admissions	7014	rakesh@skylineuniversity.ac.ae
	7	Ms. Rabia Bilal	Assistant Manager-Business Development & Events	7016	rabia.bilal@skylineuniversity.ac.ae
	8	Mr. Abubakar Sadeeq Ismail	Assistant Manager-Business Development	7015	abubakar@skylineuniversity.ac.ae
	9	Ms. Asma Dridi Naaman	Assistant Manager-Business Development	7017	asma@skylineuniversity.ac.ae
	10	Ms. Samira Botros	Marketing Executive	7018	online@skylineuniversity.ac.ae
	11	Ms. Nour Najeh (M.F.) Shalabi	Receptionist	7001	admissions@skylineuniversity.ac.ae
	12	Ms. Febbie Julianne Lano	Receptionist	7002	

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	14	Ms. Gold Cleene F. Rabena	HR Executive	7022	hrd@skylineuniversity.ac.ae
	15	Ms. Samah Shublaq	PT-HR Assistant	7095	resume@skylineuniversity.ac.ae
ADMINISTRATION (DL-06-5388846) (DL- 06-5387477)	16	Mr. Harish Gopalkrishnan Nair	Head	7030	harish@skylineuniversity.ac.ae
	17	Mr. Manuel A. Espiritu Jr.	Administrative Supervisor-Registration	7026	registration@skylineuniversity.ac.ae
	18	Mrs. Uzma Sindhu	Administrative Supervisor-Examinations	7025	examination@skylineuniversity.ac.ae
	19	Ms. Raquel Tabirara	Administrative Assistant	7027	administration@skylineuniversity.ac.ae
	20	Ms. Jeena Nazar	Administrative Assistant	7024	request@skylineuniversity.ac.ae
STUDENT SERVICES	21	Ms. Iman Rtazi	Student Services Executive	7028	ssd@skylineuniversity.ac.ae
	22	Ms. Christina Ayub Peter	Events Executive	7093	events@skylineuniversity.ac.ae
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	24	Ms. Angelica Casila	Accounts Assistant (Cashier)	7032	cashier@skylineuniversity.ac.ae
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	29	Mr. Zeeshan Ali Safdar	Driver		
	30	Mr. Sugesh P Kudi	Driver		

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	33	Mrs. Nisha Ratheesh	Programmer		
	34	Ms. Pratheeba Najendran	Programmer		
	35	Mr. Shihab A.M	Programmer	7035	
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	41	Mrs. Vernie Mabbayad	Assistant Librarian		
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	51	Mr. Jaymar Claridades	Designing Executive		mediacom@skylineuniversity.ac.ae
	52	Mr. Kannappa S.	Social & Digital Marketing Assistant		digital@skylineuniversity.ac.ae
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	54	Mr. Rajakumar Pillai	Sr. Support Staff		
	55	Mr. Shibu.M.J	Support Staff		
	56	Mr. Abdul Mutaleb	Support Staff		
	57	Mr. Gulsher Ahmad Munir Ahmad	Support Staff	7041	
	58	Mr. Mohanan Karicherry	Support Staff		
	59	Mr. Bhanu Prakash	Support Staff		
	60	Mr. Asad Anwar	Support Staff		
	61	Mr. Preethish J.	Support Staff		
	62	Mr. Ganga Ram	Support Staff		
SECURITY	63	Mr. Surender Shankuri	Security Officer	7091	security@skylineuniversity.ac.ae
	64	Mr. Basvaraj Deshmukh	Security Officer		
	65	Mr. Akram Dawood Shaikh	Hostel Security Officer	7092	hostel@skylineuniversity.ac.ae
	66	Mr. Ibrahim Mohammed	Hostel Security Officer		

SATELLITE OFFICE					
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	2	Mr. Adam James	Marketing Staff		adam.james@skylineuniversity.ac.ae
	3	Mr. Bashir Garba	PT-Marketing Supervisor		admissions.nigeria@skylineuniversity.ac.ae
PAKISTAN OFFICE	4	Mr. Shakeel Ahmed	Country Liason Officer	N/A	shakeel.ahmed@skylineuniversity.ac.ae
	5	Ms. Rukhma Shahid	Telesales Officer		admissions.pakistan@skylineuniversity.ac.ae

L.   ACADEMIC CALENDAR

MBA – WEEKDAY [QUICK REFERENCE CALENDAR]			
ACTIVITIES	FALL 2015	SPRING 2016	SUMMER 2016
COMMENCEMENT OF CLASS [OLD INTAKE]	6-Sep-2015	11-Jan-2016	2-May-2016
COMMENCEMENT OF CLASS [NEW INTAKE]	20-Sep-2015	25-Jan-2016	2-May-2016
ORIENTATION DAY	20-Sep-2015 & 04-Oct-2015	25-Jan-2016 & 01-Feb-2016	2-May-2016 & 2-May-2016
TUTION FEES PAYMENT	BEFORE 10TH OF EVERY MONTH	BEFORE 10TH OF EVERY MONTH	BEFORE 10TH OF EVERY MONTH
STATEMENT OF ACCOUNT	PORTAL	PORTAL	PORTAL
GRADUATION CEREMONY	TBA	N/A	N/A
MENTOR PRESENTATION	08-Oct-2015	25-May-2016	25-May-2016
1ST MENTOR MEET WITH MENTOR [IN OFFICE]	11-15-Oct-2015	22-26-May-2016	22-26-May-2016
2nd MENTOR MEET WITH MENTOR [IN OFFICE]	22-26-Nov-15	20-24-Mar-2016	19-23-June-2016
MENTOR MEET	15-Nov-2015	21-Mar-2016	03-July-2016
HALL TICKET COLLECTION	03-Dec-2014	15-Apr-2016	17-July-2016
LAST DAY OF THE CLASS	02-Dec-2015	21-Apr-2016	21-July-2016
FINAL EXAM WEEK	10-Dec-2015	24-28-May-2016	24-28-July-2016
RESULT PUBLICATION OF FINAL EXAM	13-17-Dec-2015	04-May-2016	2-Aug -2016
RESIT/MITIGATION EXAM	22-Dec-2015	16-18-May-2016	9-11-Aug-2016
RESULT PUBLICATION OF RESIT/MITIGATION EXAM	5-7-Jan-2016	23-May-2016	16-Aug-2016

FALL 2015 SEMESTER COMMENCEMENT

MBA WEEKDAY

OLD INTAKE: 6th SEPTEMBER 2015; NEW INTAKE: 20th SEPTEMBER 2015

MBA – WEEKEND [QUICK REFERENCE CALENDAR]

ACTIVITIES	QTR-1	QTR-2	QTR-3	QTR-4
COMMENCEMENT OF CLASS [OLD INTAKE]	04-Sep-2015	13-Nov-2015	12-Feb-2016	06-May-2016
COMMENCEMENT OF CLASS [NEW INTAKE]	11-Sep-2015	N/A	12-Feb-2016	06-May-2016
ORIENTATION DAY	11-Sep-2015 & 18-Oct-2015	N/A	12-Feb-2016 & 19-Feb-2016	06-May-2016
TUTION FEES PAYMENT	QUARTERLY	QUARTERLY	QUARTERLY	QUARTERLY
STATEMENT OF ACCOUNT	PORTAL	PORTAL	PORTAL	PORTAL
GRADUATION CEREMONY	TBA	N/A	N/A	N/A
MENTOR PRESENTATION	19-Sep-2015	28-Nov-2015	26-Feb-2016	21-May-2016
1ST MENTOR MEET WITH MENTOR [IN OFFICE]	9-10-Oct-2015	11-12-Dec-2015	18-19-Feb-2016	10-11-May-2016
HALL TICKET COLLECTION	18-Oct-2015	22-Jan-2016	15-Apr-2016	2-July-2016
LAST DAY OF THE CLASS	31-Oct-2015	30-Jan-2016	16-Apr-2016	2-July-2016
FINAL EXAM WEEK	6-7-Nov-2015	5-6-Feb-2016	22-23-Apr-2016	8-9-July-2016
RESULT PUBLICATION OF FINAL EXAM	10-Nov-2015	10-Feb-2016	26-Apr-2016	12-July-2016
RESIT/MITIGATION EXAM	13-Nov-2015	12-Feb-2016	6-May-2016	21 &22-Aug-2016
RESULT PUBLICATION OF RESIT/MITIGATION EXAM	17-Nov-2015	16-Feb-2016	10-May-2016	31-Aug-2016

LI.   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).

LII.   LOCATION MAP