



SKYLINE UNIVERSITY COLLEGE
GRADUATE CATALOG
AY 2022-23

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I. SUC FOUNDER'S MESSAGE

Thank you for your interest in **Skyline University College**. We are pleased to welcome you in your second home.

It has been at the core of my vision to create a difference. In 1990 we were presented a noble opportunity to realize this vision, which we seized and took a big leap. We courageously accepted the responsibility and commitment to serve the society through providing quality education. We then first built the eminent foundation of Skyline University College under the patronage of *His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi*, Supreme Council Member and the Ruler of Sharjah, whose guidance, support, inspiration and direction have helped Skyline achieve all its goals along with its growth and advancement. We have come to realize that our societal role and contribution are twice as challenging but ten times more fulfilling and meaningful especially that we are working towards a significant cause.

Over the years, Skyline University College has remarkably progressed from a modest beginning of an institute conducting certification programs into an established University College, which has witnessed more than 12000 graduates. The learning experience since the start of this journey till present has been very fulfilling. Today, SUC is one of the leading universities in Northern Emirates with, well established School of Business and maturing School of Information Technology. Skyline also offers short courses through our Centre for Continuing Learning and have academic affiliations with various universities. SUC is a dynamic multi-cultural institution that copes and aligns itself to the current changes and future requirements locally and globally which includes digitalization. Learning that have been through bricks in the past has evolved through bricks and clicks recently. The current global situation enforced learning solely through clicks to stay safe at home. SUC took this challenge as an opportunity to strengthen and continuously upskill the competencies of our human resources at the same time upgrade our infrastructures to ensure being present relevant, safe, comfortable and future ready.

At Skyline, we are driven by our core mission to strengthen higher education through offering new programs and redesigning current programs, launching of new schools and innovating our teaching strategies online and on-site. We are working relentlessly towards international expansion at the same time, build and strengthen relationships with various universities, government institutions, corporates, professional linkages and networks globally. Equally, we are committed to give back to the society as much as we can.

Scarce of information has been the challenge of the previous generations. Back then, we worked very hard to acquire knowledge in order to be qualified to get an employment. Today, there are accessibly immeasurable information online with just a single click. Opportunities are limitless. The challenge is to identify which information to use, how we can use such information proactively and constructively and how to properly find or create opportunities from all the available information. Skyline will walk with you through this journey and beyond.

Have an exciting and remarkable journey with us.

Kamal Puri

SUC Founder

II. VICE CHANCELLOR'S MESSAGE

It is my pleasure to welcome you to Skyline University College (SUC) in Sharjah. This is an important phase in its journey in the UAE, as it follows the completion of three decades of serving the UAE community in the field of academics. In spite of the current COVID19 situation, Skyline University College has successfully overcome the tough situation and continued to serve its students and other stakeholders through the online delivery of knowledge. This marks the 32nd year of the long and exciting journey of academic excellence and quality education. Guided by its vision and mission, SUC grew from a tiny institution operating from a small apartment in the Sharjah Industrial Area to a forty acre purposefully built campus within the beautiful landscape of the University City of Sharjah. The SUC campus is fully equipped with state of the art resources serving our students' needs in all areas of curricular, co-curricular, and extra-curricular activities, all of which ensure the high quality of outcomes.

Both of SUC's schools (School of Business and School of Information Technology) play a fundamental role in carrying out the mission of imparting knowledge, developing professional skills and inculcating values. In a highly dynamic and fast changing world, playing this role in a traditional education environment would not be possible. At SUC we have adopted innovation and creativity as major tools to ensure that we prepare our current students to acquire the knowledge and skills that will enable them to lead in all areas in the future.

To guide the development of academic programs that focus on the futuristic skills required by the job markets and to evaluate the effectiveness and relevancy of our existing programs, continuous and regular programs reviews are carried-out by SUC. In addition, the General Education department was recently established to give more focus on shaping the personality of our students during their years of university education. Moreover, and to ensure the relevancy of our programs, SUC faculty members and students are required to be engaged in academic and applied research. This engagement, both at national and international levels, provides a great opportunity for professional and skills development. It also gives our programs a competitive advantage.

The dedication and commitment of our faculty members and staff was awarded last year with SUC receiving its first QS Star rating with an overall rating of four stars. In two significant areas, namely teaching and employability, we have proudly achieved a rating of five stars. It is the one of many achievements that SUC is bound to achieve as it continues to reach further in both local

and international accreditations. In this regard we have progressed significantly in the accreditation processes of AACSB for the Business School and ABET for the School of Information Technology.

Through their learning journey, our students develop habits of the mind that provide them with the versatility needed to be successful in an ever more complex and volatile world environment. Our students relish the many opportunities and challenges provided to them through the varied media available to them at SUC.

Finally, the diversity of SUCs faculty, staff and students is a unique characteristic that ensures engagement in both the local and distant communities, which helps in bridging the gap between learning and doing. To learn more about SUC, I encourage you to explore our website to learn about the programs and opportunities that await you at SUC. We hope you consider joining us in our efforts to contribute to building the future pool of required skills and competencies.

PROF. MOHAMMAD IN'AIRAT

VICE CHANCELLOR

III. MESSAGE FROM THE DEAN SCHOOL OF BUSINESS

Welcome to School of Business of Skyline University College, Sharjah!

At a time, when many individuals, groups, institutions, corporates and government are still adapting newer ways of growth and development in response to the current pandemic, the school of business has demonstrated very impressive resilience by not only implementing state-of-art technology, but also extended training to faculty, staff and students. It also adopted new academic strategies, changed policies and procedures to ensure quality learning experience to the students with utmost care of their health and wellbeing.

Being more than three decades old and founding school of the Skyline University College, the school offers Bachelor of Business Administration program in eight contemporary majors and Master of Business Administration program in seven topical concentrations. These flagship programs attract students from a range of academic backgrounds, professionals, nationalities, ethnicities and cultures, like our faculty members and academic support staff. The school provides intellectually stimulating, socially vibrant and culturally stimulating ecosystem conducive for developing global managers and leaders.

The economic and social impact of pandemic on businesses and business management trembled us to think about sustainability of our existing ventures and also to seize new opportunities. The school provides unique learning opportunities for developing knowledge, skills and competencies among students through diverse scholarly academic and practice faculty members, programs, events, activities and systems. Industry and technology integrated curriculum, effective academic strategies including case studies, projects, software, simulation, Dubai Financial Market lab, student's webinar, CEO lecture series, professional development program, guest lectures, industrial visits, internships, student's club events and activities etc. make the students learn and be ready to face any challenges professionally. Skyline Entrepreneurship and Innovation Center offers the opportunity and guidance to the students to unleash their creativity in developing innovative products and services and startup their own venture.

More than ten thousand alumni spread in several countries, active corporate affairs office of the university having agreements and partnerships with several corporate, government, universities and academic institutions in Gulf Cooperation Council, Asia, Europe and Africa provide ample opportunities to the students for placement, learning, projects, internships and exchange.

I invite you to be part of this dynamic, incredible and mission driven business school to become a skyliner.

Professor Naseem Abidi

The Dean-School of Business

IV. SKYLINE UNIVERSITY COLLEGE BOARD OF TRUSTEES

1. **Dr. Ram Buxani**
Chairman of the Board, Chairman of ITL-Cosmos Group
2. **Mr. Kamal Puri**
Founder and Board member, Skyline University College, UAE – Ex-officio
3. **Mr. Nitin Anand**
Board member, Skyline University College, UAE - Ex-Officio
4. **Dr. Ghanem Mohammed Al Hajri**
Board member, Chairman-Al Hawajer Group, Sharjah, UAE
5. **Dr. Mouza Ghubash**
Board member, Director, Al Rewaq Cultural & Charity Association
6. **Mr. Ibrahim Barakeh**
Board member, Principal, Al Shola Private School, Sharjah
7. **H.E Khalid Jassim Al Midfa**
Board member, Chairman of Sharjah Commerce & Tourism Development Authority (SCTDA)
8. **H.E. Ali Salim Al Midfa**
Board member, Chairman of Sharjah Airport Authority
9. **Dr. Hani H. D-Almour**
Board member, President, Al al-Bayt University, Mafraq, Jordan
10. **Ms. Fatima Ghulam Murad Al Blooshi**
Board member, Head of Awareness and Education department, General Department of Human Rights, Dubai Police
11. **Dr. Blake Faulkner**
Board member, Vice President of Online Education & Innovation, Career College Group, Toronto, Ontario, Canada

V. MEMBERS OF EXTERNAL ADVISORY COUNCIL

A. School of Business

- 1. Mr. Ashish Panjabi**
CEO -JACKY'S Business Solutions
- 2. Mr. Tarik El Sakka**
CEO Dubai Refreshment
- 3. H.E. Khalid Bin Butti Al Hajeri**
Director, University City
- 4. Mr. Les Male**
CEO Dubai Gold & Commodities Exchange
- 5. Ms. Leena Parwani**
CEO LETS Plan Here Insurance
- 6. Dr. Faisal Ikram**
President, Pakistan Association Dubai
- 7. Mr. Mohammad Al Khaja**
President Alumni Association
- 8. Ms. Elif Pekçetin**
Founding Partner, Felix International L.L.C.
- 9. Mr. Ahmed Al Khateeb**
Parent Representative, Al Baraha Hospital Dubai
- 10. Mr. Tariq Chauhan**
Group Chief Executive Officer EFS Facilities Services
- 11. MR. Alexander Van 'T Riet**
CEO OF MAI DUBAI
- 12. Dr. Raed Abdallah**
Principal - Taryam American Private School

- 13. Dr. Lara Nabil Abdallah**
School Executive Principal, Dubai Modern Education School
- 14. H.E Ahmed Saif Binsaed**
Deputy Director of Commercial Affairs Department
- 15. Dr. Alia Al Serkal**
Vice President – People Learning & Growth, Du
- 16. Mr. Rizvan Sajan**
Chairman, Danube
- 17. Mr. V.N.P. Raj**
Founder and Managing Director of Athena Education
- 18. Dr. Noryati Ahmad**
Dean – Faculty of Business and Management UiTM

B. School of Information Technology

- 1. Mr. Fadi Almoudi**
CEO - IQ Fulfillment, IQ Robotics, IQ Express
- 2. Dr. Ramamurthy Venkatesh**
CEO - Nets - International Group
- 3. Mr. Prashant K. (PK) Gulati**
Member of Board Governors - TiE Dubai, Chairman Emeritus
- 4. Dr. Ghanim Al Falasi**
CEO- DTEC/Vice Chairman-Silicon Oasis
- 5. Mr. Nasser Masri**
Vice President - Global Head of Credit Control and Operation Risk
- 6. Mr. Xavier Anglada**
Accenture Digital and Innovation Lead, MENA | Managing Director
- 7. Mr. Pankaj Asthaana**
Vice President - Digital Payments & Labs, MENA | Mastercard MEA HQ
- 8. Mr. Sarmad Zadjalay**
CEO - TAWSEEL Group
- 9. H.E. Jamal Saeed Ahmed Buzinjal Al Ali**
Director of Corporate Communication - Sharjah Chamber
- 10. Mr. Khalid Kabbara**
CEO, Direct -Trading LLC - UK
- 11. Mr. Rohit Raina**
CEO - Al Dobowi Group

VI. ACADEMIC AFFAIRS COUNCIL MEMBERS

- 1. Prof. Mohammad In'airat**
Professor, Vice Chancellor and Chair of Academic Affairs Council
- 2. Dr. Deepak Kalra**
Associate Professor, Deputy Vice Chancellor
- 3. Dr. Osama Thawabeh**
Associate Professor, Registrar
- 4. Prof. Sudhakar Kota**
Professor, Director - Institutional Research, Quality Assurance, Outreach and Accreditation
- 5. Prof. Naseem Abidi**
Professor, Dean – School of Business
- 6. Prof. Ghassan Issa**
Professor, Dean – School of Information Technology
- 7. Ms. Sunita Marwaha**
Director-Academic Support Services
- 8. Mr. Firas Al Tabbaa**
Director – Government and Public Relations
- 9. Mr. Rakesh Gaur**
Director-Marketing and Communications

VII. GLOSSARY OF TERMS

Academic Calendar	Detailed schedule of SUC academic activities during the academic year
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 major or concentration
DAC	Disciplinary Action Committee
Concentration	A concentration in graduate program is recognized when a student completes at least 15 credits or equivalent in the area of specialization of the study inclusive of a thesis with 6 credits and 9 credits of other courses
GPA	Grade Point Average is determined by dividing total grade points earned by total hours attempted for each semester

Graduation	Recommendation for awarding degree by the Graduation Board on fulfilling the graduation requirements by the students
Honors	Academic honors are awarded to students scoring as per the following: Cum Laude An average CGPA of 3.7 or higher Magna Cum Laude An average CGPA of 3.8 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	An award of degree on completion of 36 credits
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
Protected	A course for which no Transfer Of Credit will be allowed
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 qualitative and quantitative academic progression requirement even after the final warning
TOC	Transfer of Credit
Tuition Fee	Charges paid for the attempted credits
Final Warning	Warning given to a student who is on probation and still unable to improve academic performance as per qualitative and quantitative requirements.
Full Time	Courses conducted during weekdays from Sunday to Thursday
Part Time	Courses conducted during weekends on Friday and Saturday
Withdrawal	Student dropping the course after two weeks of starting the semester

VIII. 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 Sq.km from the west coast of Persian Gulf and Gulf of Oman, where water and land overlap, to the Arabian Peninsula.

UAE economy was sustained by pearl industry for centuries, the coastline is studded with islands, coral reefs and ridges. Nearly 200 islands fall under the UAE territory on Arabian Gulf including Abu Dhabi Island, capital of United Arab Emirates, Das Island which is rich in Oil, Delma Island which is rich in pearls, Umm Al Nar Island, Saadyat Island, Hamra Island near Ras Al Khaimah, Abu Moosa Island, Greater Tunb Island, Lesser Tunb Island, and other islands which have left their mark on UAE.

UAE is the world's eighth largest oil producer and is the main driver of the economy. In the recent past non-oil based share in the economy is on the rise. Few sectors that are thriving are retail, hospitality, financial, tourism, logistic and supply chain sectors. Being a free-market economy, it has made policy amendments to attract FDI in the Free Zone areas. UAE is one of the most politically stable and secure country in the region. As a result of this stability prosperity, harmony and modernity characterizes UAE. Its development and standard of living of its citizens is due to visionary leaders of UAE especially like Sheikh Zayed who focused on welfare of the country during the pre and post formation years. In the recent years UAE is credited to be pioneer in establishing ministry of happiness to ensure Quality life to their citizens in Asia.

Its place in the GCC is very important as second largest economy and the most tolerant towards different cultures and religions of the world. 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.

The diversified economy of the country gives immense scope of progress and provides opportunities for the citizens in employment, self-employment, innovation and creativity. The leadership of UAE recognizes the importance of education, research and development is a key driver of its economy in the coming years, hence has a vision of making UAE a knowledge based economy.

ABOUT SHARJAH

A modern metropolis with over 6000 years of history, Sharjah is an incredible emirate with coastline on both the Arabian Gulf Coast and the Gulf of Oman. A natural extraordinary landscape, uniquely scenic man made lagoons, magical endless deserts, fascinating attractions, sophisticated iconic architecture and certainly one of the most diverse emirates in the region, with something for everyone.

Sharjah has rich and varied cultural and commercial achievements are based on solid foundations and traditional heritage. More than 20 museums and heritage sites provide the perfect platform to showcase the arts, crafts, traditions and importance of Islam in the lifestyle of the people in this most fascinating city.

Sharjah has transformed under the vision and guidance of His Highness Sheikh Dr. Sultan Bin Mohammed Al Qasimi into a vibrant and bustling metropolis while preserving the core values of Islamic tradition, heritage and culture.

His Highness Dr. Sheikh Sultan Bin Mohammed Al Qasimi has transformed Sharjah into a modern oasis of social and intellectual development by opening the doors of culture, learning and literature to all who wish to learn. Under his leadership, a new era has begun with the construction of many new schools, further education institutes, learning and research centers, libraries, clubs and cultural centers.

Education in the emirate started very simply with home-based Islamic studies in the early 1935 and became the first formal educational institute in Sharjah offering a larger curriculum and formal teaching arrangement.

Classical culture celebrated in the very architecture of the emirate. Islamic culture is at Sharjah's heart, great buildings house the leading educational institutions of Sharjah's University City, and theatre, music and visual arts are championed, in both traditional and modern forms.

Under the directives of the Ruler of Sharjah, University City got established in 1997. Today it is one of the most advanced education centers in the Middle East anchored by the American University of Sharjah, the University of Sharjah, the Higher Colleges of Technology, the Sharjah Police Academy, Skyline University College and the Judicial Studies and Training Institute. Students attend from all over the UAE and the wider Gulf region.

In His Highness Sheikh Sultan's, own words: "Culture is the cornerstone of the growth we seek. It is that vital element creates a balance between the cultural belonging and the spirit of the age. Culture creates a state of self-development and self-discipline and leads the human being to show the values of kindness, benevolence and brotherly relations with others. Education is the key to new horizons of development and progress".

Sharjah remains at the forefront of development through further investment in education and by building relationships with foreign universities. The list of courses available continues to expand. The emphasis on education in this emirate cannot be understated. Sharjah continues to be one of the most popular destinations for students from the region, with numbers expected to increase in the years to come.

The first newspaper in the region was launched in Sharjah in 1927 and the first cultural club, Islamic Forum, was established in 1936, followed by the Arabic Cultural Club in 1947. In 1956 Sharjah became the first emirate in the UAE to offer women an education, and in the early 1990 it was the first to run an MBA program.

Heart of Sharjah Area is a testament of Sharjah's dedication to preserving the cultural history of its predecessors. This is celebrated as the foundation of the accolade from UNESCO, which established Sharjah as the Cultural Capital of the Arab World.

In Heart of Sharjah Area, you will see handcrafted works of art and objects that date back to a time when local people relied solely on fishing and pearling. Trace the development of education, currency and the early postal system. Discover the traditional skills and crafts relating to making jewelry, costumes, herbal medicine, music and folklore.

Rich in history and culture; a land with a wealth of values, warm and friendly people, all year-round sunshine and distinctive blend of glorious past and bright present, the emirate is an attractive and safe destination offering the right ingredients for leisure and business alike. Having been crowned the "Cultural Capital of the Arab World" in 1998, the Islamic Culture Capital for 2014 and the Arab Tourism Capital for 2015, the smiling emirate of Sharjah has for generations, been welcoming visitors from around the world. It is a great place of learning for students and visitors.

IX. ABOUT SUC

A. OVERVIEW

Skyline University College (SUC) was established in 1990 in Sharjah, 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. He has always supported SUC in its pursuit to offer quality education. SUC responds innovatively and effectively to train human resources in the fields like Human Resources, Public Administration, Innovation and Entrepreneurship, Aviation, Hospitality, Travel & Tourism, Information Technology & Systems, Marketing, International Business and Accounting. In order to internationalize the programs, SUC is in the process of acquiring AACSB and ABET accreditation for equalizing the programs to the international standards so that the students will have opportunities for mobility between local and international universities. SUC has achieved an overall 4 star QS star rating with a 5 star QS rating on Teaching and 4 Star on Academic Development. SUC is actively pursuing benchmarking activities with Universities under EUMMAS (European Marketing and Management Association).

SUC has a School of Business and a School of Information Technology offering undergraduate degrees in Business Administration and Information Technology, which are fully-approved and accredited by the Ministry of Education (MOE), UAE.

The School of Business, offers Bachelor of Business Administration (BBA) in Human Resource Management and Psychology, Accounting, Innovation and Entrepreneurship, Tourism and Hospitality Management, International Business, Marketing and Retail Management and Public Administration. Master of Business Administration (MBA) Programs are offered, with concentration in Strategic Management & Leadership, E-Governance, Strategic Human Resource Management, Project Management, Finance, Sustainable Development and International Business & Marketing.

The School of Information Technology, offers a Bachelor of Science in Information Technology program with concentration in Enterprise Computing. In continuation with the progressive approach, SUC looks forward for meeting the future needs of the industry by introducing the Bachelor of Science in Computer Science program with concentrations in Artificial Intelligence, Software Engineering and Data analytics.

The campus of SUC is spread over 40 acres of land, which is located in University City of Sharjah. SUC has a well-equipped campus, which caters for its diverse student body needs. SUC also prepares its students to meet the challenges of the new century by acquiring relevant knowledge, skills and values appropriate for the market demands of UAE and the region.

SUC also provides additional learning opportunities and resources by way of a well-equipped library having a wide range of databases such as ProQuest, E-book Central, EBSCO and IGI Global, IEEE Computer Science Digital Library, SCOPUS and Online Learning Resources such as IGI and Springer Nature. 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 co-curricular and extra-curricular events.

SUC has a well-developed Student care package, mentoring and feedback mechanism that helps students to improve their performance levels continuously. To begin with, SUC ensures all its international students inducted to the Freshman to be aware of the learning environment of SUC and the cultural environment of UAE through Student Care Package which caters to New International students (Bridging program) and academically weak SUC students (Student Tutorials). The mentoring system is aimed at guiding individual students in their academic and professional fronts. The continuous Student feedback mechanism adopted by SUC helps in understanding the needs and serve them better during their campus life.

SUC also has an active Corporate Affairs Office (CAO) that engages industry to share their experiences with students in the form of guest lectures, industry visits and CEO lectures. The CAO assists students in their internship and job placements.

SUC has a Teaching effectiveness committee which focuses on improving learning and teaching to facilitate students in preparing them for the required skills, values and competencies suitable to the industry demands through its diverse academic faculty with PhD. Apart from delivering a holistic education in the areas of specialization, SUC prepares its students with additional skills and competencies through its Professional Skills

Development Program at all levels starting from Freshman to the Senior levels so as to hone student skills in communication, analysis and leadership.

The communication skills are further reinforced by the Toastmasters club activities to strengthen the communication skills, leadership skills and soft skills for the progressive career development of the students.

SUC also has a Research and Innovation department, which facilitates research activities among faculty, enables them to use their research knowledge to teach in classes and promotes research culture in the institution. In this pursuit, SUC faculty members have publications in Q1 to Q4 Scopus indexed journals. To, further enhance Research culture, SUC encourages collaborative Research with International Universities and Researchers.

SUC understands the importance of community engagement through its Community Service activities, which provides opportunities for students and employees to participate and contribute towards the welfare of the needy segments of the community.

The Institution has Memorandum of Understanding with various colleges/universities in Canada, UK, USA, Russia, Africa, Malaysia, Philippines, China, India and Pakistan, which facilitate the exchange of students for further study opportunities. SUC also maintains professional relationships with International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), International Council of Electronic Commerce Consultants (EC Council), ROBOROBO, IEEE, VIRDI, ORACLE Academy, CISCO, AMIDEAST and IDP IELTS.

SUC has a safe, sanitized and healthy environment as per the Covid-19 protocols and ensures safety, security of all its stakeholders at all times. Our Covid-19 protocols begin from the entrance gate where temperature checks and green pass is checked and while entering into the building everyone has to pass through the sterilization tunnel and after each class the classrooms are sanitized. SUC has isolation room to accommodate Covid-19 infected persons.

B. VISION, MISSION, GOALS AND OBJECTIVES

i. VISION

SUC envisions itself to be a globally renowned university that nurtures Creativity and Innovation with emphasis on diversity and cultural integration towards building a knowledge based society

ii. MISSION

The Mission of Skyline University College (SUC) is to impart knowledge, develop professional skills in the field of Business, Science & Technology and inculcate values among students of diverse cultural backgrounds to serve the society. SUC provides opportunities for its students to achieve their academic and professional goals and facilitates the development of their overall personality in order for students to become effective and socially responsible professionals in a dynamic global environment. In pursuing this mission, SUC focuses on innovative and creative approaches in all areas of education, research, consultancy, community services and development of its employees to facilitate the learning environment for its stakeholders. SUC recognizes risk management in all aspects of its operations and ensures health and safety of its stakeholders.

iii. GOALS AND OBJECTIVES

a. INSTITUTIONAL GOAL:

To continue to serve with dedication in the field of higher education to meet the changing needs of society and develop responsible individuals without discrimination following ethical practices

Institutional Objectives

1. To serve with dedication in the field of higher education, and prepare students to contribute to the betterment of society.
2. To offer quality education to a culturally diverse student body, globally, irrespective of race, color, gender, religion, physical disabilities and age.
3. To expand its higher education programs as per the needs of the dynamic global environment
4. To develop and maintain significant networks between SUC, alumni and industry

5. To continue to maintain a meaningful relationship with the community through socially responsible activities
6. To continue to pursue ethical conduct and a high order of integrity in all spheres of institutional functions
7. To continually assess the institutional risk and provide a safe and secured environment to the stakeholders

b. STUDENT GOAL:

To equip students with knowledge, skills and competencies, which build lifelong careers and creativity that contribute to the betterment of business and society

Student Objectives

1. To orient students with knowledge through undergraduate and postgraduate programs thereby preparing them for suitable career opportunities globally.
2. To equip students with creative and entrepreneurial skills suitable for lifelong career building
3. To integrate general education at the undergraduate level programs
4. To enhance higher order skills in problem solving, leadership, analysis and decision making among students
5. To develop the complete personality of the student through quality education and extra-curricular activities that will enable them to serve society optimally

c. EMPLOYEE GOAL:

To engage competent employees from diverse cultural background and ensure their welfare and facilitate development

Employee Objectives

1. To provide facilities that enhance long-term SUC employee welfare, satisfaction and growth
2. To facilitate a conducive research and consultancy environment for faculty to pursue scholarly activities
3. To conduct various faculty and staff development programs in order to prepare them to meet challenges posed by the dynamic global environment.

C. SCHOOL OF BUSINESS VISION AND MISSION

i. Vision

To be an innovative and leading provider of quality business management education to serve the society.

ii. Mission

To impart knowledge, develop skills and inculcate values to develop responsible managers and leaders in the field of business management.

iii. Goals

- a. To review and update academic programs as per the emerging regional and global trends.
- b. To provide knowledge, skills and competencies among students for managing various aspects of businesses.
- c. To ensure continuous improvement in the areas of teaching, research, and community services.
- d. To strengthen stakeholders' involvement in achieving the mission of the school.

To develop ethically responsible business managers and leaders

D. LICENSURE & ACCREDITATION

Skyline University College located in the Emirate of Sharjah is officially licensed by the Ministry of Education of the United Arab Emirates until 14th of February 2024, renewable every five years to award the following degrees/qualifications in higher education:

i. SCHOOL OF BUSINESS

a. Undergraduate Programs

1. Bachelor of Business Administration in Tourism and Hospitality Management
2. Bachelor of Business Administration in International Business
3. Bachelor of Business Administration in Information Systems
4. Bachelor of Business Administration in Marketing and Retail Management
5. Bachelor of Business Administration in Accounting and Finance
6. Bachelor of Business Administration in Public Administration

7. Bachelor of Business Administration in Human Resource Management and Psychology
8. Bachelor of Business Administration in Innovation and Entrepreneurship

b. Graduate Programs

1. Master of Business Administration with Concentration in Finance
2. Master of Business Administration with Concentration in International Business & Marketing
3. Master of Business Administration with Concentration in Strategic Human Resource Management
4. Master of Business Administration with Concentration in Strategic Management & Leadership
5. Master of Business Administration with Concentration in E-Governance
6. Master of Business Administration with Concentration in Project Management
7. Master of Business Administration with Concentration in Sustainable Development

ii. SCHOOL OF INFORMATION TECHNOLOGY

- a. Bachelor of Science in Information Technology with Concentration in Enterprise Computing

E. PROGRAM ACCREDITATION

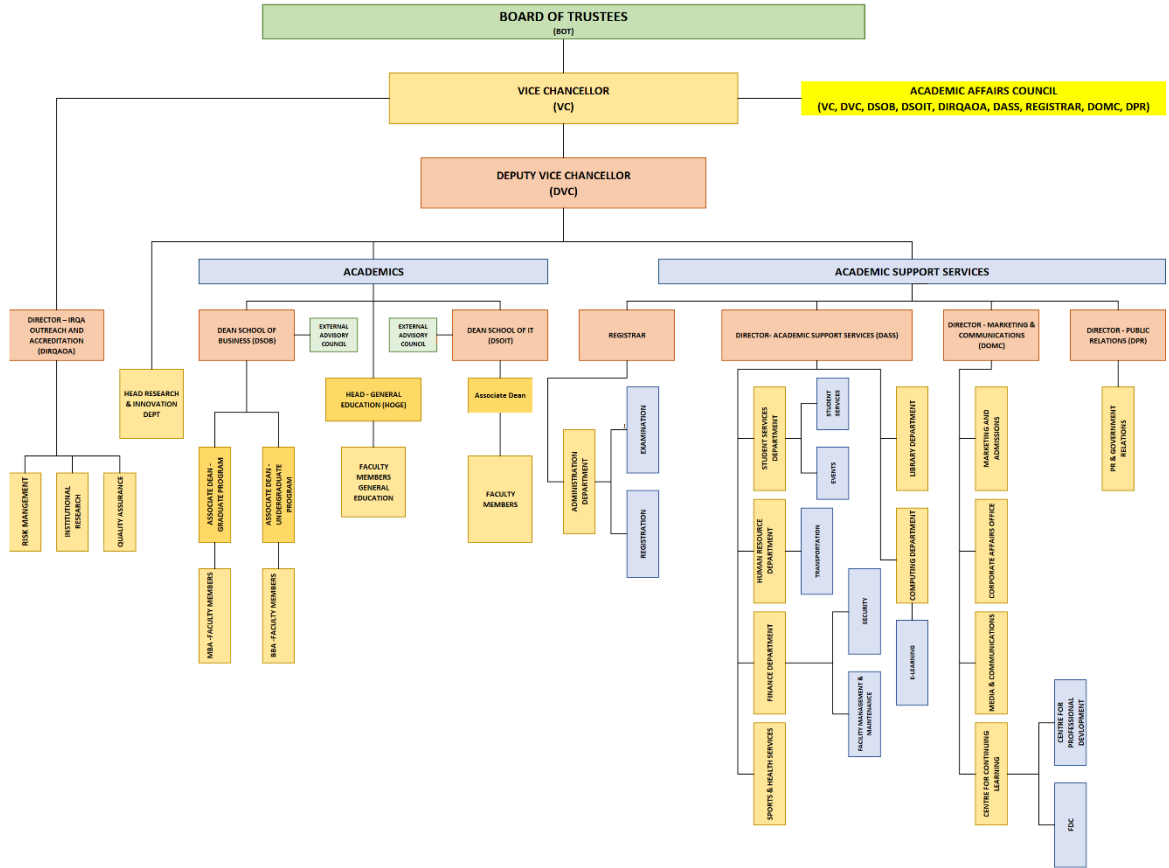
Program	Date of Initial Accreditation	Date of recent re-accreditation	Valid until
School of Business - Undergraduate Programs			
Bachelor of Business Administration in Tourism and Hospitality Management	March 19, 2018	-	September 20, 2022
Bachelor of Business Administration in International Business	May 28, 2005	September 20, 2017	September 20, 2022
Bachelor of Business Administration in Information Systems	May 28, 2005	September 20, 2017	September 20, 2022
Bachelor of Business Administration in Marketing and Retail Management	September 6, 2014	September 20, 2017	September 20, 2022
Bachelor of Business Administration in Accounting and Finance	March 19, 2018	September 20, 2017	September 20, 2022
Bachelor of Business Administration in Public Administration	September 6, 2014	September 20, 2017	September 20, 2022
Bachelor of Business Administration in Innovation and Entrepreneurship	March 19, 2018	-	September 20, 2022
Bachelor of Business Administration in Human Resource Management and Psychology	March 19, 2018	-	September 20, 2022
School of Business - Graduate Programs			
Master of Business Administration with Concentration in Finance	November 1, 2007	February 10, 2019	February 10, 2024
Master of Business Administration with Concentration in International Business and Marketing	March 19, 2018	February 10, 2019	February 10, 2024
Master of Business Administration with Concentration in Strategic	March 19, 2018	February 10, 2019	February 10, 2024

Human Resource Management			
Master of Business Administration with Concentration in E-Governance	September 6, 2014	February 10, 2019	February 10, 2024
Master of Business Administration with Concentration in Project Management	March 19, 2018	February 10, 2019	February 10, 2024
Master of Business Administration with Concentration in Sustainable Development	March 19, 2018	February 10, 2019	February 10, 2024
School of Information Technology - Undergraduate Program			
Bachelor of Science in Information Technology with Concentration in Enterprise Computing	October 16, 2017	February 18, 2022	February 17, 2025

F. INTERNATIONAL RATING

The globally renowned QS star rating agency has rated Skyline University College as a four-star institution. SUC has achieved a five-star rating in the category of Teaching and Employability.

G. ORGANIZATION STRUCTURE



H. WHY SKYLINE?

i. INSTITUTIONAL

1. 32 years of commitment to the society for imparting knowledge, developing skills and inculcating values
2. Among the first few universities to start in the UAE
3. Approved and accredited by Commission of Academic Accreditation(CAA) of the Ministry of Education (MOE), UAE
4. Overall 4 Star QS Rating of the institution
5. Strong alumni base, well-placed in government and private sectors
6. Multicultural student learning environment
7. Affordable fee structure
8. Articulation agreements with some of the top 400 international universities.
9. In-house ERP to manage effective operations and quick decision making
10. Innovative teaching methodologies that engage students in learning
11. Educational programs integrated with professional certifications
12. State of the art Learning Management System including SCORM for faculty and students

ii. ACADEMIC EXCELLENCE

1. Faculty and Staff from professional fields with diverse national and educational backgrounds
2. Focused research environment to integrate scholarly work into curriculum development and delivery
3. Regular curriculum update to meet industry requirement
4. Innovative teaching methodologies used in the class room
5. 5 Star QS rating on Teaching and 4 Star on Academic Development
6. First University in the UAE to achieve membership of International Air Transport Association (IATA) and Confederation of Tourism and Hospitality (CTH)

iii. SCHOOL OF BUSINESS

- a. Offers specialized areas of study in Tourism and Hospitality Management, International Business, Marketing and Retail Management, Accounting and Finance, Public Administration, Innovation and Entrepreneurship and Human Resource Management and Psychology at undergraduate level

- b. Offers Innovative concentration areas like International Business and Marketing, Finance, Strategic Human Resource Management, Strategic Management and Leadership, E-governance, Project Management and Sustainable Development at graduate level
- c. Publishes refereed business journal, organizes international business and management conference and have dedicated case study center
- d. Application based learning through internship and industry interaction
- e. Opportunity to do professional certification courses along with degree programs available through globally certified bodies like IATA and CTH
- f. EC Council, AMIDEAST and IDP IELTS.

iv. SCHOOL OF IT

- a. Undergraduate Program offered in unique area of Enterprise Computing which includes IOT, Mobile Apps development, E-Commerce, ERP, Big data analytics, Security and more
- b. Simulation and practical learning environment to integrate theory with practice
- c. Application based learning through Live project center, internship and industry interaction
- d. State of the art computer laboratories
- e. Technology-integrated learning opportunities
- f. Opportunity to do professional certification courses through CISCO network academy, VIRDI, ORACLE Academy and EC Council

v. LEARNING SUPPORT SERVICES

- a. Well-equipped IT infrastructure in the campus including classrooms and labs to support the technology integration into the academics
- b. Innovation lab to foster creativity
- c. Availability of interactive on-class facilities and online learning support services
- d. Library facilities equipped with rich physical and online resources
- e. User friendly Portal services for students to access course related information, e-learning resources, online request system and online fee payment facilities
- f. 24 x7 access through SUC Mobile APP for ease of communication with the institution, enhanced student tutor communication, online fee payments, and other items
- g. Self-check-in and checkout facility in the Library
- h. Skyline Innovation and Entrepreneurship Center to promote entrepreneurial skill among students

vi. STUDENT DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES

- a. 5 Star QS rating on employability
- b. Training and testing center for IELTS, TOEFL and Cambridge English preparatory courses
- c. Professional Skills Development Programs to develop professional skills and abilities essential for career progression
- d. Toastmasters club which helps in strengthening communicative and leadership skills
- e. Enrollment in IEEE
- f. Student Care package which caters to new international students through a bridging program and to academically weak SUC students through student tutorials
- g. Counseling is provided to help student progress in their academic career.
- h. Corporate Affairs Department administers student's placement and industry networking opportunities like internship and placement opportunities
- i. Academic tours to various foreign countries
- j. Well-equipped Innovation Lab to foster creativity
- k. Opportunities for lifelong learning anywhere in the world with the articulation agreements
- l. Year round thematic community service and outreach activities
- m. Student clubs and committees focusing on overall personality development through various co-curricular and extra-curricular activities
- n. Student advising and professional development skills program
- o. On-campus career fairs
- p. Opportunity to showcase creative writing skills through contribution to SUC's Newline publication
- q. CEO Series and guest lectures by renowned industry speakers
- r. Orientation through guest lectures by Alumni speakers
- s. Emphasis on practical knowledge through industry visits
- t. Real life experience and exposure through internships

vii. INFRASTRUCTURE

- a. Purpose built campus equipped with all facilities
- b. Hostel facility inside as well as outside campus available for international students

viii. SPORTS FACILITIES

- a. Two Cricket Grounds
- b. Multi Gym
- c. Football ground
- d. Basketball court
- e. Student Common Room

ix. FINANCIAL AID

- a. Scholarships offered to students based on outstanding achievement in academics and extra-curricular activities
- b. MOU based scholarships to employees of government and non-government organizations

X. RESEARCH STRATEGY OF SUC

Items	KPI	Benchmark				
		AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26	AY 2026-27
Research Publications	Average Publication per BBA faculty in Scopus index journal	2 Research Articles	2.5 Research Articles	2.75 Research Articles	3 Research Articles	3.25 Research Articles
	Percentage of Q1 Category of Scopus Index Journals	15%	20%	25%	30%	35%
Research Support	Number of Faculty Development programs	At least 2 FDPs on Research	At least 2 FDPs on Research	At least 2 FDPs on Research	At least 2 FDPs on Research	At least 2 FDPs on Research
	Number of Collaborative research projects	At least 1	At least 1	At least 1	At least 1	
External Research income per academic staff	Income from Projects from External sources - Government , and Corporates	250000 AED	250000 AED	250000 AED	250000 AED	250000 AED
Faculty Publication in collaboration with BBA students	Number of Publication by BBA Students		At least 2 publication	At least 2 publication	At least 2 publication	At least 2 publication
Patents applied and awarded	Number of Patents Applied and awarded	At least 2	At least 2	At least 3	At least 3	At least 3

Items	KPI	Benchmark				
		AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26	AY 2026-27
International Conferences	Organization of Conferences in collaboration with Top 200 universities	1		1		1
Consultancy and projects	Income from Consultancy		Worth AED 50000	Worth AED 100000	Worth AED 200000	Worth AED 500000
Case Studies	Number of case studies published	1	2	2	2	2
International Case workshop	Number of International Case workshop	2	3	4	5	6
Editorial Board Membership	Number of Editorial Board Membership	2	3	3	3	3
Funded Projects with local & external funding	Number of Funded Projects with local & external funding	At least 2 per year	At least 2 per year	At least 3 per year	At least 3 per year	At least 5 per year
Improve number of Citations	Percentage of increase in Citations	10 % increase	15 % increase	15 % increase	15 % increase	20 % increase

XI. PROGRAMS OFFERED

SUC has two schools; the School of Business and School of Information Technology and programs offered by each school are given below. Generally, the Schools offer on campus courses but in case of emergencies like COVID situations or any other conditions where the Ministry of Education / Ministry of Health, Risk and disaster Management directs the University is equipped to teach online or blended mode of lectures.

A. SCHOOL OF BUSINESS

The School of Business offers following Undergraduate and Graduate programs:

UNDERGRADUATE PROGRAMS	GRADUATE PROGRAMS
i. Bachelor of Business Administration in International Business	i. Master of Business Administration with concentration in Finance
ii. Bachelor of Business Administration in Marketing & Retail Management	ii. Master of Business Administration with concentration in International Business and Marketing
iii. Bachelor of Business Administration in Tourism & Hospitality Management	iii. Master of Business Administration with concentration in Strategic Human Resource Management
iv. Bachelor of Business Administration in Information System	iv. Master of Business Administration with concentration in Strategic Management and Leadership
v. Bachelor of Business Administration in Accounting & Finance	v. Master of Business Administration with concentration in E-Governance
vi. Bachelor of Business Administration in Public Administration	vi. Master of Business Administration with concentration in Sustainable Development
vii. Bachelor of Business Administration in Human Resource Management and Psychology	vii. Master of Business Administration with concentration in Project Management
viii. Bachelor of Business Administration in Innovation & Entrepreneurship	

B. SCHOOL OF INFORMATION TECHNOLOGY

The School of Information Technology offers following undergraduate program:

- i. Bachelor of Science in Information Technology with Concentration in Enterprise Computing

XII. SCHOOL OF BUSINESS GRADUATE PROGRAMS

The School of Business is aspiring to achieve the International accreditation and hence is in a process of reviewing and updating the systems, processes, program goals and outcomes in order to meet the requirements of the international accreditation.

A. MBA PROGRAM INFORMATION

i. MBA Program Overview

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

ii. MBA 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.

iii. MBA PROGRAM - GOALS:

PLG1. Develop managerial skills in problem solving and decision making

PLG2. Instill leadership skills and professional attitude

PLG3. Develop ethical orientation to conduct business in a socially responsible manner

PLG4. Develop acumen towards formulating, implementing and evaluating business strategies

iv. MBA PROGRAM LEARNING OUTCOMES (PLO):

Students will be able to:

PLO1. Explain theories, tools and techniques of business management and their applications.

PLO2. Develop leadership skills and competencies for managing organizations

PLO3. Research, evaluate, analyze and formulate business strategies

PLO4. Evaluate ethical business practices and its implications on business.

PLO5. Integrate knowledge and business practices to consistently solve complex issues

B. MBA CORE COURSES

i. 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, Research Methods for Business Decision Making, International Business, Corporate Information Strategy & Management, Managerial Economics, Financial Management, Organizational Behavior and Marketing Management.

ii. 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 management techniques and practices

iii. CORE COURSES LEARNING OUTCOMES

Student will be able to:

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

C. MBA CONCENTRATION IN FINANCE

i. INTRODUCTION

The MBA Concentration 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 concentration 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.

ii. CONCENTRATION GOALS

CoLG1. Develop theoretical & practical knowledge and skills in finance.

CoLG2. Equip students with decision-making and analytical skills.

CoLG3. Develop an understanding of the operations and structures of various financial systems.

CoLG4. Develop ethically oriented financial professionals

iii. CONCENTRATION LEARNING OUTCOMES

Students will be able to

CoLO1. Explain theoretical framework of corporate and financial institutions.

CoLO2. Demonstrate an understanding of ethical practices and its implications in regional and global financial Institutions.

CoLO3. Apply the principles, tools and research techniques for making financial decisions.

CoLO4. Analyze and estimate risk and return for investment decisions.

CoLO5. Evaluate government regulations and its effect on corporate and financial institutions

D. MBA CONCENTRATION IN INTERNATIONAL BUSINESS AND MARKETING

i. INTRODUCTION

In the current business trends, the distinction between international business and the domestic markets is fading away. Global strategies in the field of marketing, supply chain management and global competitiveness have taken a major role in determining the trade flows. Therefore, there is a need for the student to understand the marketing strategies and international business documentation and policies as guided by World Trade Organization. This concentration focuses on analyzing and evaluating the international business and contemporary marketing issues, global logistics and supply chain management and impact of cultural environment on developing and developed countries and specially the emerging markets.

ii. CONCENTRATION GOALS

CoLG1. Equip students with understanding, knowledge and skills of international business & marketing strategies in the competitive business environment.

CoLG2. Enable students to analyze international business documentation and procedures

CoLG3. Expose students to the evaluate the business environments, developing, developed and emerging markets

CoLG4. Enable students to evaluate contemporary issues in international marketing and global supply chain management and the dynamics of socio economic issues

iii. CONCENTRATION LEARNING OUTCOMES

Students will be able to

CoLO1. Demonstrate an understanding of competitive International business & marketing strategies and approaches practiced by organizations

CoLO2. Analyze markets and assess the process in global logistics and supply chain management

CoLO3. Evaluate cultural environment and its impact on international business & marketing activities

CoLO4. Develop marketing plans appropriate to target markets and geographic market segments across continents & countries using research skills.

E. MBA CONCENTRATION IN STRATEGIC HUMAN RESOURCE MANAGEMENT

i. INTRODUCTION

The Strategic Human Resources Management concentration prepares students to play an important role in managing the human resource requirements of an organization. Students completing this concentration would be able to develop strategies related to human resource planning, recruitment, selection and placement, training & development, compensation 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. This concentration also focuses on helping students to evaluate diversity issues and develop strategies for managing equality and diversity in the organizations.

ii. CONCENTRATION GOALS

CoLG1. Develop knowledge and skills in Human Resource Management processes, tools, systems and techniques.

CoLG2. Develop skills in planning Human Resource activities within the organization.

CoLG3. Equip students with the tools and techniques in analyzing and evaluating issues related to diversity and equal employment opportunity.

CoLG4. Expose students to new trends in Human Resource Information Technology

iii. CONCENTRATION LEARNING OUTCOMES

Student will be able to:

CoLO1.Demonstrate an understanding of contemporary issues in Human Resource Management.

CoLO2.Analyze legal and diversity issues in Human Resource Management.

CoLO3.Design systems, tools & techniques of human capital management.

CoLO4.Demonstrate ability to evaluate strategies of compensation and training in improving organizational performance

F. MBA CONCENTRATION IN STRATEGIC MANAGEMENT & LEADERSHIP

i. INTRODUCTION

MBA concentration 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 concentration provides an understanding about strategic risks and risk management to lead organizations proactively. The concentration equips the student to drive innovation and creativity in organizations, as well as plan and direct incremental and transformational changes for organizational excellence.

ii. CONCENTRATION GOALS

CoLG1. Develop understanding of the concepts and theories of strategic management and leadership

CoLG2. Develop an understanding of leadership strategies related to innovation and creativity in organizations

CoLG3. Expose students to leadership strategies and experiences in leading and managing change

CoLG4. Equip students with knowledge, concepts and techniques related to strategic risk management

iii. CONCENTRATION LEARNING OUTCOMES

Students will be able to:

CoLO1.Demonstrate an understanding of contemporary issues in strategic management and leadership

CoLO2.Develop strategies of creating culture of innovation in an organization to solve complex issues

CoLO3.Critically analyze risk and formulate effective organizational Strategies

CoLO4.Critically evaluate strategies for managing change

G. MBA CONCENTRATION IN E-GOVERNANCE

i. 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 concentration 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.

ii. CONCENTRATION GOALS

CoLG1. Develop an understanding of theories and practices of E-Governance

CoLG2. Develop an understanding of cultural, ethical, legal & security issues relating to E-Governance

CoLG3. Develop skills to identify, plan, implement and review the E-Governance initiatives for smart governance

iii. CONCENTRATION LEARNING OUTCOMES

Students will be able to

CoLO1. Demonstrate an understanding of theories and practices of E- Governance Initiatives

CoLO2. Assess the user requirements in the context of technological, cultural, ethical and legal perspectives

CoLO3. Analyze the strategies for planning and implementing E- Governance projects

CoLO4. Evaluate strategies for optimal utilization of E-Governance initiatives

H. MBA CONCENTRATION IN PROJECT MANAGEMENT

i. INTRODUCTION

Infrastructural development is an important element in the growth and development of economies. Usually most of the projects get delayed increasing cost of the project and the delays the trickle down benefits of the completed projects to the society. Therefore, there is a need for having a trained manpower in the field of project management specialization. This concentration area enables students to understand the various dimensions of project planning, implementation, scheduling and completing the project on time. In addition, the evaluation of projects in terms of the resources and the risk associated with the project selection and completion is emphasized.

ii. CONCENTRATION GOALS

CoLG1. Develop an understanding of project management processes in planning, evaluating and selecting viable projects

CoLG2. Develop an understanding and application of tools and techniques for resource procurement, management and risk assessment of a project

CoLG3. Use technology and appropriate quantitative and qualitative methods to support strategic project decision making

CoLG4. Develop skills to evaluate the project needs and select & manage project teams

CoLG5. Demonstrate comprehensive skill when applying project management concepts, supported by research, in alignment with an organization's formulated goals

iii. CONCENTRATION LEARNING OUTCOMES

Student will be able to:

CoLO1. Demonstrate an understanding the process of planning, evaluating and selecting viable projects.

CoLO2. Evaluate the sources and resource requirement for a project.

CoLO3. Demonstrate the application of technology in project management and decision-making.

CoLO4. Demonstrate ability to assess risks in projects.

CoLO5. Evaluate leadership skills in managing project teams

I. MBA CONCENTRATION IN SUSTAINABLE DEVELOPMENT

i. INTRODUCTION

UAE Vision 2021 National Agenda ensures sustainable development by preserving the environment, achieving a perfect balance between economic and social development and improve the quality of life of its citizens. The concentration provides an understanding the elements of sustainable development from the field of social sciences and equips the students to develop and evaluate strategies for managing natural resources and sustainable economic development.

ii. CONCENTRATION GOALS

CoLG1. Develop an understanding of concepts and issues relating to sustainable development.

CoLG2. Equip students with analytical, evaluative skills in managing natural capital for sustainable economic development.

CoLG3. Expose students to various sustainability strategies related to innovation, organizational and human change.

CoLG4. Develop ethical sustainability programs and practices

iii. CONCENTRATION LEARNING OUTCOMES

Student will be able to

CoLO1. Explain the principles and framework of sustainability.

CoLO2. Analyze issues of sustainability in relation to natural environment, people and profit.

CoLO3. Formulate effective sustainability strategies for profit and nonprofit making organizations.

CoLO4. Evaluate government laws/regulations and its effects on the pillars of sustainability.

J. MASTER OF BUSINESS ADMINISTRATION COURSES

i. CORE COURSES

Code	Course	Credits	Prerequisite	Course Type
FIA6001	Managerial Accounting	3	None	Core course
MAT6001	Research Methods for Business Decision Making(P)	3	None	Core and Protected course
BUS6001	International Business(P)	3	None	Core and Protected course
CIS6001	Corporate Information Strategy & Management	3	None	Core course
ECO6001	Managerial Economics	3	None	Core course
FIA6002	Financial Management(P)	3	None	Core and Protected course
ORB6001	Organizational Behaviour	3	None	Core course
MKT6101	Marketing Management	3	ECO6001	Core course
MGM7102	Strategic Management('C')	3	Successful completion of 6000 level Course	Capstone Course
TOTAL CREDITS REQUIRED IN CORE COURSES		27		

ii. FINANCE CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
FIA7212	Investment and Portfolio Management (P, E)	FIA6001, FIA 6002	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
FIA7210	Corporate Finance (P, E)	FIA6001, FIA 6002	3	Elective and Protected course
FIA7211	International Finance (P, E)	FIA6001, FIA 6002	3	Elective and Protected course
FIA7213	Management of Banks & Financial Institutions (P, E)	FIA6001, FIA 6002	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN FINANCE CONCENTRATION			9	

iii. INTERNATIONAL BUSINESS AND MARKETING CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
IBM 7112	Contemporary Issues In International Markets(P,E)	MKT 6001	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
IBM 7110	International Trade Policy And Practice (P,E)	BUS 6001	3	Elective and Protected course
IBM 7111	Strategies For Emerging Markets(P,E)	MKT 6001	3	Elective and Protected course
IBM 7213	Global Supply Chain Management	MKT 6001, BUS 6001	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN INTERNATIONAL BUSIENSS AND MARKETING CONCENTRATION			9	

iv. STRATEGIC HUMAN RESOURCE MANAGEMENT CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
SHR 7112	Strategic Human Resource Development	ORB6001	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
SHR 7110	Performance and Compensation Management	ORB6001	3	Elective and Protected course
SHR 7111	Managing Legal Aspect and Diversity	ORB6001	3	Elective and Protected course
SHR 7113	Strategic Human Capital Management	ORB6001	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN STRATEGIC HUMAN RESOURCE MANAGEMENT CONCENTRATION				9

v. STRATEGIC MANAGEMENT & LEADERSHIP CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
SML 7012	Strategic Leadership(P,E)	None	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
SML 7010	Leading Through Creativity & Innovation (P,E)	None	3	Elective and Protected course Elective and Protected course
SML 7011	Strategic Management(P,E)	Risk None	3	Elective and Protected course
SML 7013	Managing Strategic Change (P,E)	None	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN STRATEGIC MANAGEMENT AND LEADERSHIP CONCENTRATION				9

vi. E-GOVERNANCE CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
EGV7113	Security, Ethical and Legal Issues of E-Governance	CIS6001	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
EGV7010	E- Governance Theory and Practice	NONE	3	Elective and Protected course
EGV7111	Emerging Technologies for Smart Governance	CIS6001	3	Elective and Protected course
EGV7112	E-Governance Project Management	CIS6001	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN E-GOVERNANCE CONCENTRATION			9	

vii. PROJECT MANAGEMENT CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
PMT 7112	Project Procurement Management	PMT 7010	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
PMT 7010	Project Management	None	3	Elective and Protected course
PMT 7111	Project Risk Management	PMT 7010	3	Elective and Protected course
PMT 7113	Project Team Management & Development	PMT 7010	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN PROJECT MANAGEMENT CONCENTRATION			9	

viii. SUSTAINABLE DEVELOPMENT CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
SUS 7112	Economics for Sustainable Development	ECO 6001	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
SUS 7010	Global Principles of Sustainability	None	3	Elective and Protected course
SUS 7111	Natural Capital	SUS 7010	3	Elective and Protected course
SUS 7113	Sustainable Innovation and Design	SUS 7010	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN SUSTAINABLE DEVELOPMENT CONCENTRATION			9	

K. MBAPROGRAM - MAPPING OF PROGRAM LEARNING OUTCOMES WITH QF EMIRATES LEVEL DESCRIPTORS

i. Core Courses

PROGRAM LEARNING OUTCOMES	QF EMIRATES		
<p>PLO 1 - -Explain theories, tools and techniques of business management and their applications.</p>	<p>Knowledge</p> <p>K1 - Functional Knowledge K2 - Applied Knowledge</p>		
<p>PLO 2 - Develop leadership skills and competencies for managing organizations.</p>	<p>Skills</p> <p>S1 - Contextual Intelligence S2 - ICT Skills S3 - Leadership skills S4 - Analytical skills S5 - Critical Thinking and Problem Solving Skills S6 - Decision Making Skills S7 - Research Skills</p>		
<p>PLO 3 - Research, evaluate, analyze and formulate business strategies.</p>			
<p>PLO 2 - Develop leadership skills and competencies for managing organizations.</p>	<p>Competency</p>	<p>Self-Development</p>	<p>CSD1 - Integrity and Ethics CSD2 - Professional Competence CSD3 - Social Responsibility</p>
		<p>Autonomy and Responsibility</p>	<p>CAR1 - Cultural Intelligence CAR2 - Corporate Governance</p>
<p>PLO4: Evaluate ethical business practices and its implications on business.</p>		<p>Role in Context</p>	<p>CRC1 - Business Insights CRC2 - Insight on Strategies</p>
<p>PLO5: Integrate knowledge and business practices to consistently solve complex issues.</p>			

ii. Finance Concentration

CONCENTRATION LEARNING OUTCOMES	QF EMIRATES		
CoLO 1 -Explain theoretical framework of corporate and financial institutions.	<p style="text-align: center;">Knowledge</p> <p>K1 - Functional Knowledge K2 - Applied Knowledge K3 - Ethical Awareness</p>		
CoLO-2 Demonstrate an understanding of ethical practices and its implications in regional and global financial Institutions.			
CoLO 3 - Apply the principles, tools and research techniques for making financial decisions.	<p style="text-align: center;">Skills</p> <p>S2 - ICT Skills S8 - Risk Management skills S4 - Analytical skills S5 - Critical Thinking and Problem Solving Skills S6 - Decision Making Skills S7 - Research Skills</p>		
CoLO4: Analyze and estimate risk and return for investment decisions.			
CoLO 5-Evaluate government regulations and its effect on corporate and financial institutions	Competency	Self-Development	CSD1 - Integrity and Ethics CSD2 - Professional Competence
		Autonomy and Responsibility	CAR3 - Regulatory Insights
		Role in Context	CRC3 - Financial Insights CRC2 - Insight on Strategies

iii. International Business and Marketing Concentration

CONCENTRATION LEARNING OUTCOMES	QF EMIRATES		
<p>CoLO 1 -Demonstrate an understanding of competitive International business & marketing strategies and approaches practiced by organizations</p>	<p>Knowledge</p>	<p>K1 - Functional Knowledge K2 - Applied Knowledge</p>	
<p>CoLO 2 - Analyze markets and assess the process in global logistics and supply chain management</p> <p>CoLO3: Evaluate cultural environment and its impact on international business & marketing activities</p>		<p>Skills</p>	<p>S2 - ICT Skills S4 - Analytical Skills S6 - Decision Making Skills S7 - Research Skills S9 - Diversity and Inclusion Skills S10 - Marketing skills S11 - SCM Skills</p>
<p>CoLO 4- Develop marketing plans appropriate to target markets and geographic market segments across continents & countries using research skills.</p>	<p>Competency</p>		<p>Self-Development</p>
		<p>Autonomy and Responsibility</p>	<p>CAR1 - Cultural Intelligence CAR4 - Business Regulations Insights</p>
		<p>Role in Context</p>	<p>CRC4 - Market and Business Insights CRC2 - Insight on Strategies</p>

iv. Strategic Human Resource Management Concentration

CONCENTRATION LEARNING OUTCOMES (PLO)	QF EMIRATES		
CoLO 1 -Demonstrate an understanding of contemporary issues in Human Resource Management.	Knowledge		K1 - Functional Knowledge K2 - Applied Knowledge
CoLO 2 - Analyze legal and diversity issues in Human Resource Management.			Skills
CoLO3: Design systems, tools & techniques of human capital management	Competency		
			Autonomy and Responsibility CAR5 - Leadership CAR6 - Diversity and Inclusion Insights
			Role in Context CRC5 - Human Capital Insights CRC2 - Insight on Strategies
CoLO 4- Demonstrate ability to evaluate strategies of compensation and training in improving organizational performance.			

v. **Strategic Management and Leadership Concentration**

CONCENTRATION LEARNING OUTCOMES	QF EMIRATES		
<p>CoLO 1 -Demonstrate an understanding of contemporary issues in strategic management and leadership</p>	<p>Knowledge</p>	<p>K1 - Functional Knowledge K2 - Applied Knowledge</p>	
<p>CoLO 2 - Develop strategies of creating culture of innovation in an organization to solve complex issues</p>	<p>Skills</p>	<p>S1 - Contextual Intelligence S2 - ICT Skills S3 - Leadership skills S4 - Analytical skills S15 - Innovative Skills S16 - Change Management Skills S7 - Research Skills</p>	
<p>CoLO3: Critically analyze risk and formulate effective organizational Strategies</p>	<p>Competency</p>	<p>Self-Development</p>	<p>CSD1 - Integrity and Ethics CSD2 - Professional Competence</p>
<p>CoLO 4- Critically evaluate strategies for managing change</p>		<p>Autonomy and Responsibility</p>	<p>CAR7 - Insights on Creativity and Innovation CAR8 - Social and Cultural Insights</p>
		<p>Role in Context</p>	<p>CRC6 - Risk Management Insights CRC2 - Insight on Strategies</p>

vi. E-Governance Concentration

CONCENTRATION LEARNING OUTCOMES	QF EMIRATES		
CoLO 1 -Demonstrate an understanding of theories and practices of E-Governance Initiatives	Knowledge		K1 - Functional Knowledge K2 - Applied Knowledge
CoLO 2 - Assess the user requirements in the context of technological, cultural, ethical and legal perspectives	Skills		S17 - Social and Cultural Intelligence S2 - ICT Skills S18 - Legal and Ethical Skills S4 - Analytical skills S19 - Governance and Administrative Skills S6 - Decision Making Skills
CoLO3: Analyze the strategies for planning and implementing E-Governance projects	Competency	Self-Development	CSD4 - Independent Learning CSD5 - Leadership
		Autonomy and Responsibility	CAR9 - Functional Competence CAR10 - Insights on Project Management
		Role in Context	CRC7 - Legal Competence CRC2 - Insight on Strategies
CoLO 4- Evaluate strategies for optimal utilization of E-Governance initiatives			

vii. **Project Management Concentration**

CONCENTRATION LEARNING OUTCOMES	QF EMIRATES	
CoLO 1 - Demonstrate an understanding the process of planning, evaluating and selecting viable projects.	Knowledge	
CoLO 2 - Evaluate the sources and resource requirement for a project	Skills	
CoLO3: Demonstrate the application of technology in project management and decision making		
CoLO 4- Evaluate strategies for optimal utilization of E-Governance initiatives	Competency	Self-Development
CoLO 5- Evaluate leadership skills in managing project teams.		CSD1 - Integrity and Ethics CSD2 - Professional Competence
		Autonomy and Responsibility
CAR11 - Insights on Project Stakeholders CAR5 - Leadership	Role in Context	
CRC6 - Risk Management Insights CRC2 - Insight on Strategies		

viii. Sustainability Development Concentration

CONCENTRATION LEARNING OUTCOMES	QF EMIRATES		
<p>CoLO 1 -Explain the principles and framework of sustainability.</p>	Knowledge		<p>K1 - Functional Knowledge K2 - Applied Knowledge</p>
<p>CoLO 2 - Analyze issues of sustainability in relation to natural environment, people and profit.</p>	Skills		<p>S22 - Sustainability Development Skills S23 -Innovative skills for sustainability S4 - Analytical skills S5 - Critical Thinking and Problem Solving Skills S6 - Decision Making Skills S7 - Research Skills</p>
<p>CoLO3: Formulate effective sustainability strategies for profit and nonprofit making organizations.</p>	Competency	Self-Development	<p>CSD2 - Professional Competence CSD3 - Social Responsibility</p>
<p>CoLO 4- Evaluate government laws/regulations and its effects on the pillars of sustainability.</p>		Autonomy and Responsibility	<p>CAR12 - Environmental Intelligence CAR13 - Leadership for Sustainability</p>
		Role in Context	<p>CRC8 -Legal Insights CRC2 - Insight on Strategies</p>

L. MBA STUDY PLAN

The Study Plan for Master of Business Administration with different concentrations is given below:

STUDY PLAN FOR MBA WITH CONCENTRATION IN INTERNATIONAL BUSINESS AND MARKETING			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)	IBM 7111 - STRATEGIES FOR EMERGING MARKETS(P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	IBM 7110- INTERNATIONAL TRADE POLICY AND PRACTICE(P)	IBM 7112 - CONTEMPORARY ISSUES IN INTERNATIONAL MARKETS(P)
ORB6001 - ORGANIZATIONAL BEHAVIOUR	BUS6001 - INTERNATIONAL BUSINESS(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	IBM 7213 - GLOBAL SUPPLY CHAIN MANAGEMENT(P,E)	

STUDY PLAN FOR MBA WITH CONCENTRATION IN FINANCE			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	BUS6001 - INTERNATIONAL BUSINESS(P)	FIA7211 - INTERNATIONAL FINANCE (P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	FIA7210 - CORPORATE FINANCE(P,E)	FIA7212 - INVESTMENT & PORTFOLIO MANAGEMENT(P)
ORB6001 - ORGANIZATIONAL BEHAVIOUR	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	FIA 7213 - MANAGEMENT OF BANKS AND FINANCIAL INSTITUTIONS(P,E)	

STUDY PLAN FOR MBA WITH CONCENTRATION IN STRATEGIC HUMAN RESOURCE MANAGEMENT			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	BUS6001 - INTERNATIONAL BUSINESS(P)	SHR-7111- MANAGING LEGAL ASPECT AND DIVERSITY (P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	SHR-7110- PERFORMANCE & COMPENSATION MANAGEMENT(P,E)	SHR 7112 STRATEGIC HUMAN RESOURCE DEVELOPMENT(P))
ORB6001 - ORGANIZATIONA L BEHAVIOUR	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	SHR-7113-STRATEGIC HUMAN CAPITAL MANAGEMENT(P,E)	

STUDY PLAN FOR MBA WITH CONCENTRATION IN STRATEGIC MANAGEMENT AND LEADERSHIP			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	BUS6001 - INTERNATIONAL BUSINESS(P)	SML 7011- STRATEGIC RISK MANAGEMENT(P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	SML 7010-LEADING THROUGH CREATIVITY AND INNOVATION(P,E)	SML 7012 - STRATEGIC LEADERSHIP(P)
ORB6001 - ORGANIZATIONAL BEHAVIOUR	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	SML 7013 - MANAGING STRATEGIC CHANGE(P,E)	

STUDY PLAN FOR MBA WITH CONCENTRATION IN E-GOVERNANCE			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	BUS6001 - INTERNATIONAL BUSINESS(P)	EGV7112- E-GOVERNANCE PROJECT MANAGEMENT (P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	EGV7010- E-GOVERNANCE THEORY AND PRACTICE(P,E)	EGV7113 - SECURITY,ETHICAL AND LEGAL ISSUES OF E-GOVERNANCE(P)
ORB6001 - ORGANIZATIONAL BEHAVIOUR	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	EGV7111- EMERGING TECHNOLOGIES FOR SMART GOVERNANCE(P,E)	

STUDY PLAN FOR MBA WITH CONCENTRATION IN PROJECT MANAGEMENT			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	BUS6001 - INTERNATIONAL BUSINESS(P)	PMT 7111 - PROJECT RISK MANAGEMENT (P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	PMT 7010- PROJECT MANAGEMENT (P,E)	PMT 7112 - PROJECT PROCUREMENT MANAGEMENT (P)
ORB6001 - ORGANIZATIONAL BEHAVIOUR	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	PMT - 7113 PROJECT TEAM MANAGEMENT AND DEVELOPMENT (P,E)	

STUDY PLAN FOR MBA WITH CONCENTRATION IN SUSTAINABLE DEVELOPMENT			
Semester I	Semester II	Semester III	Semester IV
FIA6001 - MANAGERIAL ACCOUNTING	MKT6101 - MARKETING MANAGEMENT	BUS6001 - INTERNATIONAL BUSINESS(P)	SUS 7111 NATURAL CAPITAL (P,E)
ECO6001 - MANAGERIAL ECONOMICS	FIA6002 - FINANCIAL MANAGEMENT(P)	SUS 7010. GLOBAL PRINCIPLES OF SUSTAINABILITY (P,E)	SUS 7112 ECONOMICS FOR SUSTAINABLE DEVELOPMENT (P)
ORB6001 - ORGANIZATIONAL BEHAVIOUR	MAT6001 - RESEARCH METHODS FOR BUSINESS DECISION MAKING(P)		MGM7102 - STRATEGIC MANAGEMENT ('C')
	CIS6001 - CORPORATE INFORMATION STRATEGY & MANAGEMENT	SUS 7113 SUSTAINABLE INNOVATION AND DESIGN (P,E)	
NOTE:			
	CORE COURSES		
	COMPULSORY CONCENTRATION COURSES		
	ELECTIVE CONCENTRATION COURSES (CHOOSE 2 OUT OF 3)		

M. ACADEMIC CALENDAR

MBA FULL TIME ACADEMIC QUICK REFERENCE CALENDAR

ACTIVITIES	FALL 2022	SPRING 2023	SUMMER 2023
COMMENCEMENT OF CLASS [OLD INTAKE]	12-Sep-2022	30-Jan-2023	19-Jun-2023
COMMENCEMENT OF CLASS [NEW INTAKE]	N/A	N/A	N/A
ORIENTATION DAY	N/A	N/A	N/A
TUTION FEES PAYMENT	BEFORE 10TH OF EVERY MONTH	BEFORE 10TH OF EVERY MONTH	BEFORE 10TH OF EVERY MONTH
STATEMENT OF ACCOUNT	LMS PORTAL	LMS PORTAL	LMS PORTAL
GRADUATION CEREMONY	17-Nov-2021	N/A	N/A
ADVISORY /MENTORING PRESENTATION	30-Sep-2022	02-Feb-2023	20-Jun-2023
1 ST ADVISING MEET WITH ADVISOR / MENTOR[IN OFFICE]	25-30-Sep-2022	06-09-Feb-2023	22-23-Jun-2023
SEMESTER BREAK	12-DEC-2022 TO 30-DEC-2022	27-MAR-2023 TO 14-APR-2023	N/A
2 nd ADVISING MEET WITH ADVISOR / MENTOR [IN OFFICE]	13-17-Nov-2022	10-14-Apr-2023	19-20-Jul-2023
ADVISORY / MENTORING MEET	17-Nov-2022	13-Mar-2023	21-Jul -2023
EID-AL-FITR HOLIDAYS	N/A	21-22-APR-2023	N/A
EID-AL-ADHA HOLIDAYS	N/A	N/A	28-JUN-2023-02-JUL- 2023
HALL TICKET COLLECTION	13-Jan-2023	09-Jun-2023	28-Jul -2023
LAST DAY OF THE CLASS	13-Jan-2023	01-Jun-2023	28-Jul -2023
FINAL EXAM WEEK	16-20-Jan-2023	05-09-Jun-2023	31-Jul-2023 – 01- Aug-2023
RESULT PUBLICATION OF FINAL EXAM	30-Jan-2023	14-Jun-2023	07- Aug-2023
RESIT/MITIGATION EXAM	06-10-Feb-2023	19-23-Jun-2023	14-15- Aug-2023
RESULT PUBLICATION OF RESIT/MITIGATION EXAM	13-Feb-2023	28-Jun-2023	21- Aug-2023

MBA PART TIME ACADEMIC QUICK REFERENCE CALENDAR

ACTIVITIES	FALL 2022	SPRING 2023	SUMMER 2023
COMMENCEMENT OF CLASS [OLD INTAKE]	16-Sep-2022	03-Feb-2023	23-Jun-2023
COMMENCEMENT OF CLASS [NEW INTAKE]	16-Sep-2022	03-Feb-2023	23-Jun-2023
ORIENTATION DAY	16-Sep-2022	03-Feb-2023	23-Jun-2023
TUTION FEES PAYMENT	Before 10th of Every Month	Before 10th of Every Month	Before 10th Of Every Month
STATEMENT OF ACCOUNT	LMS PORTAL	LMS PORTAL	LMS PORTAL
GRADUATION CEREMONY	17-NOV-2022		
ADVISORY PRESENTATION	01-Oct-2022	04-Feb-2023	24-Jun-2023
1 ST ADVISING MEET WITH ADVISOR / MENTOR [IN OFFICE]	08-Oct-2022	13-Feb-2023- 14-Feb-2023	25-Jun-2023- 26-Jun-2023
SEMESTER BREAK	12-DEC-2022 TO 30-DEC-2022	27-MAR-2023 TO 14-APR-2023	N/A
2 nd ADVISING MEET WITH ADVISOR / MENTOR [IN OFFICE]	18-Nov-2022- 19-Nov-2022	20-Mar-2023- 21-Mar-2023	26-Jul-2023- 27-Jul-2023
ADVISORY / MENTORING MEET	05-Nov-2022	21-Mar-2023	27-Jul-2023
EID-AL-FITR HOLIDAYS	N/A	21-22-APR-2023	N/A
EID-AL-ADHA HOLIDAYS	N/A	N/A	28-JUN-2023-02-JUL- 2023
HALL TICKET COLLECTION	18-Jan-2023	03-Jun-2023	29-Jul-2023
LAST DAY OF THE CLASS	14-Jan-2023	03-Jun-2023	29-Jul-2023
FINAL EXAM WEEK	19-Jan-2023- 21-Jan-2023	08-10-Jun-2023	31-Jul-2023-1-Aug-2023
RESULT PUBLICATION OF FINAL EXAM	25-Jan-2023	14-Jun-2023	9-Aug-2023
RESIT/MITIGATION EXAM	03-Feb-2023- 04-Feb-2023	23-24-Jun-2023	18-19-Aug-2023
RESULT PUBLICATION OF RESIT/MITIGATION EXAM	08-Feb-2023	28-Jun-2023	23-Aug-2023

XIII. HEALTH AND SAFETY WITH COVID-19 PROTOCOLS

At Skyline University College, the health, safety and welfare of our students, employees and stakeholders are of paramount importance. All the required health and safety measures are taken up by the Maintenance department on regular basis so as to provide a safe working environment for all its stake holders. Since the onset of COVID-19 pandemic the University had to engage in providing additional health and safety measures as per the COVID-19 protocols issued time and again by the Ministry and some best practices adopted elsewhere. In this regard to mitigate COVID and such situations arising in future SUC has developed proper protocols under the guidance of Ministry of Health. SUC has introduced enhanced cleaning procedures and protocols to ensure the safety and welfare of all stake holders. We also work in line with the guidelines issued by the competent authorities and approved cleaning partners on an ongoing basis so as to ensure a safe and secure environment.

SUC shall adhere to the protocols of UAE Ministry of Health to overcome impacts of COVID-19 like situation, SUC will be in regular contact with the Ministry of Health and will comply with any new directions given in this regard. All stakeholders of SUC are required to comply with the protocols and the changes therein at any point of time.

To see the details of modes of Teaching, learning, assessing and other student services refer to E-learning policy which details the operational practices of online teaching and E-services extended to the stake holders. These policies are guided by the Ministry of Education and Ministry of Health Risk and Disaster Management; therefore, amendments in the policies may be warranted as and when the new guidelines are published.

The following procedures are adopted to keep the campus safe and free of COVID-19 infection. We assure you that all faculty and staff members including support staff are fully vaccinated.

Safety measures taken at SUC:

- i. Entry into SUC campus is permitted strictly with green pass in Al-Hosn App and temperature checks.
- ii. All persons entering into the campus must get PCR test done to maintain the green pass in Al-Hosn App all the time. It is mandated before the green pass turns into grey employees and students will have to get PCR test to keep the green pass active always. No person would be allowed to enter with grey and red
- iii. Entry into the building is through the sterilization tunnels.
- iv. Classrooms are sanitized after each class and the seating arrangements in each classrooms and around the campus are maintained as per the social distance norm
- v. Buses are sanitized regularly and social distancing is maintained
- vi. Hostel facilities, Sports facilities, Gym, Library, computer Labs strictly follow the COVID-19 protocols and social distancing norms
- vii. Sanitizing kits are placed at all accessible points
- viii. Canteen facilities and dining halls will be open with all the social distancing norms and precautions
- ix. Prayer rooms, ablution and washrooms are regularly sanitized
- x. Awareness posters are placed all around the campus.

XIII. FACILITIES

A. CAMPUS

Skyline campus is fully-equipped with facilities such as classrooms with audio-visual equipment, computer labs, printing and photocopying center, internal hostel, library, lockers, gymnasium, multipurpose hall, new sports grounds (Cricket, Football and Basketball), and bulletin boards.

B. LEARNING RESOURCES AND FACILITIES

i. BYOD Class Room

SUC has 31 classrooms that are equipped with audio visual equipment and Internet connections. All Classrooms adopt Bring Your Own Device (BYOD) concept to cater to the student with multimedia resources, Learning Management Resources, Online Quizzes, SCROM, Online Assignment submission, Internet, Intranet etc. facilities 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 Learning Management System (LMS) Moodle Portal and study material upload/downloads can be used for the benefit of the faculty and students.

ii. Computer labs

The SUC has four computer laboratories with around a total of 206 computers with different configurations to match the requirements of the curriculum. A total of 350 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.

iii. Printing and Photocopying center

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

iv. Library

The Library is dedicated to provide 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 14023 reference books with approximately 11284 titles, 10 magazines and 15311 online journals. In addition to the reference books which are common to both the Undergraduate and Graduate requirement, a separate graduate 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. SUC has strategic tie-ups with other libraries for availing inter-library loan facility for the Library users..

v. Digital Library

The Library is equipped with 23 Computer terminals with internet access. Stakeholder of SUC can access online databases subscribed by the SUC library. This database gives access to more than 189495 E-books and more than 15311 e-journals.

vi. Magazines

SUC's Library subscribes to several magazines related to different subject areas mainly on global news, trends in Education, Tourism, Business, IT and The selection is done by the LRDC keeping in view the authenticity and popularity of the magazines.

C. SPORTS AND RECREATIONAL FACILITIES

i. Multi-gym

SUC has a well-equipped gym which can be used by its students, faculty and staff 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 Monday to Thursday and 3PM to 7PM on Fridays, wherein the days allocated to male students and male faculty/staff are Monday, Wednesday and Friday and for female

students and female faculty/staff it is on Tuesday and Thursday. Male students and female students are not allowed to use the gym simultaneously.

ii. Student Common Room

The Sports Department provides facilities for various games such as Table Tennis, Badminton, Chess, Carom, Billiards and Foosball facilities in the Student Common Room which can be utilized by the students between 9 AM to 10 PM during break time and afternoons.

iii. Playgrounds

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

iv. Hostel Recreation Facility

There is a recreation room in the hostel which has a television and a computer with internet connection for the hostellers. Billiards, Table Tennis, Video game and Foosball facilities are also provided in this recreation room.

v. 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 fully furnished apartments which provide accommodation to students on a sharing basis. These rooms are available to boys and girls who wish to avail the hostel facility.

E. HEALTH CLINIC

The University College has a health clinic, which provides first aid and basic medical facilities to students and employees 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 in extreme situations.

F. HEALTH CAMPAIGNS

The University organizes various health campaigns for its students, staff and faculty members. Medical practitioners and staff of renowned 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

- i. Cafeteria**
The SUC has a cafeteria located at the ground floor wherein food is available at subsidized rates to the students.
- ii. 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 cars on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises.
- iii. Mosque and Prayer Rooms**
Prayer room including ablution is located in the First Floor for men and women separately.
- iv. M- Hall (Multi-Purpose Hall)**
Multipurpose Hall is designated to students for the various activities, seminars, celebration of birthday or for conducting rehearsals for any upcoming events.
- v. 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.

XIV. ACADEMIC SUPPORT SERVICES

A. ADMISSION SERVICES

On an enquiry about admission in SUC, the Marketing Departments counsels the student regarding Undergraduate, Graduate, English Language Certificate Programs and academic progress, career opportunities and the importance of accredited degrees in the job markets. SUC also conducts aptitude tests to enable students identify their strengths and help them in deciding which program to enroll. In addition, the marketing personnel provide career counseling for helping the prospective student to choose the appropriate program suitable for the career growth. They also explain the opportunities of furthering higher studies in local and international universities articulated with SUC.

The Marketing Department extends counseling services to the students in three stages:

- i. PRE ADMISSION SERVICES**
- ii. DURING ADMISSION SERVICES**
- iii. POST REGISTRATION SERVICES**

i. 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 area of study to match their career opportunities:

- a. Interact with the prospective students and understand their areas of interest, strengths and weaknesses
- b. Explains the standing of the SUC and the importance of its accreditation by MOE and its acceptability in the job market and for pursuing higher studies locally and internationally. Explains the details of Undergraduate and Graduate programs, their duration, and the potential career opportunities offered in UAE and international market.
- c. Inform students about part-time placement/internship opportunities.
- d. Helps the prospect to choose suitable area of study to be pursued through the aptitude test
- e. Explains the admission requirements and fee structure
- f. Informs about documents to be submitted
- g. Explains the facilities available in SUC

- h. Verifies the documents to check the eligibility
 - i. Verifies the eligibility for transfer of credits, if applicable
 - j. Informing students regarding visa regulations
 - k. Inform student seeking SUC visa about the hostel facilities
 - l. Explains the refund policy
 - m. Information about Toastmasters Club
- ii. **DURING ADMISSION SERVICES**
- a. Helps in filling up of application forms
 - b. Helps students to complete the process of fee payment
 - c. In case the candidate takes the admission into the English Preparatory Courses and wishes to complete the English Proficiency test 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 English Preparatory Courses cannot be adjusted.
 - d. Inform student regarding courses approved for transfer of credits and graduation plan
- iii. **POST REGISTRATION SERVICES**
- a. After a candidate fulfils the admission requirement the admission department verifies the validity of documents and formally registers into the program
 - b. Guides the enrolled students about the academic and academic support services through the orientation program
 - c. Guide the student and provide details of the main program and admission requirements for undergraduate and graduate program
 - d. Inform students about the commencement date of classes and use of portal services
 - e. Inform students about collection of the admission kit
 - f. Receive the students on the first day of classes and guide them to the orientation program
 - g. To help student get acquainted with facilities and services available at SUC a campus tour is organized by the marketing department.

A. ADMINISTRATIVE SERVICES

i. Issuance of 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

ii. Providing Admission Kit (Letters and Invoice)

Once the student's admission is confirmed, a 'Letter of Admission' and '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 Administration Department within a maximum time frame of one month after the receipt of invoice is issued.

iii. Issuance of Letters [Arabic / English]

Recommendation letter, Bona-fide 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, Rewardships letter, Topper letter, appreciation letter, Vice Chancellors List letter.

iv. 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.

v. 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 Final examination dates will be announced within two weeks from the start of the class and will be displayed on the SUC website and 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.

- vi. LMS Portal Id**

Every student is issued a LMS portal ID and password through which they can access their class attendance, assessments and the results online. The academic profile, Academic Advisor / Mentor and the events of the SUC can also be accessed through the portal.
- vii. Lost and Found service**

Any lost and found items can be deposited in the Administration department who will register the item and keep it in safe custody under the Lost and found section. Students can report any missing belongings to Administration department as soon as possible so that the same can be returned to the student upon its receipt.
- viii. Mail Services**

All the mails addressed to the students are kept in the Administration Department. Students are requested to check their respective mails weekly.
- ix. Issuing car stickers for Parking inside the campus**

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

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

Wireless services are activated in the campus for accessing the internet services.
- xii. Online Services**

Students can avail the online services for their various requests

- xiii. Information / updates on Plasma Electronic Display**
A plasma monitor is placed in the campus premises for the updates about the campus activities.
- xiv. Information / updates on 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.
- xv. Help Desk service**
A friendly staff member is assigned to help new intake students to be of assistance with regards to the campus whereabouts.
- xvi. Issuance of Graduation Plan**
Every student is issued with the graduation plan at the time of admission. The graduation plan helps the students to plan their studies accordingly.
- xvii. Issuance of Pro forma Invoice**
Pro forma 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. Pro forma invoice includes the following details:
- a. Application Fee
 - b. First Installment Fee
 - c. TOC Fees (If applicable)
 - d. TOEFL Exam Fee (If applicable)
 - e. TOEFL Book (If applicable)
- xviii. Issuance of 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 basis.
A copy of this invoice is maintained in the student file.

xix. Learning Management System(LMS) Portal Services

Student can log into the SUC's LMS Portal to check the following:

- a. Attendance
- b. Information about the IELTS web sites suggested by the teacher
- c. Updated news and events
- d. Results
- e. All requests
- f. Car registration
- g. All kinds of letters
- h. Names of Advisor / Mentor
- i. Room allocation
- j. Class schedule

B. FINANCIAL SERVICES

i. Fee payments and refunds

The Finance department collects all the fee payments from students through cash / cheque/bank card as per the fee payment policy. The department also provides refunds to those who apply for it as per the refund policy applicable.

ii. Transportation

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.

C. COMPUTER LEARNING RESOURCES

i. **Software Centre**

Software center is controlled by the Computing Department which is responsible for developing in house software as per the requirements of various Academic and Academic Support Services departments of the SUC. They also take care of portal services of the SUC. It also oversees all the software development activities outsourced to external consultants.

ii. **Technical Services**

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

Computing Department uses IT helpdesk ticketing system. The IT support requests are received by the department via calls, e-mail and WhatsApp.

iii. **Internet Services**

The internet facilities are provided to faculty, staff and students to enable them to communicate at regular intervals. The internet network for Staff is connected with 500 Mbps, Computer Lab internet is 500 Mbps, Class Room and Library 40 Mbps and Wi-Fi network is 500 Mbps all networks are fiber 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.

iv. **Networking and Intranet Services**

The Computing Centre network is powered by high-speed fiber backbone. On this backbone a File-Server is connected, which enables the faculty and students to post their study materials on internal server and store their important data and files in safe place. SUC has two datacenters, on-premised which is exist inside the campus and the other one is on the Azure cloud.

v. LMS 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 and complaints, HR services. Students can download course syllabus and study materials, Sharable Content Object Reference Model (SCORM), online quizzes, access online e-database/e-books, online request system, online department feedback to track student progression, class schedule, advising, courses enrolled for and 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.

vi. Timings and Access to Computing Labs

The Computer labs are available for students from 09:00 AM to 14:00 PM and from 17:30 PM to 22:00 PM on working days. The Computer labs are available for access from 14:30 PM to 22:00 PM on Friday and from 09:00 AM to 1700 PM on Saturday.

vii. Turnitin Software

Turnitin is a Plagiarism Detection Software which is integrated in the student's Learning Management System account for uploading their academic work. The Software enables the faculty members to identify any possible instances of plagiarism in the work submitted by students. Students should submit their work on or before deadline for evaluation by Faculty after ensuring it is original and free of all kinds of plagiarism. Students are allowed to make the submission only once in the Turnitin and there won't be any opportunity for resubmission.

viii. Mobile Apps

Students are given access to the Mobile Apps in both the platform (Android and iOS) which enables them to get information about their attendance, grades, online appointment, registering online, suggestions and complaints, Students can download course syllabus and study materials, assignment, SCORM, online quizzes, access online e-database/e-books, online request system, online department feedback to track student progression, class schedule, advising, courses enrolled for and results etc., and the students are issued individual username and passwords for using this facility.

ix. Microsoft Teams

Microsoft Teams which is a communicator app available through Microsoft Office 365 also act as collaboration tool for SUC faculty, staff, and students where all sorts of conversations, meetings, sharing documents, and notes can be accessed by everyone i.e. all in one place. Using this app students, can join their online classes, submit their class assignment and also request for arranging meeting with their concern department. Students can also access their recorded classes incase missed. The app is compatible with both IOS/Android based devices and using their credentials they can access this app on laptop and mobile devices.

D. LIBRARY LEARNING RESOURCES

i. Library Timings

The Library is open with all facilities and services from 9.00 A.M to 10.00 P.M from Monday to Thursday and Friday from 2.30 PM to 10.00 PM and Saturday from 9:00 am to 5:00 pm and it will remain closed on Sunday & Public holidays.

ii. Library Services

a. Online Public Access Catalogue

Patrons can access the Online Public Access Catalogue (OPAC) of KOHA through the Portal Service by entering their Students ID number and password provided by the Skyline University College.

b. Internet / CD Rom Search Assistance

This service is available in the Electronic Library Area. Patrons can get the CD ROM search assistance on request basis.

c. Online Resources

A proper orientation will be given to all freshmen level Students of Undergraduate and Graduate about the Online Databases. Moreover, it will be given during the sessions which will be conducted by the Faculty members inside the library premises. The Library is equipped with 23 Computer terminals with internet access. Students can access online databases subscribed by the library here. This database gives access to more than 189495 E-books and 6584 e-journals.

d. Information Services

Library provides all kinds of information services such as Current Awareness Service (CAS), Selective Dissemination of Information Services (SDI), Query Based Information Service (QBS), New Arrivals of the week, Research Support Information Service (RSIS), Table of Contents (TOC), Book Review of the Month, Good Reading Quotes etc.

e. 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 recorded for future reference. This is done by the Library staff with the help of faculty from different subject field on daily basis. **(List of newspaper is given in the appendix)**

f. Inter Library Loan

SUC has an agreement of inter library loan facility with the University of Dubai (UOD), American University in the Emirates (AUE), City University College of Ajman (CUCA) and Institute of Management Technology, Dubai Campus (IMT, Dubai). The services of UOD, AUE, CUCA, IMT-Dubai 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> & <http://library.aue.ae/> & <https://www.cuca.ae/cuca-library/> & <http://library.imt.ac.ae/>) will be displayed on the LRC notice board for the references. SUC LRC also extends facility to enable students and faculty to visit

the Sharjah University Library & Sharjah Public Library by showing their SUC Identity card.

g. Research Zone with Discussion Rooms and Conference Room

There are six rooms in the Research zone for discussions along with a one conference room inside SUC's library which can be used by the faculty or staff members for discussions or conducting meetings. The conference room can also be used by the students for their project work and presentations.

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. These rooms are meant for self-study and group discussions.
3. If the group wants to use the presentation room for discussion they need a written permission from the faculty members.
4. The faculty members can use the rooms at their leisure.

h. Training and Orientation

Orientation will be given at the beginning of every semester to the Faculty Members, Students about the Library Resources, Policy and Procedures, Library Facilities and Library Services. A special training will provide for the Graduate students about the usage of e-resources through LMS and Pearson.

i. Internship

SUC library will provide the internship opportunity to the students on part time basis.

E. HEALTH & SAFETY SERVICES

The Sports department provides following services related to health and safety related:

- i. Provides the health services which include first aid and medicines for minor illness.
- ii. Organizing Health and Safety awareness sessions.
- iii. Organizing First-Aid and Safety Training sessions.
- iv. Conducting Mock drills for Fire and Safety awareness.
- v. Maintenance of Fire and Safety equipment on a regular basis.

F. SPORTS TRAINING

The Sports department provides following sports related services:

- i. Provides coaching to the students in various games such as Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming.
- ii. Organizes various Inter-University and Inter-School sports events.
- iii. Selects and trains student teams to participate in various inter-university and intramural events.
- iv. Organizing Internal Sports Activities for staff and students
- v. Identifying sports persons from schools / college and recommending for Sports Scholarships.
- vi. Conduct sports activities for the corporate and government organizations.

G. MANAGING HOSTEL

Sports department is responsible for managing students' internal and external hostel facilities. The Head of Sports department inspects hostel at regular intervals to ensure smooth functioning of the hostel and also supports in organizing Hostel Students' picnic.

H. CORPORATE RELATIONS WITH CORPORATES, BANKS & BUSINESS COUNCILS

Corporate Affairs Office engages in developing relations with corporate, building brand image, facilitate signing of MoUs with the Corporate, Banks and Business Councils engaging them in partnerships for various activities relating to academic and community development.

I. MEDIA AND COMMUNICATIONS

The Media & Communication department manages SUC's media profile and coordinates with local, regional, national and international media agencies.

To increase SUC's visibility, the department undertakes following activities:

- i. Writing & sending press releases to print & online media agencies.
- ii. Coordinating and planning of press meetings.
- iii. Working with academics to generate coverage for research through knowledge updates.
- iv. Publicizing major developments at SUC and coordinating media coverage of all major events.

J. LEARNING CENTRES AT SUC

i. 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 collaborates with corporations and offer them solutions through developing cases on regional and global contexts. This Case study center also enhance the competency level of Students and Faculty through case based learning. This Center focus to help UAE and GCC corporations to make better decisions in today's fast paced changing era.

ii. Skyline Entrepreneurship and Innovation Center (SEIC)

The Skyline Entrepreneurship and Innovation Center at Skyline University College is an initiative to encourage students to explore their entrepreneurial skills and prepare business plans which they wish to pursue as a career. The Centre also contributes toward entrepreneurial education and facilitates entrepreneur in starting their own business/es in UAE and the region. It supports a culture of entrepreneurship throughout the University and the region and further provides access to build entrepreneurial networks to promote businesses.

The highlights of SEIC are as follows:

- a. Mentoring from industry experts
- b. Networking events & SEIC access
- c. IT-facilities & Meeting Room
- d. Business Plan Software Usage
- e. Entrepreneurship Simulation
- f. Access of Global Business Directories

K. CENTRE FOR CONTINUING LEARNING

The Centre for Continuing Learning (CCL) provides specialized training courses under its following four divisions:

i. Centre for Professional Development

Centre for Professional Development offers different professional courses which are internationally recognized and globally accepted. The division caters to the training needs of travel and tourism, finance and accounting, marketing, information technology and other related areas in the field of management.

ii. Center for Executive Education

The Centre for Executive Education designs and conducts customized Executive Development Programs in different areas of management and information technology for both private and government sector employees.

iii. Center for Re-boot and Boot Camps

The Centre for Re-boot and Boot Camps designs and conducts certificate programs/boot camps/summer schools for school and college students across the globe. As part of the program the participants will also visit major tourist destinations in Dubai during the program.

iv. English Language Centre.

English Language Centre (ELC) trains students on the four language skills – Listening, Reading, Writing and conversation to enable them to appear for the globally recognized English Language tests.

The English Language Centre conducts various MOE approved English Proficiency tests required for admission to the undergraduate and graduate programs.

In addition, the English Language Centre offers courses to prepare candidates for following English placement exams for admission in various fields:

- a. IELTS Preparatory Course
- b. Academic and General Training IELTS Preparatory Course

L. COMMUNITY SERVICES

Community Engagement is an important element of SUC's Vision and Mission. It is the manifestation of the SUC's commitment towards society and its social responsibility.

The Community Services Committee at SUC is responsible for planning and conducting theme based community service activities. The Committee encourages all Faculty; Staff and Students of SUC to participate in these activities and awards them for their exceptional contribution in the community service activities.

XV. STUDENT SERVICES

A. ORIENTATION TO STUDENTS

The Student Services Department carries out orientation program for the new and continuing students registered for SUC Programs.

The orientation to new students enables them to understand the various facilities and services provided by SUC. It also familiarizes them with the policies and procedures of SUC so as to enable them in settling down comfortably in the new environment. The students are also provided with complete information on the Professional Skills Development Program embedded with their curriculum, Toastmasters club and student Care package.

The orientation provided to continuing students helps them to progress smoothly in their academics and attain good standing in academics. The students in the final year of the program are provided with orientation on the graduation requirements and are counseled on planning their careers.

B. COUNSELING SERVICES

The student Services department is aimed at comforting the students in the first month of joining the SUC by orientating them on various Academic and Academic Support Service aspects of SUC. The counseling continues throughout the tenure of the students in SUC on various dimensions of academic related issues, performance issues, career issues and graduation requirement. Student Counseling also helps students to take maximum benefit of facilities and services rendered by SUC as a student and as an Alumnus. The Academic Counseling at the Undergraduate level is carried out by the Academic Advisor, similarly Academic Counseling at the Graduate level is carried out by Academic Mentor.

i. Counseling to New Students

The various counseling services provided by the department to new students are as follows:

- a. Provisional Admission Counseling
- b. TOC Counseling

ii. **Counseling to Continuing Students**

The various counseling services provided by the department to continuing students are as follows:

- a. Provisional Admission Counseling
- b. TOC Counseling
- c. SAP Counseling
- d. Graduation counseling
- e. Withdrawal and repeating course counseling
- f. Low attendance counseling
- g. Low CGPA student counseling
- h. Exam Absentees Counseling
- i. Mitigation Counseling
- j. Resit Counseling
- k. Financial Outstanding Counseling
- l. Postponement and Reactivation Counseling
- m. Cancellation and Exit Interview Counseling
- n. Visa Student Counseling
- o. Hostel Student Counseling

C. MENTORING TO GRADUATE STUDENTS

SUC has an effective academic mentoring scheme that has helped the academic performance of students in the past. The objective of academic mentoring 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 concentration, is assigned as a Mentor to a group of students. Every student is assigned to a Mentor at the time of admission. The Mentor provides the student with information about courses, accessing University facilities and academic support units, and guidance on how to perform better in their courses and programs of study.

D. ALUMNI RELATIONS

The Student Services Department is responsible for developing and strengthening relations with SUC alumni through the formation of Alumni Association, involving them in events and activities and engaging Alumni in a continuous learning process by inviting them for International conferences, CEO Lecture series and Alumni Lecture series. The Student Services Department shall also organize Alumni Business Meet every year and invite all the alumni to participate in this event.

E. HOSTEL AND INTERNATIONAL STUDENTS

The Head of Sports meets the hostel and international students regularly and resolves any major disciplinary issues in consultation with the Dean - Student Affairs. Dean - Student Affairs in coordination with Administration regularly counsels the international students on their visa status, passport submission status, outstanding fee and academic progression. The Student Services department coordinates with the international offices to maintain communications with guardians of international students for updating on academic progression, attendance, fee outstanding, disciplinary issues, hostel related issues, undertaking forms from guardians in case of disciplinary issues or financial outstanding as may be deemed necessary.

F. INTERNSHIP

Corporate Affairs Office coordinates with Corporate and identifies internship opportunities for the SUC undergraduate students, upon their successful completion of the Professional Skills Development Program (PSDP) organized by CAO.

G. PLACEMENT

Corporate Affairs Office provides placement assistance to current students, graduating students and Alumni of SUC. Any student who is enrolled in the programs offered by Skyline University College is eligible for the placements, provided the candidate successfully attends Professional Skills Development Program (PSDP) organized by CAO. The placement services offered by Corporate Affairs Office include arranging career fair, career counseling, placement drives, HR Network, CEO Lecture series, Technical Visits, Corporate Guest Lectures, participation in Exhibitions, CV Building exercises, Mock Interviews, Alumni

Engagement Program, Graduate Management Network and University Job Portal Facility on the official website having multiple opportunities.

H. CLASS REPRESENTATIVES

The Student Services Department (SSD) conducts the election of Class representatives from each class. The Class Representatives meet twice in every semester and provide their feedback on various concerns related to academic and academic support services offered by the institution.

SSD coordinates with the concerned academic and academic support services units at the institution and assists in resolving the issues reported by the Class representatives.

XVI. EVENTS AND ACTIVITIES FOR STUDENTS

A. EVENTS

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

i. Why Skyline encourages students to participate in Events?

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

ii. How can students contribute towards various events?

Students can contribute by way of enthusiastic planning and organization of various events. The Administration 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.

B. CEO LECTURE SERIES

The Corporate Affairs Office coordinates with the Corporate sector and extends invitation to the President/CEO, generally having responsibility of entire Asia, Middle East and Africa region to attend the “CEO LECTURE SERIES” organized by SUC for its current students and alumni. During this event, the President / CEO provides a lecture on specific industry related topics.

C. GUEST LECTURES AND TECHNICAL VISITS

The Corporate Affairs Office interacts with industry professional and organizes guest lectures and industry visits for students which will be focused on specific topics based on requests sent by the faculty members. The Guest lectures and Industry visits shall provide practical knowledge of the specific course and help the students in the better understanding of concepts studied in the classroom.

D. 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.

i. Student Clubs

Following are the active clubs at Skyline University College:

a. Performing Arts Club

The Performing art club consists of following sub clubs:

1. Dance and Music Club

1.1 Purpose of the Club

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

It is an opportunity for all 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.

1.2 Benefits of Joining the Club

- 1.1.1 Participation in University College's events and competitions as a dancer.
- 1.1.2 Being in the spotlight!
- 1.1.3 Gaining additional skills and talents from other members by sharing.

2. Drama Club

2.1 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.

2.2 Benefits of Joining the Club

- 2.2.1 Participate in the University College plays.
- 2.2.2 Develop and share your talent and skills in play production.
- 2.2.3 Build strong social ties with fellow club members.
- 2.2.4 Have fun!

b. Community Service Club

1. 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.

2. **Benefits of Joining the Club**

- 2.1 Participate in the University College plays.
- 2.2 An added benefit of learning something new outside university books.
- 2.3 A chance to feel the realities of the world.
- 2.4 An opportunity to feel responsible about someone else other than yourself.
- 2.5 An eye opening and life long experience.

c. **Toastmaster and Debate Club**

1. **Purpose of the 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.

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.

2. **Benefits of Joining the Club**

- 2.1 Learn to communicate more effectively.
- 2.2 Become a better listener.
- 2.3 Improve your presentation skills.
- 2.4 Increase your leadership qualities.
- 2.5 Become more successful in your career.
- 2.6 Build your ability to motivate.
- 2.7 Reach your professional and personal goals.
- 2.8 Increase your self-confidence.
- 2.9 Increase your leadership potential.
- 2.10 Builds self-confidence.
- 2.11 Enhances public speaking skills and debate techniques.
- 2.12 Develops decisive awareness and personality.

d. **Outdoor Adventure Club**

1. **Purpose of the Club**

The primary purpose of the Outdoor Adventure Club is to provide regular outdoor activities, promote interest in the outdoor activities, and encourage the practice of limited impact outdoor ethics for Skyline University students. Using adventure in its many forms, we aim to expand and diversify student experiences, and provide experiential education that accentuates lessons learned in the classroom.

2. **Benefits of Joining the Club**

- 2.1 Opportunity to experience outdoor activities.
- 2.2 Leadership development, relationship building and environmental responsibility.
- 2.3 Provide a place to plan out trips, meet new people, learn new skills, and try new types of activities.
- 2.4 Promote personal growth.

ii. Student Committees

The 4 student committees at SUC are as follows:

a. 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:

1. Allocating staff and student for various events throughout the year.
2. To prepare the basic structure of all the events and communicate the same to the respective event heads.
3. Monitoring and participating in the regular meetings of the committee members for various events.
4. Assisting the event heads in the smooth flow of the events.
5. Coordinating for student participation in various Inter - University competitions.

b. News and Media Committee

The News and media committee is responsible for contributing to all photography of events and student activities. It also contributes to the News Line Magazine.

The purpose of News and Media Committee is to provide the committee members with different opportunities for creative expression. The members of the committee 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 committee presents students with an opportunity to practice their artistic abilities, express themselves through art, and contribute to the student life community.

This committee coordinates in developing SUC's annual publication "News line" magazine. This publication involves contributions from students and 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. Deputy Director of Administration Department
5. Computing department

The News Line Committee shall be responsible for:

1. The publication of the News line.
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

c. 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.

d. 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 Deputy Director of Administration Department.

4. Monitoring timely communications with students and staff related to various events around the year.
5. Coordinating with the finance department for Financial requirements of the committee

XVII. STUDENT REQUESTS

Any student request which comes through the due process will be segregated by the Student Services Department and the request is sent to the respective departments to fulfill the student request within the policy framework 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 in student portal along with supporting documents. All leave applied must be approved by the Registrar.

B. CHANGE OF CLASS TIMING

Students willing to shift their classes from Morning to Evening or from Full time to Part Time or vice-versa should fill up the request form available on student portal/LMS 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 Deputy Director - Administration Department.

C. CHANGE OF CONCENTRATION

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

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

It is advised that the change of Concentration 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.

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 SUC Visa / Visa Letter / Embassy Letter.

E. ADDITION OF A 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.

F. 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.

G. CANCELLATION

A student has a right to cancel his admission anytime during the program for unavoidable reasons. In case of rejoining a new process of admission has to be followed.

In case, a student who does not attend classes for three weeks after registering in a semester, and in spite of making efforts to contact them they are not reachable, such students are placed under temporary cancellation by the Administration department.

If a student fails to respond even after one semester, then such students are put under deactivation or cancellation in which case student has to reactivate for enrolling in the courses.

H. REACTIVATION

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

I. REQUESTS FOR LETTERS / TRANSCRIPTS

Besides the above, students also request for the following letters / transcript from the University:

- a. Bona-fide student letter (In English or Arabic)
- b. Letter mentioning dates of examination
- c. Copy of course definitive document (CDD) for course/s attended
- d. Transcripts
- e. Reference Letters
- f. Course Equivalency Letters
- g. Certificate Equivalency Letters
- h. No Objection Letters (Opening a bank account, applying for driving license, applying for visa)
- i. Letters for Government Departments
- j. Letters of Introduction for Internship / Dissertation
- k. Sponsor Request Letters
- l. Visa letters

Students willing to seek letters for various purposes from the SUC need to fill up the requisition form through portal. Any letter requested by the student must clearly state the purpose and its application SUC will issue the certificate or a letter when it is convinced. For issuing a letter from the College, a student must be having no dues from any of the departments.

Normal time to respond the request is mentioned below:

Letter from SUC	48 hours
Course Syllabus	Three working days
Transcript	48 hours
Duplicate and Transcript request from external bodies	Timeframe for issuing the letter is subject to receiving request from the external agency.

XVIII. STUDENT CODE OF CONDUCT

A. STUDENT DRESS CODE

Students are required to be dressed formally and follow dress codes in conformity with norms of civil society in the United Arab Emirates and particularly that of the Emirate of Sharjah. Personal hygiene is essential and requires continuous attention. Hair must always be well groomed. Short pants and short sleeves are not allowed as per the Sharjah law and if found, the student will be asked to leave the SUC.

B. STUDENT RIGHTS

- i. Students have the right to freedom of expression in the classroom. It is the responsibility of the faculty member to ensure that each student in the classroom is provided an atmosphere which is conducive to freedom of expression by encouraging discussion and permitting exception to the views he/ she has presented.
- ii. Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in the classroom should contribute to the learning process.
- iii. Students will have the right of timely access to an assigned advisor, the right to receive pertinent and accurate information as needed for academic and career planning and the right to make their own decisions.
- iv. Students of SUC who believe they have been subjected to any form of discrimination or have been denied access to services, have the right to file their grievance with the Student Services Department
- v. Students have the right to appeal against marks or grades awarded which they are not satisfied.
- vi. Students have the right to participate in extra-curricular and co-curricular activities depending on their skills and capabilities

C. STUDENT RESPONSIBILITIES

The student shall be responsible for conducting themselves as follows

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

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

XIX. SPECIAL PROGRAMS

A. STUDENT CARE PACKAGE

SUC Student Care Package is designed for catering New students through a Bridging program and academically weak SUC students through the Student Tutorials. It is a package to support and give assistance to students in the different capacities. The team in charge of each package serve to guide students in each category to an efficient orientation/induction into the culture at play in the University and the host community as well as improving their Academic standing/quality of students respectively.

These packages will run concurrently and will be closely monitored for the expected outcomes which is to build well-adjusted and academically sound students.

XX. STUDENT GRIEVANCE

A. ADDRESSING GRIEVANCE:

The SUC realizes the importance of having a system in order to address and deal with student dissatisfaction. Constant efforts are taken to minimize errors and avoid repetitions of problems related to academic and non-academic services.

For any suggestion or complaint, a student is required to fill in a complaint/suggestion form on the student portal/LMS. 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.

B. TYPES OF STUDENT GRIEVANCES:

i. Academic grievances

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

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

ii. 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:

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

XXI. STUDENT APPEAL

A. 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.

- a. Procedure is not in accordance with the current approved regulations.
- b. Material and significant administrative error has taken place.
- c. Unfair discrimination
- d. Inconsistency of the decision
- e. 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 Deputy Director - Administration department within five working days of communication of a result. The appeal addressed to the Deputy Director - Administration department must be requested online student portal/LMS, explaining - the appellant's case and highlighting the grounds on which the appeal is being made. Documentary evidence if available must be uploaded to support the appellant's case.

a. Appeal Hearing

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

Appeal board will consist of:

1. Vice Chancellor
2. Registrar
3. Dean of respective schools
4. Deputy Director of Administration department
5. Advisor / Mentor
6. Faculty Concerned
7. Recording Secretary

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

B. APPEAL IN MITIGATING CIRCUMSTANCES

- i. Plea for Consideration of Mitigating Circumstances for Class Assignments, Tests, Etc.**
Deputy Director-Administration Department may exercise his / her judgment based on new calendar deadlines whether to accept the plea for mitigating circumstances for continuous modes of assessments and may administer make up assessments if convinced by his /her genuineness and relevance of the circumstances leading to the student's missing such assessments. Appeals for consideration of mitigating circumstances for continuous assessment modes must be made within 24 hours of conduct or submission deadline of the assessments. Documentary evidence to substantiate such plea must be provided by students. Appeals after the expiry of 24 hours deadline will be considered as time barred. Such decisions will lie on the Registrar and will be assessed after discussion with Vice Chancellor and concerned faculty.
- ii. Plea for Consideration of Mitigating Circumstances for Final Examination (First Sit)**
If a student is unable to take a scheduled first sit examination due to sickness, accident, death in family, a telephonic intimation of the circumstances must be made, by the student, his friend or relative before or on the day of the examination prior to its commencement to the Administration Department. A medical certificate attested by ministry of health, documentary evidence of the circumstances affecting the student must be submitted within 2 working days of conduct of the examination. Appeals after the expiry of 2 working days deadline will be considered as time barred.

Plea for consideration of mitigating circumstances will be forwarded to Deputy Director-Administration Department along with necessary documentary evidence.

The Deputy Director-Administration along with Registrar based on their best judgment will decide whether to accept or reject such an appeal. The decision of the Deputy Director-Administration department in this case cannot be challenged or subject to review.

Students must understand that successful consideration of appeal will result in their taking the re-sit examination for a course on first sit basis. Such students will forfeit the

rights of a re-sit examination. No mitigating circumstances will be considered for re-sit examination and students failing to undertake re-sit examination will have to repeat the course.

Students, who absent themselves from courses for prolonged period of time, must understand that they cannot redeem their prolonged absence by claiming mitigating circumstances and such students will be required to retake courses at the first available opportunity.

Mitigation policy to excuse the absence of students that result from the following causes only:

- a. Accident
- b. In case of death of Immediate Family Member
- c. Hospitalization of self
- d. Religious (Only for Hajj)

***Note:** Students are required to use mitigating circumstance form available on the student portal to file their appeal for consideration of mitigating circumstances along with necessary documentation.*

XXII. SUC PUBLICATIONS

A. SKYLINE BUSINESS JOURNAL (SBJ):

Skyline Business Journal is published by Skyline University College. It is one of the prominent business journals in UAE that 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 the year 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.

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 and faculty members and also highlights the year round activities. The publication of the magazine is by the efforts of "Newsline" committee and the student coordinator. Regular meetings are convened for compiling and publishing this magazine.

C. KNOWLEDGE UPDATES

Knowledge @ Skyline is the interactive platform for communicating knowledge with SUC stakeholders, industry and outside world on the pattern of leading business schools of the world. It helps in branding of SUC as a leading institution and encourages faculty, students and others to create and contribute under different streams of knowledge. As a pivot point for sharing knowledge pertaining to different arena, it acts as a catalyst to learning and sharing the knowledge.

XXIII. 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.

Skyline University College has signed Memorandum of Understanding with various Universities to promote cooperation with these universities through exchange of expertise, exchange of faculty, exchange of students, exchange of information and best practices, conference participation, collaborative research and scholarly activities, etc. Some of the universities with whom SUC has signed such partnership agreement have been listed below:

1. Africa Technical University College - Ghana, Africa
2. Canterbury Christ Church University - United Kingdom
3. Business and Technology University, Georgia
4. Faculty Management, Comenius University, Slovakia
5. Dublin Business School - Ireland
6. Eastern Mediterranean University - Cyprus
7. European University of Business - Poland
8. Firebird Institute of Research in Management - India
9. Georgian College - Canada
10. Gift University- Pakistan
11. IFIM Business School- India
12. Institute of Management Sciences - Pakistan
13. International Management Institute – Switzerland
14. Jaipuria Institute of Management - India
15. Jinan University - China
16. Kalinga Institute of Industrial Technology - India
17. Kano State Polytechnic – Nigeria
18. Kirloskar Institute of Management, India
19. Kwame Nkrumah University of Science and Technology- Ghana - Africa
20. Leyte Normal University, Philippines
21. Lovely Professional University – India
22. Ljubljana School of Business, Slovenia
23. Mats University, India

24. Noida Institute of Engineering and Technology - India
25. Northwest University - Nigeria
26. Nirma University, Institute of Management - India
27. Ramon Magsaysay Memorial College- Philippines
28. Sheridan College - Institute of Technology and Advance Learning, Ontario - Canada
29. Shoolini University - India
30. St. Cloud State University- Minnesota, United States of America
31. Skyline University Nigeria, Nigeria
32. The University of Findlay, Ohio - USA
33. The London Graduate School - United Kingdom
34. The University of Mindanao - Philippines
35. Taylor University, Malaysia
36. Turku University, Finland
37. Ural Federal University- Russia
38. University of Development Studies - Ghana, Africa
39. University Sains Malaysia
40. University Kawazulu Natal, South Africa
41. University Management Technology, Pakistan
42. University Information Technology Mara, Malaysia
43. Varna University of Management - Bulgaria

Upon signing of Memorandum of Understanding, the Corporate Affairs Office at Skyline University College coordinates with partner institutions for identifying collaborative projects which can be undertaken mutually. The main purpose of establishing Memorandum of Understanding is to initiate the articulation agreements between the two institutions after fulfilling all the academic requirements for equivalency of courses which is approved by the respective Deans and Vice Chancellor at SUC. The agreements are sent to Ministry of Higher Education for seeking their necessary approvals.

XXIV. ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS

A. DIRECT ENTRY REQUIREMENT- GRADUATE

All admissions in SUC are guided by Ministerial Decrees # 200/yr. 2004 and 133/yr. 2005; The Standards for Licensure & Accreditation 2019.

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

- i. Bachelor Degree
- ii. English Language Proficiency
- iii. Personal Interview

Details of the above two requirements are as follows:

i. **Bachelor Degree Grade**

- a. Bachelor's degree earned in a discipline appropriate for the prospective graduate degree, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent

ii. **English Language Proficiency Requirement (TOEFL/IELTS/EmSAT)**

Prospective MBA student is required to fulfill any one of the following requirements for admission as given below:

- a. A minimum score of 550 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP)
- b. A minimum score of 6.0 on International English Language Testing System (IELTS - Academic)
- c. A minimum score of 1400 in EmSAT Achieve English (Emirates Standardized Test)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MoE.

Table -3 English Proficiency Score Range for Direct Entry to Graduate Program

S.No	IELTS [ACADEMIC]	TOEFL - ITP	EmSAT Achieve English	Enrollment Status
1	>=6	>=550	>=1400	Direct Entry to MBA Program

NOTE:

1. *A native speaker who has completed his /her undergraduate education in an English-medium institution may not be required to provide certification in English Language Proficiency*
2. *Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable.*
3. *Requirements are applied regardless of educational system or country where student is coming from.*
4. *The English proficiency qualifying result should be submitted within 1 week of the commencement of the program*
5. *Transfer student need to have English proficiency eligibility upon registration failing which they will have to undergo the preparatory courses as given in above table-3*
6. *If a student joins graduate program immediately upon completion of the SUC undergraduate program, the English proficiency scores obtained at the time of admission to undergraduate program can be accepted for admission to the graduate program provided he meets requirements given in above table-3. Otherwise the student has to submit a new IELTS / TOEFL / EMSAT score as per requirement.*

iii. Personal Interview

Prospective student is required to pass the personal interview set by the institution

B. CONDITIONAL ADMISSION REQUIREMENT- GRADUATE

The VC reserves the right to admit a prospective graduate student on condition under following circumstances where the student does not satisfactorily meet the admission criteria as per MOE.

The requirements for conditional admission have been detailed below:

i. CONDITIONAL ADMISSION TO BUSINESS GRADUATES

Candidates seeking admission in Graduate Program of SUC and is short of meeting CGPA or English language proficiency criteria, which are categorized in the following table, will be considered under conditional admission.

CATEGORY	UG-CGPA	ENGLISH PROFICIENCY REQUIREMENT		
Case-BA	≥ 3 on scale of 4 or its equivalent	IELTS [ACADEMIC] 5.5-5.9	TOEFL - ITP 530-549	EmSAT Achieve English 1250 - 1399
Case-BB	2.50 to 2.99	Meets the criteria (refer English Proficiency criteria)		
Case-BC	2.00 to 2.49	Meets the criteria(refer English Proficiency criteria)		

CASE-BA: CANDIDATES HAVING CGPA ≥ 3.0 ON 4.0 SCALE NOT MEETING ENGLISH PROFICIENCY REQUIREMENT

ENGLISH PROFICIENCY REQUIREMENT			ENROLLMENT STATUS
IELTS [ACADEMIC] 5.5-5.9	TOEFL - ITP 530-549	EmSAT Achieve English 1250 - 1399	Conditionally enrolled in the Graduate Program with a maximum of 2 courses to be

			taken in the first semester and must complete the 2 courses with a minimum CGPA of 3.0 on a scale of 4.0 within one semester and undergo 45 hours of English preparatory course or be subject to dismissal
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CASE-BB: CANDIDATES HAVING CGPA BETWEEN 2.5 TO 2.99

CASE BB			
			a. Must achieve an overall grade point average of 3.0 on a 4.0 scale within first semester, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the MBA program in first semester of Weekdays or first two semesters of Weekend or be subject to dismissal

CASE-BC: CANDIDATES HAVING CGPA BETWEEN 2.0 TO 2.49

CASE BC			
			a. Must complete a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (These remedial courses are not for the credit within degree program).
			b. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale within first semester, or its established equivalent, in nine credits hours of remedial courses in order to progress to the graduate program or be subject to dismissal

ii. CONDITIONAL ADMISSION TO NON-BUSINESS GRADUATES

Candidates seeking admission in Graduate Program of SUC and is short of meeting CGPA or English language proficiency criteria, which are categorized in the following table, will be considered under conditional admission.

Candidates seeking admission in Graduate Program of SUC and is short of meeting CGPA , which are categorized in the following table, will be considered under conditional admission.

UG-CGPA	English Proficiency	
Case-NA	≥ 3.0	Meets the criteria (refer English Proficiency criteria)
Case-NB	2.50 to 2.99	Meets the criteria (refer English Proficiency criteria)
Case-NC	2.00 to 2.49	Meets the criteria(refer English Proficiency criteria)

CASE NA: CANDIDATES HAVING CGPA ≥ 3.0 ON 4.0 SCALE

NA -1 WITH ENGLISH PROFICIENCY

Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course within first semester or be subject to dismissal

CASE NB: CANDIDATES HAVING CGPA BETWEEN 2.5 TO 2.99

NB -1 WITH ENGLISH PROFICIENCY

- a. Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course within first semester or be subject to dismissal
- b. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in nine credits hours of courses in the first semester of the graduate program or subject to dismissal

CASE NC: CANDIDATES HAVING CGPA BETWEEN 2.0 TO 2.49

NC -1 WITH ENGLISH PROFICIENCY

- a. Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course in first semester or be subject to dismissal
- b. Student also must achieve a minimum CGPA of 3.0 on a 4.0 scale in second semester, or its established equivalent, in six credits hours of remedial courses in order to progress to the graduate program or be subject to dismissal (These remedial courses are not for the credit within degree program)

C. TRANSFER ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS

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.

Only up to 25% of the courses offered in SUC can be offered as transfer of credits transferred to the program. A maximum of 9 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 & MANAGEMENT
FIA6001	MANAGERIAL ACCOUNTING
ECO6001	MANAGERIAL ECONOMICS
ORB6001	ORGANIZATIONAL BEHAVIOUR
MKT6101	MARKETING MANAGEMENT

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

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. Applicable processing fee (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 student must attend a minimum of 75% of the credit hours of their study plan at SUC in other words, only up to 25% of the courses offered in SUC can be offered as transfer of credits transferred to the program.
- c. The course contents mentioned in the Course Delivery Package of the previous institution should match to a minimum of 75% of the SUC Syllabus of the corresponding course.
- d. The student must attend a minimum of 27 credit hours of their study plan at SUC in other words, only up to 9 credits or 3 courses can be transferred to the program.
- e. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- f. 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
- g. 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.
- h. 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.
- i. Students of SUC may be permitted to pursue courses outside only in extreme circumstances with prior approval from Administration and VC.
- 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 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 MOE, 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.

Accredited/recognized by the Ministry of Higher Education for all other countries from where the student is seeking admission

NOTE:

1. *For transfer from one school to other school within SUC, the TOC policy shall remain same. However, the fee structure of the new school to which the student is transferred shall be applicable.*
2. *In case the student was granted any scholarship / fee waiver, the percentage of scholarship / fee waiver shall remain same. However, the amount of discount shall be calculated based on the new fee structure applicable for the specific school.*

D. ADMISSION TO PEOPLE OF DETERMINATION

SUC admits People of determination 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 Vice Chancellor 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

E. JOINT DEGREE REQUIREMENTS

In SUC joint degree program students study at two or more institutions, and upon completion of the program receive a single degree certificate issued by all the participating institutions. A joint degree program is a program that is designed and delivered in conjunction with one or more partner institutions. The partner(s) may or may not be based in the UAE. Typically, a joint degree program will be established to access the partner institution's specialized knowledge and experience.

The partner institutions for joint degree programs abide by the following requirements:

- i. Each institution in the partnership is recognized and/or accredited as a HEI in the higher education system in which they operate.
- ii. Institutions offering programs jointly with other institutions based outside the UAE assume primary responsibility for the programs' compliance with the *SPA*, while also meeting the requirements of the partner institutions.
- iii. Each partner HEI should be legally allowed to offer the joint program, even if the joint degree is to be awarded by a partner.
- iv. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership.

- v. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications.
- vi. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution.
- vii. If the courses offered by the partner institution are delivered through e-learning or distance teaching, an appropriate portion of each course is delivered face-to-face by a qualified faculty member.
- viii. A *Quality Assurance Manual*, or a section within a *Manual*, that clearly describes how all quality assurance activities are integrated into a single system to continually appraise and improve the institution as a whole, and specifically any joint programs.
- ix. Faculty of the partner institution are involved in program development and evaluation, utilizing both formal and informal mechanisms to gain information to evaluate the program. Students visiting a partner institution, as part of the joint degree program, must offered same learning experience and safeguards.
- x. Students visiting a partner institution, as part of the joint degree program, are afforded the same learning experience and safeguards as detailed in the SPA.
- xi. Visiting faculty from main campuses and partner institutions are available for an adequate period of time on campus to facilitate an appropriate level of interaction with students outside of the classroom.

The joint degree is awarded in accordance with the legal frameworks governing the awarding institutions, and is recognized as a joint degree in the higher education systems of the awarding institutions.

F. RECOGNITION OF PRIOR LEARNING POLICY

i. Introduction

The National Qualification Authority defines Recognition of Prior Learning as: “the assessment of previously unrecognized skills and knowledge achieved outside the formal education and training system”. SUC RPL policy assess the previously attained unrecognized knowledge and skills against the requirement of formal qualification in terms of outcomes to achieved (Program or course learning outcomes).

SUC RPL policy assess the previously attained unrecognized knowledge and skills against the requirement of formal qualification in terms of outcomes to be achieved (Program or course learning outcomes). RPL regulations apply to all forms of recognition of prior learning, including transfer of academic credit and admission with advanced standing. The RPL applicant will be awarded credit when they have demonstrated that they have successfully met the learning outcomes and assessment criteria of the program.

ii. The policy

This policy is aimed at awarding exemption, or seeking equivalency or recognition of prior learning to avoid repetition of courses for which the learner is skillful and competent to demonstrate and continue further studies based on the experiential learning. It also avoids duplication of studies by the student who has acquired knowledge and skills from non-recognized or accredited bodies.

Exemption is granted to the courses after the candidate exhibits the ability based on the evaluators recommendation. The exempted courses will appear on the transcript without any credit score or value.

Equivalency is the awarded certificate that is equivalent to the existing course of the university in terms of its contents and grade or approval of the issuing authority and attested from the relevant bodies of the issuing country, which is recognized by MOE, in UAE.

Recognition of prior learning is the acceptance of non-credited learning certificate or experience certificate for partial or full credited course or courses in the area of specialization, the recognized credits / courses are reflected in the transcript without any credit score or value being reflected.

iii. Requirements

Prior learning certificate, or diploma or any other means of document that establishes the validity and reliability of the prior learning acquired by the learner.

Submission of the documents with proper attestations to authenticate the level of the certificate.

Submitting a portfolio of work experience and achievements with evidences

iv. Guide for applying for the program

- a. RPL applicants also needs to submit an evidence-based portfolio of the work experience or competencies acquired through certificates and work experience attested by approving agency of that country.
- b. Job descriptions of the work or statements of work, roles and responsibilities or projects done
- c. reference letters detailing relevant skills and competencies connected to the program applied
- d. submit attested testimonies of certificates at the time of application
- e. SUC RPL committee will assess RPL application and the Portfolio, to verify whether the applicant has achieved the learning outcomes including knowledge, skills and competences required for a particular course that the applicant applied.
- f. A challenge examination will be conducted on courses to assess the level of learning and the ability to meet the academic rigor requirements of undergraduate or graduate programs.
- g. Minimum grade for consideration is 'C+' grade with grade point 2.5 over 4 scale.
- h. Prospective students who are seeking credit based on formal and/or non-formal prior learning need to submit the application with requisite fee.
- i. No grades will be assigned for transferred credited courses.
- j. The result of assessment will be formally communicated to the applicant by the RPL committee
- k. No more than 50 % of the total program credits will be awarded for any RPL application, in case of graduate program no more than 25% of the credits are transferable.
- l. Issue a letter of admission

v. RPL Committee

The RPL committee consists of Dean of school and subject experts in the domain of skill sets or competency as deemed necessary, quality unit representative and administration/ registration office representative. The committee evaluates as per the assessment form requirements and recommends or rejects the student on the grounds of meeting of non-meeting the admission requirement. The committee shall review the RPL application as per the assessment form and award partial or full credits to be transferred to SUC program without any value of credit being transferred in the transcript. Criteria for evaluation can be decided by the evaluators consisting of Dean, Quality unit and administration department - it could be a challenge exam/s, followed by demonstration of skills in the form of small project work that can be assessed and an interview. Upon satisfaction the evaluators can recommend credit transfers - minimum grade required to qualify is 'C +' that is 2.5 on a scale of 4 points awarded by the evaluators. SUC grading policy would be used for evaluation.

vi. Criteria for awarding TOC for RPL

S.No.	Nature of Certificate (Diploma / Certificate) mapped with Level 6 and 5 of QF Emirates	Number of years of experience	Issuing authority / attested by MOE	Transfer of credits in SUC
1	Diploma	5 years	Accredited	3 credits
2	Certificate - Level 5	10 years	Accredited	3 credits

vii. Public disclosure

This policy would be displayed in the public disclosure sources with giving details about method of claiming RPL, procedures to be followed, exams to be undertaken, the maximum limit of courses in the program that can be awarded as mentioned in the policy, display of credits score in the transcript.

Public disclosure and guidance: apart from the display of the RPL policy the intending learner can visit the dean of school or the registration department for further details or send mails to clarify any further details.

The method of awarding exemption, equivalency and recognition of prior learning is stated in the policy for any further details the candidate can consult registration department.

viii. **Appeal Process**

The candidate after receiving the communication from the administration office may accept or challenge the decision of the committee by appealing through mail . In case of challenge the candidate must follow the below process.

- a. Make an appeal in one week time from the date of receipt of the communication from SUC.
- b. Upon receiving the appeal from the candidate the committee shall review the concerns and if necessary will address the issue and communicate the decision to the candidate within 10 days with proper reasons for declining or revoking of the earlier decision and revised communication.
- c. The candidate must refer to the case and the issue in clear terms through a letter.
- d. Appeals can be made with necessary fee for consideration.
- e. The candidate may submit any further documents as evidences to support in case of decline and the reasons are clearly specified.
- f. All appeals must be made to the dean for consideration.

The candidate upon receiving the revised communication on prior learning exemptions can accept or appeal to the Dean for second time for any further clarification and is required to follow the instructions given by the Dean for any further consideration else it can be considered as final word from the dean. The candidate is also free to give his comments or feedback through mail after the process is completed.

XXV. PREPARATORY COURSES

A. MBA QUALIFYING PROGRAM (MQP)

i. 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 Dean and VC 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
FIA5001	Accounting Principles & Practice
ECO5002	Economics Principles & Practice
MAT5003	Fundamentals Of Quantitative Methods
FIA5004	Principles of Finance
MGM5005	Principles of 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.

ii. MQP Transfer of Credit Policy

- a. TOC will be granted to courses with a grade C at the Undergraduate level with overall CGPA above -2
- b. Fill up the MQP TOC application form in SUC

- c. Submit the following TOC Admission entry requirement documents:
 1. The official transcript from accredited institutions
 2. Detailed syllabi (Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
 3. Processing fee of AED 525/- (non-refundable) must be paid for evaluation
- d. **Non-Business Undergraduate Students** must complete all seven courses of Foundation bridging program (MBA Qualifying Program – MQP). Transfer of credits can be granted for up to maximum 5 courses out of 7 courses of the MBA Qualifying Program as per MQP TOC policy

iii. **CHALLENGE EXAM FOR NON- BUSINESS GRADUATES WITH EXTERNAL MQP:**

Non-Business graduates who have completed MQP Program from an MOE approved institution will have to undergo a challenge exam at SUC

Students taking challenge exam must abide by following guidelines:

- a. They need to achieve minimum 'B' grade in all seven MQP challenge exam to qualify and join the MBA program without undergoing MQP.
- b. A handbook for each course of challenge exam will be provided to the student.
- c. Student is required to pay the applicable challenge exam fees for each course
- d. Students needs to pass the challenge exam in the first attempt. There will be no second attempt provided.
- e. If the student fails to appear for the challenge exam on the scheduled date, the student can take the challenge exam on a new date by paying the exam fees again.
- f. If the Student fails to clear challenge exam, he has to undergo MQP by paying the applicable fee for MQP.

iv. **REMEDIAL COURSES**

A candidate who is seeking admission to graduate program with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.0 to 2.49 on a 4.0 scale or its established equivalent, has to appear in maximum of nine graduate-level credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent in the following remedial courses

in order to progress to the graduate program or be subject to dismissal.

The list of remedial courses are as follows:

CODE	COURSES
RHR6001	HUMAN RESOURCE MANAGEMENT
RQT6001	QUANTITATIVE METHODS FOR DECISION MAKING
ROM6001	OPERATIONS MANAGEMENT

B. IELTS EXAM PREPARATORY COURSE FOR GRADUATE ADMISSION

i. COURSE INTRODUCTION

The IELTS Preparatory Course is designed for students whose proficiency levels are inadequate to be accepted for admission into the Graduate Program of SUC. The admission of the student in IELTS preparatory course is determined on the basis of grades obtained in placement exams.

ii. QUALIFYING CRITERIA FOR GRADUATE PROGRAMS:

Students, will get into 45-hour or 90 hour IELTS Preparatory Course as per scores obtained in one of the English Proficiency tests approved by MOE. They may attend this program during May intake, September intake or January intake. The students are required to score 6.0 in this test to be eligible to get into Graduate program.

iii. FLOW OF ACTIVITIES

a. ADMISSION FOLLOWED BY ORIENTATION:

IELTS Preparatory course student takers are given a thorough orientation about the course books, internal tests, test format, practice test, mock exam and the final exam pattern.

b. 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 along with feedback sessions

c. FINAL TEST

The students appear for the final exam at SUC on the stipulated date.

d. 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.

e. 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:

1. To reappear for the IELTS exam
2. To repeat the IELTS Preparatory Program

C. ACADEMIC & GENERAL TRAINING ON IELTS

The Academic IELTS preparatory course (as per the need of the students or the general public) is designed for students whose proficiency levels are inadequate to be accepted for admission into the Undergraduate or Graduate Programs of SUC. The qualifying score for admission is 6.0 out of 9.0 bands for Graduate Program and 5.0 out of 9 for Undergraduate. General Training IELTS preparatory course is designed for those who are going to English speaking countries for secondary education, work experience or training programs. It is also a requirement for migration to Australia, Canada, New Zealand and the UK. The test focuses on basic survival skills in broad social and workplace contexts.

i. PREPARATORY TEST

During the Preparatory 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.

ii. ADMISSION FOLLOWED BY ORIENTATION:

Student undergoing this course are given a thorough orientation about the course books, internal tests, test format, practice test, mock exam and the final exam pattern.

iii. 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 along with feedback sessions.

iv. FINAL TEST

The students appear for the final exam at SUC on the stipulated date.

v. 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.

vi. COUNSELING

After a thorough analysis of the results, the students are well counseled with the next course of action. 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 Preparatory Program

XXVI. APPLICATION

A. CONTACT US

For more information on SUC programs, please call +971 6 544 11 55 or email admissions@skylineuniversity.ac.ae.

B. APPLICATION PROCEDURE

- i. Fill-up the application form in capital letter
- ii. Student information should be accurate and correct [especially date of birth, nationality, photo, gender]
- iii. Signature of applicant, guardian and registration officer is mandatory
- iv. In the event that students would like to avail visa letter from SUC, visa letter fee structure will be applicable
- v. Medical insurance is mandatory for international students
- vi. Student is eligible only for one type of fee waiver / scholarship throughout the study period.
- vii. Scholarship recommendation letter must be submitted within 30 days of registration; noncompliance will forfeit the scholarship awarded.
- viii. Fee waiver will be adjusted in the first 2 years for BBA & BSIT students and 2nd semester for MBA students. If student wishes to get this included in monthly installment (subject to approval from the 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.
- ix. Graduation fee will be additional and be applied in final year.
- x. Transportation fee will be applicable if the student is staying in hostel outside the SUC campus.
- xi. Transportation fee is as a minimum period of one month.
- xii. Hostel fee is in 2 installments (for students availing SUC hostel facility)
- xiii. Undertaking letter/form is mandatory in case of any missing document
- xiv. Placement test/entrance exam date
- xv. Work experience to be mentioned if they availing scholarship
- xvi. TOC details to be mentioned if TOC applicable

- xvii. Student type to be mentioned (local candidate own visa/students seeking visa, visa letter, embassy letter/international students)
- xviii. Parent / guardian details (address, email id, contact number to be provided for international students)
- xix. Local guardian details such as emirates id, tenancy contract and contact number, email id for international students who are staying outside SUC accommodation
- xx. Student declaration of authenticity of submitted documents is required. If found fraudulent, the university holds the right to revoke the degree at any point of time.
- xxi. Student must read and understand the general terms and conditions governing the program fee structure
- xxii. Student must comply with the rules and regulations of SUC
- xxiii. Student must declare that the information provided is correct and complete

C. DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH APPLICATION

The authenticity of documents submitted is the sole responsibility of the student, failure to adhere will lead to cancellation of admission during the tenure of study as well as withdrawal of degree, with no responsibility of university to issue documents/transcripts and/or refund of fees. Prospective student is required to submit attested documents for the completion of the admission as per the below list:

- i. Local Graduate Candidates with Own Visa**
 - a. National Security Services clearance certificate for UAE Nationals effective from 2014.
 - b. 2 Passport size colored photographs (not Polaroid) along with a digital copy
 - c. Passport Copy with minimum six months validity
 - d. UAE National ID
 - e. Attested copy of Bachelor's Degree Certificate along with marks sheet (as applicable)
 - 1. For students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 - 2. 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.

3. Students from overseas universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
 4. 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.
- f. 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 the equivalent score on another standardized test approved by the Ministry of Education (MOE).

ii. Local Graduate Candidates Seeking SUC Visa/Visa Letter/Embassy Letter

- a. National Security Services clearance certificate for UAE Nationals effective from 2014
- b. 2 Passport size colored photographs (not Polaroid) with white background along with a digital copy
- c. Passport copy with minimum eight months validity.
- d. Attested copy of Bachelor's Degree Certificate along with marks sheet i.e.
 1. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 2. 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.
 3. Students from overseas universities, certificate should be attested by the university, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
 4. 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.
- e. 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 the equivalent score on another standardized test approved by the Ministry of Education (MOE).

f. PDC for the academic year

iii. Visa Graduate Students (Overseas)

- a. 2 Passport size colored photographs (not Polaroid) with white background along with a digital copy.
- b. Passport Copy with minimum eight months validity.
- c. Police clearance certificate, if applicable
- d. Medical certificate from any registered hospital, if applicable
- e. Attested copy of Bachelor's Degree Certificate along with marks sheet i.e.
 1. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 2. 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.
 3. Students from overseas Universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
 4. 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.

D. APPLICATION FEES PAYMENT

Prospective student is required to pay a non-refundable application fee of as applicable + VAT, as per the published fees structure for the respective Academic Year within 48 hours. Failure to do so will lead to cancellation of the application process, and student needs to reapply from the beginning. Student applying for TOC or Direct Entry are required to pay the required fees as per the published fees policy for the respective Academic Year.

E. APPLICATION DEADLINES

Currently, no new admissions for MBA program are taken

XXVII. ADMISSION PROCEDURE

A. VERIFICATION OF DOCUMENTS FOR ADMISSION

The admission file for each student including application documents is send to Administration & Examination Department to audit the file for the fulfillment of documents required for confirming the admission of candidate into SUC's program. The Administration & Examination Department audits the student file to verify if the application documents are complete and they indicate that all the requirements for admission are met as per policy. Upon verification, the Administration department approves the student file and submits to Registrar for confirmation of admission. In case of documents being incomplete or not submitted the file is returned to Marketing department for following up with the candidate to fulfill the requirement as per policy.

B. REJECTION OF ADMISSION

If a candidate does not fulfill the basic entry requirement for the degree program, the admission will be rejected.

The admission 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.

XXVIII. REGISTRATION OF STUDENTS

A. REGISTRATION OF STUDENTS INTO CLASS

The Administration, Registration and Examination department upon verification of admission documents registers each student in respective class. Each student is assigned a unique Student ID and the personal information and academic details for the students are entered into the system.

B. POST REGISTRATION

i. ISSUANCE OF STUDENT KIT

a. New Students:

The kit gives the student a clear idea about his/her admission status, academic program, class shift, guidance on portal usage, Portal username and password, car sticker details, ID card, tab description and fee payment plan.

The following materials will be issued to students based on the entrance examination result:

1. Admission Letters & Invoice [Confirmed Admission]

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 Administration department within a maximum time frame of one month after the receipt of invoice.

2. Admission Letters & Invoice [Conditional Admission]

When a student is admitted conditionally, he/she is issued a 'Conditional Letter of Admission' & 'Invoice'. Student will be issued a confirmation letter once he/she fulfilled all the requirement as per the deadline. 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 Administration department within a maximum time frame of one month after the receipt of invoice.

3. 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.

4. Portal ID

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

5. Graduation Plan

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

6. RFID

Students who use their own transportation are issued the RFID car stickers along with the kit.

7. Handbook

It is a ready reckoner that guides the student to understand the academic and academic support service policies and procedures, semester wise course plan, examination calendar, Institutional calendar and whom to approach for services.

b. Continuing Students:

The kit gives the student a clear idea about his/her Progression status, academic program and fee payment plan.

The following materials will be issued to students based on the progression status:

1. Admission Letters & Invoice

Once the student's progression 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 Administration Departemnt within a maximum time frame of one month after the receipt of invoice.

2. Graduation Plan

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

XXIX. INSTITUTIONAL POLICIES

A. STUDENT INFORMATION RELEASE POLICY

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

1. Vice Chancellor and Dean of respective Schools
2. CAA & MOE Officials
3. Another University / College where student might be interested in joining, on student's request.
4. Person(s) or organization(s) providing financial support
5. Accreditation Agencies
6. Judicial Orders
7. Academic Advisors/Mentors

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

A. ACADEMIC TERMS AND POLICIES

i. Credit Hours

Credit hours refer to one lecture hour of contact time with the students, a minimum of 3 lecture hours lasting for fifteen [15] weeks amounts to 45 lecture hours. The lecture hour includes all in class activities, exercises and assessment time. Each academic year consists of two semesters and each semester consists of 16 weeks including teaching and examination. SUC may arrange for a summer semester, which is a 9 weeks. During the summer session, a student can earn a maximum of 6 credits.

ii. Full Time Student

To be considered full-time, a student must carry a minimum course load of 12 credit hours per semester with the average being 15 to 18 credit hours.

iii. Period Of Study

Students enrolled for a Full time MBA Program shall complete within a maximum of 27 months and those enrolled for a Part time MBA Program shall complete within a maximum of 42 months. Student can earn 36 credits in normal case or by attempting maximum of 54 credits.

iv. 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). All students are evaluated at the end of each Semester. A student is placed on probation as per the academic standing and points A & B mentioned of this manual.

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

v. **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
I	Incomplete		
W	Withdrawal		

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). All students are evaluated at the end of each Semester. A student is placed on probation as per the academic standing and points A & B mentioned of this manual.

vi. **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:

a. **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.

b. Quantitative Requirements (Quantity of academic work completed)

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

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

c. 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.

d. 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.

e. 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.

vii. Academic Integrity And Plagiarism Policy

a. Introduction

The main purpose of Academic integrity and Plagiarism Policy is to foster a culture of academic honesty and enrich institutional repository with high quality original and genuine work. It also aims to empower the learners to write an academic article free of all kinds of plagiarism and unfair means and maintain academic integrity as per national/ international standards.

b. Plagiarism

Plagiarism is an adoption or incorporation of other's work/idea without proper attribution of the source and associated references. Students may indulge in the act of plagiarism while completing their, Assignment(s), Case study(s), proposal(s), term paper(s), project(s), dissertation, thesis or any other academic submission related to the course. It is the obligation of the student to read, understand and comply with the policy of academic integrity and plagiarism. In case of any clarification approach to concerned faculty member/academic supervisor/advisor.

In brief the following acts will be covered under plagiarism;

- i. Paraphrasing materials or ideas of others without identifying the sources.
- ii. Using sources of information (published or unpublished) without identifying the source.
- iii. Directly quoting the words of others without using quotation marks or indented format to identify them.
- iv. Verbatim quotation without proper referencing
- v. Cut and paste from any electronic/print media without proper referencing
- vi. Inaccurate citation
- vii. Auto-plagiarism- author reuses significant portions of his or her previously published work without attribution

c. Academic submission and plagiarism detection

SUC has integrated Turnitin Plagiarism Software, Code Plagiarism Checker available and integrated in Learning Management System, thus enabling the faculty members to identify possible instances of plagiarism and /or similarity detection. Following

are general information and rules related to submission of all academic work of the students:

1. **Turnitin** (Plagiarism Detection Software): is integrated in the student LMS, and students have to upload their submissions on or before deadline for evaluation. Students will be allowed to make the submission only once in the Turnitin (Plagiarism Detection Software) which is integrated in the students' LMS as per the details provided to them by the respective faculty members. There won't be any opportunity for resubmission. As such, students are expected to be sure from very beginning that their work is totally original and free of all kinds of plagiarism.
2. In case of Lab Assessments involving software codes, **Code Plagiarism Checker** such as Codequiry and or Staunch will be used by faculty members to check the similarity of source codes, and its syntax.
3. Students must upload only their assessments (no playing with fonts, changes of spelling, usage of spinning software, inserting image file, etc.) to obtain similarity index reports.
4. Students will be required to make submissions only once and strictly before the submission deadline. Any submission afterwards will not be accepted by the faculty members, and student's submission will be deemed as non-submission.

d. Acceptable academic work and applicable penalty

Students are expected to follow the submission rules, instructions and the timeline set by the respective faculty members. Non-compliance of the set rules and instructions would lead to penalties deemed appropriate for an academic work. Further details on acceptable similarity index for plagiarism and penalties applicable are as follows:

1. Submitted Assessments with an aggregate Similarity Index exceeding 10% excluding citations and references and shall not be considered as acceptable submission by the faculty member.
2. Any submission of academic work with more than 10% of Similarity Index by Turnitin software or Code Plagiarism Checker will be awarded ZERO marks.
3. It should be noted that an extremely small similarity index value (e.g. 0 or 1%, and likewise) will be subject to thorough investigation by the faculty for a

faulty/manipulated submission, and by asking for submission of original assessment for verification and investigation.

4. In case extremely small similarity index value or over 10% similarity index, concerned faculty member should provide feedback to the student/group and take necessary action.
5. Students violating the guidelines related to similarity index will be subject to penalties, and faculties need to report the same in the Academic Management System, so that violation is logged, and is visible to other faculty members in students' academic profile.
6. Second violation of the set rules, related to similarity index, within the course or semester will be subject to investigation and further action by Disciplinary Action Committee.

e. Appeal for plagiarism

Students who have any kind of valid grievances pertaining to their similarity issues or penalties can appeal for a reevaluation/reconsideration to respective faculty members through their account in Learning Management System, explaining the entire issue and seek reprieve for the situation. The concerned faculty member will be responsible for looking into the issue ensuring fairness is maintained all throughout, and if required may refer to Disciplinary Action Committee (DAC) for further investigation and verification. The members of DAC can be referred in the Disciplinary Action policy. The decision of DAC will be final.

f. Other academic offenses

The following are other students' academic offenses recognized by SUC.

a. Presenting false credentials

Student getting the academic work done by an outsourced agency or individual and submitting as his own work.

b. 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.
- c. 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.
- d. Collusion**
1. The work that has been done with others is submitted and passed off as solely the work of one person.
 2. Working with others without permission from your faculty to produce work which is then presented as your own independent work.
- e. 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.
- f. 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.

g. 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 DAC. The DAC will investigate and decide on the action to be initiated against the student. The following is the normal flow of such a process.

g. Inquiry case of suspected other academic offenses (as mentioned above)

1. When a student is suspected of other academic offenses, the respective Head/Associate Dean/Dean arrange an initial investigation and may refer the case to DAC.
2. The allegation is fully explained and the student is allowed to have his/her say to defend himself / herself in order explain the Academic Offense.
3. The DAC will submit its recommendation along with the minutes of investigation to the office of respective Dean for implementation of the decision.
4. Student may submit an appeal to the Vice Chancellor within a week. The decision of the Vice Chancellor will be binding to the student and cannot be further reviewed or challenged.
5. Students having a record of unfair means will not be included in the toppers or Dean's list.
6. Report will be placed in the student file, and logged in Academic Management System, and will be communicated to faculty and Academic Advisor.

h. Recommended actions based of DAC

1. In case of first offense, a strict warning is issued to the student against committing offense.
2. In case of second offense in any component, all the assessments will be awarded zero and 'F' grade will be recorded in the transcript and student will have to repeat the course.
3. In case of third offense, student will be awarded 'F' Grade in all the courses of the current semester.

4. In case of fourth offense, student will be dismissed from the University and Dismissal will be reflected in their transcript with no refund of any of the Fees Component.
5. Student will not be re-admitted and no appeal will be accepted.
6. All the details of offense will be recorded in the Student File, and in their Academic Profile.

i. Training for students on plagiarism

1. All the students will be provided an orientation session on academic integrity and plagiarism in the beginning of their first semester organized by Students Services Department.
2. The faculty members need to orient the students about the plagiarism policy and its consequences in the relevant assessment components.

j. Review of the policy

The Plagiarism policy shall be reviewed every year or as and when deemed appropriate by the Deans.

viii. Repeating Courses

1. 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.
2. A student is allowed to repeat the course only twice.
3. Students who repeat the course will not be included in the toppers list.

ix. Re-Sit/Mitigation Final Examinations

1. Re-Sit Final examinations will be based on comprehensive syllabus.
2. 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.
3. Only students with grade 'C' 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.
4. These examinations will be conducted as per the pre-released schedule.

x. Graduation Requirements

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

- a. Students are required to fill the graduation application along with fee as applicable.
- b. The successful completion of 36 credit hours
- c. The number of credit hours as specified in the concentration area
- d. Achievement of CGPA not less than 3.00 in the following:
 1. Overall 36 credits earned
 2. Concentration Courses
 3. Capstone course [CGPA of 3 on a scale of 4]
 4. Dissertation / Thesis [CGPA of 3 on a scale of 4]
- e. Recommended for graduation by Graduation Board

xi. 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.

xii. Graduation Board

The Graduation Board consists of Vice Chancellor, DSA, Dean of respective schools 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.

xiii. Graduation Honors

Upon meeting the Graduate 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

xiv. Independent Study

SUC offers Independent study for courses which are not offered or scheduled so as to facilitate students to complete the graduation requirement as per the course plan.

SUC shall offer an independent study under following conditions:

- a. The batch does not meet the minimum class size policy or the student unable to attend the regular class due to medical reasons or emergency duties of the government or in attendance of the parental obligations
- b. SUC is unable to offer the course as a regular class
- c. A student/(s) who is/are graduating within the academic year
- d. Student is in good standing with the required CGPA to graduate
- e. A maximum of 3 credits can be offered
- f. In case a student is left with more than 3 credits to complete the degree program and those courses are not available during that semester, then a student may apply for a permission to the Vice Chancellor. The VC will send a request for approval from CAA in such special circumstances and will allow the student to take the courses only after prior approval is received from CAA
- g. Faculty member shall be allocated to the independent study students
- h. Minimum of 15 contact hours for a three credit course needs to fulfilled as per schedule

The conduct of the course should maintain the same level of academic rigor, assessments and evaluation that fulfills the CLO requirement of the courses offered as a regular course.

B. DISCIPLINARY POLICY

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

- a. Any misbehavior or misconduct, which may distort the image of the SUC.
- b. Breach of Research ethics in Research work
- c. Misconduct in classroom, computer lab, or library.
- d. Any insult to faculty or staff members.
- e. Any damage to SUC property.
- f. Any misconduct during exams.
- g. Moving around as couples.
- h. Dress code
- i. Fighting.
- j. Theft.

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

1. Vice Chancellor
2. Chairman of DAC Committee
3. One faculty member teaching the student who has been called for hearing
4. Registrar
5. DASS
6. The Advisor of the student
7. Class Representative
8. Deputy Director-Administration

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

Please refer Student Handbook for more details.

B. STUDENT ATTENDANCE POLICY

Attendance is mandatory for students in all the classes 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 continuous assessment.

The SUC acknowledges that individual circumstances may prevent a student from attending class or classes. It is the University's policy to excuse the absence of students that result from the following causes:

1. Illness of the student
2. Accident
3. Death in family
4. Compelling circumstances beyond the student's control.
5. National /military services
6. Representation/involvement in SUC approved events

However, the attendance of a student to appear for the final examination/assessment of the semester/term MUST be at least 75% or above, of the total hours allocated to a course with mitigated absence.

The minimum attendance required to appear for the final examination/assessment in a course is 75% of total credit hours for both Undergraduate and Graduate students. Student having less than 75% attendance in a course have to repeat the course in next offering by paying applicable fee.

The student is responsible for all materials covered and announcements made during his/her absence. Students claiming mitigated absence may apply to the Student Service Department with copy to the concerned faculty members in writing and furnish documentary support of their assertion that absence resulted from one of the above mentioned causes. However, all absence mitigation is restricted up to a maximum of 25% of the total hours allocated to a course.

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 will be as per SUC policy.

i. Absence and Appeal

Student is expected to attend all classes but in case his/her attendance is between 65% to 74.9% due to unavoidable circumstances (mentioned above) may apply for waiver with necessary documentary proof to the Student Services Department at least 10 days before start of final examination/assessment. A committee consisting of Registrar and Director-Academic Support Services in consultation with Dean of respective school will review such cases and appropriate decision will be taken subject to approval of Vice Chancellor of the University. Only approved cases will be allowed to appear in final examination/assessment. Unapproved cases need to repeat the course in next offering by paying applicable fee.

ii. Eligibility for Final and Re-sit Examination

Student having 75% or above attendance and approved cases (of 65%-74.9%) will be eligible for appearing in final and/or resit examination/assessment. All other cases will be required to repeat the course in next offering by paying applicable fee. .

If the student does not attend all courses in a particular semester his/her name will be cancelled from the SUC and has to apply for the re-registration and in such case new academic policy (if applicable) will be applied

C. HEALTH AND SAFETY POLICY

The Health and Safety Policy provides a framework for the management of health and safety throughout SUC's undertakings. It is a specific requirement that all Departments and Sections have clear allocation of responsibilities in place for managing health and safety, and detail their organizational arrangements and processes for identifying hazards, assessing and controlling risks, and ensuring compliance with the Policy. This includes:

- i. Implement measures to prevent accidents and injuries
- ii. Conduct risk assessments and take appropriate action on findings
- iii. Provide and maintain safe environment and equipment
- iv. Ensure safe systems and methods of work

- v. Provide arrangements for safe handling, transportation and storage of articles and substances
- vi. Provide information, instruction, training and supervision as appropriate
- vii. Provide and maintain a safe working environment for employees and students, ensuring adequate facilities and welfare arrangements are in place
- viii. Provide personal protective equipment in line with risk assessments and safe systems of work
- ix. Ensure adequate emergency arrangements are in place
- x. Ensure consultation and communication on health and safety matters is undertaken timely
- xi. Provide sufficient funds and resources to meet all stated objectives and to meet legal compliance requirements for health and safety
- xii. Conduct regular inspections and audits of Departments, Services, and Sections to ensure compliance with health and safety requirements.

This Policy is readily available to all Faculty members, staff and students, through various media formats such as notice boards, induction, training and the SUC portal

C. FINANCIAL POLICIES

i. Fee Structure

SUC policy with regards to the Tuition Fee and other Miscellaneous Fee is implemented after the approval from Board of Trustees.

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. Not attending classes 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 and 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 and Additional Fee changes

will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook well in advance. Students are required to take note of such changes and clarify with appropriate officials if needed. Students are required to take note of such changes and clarify if needed. Student is required to pay additionally the VAT charges as applicable in the financial year.

Please refer ANNEXURE D - FEE STRUCTURES for more details

- ii. General terms & conditions for graduate program fee payment**
- a. Application Fees is non-refundable.
 - b. First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Proficiency test as per MOE requirements or awaiting result.
 - c. Student registering after commencement of the program will not be eligible for any refund.
 - d. Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).
 - e. Students joining the Graduate Program are required to undergo an English Proficiency test approved by MOE.
 1. In case the student is unable to clear the English Proficiency test, they must undergo the English Foundation Program as per the admission criteria mentioned in the Graduate Catalog & additional fees is payable as per the published fees structure.
 2. Students undergoing an English Foundation Program must pass the examination within the current semester; else the scholarship / fee waiver will be forfeited.
 - f. Students enrolled for the MBA Qualifying Program (MQP) / MSIT Qualifying Program (MSQP) must successfully pass the program (as specified in the Graduate Catalog) before embarking into the main Graduate Program.
 - g. Transfer of Credits: Students applying for Transfer of credits needs to complete the application form and submit all the necessary documents as per published admission policy and pay the required fees as per the published Fees Structure. Once the Transfer of Credits are approved, student will be eligible for a fee waiver of 50% on per credit as per the published Tuition Fees for the approved courses only.

- h. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of admission with no refund of fees, and release of records.
- i. Students are required to deposit postdated cheque(s) or avail direct debit facility at the time of application and before the commencement of each semester. Post Dated Cheque(s) can be exchanged in lieu to Cash Payments, 5 days prior to the date of the cheque (s). If the student avails direct debit facility the payment date cannot be altered.
- j. If student wishes to postpone to the next semester of the current academic year, postponement charges as per the published fee structure will be applicable. If a student postpones from one semester to another falling in subsequent academic year, the postponement fees and tuition fees as per the new academic year will be applicable. In case student does not join in the upcoming semester, it will result in cancellation of admission, with no refund of fees.
- k. In case student abstain from scheduled classes beyond one month, and doesn't initiate formal postponement process, their admission stands cancelled, thereafter a student wishes to rejoin, new admission process with latest published fees structure will be applicable.
- l. Tuition Fees is non-transferable & 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. Any changes in the Tuition Fee will be communicated to students through either SMS or emails and will be published on the website, portal, catalog, notice board and student handbook at the beginning of each academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
- m. If student defaults on any of the payments and it is overdue by 1 (ONE) month, student's admission will be deactivated, and the portal access will be blocked. If the student defaults beyond 2 (TWO) month, the student's admission will be cancelled. If student wish to join back the reactivation policy will be applicable.
- n. All the Miscellaneous Fees as per the published Fees Structure is applicable and is subject to change annually.
 - 1. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.

2. Transportation fee of minimum period of one month will be applicable to the students availing the facility including hostel students staying outside the SUC Campus.
 3. Graduation fee of AED 3,250/- + VAT will be additional and will be applicable in the final year.
- o. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.
 - p. Students are required to pay a predefined deposit as per the published fee structure at the time of admission. These deposits are refundable at the time of exiting the institution after any deductions, which may be applicable due to dues arising out of damages, or pending fees payable during the duration of the students stay in the university.
 - q. Medical Insurance is mandatory for students opting for University visa.
 - r. Student availing hostel facilities will have to stay for a minimum period of one academic year.

iii. Fee Payment Policy

Student is required to pay the fees before 10th of each month failing to do so the student will be charged AED 10 per day. Later than one week, access to portal will be blocked. Refer Student Handbook for penalties imposed in case of further delays.

a. Modes of payment

1. Cash, cheque, online and debit / credit card authorization with updated details. No exchange of cheques are allowed. If cash against cheques is to be paid, it should be made 5 days prior to the date of the cheque.
2. Post Dated Cheque (PDC) for next Academic Year (AY) should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY.
3. All cheques should be made payable to SKYLINE UNIVERSITY COLLEGE LLC and the date mentioned on the cheques
4. Cheques issued in other's names must have authorization letter from the owner of the cheque along with Emirates ID.
5. Applicable penalty for bounced cheque shall be paid by students

b. Fee changes

1. Fee waivers and scholarship amounts will be adjusted in the last final two years of academic program
2. Students enrolling for repeating courses only must pay fees for the repeating course vide cash / cheque within the semester for which the student is enrolled

iv. FEE COLLECTION

- a. Student is required to submit postdated cheques, credit card or bank transfer authorization as per the fee payment plan issued to the student at the time of the admission. The fees should be paid before 10th of the month and no exchange of cheques are allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques. Post Dated Cheque (PDC) for next Academic Year (AY) should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY. Once paid the 1st installment for the next AY will be non-refundable.
- b. Enrolled students at SUC must choose one of the following payment options & finalize the arrangements with the Finance Department
 1. Post Dated Cheques (PDC) to be issued in name of:
SKYLINE UNIVERSITY COLLEGE LLC
 2. Credit card authorization for each Academic year
 3. Full Academic year payment in Cash
- c. Students who fail to make payment of tuition fees within the first ten days will be charged AED 10/- per day from the 11th of the due month till the payment is received.
- d. Student whose fees are outstanding for 2 weeks after due date, their portal services will be blocked and activated only on clearing their dues.
- e. Student having one-month outstanding will be deactivated and they will be withdrawn from the semester. Students having tuition fee due will have their academic record withheld and would not be allowed to proceed the semester as well as not to register for the next semester by paying the required reregistration fees.
- f. Student will be notified for non-payment of fees will be sent to the student. The notice will specify the amount of the debt and the date at which the termination becomes effective. The student may have the choice of re-admittance provided the entire dues to the SUC is paid; SUC has the right to impose a re-registration fees which will be payable in a manner specified by SUC at that time. A re-registration fees of AED 6,500/- will be applicable in order to reactivate the student.

- g. Any change due to acceleration, SAP status, postponement, reactivation, re-registration will be notified through a revised invoice accordingly.
- h. Fee waiver/Scholarship will be adjusted in the final two years. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure and the fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
- i. In the event that student would like to avail visa letter from SUC, policies pertaining to Visa letter will be applicable. Visa letter will be issued only for a period of one year upon submission of documents and including current and postdated cheques as per the fee structure.
- j. In case of postponement the charge on the credit card will be deferred to the next semester.
- k. In case of cancellation of admission, the University has the right to charge the fees accrued till the date of cancellation and subsequently the bank will be informed to cease further debits.
- l. The payment of miscellaneous fee needs to be paid including tax before the services are availed.
- m. Student enrolling for repeating courses:
 - 1. Students enrolling for repeating courses only must pay fees for the repeating course vide cash / cheque within the semester for which the student is enrolled. Students enrolling only for repeating course. In a semester will not be charged for the tuition fees for that particular semester and the student will be issued a revised invoice with the new graduation plan upon successful progression to the next semester.
 - 2. Students enrolling for normal subjects and repeating course: in this case the tuition fees needs to be paid as per the invoice along with repeating course either by cash / cheque which needs to be paid within the semester for which the student is enrolled.
- n. In line with the Federal Decree-Law No. 8 of 2017 issued on Value Added Tax (VAT) will be effective as of 1st January, 2018

The following procedures will have to be abided by the students who choose the recurring payment authorization:

1. In the Debit / Credit card authorization (Recurring Payment Authorization) form the details of the card and the card owner and the tuition fees for the full academic year will be mentioned as per the student fee details. If the student is using the card details of anyone else, then letter authorizing the owner of card to pay for the student fees along with valid identification (Emirates ID) is to be furnished.
2. If a prospective student is unable to furnish the details of his card at the time of admission, the same needs to be furnished to finance department within 5 working days.
3. If the credit card / debit card expires between his periods of study, new card details to be furnished before the next debit cycle.
4. If the student wishes to replace the card details, the same has to be furnished 15 days before the next debit cycle.
5. Deferment of fees will not be allowed for any student.
6. If the student wishes to pay the tuition fees in advance by cash, they need to inform the finance department 10 days in prior to stop the recurring debit for the month/s.
7. In the event of a card being dishonored, the student will be considered as a willful defaulter and the University's policy of late fee charges will apply.
8. In case of postponement the charge on my credit card will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

The following procedures will have to be abided by the students who chose to pay the tuition fees by postdated cheques:

1. All cheques should be made payable to **SKYLINE UNIVERSITY COLLEGE LLC** and the date mentioned on the cheques should not be latter than the 10th of the month. Any exception should be ratified by the concerned official.
2. If the student is issuing cheques which is not from their account, then letter authorizing the owner of cheque to pay for the student fees along with valid identification (Emirates ID) is to be furnished.
3. No exchange of cheques is allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques.
4. In the event of a cheque being dishonored, the student will be considered as a willful defaulter and the University's policy of cheques return charges will apply.

5. Each student should ensure the honoring of their cheques as the state laws ensures maximum penalty for cheques which are returned unpaid. In the event of a cheque being dishonored the student will be penalized with a cheque return charge of AED 500/- and further acceptance of cheques from the student will be denied.
6. In case of postponement the cheques will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

v. **MISCELLANEOUS FEE**

a. **Convocation fee**

Convocation fee of AED 3,675/- VAT will be payable additionally to the total fee and will be applicable in the final year.

For international students, Graduation fee of USD 1,000/- will be payable additionally to the total fee and will be applicable in the final year.

b. **Hostel Fee payment policy**

1. The payment schedules for new and existing students will be announced by the Finance Department every year. Hostel fee for the academic year 2020 - 21 will be **AED 21,000/-**. The hostel fee shall not include mess charges.
2. Hostel fee should be remitted to the Finance Department in two installments. **(AED 10,500/- x 2 = 21,000/-)** It is mandatory that a student who avails the hostel facility should continue to stay in the hostel for minimum one year and till the end of the academic year.
3. A caution deposit of AED-1000/- has to be remitted in the finance department at the time of admission. This amount will be refunded to the students from the finance department at the time of checkout with the approval of the warden.

c. **Transportation Fee payment policy**

Transportation fees should be remitted to the Accounts Department on or before the 10th of each month, where he / she will be issued with a bus pass when they pay for their transport fees.

vi. 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 BOT.

Once approved by the BOT, 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.

vii. Graduate Program Refund Policy

Please refer ANNEXURE E - REFUND POLCY

viii. 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 Undergraduate or graduate programs. SUC offers scholarships approved by the scholarship committee. The members of the scholarship committee are as follows:

1. Vice Chancellor
2. Registrar
3. Director of Marketing and Communication
4. Deputy Director of Finance Department
5. Deputy Director of Administration Department

a. Scholarship for current students

Students who are pursuing their full time Undergraduate / Graduate 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:

1. 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.

2. Toppers award

Students who top in their specific major / concentration each academic year are awarded the Toppers award. The maximum amount that can be offered to each candidate is AED 2,500/-. The criteria for toppers award is based on the academic standing of the student in an academic year. The evidence of this is the toppers list published by Administration Department and transcripts issued by them.

2.1. A student in his / her study duration is eligible for either a fee waiver or scholarship.

2.2. Fee waiver is granted only before commencement of the intake and is a onetime grant.

3. 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 Undergraduate and Graduate 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).

3.1. 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:

- 3.1.1. The student must duly apply for sports scholarship.
- 3.1.2. 3 CGPA for graduate program
- 3.1.3. Minimum 70% attendance in all classes (Proposed 60%)
- 3.1.4. The student should not have any disciplinary proceedings against himself / herself.
- 3.1.5. Performance of the student in a particular game. A report from the coach will be taken.
- 3.1.6. Attendance during the training sessions
- 3.1.7. Support given to the Sports Department
- 3.1.8. 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:

- 3.2.1. Sports Department (Head-Sport's and Coach's Report)
- 3.2.2. Staff Sports Committee Clearance
- 3.2.3. Transcript Clearance

- 3.2.4. Fee Clearance
- 3.2.5. DAC Clearance
- 3.2.6. List of Achievements
- 3.2.7. Recommendation Letter from Advisor, HOS, Vice Chancellor

4. SCHOLARSHIP FOR MERIT STUDENTS- Students who are enlisted in the Dean's list after completion of one academic year will have to apply for the merit scholarship by completing the formalities availing scholarship. The scholarship award will be decided by the scholarship committee. For the details please refer to the student's handbook. However, if the student has been granted a scholarship under any category, they will not be considered for any other waivers.

5. PROCEDURE FOR AWARDING SCHOLARSHIPS

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

Note:

- 1. No scholarship will be carried forward to the next intake if unutilized.
- 2. Scholarship is on merit basis

General guidelines:

- 1. Student is eligible only for one type of fee waiver/scholarship throughout the period of their studies.
- 2. In case of Transfer of Credits (TOC) a maximum of 15% scholarship can be availed.

3. All undertakings and documents mentioned in the application checklist for local and international students should be completed within the first semester, non-compliance will forfeit the scholarship applied.
4. Scholarship recommendation letter must be submitted within 30 days of class commencement; non-compliance will forfeit the scholarship applied. Once the scholarship is approved the student will have to replace the cheque(s) as per the invoice issued.
5. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure before the fee waiver/scholarship. Any fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
6. If student is unable to maintain the required CGPA, scholarship will be scaled down as per the Scholarship Matrix for the remaining period of their studies and will not be reverted back to initially applied scholarship.

SR.NO	SCHOLARSHIP PERCENTAGE ON THE TUITION FEES	GRADUATE - CGPA TO BE MAINTAINED				
		[AT THE TIME OF ADMISSION]	[FULL DURATION OF STUDY PERIOD]			
		GRADUATE	CGPA 3.0 AND ABOVE	CGPA 2.75 TO 2.99	CGPA 2.50 TO 2.74	CGPA BELOW 2.49
1	50%	3.00	50%	25% / 30%/35%	15%	0%
2	35%/30% for specific MOUs	2.75 - 2.99	-	25%	15%	0%
3	25%					
4	15%	2.50 -2.74	-	-	15%	0%

Documents required:

1. Copy of Transcript (High School Cert. for undergraduate program & Degree Cert. for Graduate program),
2. Valid Identification Cards/Documents (UAE ID, Passport Copy & Valid Visa)
3. Letter confirmation for merit base scholarship of the student from School "Signed by Authorize Signatory" within 30 days of closing of batch.
4. Equivalency from the Ministry of Education, UAE within first semester
5. Student has to maintain CGPA at Skyline as per the below criteria's to continue availing the scholarship applied at the time of application.

6. If the student is unable to maintain CGPA requirement his/her scholarship will be awarded as per the above matrix.
7. In the event the CGPA is below 2.0 for undergraduate program or CGPA below 2.5 for graduate program forfeiture of scholarship will be applied.
8. Once the scholarship category drops down in lower level, it cannot be reinstated to the higher level even if the student's CGPA improves.

Please refer ANNEXURE D-SCHOLARSHIP / FEE WAIVER for more details

XXX. FACULTY MEMBERS AND THEIR CREDENTIALS

A. MBA - FULL TIME FACULTY

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Research interest	Experience	Highest Degree Earned	Degree Conferring Institution
1	Prof. Mohammad Inai'rat	Professor	MBA (Finance)	Finance and Financial Management, Accounting, Economics	Finance and Financial Management, Accounting, Economics	D. Phil in Management	Keele University
2	Prof. Naseem Abidi	Professor	Master of Science in Operation Research	Operation Research, Planning & Management	Operation Research, Planning & Management	D. Phil (Future Studies)	Devi Ahilya Vishwavidyalaya
			Master of Technology in Future Studies and Planning				
3	Prof. Gouher Ahmed (PMP)	Professor	Master of Arts in Industrial Relations	Management Science, Project Management	Management Science, Project Management	D. Phil (Management Science)	Dr. Babasaheb Ambedkar Marathwada University
			Master of Management Science				
4	Prof. J. Shanmugan	Professor	MBA (Systems with Marketing)	Marketing & International Business	Marketing & International Business	D. Phil (Management)	Bharathiar University
5	Dr. Nizar M.F. Sahawneh	Professor	Master of Arts (Economics)	Finance, Accounting, and Economics.	Finance, Accounting, and Economics.	D. Phil (Banking & Finance)	Maharaja Sayajirao University of Baroda

6	Dr. Belal Shneikat	Professor	Master of Business Administration	HR, OB, entrepreneurs hip,	HR, OB, entrepreneurs hip,	D. Phil (Business Administration)	Eastern Mediterranean University
7	Dr. Paul Katose	Associate Professor	Masters of Commerce (Business Administration)	Business management, strategy, change management, globalization, and organizational impact on society	Business management, strategy, change management, globalization, and organizational impact on society	D. Phil (Strategic Management)	Mohan Lal Sukhadia University
8	Dr Channaganu Paramaiah	Associate Professor	Master of Arts in Economics	Economics Theory, Sustainability, Money and Banking, International Finance, Macroeconomics, Trade effects on gender dynamics, dynamics of the informal sector, and risk management	Economics Theory, Sustainability, Money and Banking, International Finance, Macroeconomics, Trade effects on gender dynamics, dynamics of the informal sector, and risk management	Doctor of Philosophy in Economics	Andhra University

B. MBA – Adjunct Faculty

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Ruchi Aggarwal	Adjunct Part Time Faculty	Masters of Business Administration	Doctor of Philosophy in Management Studies	Himachal Pradesh University

XXXI. PROFESSIONAL AND COLLABORATIVE RELATIONSHIPS

The Institution has Memorandum of Understanding with various colleges/universities in Canada, UK, USA, Russia, Africa, Malaysia, Philippines, China, India and Pakistan, which facilitate the exchange of students for further studies.

SUC also maintains professional relationships with International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), International Council of Electronic Commerce Consultants (EC Council), ROBOROBO, VIRDI, CISCO, ORACLE Academy, AMIDEAST and IDP IELTS.

XXXII. ANNEXURE

A. MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

BUS6001	INTERNATIONAL BUSINESS (P)	3 CREDIT
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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-requisite: None

CIS6001	CORPORATE INFORMATION STRATEGY AND MANAGEMENT	3 CREDIT
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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-requisite: None

ECO6001	MANAGERIAL ECONOMICS	3 CREDIT
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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-requisite: None

EGV7010 E- GOVERNANCE THEORY AND PRACTICE (P,E) 3 CREDIT

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 enhances 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 E-Governance challenges in implementing the ICT and E-Governance.

Pre-requisite: None

EGV7111 EMERGING TECHNOLOGIES FOR SMART GOVERNANCE (P,E) 3 CREDIT

This course introduces students to various smart solutions by using contemporary emerging technology applications for enhancing government interactive services for the benefit of citizens. It provides the scope for students to innovatively think in providing solutions using Artificial Intelligence, Blockchain and Smart Contracts technologies for Business and community users in different dimensions

Pre-requisite: CIS6001

EGV7112 E- GOVERNANCE PROJECT MANAGEMENT (P,E) 3 CREDIT

This course explains concepts and solutions that support the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a 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 the context of E-governance projects. The course also explains the project management activities that enhance efficiency and effectiveness of e-governance projects.

Pre-requisite: CIS6001

EGV7113 SECURITY, ETHICAL AND LEGAL ISSUES OF E-GOVERNANCE (P) 3 CREDIT

The course gives students with detailed explanation of the security, ethical, social, and policy issues arising from rapidly and continuously evolving computing technology and its impact on e Governance. The course starts with clarification of security and ethical issues in relation to new frontiers of information technology, Artificial Intelligence, Virtualization, Cyber Space, IoT, Mobile Computing and Social Media. Students will learn to identify, analyze and evaluate the security and legal issues related to e-Governance.

Pre-requisite: CIS6001

FIA6001	MANAGERIAL ACCOUNTING	3 CREDIT
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This course provides a comprehensive understanding of managerial accounting. The 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 strategy. Enables students to analyze issues of design and operation of management control systems including the intended and unintended consequences of performance measurement.

Pre-requisite: None

FIA6002	FINANCIAL MANAGEMENT (P)	3 CREDIT
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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-requisite: None

FIA7210	CORPORATE FINANCE(P,E)	3 CREDIT
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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-requisite: FIA6001, FIA 6002

FIA7211	INTERNATIONAL FINANCE(P,E)	3 CREDIT
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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-requisite: FIA6001, FIA 6002

FIA7212 INVESTMENT AND PORTFOLIO MANAGEMENT (P) 3 CREDIT

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 and financial instruments available to investors. It also deals with analysis and 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-requisite: FIA6001, FIA 6002

FIA7213 MANAGEMENT OF BANKS & FINANCIAL INSTITUTIONS(P,E) 3 CREDIT

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-requisite: FIA6001, FIA 6002

IBM 7110 INTERNATIONAL TRADE POLICY AND PRACTICE (P,E) 3 CREDIT

This course gives comprehensive understanding of the Trade policy and its importance in the economic development of the country. It enables student to understand the factors affecting the development of the Trade policy and its modalities for planning strategies to conduct smooth international business. It ensures the learning on the role and importance of service providers in execution of trade policy. It exposes the students about different trade policies related to different countries.

Pre-requisite: BUS 6001

IBM7111 STRATEGIES FOR EMERGING MARKETS(P,E) 3 CREDIT

Emerging economies are transforming markets worldwide attracting multinationals, strengthening domestic firms, and launching local brands onto the global stage. This course focuses on the challenges and opportunities associated with organizational management and business strategy in emerging economies. It also offers a comprehensive, strategic marketing perspective tailored to market needs based on current research.

Pre-requisite: MKT 6001

IBM 7112 CONTEMPORARY ISSUES IN INTERNATIONAL MARKETS (P) 3 CREDIT

The course would expose the participants a deep understanding on evolving issues related to international markets. It enables the participants to identify and analyze the changing frame work of international business in line with evolving issues with reference to different international markets. It helps the participants to evaluate such issues to develop effective strategies pertinent to international markets. It ensures the participants to develop resilient strategies pertinent to ever evolving international markets.

Pre-requisite: MKT 6001

IBM7213 GLOBAL SUPPLY CHAIN MANAGEMENT(P,E) 3 CREDIT

This Course presents students the insight of global supply chain management in the context of the globalization of economies. It will enable students to understand the processes and practices in global supply chain management. Emphasis of the course will enable students to analyze and evaluate the roles and responsibilities of stakeholders in the global supply chain management. The course enables students that how to coordinate and integrate all the functions across the global supply chain to satisfy the ever changing customer demands across markets. The course will also enable students to know the increasing reach and complexity of the global supply chain and will develop the capabilities and skills to manage them.

Pre-requisite: MKT 6001, MKT6101

MAT6001 RESEARCH METHODS FOR BUSINESS DECISION MAKING(P) 3 CREDIT

The course aims to provide knowledge and skills to the students to carry out a research for effective business decision making. In this course, the students will gain an understanding of research process, methodology, design, required to collect relevant data and analyze it with applicable qualitative or quantitative techniques specifically to provide insights to solving a relevant business problem. Students will be able to learn, to prepare business research proposal, ethical issues in conducting research, analyzing data and preparing report following steps of scientific research.

Pre-requisite: None

MGM7102	STRATEGIC MANAGEMENT	3 CREDIT
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The tasks of crafting and implementing company strategies are the heart and soul of managing a business enterprise. The strategic management course prepares the students to understand why managers must carefully match company strength both to industry, competitive conditions and company resources and capabilities. This course demonstrates the importance of tailoring strategy to fit the circumstances of a company industry and competitive environment. Given its nature, strategic management requires a holistic approach and it draws upon functional modules previously studied in areas such as marketing, finance, operations and human resource management, and it integrates the skills and knowledge they provide to enable students to develop realistic responses to strategically important issues. It is intended to enhance the students' understanding of corporate issues and of the increasingly international context of corporate activity.

Pre-requisite: Successful completion of 6000 level Course

MKT6101	MARKETING MANAGEMENT	3 CREDIT
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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-requisite: ECO6001

ORB6001	ORGANIZATIONAL BEHAVIOR	3 CREDIT
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The course helps students in understanding human behavior at work. It provides students to get insights into various concepts and theories related to human behavior at individual level, group level and organizational level. By studying the course students will understand themselves and other people at work and will be able to learn how to create effective work groups to be successful in life. Students will also study about various leadership styles, conflict management strategies used in organizations while creating a sustainable organizational culture to handle issues related to organizational change.

Pre-requisite: None

PMT7010 PROJECT MANAGEMENT (P,E) 3 CREDIT

This course will equip students to break down a complex project into manageable segments, lead a diverse project team, and use effective tools to ensure that the project meets its deliverables and is completed within budget and on schedule. The course enables students to use tools and techniques of project management and also prepares them to analyze and evaluate projects.

Pre-requisite: None

PMT7111 PROJECT RISK MANAGEMENT(P,E) 3 CREDIT

This course will provide the student with a thorough understanding of Risk Management, in a systematic and iterative approach. Student will be able to apply the knowledge using risk management toolkit. Students will be able to Analyze projects using qualitative and quantitative methods and suggest methods of mitigating risks in a project management.

Pre-requisite: PMT 7010

PMT7112 PROJECT PROCUREMENT MANAGEMENT (P) 3 CREDIT

Procuring products and services is a major responsibility of project managers. With in-depth knowledge of the procurement process and cost management, students will be prepared for the complex tasks ahead. Students will study the structured procurement process, develop procurement documents, evaluate vendor proposals, draft contracts and oversee contract execution. Throughout the course, students will obtain knowledge of the dimensions and factors involved in cost, value and procurement management. Acquiring these skills will allow students to procure products and services that achieve cost efficiency and optimization in projects they manage- making them pivotal to project success.

Pre-requisite: PMT 7010

PMT7113 PROJECT TEAM MANAGEMENT & DEVELOPMENT (P,E) 3 CREDIT

Successful projects are not delivered through technical expertise alone. PM's will tell you it takes more than technical and process know-how to deliver great projects consistently. It takes the ability to manage people effectively. The most successful project managers know how to build and maintain an environment in which people are motivated to do their best work and teams capitalize on the strengths of their members. Founded on a wide range of research and real-life experiences, this course will help students understand this critical and complex resource and build their people-management skills.

Pre-requisite: PMT 7010

SHR7110 PERFORMANCE AND COMPENSATION MANAGEMENT(P,E) 3 CREDIT

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-requisite: ORB6001

SHR7111 MANAGING LEGAL ASPECT AND DIVERSITY (P,E) 3 CREDIT

This course focuses on the management of diversity in organizations covering techniques to deal with different nationalities and cultures. The course further includes legal aspects of HR that relates to articles, labour issues, contracts and safety regulations. This course also covers ethical aspects of diversity and legal issues in managing human resources in private and public organizations.

Pre-requisite: ORB6001

SHR7112 STRATEGIC HUMAN RESOURCE DEVELOPMENT (P) 3 CREDIT

This course builds on basic & advanced concepts of HRM and it is assumed that Students have at least some basic management and human resource flavor. This course will build students' knowledge and grounding in different paradigmatic approaches to Human Resource Management activities with special focus on Strategic perspective. This is advanced course in Human Resource field and will be based on both academic and corporate levels.

Pre-requisite: ORB6001

SHR7113 STRATEGIC HUMAN CAPITAL MANAGEMENT (P,E) 3 CREDIT

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-requisite: ORB6001

SML7010 LEADING THROUGH CREATIVITY AND INNOVATION(P,E) 3 CREDIT

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-requisite: None

SML7011 STRATEGIC RISK MANAGEMENT(P,E) 3 CREDIT

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-requisite: None

SML7012 STRATEGIC LEADERSHIP(P) 3 CREDIT

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-requisite: None

SML7013 MANAGING STRATEGIC CHANGE(P,E) 3 CREDIT

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

Pre-requisite: None

SUS7010 GLOBAL PRINCIPLES OF SUSTAINABILITY (P,E) 3 CREDIT

This course introduces the relevant information on the principles and practices of sustainability. The course is designed to have a comprehensive and useful practical applications as a tool to strengthen students' managerial competencies and skills as change agents for sustainability. Knowledge on sustainability as an idea and as a professional discipline promotes students abilities to deal with the earth ecosystem and humanitarian response to the urgent planetary challenges including emerging professional opportunities to positively impact change.

Pre-requisite: None

SUS7111 NATURAL CAPITAL P,E) 3 CREDIT

This course introduces natural capital and sustainable and growth in a wide variety of domains. It discusses natural capital as an asset rather than utility. The idea of keeping the natural resources intact so that future generation can enjoy similar resources. It sets out the measurement of natural capital so that the policies on compensation could be developed. The primary focus is on understanding the value of natural capital and how to deal with externalities. Also, understanding whether resources replenishable, renewable, or non-renewable and policies and applications of environmental systems.

Pre-requisite: SUS 7010

SUS7112 ECONOMICS FOR SUSTAINABLE DEVELOPMENT (P) 3 CREDIT

This course introduces economics for sustainable development with a view to understanding new constraints and challenges such as globalization, poverty, dilapidation of natural resources and the environment, and growing complexity of rules management, trade and finance. These changes have forced the need for policy analysis and a complete overhaul of existing policies. This module prepares learners to analyze the current environmental systems and ecosystems and thereby redesign new and robust environmental systems.

Pre-requisite: ECO 6001

SUS7113 SUSTAINABLE INNOVATION AND DESIGN (P,E) 3 CREDIT

This course will furnish learners with the understanding of sustainable innovation and design by acknowledging the changes in our markets and industries. It will examine a broader perspective on the development of green innovations and designs such a perspective requires a fundamental paradigm shift to a sustainable system. The course further elaborates on the analysis of capabilities of nexus work and relevant policies affecting innovation and design efforts in our environment. The exiting approaches to design, development and manufacturing will be assessed by examining real business cases.

Pre-requisite: SUS 7010

B. MBA QUALIFYING PROGRAM COURSE DESCRIPTIONS

ECO5002	ECONOMICS PRINCIPLES & PRACTICE	0 CREDIT
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This course is designed to make students with no prior theoretical background of Economics to understand the underlying principles and techniques of micro and macroeconomics. The basic understanding of this course helps students to relate the dynamics of market forces, laws of production, comparative advantages in the international trade and the decisions made in businesses under different market conditions so as to maximize the profits and minimize the cost. It further equips students to understand the influences of macroeconomics on individual businesses and its ability to sustain in the competitive environment.

Pre-requisite: None

FIA5001	ACCOUNTING PRINCIPLES & PRACTICE	0 CREDIT
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This is an introductory course in accounting which aims at giving an extensive understanding of the principles, concepts and methods of accounting to students from non-business background. The delivery would focus in imparting sufficient understanding and knowledge of the principles and concepts of accounting, and applying the principles and methods in a limited scale.

Pre-requisite: None

FIA5004	PRINCIPLES OF FINANCE	0 CREDIT
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This course aims at giving an extensive understanding of the principles, concepts, techniques and models of finance to students from non-business background. The delivery would focus in imparting sufficient understanding and knowledge of the principles and concepts of finance and applying the techniques and models in a very limited scale.

Pre-requisite: None

MAT5003	FUNDAMENTALS OF QUANTITATIVE METHODS	0 CREDIT
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This course focuses on the importance of basic statistical procedures and quantitative methods in a business environment, as well as the application of statistical techniques in order to derive conclusions about various situations. It is application-oriented, with emphasis on the fields of Business and Economics. This course teaches essential elements of data collection, use of statistical and quantitative analytical tools using excel based applications and drawing inferences based on the data.

Pre-requisite: None

MGM5005	PRINCIPLES OF MANAGEMENT	0 CREDIT
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This course focuses on the fundamental aspects management concepts for non-business major students who are pursuing MBA program. It Covers theories and practices of management in business and organizational settings and provides a balanced, comprehensive overview of the traditional management functions in planning/decision making, organizing, leading, and controlling.

Pre-requisite: None

MGM5007	OPERATIONS MANAGEMENT	0 CREDIT
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Operations management course enables students to understand the principles of producing goods and services in a competitive environment. This course aids in understanding the role of operations in improving productivity. The study of operations management emphasizes on capacity planning, MRP, MRP-II, JIT, TQM, managing competitive capabilities, process technology, scheduling, product design and quality planning and control etc.

Pre-requisite: None

MKT5006	PRINCIPLES OF MARKETING	0 CREDIT
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This course is designed to introduce students to the fundamentals of marketing and prepare them to understand how organizations adopt and design different marketing approaches to acquire, retain and develop customers with the use of appropriate marketing mix

Pre-requisite: None

C. FEE STRUCTURES (FOR AY 21-22)

i. MBA FEE STRUCTURE FOR NON-VISA APPLICANT (IN AED)

YEAR LEVEL	DESCRIPTION	INST	VAT (5%)	TOTAL	NO MONTH	FROM	TO	TOTAL	NET TOTAL LEVEL WISE
FIRST SEMESTER	APPLICATION FEES	1000.00	50.00	1050.00	1	SEP 2021		1,050.00	26,302.50
	FIRST INSTALLMENT FEE	6500.00	325.00	6825.00	1	SEP 2021		6,825.00	
	1ST SEMESTER FEES	5850.00	292.50	6142.50	3	OCT 2021	DEC 2021	18,427.50	
SECOND SEMESTER	2ND SEMESTER FEES	7500.00	375.00	7875.00	1	JAN 2022		7,875.00	26,302.50
	2ND SEMESTER FEES	5850.00	292.50	6142.50	3	FEB 2022	APR 2022	18,427.50	
THIRD SEMESTER	3RD SEMESTER FEES	7500.00	375.00	7875.00	1	MAY 2022		7,875.00	26,302.50
	3RD SEMESTER FEES	5850.00	292.50	6142.50	3	JUN 2022	AUG 2022	18,427.50	
FOURTH SEMESTER	4TH SEMESTER FEES	7500.00	375.00	7875.00	1	SEP 2022		7,875.00	26,092.50
	4TH SEMESTER FEES	5850.00	292.50	6142.50	2	OCT 2022	NOV 2022	12,285.00	
	4TH SEMESTER FEES	5650.00	282.50	5932.50	1	DEC 2022		5,932.50	
NET TOTAL MBA FEES WITH VAT								105,000.00	105,000.00
NET TOTAL FEES				TOTAL FEES		VAT 5%		NET TOTAL	
				100,000.00		5,000.00		105,000.00	

FEE PAYMENT TERMS

1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations AY 2020-2021.

2) Application Fees At the time of application, applicant must pay:

FEES	AMOUNT	VAT 5 % (IN AED)	TOTAL
Application Fee (Non-refundable)	1,000.00	50.00	1,050.00
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	6,500.00	325.00	6,825.00
Toast Master / IEEB	500.00	25.00	525.00
TOTAL FIRST PAYMENT	8,000.00	400.00	8,400.00

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

YEAR LEVEL	DESCRIPTION	INST	VAT (5)%	TOTAL	NO MONTH	FROM TO	TOTAL	NET TOTAL LEVEL WISE
FIRST SEMESTER	APPLICATION FEE	1000.00	50.00	1050.00	1	SEP 2021	1,050.00	23,887.50
	FIRST INSTALLMENT FEE	6500.00	325.00	6825.00	1	SEP 2021	6,825.00	
	1ST CHEQUE	15250.00	762.50	16012.50	1	SEP 2021	16,012.50	
SECOND SEMESTER	2ND CHEQUE	15250.00	762.50	16012.50	1	DEC 2021	16,012.50	32,025.00
	3RD CHEQUE	15250.00	762.50	16012.50	1	MAR 2022	16,012.50	
THIRD SEMESTER	4TH CHEQUE	15250.00	762.50	16012.50	1	JUN 2022	16,012.50	32,025.00
	5TH CHEQUE	15250.00	762.50	16012.50	1	SEP 2022	16,012.50	
FOURTH SEMESTER	6TH CHEQUE	16250.00	812.50	17062.50	1	DEC 2022	17,062.50	17,062.50
NET TOTAL MBA FEES WITH VAT							105,000.00	105,000.00
NET TOTAL FEES				TOTAL FEES		VAT 5%	NET TOTAL	
				100,000.00		5,000.00	105,000.00	

FEE PAYMENT TERMS

- 1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations AY 2020-2021.
- 2) Application Fees At the time of application, applicant must pay:

FEES	AMOUNT	VAT 5 % (IN AED)	TOTAL
Application Fee (Non-refundable)	1,000.00	50.00	1,050.00
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	6,500.00	325.00	6,825.00
Visa Fee (Applicable for a 1 year visa) Fully Non-refundable once visa is filed)	2,500.00	125.00	2,625.00
Visa Deposit (Refundable)	7,500.00	0.00	7,500.00
UAE National ID	525.00	26.25	551.25
1st Cheque Payment (Non-refundable)	15,250.00	762.50	16,012.50
IELTS Exam Fee	1,076.00	53.80	1,129.80
IELTS Book	1,000.00	50.00	1,050.00
Hostel Fees 1st Installment	10,500.00	525.00	11,025.00
Hostel Deposit (Refundable)	1,000.00	0.00	1,000.00
Medical Insurance (1 Years)	1,125.00	56.25	1,181.25
Toast Master / IEEE	500.00	25.00	525.00
TOTAL FIRST PAYMENT	48,476.0	1,998.80	50,474.80

iii. **MBA FEE STRUCTURE FOR INTERNATIONAL VISA APPLICANT (IN USD)**

YEAR LEVEL	DESCRIPTION	INST	VAT (5)%	TOTAL	NO MONTH	FROM T O	TOTAL	NET TOTAL LEVEL WISE
FIRST SEMESTER	1ST INSTALLMENT	6850.00	342.50	7192.50	1	SEP 2021	7,192.50	7,192.50
SECOND SEMESTER	2ND INSTALLMENT	6850.00	342.50	7192.50	1	JAN 2022	7,192.50	7,192.50
THIRD SEMESTER	3RD INSTALLMENT	6850.00	342.50	7192.50	1	MAY 2022	7,192.50	7,192.50
FOURTH SEMESTER	4TH INSTALLMENT	6850.00	342.50	7192.50	1	SEP 2022	7,192.50	7,192.50
NET TOTAL MBA FEES WITH VAT [Excluding Visa Fees][INCLUDES BOOKS & RESOURCES UTILITY]							28,770.00	28,770.00
NET TOTAL FEES				TOTAL FEES		VAT 5%	NET TOTAL	
				27,400.00		1,370.00	28,770.00	

FEE PAYMENT TERMS

1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations AY 2020-2021.

2) Application Fees at the time of Application, applicant must pay:

FEES	AMOUNT	VAT 5 % (IN USD)	TOTAL
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	6,850.00	342.50	7,192.50
Visa Fee (Applicable for a 1 year visa) Fully Non-refundable once visa is filed)	685.00	34.25	719.25
Visa Deposit (Refundable)	2,055.00	0.00	2,055.00
UAE National ID	144.00	7.20	151.20
IELTS Exam Fee	295.00	14.75	309.75
IELTS Book	274.00	13.70	287.70
Hostel Fees 1st Installment	2,877.00	143.85	3,020.85
Hostel Deposit (Refundable)	274.00	0.00	274.00
Medical Insurance (1 Years)	308.00	15.40	323.40
Toast Master / IEEF	137.00	6.85	143.85
TOTAL FIRST PAYMENT	13,899.0	578.50	14,477.50

D. REFUND POLICY

- i. Application Fee – AED 1,000/- + VAT 5% - Non-refundable / Non transferable
- ii. First Installment Fee – AED 6,500/- + VAT 5% - Refundable before the commencement of the program the student has enrolled. No refund is applicable after the commencement of the program even if the student has not attended the class or is yet to give an English or result is still awaited. A student registering after the commencement date of the intake, in such cases there will be no refund applicable under any circumstances.

iii. **Main Program**

- a. Tuition Fee: The tuition fee will be calculated until the date of official cancellation by the student or their guardian. If a student fails the English Preparatory exam after the commencement of the class and wishes to discontinue, no refund will be applicable. b.

Preparatory Course

- 1. PASS: If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will transferred.
 - 2. PASS: If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded
 - 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 and the student has to pay the postponement fee as per the published Miscellaneous Fee Structure of AY 2021-22 and the new fee structure will apply.
 - 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
 - 5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester in such case student's conditional admission will be canceled with no refund.
- b. **Postponement:** If the student wishes to postpone to the next intake before the commencement of the program, 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 after batch commencement if even the student has

not attended any class the student has to pay the postponement fee as per the published Miscellaneous Fee Structure of AY 2021-22 and new fee structure will apply. [Not applicable for visa, visa-embassy letter & international students]. 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.

- c. **Scholarship/Fee Waiver/Recommendation:** If the student is on any scholarship / waiver, the same is applicable only if the 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 the release of any academic & non-academic documents.

iv. **Visa Students – Local**

- a. **Tuition fees:** 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 the release of any academic & non-academic documents. 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. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.
- b. **Visa:** If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the Application fee (AED 1,000/-) + AED 500/- as service charges from the visa fees and refund the remaining fees. 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 and the rest of the fees (Passport Guarantee & 1st Cheques Payment) will be refunded. 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. Visa charges are fully non-refundable once the visa is filed to Immigration Authorities
(subject to change as per Government rules and regulations). Postponement to the next intake will not be allowed.

c. Preparatory Course

1. PASS: If a student successfully passes the Preparatory Course and wishes to join the degree program the first installment fee will be transferred.
2. PASS: If a student successfully passes the Preparatory Course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.
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 the postponement fee as per the published Miscellaneous Fee Structure of AY 2021-22 and the new fee structure will apply.
4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases no refund will be applicable to the First Installment fees.
5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement within the first semester, in such case student's conditional admission will be canceled with no refund.

v. Visa-Embassy Letter Case

- a. **Tuition Fees:** If the student wishes to cancel the program in between, fees accrued until the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents. 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. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.
- b. **Preparatory course**
 1. PASS: If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will be transferred.
 2. PASS: If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.

3. The first installment fee can be transferred to one subsequent intake only, if the student officially fills-up postponement form with an applicable fee however, the new fee structure will apply.
 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
 5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will be canceled with no refund
 6. First Cheques Payment: English Preparatory course - In case, the student fails any of the placement tests, the first cheques payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the first installment fee of the Main Program.
- c. **Visa:** If the student is granted a visa based on the letter issued by SUC, no refund of fees paid till the First Semester is applicable. In case, when the 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 canceled and no refund of first semester fees. If the visa is rejected and the 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. Once a visa letter issued by SUC has been used, postponement to the next intake will not be allowed. 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.
- d. In case the minimum class size policy is not being met and students wish to cancel the admission on or before the last day of admission, only application fees will be deducted and remaining amount will be refunded. However, if the student agree to join/shift to another major/concentration and wish to cancel thereafter, no refund will be applicable.

vi. Visa Students – Overseas

- a. First Installment Fee: (as per the fee structure) Nonrefundable / Nontransferable.
- b. Tuition Fee: 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. The first installment fee can be transferred to one subsequent intake only. If the student officially fills-up postponement form with the applicable fee. However, a new fee structure will apply. Once the student has come & attended the class, no postponement will be allowed. If the student fails the English Preparatory exam and wishes to discontinue, SUC will retain the first installment fee along with visa and entrance exam fee and refund the remaining fees (passport guarantee & hostel deposit).
- c. **Preparatory course**
 1. PASS: If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will be transferred.
 2. PASS: If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee will not be refunded.
 3. The first installment fee can be transferred to one subsequent intake only, if the student officially fills-up postponement form with an applicable fee however, the new fee structure will apply.
 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
 5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement within the first semester, in such case student's conditional admission will be canceled with no refund. Any outstanding fee has to be cleared.
 6. In case, the student fails the English preparatory program and placement exam, the first installment payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the first installment fee of the Main Program.

- d. **Visa Fee:** USD 1,781/- + VAT 5% Non-refundable / Non-transferable. If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the first installment fee and refund the remaining fees. 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. The rest of the fees (Passport Guarantee & 1st Cheque Payment) will be refunded. Visa charges are non-refundable once the visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to the next succeeding intake, the visa postponement charge as per the published Miscellaneous Fee Structure of AY 21-22 applies. If the student cancels the degree program after the visa is applied there will be no refund of the visa fee as well as the First Installment fees
- e. **Hostel:** Once the hostel is booked and the student wishes to cancel, the student is liable to pay for the complete year.
- f. **Postponement:** Once the student has come & attended the class, no postponement will be allowed.
- g. **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.

vii. **Class Size Policy is not met**

- a. **If class size is not met at the beginning of the batch/ Cohort:**
 - 1. Student will be shifted to another major / concentration as per the undertaking form signed by the student at the time of admission in which case the fees paid will be adjusted
 - 2. If the student, after shifting to another program at SUC, wishes to cancel his admission within one week of commencement of the semester, fees paid will be refunded.

b. If class size is not met at any stage during the conduct of the program:

1. If the class size policy is not met at any stage during the conduct of the program, the student will be shifted to another major/concentration as per the undertaking form signed by him at the time of admission. After joining the new major / concentration and if the student is not satisfied and decides to cancel within one week of the commencement of the semester, fees paid for the semester will be refunded. However, if he cancels after one week of commencement no refund will be applicable.
2. Student may cancel his admission and transfer to any other University. In such case the required letters will be given by SUC to the student at no additional charges. The transcript for the completed courses will be given provided no dues are outstanding.

E. SCHOLARSHIP / FEE WAIVER (FOR AY 2021-22)

The fee waiver considered for students joining Graduate program will be as follows:

SCHOLARSHIP / FEE WAIVER - Graduate - 2021-22					
LOCAL					
1. SUC UG STUDENT					
PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES
15.00%	100,000	9,720	90,280	4,514	94,794
REQUIREMENTS		1. Attested Bachelor Degree Certificate			
2. SIBLING					
PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES
15.00%	100,000	9,720	90,280	4,514	94,794
REQUIREMENTS		1. Passport copies of the students proving the relationship (Only applicable to direct relations only)			
		2. Any other document to prove the relationship.			
3. INDUSTRY					
PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES
10.00%	100,000	6,480	93,520	4,676	98,196
REQUIREMENTS		1. Labor Card or Employment Card			
4. GOVERNMENT / BANK					
PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES

UAE LOCAL APPLICANT - 10%	100,000	6,480	93,520	4,676	98,196
EXPATRIATE APPLICANT - 10%	100,000	6,480	93,520	4,676	98,196
REQUIREMENTS		<ol style="list-style-type: none"> 1. Scholarship Sanction Form 2. Letter of Recommendation from the Government / Bank 3. Certificate of Employment 4. Copy of Transcript (Bachelor's Degree) 5. Signed Undertaking (Form #: MKTG-030) 6. Proof of Identity (UAE ID, Passport Copy & Valid Visa) 			
5. MOU AGREEMENT [CONSULATE / EMBASSY / CLUB / CHURCH / CORPORATE/ GOVT / BANK / ASSOCIATIONS]					
PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES
15%	100,000	9,720	90,280	4,514	94,794
25%	100,000	16,200	83,800	4,190	87,990
30%	100,000	19,440	80,560	4,028	84,588
35%	100,000	22,680	77,320	3,866	81,186
50%	100,000	32,400	67,600	3,380	70,980
REQUIREMENTS		<ol style="list-style-type: none"> 1. Scholarship Sanction Form 2. Letter of Recommendation from the Government / Bank / Consulate / Private / Club 3. Certificate of Employment (Applicable for working students) 4. Copy of Transcript (Bachelor's Degree) 5. Signed Undertaking (Form #: MKTG-030) 6. Proof of Identity (UAE ID, Passport Copy & Valid Visa) 			
6. MERIT BASED					

PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES
10.00%	100,000	6,480	93,520	4,676	98,196
REQUIREMENTS		1. CGPA OF 3.5 & Above			
7. NEED BASED					
PERCENTAGE	GRADUATE PROGRAM FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES
10.00%	100,000	6,480	93,520	4,676	98,196
REQUIREMENTS		1. Upon approval from Committee Member			
INTERNATIONAL					
1. MOU AGREEMENT [SCHOOLS /SCHOLARSHIP BOARDS / AGENTS]					
PERCENTAGE	GRADUATE PROGRAM FEES - USD	FEE WAIVER - USD	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES - USD
15%	27,400	2,658	24,742	1,237	25,979
25%	27,400	4,431	22,969	1,148	24,117
30%	27,400	5,326	22,074	1,104	23,178
REQUIREMENTS	1. Scholarship Sanction Form 2. Letter of Recommendation from the School / Scholarship Board / Agents 4. Copy of Transcript (High School) 5. Signed Undertaking (Form #: MKTG-029) 6. Proof of Identity (Passport Copy)				

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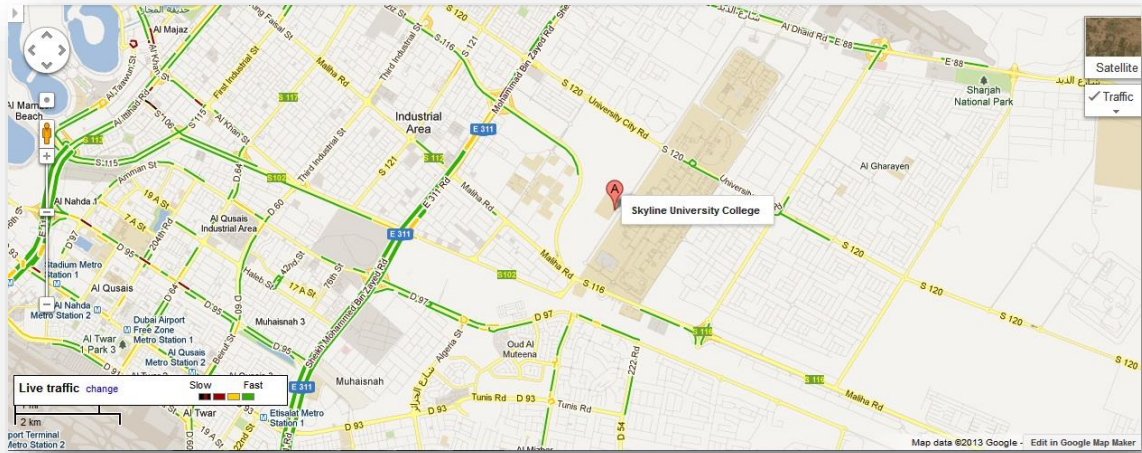
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XXXIV. LOCATION MAP



LIST OF ABBREVIATIONS

ABBREVIATION	FULL FORM
BBA	Bachelor of Business Administration
BOT	Board of Trustees
BSIT	Bachelor of Science in Information Technology
CAA	Commission for Academic Accreditation
CLO	Course Learning Outcomes
DSOB	Dean of School of Business
DSOIT	Dean of School of Information Technology
DOMC	Director-Marketing & Communications
DPR	Director - Government And Public Relations
DASS	Director -Academic Support Services
DVC	Deputy Vice Chancellor
DIRQAOA	Director of Institutional Research, Quality Assurance, Outreach and Accreditation
FDP	Faculty Development Program
HRD	Human Resources Department
HOGE	Head - General Education
IRQAOA	Institutional Research Quality Assurance Outreach & Accreditation
KPI	Key Performance Indicator
LRC	Learning Resource Committee
MBA	Master of Business Administration
MOE	Ministry of Education
PSDP	Professional Skills Development Program
SBJ	Skyline Business Journal

SOB	School of Business
SOIT	School of Information Technology
SUC	Skyline University College
TOC	Transfer of Credit
VC	Vice Chancellor