

SKYLINE UNIVERSITY COLLEGE
UNDERGRADUATE 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. MESSAGE FROM THE DEAN SCHOOL OF INFORMATION TECHNOLOGY

It gives me great pleasure to welcome you to the school of Information Technology (SOIT) which is part of Skyline University's vibrant and dynamic environment with a clear vision of becoming a leading university that is internationally recognized.

At the school of IT, one of our goals is develop and offer sound academic Information Technology programs that adhere to national and international standards, and that are always in line with emerging industries and global trends. This is true for the existing Bachelor of Science in Information Technology (BSIT) program with concentration in Enterprise Computing, which is in the process of being accredited by the American Accreditation ABET.

At the School of IT, we continually study the local and global markets for new programs especially in areas that are part of the UAE Vision. We also focus on offering our students the best available learning recourses to make learning and teaching an enjoyable and fruitful experience.

Students can take advantage of the library, the open computer labs, the innovation center, the IEEE student Club, and can participate in numerous curricula and none curricula activities. In addition to the Student Professional development program - which is an excellent idea - to prepare students for their future careers and helping them find the best jobs in the market.

In addition to what I just mentioned, at skyline university we highly value our students and we cater to them the best of education with a flexible scheduling system that accounts for working students thus offering evening and weekend classes. This is of course coupled with an excellent student follow-up system that monitors and guide students step by step from the day they join skyline until graduation. Of course, once students are graduated we still keep in touch with them through our comprehensive alumni system.

At the School of Information Technology, we make sure that our faculty members are always at the top of their profession, and that they continue to develop themselves professionally, in research, and even in community service.

Our faculty members work hard not just to deliver their courses using the best teaching and learning Pedagogies, but they also keep close contact with the community, industry, and other local and international top universities.

In conclusion, I thank you for choosing the School of Information Technology at SUC.

Professor Ghassan Issa

The Dean of School of Information Technology

V. 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

VI. 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

VII.ACADEMIC AFFAIRS COUNCIL MEMBERS

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

VIII. 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 study at SUC
Academic Year	The period from September to July which consists of Fall, Spring and Summer semesters
Adding / Dropping	Addition or dropping courses from the course plan within two weeks of starting the semester [dropping within one week]
Additional Degree	Students with good standing CGPA of 2.0 and above are eligible to enroll for an additional degree in another major by completing a total of 141 credits (120 credits earned from first degree and additional 21 credits for major requirements of second degree)
Admission	Process through which students undergo while being admitted in SUC
Advisor	A faculty member with the closest expertise relevant to the student's field of study, assigned to the group of students
Alumni	Former students who have graduated from SUC
Articulation	Agreement or arrangement with other accredited universities/institutions
Bachelor's Degree	An award of degree on completion of 120 credits
BBA	Bachelor of Business Administration
BSIT	Bachelor of Science in Information Technology
Cancellation	A student who wishes to discontinue the study for the semester
Capstone	A mandatory course offered to Senior status students having a minimum pass grade of 'C', with no Transfer Of Credit allowed and is a requirement for graduation.
Catalog	Comprehensive information about the admission and academic policies, programs offered, academic progression and course descriptions of courses offered in SUC
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

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 an institution offers consisting of 15 weeks
Senior Status	Successful completion of 90 credits
SO	Sophomore
SR	Senior
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

IX. ABOUT UAE AND 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.

X. 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.
 - e. To develop ethically responsible business managers and leaders.

D. SCHOOL OF INFORMATION TECHNOLOGY VISION AND MISSION

- i. **Vision**
To be internationally recognized school that nurtures academic excellence, innovation, research and emerging ICT skills.
- ii. **Mission**
To serve industry and society by offering futuristic academic programs in the field of Information Technology that are carefully planned, executed, and continuously improved for stimulating excellence, creativity, innovation and leadership in related areas of research and education for faculty as well as students and to prepare graduates who will be successful professionals be engaged in lifelong learning and who will be committed to serve their community.

iii. **Goal and Objectives**

Goal

To continue to serve with dedication in the field of Information Technology education to meet the changing needs of society and to develop responsible IT professionals, who are engaged in lifelong learning and community service.

Objectives

1. To develop and offer sound academic Information Technology programs that adhere to national and international standards in line with emerging industries and global trends.
2. To use continuous improvement procedures in academic programs, research, learning resources and learning environment, and community service.
3. To develop graduates who are professionally ready to compete in local and global job markets, and who are capable of continuing their education and research activities.
4. Encourage students to use their effective communication skills, innovative thinking, and technical background to conduct themselves in a professional and ethical manner to provide services that support the community and the region.
5. To strengthen stakeholder's involvement and extend the collaboration with top worldwide educational and research institutions as well as industry leaders and government agencies to arrive at an eco-system that fosters innovation and research, academic excellence, and industrial expertise for both students and faculty.

E. LICENSURE

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

ii. SCHOOL OF INFORMATION TECHNOLOGY

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

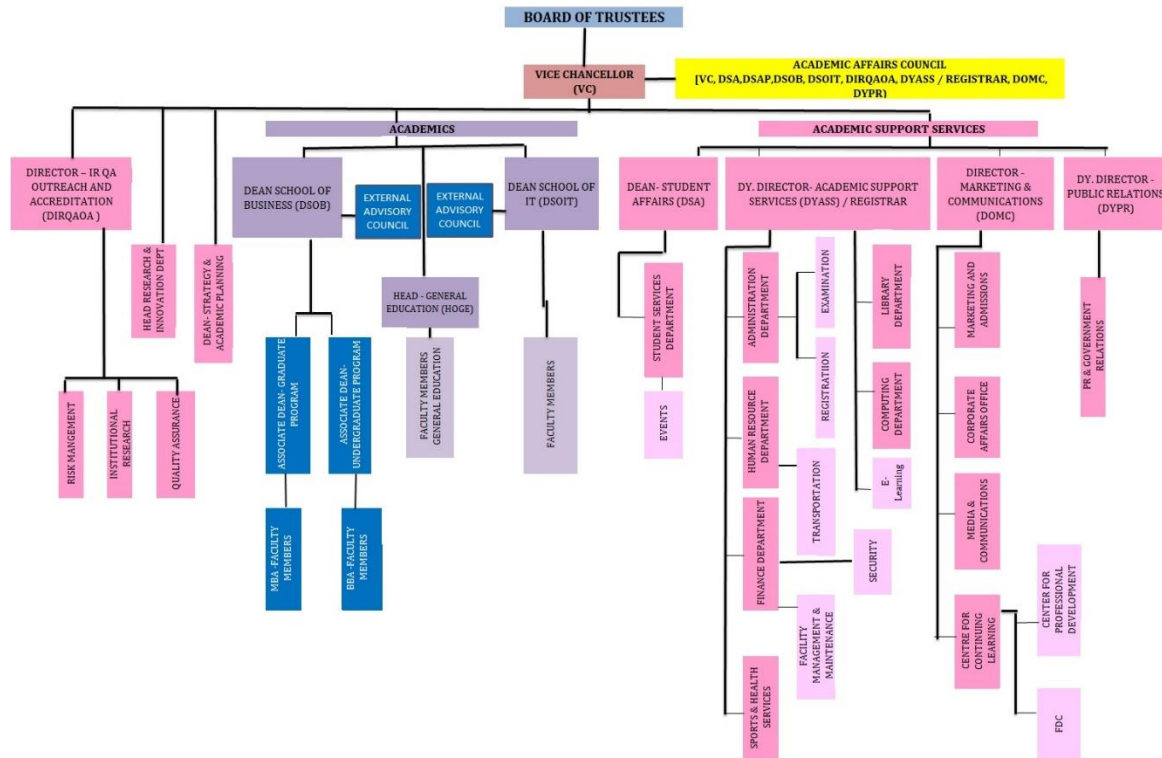
F. PROGRAM ACCREDITATION

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 Information Technology - Undergraduate Program			
Bachelor of Science in Information Technology with Concentration in Enterprise Computing	October 16, 2017	February 18, 2022	February 17, 2025

G. 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.

H. ORGANIZATION STRUCTURE



I. WHY SKYLINE?

i. INSTITUTIONAL

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

ii. ACADEMIC EXCELLENCE

- a. Faculty and Staff from professional fields with diverse national and educational backgrounds
- b. Focused research environment to integrate scholarly work into curriculum development and delivery
- c. Regular curriculum update to meet industry requirement
- d. Innovative teaching methodologies used in the class room
- e. 5 Star QS rating on Teaching and 4 Star on Academic Development
- f. 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

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 programs:

- i. Bachelor of Business Administration in International Business
- ii. Bachelor of Business Administration in Marketing and Retail Management
- iii. Bachelor of Business Administration in Tourism and Hospitality Management
- iv. Bachelor of Business Administration in Information System
- v. Bachelor of Business Administration in Accounting and Finance
- vi. Bachelor of Business Administration in Public Administration
- vii. Bachelor of Business Administration in Human Resource Management and Psychology
- viii. Bachelor of Business Administration in Innovation and 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

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

A. BBA PROGRAM INFORMATION

i. BBA Program Overview

Skyline University College conducts an undergraduate program leading to the award of Bachelor of Business Administration degree in Accounting and Finance, Information Systems, International Business, Marketing and Retail Management, Tourism and Hospitality Management, Public Administration, Human Resource Management and Psychology and Innovation and Entrepreneurship is equipped to meet the needs of dynamic national, regional and global business environments. A student studying Bachelor Business Administration will be exposed to all fields of business education that includes General Education, Business and Management Education.

ii. BBA Program Rationale

The Business in Gulf and UAE in specific has witnessed tremendous growth in business activities in the recent years. Though Oil and Gas industry is Emirate's main industries, which underpin the country's considerable prosperity, yet, trade and tourism have become the key engines of growth. Its plentiful hydrocarbon resources and successful diversification drive makes it an economy with apparent robust prospects. As a member of the Gulf Cooperation Council (GCC), the UAE participates in the wide range of GCC activities that focus on economic issues. These include regular consultations and development of common policies covering trade, investment, banking and finance, transportation, telecommunications, and other technical areas, including protection of intellectual property rights.

UAE is the hub of several multinational corporate houses and leading organizations, bringing UAE on the international map as one of the leading cosmopolitan nation.

Despite having the fourth largest oil reserves in the world, the oil sector accounts for less than a third of the UAE's GDP. Trade, tourism, real estate and the growing financial, manufacturing and services sector are key non-oil drivers of the economy. Continuous economic growth coupled with increasing population rate from more than 185 nationalities has given a substantial contribution to business in the UAE.

This scenario calls for quality business education for developing human capital to fulfill the needs of various business activities. One of the most important drivers of any successful economy is its human resources and with the visible trends it is imperative now to have international quality higher education in business management, made available in the UAE.

iii. BBA Program Goals

- a. To improve skills in effective business communication, problem solving, decision making, computer and numerical capabilities.
- b. To equip students with advanced business acumen that helps them understand the key business functions and the links between them.
- c. To stimulate higher order thinking skills among students; required to specialize in their respective areas of study.
- d. To develop competitive skills and competencies of students through meaningful industry interaction, thereby improving their employability.
- e. To provide a conducive value based learning environment to the students during their study and inculcate a habit of lifelong independent learning for continuous growth and development.

iv. BBA Program Learning Outcomes (LO)

Students will be able to:

- a. Demonstrate an understanding of various concepts of business management
- b. Explain the relationship between business, culture, values and ethics and services to communities.
- c. Demonstrate the application of skills in communication, mathematics and computers to meet business requirements.
- d. Demonstrate capacity for critical enquiry, logical thinking, and use analytical skills to solve business and management problems.
- e. Apply acquired knowledge in business environments
- f. Synthesize theory and practice within the sphere of their respective areas of majors for effective decision making.

B. BBA GENERAL EDUCATION DETAILS

i. Introduction

The general education program at the BBA level is designed to develop a well-rounded personality. The courses aim at improving communication and interpersonal skills along with instilling in students lifelong learning attitude. An all-inclusive knowledge base that is provided to the students encompassing science, computing, humanities, and culture inculcates a sensitive and scientific temper in the young professionals.

ii. BBA General Education Goals

- a. To improve communication skills in English and Arabic language.
- b. To develop mathematical, analytical skills, identify qualitative and quantitative relationships and utilize logical thinking.
- c. To develop an understanding of cultural diversity, social responsibility and ethical values.
- d. To develop a sound knowledge of Islam culture, UAE culture and history.
- e. To develop a scientific temper among students by introducing them to the basic concepts of natural sciences.
- f. To enable students to use Information Systems tools to analyze, describe and present data effectively using emerging technologies
- g. To develop well-rounded personalities in students enabling them to pursue excellence in career and as members of society.

iii. **BBA General Education Learning Outcomes (LO)**

Student will be able to:

- a. Communicate effectively in Arabic and English
- b. Demonstrate skills in problem solving through the application of mathematical and statistical tools
- c. Identify and critically evaluate ideas, structure clear and persuasive arguments based on an analysis and presentation of evidence.
- d. Explain culture, ethical values with a view to understanding of the global community
- e. Explain Islamic culture, UAE culture and history
- f. Demonstrate an understanding of basic scientific principles for practical application and decision-making.
- g. Demonstrate skills of information technology in effective data processing and analyzing
- h. Demonstrate understanding and apply life skills for self-improvement and enhancing relationships with others

C. BUSINESS EDUCATION DETAILS

i. Introduction

The Business Education Program aims at providing conceptual background to the students in core business and management areas. Program contents have been designed to expose students to the functions of business, organization structure and design, finance and legal aspects of business towards developing an attitude for conducting and leading business enterprises effectively and innovatively.

ii. Business Education Goals

- a. To develop business competencies among students to meet the challenges of business environment.
- b. To develop conceptual clarity of business management processes in the functional areas.
- c. To develop business decision making skills through business analytics
- d. To develop research skills in understanding business trends and practices.
- e. To inculcate values and ethical behavior necessary for conducting business.

iii. **Business Education Learning Outcomes (LO)**

Student will be able to:

- a. Gain knowledge of economics, finance, management, marketing, business systems and innovative business practices
- b. Demonstrate understanding of multicultural and ethical issues in business and management practice
- c. Develop skills in business management and research techniques
- d. Analyze micro and macro business environments for effective decision making and formulating business strategies
- e. Relate best practices in industry through professional interaction

D. BBA IN INTERNATIONAL BUSINESS

i. Introduction

The UAE by virtue of its location between Asia major and African continents provide crucial advantage for exports and re-exports from this region. In addition to the location advantage the economic policies on imports and exports and free zone facilities extended to manufacturing, trading and logistics for products and service sector has led to an exponential growth in foreign direct investments and foreign trading activities. To understand and operate international business transactions and to participate in strategic management decision process, qualified manpower in this field is required. BBA in International Business provides the details of operations and management of international business in its various dimensions and contexts and equips the students to execute their responsibilities. BBA in International Business gives students an opportunity to focus and understand how business is conducted on a global scale, and how it is different from a domestic enterprise.

ii. International Business - Goals

- a. To develop an understanding of international business operations.
- b. To enable students understand the role of direct foreign investments, international monetary agencies and international trade organizations.
- c. To provide awareness of the best practices in international business decision making of the functional areas of management including business projects.
- d. To develop an understanding of issues in international business strategies and multicultural influences.

iii. International Business – Learning Outcomes (LO)

Student will be able to:

- a. Demonstrate an understanding of operations of international trade organizations.
- b. Use techniques of logistics and supply chain management
- c. Demonstrate skills in managing clients and customer relationships globally
- d. Apply functions, tools and techniques of international business operations and marketing
- e. Apply knowledge and skills in the areas of project planning, scheduling, budgeting and controlling
- f. Evaluate policies and formulate appropriate strategies for international business organizations

E. BBA IN MARKETING AND RETAIL MANAGEMENT

i. Introduction

The UAE is significantly moving away from oil dependent economic activities in the recent past and it is making its presence felt extensively in the fields of retail trading, investment and retail banking, logistics and supply chain management and marketing of various other services and products. It is among the countries witnessing fastest growth of retailing in terms of new stores opening and job creation. All these sectors require qualified and trained manpower in the relevant fields of Marketing and Retail Management

BBA in marketing and retail management is intended to prepare students to comprehend basic marketing and retail management concepts and operations. As this program progress, it aims at making students understand various facets of marketing and retail management in the ever-changing business environment. BBA in marketing and retail management infuses pragmatism into the theory and empowers students to apply the concepts in work context. It also prepares students to pursue higher academic pursuits in the field of marketing and retail management.

ii. Marketing And Retail Management Goals

- a. To develop an understanding of various dimensions of marketing and retail management concepts to analyze market situations.
- b. To develop skills to communicate with target markets.

- c. To develop understanding of marketing and retail management processes and operations in distribution and supply chain management
- d. To develop analytical thinking, evaluating and solving marketing and retail management problems.

iii. Marketing and Retail Management Learning Outcomes (LO)

Student will be able to

- a. Demonstrate an understanding of concepts, principles and theories of marketing and retail management functions
- b. Demonstrate the use of skills, tools and techniques for problem solving in marketing and retail management operations
- c. Apply marketing and retail management concepts and techniques to analyze market trends
- d. Plan, analyze, implement and evaluate the marketing and retail management programs under various situations of businesses.
- e. Evaluate policies and formulate appropriate, marketing and retail management strategies for business organizations.

F. BBA IN TOURISM AND HOSPITALITY MANAGEMENT

i. Introduction

The tourism and hospitality industry is one of the leading global economic activities, and the largest employer worldwide. The WTTC (World Travel and Tourism Council) has, in its long-term forecast predicted the number of international travelers alone doubling from 700 million to 1.6 billion, in near future.

The tourism and hospitality sector in UAE is in the forefront of the entire Gulf and the Middle East region. Being one of the primary contributors to the GDP in the region tourism finds place of pride in long-term strategic plans for development of UAE. The country has made its mark as a safe destination extending the traditional 3'S' (Sun, Sand and Sea) factor of destination attraction to 5'S', which includes Safety and shopping as a major feature for the UAE visitors. According to WTTC, in 2016 travel and tourism directly supported 317,500 jobs (5.4% of total employment). This is expected to rise by 2.4% pa to 410,000 jobs (5.9% of total employment) in 2027.

BBA in tourism and hospitality management produces skilled manpower which meets the exponential growth in the air-transport, accommodation, tour operation, MICE, cruise companies, event management, catering companies, museums and cultural venues, and retail sectors in the region and world - wide.

ii. Tourism And Hospitality Management - Goals

- a. To develop an overall understanding of the dynamics of tourism and hospitality sector with a reference to its background, modern practices and future prospects.
- b. To develop an understanding of core concepts in the areas of tourism and hospitality.
- c. To develop managerial and operative skills for performing various functions in tourism and hospitality.
- d. To develop analytical and evaluating skills for problem solving in tourism and hospitality issues.

iii. Tourism And Hospitality Management - Learning Outcomes (LO)

Student will be able to

- a. Demonstrate an understanding of the concept of tourism system and its impacts on economy, culture and environment for tourism development.
- b. Demonstrate an understanding of hospitality business, its departments and their functioning.
- c. Integrate Information Communication Technology in tourism and hospitality for effective operations and management.
- d. Apply skills of management for managing functions of tourism and hospitality businesses.
- e. Plan and organize events, itineraries and perform tourism and hospitality operations.
- f. Evaluate and formulate strategies for tourism and hospitality enterprises.

G. BBA IN INFORMATION SYSTEM

i. Introduction

Information Systems form the backbone of Business Enterprises. Organizations, irrespective, of their business paradigms rely heavily on functional, cross-functional, and industry information. The growth in Secured Information Technology has fueled the information revolution, providing access anytime, anywhere to corporate information, thus enabling rational decision making.

BBA in Information Systems is designed to develop Technologically Expert Knowledge workers who are well versed with technological aspects of information, and understand the business functions and is intended to utilize the emerging concepts in Information System.

ii. Information System- Goals

- a. To develop understanding of Information Systems in major business functions and processes.
- b. To develop understanding of uses and designs of Information systems in an organization
- c. To develop business decision making skills by applying various Information Systems methods
- d. To develop understanding of ethical use of Information Systems.

iii. Information System- Learning Outcomes (LO)

Students will be able to

- a. Demonstrate an understanding of information systems, functions, processes, project management and emerging trends
- b. Apply cloud computing models to manage application and databases in organizations.
- c. Analyze the system requirements for IS adoption in organizations
- d. Evaluate impacts of internet security in local and cloud context.

H. BBA IN ACCOUNTING AND FINANCE

i. Introduction

The Bachelor of Business Administration program in Accounting and Finance is designed to developing an understanding of the students in functional and operational areas, assessing and managing risks of organizations. Accounting and finance being an important area of business with multiple stakeholders, the importance of ethical behavior is adequately emphasized in the program. With UAE becoming a financial hub, the program is intended to address the need of conventional accounting and financial systems, Islamic finance and derivatives. This major also emphasizes the role of information technology in developing problem solving, decision - making skills in the effective discharge of responsibilities.

ii. Accounting and Finance - Goals

- a. To understand the functions of accounting & auditing and the processes of ethical financial decision making.
- b. To understand the functions and roles of financial markets and financial institutions.
- c. To develop analytical and evaluating skills relating to corporate finance, taxation, portfolio investments and Islamic finance.

iii. Accounting and Finance- Learning Outcomes (LO)

Student will be able to

- a. Demonstrate an understanding of the structure and functioning of financial system including Islamic Finance.
- b. Explain the importance of ethics in discharging accounting and finance functions.
- c. Develop skills of preparing, presenting and analyzing financial statements, and auditing books of accounts.
- d. Apply technology in the functions of accounting and finance.
- e. Analyze financial management issues with respect to the organizational perspective.
- f. Evaluate investment decisions, capital structure and working capital management.

I. BBA IN PUBLIC ADMINISTRATION

i. Introduction

The UAE is a federation of seven Emirates with a Federal government overseeing certain key areas of government function that are representative of a nation state. The major functions that the Federal government discharges include External Affairs, Defense, National Security and Post and Telegraph besides a few others. The seat of the federal government is in the capital city of Abu Dhabi which is also the largest Emirate. Each Emirate has its own government mainly looking after law and order, municipal functions, industry and trade. All these functions are carried out through ministries and departments of the government both at the federal as well as the emirates level. Planning, Policy and implementation of government programs are the responsibility of these departments. In the present global scenario these government organizations function with high degree of efficiency and professionalism.

To maximize the social welfare and optimization of resources, public administration activities are key elements wherein the efficiency of administrative service plays an important role. The human resources development is essential to provide effective service to the community. BBA in Public Administration focuses on training manpower for effective administration, urban management, formulating policy and implementation, managing environment and public sector activities. It also focuses on developing manpower for disaster management and E-Governance

ii. Public Administration - Goals

- a. To develop an understanding of various principles of public administration planning and implementation of policies.
- b. To develop an understanding of the approaches on E-Governance and Disaster management
- c. To examine new approaches for managing sustainability of environment and the economy
- d. To develop an understanding of implications in planning and policy development in public organizations

iii. Public Administration – Learning Outcomes (LO)

Students will be able to

- a. Demonstrate an understanding of principles and theories of public administration
- b. Examine the impacts of Environment for managing economic sustainability
- c. Analyze various models of E-Governance
- d. Assess international relations for appropriate foreign policy directions
- e. Evaluate policies and formulate appropriate strategies for planning and managing public organizations

J. BBA IN HUMAN RESOURCE MANAGEMENT AND PSYCHOLOGY

i. Introduction

This major is designed to provide an understanding of issues in HR and Psychology and be able to appreciate the importance of psychology in understanding human behavior and the impact on the work environment. In the new millennium the major issues for Human Resource Management is to recruit, motivate and retain high performing employees because it has an influence on team work and organization productivity. This major focuses on courses which helps in understanding recruitment and selection, training and development and managing conflict at work in compliance with the legal frame work of the region. The major also covers understanding of concepts of Psychology and its application related to cognition, counselling and the role of positive psychology in improving the performance of employees in the organization.

ii. Human Resource Management And Psychology – Goals

- a. To develop an understanding about human behavior by studying various concepts of psychology.
- b. To examine various areas of HRM like Recruitment and selection, Training and Development, Performance management, Compensation Management and Strategic Management
- c. To apply various psychological concepts in different areas of Human Resource Management to have a good understanding of human behavior at work and focus on developing individuals to enhance their engagement and productivity levels.

iii. Human Resource Management And Psychology - Learning Outcomes (LO)

Student will be able to

- a. Demonstrate an understanding of the concepts and integration of Psychology into Human Resource Management.
- b. Apply the knowledge of psychology to understand Human behavior at work.
- c. Analyze various aspects of Human Resource Development and its impact on employee performance
- d. Analyze the role of counseling in solving issues related to work environment.
- e. Design Human Resource Management strategies for enhancing productivity in an organization
- f. Evaluate various aspects of UAE Labor Law and diversity issues in organizations

K. BBA IN INNOVATION AND ENTREPRENEURSHIP

i. Introduction

Innovation and Entrepreneurship play an important role in the social and economic development of any economy in the world. Entrepreneurial start-ups strengthen the economy by identifying new opportunities and redirecting resources to them. Established firms need to be innovative in order to develop competitive advantage for survival in the new millennium. This major focuses on the skills necessary for the planning, development and launch of entrepreneurial and innovative ventures. This major will help in understanding the functioning of small and medium firms owned by family businesses, managing brands and role of social entrepreneurship in the society.

ii. Innovation And Entrepreneurship - Goals

- a. To develop an understanding of various concepts related to Entrepreneurship and Innovation
- b. To examine the importance of Social Entrepreneurship in the new millennium
- c. To develop analytical skills in problem solving of the small and medium enterprises
- d. To develop evaluations skills in launching new ventures and managing the enterprises

iii. Innovation And Entrepreneurship – Learning Outcomes (LO)

Student will be able to

- a. Demonstrate an understanding of the concepts and role of innovation and Entrepreneurship in the economic development.
- b. Analyze the strategies of new ventures and existing firms for the growth and development
- c. Develop a business plan for innovative social and commercial startup ventures
- d. Evaluate the ethical issues in managing small and medium enterprises

L. BACHELOR OF BUSINESS ADMINISTRATION COURSES

i. GENERAL EDUCATION COURSES

Code	Course	Credits	Prerequisite	Course Type
CIS1001	Essentials of IT	3	NONE	Core Course
CIS2102	Emerging Technologies	3	CIS1001	Core Course
ENG1001	English	3	NONE	Core Course
ENG1102	Business Communication (PSDP Integrated)	3	ENG1001	Core Course
GEN1001	Core Life Skills and Happiness(PSDP Integrated)	3	NONE	Core Course
GEN1002	UAE Society	3	NONE	Core Course
GEN1003	Critical Thinking and Problem Solving	3	NONE	Core Course
GEN2004	General Science	3	NONE	Core Course
GEN2005 / GEN2006	Basic Arabic / Advanced Arabic	3	NONE	Core Course
GEN2007	Islamic Culture	3	NONE	Core Course
MAT1001	Business Mathematics	3	NONE	Core Course
MAT1102	Business Statistics	3	MAT1001	Core Course
	TOTAL CREDITS	36		

iv. **BUSINESS EDUCATION COURSES**

Core Courses

Code	Course	Credits	Prerequisite	Course Type
FIA1001	Principles Of Financial Accounting	3	NONE	Core Course
FIA2102	Principles Of Managerial Accounting	3	FIA1001	Core Course
MAT2103	Quantitative Techniques For Business	3	MAT1102	Core Course
INE3102	Entrepreneurship(P)	3	MGM1001	Core And Protected Course
BUS4103	Business Research Methods	3	MAT1102	Core Course
BUS4004	Business Ethics	3	NONE	Core Course
BUS4205	Globalization And Emerging Markets	3	ECO2102,FIA 2013	Core Course
ECO2001	Micro Economics	3	NONE	Core Course
ECO2102	Macro Economics	3	ECO2001	Core Course
FIA2103	Principles Of Finance	3	FIA1001	Core Course
CIS4104	Management Information System	3	CIS1001	Core Course
BUS3001	Business Law	3	NONE	Core Course
MKT2201	Principles Of Marketing	3	ECO2001 and FIA1001	Core Course
MGM1001	Principles Of Management	3	NONE	Core Course
MGM3103	Operations Management	3	MGM1001	Core Course
	TOTAL CORE COURSES CREDIT	45		

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
MGM4406	Strategic Management (C,S)	3	SENIOR STATUS, MGM3103, MKT2201 and FIA2103	Capstone And Senior Status Course
IND4102/IND4203	Internship (C,S) Or Project (C,S)	3	SENIOR STATUS/ SENIOR STATUS and BUS4103	Capstone And Senior Status Course
TOTAL CREDIT	CAPSTONE COURSES	6		

Electives – Choose Any Four

Code	Course	Credits	Prerequisite	Course Type
INE3101	Innovation (E,P)	3	GEN1003	Elective And Protected Course
MGM3102	Organizational Behavior(E)	3	MGM1001	Elective Course
MGM3104	Management Of Human Resources (E)	3	MGM1001	Elective Course
MKT3202	E- Marketing (E)	3	CIS 1001 and MKT 2201	Elective Course
BUS3002	Cross Cultural Communication (E)	3	NONE	Elective Course
MGM3105	E-Customer Relations Management (E)	3	MGM1001	Elective Course
TOTAL ELECTIVE COURSES CREDIT		12		
TOTAL CREDITS REQUIRED IN BUSINESS EDUCATION		63		

S – Senior Level, C – Capstone, E – Elective, E, P – Elective and Protected and P – Protected

iv. INTERNATIONAL BUSINESS COURSES

Core Courses

Code	Course	Credits	Prerequisite	Course Type
ECO3110	Economics of International Business	3	ECO2102	Core Course
BUS3011	Export and Import Management	3	None	Core Course
BUS3112	Comparative Global Management	3	MGM1001	Core Course
FIA4019	International Banking	3	NONE	Core Course
MKT4213	Logistics and Supply Chain Management	3	MAT1102 and MKT2201	Core Course

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
MKT4119	International Marketing (C,S)	3	Senior Status	Capstone and Senior Status course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
BUS4115	Business Project Management (E)	3	MGM1001	Elective Course
FIA4120	International Finance (E)	3	FIA2103	Elective Course
MKT4120	Services Management (E)	3	MKT2201	Elective Course
TOTAL CREDITS REQUIRED IN INTERNATIONAL BUSINESS		21		

S – Senior Level, C – Capstone, E – Elective, E, P – Elective and Protected and P – Protected

iv. **MARKETING AND RETAIL MANAGEMENT COURSES**

Core Courses

Code	Course	Credits	Prerequisite	Course Type
MKT3110	Consumer Behavior	3	MKT2201	Core Course
MKT3111	Integrated Marketing Communication	3	MKT2201	Core Course
MKT3112	Retail Management	3	MKT2201	Core Course
MKT4213	Logistics and Supply Chain Management	3	MAT1102 and MKT2201	Core Course
MKT4114	Retail Store Operations	3	MKT2201	Core Course

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
MKT4116	Retail Merchandizing and Pricing (C,S)	3	SENIOR STATUS	Capstone and Senior Status course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
MKT4115	Mall Management (E,P)	3	MKT2201	Elective and Protected
MKT4117	Visual Merchandizing and Display (E)	3	MKT2201	Elective Course
MKT4118	Sales Management (E)	3	MKT2201	Elective Course
TOTAL CREDITS REQUIRED IN MARKETING AND RETAIL MANAGEMENT		21		

S – Senior Level; C – Capstone; E – Elective; E, P – Elective and Protected and P – Protected

v. **TOURISM AND HOSPITALITY MANAGEMENT COURSES**

Core Courses

Code	Course	Credits	Prerequisite	Course Type
THM3010	Foundations of Tourism	3	None	Core Course
THM3011	Management of Travel and Tours (P)	3	None	Core and Protected Course
THM3112	Front Office Management	3	MGM 1001	Core Course
THM4213	E - Tourism	3	THM3010 and CIS1001	Core Course
THM4014	Food and Beverage Services and Management	3	None	Core Course

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
THM4116	Strategic Tourism and Hospitality Management (C,S)	3	Senior Status	Capstone and Senior Status Course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
THM4015	Event Management (E)	3	None	Core Course
THM4117	Tourism and Hospitality Marketing(E)	3	MKT2201	Core Course
THM4118	Impacts of Tourism(E)	3	THM3010	Core Course
TOTAL CREDITS REQUIRED IN TOURISM AND HOSPITALITY MANAGEMENT		21		

S – Senior Level, C – Capstone, E – Elective; E, P – Elective and Protected and P – Protected

iv. INFORMATION SYSTEM COURSES

Core Courses

Code	Course	Credits	Prerequisite	Course Type
CIS3110	Database Management Systems	3	CIS1001	Core Course
CIS3111	Information System Security	3	CIS1001	Core Course
CIS3112	E-Commerce	3	CIS1001	Core Course
CIS4013	Information Systems Project Management	3	None	Core Course
CIS4114	Cloud Enterprise Systems	3	CIS1001	Core Course

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
CIS4216	Business Process Modeling(C,S)	3	CIS3110 and SENIOR STATUS	Capstone and Senior Status Course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
CIS4115	Information System Audit and Control (E)	3	CIS1001	Elective Course
CIS4017	Knowledge Management Technology (E)	3	None	Elective Course
CIS4118	Business Intelligence (E,P)	3	CIS1001	Elective Course
TOTA CREDITS REQUIRED IN INFORMATION SYSTEM		21		

S - Senior Level, C - Capstone, E - Elective

E, P - Elective and Protected and P - Protected

v. ACCOUNTING AND FINANCE COURSES

Core Courses

Code	Course	Credits	Prerequisite	Course Type
FIA3110	Financial Markets and Investment strategy	3	FIA2103	Core Course
FIA3111	Corporate Finance	3	FIA2103	Core Course
FIA3112	Intermediate Accounting	3	FIA1001	Core Course
FIA4113	Taxation : Principles and Practice	3	FIA3112	Core Course
FIA4114	Cost and Management Accounting	3	FIA2102	Core Course

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
FIA4216	Financial Statement Analysis(C,S)	3	Senior Status, FIA2102	Capstone and Senior Status course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
FIA4115	Auditing (E)	3	FIA3112	Elective Course
FIA4117	Accounting Information System (E,P)	3	FIA2102	Elective and Protected Course
FIA4118	Islamic Finance (E)	3	FIA3111	Elective Course
TOTAL CREDITS REQUIRED IN FINANCE AND ACCOUNTING		21		

S – Senior Level, C – Capstone, E – Elective ; E, P – Elective and Protected P– Protected

iv. **PUBLIC ADMINISTRATION COURSES**

Core Courses

Code	Course	Credits	Prerequisite	Course Type
PAD3110	Principles and Practices of Public Administration	3	MGM1001	Core Course
ECO3111	Economics of Sustainability	3	ECO2102	Core Course
PAD3112	Comparative Public Administration	3	PAD3110	Core Course
PAD4113	E- Governance	3	CIS1001	Core Course
PAD4114	International Relations and Foreign Policy (P)	3	PAD3110	Core and Protected Course

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
PAD4216	Public Policy Formation(C,S)	3	PAD3110 and Senior Status	Capstone and Senior Status course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
MKT4121	Public Sector Marketing (E)	3	MKT2201	Elective Course
PAD4117	Disaster Management (E)	3	PAD3110	Elective Course
PAD4118	Environment Management (E)	3	GEN2005	Elective Course
TOTAL CREDITS REQUIRED IN PUBLIC ADMINISTRATION		21		

*S - Senior Level, C - Capstone, E - Elective,
E, P - Elective and Protected and P - Protected*

v. **HUMAN RESOURCE MANAGEMENT AND PSYCHOLOGY COURSES**

Core Courses

Code	Course	Credits	Prerequisite	Course Type
HRP3010	Foundation of Psychology	3	None	Core Courses
HRP3111	Cognitive Psychology	3	HRP3010	Core Courses
HRP3012	UAE Labor Law	3	None	Core Courses
HRP4113	Human Resource Development	3	MGM3104	Core Courses
HRP4114	Compensation Management	3	MGM3104	Core Courses

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
HRP4216	Strategic Human Resource Management(C,S)	3	MGM3104 and Senior Status	Capstone course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
HRP4115	Counselling Skills and Theory(E)	3	HRP3010	Elective Course
HRP4117	Managing positive psychology at work(E,P)	3	HRP3010	Elective Course and Protected
HRP4118	Developmental Psychology(E)	3	HRP3010	Elective Course
TOTAL CREDITS REQUIRED IN HUMAN RESOURCE MANAGEMENT AND PSYCHOLOGY		21		

*S – Senior Level, C – Capstone, E – Elective,
E, P – Elective and Protected and P – Protected*

vi. **INNOVATION AND ENTREPRENEURSHIP COURSES**

Core Courses

Code	Course	Credits	Prerequisite	Course Type
INE3010	Design Thinking	3	None	Core Courses
INE3111	Family Business Management	3	MGM1001	Core Courses
INE3112	New Product Development	3	MKT2201	Core Courses
INE4113	Management of Small and Medium Enterprises	3	MGM1001	Core Courses
INE4114	International Entrepreneurship	3	INE3102	Core Courses

Capstone Courses

Code	Course	Credits	Prerequisite	Course Type
INE4216	Entrepreneurial Project (C,S)	3	INE3102 and Senior Status	Capstone course

Electives – Choose Any One

Code	Course	Credits	Prerequisite	Course Type
INE4115	Entrepreneurial Leadership(E,P)	3	INE3102	Elective
INE4117	Brand Management(E)	3	MKT2102	Elective
INE4118	Social Entrepreneurship(E)	3	INE3102	Elective
TOTAL CREDITS REQUIRED IN INNOVATION AND ENTREPRENEURSHIP		21		

*S – Senior Level, C – Capstone, E – Elective,
E, P – Elective and Protected and P – Protected*

M. BBA PROGRAM - MAPPING OF PROGRAM LEARNING OUTCOMES WITH QF EMIRATES LEVEL DESCRIPTORS

i. Business core

PROGRAM LEARNING OUTCOMES (PLO)	QF EMIRATES	
PLO 1 - Demonstrate an understanding of various concepts of business management	Knowledge	K1 - Functional Knowledge K2 - Cultural awareness K3 - Ethics and Values K4 - CSR K5 - Applied Knowledge
PLO 2 - Explain the relationship between business, culture, values and ethics and services to communities.		
PLO 3 - Demonstrate the application of skills in communication, mathematics and computers to meet business requirements.	Skills	S1 - ICT Skills S2 - Communication skills S3 - Mathematical skills S4 - Problem Solving Skills S5 - Analytical skills S6 - Critical thinking skills
PLO 4 - Demonstrate capacity for critical enquiry, logical thinking, and use analytical skills to solve business and management problems.		
PLO 5 - Apply acquired knowledge in business environments	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Functional Competence CRC1 - Regional and Global insights CRC2 - Legal Competence
PLO 6 - Synthesize theory and practice within the sphere of their respective areas of majors for effective decision making.		

ii. General Education

GENERAL EDUCATION LEARNING OUTCOMES (GELOs)	QF EMIRATES	
GELO4. Explain culture, ethical values with a view to understanding of the global community	Knowledge	K6 -Scientific Knowledge K2 - Cultural awareness K3 - Ethics and Values K5 - Applied Knowledge
GELO5. Explain Islamic culture, UAE culture and history		
GELO6. Demonstrate an understanding of basic scientific principles for practical application and decision-making		
GELO1. Communicate effectively in Arabic and English	Skills	S1 - ICT Skills S2 - Communication skills S3 - Mathematical skills S4 - Problem Solving Skills S5 - Analytical skills S6 - Critical thinking skills
GELO2. Demonstrate skills in problem solving through the application of mathematical & statistical tools		
GELO7. Demonstrate skills of information technology in effective data processing and analyzing		
GELO8. Demonstrate understanding and apply life skills for self-improvement and enhancing relationships with others		
GELO3. Identify and critically evaluate ideas, structure clear and persuasive arguments based on an analysis and presentation of evidence	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Professional Competence CRC1 - Regional and Global insights

iii. International Business

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of operations of international trade organizations.	Knowledge	K1 - Functional Knowledge K5 - Applied Knowledge
MLO 2 - Use techniques of logistics & supply chain management		
MLO 3 - Demonstrate skills in managing clients and customer relationships globally.	Skills	S1 - ICT Skills S2 - Communication skills S7 - Negotiation skills S8 - Problem Solving and Decision making Skills S5 - Analytical skills S6 - Critical thinking skills
MLO 4 - Apply functions, tools and techniques of international business operations & marketing.		
MLO 5 - Apply knowledge and skills in the areas of project planning, scheduling, budgeting and controlling.		
MLO 6 - Evaluate policies and formulate appropriate strategies for international business organizations.	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Functional Competence CRC1 - Regional and Global insights CRC2 - Legal Competence

iv. Marketing and Retail Management

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of concepts, principles and theories of marketing and retail management functions	Knowledge	K1 - Functional Knowledge K2 -Cultural Awareness K5 - Applied Knowledge
MLO 2 -Demonstrate the use of skills, tools and techniques for problem solving in marketing and retail management operations.	Skills	S1 - ICT Skills S2 - Communication skills S7 - Negotiation skills S8 - Problem Solving and Decision Making Skills S5 - Analytical skills S6 - Critical thinking skills
MLO 3 -Apply marketing and retail management concepts and techniques to analyze market trends.		Competency: Self Development Autonomy and Responsibility Role in Context
MLO 4 - Plan, analyze, implement and evaluate the marketing and retail management programs under various situations of businesses.		
MLO 5 - Evaluate policies, and formulate appropriate marketing and retail management strategies for business organizations.		

v. **Tourism and Hospitality Management**

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of the concept of tourism system and its impacts on economy, culture and environment for tourism development.	Knowledge	K1 - Functional Knowledge K2 - Cultural awareness K5 - Applied Knowledge
MLO 2 - Demonstrate an understanding of hospitality business, its departments and their functioning.		
MLO 3 - Integrate Information Communication Technology in tourism and hospitality for effective operations and management.	Skills	S1 - ICT Skills S2 - Communication skills S9 - Interpersonal Skills S8 - Problem Solving and Decision Making Skills S5 - Analytical skills S6 - Critical thinking skills
MLO 4 - Apply skills of management for managing functions of tourism and hospitality businesses.		
MLO 5 - Plan and organize events, itineraries and perform tourism and hospitality operations.	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Functional Competence CRC1 - Regional and Global insights CRC2 - Legal Competence
MLO 6 - Evaluate and formulate strategies for tourism and hospitality enterprises.		

vi. Accounting and Finance

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of the structure and functioning of financial system including Islamic Finance	Knowledge	K1 - Functional Knowledge K3 - Ethics and Values K5 - Applied Knowledge
MLO 2 - Explain the importance of ethics in discharging accounting and finance functions		
MLO 3 - Develop skills of preparing, presenting and analyzing financial statements, and auditing books of accounts.	Skills	S1 - ICT Skills S2 - Communication skills S10 - Auditing Skills S8 - Problem Solving and Decision Making Skills S5 - Analytical skills S6 - Critical thinking skills
MLO 4 - Apply technology in the functions of accounting and finance.		
MLO 5 - Analyze financial management issues with respect to the organizational perspective.	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Functional Competence CRC4 - Insights on Regional and Global Standards CRC2 - Legal Competence
MLO 6 - Evaluate investment decisions, capital structure and working capital management.		

vii. Public Administration

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of principles and theories of public administration.	Knowledge	K1 - Functional Knowledge K5 - Applied Knowledge
MLO 2 -Examine the impacts of Environment for managing economic sustainability.	Skills	S1 - ICT Skills S2 - Communication skills S11 - Governance and Administrative Skills S12 - Planning and Decision Making Skills S5 - Analytical skills S6 - Critical thinking skills
MLO 3 -Analyze various models of E-Governance.		Competency: Self Development Autonomy and Responsibility Role in Context CSD1 - Independent Learning CAR1 - Functional Competence CRC1 - Regional and Global insights CRC2 - Legal Competence
MLO 4 - Assess international relations for appropriate foreign policy directions.		
MLO 5 - Evaluate policies and formulate appropriate strategies for planning and managing public organizations.		

viii. Human Resource Management and Psychology

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of the concepts and integration of Psychology into Human Resource Management.	Knowledge	K1 - Functional Knowledge K5 - Applied Knowledge
MLO 2 -Apply the knowledge of psychology to understand Human behavior at work.		
MLO 3 -Analyze various aspects of Human Resource Development and its impact on employee performance.	Skills	S1 - ICT Skills S13 - Interpersonal and Behavioral Skills S14 - Counselling skills S8 - Problem Solving and Decision Making Skills S14 - Cognitive Skills S6 - Critical thinking skills
MLO 4 - Analyze the role of counseling in solving issues related to work environment.		
MLO 5 - Design Human Resource Management strategies for enhancing productivity in an organization.	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Functional Competence CRC5 - Insights on Diversity and Inclusion CRC2 - Legal Competence
MLO 6 - Evaluate various aspects of UAE Labor Law and diversity issues in organizations.		

ix. Innovation and Entrepreneurship

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of the concepts and role of innovation and Entrepreneurship in the economic development	Knowledge	K1 - Functional Knowledge K5 - Applied Knowledge
MLO 2 -Analyze the strategies of new ventures and existing firms for the growth and development.	Skills	S1 - ICT Skills S2 - Communication skills S16 - Creativity and Innovation Skills S8 - Problem Solving and Decision Making Skills S5 - Analytical skills S6 - Critical thinking skills
MLO 3 -Develop a business plan for innovative social and commercial startup ventures.		CSD1 - Independent Learning CAR1 - Functional Competence CRC6 - Entrepreneurial Insights CRC2 - Legal Competence
MLO 4 - Evaluate the ethical issues in managing small and medium enterprises.	Competency: Self Development Autonomy and Responsibility Role in Context	

x. Information System

MAJOR LEARNING OUTCOMES (MLO)	QF EMIRATES	
MLO 1 - Demonstrate an understanding of information systems, functions, processes, project management and emerging trends	Knowledge	K1 - Functional Knowledge K5 - Applied Knowledge
MLO 2 -Apply cloud computing models to manage application & databases in organizations.	Skills	S1 - ICT Skills S17 - Software Application skills S8 - Problem Solving and Decision Making Skills S5 - Analytical skills S18 - Logical and Critical thinking skills
MLO 3 -Analyze the system requirements for IS adoption in organizations.		
MLO 4 - Evaluate impacts of internet security in local and cloud context.	Competency: Self Development Autonomy and Responsibility Role in Context	CSD1 - Independent Learning CAR1 - Functional Competence CRC7 - Cyber Security CRC8 - Legal and Ethical Competence

N. BBA STUDY PLAN

BBA IN ACCOUNTING AND FINANCE	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour (E)	MGM3104 - Management of Human Resources (E)
MGM3103 - Operations Management	FIA3111 - Corporate Finance
FIA3110 - Financial Markets and Investment strategy	FIA3112 - Intermediate Accounting
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
FIA4113 Taxation : Principles and Practice	FIA4115 Auditing(E)
FIA4114 Cost and Management Accounting	FIA4216- Financial Statement Analysis C,S)
	FIA4117 - Accounting Information System(E,P)
	FIA4118 - Islamic Finance (E)

BBA IN INFORMATION SYSTEMS	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour(E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	CIS3111 - Information System Security
CIS3110 - Database Management Systems	CIS3112 - E Commerce
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
CIS4013 - Information Systems Project Management	CIS4115 - Information System Audit and Control (E)
CIS4114 - Cloud Enterprise System	CIS4216 - Business Process Modelling (C,S)
	CIS4017 Knowledge Management Technology(E)
	CIS4118 Business Intelligence (E,P)

BBA IN INTERNATIONAL BUSINESS	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour(E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	BUS3011 - Export and Import Management
ECO3110 - Economics of International Business	BUS3112 - Comparative Global Management
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
MKT4213 - Logistics and Supply Chain Management	BUS4115 - Business Project Management(E)
FIA4019 - International Banking	MKT4119 - International Marketing (C,S)
	FIA4120 - International Finance (E)
	MKT4120 - Service Management(E) (E,P)

BBA IN MARKETING AND RETAIL MANAGEMENT	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS 2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour(E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	MKT3111 - Integrated Marketing Communication
MKT 3110 - Consumer Behaviour	MKT3112 - Retail Management
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
MKT4213 - Logistics and Supply Chain Management	MKT4115 - Mall Management(E,P)
MKT 4114 - Retail Store Operations	MKT4116 - Retail Merchandizing and Pricing (C,S)
	MKT4117 - Visual Merchandising and Display. (E)
	MKT4118 - Sales Management(E)

BBA IN PUBLIC ADMINISTRATION	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour (E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	ECO3111 - Economics of Sustainability
PAD3110 - Principles and Practices of Public Administration	PAD3112 - Comparative Public Administration
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
PAD4113 - E- Governance	MKT4121 - Public Sector Marketing (E)
PAD4114- International Relations and Foreign Policy (P)	PAD4216 - Public Policy Formation (C,S)
	PAD4117 - Disaster Management (E)
	PAD4118- Environment Management (E)

BBA IN TOURISM AND HOSPITALITY MANAGEMENT	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS 2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour(E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	THM3011 Management of Travel and Tours(P)
THM 3010 - Foundations of Tourism	THM3112 Front Office Management
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
THM4014 Food and Beverage Services and Management	THM4015- Event Management (E)
THM4213 - E - Tourism	THM4116 Strategic Tourism and Hospitality Management (C,S)
	THM4117 Tourism and Hospitality Marketing(E)
	THM4118- Impacts of Tourism (E)

BBA IN HUMAN RESOURCE MANAGEMENT AND PSYCHOLOGY	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN 2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour (E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	HRP3111 Cognitive Psychology
HRP3010 Foundation of Psychology	HRP3012 UAE Labour Law
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
HRP4113 Human Resource Development	HRP4115 Counselling Skills and Theory(E)
HRP4114 Compensation Management	HRP4216 Strategic Human Resource Management (C,S)
	HRP4117 Managing positive psychology at work(E,P)
	HRP4118 Developmental Psychology(E)

BBA IN INNOVATION AND ENTREPRENEURSHIP	
Semester I	Semester II
CIS1001 - Essentials of IT	GEN1002 - UAE Society
GEN1001 - Core Life Skills & Happiness	GEN1003 - Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication (PSDP integrated)
MAT1001 - Business Mathematics	MAT1102 - Business Statistics
MGM1001 - Principles of Management	FIA1001 - Principles of Financial Accounting
Semester III	Semester IV
GEN2004 - General Science	MAT2103 - Quantitative Techniques for Business
GEN2005- Basic Arabic/GEN 2006 Advanced Arabic	GEN2007 - Islamic Culture
CIS2102 - Emerging Technologies	ECO2102 - Macro Economics
FIA2102- Principles of Managerial Accounting	MKT2201 - Principles of Marketing
ECO2001 - Micro Economics	FIA2103 - Principles of Finance
Semester V	Semester VI
BUS3001 - Business Law	MKT3202 - E-Marketing (E)
INE3101 - Innovation (E,P)	INE3102 - Entrepreneurship(P)
MGM3102 - Organizational Behaviour(E)	MGM3104 - Management of Human Resources(E)
MGM3103 - Operations Management	INE3111 Family Business Management
INE3010 Design Thinking	INE3112 New Product Development
BUS3002 - Cross Cultural Communication (E)	
MGM3105 - E-Customer Relation Management (E)	
Semester VII	Semester VIII
BUS4103- Business Research Methods	BUS4205 - Globalization and Emerging Markets
BUS4004 - Business Ethics	IND4102 - Internship(C,S) or IND4203-Project (C,S)
CIS4104 - Management Information Systems	MGM4406 - Strategic Management (C,S)
INE4113 Management of Small and Medium Enterprises	INE4115 Entrepreneurial Leadership (E,P)
INE4114 International Entrepreneurship	INE4216 Entrepreneurial Project (C,S)
	INE4117 Brand Management (E)
	INE4118 Social Entrepreneurship(E)

O. ACADEMIC CALENDAR

i. BBA FULL TIME (WEEKDAY) 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]	12-Sep-2022	30-Jan-2023	19-Jun-2023
Orientation day	12-Sep-2022	30-Jan-2023	19-Jun-2023
Tuition 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	N/A	N/A
Internship/internship project/computing project - orientation & commencement	12-Sep-2022	30-Jan-2023	N/A
Advisory presentation	30-Sep-2022	02-Feb-2023	20-Jun-2023
1 st advising meet with advisor [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 [in office]	13-17-Nov-2022	10-14-Apr-2023	19-20-Jul-2023
Advisory 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
Deadline to submit the internship/internship project/ computing project	02-Jan-2023	22-May-2023	N/A
Dissertation/internship project / computing project - viva	07-Jan-2023	29-May-2023	N/A
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

ii. BBA PART TIME (WEEKEND) 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
Tuition 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		
Dissertation/internship/internship project/computer project – orientation & commencement	17-SEP-2022	04-Feb-2023	N/A
Advisory presentation	01-Oct-2022	04-Feb-2023	24-Jun-2023
1 st advising meet with advisor [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 [in office]	18-Nov-2022-19-Nov-2022	20-Mar-2023-21-Mar-2023	26-Jul-2023-27-Jul-2023
Advisory 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
Deadline to submit the dissertation/internship/internship project/computing project	02-JAN-2023	22-MAY-2023	N/A
Dissertation/internship project /computing project viva	07-JAN-2023	29-MAY-2023	N/A
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. SCHOOL OF IT

A. BSIT PROGRAM INFORMATION

i. BSIT Program Overview

Skyline University College undergraduate program leading to the award of Bachelor of Science in Information Technology degree is equipped to meet the needs of dynamic information technology environments. The program focuses on providing graduates with competencies and skills required to design, build, test and apply information technology solutions for organizations.

ii. BSIT Program - Rationale

Around the globe, organizations are increasingly becoming more connected, both internally and with other stakeholders like suppliers, customers and government authorities. Information Technology is playing a critical part for achieving excellence; develop product and service mix, enhancing decision making, and achieving sustainable competitive advantage in the organization at the global level.

At the national level, UAE's 2021 Vision aims at developing knowledge based and highly productive economy through innovation and research in science and technology. The UAE is investing heavily in adopting and implementing Information and Communication Technology (ICT) in its government and private sectors. As per the UAE government initiatives like smart governance, m-governance, open innovation, open data infrastructure, drives ICT sector growth in UAE. The increase in both scale and sophistication of the UAE ICT sector has drawn many international IT organizations to locate their office and development center in UAE.

This requires trained man power to meet the requirement of business organizations for implementing IT initiatives at the global and national level.

iii. BSIT Program Goals

- a. To improve skills in professional communication, problem solving, and numerical capabilities for decision making.
- b. To develop an understanding of the theory and complexities of information technology towards application and benefit of the organization and society at large
- c. To develop an understanding of the legal, ethical and security issues associated with information technology in the workplace and in society.
- d. To develop higher order thinking and competitive skills and competencies of students through meaningful industry interaction, thereby improving their employability.
- e. To provide a conducive value based learning environment to the students during their study and inculcate a habit of lifelong independent learning for continuous growth and development.

iv. BSIT Program – Learning Outcomes

At the end of the program student will be able to:

- a. Apply communication, mathematical, logical thinking, analytical, critical enquiry and research, innovation and entrepreneurial skills in a variety of professional contexts.
- b. Demonstrate an understanding of various concepts of Information Technology and its applications
- c. Evaluate security, legal, ethical, and professional responsibilities to make informed decisions in IT practices
- d. Function effectively as a member or a leader of a team with autonomy and responsibility in IT related activities/projects.
- e. Demonstrate the ability to design, develop, test, implement and evaluate solutions for complex and unstructured IT problems.
- f. Use systemic approaches to select, develop, apply, integrate, and administer Information Systems to accomplish goals.
- g. **Enterprise Computing Concentration LO:** Use specialized technical knowledge and professional practices from different sources in the field of Enterprise Computing, to develop innovative and sustainable solutions.

B. BSIT GENERAL EDUCATION DETAILS

i. INTRODUCTION

The general education program at the BSIT level is designed to develop a well-rounded personality. The courses aim at improving communication and interpersonal skills along with instilling in students lifelong learning attitude. An all-inclusive knowledge base that is provided to the students encompassing science, computing, humanities, and culture inculcates a sensitive and scientific temper in the young professionals.

ii. BSIT GENERAL EDUCATION - GOALS

- a. To improve communication skills in English and Arabic language.
- b. To develop mathematical, analytical skills, identify qualitative and quantitative relationships and utilize logical thinking.
- c. To develop an understanding of cultural diversity, social responsibility and ethical values.
- d. To develop a sound knowledge of Islam culture, UAE culture and history.
- e. To develop a scientific temper among students by introducing them to the basic concepts of natural sciences.
- f. To enable students to use Information Systems tools to analyze, describe and present data effectively using emerging technologies
- g. To develop well-rounded personalities in students enabling them to pursue excellence in career and as members of society.

iii. BSIT GENERAL EDUCATION - LEARNING OUTCOMES (LO)

Student will be able to

- a. Communicate effectively in Arabic and English
- b. Demonstrate skills in problem solving through the application of mathematical and statistical tools
- c. Identify and critically evaluate ideas, structure clear and persuasive arguments based on an analysis and presentation of evidence.
- d. Explain culture, ethical values with a view to understanding of the global community
- e. Explain Islamic culture, UAE culture and history
- f. Demonstrate an understanding of basic scientific principles for practical application and decision-making.

- g. Demonstrate skills of information technology in effective data processing and analyzing
- h. Demonstrate understanding and apply life skills for self-improvement and enhancing relationships with others

C. BSIT CORE COURSES DETAILS

i. INTRODUCTION

The Core courses aim at providing conceptual background to the students in information technology. Program contents, have been designed to expose students to the functions of programming, networking, security and ethical aspects of information technology towards developing an attitude for conducting and leading information technology projects effectively and innovatively.

ii. BSIT CORE COURSES - GOALS

- a. To develop an understanding of information technology concepts
- b. To develop information technology competencies among students to meet the challenges of organizational and societal environment.
- c. To inculcate values and ethical behavior necessary in developing information technology solutions
- d. To Leverage information technology to realize strategic goals and opportunities in organizations

iii. BSIT CORE COURSES - LEARNING OUTCOMES

- a. Demonstrate an understanding of computer architecture, programming, software engineering and software project management
- b. Use analytical and logical skills in designing information technology projects
- c. Analyze the ethical and security issues in the development of information technology solutions
- d. Synthesize information technology theory and practices to realize strategic goals
- e. Evaluate processes associated with software development, testing and implementation

D. ENTERPRISE COMPUTING CONCENTRATION

i. INTRODUCTION

Enterprise wide information technology known as enterprise systems forms the backbone of the organizations in today's highly dynamic global economic environment. To design better enterprise systems such as Enterprise Resource Planning Systems (ERP), Supply Chain Management Systems (SCM) and Customer Relations Management Systems (CRM), information technology professionals require a good understanding and competencies in enterprise computing. The program will provide students with knowhow to develop reliable, scalable and secure enterprise systems. Students will be equipped to handle complex issues and challenges associated with the enterprise computing. The concentration prepares the student to analyze enterprise information needs, and recommend appropriate solutions for effective implementation.

ii. GOALS

- a. To develop an understanding of Enterprise wide systems and utilize it to enhance productivity.
- b. To develop skills in analyzing business processes models
- c. To develop skills in designing and evaluating enterprise systems
- d. To develop competencies in integrating enterprise computing theory and practices

iii. LEARNING OUTCOMES

- a. Demonstrate an understanding of enterprise systems functions and processes
- b. Apply emerging information technologies for the benefit of organization
- c. Analyze unfamiliar business processes for implementing organization wide information technology solutions
- d. Synthesize the enterprise computing theory and practice to realize organizational goals
- e. Evaluate various enterprise systems and its impact on organization

E. BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY COURSES

i. GENERAL EDUCATION COURSES

Code	Course	Credits	Prerequisite
CIS1003	Introduction to Information Technology	3	None
ENG1001	English	3	None
GEN1001	Core Life Skills and Happiness	3	None
MAT1004	Mathematics - I	3	None
GEN1002	UAE Society	3	None
ENG1102	Business Communication	3	ENG1001
HUM1001	Critical Thinking and Problem Solving	3	None
MAT1105	Mathematics - II	3	MAT1004
GEN2008	Innovation, Entrepreneurship & Sustainability	3	None
GEN2004	General Science	3	None
GEN2005 / GEN2006	Basic Arabic / Advanced Arabic	3	None
GEN2007	Islamic Culture	3	None
Total Credits		36	

ii. CORE COURSES

Course Code	Course Name	Credit	Prerequisite
BIT1001	Digital Logic	3	None
BIT1102	Introduction to Programming	3	CIS1003
BIT2103	Database Management Systems	3	BIT1102
BIT2104	Advanced Programming	3	BIT1102
BIT2105	Computer Organization and Architecture	3	BIT1001
BIT2106	Data Structures and Algorithm Analysis	3	BIT2104
BIT2107	Web Design and Development	3	BIT1102
BIT2108	Computer Networks	3	CIS1003
BIT3109	Operating Systems	3	BIT2105
BIT3110	Mobile Application Development	3	BIT2107
BIT3111	E-Commerce	3	BIT2107
BIT3112	Cybersecurity Essentials	3	BIT2108
BIT4113	Information Technology and Ethics	3	BIT3112
AIT3101	Artificial Intelligence	3	BIT2106
AIT3102	Machine Learning	3	AIT3101
SWE3101	Software Engineering	3	BIT2103
SWE3102	Information Technology Project Management	3	SWE3101
BIT4290	Internship (C,S,P)	6	SWE3102 Completion of 90 Credits
BIT4291	Graduation Project (C,S,P)	3	SWE3102 Completion of 90 Credits
Total Credits		60	

ELECTIVE COURSES (ANY ONE)

Course Code	Course Name	Credit	Prerequisite
BIT4121	Human Computer Interaction	3	BIT2107
BIT4122	Knowledge Management Technology	3	BIT2103
BIT4123	Internet of Things (IoT)	3	BIT2108
BIT4124	Distributed Database Systems	3	BIT2103
Total Credits		3	

*S – Senior Level, C – Capstone, E – Elective
E, P – Elective and Protected and P – Protected*

iii. ENTERPRISE COMPUTING CONCENTRATION COURSES

Course Code	Course Name	Credit	Prerequisite
ECT3101	Enterprise Systems	3	SWE3101
SWE3104	Business Process Modeling	3	SWE3101
ECT4102	Enterprise Governance using Information Technology	3	BIT2108
ECT4103	E-Supply Chain Management	3	BIT3111
ECT4104	Blockchain	3	BIT3112
ECT4105	Enterprise Systems Audit & Control	3	SWE3101
Total Credits		18	

ELECTIVE - CHOOSE ANY ONE

Course Code	Course Name	Credit	Prerequisite
ECT4121	Cloud Computing	3	BIT2108
FTC4122	Cryptocurrency	3	BIT3112
AIT4105	Big Data Analytics	3	AIT3101
Total Credits		3	

S – Senior Level, C – Capstone, E – Elective; E, P – Elective and Protected and P – Protected

F. BSIT PROGRAM - MAPPING OF PROGRAM LEARNING OUTCOMES WITH QF EMIRATES LEVEL DESCRIPTORS

Program Learning Outcomes (PLOs)	QFEMIRATES STRANDS (LEVEL 7)																		
	Knowledge					Skills			Competency										
									Self-Development			Autonomy and Responsibility				Role in Context			
	K1	K2	K3	K4	K5	S1	S2	S3	SD1	SD2	SD3	A R1	A R2	A R3	A R4	R C1	R C2	R C3	R C4
PLO1						F	P	F				P							
PLO2	F	F																	
PLO3							p				F	P			F				
PLO4												P	F	F		F	F	F	F
PLO5						F	F					P							
PLO6							F					F							
PLO7 ECT						P	P		F	F									F

PLO1: Apply communication, mathematical, logical thinking, analytical, critical enquiry and research, innovation and entrepreneurial skills in a variety of professional contexts.

PLO2: Demonstrate an understanding of various concepts of Information Technology and its applications

PLO3: Evaluate security, legal, ethical, and professional responsibilities to make informed decisions in IT practices.

PLO4: Function effectively as a member or a leader of a team with autonomy and responsibility in IT related activities/projects.

PLO5: Demonstrate the ability to design, develop, test, implement and evaluate solutions for complex and unstructured IT problems.

PLO6: Use systemic approaches to select, develop, apply, integrate, and administer Information Systems to accomplish goals.

PLO7 ECT: Use specialized technical knowledge and professional practices from different sources in the field of Enterprise Computing, to develop innovative and sustainable solutions.

The QF Emirates Level 7 strands defined for BSIT program are given below:

Knowledge	K1. specialized factual and theoretical knowledge and an understanding of the boundaries in a field of work or discipline, encompassing a broad and coherent body of knowledge and concepts , with substantive depth in the underlying principles and theoretical concepts
	K2. an understanding of allied knowledge and theories in related fields of work or disciplines and in the case of professional disciplines including related regulations, standards, codes, conventions
	K3. understanding of critical approach to the creation and compilation of a systematic and coherent body of knowledge and concepts gained from a range of sources
	K4. a comprehensive understanding of critical analysis, research systems and methods and evaluative problem-solving techniques
	K5. familiarity with sources of current and new research and knowledge with integration of concepts from outside fields
Skills	S1. technical, creative and analytical skills appropriate to solving specialized problems using evidentiary and procedural based processes in predictable and new contexts that include devising and sustaining arguments associated with a field of work or discipline
	S2. evaluating, selecting and applying appropriate methods, procedures or techniques in processes of investigation towards identified solutions evaluating and implementing appropriate research tools and strategies associated with the field of work or discipline
	S3. highly developed advanced communication and information technology skills to present, explain and/or critique complex and unpredictable matters

Competency	Self-Development	SD1. can self-evaluate and take responsibility for contributing to professional practice , and undertake regular professional development and/or further learning
		SD2. can manage learning tasks independently and professionally, in complex and sometimes unfamiliar learning contexts
		SD3. can contribute to and observe ethical standard
	Autonomy and Responsibility	AR1. can take responsibility for developing innovative and advanced approaches to evaluating and managing complex and unpredictable work procedures and processes, resources or learning
		AR2. can manage technical, supervisory or design processes in unpredictable, unfamiliar and varying contexts
		AR3. can work creatively and/or effectively as an individual , in team leadership, managing contexts , across technical or professional activities
		AR4. can express an internalized, personal view, and accept responsibility to society at large and to socio-cultural norms and relationships
	Role in Context	RC1. can function with full autonomy in technical and supervisory contexts and adopt para-professional roles with little guidance
		RC2. can take responsibility for the setting and achievement of group or individual outcomes and for the management and supervision of the work of others or self in the case of a specialization in field of work or discipline
		RC3. can participate in peer relationships with qualified practitioners and lead multiple, complex groups
		RC4. can take responsibility for managing the professional development and direct mentoring of individuals and groups

G. BSIT STUDY PLAN

BSIT WITH ENTERPRISE COMPUTING CONCENTRATION	
Semester I	Semester II
CIS1003 - Introduction to Information Technology	HUM1001-Critical Thinking & Problem Solving
ENG1001 - English	ENG1102 - Business Communication
MAT1004- Mathematics-I	MAT1105 - Mathematics-II
GEN1001 - Core life skills and happiness	BIT1001 - Digital Logic
GEN 1002 - UAE Society	BIT1102-Introduction to Programming
Semester III	Semester IV
GEN 2004 - General Science	GEN2008- Innovation, Entrepreneurship, & Sustainability
GEN2005 - Basic Arabic/ GEN 2006 - Advanced Arabic	BIT2105- Computer Organization & Architecture
GEN2007 - Islamic Culture	BIT2106- Data Structures and Algorithm Analysis
BIT2103 - Database Management Systems	BIT2107- Web Design and Development
BIT2104- Advanced Programming	BIT2108- Computer Networks
Semester V	Semester VI
SWE3101- Software Engineering	SWE3102- IT Project Management
AIT3101- Artificial Intelligence	AIT3102- Machine Learning
BIT3109- Operating Systems	BIT4113- Information Technology and Ethics
BIT3110- Mobile Application Development	ECT3101- Enterprise Systems
BIT3111- E-Commerce	SWE3104- Business Process Modelling
BIT3112- Cybersecurity Essentials	ECT4102- Enterprise Governance using Information Technology
Semester VII	Semester VIII
BIT4290- Internship (C,S,P)	ECT4103- E-Supply Chain Management
	ECT4104- Blockchain
	ECT4105- Enterprise Systems Audit & Control
	BIT4291- Graduation Project (C,S,P)
	Concentration (Elective)
	Core Courses (Elective)

Core Elective Courses		Concentration Elective Courses	
BIT4121	Human Computer Interaction	ECT4121	Cloud Computing
BIT4122	Knowledge Management Technology	FTC4122	Cryptocurrency
BIT4123	Internet of Things (IoT)	AIT4105	Big Data Analytics
BIT4124	Distributed Database Systems		
BIT4125	Strategic Information System Management		

H. ACADEMIC CALENDAR

i. BSIT FULL TIME (WEEKDAY) 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]	12-Sep-2022	30-Jan-2023	19-Jun-2023
Orientation day	12-Sep-2022	30-Jan-2023	19-Jun-2023
Tuition 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	N/A	N/A
Dissertation/internship/internship project/computing project - orientation & commencement	12-Sep-2022	30-Jan-2023	N/A
Advisory presentation	30-Sep-2022	02-Feb-2023	20-Jun-2023
1 st advising meet with advisor [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 [in office]	13-17-Nov-2022	10-14-Apr-2023	19-20-Jul-2023
Advisory 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
Deadline to submit the dissertation/internship/internship project/ computing project	02-Jan-2023	22-May-2023	N/A
Dissertation/internship project / computing project - viva	07-Jan-2023	29-May-2023	N/A
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

ii. **BSIT PART TIME (WEEKEND) 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
Tuition 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	N/A	N/A
Dissertation/internship/internship project/computer project - orientation & commencement	17-SEP-2022	04-Feb-2023	N/A
Advisory presentation	01-Oct-2022	04-Feb-2023	24-Jun-2023
1 st advising meet with advisor [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 [in office]	18-Nov-2022-19-Nov-2022	20-Mar-2023-21-Mar-2023	26-Jul-2023-27-Jul-2023
Advisory 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
Deadline to submit the dissertation/internship/internship project/computing project	02-Jan-2023	22-MAY-2023	N/A
Dissertation/internship project /computing project viva	07-Jan-2023	29-MAY-2023	N/A
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

XIV. 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

XV. 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.

XVI. 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.

B. 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

C. 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.

D. 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.

E. 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.

F. HEALTH AND 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.

G. 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.

H. 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.

I. CORPORATE RELATIONS WITH CORPORATES, BANKS AND 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.

J. MEDIA AND COMMUNICATIONS

The Media and 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 and sending press releases to print and 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.

K. 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 and SEIC access
- c. IT-facilities and Meeting Room
- d. Business Plan Software Usage
- e. Entrepreneurship Simulation
- f. Access of Global Business Directories

L. 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

M. 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.

XVII. 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. ADVISING SERVICES

SUC has an effective academic advising scheme that has helped the academic performance of students in the past. The objective of academic advising 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 field of study, is assigned as an Advisor to a group of students. Every student is assigned to an Advisor at the time of admission. The advisor 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.

XVIII. 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, academician or entertainers as per the nature of the specific event. It is conducted to keep the youth young and the old and new tied in a special bond of friendship and understanding.

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 Event 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 Academic Clubs

a. The Finance Club

1. About the Club

The Finance Club of the School of Business, Skyline University College, Sharjah is focused on helping students interested in careers in finance pursue them. The Finance Club is hosting a full schedule of events to help everyone from those with no background in finance to those coming from finance looking to switch focus within the industry. We all know a career in finance is hard work, but it takes just as much hard work to get there. That is where we come in. It is a platform to cultivate interest in accounting and finance discipline among students through guest lectures on trending topics ruling finance world, workshops, panel discussion and other activities including virtual trading sessions.

2. Objectives of the Club

The club aims to become the key link between its members and the professional world. The club supports and prepares members to become professionals in the areas of accounting and finance through a wide range of career-oriented events and opportunities, including industry insights, training and interview preparation carried out by industry experts.

The main objectives of the club are,

- 2.1. To improve the practical knowledge of students through various activities
- 2.2. To conduct events such as guest lectures, student competitions, finance games, simulations and visits to stock exchanges
- 2.3. To support the learning process of students of courses related to Finance and Accounting discipline

3. Scope of the Club

As a student of Skyline University College with an interest in accounting and finance, you can get in touch with people from across the industry at our events. It does not matter whether you are interested in FinTech, Research, PE, Trading, M&A, Asset Management or anything else – we cover them all! We offer our members eccentric training opportunities such as financial modelling and interview workshops, which will give you an edge over the fierce competition for jobs. Panel discussions and company presentations allow you to learn more about the industry from real-world experts, while building your network before even finishing your studies at SUC. We host a broad range of events on many different topics, where you can get in touch with alumni, students from other universities, and today's leaders.

b. Operations Club - Logistics, Operations and Supply Chain (LOSC) Club

1. About the Club

The Logistics, Operations and Supply Chain (LOSC) Club is an academic club of School of Business. Logistics, Operations and Supply Chain form a very important role in every business organization in achieving the optimality, competitive advantage and customer satisfaction. It is one of the core functions of every organization, both in manufacturing and service sector. Emergence of digital technologies has revolutionized the way this function is managed. These technologies have enabled the achievement of five performance objectives such as quality, speed, flexibility, dependability and reduction of operations cost.

In view of this, the LOSC Club plays an important role both at the undergraduate and graduate level of students in School of Business.

2. Objectives of the Club

The LOSC Club operates with the following objectives:

- 2.1. To improve the practical knowledge of students through various activities
- 2.2. To conduct events such as guest lectures, student competitions, business games, and industry / plant visits
- 2.3. To support the learning process of students of courses related to logistics, operations, supply chain, IT and Decision Sciences through peer-learning activities

3. Scope of the Club

All students of courses in Logistics, Operations Management, Supply Chain, IT and Decision Sciences of both undergraduate and graduate programs are members of LOSC club. The membership of a student in this club is till the completion of a program in the university. The activities of the club are meant for students who are members of this club and who are current students or alumni of university.

c. Marketing Club- "RIDA ALEUMALA" - Marketing & International Business

1. About the Club

The Marketing and International discipline of SUC aims to offers wide range of activities to inculcate talent from students. The club attempts to give an holistic picture of discipline apart from theoretical aspects, through management games, industry interaction, guest lecture ,group discussions, sales management techniques, business acumen to name a few. In this competitive world, the RIDA ALEUMALA Club intends to groom our marketing and international business students to techno savvy industry readiness and also to embracing the changing business dynamics for enhance the overall personality.

2. Objectives of the Club

To sharpen and develop marketing skills through LBD (learning by doing)

- 2.1. To foster the acumen in the field of marketing and international business
- 2.2. To keep updated in the field of business in general, and marketing & international business in specific

- 2.3. To make students involve in creative marketing techniques and solving issues related to marketing and international business
- 2.4. To improve the practical knowledge of students through various activities
- 2.5. To conduct events such as guest lectures, student competitions, business games, and industry / plant visits
- 2.6. To support the learning process of students of courses related to marketing and international business through peer-learning activities

3. Scope of the Club

Club planning and implementation activities will be a platform to exercise the understanding of marketing and international discipline subjects in practical aspects and also to develop the overall personality of students to advance their career. Moreover, these activities will undergo many structural changes in individual to face the competitive world, through organizing events and participating in inter and intra college programs. This student-centric club engages marketing and international business students for inclusive development, fun filled approach and enriches the professional competency.

d. Strategy Club

1. About the Club

The Strategy Club of School of Business, Skyline University College operates through the AIESEC (*Association Internationale des Étudiants en Sciences Économiques et Commerciales*), a global platform for young people to develop their leadership potential through practical experiences of many kinds, including internships, volunteering opportunities, and more. Founded in 1948, AIESEC (<https://aiesec.nl/about-aiesec/>) is a non-governmental and not-for-profit organization entirely run by youth for youth.

AIESEC -SUC Chapter at School of Business, Skyline University College was established on March 1st 2021 after an MoU was signed between Skyline University College and AIESEC -UAE.

2. Objectives of the Club

The Strategy Club operates with the following objectives:

- 2.1. To improve the practical knowledge of students through various activities
- 2.2. To conduct events such as guest lectures, student competitions, business games, and industry / plant visits
- 2.3. To support the learning process of students of courses related to strategic management, innovation and entrepreneurship through peer-learning activities

3. Scope of the Club

The scope of AIESEC -SUC is limited to students and faculty representatives within Skyline University College. The club is linked nationally to AIESEC in the UAE and AIESEC. The membership of a student in this club is till the completion of a program in the university. The activities of the club are meant for students who are members of this club and who are current students or alumni of university.

e. HR Club (Hayyakum Club)

1. About the Club:

Hayyakum Club aims to develop students' educational, leadership and social skills in order to scaffold them to communicate effectively and participate in scholarly activities. It also provides the opportunity to register in the student club so as to practice valuable leadership and life skills.

Meaning of Hayyakum : The word Hayyakum is considered one of the most popular words in the Arab countries, which expresses a sincere welcome, especially for dear guests, and has been used since a long time.

This word can be used for HR, Hospitality and Public Administration Club as this discipline engages with people management and believes in welcoming people around the globe.

2. Objectives of Hayyakum Club:

- 2.1. Encouraging students' participation in a variety of activities to improve their performance and develop their scientific and leadership skills.
- 2.2. Raising the spirit of cooperation among students and encouraging them to take responsibility.

- 2.3. Providing support to new students by guiding and assisting them in their new academic life.
- 2.4. Obtaining student input regarding needs and desires, and transmitting the information obtained to students' activities

3. Scope of Hayyakum Club

- 3.1. Each club approved by the university administration can submit some advertisements about the club to clarify the purpose of the club, activities and events. After the club is announced to university students, each student is given the opportunity to register in the club by filling out the registration form.
- 3.2. The Coordinator of Hayyakum Club is a faculty member specialized in the club's field of specialization. This club is open to all university students who study in HR, Hospitality and Public Administration specialization during their study years.
- 3.3. The club members are required to fill out the event plan proposed to be implemented, highlighting all its details, budget and requests to be submitted to the Club Coordinator. All required events must meet the goals of the clubs in line with the vision of the university.
- 3.4. If required events are not included in the club's semester plan, they must be submitted at least two weeks prior to the actual event date for approval.
- 3.5. Clubs must hold elections on an annual basis to select new student committee, who shall operationalize the club.

iii. 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. Head 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 Head 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

XIX. 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 DYASS and 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 Head - Administration Department.

C. CHANGE OF MAJOR / CONCENTRATION

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

Change of major / concentration is permissible only till the fourth semester subject to availability of seat in the respective major and after paying the applicable fee. The change of major / 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 major / concentration should be done at the freshman level. Only under mitigating circumstances, the case can be considered in the sophomore year 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 syllabus / syllabi 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.

XX. 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

XXI. SPECIAL PROGRAMS

A. PROFESSIONAL SKILLS DEVELOPMENT PROGRAM

The Professional Skill Development Program (PSDP) at Skyline University College enables students to develop their professional skills and abilities to become active job seekers as well as life-long learners.

This program provides students with the foundation from which to build effective communication and professional skills. It will equip students with research skills in order to research and distinguish between different types of career opportunities. There is a strong focus on soft skills development as well as 21st Century skills. This program will enhance students' awareness of college activities and their importance. It will aid students in the growth of their awareness of social responsibility and provide students with the opportunity to demonstrate their commitment to community service initiatives.

i. PSDP ACADEMIC REQUIREMENTS

- a. The credit value of the PSDP will be zero and shall be a graduation requirement.
- b. The zero credit PSDP program will be offered without any additional fee payment from the students
- c. Students need to complete the PSDP program requirement for the Freshman and Sophomore level before proceeding to the Junior level and for the Junior and Senior level before graduating.
- d. Attendance and task completion shall be recorded for reference purposes.

ii. PSDP PROGRAM DETAILS

Areas of PSDP program for various levels of the Undergraduate program are given below:

- a. Freshman/Sophomore (20 hours that include 4 SUC activities, 1 of which must be a community service activity)

The PSDP Program for the Freshman and sophomore levels is based on the theme Soft Skills and Higher Order Skills and the topics covered are as follows:

1. Skills identification
2. Knowing yourself
3. Emotional intelligence
4. Research skills (library and internet)
5. Presentation skills
6. IT skills
7. Leadership skills (this includes working in teams and time management)
8. 2 SUC activities (attendance and feedback mandatory)

- b. Junior/Senior (16 Hours PLUS 4 SUC activities, 1 of which must be a community service activity)

The PSDP Program for the Junior and Senior levels is based on the theme Career Guidance and the topics covered are as follows:

1. CV preparation
2. Reinforcement of writing, research and presentation skills
3. Identifying job opportunities
4. Etiquette: Face-to-face conduct
5. Etiquette: Social Media Presence and Digital Media
6. Career guidance
7. LinkedIn
8. Preparing for interviews (including grooming/professional appearance)
9. Mock interviews
10. Career fair
11. 4 SUC activities, 1 of which must be a community service activity (attendance and feedback mandatory)

B. 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.

XXII. 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 and 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

XXIII. 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 Head of Administration department within five working days of communication of a result. The appeal addressed to the Head of 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. DYASS and Registrar
3. Dean of respective schools
4. Head 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.

Head – Admin 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 DYASS and 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 Head – Admin Department along with necessary documentary evidence.

The Head – Administration along with DYASS and Registrar based on their best judgment will decide whether to accept or reject such an appeal. The decision of the Head - Admin 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:** Student is required to use mitigating circumstance form available in the portal to file their appeal for consideration of mitigating circumstances along with necessary documentation.*

XXIV. 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.

XXV. 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.

XXVI. ADMISSION REQUIREMENTS FOR UNDERGRADUATE PROGRAM

A. DIRECT ENTRY REQUIREMENT FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

All admissions in SUC are guided by Ministerial Decrees # 200/year 2004, 133/year 2005 and Decree 55/ year 2021; and MOE-CAA Standards for Licensure and Accreditation 2019.

An applicant seeking admission for the Bachelor of Business Administration program is required to fulfill the following conditions:

- i. High School Qualification
- ii. English Language Proficiency
- iii. Mathematics Proficiency
- iv. Arabic Language Proficiency
- v. Personal Interview
- vi. MOE Equivalency

Please refer below sections for details of the above requirements:

i. HIGH SCHOOL QUALIFICATION

- a. Prospective student should have 70% marks for Advanced or Elite Track or 75% for General Track or equivalent in International standard or its equivalent as per the International Grade Conversions published by World Education Services Inc. (www.wes.org) and www.classbase.com. Student having any equivalent qualification from an institution in UAE must get the documents attested by the Ministry of Education. For qualifications obtained from abroad, attestation is required from the relevant authorities of that country and Ministry of Foreign Affairs, UAE.
- b. IGCSE/GCSE/GCE (O-Level): All documents require attestation from the competent authorities.

1. 13 YEARS OF SCHOOLING

- 1.1. Student class no. 10 – should pass 5 “O level “ (grade A to E)
- 1.2. Student class no. 11 – should pass “2 AS level “ or “1 A level” (grade A to D)
- 1.3. Student class no. 12 – should pass : 2 AS level” or “1 A level “ (grade A to D)
- 1.4. Student should submit the school transcript to confirm the year of studies

- 1.5. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 1.6. Equivalency is compulsory for admission for individual student

2. 12 YEARS OF SCHOOLING

- 2.1. Student class no. 11 – should pass 5 “O level “ (grade A to E)
- 2.2. Student class no. 12 – should pass “2 AS level “ or “1 A level” (grade A to D)
- 2.3. Student should submit the school transcript to confirm the year of studies
- 2.4. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 2.5. Equivalency is compulsory for admission for individual student

c. American Diploma after 12 years of schooling

1. Minimum 5 courses in each grade 10, 11 and 12 with passing mark of 70% for Advanced or Elite Track or 75% for General Track or equivalent in International standard (Refer ministerial degree 4443/2001)
2. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade.
3. As per MOE guidelines, SUC accepts Students with American Diploma under any one of the below mentioned categories:

3.1. IB Diploma:

- 3.1.1. Students are required to study 6 subjects from different academic areas of which 3 are studied at higher level and 3 at standard level.
- 3.1.2. Student must receive a minimum score of 24 points across 6 subjects with at least 12 points from higher level subjects and a minimum of 9 points from standard level subject

3.2. IB Certificate

3.2.1. IB certificates are considered as American Diploma and are equalized by Ministry of Education

3.2.2. Students with IB certificate must obtain a minimum grade of 22 points

3.3. IB Career:

3.3.1. IB Career is considered as Vocational (Technical School)

3.3.2. Students with IB Career must obtain a minimum grade of 26 points

d. Indian Board(CBSE)

Higher Secondary certificate with minimum 50%, which is equivalent to 75% of UAE entry requirement as per classbase.com

e. Pakistan Board

Higher Secondary certificate with minimum 55%, which is equivalent to 75% of UAE entry requirement as per classbase.com

f. Other SS Qualifications (inside UAE):

Students from the Iranian, Indian, Pakistani, Philippine, French or German high school curriculum require 12 years of schooling and attestation from MOE or KHDA or ADEC.

g. Secondary School Qualifications Obtained Outside UAE:

1. Must meet the requirements for admission into university in the country of origin
2. With Min 11 years of schooling
3. Attestation of Secondary School Qualification by Education Authority in Home Country, Ministry of Foreign Affairs in the Home Country, UAE Embassy, and Ministry of Foreign Affairs in UAE

ii. **ENGLISH LANGUAGE PROFICIENCY**

Prospective student is required to fulfill any one of the following English Proficiency requirements for admission to Bachelor of Business Administration program as given below:

- a. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)
- b. A minimum score of 500 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP) (certificates will be accepted upon verification by the ETS)
- c. A minimum score of 5.0 on International English Language Testing System (IELTS - Academic)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MoE.

Table 1: English Proficiency Score Range for Direct entry to Bachelor of Business Administration Program

S.No	EmSAT Achieve English	IELTS [ACADEMIC]	TOEFL - ITP	Enrollment Status
1	>=1100	>=5	>=500	Direct entry to Bachelor of Business Administration 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 along with the application*
5. *Transfer student need to have English proficiency eligibility upon registration*

iii. MATHEMATICS PROFICIENCY

Prospective student is required to fulfill any one of the following Mathematics Proficiency requirements for admission to Bachelor of Business Administration program as given below:

- a. A minimum score of 600 in EmSAT Mathematics Test
- b. A minimum score of 600 in SAT

iv. ARABIC LANGUAGE PROFICIENCY

Prospective student is required to fulfill, Proficiency requirements for admission to Bachelor of Business Administration program as given below:

- a. A minimum score of 600 in EmSAT Arabic Language test
- b. Non-Arab students can register for non-credited Basic Arabic Language course at the institution.

v. PERSONAL INTERVIEW

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

vi. MOE EQUIVALENCY

MOE Equivalency is required for all qualifications other than UAE curriculum.

B. CONDITIONAL ADMISSION REQUIREMENT FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

The VC reserves the right to admit a student on condition to the Bachelor of Business Administration program under following circumstances where the student does not satisfactorily meet the admission criteria as per MOE:

i. CONDITIONAL ADMISSION CAN BE ALLOWED FOR NOT ACHIEVEING THE EMSAT ARABIC LANGUAGE SCORE

The requirements for conditional admission under the above circumstances are detailed below:

a. CONDITIONAL ADMISSION TO STUDENTS NOT MEETING ARABIC LANGUAGE PROFICIENCY REQUIREMENTS

Students who have fulfilled the High School requirement and have not achieved an Arabic Proficiency score as given in below table may be conditionally admitted to the Bachelor of Business Administration program by signing an undertaking for submission of the required Arabic score within the first semester. The student is also required to register for the Arabic course offered at SUC and must obtain a minimum Arabic Proficiency score as per the Admission requirements in order to continue his / her admission to the Bachelor of Business Administration program.

Table 2: Arabic Proficiency Score Range for Conditional Admission to Bachelor of Business Administration Program

EmSAT Arabic Language	Enrollment status
<600	Conditional enrollment in Bachelor of Business Administration Program within in the first semester and register into Arabic course

b. PROCEDURE TO APPLY FOR CONDITIONAL ADMISSION

1. Fill up the Application form for Admission in SUC.
2. Submit Admission entry requirement documents.
3. Pay the application, registration and first installment fee along with the submission of application form
4. Students need to register for Arabic course
5. Appeal to VC for consideration of conditional admission
6. Conditional admission may be granted / rejected at VC's discretion

C. DIRECT ENTRY REQUIREMENT FOR BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM

All admissions in SUC are guided by Ministerial Decrees # 200/year 2004, 133/year 2005 and Decree 55/ year 2021; and MOE-CAA Standards for Licensure and Accreditation 2019.

An applicant seeking admission for the Bachelor of Science in Information Technology program is required to fulfill the following conditions:

- i. High School Qualification
- ii. English Language Proficiency
- iii. Mathematics Proficiency
- iv. Personal Interview
- v. MOE Equivalency

Please refer below sections for details of the above requirements:

i. HIGH SCHOOL QUALIFICATION

- a. Prospective student should have 60% marks in the secondary school of UAE or its equivalent as per the International Grade Conversions published by World Education Services Inc. (www.wes.org) and www.classbase.com. Student having any equivalent qualification from an institution in UAE must get the documents attested by the Ministry of Education. For qualifications obtained from abroad, attestation is required from the relevant authorities of that country and Ministry of Foreign Affairs, UAE.
 - b. IGCSE/GCSE/GCE (O-Level): All documents require attestation from the competent authorities.
1. 13 YEARS OF SCHOOLING
 - 1.1. Student class no. 10 – should pass 5 “O level “ (grade A to E)
 - 1.2. Student class no. 11 – should pass “2 AS level “ or “1 A level” (grade A to D)
 - 1.3. Student class no. 12 – should pass : 2 AS level” or “1 A level “ (grade A to D)
 - 1.4. Student should submit the school transcript to confirm the year of studies

- 1.5. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 1.6. Equivalency is compulsory for admission for individual student

2. 12 YEARS OF SCHOOLING

- 2.1. Student class no. 11 – should pass 5 “O level “ (grade A to E)
- 2.2. Student class no. 12 – should pass “2 AS level “ or “1 A level” (grade A to D)
- 2.3. Student should submit the school transcript to confirm the year of studies
- 2.4. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 2.5. Equivalency is compulsory for admission for individual student

c. American Diploma after 12 years of schooling

1. Minimum 5 courses in each grade 10, 11 and 12 with passing mark of 60% (Refer ministerial degree 4443/2001)
2. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade.
3. As per MOE guidelines, SUC accepts Students with American Diploma under any one of the below mentioned categories:

3.1. IB Diploma:

- 3.1.1. Students are required to study 6 subjects from different academic areas of which 3 are studied at higher level and 3 at standard level.
- 3.1.2. Student must receive a minimum score of 24 points across 6 subjects with at least 12 points from higher level subjects and a minimum of 9 points from standard level subject

3.2. IB Certificate

3.2.1. IB certificates are considered as American Diploma and are equalized by Ministry of Education

3.2.2. Students with IB certificate must obtain a minimum grade of 22 points.

3.3. IB Career:

3.3.1. IB Career is considered as Vocational (Technical School)

3.3.2. Students with IB Career must obtain a minimum grade of 26 points

d. Indian Board(CBSE)

Higher Secondary certificate with minimum 33%, which is equivalent to 60% of UAE entry requirement as per classbase.com

e. Pakistan Board

Higher Secondary certificate with minimum 40%, which is equivalent to 60% of UAE entry requirement as per classbase.com

f. Other SS Qualifications (inside UAE):

Students from the Iranian, Indian, Pakistani, Philippine, French or German high school curriculum require 12 years of schooling and attestation from MOE or KHDA or ADEC.

g. Secondary School Qualifications Obtained Outside UAE:

1. Must meet the requirements for admission into university in the country of origin
2. With Min 11 years of schooling
3. Attestation of Secondary School Qualification by Education Authority in Home Country, Ministry of Foreign Affairs in the Home Country, UAE Embassy, and Ministry of Foreign Affairs in UAE

ii. ENGLISH LANGUAGE PROFICIENCY

Prospective student is required to fulfill any one of the following English Proficiency requirements for admission to Bachelor of Science in Information Technology program as given below:

- a. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)
- b. A minimum score of 500 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP) (certificates will be accepted upon verification by the ETS)
- c. A minimum score of 5.0 on International English Language Testing System (IELTS - Academic)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MoE.

Table 1: English Proficiency Score Range for Direct entry to Bachelor of Science in Information Technology Program

S.No	EmSAT Achieve English	IELTS [ACADEMIC]	TOEFL - ITP	Enrollment Status
1	>=1100	>=5	>=500	Direct entry to Bachelor of Science in Information Technology 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 will follow above category*

iii. MATHEMATICS PROFICIENCY

Prospective student is required to fulfill any one of the following Mathematics Proficiency requirements for admission to Bachelor of Science in Information Technology program as given below:

- a. A minimum score of 500 in EmSAT Mathematics Test
- b. A minimum score of 500 in SAT.

iv. PERSONAL INTERVIEW

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

v. MOE EQUIVALENCY

MOE Equivalency is required for all qualifications other than UAE curriculum.

D. TRANSFER ADMISSION REQUIREMENT FOR UNDERGRADUTE PROGRAMS

SUC accepts students who wish to transfer 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.

Transfer of credit is granted under the following conditions:

- i. Students seeking transfer to BBA program must meet the English, Mathematics and Arabic proficiency requirement.
- ii. Students seeking transfer to BSIT program must meet English and Mathematics Proficiency requirement
- iii. The student must be in good academic standing and still eligible to return to the current or former institution.
- iv. Students who are not in good standing may get transfer only to a different major / concentration from the one from which the student is transferring
- v. 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 thereby ensuring similarity in the course learning outcomes.
- vi. The student must attend a minimum of 50% of the credit hours of their study plan at SUC in other words, only up to 50% of the courses offered in SUC can be offered as transfer of credits transferred to the program.
- vii. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- viii. The students must have passed the course with a minimum of 'C' grade or equivalent.

- ix. Maximum credits awarded for transfer admission will be limited to 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.
- x. No transfer can be awarded for Capstone and protected courses of SUC.
- xi. 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.
- xii. A student is placed in the Senior Level status only after completing all the balance courses till the junior level.
- xiii. In case student changes the major / concentration area of study the student will have to re-apply for TOC. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- xiv. The grades of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- xv. The processing fees of TOC is non-refundable and is charged (as per applicable fee structure).
- xvi. Transfer admission students will not be included in the toppers list.
- xvii. TOC will be awarded to students of Higher College of Technology diploma holders on the following conditions. (This provision is made available as per the Ministry of Higher Education and Scientific Research (MOE) circular no.1 (amended) dated 11th March 2006).
 - a. In case of transfer admissions to Bachelor of Business Administration Program, the applicant must have 12th standard Certificate with minimum 70% marks for Advanced or Elite Track or 75% for General Track or equivalent in International standard
 - b. In case of transfer admissions to Bachelor of Science in Information Technology Program, the applicant must have 12th standard Certificate with minimum 50% marks.
 - c. His/her diploma should be accredited and attested by MOE or its equivalence certificate for those who graduate outside UAE.
 - d. To check the validity of the certificate issued by HCT and make sure that it is authentic.
 - e. CGPA should be 2.0 and above.
 - f. The student should get "C" grade and above in the following subjects:
 - 1. English
 - 2. Math
 - 3. Computer

- g. Any other conditions followed by the institutions. Once the acceptable transfer of credits is decided, the student is informed and can then proceed for registration. Appropriate fee reduction is given for the courses granted transfer of credit.
- xviii. Once the TOC is granted, it will be informed to student along with the graduation plan for review and consent with signature.
- xix. Once a student will change his/her major / concentration, process will be treated as new, thus, additional fee will be applicable as per published fees structure.
- xx. Once a student has joined the SUC and wish to enroll external course/s, these courses should be approved by Administration Dept. before starting the course; otherwise TOC will not be granted along with applicable fees.
- xxi. This TOC process once approved is applicable only for the mentioned intake.
- xxii. TOC will not be granted to conditionally enrolled student for the courses which are in offer in the 1st semester.
- xxiii. TOC students understand that even if they are left with less number of courses at any level, they cannot be granted courses from next level unless and until they have successfully completed level which they are in, as per SUC policy.
- xxiv. Fee waiver for the TOC courses granted will be applicable only on completion of the program, otherwise, the full amount must be paid.

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.*

E. 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

F. ADDENDUM TO THE UNDERGRADUATE ADMISSION REQUIREMENTS VIDE MOE LETTER 2022 /136 DATED 25TH AUGUST 2022- APPLICABLE ONLY FOR FALL 2022 SEMESTER ADMISSIONS

CONDITIONAL ADMISSION WITHOUT EMSAT SCORES APPLICABLE ONLY FOR FALL 2022 SEMESTER

- a. Student must fulfill the EMSAT requirements within a period of one semester for the Fall 2022 semester to be eligible for continuing in the main program.
- b. Student will be registered for one or more foundation course(s)/subject(s) that correspond to the missing EMSAT score(s) along with courses of the Main program
- c. The foundation course will carry zero (0) credit and it will not be calculated in the CGPA of the main program.
- d. Student must achieve the required EMSAT score(s) before the end of the conditional admission period - Fall 2022 semester.
- e. In case, the student does not achieve the required score(s) in EMSAT within the conditional admission period, SUC may consider the 'B' grade and above in the Foundation courses that the student has appeared for admission in the main program in lieu of the required EMSAT score(s).
- f. In case, the student does not meet the EMSAT scores or achieve B grade or above in the Foundation courses enrolled in lieu of EMSAT scores, student will be dismissed from the main program and no transcript will be awarded.
- g. In this case, the student has no right to appeal against the dismissal

**G. ADMISSION REQUIREMENTS FOR AN ADDITIONAL UNDERGRADUATE DEGREE
(applicable only for programs with major)**

This policy is only applicable for programs which have majors.

Students in the current Undergraduate program with a Cumulative Grade Point Average (CGPA) of 2.0 or above, are eligible to earn a double major with an additional degree for the second major.

i. ADDITIONAL BBA DEGREE REQUIREMENTS

In order to earn additional degree in another major, the students should meet the admission requirement for that major and complete the requirements of the additional degree with a total of 141 (120 + 21) credit hours.

For example:

A student who has graduated in Bachelor of Business Administration (BBA) program with Accounting and Finance after fulfilling the graduation requirements of this major and by completing 120 credit hours with a CGPA of 2.0, may register for an additional degree in another major such as Marketing and Retail Management. The student needs to successfully complete additional 21 credit hours in the second major(s) opted at the time of petition for such an award.

Bachelor of Business Administration – Credit requirements for Additional Degree

The total of 141 credit hours has the following breakdown:	
General Education requirement	36 credit hours
Core Business requirement	63 credit hours
Major requirements (for the first degree)	21 credit hours
Major requirements (for the second additional degree)	21 credit hours
Total requirements for additional degree in BBA	141 credit hours

H. 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

- a. It should be recognized and/or accredited as a HEI in the higher education system in which they operate;
- b. For partner institutions based outside the UAE, the primary responsibility for the programs' compliance lies with SUC;
- c. Both SUC and the partner institution are legally permitted to offer joint degree;
- d. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership;
- e. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications;
- f. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution;
- g. 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;
- h. Students visiting a partner institution, as part of the joint degree program, must offered same learning experience and safeguards;
- i. Visiting faculty from main campuses and partner institutions are available for an adequate period of time on campus to enable 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.

I. 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 that 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. The course that is equated appears on the transcript but no credit score or value is assigned to it.

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 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 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.

Please refer Student Handbook for more details.

XXVII. PREPARATORY COURSES

A. IELTS EXAM PREPARATORY COURSE FOR UNDERGRADUATE ADMISSION

i. COURSE INTRODUCTION

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

ii. QUALIFYING CRITERIA FOR UNDERGRADUATE PROGRAMS:

Students, will get into 45-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 5.0 in this test to be eligible to get into Undergraduate program.

B. FLOW OF ACTIVITIES

i. 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.

ii. 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

iii. FINAL TEST

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

iv. 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.

v. 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 AND 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 to the Graduate Programs is 6.0 on IELTS (academic), 550 on TOEFL ITP and 1400 on EmSAT Achieve English. The qualifying score for admission into the Undergraduate Programs is 5.0 on IELTS (academic), 500 on TOEFL ITP and 1100 on EmSAT Achieve English.

The General Training IELTS preparatory course is designed for those who will be entering 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 within 1 – 2 days.

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 [IELTS]

The students appear for the final exam at SUC on the stipulated date. Registration and payment for this exam must be completed 4 days before the test date. This exam may be paper-based or computer-based. In either scenario, the format of the test is the same. Registration and payment for the computer-based exam can be done via <https://my.ieltsessentials.com/>.

The test time limit is 2 hours and 45 minutes, broken into sections for the 4 tested skills. The listening section of the test is 30 minutes, the reading section is 1 hour, the writing section is 1 hour and the speaking section is 15 – 20 minutes.

Results will be declared 13 working days after the paper-based test and 5 – 7 working days after the computer-based test. In either scenario, results can be viewed online and a SMS will be sent to the student.

v. RESULT ANALYSIS

The results are analyzed and recorded systematically by the exam department. This analysis gives the student a clear idea about their scores in each section.

vi. COUNSELING

After a thorough analysis of the results, the students are well counseled as to their 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.

XXVIII. 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 and BSIT 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 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 Undergraduate Candidates with Own Visa**
 - a. National Security Services clearance certificate for UAE Nationals effective from 2014.
 - b. 2 Passport size colored photographs with white background (not Polaroid) along with a digital copy.
 - c. Passport Copy with minimum six months' validity
 - d. UAE National ID
 - e. Attested copy of High School Certificate along with marks sheet (as applicable).
 - 1. UAE 12th standard High School certificate students should submit the attested copy by the school and Ministry of Education, UAE
 - 2. Students from foreign schools operating in UAE approved by the Ministry of Education, UAE should submit attested certificate by the school and private Department in Ministry of Education, UAE

3. Students from overseas school certificate should submit attested copy by the school, Ministry of Education, Ministry of Foreign Affairs and UAE Foreign Embassy from the country of origin
- f. Proof of English Language proficiency as per admission criteria such as EmSAT score 1100 or IELTS score of (5.0) TOEFL score of 500 on the Paper-Based, 173 on the Computer-Based, or 61 on the Internet- Based test, or equivalent score on any other standardized test approved by the Ministry of Education (MOE).
- g. Proof of EmSAT, or SAT score as per Admission requirements for respective schools or Diploma for Admission to undergraduate program

ii. Local Undergraduate 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 with white background (not Polaroid) along with a digital copy.
- c. Passport Copy with minimum eight months validity.
- d. Attested copy of High School Certificate along with marks sheet (as applicable).
 1. UAE 12th standard High School certificate students should submit the attested copy by the school and Ministry of Education, UAE
 2. Students from foreign schools operating in UAE approved by the Ministry of Education, UAE should submit attested certificate by the school and private Department in Ministry of Education, UAE
 3. Students from overseas school certificate should submit attested copy by the school, Ministry of Education, Ministry of Foreign Affairs and UAE Foreign Embassy from the country of origin
- e. Proof of English Language proficiency as per admission criteria such as EmSAT score 1100, IELTS score of (5.0) TOEFL score of 500 on the Paper-Based, 173 on the Computer-Based, or 61 on the Internet- Based test, or the equivalent score on another standardized test approved by the Ministry of Education (MOE).
- f. Proof of EmSAT, or SAT score as per Admission requirements for respective schools or Diploma for Admission to undergraduate program
- g. PDC for the academic year

iii. Visa Undergraduate Students (Overseas)

- a. 2 Passport size colored photographs (not Polaroid) with white background.
- b. Passport Copy with minimum eight months validity.
- c. Police clearance certificate and Medical certificate from any registered hospital, if applicable (Nigerian Students)
- d. Attested copy of High School Education Certificate along with marks sheet (12th Standard certificate attested by Ministry of Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin).
- e. Proof of English Language proficiency as per admission criteria such as TOEFL score of 500 on the Paper-Based, 173 on the Computer-Based, or 61 on the Internet- Based test, EmSAT score 1100, IELTS score of (5.0) or an equivalent score in another standardized test approved by the Ministry of Education (MOE).
- f. Proof of EmSAT, or SAT score as per Admission requirements for respective schools or Diploma for Admission to undergraduate program

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

PROGRAM	APPLICATION DEADLINE (FULL TIME)			APPLICATION DEADLINE (PART TIME)		
	Fall	Spring	Summer	Fall	Spring	Summer
BBA	11 th Sep 2022	29 th Jan 2023	18 th June 2023	15 th Sep 2022	2 nd Jan 2023	22 nd June 2023
BSIT	11 th Sep 2022	29 th Jan 2023	18 th June 2023	15 th Sep 2022	2 nd Jan 2023	22 nd June 2023

XXIX. ADMISSION PROCEDURE

A. VERIFICATION OF DOCUMENTS FOR ADMISSION

The admission file for each student including application documents is send to Administration Department to audit the file for the fulfillment of documents required for confirming the admission of candidate into SUC's program. The Administration 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 DYASS and 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.

XXX. 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 and Invoice [Confirmed Admission]

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

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

2. Admission Letters and Invoice [Conditional Admission]

When a student is admitted conditionally, he/she is issued a 'Conditional Letter of Admission' and '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 Admin Dept. 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 and Invoice

Once the student's progression is confirmed, he/she is issued a 'Letter of Admission' and '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. Graduation Plan

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

XXXI. 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:

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

Information regarding name, age, address, telephone number, date and 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

B. 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. Maximum Period of Study and Maximum Credits

Students enrolled for a Full time Undergraduate Program shall complete within a maximum of 6 years and those enrolled for a Part time Undergraduate program shall complete within a maximum of 7.5 years by earning 120 credits.

iv. Grade Point Average [GPA]

Grade Point Average is determined by dividing total grade points earned by total credits attempted. GPA is calculated for each semester (SGPA) and Cumulative Grade Point Average (CGPA) is calculated for all credits attempted at SUC (Transfer of Credits from other Universities is not included in CGPA calculations).

GPA/CGPA Calculation

Grade Points		Credits		Total
A - 4	x	3	=	12.0
B+ - 3.5	x	3	=	10.5
C+ - 2.5	x	3	=	07.5
D - 1	x	3	=	03.0
F - 0	x	3	=	00.0
		15		33.0

$$\text{GPA} = \frac{\text{Grade Points Earned X Course Credits}}{\text{Total Credits Attempted}}$$

$$\text{GPA (1 course)} = \frac{2 \times 3}{3} = 2 \text{ 'C'}$$

$$\text{CGPA} = \frac{\text{Semester Grade Points Earned X Course Credits}}{\text{Total Credits Attempted}}$$

$$\text{CGPA} = \frac{4 \times 3 + 3.5 \times 3 + 2.5 \times 3 + 1 \times 3}{15} = \frac{33}{15} = 2.2$$

GPA - Grade Points Average

CGPA - Cumulative Grade Point Average

- v. **Student Evaluation and Grading**
Student Evaluation and Grading Policy – BBA and BSIT

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4	OUTSTANDING
B+	85-89	3.5	EXCELLENT
B	80-84	3	VERY GOOD
C+	75 -79	2.5	GOOD
C	70-74	2	VERY SATISFACTORY
D+	65-69	1.5	SATISFACTORY
D	60-64	1	PASS
F	Below 60	0	FAIL
W	Withdrawal		
I	Incomplete		

- vi. **Academic Standing**

All students enrolled at SUC shall be monitored very carefully for the qualitative and quantitative 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**

Qualitative requirement is completion of minimum credits with CGPA as per the below table:

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 - 30	1.50
2	31 - 45	1.70
3	46 - 60	1.85
4	61 and above	2.00

- b. **Quantitative Requirements**

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 'C' grade or above.

For calculating the completion rate of academic work, D+, D and F grades are 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. **Progression and Retention**

Progression is an indication of semester wise academic progress of the student based on successful completion of qualitative and quantitative requirement (as mentioned in above sections) in each semester, failing which the student is retained in the semester and is not allowed to progress to the next semester as per academic standing policy.

d. **Probation/Warning**

Student is placed on probation at the end of Spring Semester if s/he does not meet the minimum requirements as per the information provided in sections (i) and (ii) above; the student is expected to improve his academic performance during summer and fall semesters. In case the student does not improve, he is served with a final warning for the next semester to be considered as final probationary semester.

e. **Suspension**

In case the student is unable to improve the performance in spite of the final warning on probation, student will be placed on academic suspension [Suspension-1 and Suspension-2].

Suspension-1 means when student does not achieve the required CGPA during the suspension status will be automatically placed in suspension-1; even after being in suspension-1 if the student does not improve the CGPA then he will be placed in suspension-2 in the next semester.

Students on suspension status are required to file an appeal with the administration department for allowing them to continue their studies in the following semester. The Satisfactory Academic Progression (SAP) committee may allow the students to take the courses according to their academic profile for which the student has to approach the Student Services department for counseling.

f. **Dismissal**

In case the student has not achieved 'Good Standing' as per section (i) and (ii) above at the end of Suspension-2 semester, the student shall be dismissed and dismissal will be reflected in his transcript. In this case No refund of fees is allowed.

vii. **Academic Integrity and Plagiarism Policy**

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.

a. **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;

1. Paraphrasing materials or ideas of others without identifying the sources.
2. Using sources of information (published or unpublished) without identifying the source.
3. Directly quoting the words of others without using quotation marks or indented format to identify them.
4. Verbatim quotation without proper referencing
5. Cut and paste from any electronic/print media without proper referencing
6. Inaccurate citation
7. Auto-plagiarism- author reuses significant portions of his or her previously published work without attribution

b. 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.

c. 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.

d. 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 decision of DAC will be final and binding to the student.

e. Other academic offenses

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

1. Presenting false credentials

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

2. Cheating

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

3. Facilitating Academic Dishonesty

- 3.1. Allowing another student to copy an assignment or problem set that is supposed to be done individually.
- 3.2. Allowing another student to copy answers during an exam.
- 3.3. Taking an exam or completing an assignment for another student.

4. Collusion

- 4.1. The work that has been done with others is submitted and passed off as solely the work of one person.
- 4.2. Working with others without permission from your faculty to produce work which is then presented as your own independent work.

5. Fabrication of data

- 5.1. The falsification of data, information, or citations in any formal academic exercise.
- 5.2. 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.

6. 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.

7. 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.

f. 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.

g. Recommended actions based on Disciplinary Action Committee

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.

h. Training Students on Plagiarism

- 11.1. 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.
- 11.2. The faculty members need to orient the students about the plagiarism policy and its consequences in the relevant assessment components.

i. Review of the policy

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

viii. Repeating Courses

- a. 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.
- b. A student is allowed to repeat the course only twice.
- c. Students who repeat the course will not be included in the toppers list.

ix. Re-Sit/Mitigation Final Examinations

- a. Re-Sit Final examinations will be based on comprehensive syllabus.
- b. 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.
- c. Only students with grade D who will benefit with grade improvement or students with grade F who benefit from re-sit will be allowed to re-sit the final examinations, based on their performance in the continuous modes of assessments.
- d. These examinations will be conducted as per the pre-released schedule.

x. Graduation Requirements

Bachelor degree is awarded to a student upon fulfilling the following requirements:

- a. Students enrolled for a Full time Undergraduate Program must have completed the program within a maximum duration of 6 years and attempted not more than 180 credits. Those enrolled for a Part time Undergraduate program must have completed the program within a maximum duration of 7.5 years and attempted not more than 180 credits.
- b. The successful completion of 120 credit hours
- c. The number of credit hours as specified in the field of major
- d. Achievement of CGPA not less than 2.00 in the following:
 1. Overall 120 credits earned
 2. In Major / Concentration Courses
- e. Students must attain a minimum of "C" grade in every Capstone course
- f. Students are required to fill the graduation application along with fee as applicable.
- g. Recommended for graduation by Graduation Board

xi. Provisional Certificate

Provisional certificate is issued to the students who have successfully completed the graduation requirement. It serves an interim document 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, DYASS and Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean's List. The Graduation Board also confirms eligible students for final Toppers and Graduate Honors as per the Procedure for Toppers / Awards.

xiii. Graduation Honors

Upon meeting the Undergraduate 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 3.50 - 3.69
Magna Cum Laude	An average of 3.70 - 3.89
Summa Cum Laude	An average of 3.9 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 be fulfilled as per schedule.

C. 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:

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

Please refer Student Handbook for more details.

D. 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.

E. 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 C - FEE STRUCTURES for more details

ii. General terms and conditions for 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 Placement 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. Student joining the Under Graduate Program is required to undergo an English Placement Test approved by MOE and the Mathematics Placement Test.

- f. In case the student is unable to clear the English Placement test, they must undergo the English Foundation Program as per the admission criteria mentioned in the Under Graduate Catalog and additional fees is payable as per the published fees structure.
- g. Student unable to clear the Mathematics Placement Test must undergo the Mathematics Crash Course as per the admission criteria mentioned in the Under Graduate Catalog and additional fees is payable as per the published fees structure.
- h. Students joining the English Foundation Program and / Mathematics Crash Course must pass these programs within the current semester else the scholarship / fee waiver will be forfeited.
- i. Transfer of Credits: Students applying for Transfer of credits needs to complete the application form and submit all the documents as per admission policy and pay the required fees as per published Fees Structure. Once the Transfer of Credits (TOC) are approved, student will be eligible for a fee waiver of 50% (on per credit published Tuition Fees) for the TOC approved courses.
- j. 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 conditional admission with no refund of fees, and release of records.
- k. Students are required to deposit postdated cheque (s) or avail direct debit facility at the time of admission 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.
- l. 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.
- m. In case student abstain from scheduled classes beyond one month, and doesn't officially fills up the postponement process, they will be considered cancelled, thereafter if the student wishes to rejoin, the student will be considered as a new admission and the published fees structure of the academic year will be applicable.

- n. Tuition Fees is non-transferable and 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 official communication and will be published on the website, catalog, notice board and student handbook also at the beginning of the academic year.
- o. 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.
- p. 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.
- q. All payments against Tuition fees, Miscellaneous Fees and 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.

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. 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 and 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, and 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 invoiced 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:

- i. 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.
- ii. 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.
- iii. If the credit card / debit card expires between his periods of study, new card details to be furnished before the next debit cycle.
- iv. If the student wishes to replace the card details, the same has to be furnished 15 days before the next debit cycle.
- v. Deferment of fees will not be allowed for any student.
- vi. 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.
- vii. 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.
- viii. 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:

- a. 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.
- b. 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.
- c. No exchange of cheques is allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques.
- d. 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.
- e. 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.

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 2022 - 2023 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. Refund Policy Under Graduate

Please refer ANNEXURE D - REFUND POLCY

viii. Scholarships and 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:

- a. Vice Chancellor
- b. Deputy Director Academic Support Services and Registrar
- c. Director of Marketing and Communication
- d. Head of Finance Department
- e. Head of Administration Department

a. Sponsorship Programs for Prospective Students

1. Youth Empowerment –Sponsorship initiative for high school graduates

Skyline University has launched the new Youth Empowerment Sponsorship program that aims to empower young students of all nationalities and make them obtain the best higher education in the UAE. We at Skyline University College are committed to providing high-quality education to young students for a bright future.

This Youth Empowerment Scholarship program is available to all young students who have successfully completed their twelfth standard and meet the admission criteria required by the Ministry of Education.

2. Girls and Young Women Empowerment

Skyline University College has launched the Girls and Young Women Empowerment through Education Program on April 19, 2022, with an aim of providing a five million dirhams fund that will be granted as sponsorship for the AY 22-23 to 100 expatriate female students residing in UAE.

The program is open to girls and young women of any nationality - expatriates residing in the UAE. It also entails assisting students in finding employment while completing their studies

3. **Sports Sponsorship**

Skyline University College (SUC) has launched a new initiative for budding sports talent boys and girls through Sports Sponsorship Program in AY 22-23. AED 5 million (Five million) is allocated in the form of sponsorship to 100 Expatriate students of all nationalities residing in UAE.

Sports Sponsorship Program is open to 100 expatriate students residing in UAE for the AY 2022-2023 who has been an active member of the school team for any sports activity. The student must have competed and represented the school team in an inter-school level sports competition at the local or international level. Through this initiative, SUC wants to recognize sports talent and enable them to also pursue their higher education along with their passion for sports. SUC will also provide students an opportunity to compete at the local and regional level of various sports competitions as a port of SUC team and coaching facility for selected sports activities

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. 2.5 CGPA
- 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 and 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	MARKS	UNDERGRDUATE - CGPA TO BE MAINTAINED			
		[AT THE TIME OF ADMISSION]	[FULL DURATION OF STUDY PERIOD]			
		UNDERGRADUATE	CGPA 3.0 AND ABOVE	CGPA 2.99 TO 2.50	CGPA 2.49 TO 2.0	CGPA LESS THAN 2.0
1	50%	90% Above	50%	25% / 30% / 35%	15%	0%
2	35%/30% for specific MOUs	80% - 89%	-	25%	15%	0%
3	25%					
4	15%	70% - 79%	-	-	15%	0%

Documents required:

1. Copy of Transcript (High School Cert. for undergraduate program and Degree Cert. for Graduate program),
2. Valid Identification Cards/Documents (UAE ID, Passport Copy and 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 E-SCHOLARSHIP / FEE WAIVER for more details

XXXII. FACULTY MEMBERS AND THEIR CREDENTIALS

A. SCHOOL OF BUSINESS FACULTY MEMBERS

i. BBA - Full Time

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Haitham Mohammad Musa Alzoubi	Associate Professor	Master in Business Administration	Doctor of Philosophy (Management)	Amman Arab University
2	Dr. Kakul Agha	Associate Professor	Master in Public and Personnel Management	Doctor of Philosophy (Business Administration)	Aligarh Muslim University
3	Dr Jalal Rajeh Mohammad Hanaysha	Assistant Professor	Master of Science in Management	Doctor of Philosophy in Management	University Utara Malaysia
4	Dr. Sharon Mendoza Dreisbach	Assistant Professor	Master in Public Administration	Doctor in Management (Human Resources Management)	Notre Dame of Dadiangas University
5	Dr. Amer AL Kassem	Associate Professor	Master of Public Administration	Doctor of Philosophy in Social; Sciences	University of Rajasthan
6	Dr. Rahul Sharma	Associate Professor	Master of Commerce	Doctor of Philosophy in Commerce	DR. B. R. Ambedkar University
7	Dr. Ramakrishna Yanamandra.	Assistant Professor-Associate Dean	M. Phil (Management)	Doctor of Philosophy (Management Science)	Jawaharlal Nehru Technological University
			M.SC in Technology (Geo-Physics)		
8	Dr. Robinson Joseph	Lecturer	Master of Business Administration (Finance)	Doctor of Philosophy (Commerce)	Madurai Kamaraj University
			Master of Commerce in Finance		
			Master of Philosophy in Management		

i. BBA Adjunct faculty

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Om Prakash	Adjunct Part Time Faculty	Master of Economics, Master of Econometrics	Doctor of Philosophy in Social Science (Public Finance)	University of Rajasthan
2	Dr. Deepika Gaur	Adjunct Part Time Faculty	Post Graduate Diploma in Human Resource Management	Doctor of Philosophy in Management	Pacific Academy of Higher Education & Research Society India

B. SCHOOL OF INFORMATION TECHNOLOGY FACULTY MEMBERS

i. BSIT - Full Time

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Ghassan Farid Ateih Issa	Professor, Dean-School of IT	Master of Science	Doctor of Philosophy in Computer Science	Old Dominion University
2	Dr. Manas Ranjan Pradhan	Associate Professor	Master of Science in Physic	Doctor of Philosophy in Computer Science	University of Mysore
3	Dr. Beenu Mago	Assistant Professor	Master of Computer Applications	D. Phil (Computer Science)	Banasthali University
4	Dr. Hazim Mohammad Jarrah	Assistant Professor	Master in Computer Science	Doctor of Philosophy in Computer Science	Auckland University of Technology
5	Dr. Mahmoud Alkasawneh	Assistant Professor	Master of Computer Science	Doctor of Philosophy in Computer Science	Universiti Teknikal Malaysia Melaka
6	Dr Alaa Mustafa Mohammad Momani	Lecturer	Master of Science in Computer Information Systems	Doctor of Philosophy in Information Communication Technology	Al Madinah International University
7	Dr. Muath Ibrahim Mohammad Jarrah	Lecturer	Master of Computer Science	Doctor of Philosophy in Computer Science and Engineering	Universiti Teknikal Malaysia Melaka
8	Dr. Waleed Khamees Ali Alomoush	Assistant Professor	Masters of Information Technology	Doctor of Philosophy in Computer Science	Kebangsaan University Malaysia
9	Dr. Karamath Ateeq	Lecturer	Master of Engineering in Electrical and Electronics Engineering (Applied Electronics)	Doctor of Philosophy in Computer Science and Engineering	Bharathisan University

10	Dr. Ayat Alrosan	Lecturer	Master of Computer Science	Doctor of Philosophy in Science and Technology	Universiti Teknikal Malaysia Melaka
11	Dr. Hamza Alrababah	Lecturer	Master of Computer Science	Doctor of Philosophy in Engineering Services	Donetsk national Technical University
12	Mr. Tauqeer Faiz	Instructor	Master of Science in Information Technology Management	Master of Science in Information Technology Management	British University in Dubai
13	Dr. Taher Ghazal	Instructor	Master of Computer Science	Doctor of Philosophy in Software Engineering	DAMASCUS University
14	Dr. Ammar Ali Deeb Al Momani	Professor	Master of Computer Information system	Doctor of Philosophy	Universiti Sains Malaysia

ii. BSIT - Adjunct Faculty

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Kamatchi	Adjunct Part Time Faculty	Master of Computer Science and Engineering, Master of Computer Applications, Master of Philosophy in Computer Science	Doctor of Philosophy in Computer Science & Engineering	Sunrise University

C. GENERAL EDUCATION FACULTY MEMBERS

i. General Education – Full Time

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Mohammad Abdul Salam	Assistant Professor, Head of General Education	Master of Computer Applications	D. Phil (Computer Science)	Banasthali University
2	Dr. Osama Ali Thawabeh	Associate Professor	M.Sc. (Physics)	Doctor of Philosophy in Science (Physics)	University of Rajasthan, Jaipur
3	Mr. Muhamad Hosain Habboosh	Sr. Instructor	Master of Arts in Linguistic Studies	Master of Arts in Linguistic Studies	University of Essex
4	Mr. Mahmoud Mohammad Mahmoud Al Sakhnini	Sr. Instructor	Master of Computer and Information Systems	Master of Computer and Information Systems	Yarmouk University
5	Mr. Venkata Ramana Durga Kumar	Sr. Instructor	Master of Science in Mathematics	Master of Science in Mathematics	ANU, India
6	Mr. Omar Hikmat Sattar	Instructor	Master of Arts in English Language and Literature Studies	Master of Arts in English Language and Literature Studies	University of Social Sciences and Humanities, Poland

ii. General Education – Adjunct Faculty

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Aamer Swaidan	Adjunct Part Time Faculty	English Language	PhD in English Language	University of Malaya
2	Dr. Ilham Mebrouk	Adjunct Part Time Faculty	Master of Exegesis & Hadith	Doctor of Philosophy in Exegesis & Quran Science	University of Sharjah
3	Dr. Meena Verma	Adjunct Part Time Faculty	Master of Physics	Doctor of Philosophy in Physics	University of Kerela
4	Ms. Anjum Azeez	Adjunct Part Time Faculty	Master of English (Language & Literature)	Master of English (Language & Literature)	Acharya Nagarjuna University
5	Dr. Ayman	Adjunct Part Time Faculty	Master of Psychology	Doctor of Philosophy in Education Psychology	Menofiya University
6	Dr. Reyaz	Adjunct Part Time Faculty	Master of Mathematics	Doctor of Philosophy in Science	Magadh University
7	Dr. Ibrahim Mohammad	Adjunct Part Time Faculty	Master of Arabic Language curricula & Teaching methods	Doctor of Philosophy in Arabic Language curricula & Teaching methods	Yarmouk University
8	Dr. Wasim Ahmed	Adjunct Part Time Faculty	Master of Arabic Language & Literature	Doctor of Philosophy in Islamic Studies	Jamia Hamdard University

XXXIII. 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.

XXXIV. ANNEXURE

A. BACHELOR OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

BUS3001	Business Law	3 Credit
<p>The business managers should be well versed with laws applicable to business, legal issues, torts, contracts, property law, government law, and its jurisdiction to swiftly operate and function the business. This course will introduce you to the laws that organizations and managers must abide by while conducting business. By the end of this course, you will have a clear understanding of the legal environment in which businesses operate.</p> <p><i>Pre-requisite: None</i></p>		

BUS3002	Cross Cultural Communication	3 Credit
<p>Cross Cultural Communication course focuses on examining how different cultural norms, values and beliefs impact global businesses. This course assesses the theoretical models of culture and evaluates differences between cultures to facilitate successful business operations in a global context. The course further equips students to understand the nuances of cultural differences in globalized business environment and be prepared to handle the diverse world.</p> <p><i>Pre-requisite: None</i></p>		

BUS3011	Export and Import Management	3 Credit
<p>This course exposes the students to the procedures of imports and export activities required and undertaken by organizations dealing with foreign markets. It also provides an exposure on International Commercial Terms, documents and insurance and financing of imports and exports. On completing this course, the student will understand the formalities of import and export management and enable them to independently handle the foreign trade activities.</p> <p><i>Pre-requisite: None</i></p>		

BUS3112	Comparative Global Management	3 Credit
<p>This course focuses on global perspectives on management and its various functions which help the student to understand the differences in functional approaches practiced in different countries. This course develops ability of a student to identify and evaluate the management approaches practiced in contemporary scenarios. It will also help students to perceive the trends in the eastern and western countries and also be able to assess the impacts on management of the global organizations</p> <p><i>Pre-requisite: MGM1001</i></p>		

BUS4004	Business Ethics	3 Credit
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Business Ethics course helps students to learn the conceptual framework to identify, analyze, and understand how businesses make ethical decisions and undertake corporate social responsibilities. The course informs how ethics can be integrated into strategic business decisions and helps in evaluating the complex environment of ethical decision-making in organizations and ethical conduct of business in a socio-politico-economic and competitive environment.

Pre-requisite: None

BUS4103	Business Research Methods	3 Credit
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This course guides the students in understanding and organizing a research study. It explains the process of research methods, designing instruments of data collection, compiling the data, analyzing and reporting the findings. The course focuses on the importance of identifying appropriate research problems, applying suitable type of research and developing research methodology for the stated problem understanding the limitations. The course further prepares the students to apply appropriate tools & techniques to analyze qualitative and quantitative data through excel & SPSS software and draw conclusions.

Pre-requisite: MAT1102

BUS4115	Business Project Management (E)	3 Credit
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The course introduces the principles and techniques as well as the problems of the project manager. The focus of the course is on understanding the project life cycle its planning, allocation of resources, management and risk assessment. The course includes performance evaluation, risk assessment and closing the projects. It helps Students to use Project Management techniques and tools through appropriate software.

Pre-requisite: MGM1001

BUS4205	Globalization and Emerging Markets	3 Credit
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This course aims to provide framework and various tools for formulating competitive strategies in response to increased internationalization and globalization process. Particular attention is given to help students to understand as to how a firm operates within the international environment. It equips students with knowledge and skills to develop appropriate international marketing strategies that contribute to future economic growth.

Pre-requisite: ECO2102, FIA 2013

CIS1001	Essentials of IT	3 Credit
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This course is designed to provide students with an understanding of the essential components of Information Technology (IT) covering hardware, software, networking and databases. The course also provides an introduction to cloud computing, security and future developments in IT. Students will also be given hands on training using MS office suite.

Pre-requisite: None

CIS2102	Emerging Technologies	3 Credit
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This course is designed to provide students with an understanding of applications of information technologies and provide an overview on emerging trends such as cloud computing, Big Data analytics and Internet of Things (IoT) that are critical to modern business operations. The course helps students to learn the value of information technologies towards connecting people and processes with the technology.

Pre-requisite: CIS1001

CIS3110	Database Management Systems	3 Credit
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This course introduces the student to the basic concepts of Database Management Systems and different types of conceptual data modeling techniques are also introduced. Students will learn to develop an entity relationship diagram that reflects the data in an organization and to convert the ER-model to a relational database. Complete database creation and querying skills are given to the student through SQL. Finally the student is also exposed to the file organization strategies of a Database Management System. Hands on lab exercises are included in SQL to practice creation and querying of database.

Pre-requisite: CIS1001

CIS3111	Information System Security	3 Credit
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This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. The Course enables students to understand the concepts, elements, and goals of information security. The course will focus on availability, vulnerability, integrity and confidentiality aspects of information systems. The course content helps students to prepare for various industry recognized professional certifications.

Pre-requisite: CIS1001

CIS3112 **E-Commerce** **3 Credit**

This course focuses to make the students understand the ways and means of doing business with Internet enabled technologies. The students will understand how Internet can be used to communicate, track and transact with the customers, suppliers and other related organizations for the benefit of business. Also, the emphasis is given in the course towards the new trends of e-commerce services that have emerged after initial e-commerce revolution. The students will also learn to define various business models in e-commerce operation and issues in adopting e-commerce in a seamless manner with the existing way of traditional operations.

Pre-requisite: CIS1001

CIS4013 **Information Systems Project Management** **3 Credit**

This course emphasizes managing projects within the specific scope, time, cost and quality. The different phases of the project are to be taught to the students in this course. These include identification of the need or problem, development of the proposed solution, and implementation of the solution. Students will be taught to use software for managing projects. Hence, students will learn to develop work break down structures, network diagram, and to identify critical path. Hands on experience will be given with live project modeled based on the learning during the Course using MS-Project and Visio.

Pre-requisite: None

CIS4017 **Knowledge Management Technology (E)** **3 Credit**

The ability to manage knowledge has become increasingly important in today; knowledge economy. Knowledge is considered a valuable commodity, embedded in products and in the tacit knowledge of highly mobile individual employees. The emergence of information and knowledge is a key factor in developing and maintaining a competitive advantage. This requires organizations to manage its knowledge effectively. The purpose of this course is to acquaint students with various knowledge management concepts and technologies.

Pre-requisite: None

CIS4104 **Management Information Systems** **3 Credit**

Management Information Systems (MIS) explores the use of information systems in today's organizations. Students acquire the knowledge and skills desirable to successfully apply information systems and technology in support of organizational strategy. Students will be exposed to introduction to information systems in organizations, strategy and information systems, data and knowledge management, internet and social media, E-Commerce and M-Commerce, Intelligent systems and business intelligence. The course thus explains how changes in technology translates into new opportunities for businesses.

Pre-requisite: CIS1001

CIS4114 **Cloud Enterprise Systems** **3 Credit**

This course covers the fundamentals of cloud computing and provides the skills and knowledge required to effectively evaluate and assess the business and technical benefits of cloud computing for a business organization. Furthermore it will familiarize students to use the basic tools and concepts to implement cloud computing in organization to get the competitive edge in ever changing technology trends.

Pre-requisite: CIS1001

CIS4115 **Information System Audit and Control (E)** **3 Credit**

As Information Systems are becoming center of critical business operations it is essential to evaluate various authorizations and controls regularly. In this course student will learn how Information system audit is planned, organized and executed, and their results communicated to the organization. Students will learn how to develop and implement risk-based IS audit strategies and objectives in compliance with generally accepted audit standards to ensure that the organization IT assets are adequately controlled, monitored, and assessed, and are aligned with its business objectives.

Pre-requisite: CIS1001

CIS4118 **Business Intelligence (E, P)** **3 Credit**

This course covers the fundamentals of data warehousing architecture and the issues involved in planning, designing, building, populating and maintaining a successful data warehouse. The course introduces students to data mining and how it relates to data warehousing. Specific topics covered include the logical design of a data warehouse, the data staging area and extract-transform-load processing, the use of multi-dimensional analysis using OLAP techniques, and coverage of the knowledge discovery process including common data mining modeling techniques.

Pre-requisite: CIS1001

CIS4216 **Business Process Modeling(C, S)** **3 Credit**

This course introduces the concepts of business process modeling using Unified Modeling Language (UML) with the help of Rationale Rose and Visio. Further, this course emphasizes on the core set of skills that students need to know as a business process analyst. This course also teaches students about object oriented approach to system design.

Pre-requisite: CIS3110 and SENIOR STATUS

ECO2001	Micro Economics	3 Credit
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On completing this course the student will be able to understand the underlying concepts of Microeconomics, its functions in relation to household and firm-level decision making. The student will understand the pricing of goods and services in different competitive environments. The knowledge, tools & techniques learned through this course will prepare the students to understand economic processes and activities. Some of the major topics to be covered in this course include the theory of supply and demand, production and cost, and market structure.

Pre-requisite: None

ECO2102	Macro Economics	3 Credit
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This course enables students to understand concepts of Macroeconomics dealing with national income, national output, inflation and unemployment. The student also learns economic problems and policies in developing and developed economies arising out of macro-economic decisions relating to international trade, exchange and balance of payments to be able to assess the economic environment.

Pre-requisite: ECO2001

ECO3110	Economics of International Business	3 Credit
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This course exposes students to the concepts of international business, trade, barriers and finance. It presents fundamental theories and models of international economic and business relations. It offers insights into real life economic issues and problems. The course focuses on the processes, challenges and impacts of international trade, exchange rates and international financial institutions and World Trade Organizations on national economies and businesses.

Pre-requisite: ECO2102

ECO3111	Economics of Sustainability	3 Credit
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The course provides an insight into sustainable economic development by examining various aspects of economic activity, public policy and their environmental impact. As a result of growing awareness of environment customers demand green products. Government regulations mean that business should adopt sustainable processes. The course helps students to understand role of entrepreneurs, governments and the stakeholders in adopting sustainable methods of performing policies and activities

Pre-requisite: ECO2102

ENG1001	English	3 Credit
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This course helps students to have a good understanding of English reading and writing skills. It hones their reading and writing skills and communicate their thoughts in an articulated manner to the readers. It also facilitates the students to prepare documents presentations and deliver effectively

Pre-requisite: None

ENG1102	Business Communication	3 Credit
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The course offers a basic understanding of, and practical engagement with, some of the typical models used in different types of written and oral communication. Outcomes for the course include developed skills pertaining to: proper business attitudes reflected in writing; creative thinking; cross-cultural communication; document-design and formatting; oral presentation; and job hunting and interviews. Emphasis will also be placed on the self-editing of writing and language usage. The course lays the foundations for successful and skillful business communication.

Pre-requisite: ENG1001

FIA1001	Principles of Financial Accounting	3 Credit
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This is an introductory course in accounting. The primary objective of the course is to provide the students with an understanding of the financial accounting principles, concepts and procedures in the light of International Financial Reporting Standards (IFRS). Students will understand both the theoretical and practical aspects of accounting. The course will equip the students with the ability to prepare financial statements.

Pre-requisite: None

FIA2102	Principles of Managerial Accounting	3 Credit
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The course presents managerial accounting principles, concepts and techniques required for a business entity. The course acquaints students with concepts and techniques that managers and accountants use to present information for planning and decision making. The overall aim of the course is to prepare students with the ability to apply management accounting concepts and techniques, in analyzing the cost, volume and profit, and prepare the different types of cost statements and plans independently.

Pre-requisite: FIA1001

FIA2103	Principles of Finance	3 Credit
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This course gives an introduction to the principles of finance. The course aims at students understanding the sources of finance available to a business and the mechanism of raising and managing finance. The course also provides an insight into the financial markets, time value of money, valuation of securities, risk and return, cost of capital, capital budgeting, capital structure and working capital management.

Pre-requisite: FIA1001

FIA3110	Financial Markets and Investment Strategy	3 Credit
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This course serves as your introduction to financial markets, financial institutions and investment process. It provides a foundation for understanding financial markets, financial institutions and financial securities, such as stocks, bonds and derivatives, and acquiring knowledge for making sound investment decisions. The course also gives an understanding of how risks are quantified and managed by financial institutions and investors.

Pre-requisite: FIA2103

FIA3111	Corporate Finance	3 Credit
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This course gives an introduction to the basic principles of modern corporate finance. Topics covered include the time value of money and basic methods for optimal investment and consumption decisions. Furthermore, the course covers aspects in capital market theory and asset pricing. The course also provides an insight into the importance of options in financial decision making and concludes with the firm optimal capital structure. Advanced topics include: valuation, advanced capital budgeting issues, capital structure, dividend policy, risk and return analysis, working capital and corporate governance.

Pre-requisite: FIA2103

FIA3112	Intermediate Accounting	3 Credit
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This course is a comprehensive study of accounting principles and procedures underlying the preparation of financial statements. The course is concerned primarily with measuring and reporting assets, liabilities, revenues and expenses. On completing this course, the student will have an understanding of accounting measurement and financial reporting.

Pre-requisite: FIA1001

FIA4019 **International Banking** **3 Credit**

This course provides students with an in-depth understanding of International Banking, financial payment systems and depository institutions. Students will learn the roles of Central Bank all over the world and how they influence the economy. It discusses and analyzes the various implications of monetary and exchange rate policy management of Central Banks. This course will also determine the impact of banking regulation and important aspects of International banking. By the end of this course, students will learn the vital role of Central banks, stabilizing the economy with the monetary policy and face the challenges.

Pre-requisite: None

FIA4113 **Taxation: Principles and Practice** **3 Credit**

The objective of this course is to enable the students understand the role of taxation in economic decision making and financial reporting. A broad range of tax issues are covered in this course. This course familiarizes the students with principles and techniques that tax consultants and accountants use to compute tax and prepare tax returns in compliance with the tax laws.

Pre-requisite: FIA3112

FIA4114 **Cost and Management Accounting** **3 Credit**

This course acquaints students with concepts and techniques that managers and accountants use to present information for planning and decision making. The overall aim of the course is to prepare students with the ability to apply management accounting concepts, in analyzing the components of costs, allocation of costs and preparation of statements and reports to facilitate better decision making and performance evaluation.

Pre-requisite: FIA2102

FIA4115 **Auditing (E)** **3 Credit**

This course develops an understanding and appreciation of the philosophy of the auditing process and provides students with the skills necessary for auditing and financial reporting. The course covers the standards, concepts, and principles of auditing theory and practice. By the end of the course the student will be able to apply professional auditing standards and appropriate audit procedures to auditing.

Pre-requisite: FIA3112

FIA4117 **Accounting Information System (E,P)** **3 Credit**

This course is designed to familiarize the student with the basic knowledge of accounting information systems and develop skills required to provide input for developing accounting information systems. This course examines how information technology is used in accounting and dissemination of information to stakeholders.

Pre-requisite: FIA2102

FIA4118 **Islamic Finance (E)** **3 Credit**

This course deals with introduction to Islamic finance theory and practice, and it enables the students to understand the Islamic financial system, Islamic Financial Services Industry and Capital Markets. The course also enables students to differentiate between Islamic and non-Islamic financial system and identify suitable financial products for different situation.

Pre-requisite: FIA3111

FIA4120 **International Finance (E)** **3 Credit**

This course exposes students to the fundamental principles and theories of International Finance. As a direct Consequence of many de-regulations of financial markets and advancement in information technology, the field of international finance has become increasingly important over the past three decades. The course will focus on the major markets that serve global factors, including floating exchange rates, the abolition of capital controls, the international business, relationships between the exchange rates and economic variables, measurement and management of exchange rate risk.

Pre-requisite: FIA2103

FIA4216 **Financial Statement Analysis (C, S)** **3 Credit**

This course provides an introduction to business analysis based on the financial statements. The emphasis is placed on the financial statement users and their different needs. The course develops a critical interpreting for disclosure required in the financial reports which is supposed to follow the International Financial Reporting Standards (IFRS).

Pre-requisite: Senior Status, FIA2102

GEN1001 **Core Life Skills and Happiness** **3 Credit**

This course introduces the students to understand concepts of core life skills and happiness that enables them to cope up with attitudes and values in the life situations. This course also provides students with an understanding of managing self and coping up with the contemporary life style in personal, professional and societal context.

Pre-requisite: None

GEN1002 **UAE Society** **3 Credit**

The course provides an understanding of UAE Society in terms of its geography, culture and history as well as social, economic, and environmental development. The course focuses on introducing students to the main social features of Emirati community, its core values and heritage. It also elaborates the importance of future plans of the country.

Pre-requisite: None

GEN1003 **Critical Thinking and Problem Solving** **3 Credit**

This course is designed to help students develop their skills in reasoning, analysis, and the use of logical arguments. This will help in improving their scientific temperament in identifying problems, collecting adequate information and analyzing data to solve problems. This course develops student attitude towards developing sound critical reasoning and logic while presenting the inferences and communicating to the audience in an articulated manner.

Pre-requisite: None

GEN2004 **General Science** **3 Credit**

The course provides an insight into scientific way of thinking and develops scientific temperament in analyzing social and business problems. The course provides opportunities for students to understand scientific processes and its application in the fields of humanities and business. The course provides an overview on basic elements of Physics, Chemistry, Astronomy and earth sciences and their applications to the society.

Pre-requisite: None

GEN2005 **Basic Arabic** **3 Credit**

The course offers an introduction to understanding of and practical engagement of written and oral Arabic communication for non-native speakers. The contents of the course cover alphabets, basic reading, writing and speaking skills related to daily life. By the end of the course students should be able to hold simple conversation in Arabic and read and write basic sentences.

Pre-requisite: None

GEN2006 **Advanced Arabic** **3 Credit**

The course is designed to teach detailed topics in Arabic Language for Arabic speakers and improve student's Arabic language skills in reading, writing and grammar. Reading texts, understanding context and idea of text in detail and answering related questions, learning new vocabulary of the reading text, practicing writing short paragraphs about general topics following grammar rules are the highlights of the course.

Pre-requisite: None

GEN2007 **Islamic Culture** **3 Credit**

Islam is a code of behavior and a way of life. This course introduces the history of Islamic culture. Students will be able to get an insight into issues of gender, marriage, law, economics, business, art and architecture. The course explains the relationship between the Islamic concepts with society, business and issues of globalization.

Pre-requisite: None

HRP3010 **Foundation of Psychology** **3 Credit**

This course will introduce students to the basic knowledge about Psychology as an academic and applied field involving the study of behavior, mind and thought and the subconscious neurological bases of behavior. The focus will be on the application of such knowledge to various spheres of human activity, including problems of individual's daily lives and the problems at work. This course will facilitate the students in better understanding about human thoughts and behaviors and the underlying processes and components therein.

Pre-requisite: None

HRP3012 **UAE Labor Law** **3 Credit**

UAE Labor Law introduces the UAE labor law and its various elements. The course highlights the importance of key statutory requirements and sponsorship systems in UAE. It further outlines legal requirements that need to be fulfilled by organizations in UAE with regards to key HR processes. This course is beneficial for students who are employed or are looking for employment within the UAE industry.

Pre-requisite: None

HRP3111 **Cognitive Psychology** **3 Credit**

This course will introduce students to the basic knowledge about the cognition and the mental processes underlying human behavior. It gives insight into the evolution of the cognitive psychology and the ways to understand the process of cognition in different circumstances.

The main focus will be developing the sound understanding about the processes by which the sensory input is transformed, reduced, elaborated, stored, recovered, and used. After the successful completion of the course, students will have better understanding of the entire process relating to how we make sense of the world.

Pre-requisite: HRP3010

HRP4113 **Human Resource Development** **3 Credit**

Human Resource Development (HRD) is a critical and rapidly evolving field of expertise. It is linked to all levels of management and provides an understanding of concepts of HRD system, related mechanisms and changing boundaries of HRD. The students will study various HRD initiatives that apply at individual, organizational as well as at community and societal level. The course gives insights into Career development, training and performance management systems, contemporary HRD policies and practices related to leadership development and knowledge management which are basis for development of Human Resources.

Pre-requisite: MGM3104

HRP4114 Compensation Management 3 Credit

Compensation Management course will enable students to gain knowledge on various concepts, theories and methods of compensation in organizations. The students will learn how to design reward programs that will give their employers a competitive advantage. This course will help students to evaluate compensation strategies followed by various organizations from both a human resource professional and managerial perspective.

Pre-requisite: MGM3104

HRP4115 Counselling Skills and Theory (E) 3 Credit

This course introduces topics related to main aspects of counselling which include counselling definition, its forms, counsellor role and ethics. The course will help the students in understanding various approaches of counselling. The course also discusses how various counselling approaches can be applied to various areas related to Human resource management in organizations.

Pre-requisite: HRP3010

HRP4117 Managing Positive Psychology at Work (E, P) 3 Credit

The course will introduce students to the concepts and theories of positive psychology. The focus of the course will be to enable the students to understand happiness, positive relationships, emotional intelligence and other concepts for using these concepts in their own lives and use these concepts to create the positive organizational environment. Students will learn the positive psychological therapies helpful in enhancing the productivity and interpersonal relationships in organizations.

Pre-requisite: HRP3010

HRP4118 Developmental Psychology (E) 3 Credit

This course will help students to acquire knowledge about the Developmental psychology which mainly focuses on the scientific study of how and why human beings change over the course of their life. The focus will be on the study of changes in thinking, feeling, and behavior throughout a person's life. Students will also learn to analyze the changes in human beings across three major dimensions: physical development, cognitive development, and socio-emotional development.

Pre-requisite: HRP3010

HRP4216 Strategic Human Resource Management (C, S) 3 Credit

Strategic Human Resource Management (SHRM) is an extremely relevant and important course for HR students. It is linked to all levels of management and provides an understanding of concepts of SHRM stem, related mechanisms and changing boundaries of HRM. This course will support students in understanding employees as resources which provides competitive advantage to organization. The course gives insights into various strategies followed in areas of HRM for alignment with the mission and vision of the organization. The course enlightens students about issues related to HRM during mergers, acquisitions and downsizing.

Pre-requisite: Senior Status & MGM3104

IND4102 Internship (C, S) 3 Credit

The internship program provides an opportunity to students to work, learn, and gain hands-on experience in an organization. It helps students to develop a professional understanding of an industry in their major area of study. Students are able to apply the knowledge gained in classrooms in a work setting, thus enriching their learning experience. This experience is also regarded valuable in preparing for their future careers. Since students work to gain experience, the course emphasizes that they be placed in an environment that is appropriate to their major field of study that is conducive to learning.

Pre-requisite: SENIOR STATUS

IND4203 Project (C, S) 3 Credit

The Internship Project program provides an opportunity to students to work, learn, and gain hands-on experience in an organization. It helps students to develop a professional understanding of an industry in their major area of study. Students are able to apply the knowledge gained in classrooms in a work setting, thus enriching their learning experience. This experience is also regarded valuable in preparing for their future careers. Since students work to gain experience, the course emphasizes that they be placed in an environment that is appropriate to their major field of study that is conducive to learning.

Pre-requisite: SENIOR STATUS and BUS4103

INE3010 Design Thinking 3 Credit

In this course, an overview of design thinking and working with models and tools that covers design thinking as a problem solving approach. Organizational cases that use design thinking to uncover compelling solutions will be discussed within the course. This course highlights the importance of innovation to students. The concepts of lean thinking and innovative thinking have been dealt with in the course. Therefore this course of Design thinking provides the tools you need to become an innovative thinker and uncover creative opportunities that are in the environment.

Pre-requisite: None

INE3101 **Innovation (E, P)** **3 Credit**

This course on Innovation provides a contemporary view of conceiving, developing and managing innovation that focuses on new product or service idea development for new venture, or improving existing processes in the firms. It also focuses on social innovative product beneficial for the society. The aim of the course is to equip students with creative thoughts and engage them in an innovative thought process to bring about changes in new and established businesses.

Pre-requisite: GEN1003

INE3102 **Entrepreneurship (P)** **3 Credit**

This course covers the concepts and models of Entrepreneurship entailing the skills needed to conceive business ideas, establish new ventures, the process of entrepreneurship, and globalization. Upon the completion of the course, students will have engaged in creative and innovative thought process to bring about new businesses. Students will have skill to examine current opportunities in the business environment, develop a business plan canvas and eventually develop a business plan for creating a new venture.

Pre-requisite: MGM 1001

INE3111 **Family Business Management** **3 Credit**

This course covers the nature importance and uniqueness of family business. It also explores and analyzes family business continuity challenges and contemporary examples of successful management, family, ethics and corporate social responsibility, corporate governance practices to lead a successful family owned business. This course also highlights the importance of succession planning, challenges in professionalism and maintaining ethical standards in running a family owned business.

Pre-requisite: MGM 1001

INE3112 **New Product Development** **3 Credit**

The course focuses on pertinent strategies to be considered for new product or service development process. It covers the detailed processes of developing new product/service. The students will also be exposed to the intricacies of commercialization aspects of new product launched including developing pertinent business and marketing strategies to make the new product a successful one.

Pre-requisite: MKT2201

INE4113 Management of Small and Medium Enterprises 3 Credit

This course is designed to provide insights into issues and challenges in various functional areas of management in managing small and medium enterprises. The course also helps in understanding the importance of sustainable strategies for the small and medium enterprises to be successful in the long run. The course will also help the students in understanding the role of Small and Medium Enterprises (SME) in an economy.

Pre-requisite: MGM 1001

INE4114 International Entrepreneurship 3 credit

This course covers the concept and importance of International Entrepreneurship. It also gives insights into the issues specific to international venturing including search and identification of opportunities in foreign markets, logistics of international business expansion, cross-cultural business communication, international sourcing, and international deal-making and networking. The course also helps to explore issues related to Global marketing and Global HRM in managing a global entrepreneurial journey.

Pre-requisite: INE 3102

INE4115 Entrepreneurial Leadership (E, P) 3 Credit

This course covers various frameworks, theories and models related to entrepreneurial leadership. The course highlights the critical link between leadership and entrepreneurial success by analyzing cases related to successful entrepreneurs. It also provides students with an opportunity to evaluate various leadership styles for leading business enterprises. The course also focuses on professional leadership, leadership for nonprofit organizations and government organizations.

Pre-requisite: INE 3102

INE4117 Brand Management (E) 3 Credit

This course will introduce students the concepts related to brand management and about its various approaches. The students will get various insights in how brands create market value by using various approaches. The course will help the students not only to study how brands are created, and also analyzes various issues related to brand evaluation. The students will also study the key legal issues related to Brand Management.

Pre-requisite: MKT2102

INE4118	Social Entrepreneurship (E)	3 Credit
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This course covers the concept, need and process of social entrepreneurship. The course entails the different approaches, frameworks, techniques and models used in social entrepreneurship. It will also help students to develop social entrepreneurship plan to be implemented for the benefit of society at large.

Pre-requisite: INE 3102

INE4216	Entrepreneurial Project (C, S)	3 Credit
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This course entails the impact of industry interaction on the entrepreneurial venture. It enables the students to gain insights into the complexities, opportunities and rewards of entrepreneurship. This course prepares students in using practical skills needed for the real world by being able to generate and manage the ideation process innovatively till commercialization of the idea. They further acquire skills to initiate the process of startup and carry it forward till liquidity stage. Overall, this course enables students to apply entrepreneurial thinking at workplace, manage finances and personnel and understand the value of creating jobs.

Pre-requisite: INE 3102, SENIOR STATUS

MAT1001	Business Mathematics	3 Credit
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This course introduce the concepts and mathematical methods used in business management. It will focus on theories and models of functions, interest, annuity, derivatives and integration. The specific aim of the course include construction and analysis of simple mathematical models, applying mathematical functions and carrying out computations regarding marginal analysis, interest and annuities (using excel software).

Pre-requisite: None

MAT1102	Business Statistics	3 Credit
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This course emphasize the importance of basic statistical concepts, its applications and the use of analytical tools for solving business problems. The course also prepares students about the methods of data collection, application of analytical tools, analysis and interpretation data and reporting of results. The course helps students to develop skills in using statistical software.

Pre-requisite: MAT1001

MAT2103	Quantitative Techniques for Business	3 Credit
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This course equips students in using appropriate concepts, tools and techniques in quantitative business decision-making. The course enable students to analyze the data using software on decisions related to investment, forecasting and managing inventories. Students are also exposed to network analysis, project management and assignment of resources and finish products to various markets using linear programming and transportation models.

Pre-requisite: MAT1102

MGM1001	Principles of Management	3 Credit
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Principles of Management enables students to understand and apply fundamental concepts and principles of management that are essential for comprehending the higher order business and management courses. The course covers theoretical frameworks of managerial and operational functions supporting students to understand basic applications of principles of management in an organizational context. It also enlighten students to comprehend benefits of working in teams and managing conflicts.

Pre-requisite: None

MGM3102	Organizational Behaviour (E)	3 Credit
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Organizational Behaviour provides a framework on understanding and analyzing organizational behavior and managing change. It focuses on inter personal relations, group dynamics and the flows of organizational communication. The student is equipped to learn negotiation skills, leadership and managing conflicts.

Pre-requisite: MGM1001

MGM3103	Operations Management	3 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 to improve the productivity of organization. The study of operations management also emphasizes to enhance the operation performance through operation strategies and tools like designing, process technology JIT ,Enterprise Resource planning ,capacity planning, inventory management, quality planning and control, TQM , managing risk and recovery., etc.

Pre-requisite: MGM1001

MGM3104	Management of Human Resources (E)	3 Credit
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Management of Human Resources examines structures and processes of human resource management that enable right kind of employees to be recruited, trained and be able to contribute to growth of organization. The course supports students to understand conceptual framework of human resources and its role in maintaining suitable workforce for achieving organizational goals and objectives. Students learn to evaluate HRM strategies relating to compensation and performance evaluation. The course includes discussions on contemporary issues of HRM in a global context and its impacts on organizations.

Pre-requisite: MGM1001

MGM3105 **E-Customer Relations Management (E)** **3 Credit**

Customer relationship management (CRM) is a model for managing a company interactions with current and future customers. It involves technology to organize, automate, and synchronize sales, marketing, customer service, and technical support. This course is designed primarily for students undertaking majors in marketing or international business studies whose career plans may at some point involve managing a company interactions with current or future customers. This course is intended to help them understanding the technology involved in CRM, and various ways to know, retain and attract customers and increase the profitability of the organization

Pre-requisite: MGM1001

MGM4406 **Strategic Management (C, S)** **3 Credit**

This course is a comprehensive course that entails strategic management concepts, tools, and principles for strategy formulation, implementation, evaluation and competitive analysis. It concentrates on managerial decisions and actions that affect the performance and survival of business enterprises. The course focuses on the information, analyses, organizational processes, and skills that managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition. The emphasis is on developing and successfully implementing strategy in different types of firms across industries.

Pre-requisite: FIA2103, MGM3103, MKT2201, SENIOR STATUS

MKT2201 **Principles of Marketing** **3 Credit**

This course is designed to introduce students to the core concepts and principles of marketing and to prepare them understand how organizations adopt and design different marketing approaches to acquire, maintain and develop successful customer relationships. It also focuses on understanding the components of marketing plans with respect to the application of marketing mix elements. The course will enable students to learn and apply the tools of marketing in analyzing, segmenting, targeting markets and positioning products.

Pre-requisite: ECO2001 and FIA1001

MKT3110 **Consumer Behaviour** **3 Credit**

Consumer behavior is the focal point in determining the demand for products and services as wells the profits for organizations. It is imperative for the students to understand the consumer buying behavior so as to formulate and implement strategies appropriate to the target markets of an organization. As such, this course draws the attention on psychological, sociological, and economic factors including motivation, learning, attitudes, personality, reference groups, social stratification, demographics, lifestyles, and cross cultural differences and their impact on purchasing, consumption and choice of decisions.

Pre-requisite: MKT2201

MKT3111	Integrated Marketing Communication	3 Credit
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This course is designed to provide the students with comprehensive understanding about several elements of marketing communication mix with specific emphasis on advertising, sales promotion, direct marketing, public relations, corporate communications and digital media. This course also enables the students to examine and propose ways to manage the marketing communication mix as an integrated program for achieving firm's marketing objectives. As a whole, it ensures that the students learn to analyze and evaluate the impact of various marketing campaigns.

Pre-requisite: MKT2201

MKT3112	Retail Management	3 Credit
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Retailing has made inroads into goods and services sectors in a big way such as travel and tourism, finance, real estate, entertainment and leisure in the last decade. This course enables the students to learn different conceptual and application aspects of retail management. It further enables them to analyze various aspects of retailing such as trade area, site selection, store layout and managing material and human resources in a retail organization.

Pre-requisite: MKT2201

MKT3202	E- Marketing (E)	Credit
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This course enables the students to learn theory and practical aspects of e-marketing. It enables the students to understand strategic and operational aspects of e-marketing becoming digital marketing through applying new age marketing tools. This course helps the students to acquire skills of identifying and applying different digital marketing tools in real life scenario. It enables the students to develop comprehensive e-marketing strategy for an organization in a real life business context

Pre-requisite: CIS 1001 and MKT 2201

MKT4114	Retail Store Operations	3 Credit
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This course is aimed at developing comprehensive understanding of store operations and equips the students with the skills related to manage stores in different product categories. The course enables students to understand managing retail stores such as distribution of merchandise, sales support activities, and customer services, managing stocks, managing people, maintenance activities while ensuring safety and security of all the assets and people.

Pre-requisite: MKT2201

MKT4115 **Mall Management** **3 Credit**

This Course covers an overview of the fundamentals mall management and its practices. Students will be exposed to managing shopping malls facilities and its operations. It also enable students to understand and evaluate the positioning of malls and their promotional strategies. It helps students to analyze the revenue models by managing leasing, tenancy and negotiations within the frame work of regional regulations

Pre-requisite: MKT2201

MKT4116 **Retail Merchandizing and Pricing(C, S)** **3 Credit**

This course enables the students to understand theory and application of merchandising, its processes, vendor selection and its management. It also helps the students to develop appropriate pricing and store layout strategies. As a whole, this course empowers the students for evaluating inventory management techniques and designing terms of contracts for procurement.

.Pre-requisite: SENIOR STATUS

MKT4117 **Visual Merchandizing and Display (E)** **3 Credit**

Visual Merchandising is the art of displaying merchandise in a manner that is appealing to the eyes of the customer. It sets the context of the merchandise in an aesthetically pleasing fashion, presenting them in a way that would convert the window shoppers into prospects and ultimately buyers of the product. A creative and talented retailer can use this upcoming art to breathe in new life into his store products. Passion for design and creativity are essential to be a good visual merchandiser. A perfect design process and the ability to create ideas that are different are required. Visual merchandising includes window displays, signs, interior displays, cosmetic promotions and any other special sales promotions taking place. In this course, the focus will be on principles and practices of visual merchandising with particular emphasis placed on design principles, visual display components, types of visual merchandising techniques and emerging trends in visual merchandising.

Pre-requisite: MKT2201

MKT4118 **Sales Management (E)** **3 Credit**

This course is designed to offer the students an understanding of the key roles of sales personnel in convincing the customers for realizing sale of goods and services vital for a company's revenue generation. It further endeavors to expose them to various issues involved in managing sales vis-à-vis. interrelationship between the personal selling and marketing programs, organizing the sales efforts both within and in relation to the distribution network, analyzing the primary responsibilities of the sales force, and to know how to control sales efforts. Finally, it enables the students to learn the principles of sales force management in the local and the international scenario in today's competitive marketing environment in both consumer and industrial markets.

Pre-requisite: MKT2201

MKT4119 **International Marketing (C, S)** **3 Credit**

The course enables students to understand the emerging trends in global markets. It also enables students to understand factors influencing market entry strategies in changing global market scenario. This course helps students to analyze and evaluate international marketing contexts in a rational manner and help them take decisions to tap international market opportunities. It also focuses on analyzing the importance of product, price, promotion, distribution strategies in international markets.

Pre-requisite: Senior Status

MKT4120 **Services Management (E, P)** **3 Credit**

This course plays a vital role in developing the service orientation of the student. The course deals with basic concepts of service operations, various frameworks of operations management in service sector, designing, developing and managing the service experiences of the customers, yield management and service quality. Service firms constitute an overwhelmingly large percentage of the economy of every industrialized nation. It is by far the most likely economic sector in which most of the management graduates of any business school will be employed. Especially, in a service dominated country like UAE, it is very important to manage the operations related to service sector. A comprehensive understanding of various types of operations involved in service sector is an essential prerequisite to enhance the customer satisfaction.

Pre-requisite: MKT 2201

MKT4121 **Public Sector Marketing (E)** **3 Credit**

This course is design to provide the students' knowledge and skills related to marketing for public sector. Public sector marketing focuses on the notions of exchange and relationship as these occur between an organization and those individuals and groups who seek to satisfy their needs. In essence, public sector marketing seeks to articulate and propose solutions regarding the exchange and relationships occurring between a government organization and individuals, groups of individuals, organizations or communities in connection with the request for and performance of public-oriented tasks and services. Students will be able to discover how to use proven marketing thinking to enhance the efficiency and effectiveness of any government institution, public agency, or non-profit organization.

Pre-requisite: MKT 2201

MKT4213 **Logistics and Supply Chain Management** **3 Credit**

This course enables the students to understand the supply chain management concepts, the best practices involved in it, role of strategic alliances, order and inventory management across the chain, distribution and role of IT. It enables the students to analyze supply chain strategies with reference to identifying and managing demand. This course enables the students to evaluate different approaches of supply chain with respect to improving its performance.

Pre-requisite: MAT1102 and MKT2201

PAD3110 **Principles and Practices Of Public Administration** **3 Credit**

This course introduces the characteristics of the public organization and its impact on the society. The course is designed to familiarize students with the basic concepts and principles of public administration in the governmental, non-profit, and private sectors and to acquaint students with public administration as a field of study. Knowledge of concepts and area provides students with a necessary foundation for the practice of public administration professionally. The course prepares students for more advanced course work, particularly in the areas of policy formulation, planning and analysis.

Pre-requisite: MGM1001

PAD3112 **Comparative Public Administration** **3 Credit**

This course exposes students to comparative public administration. The course focuses on capacity building and seeks to identify universal patterns in organizational structures and processes that promote the most 'desirable' policy outcomes. States differ greatly in their history, social and economic characteristics, and exhibit a range of administrative arrangements. The variation in these administrative systems is due to a variety of factors, including social, cultural, political and technological. Further, the course looks into various administrative system structures and frameworks. Also the course explores the question of behavioral characteristics of administrative systems and its effect on policy outcomes.

Pre-requisite: PAD3110

PAD4113 **E- Governance** **3 Credit**

This Course will provide students understanding of E- Governance. The content of the course will help student to understand how ICT enhance service delivery to citizen. Learning of this course will help student to identify areas for E- Governance implementation and challenges in implementing the initiative

Pre-requisite: CIS1001

PAD4114 **International Relations and Foreign Policy (P)** **3 Credit**

This course on International Relations and Foreign Policy is designed to provide students an overview of world history as understood through the lens of international relations and to introduce the core analytical concepts and theories in International Relations. The course familiarizes students with the approaches to foreign policy and its practice. The focus is on the process of foreign policy decision making in the dynamic international scenario keeping in view domestic compulsions. Instances of international cooperation through formal institutions get special mention and issues & challenges of the contemporary global era form the overall framework of the course. The students will also be exposed to the regional affairs that influence national foreign policy initiatives. The course will equip students with necessary understanding of world affairs in context of priorities for their country

Pre-requisite: PAD3110

PAD4117 **Disaster Management (E)** **3 Credit**

This course attempts to provide comprehensive knowledge to students on disaster preparedness, mitigation, and rehabilitation. It will enable students to equip themselves with disaster response techniques, risk assessment and vulnerability analysis. The course focuses on the design of disaster policies and implementation of emergency management programs to manage hazards and to deal with natural, technological, and other man-made disasters. Emphasis is on the roles of public agencies, nonprofit organizations, and private firms, as well as volunteers, in disaster mitigation, preparedness, response, and recovery efforts.

Pre-requisite: PAD3110

PAD4118 **Environment Management (E)** **3 Credit**

This course has been designed to create proper understanding about the environmental issues and the ways to manage them. Environmental management is a wide, expanding, and rapidly evolving field, affecting everyone from individual citizens to businesses; governments to international agencies. Indisputably, it plays a crucial role in the quest for sustainable development.

Students will learn about public policies related to environment and sustainability, how these policies are framed and what are the related institutional problems. They will also learn about how development is impacting environment, how environmental management is done for urban areas and what the anticipated future course of environmental management is.

Pre-requisite: GEN2005

PAD4216 **Public Policy Formation** **3 Credit**

This course is a study of the dynamics of governmental decision-making and its influence on the content of public policy; the course focuses upon an introduction to the process of public policymaking and to the substance of policy in selected areas. The course is structured around four components: theories and concepts, actors in context, policy as process, and policy as substance. Further the course discusses as to who is involved in making and implementing public policy. Discussions also include on policy both as a linear and a cyclical process. The course peruses the role of the environment in which the policy is determined, the background of decision makers and non-governmental agencies.

Pre-requisite: PAD3110 AND SENIOR STATUS

THM3010	Foundations of Tourism	3 Credit
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This course introduces students to the complexities of the tourism system so that they will be better positioned to eventually assume the managerial challenges and responsibilities. It provides a comprehensive introduction to the world's most rapidly growing industry. The course also gives valuable information regarding tourist attractions, tourist accommodations, means of transportation and other organizations that are involved in the tourism business. The importance of technology on the development and operation of tourism businesses will be given to the students so that they can explore major concepts in tourism, what makes tourism possible, how tourism can become an important factor in the wealth of any nation and suggests how the tourism industry can prepare itself to accommodate future growth and meet tomorrow's challenges.

Pre-requisite: None

THM3011	Management of Travel and Tours (P)	3 Credit
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After completing this course the student shall be able to handle travel and tour operations in regard to planning itineraries and packaging inbound & outbound tours. Students will also be exposed to airline travel management inclusive of world geography, international regulations and fare constructions. The course is designed to provide students a general understanding of travel distribution channels and emerging trends of application of technology in the sector.

Pre-requisite: None

THM3112	Front Office Management	3 Credit
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The course aims at familiarizing the students with various functions of front office. This course will develop skills for handling guests at the front office by following prescribed standards and procedures. The course intends to assess the front office management practices and operations aiming at customer care and satisfaction.

Pre-requisite: MGM 1001

THM4014	Food Beverage Services and Management	3 Credit
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The course aims at developing knowledge and different managerial skills necessary to work in the field of food and beverage industry. This course will focus on Health and safety awareness for the food and service in hospitality industry. Through interactive and practical sessions, the course will equip students with the product knowledge, interpersonal skills, technical competence and the ability to provide effective customer service.

Pre-requisite: None

THM4015	Event Management (E)	3 Credit
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This course is conceptualized in the backdrop of burgeoning tourism industry and aims at developing effective manpower to join the Event Management sector of the country. The course focuses on enhancing employability and updating knowledge regarding events and types of attractions. Emphasis is given on understanding the different dimensions of managing events, analytical and presentation skills and applying a systematic approach to problem solving. The salient features of the course include lectures from industry experts, practice and exercises, field visits and case discussions.

Pre-requisite: None

THM4116	Strategic Tourism and Hospitality Management(C, S)	3 Credit
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This course equips students with an advanced and contemporary knowledge of external and internal environmental scanning in hospitality and tourism context. Specifically, it helps students to develop analytical and practical management skills. The course provides knowledge and understanding of the analytical tools to perform industry analysis, organizational and competitor's analysis. This course will also enable students gain a clear understanding with respect to strategy content, strategy context, and strategy process with a focus on tourism and hospitality business. Special emphasis will be made on analyzing and developing strategies for tourism destinations development and marketing.

Pre-requisite: Senior Status

THM4117	Tourism and Hospitality Marketing (E)	3 Credit
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This course familiarizes the students with the hospitality and tourism marketing process. It aims at developing an understanding of marketing management through which tourism enterprises analyze and evaluate the environment and identify marketing opportunities & threats. The course also focusses on defining and selecting target markets, planning and executing marketing programs, and implementing control plans, in the context of tourism and hospitality.

Pre-requisite: MKT2201

THM4118**Impacts of Tourism (E)****3 Credit**

This course provides an understanding of the relationship between tourists and the various tourism providers, thereby facilitating insight into the importance of tourist motivations. It intends to comprehend the influence that the government, culture and environment bring about on tourism within a nation during a given period of time. The course studies the positive and negative aspects that are created by tourism on the host community. An in-depth understanding of the different effects that tourism brings about on the economic, social and environmental lifestyle of the host community is a main dimension of this course.

Pre-requisite: THM3010

THM4213**E - Tourism****3 Credit**

This course deals with the latest breakthrough of the Internet and its critical role in our daily lives with respect to travel and tourism. E-tourism assures that there will be enormous opportunity for tourism professionals to capitalize on the available opportunities on the Web. The development of large scale fully integrated Global Distribution Systems as one-stop market place where customers can benefit by making airline bookings, hotel reservations, arrange travel insurance, rent a car etc. without being constrained by working hours or distance of an outlet. The course familiarizes students to latest development in Information Communication Technology (ICT) that is being practiced in the field of Travel and Hospitality Industry.

Pre-requisite: THM3010 and CIS1001

B. BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY COURSE DESCRIPTIONS

AIT3101 Artificial Intelligence 3 Credits

This course presents an introduction to the essential concepts and techniques of (AI) and its applications' areas. It provides students with the basic concepts, knowledge and skills required in utilizing Artificial Intelligence techniques in evaluating and solving problems under various conditions and constraints.

Major topics included in this course include: Knowledge Representation, Intelligent Agents, Problem Solving and Search Algorithms, Uninformed & Heuristic Search, First-order Logic, Constraints Satisfaction, Automated Reasoning & Planning, reasoning Under Uncertainty, and Decision Making.

Pre-requisite: BIT2106

AIT3102 Machine Learning 3 Credits

The course enables students to understand machine-learning concepts using Python. The course covers topics including single and multi-varied Regression models, and their applications in solving business problems. In addition, the course will cover the application of Binary classification models, Logistic Regression, k-NN, SVM, Naïve Bayes, Decision Tree Classification and Random Forest Classification for business intelligence. Other algorithms covered include k-Means Clustering, Hierarchical Clustering ML Association Models using Apriority Model.

Pre-requisite: AIT3101

BIT1001 Digital Logic 3 Credits

Students will be introduced to the concepts of number representation and arithmetic circuits and digital logic concepts. The students will gain skills of analyzing Boolean Algebra, Logic Expressions and Minimization Karnaugh maps to minimize functions and be able to build and design logic gates applications. The students will also study the Combinational-circuit building blocks of logic design such as Flip-Flops, registers, counters, Synchronous sequential circuits, Asynchronous sequential circuits and a simple processor and also testing of logic circuits.

Pre-requisite: None

BIT1102	Introduction to Programming	3 Credits
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This introductory course covers basic programming concepts and problem-solving skills such as variables, data types, construct, and repetition structures. Students learn how to design the logic of programs and then implement those programs using Python. By the end of this course, students will be able to write small programs in Python that use variables, mathematical and logical operators. The course also covers the fundamentals of lists, dictionary, tuples, sets and file handling techniques. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: CIS1003

BIT2103	Database Management Systems	3 Credits
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This course introduces the basic concepts of database management systems, conceptual data modeling techniques, architecture and schema. Entity Relationship (ER) is precisely illustrated with various categories of relations. Relational algebra and Relational database concepts are explained for query processing. Various data normalization techniques are used to get structured databases from complex databases. Hands on lab exercises are included using structured query language (SQL) to practice on various application areas. Concepts of storage architecture and database security are discussed to understand the complexity of data storage and security aspects. The trends of database programming languages are highlighted in current practices

Pre-requisite: BIT1102

BIT2104	Advanced Programming	3 Credits
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The course covers the core concepts of object-oriented programming such as classes, objects, data abstraction, encapsulation, inheritance, and polymorphism. Students will learn about concepts of importing libraries, multithreading, exception handling, string operations, code organization and design patterns. This course also includes development of an application by making use of the Graphical User Interface (GUI), debugging and testing of programs using object-oriented features. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: BIT1102

BIT2105	Computer Organization & Architecture	3 Credits
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The student will be introduced to computer abstractions and technology, arithmetic & logical operations, integer, and floating-point number representation. The course enables students to get an understanding of computer organization, computer architecture, functions of processors, multiprocessors, memories and input/output (I/O) devices. It also focuses on pipelined architecture and cache optimizations. The course also covers basic assembly language programming.

Pre-requisite: BIT1001

BIT2106	Data Structures and Algorithm Analysis	3 Credits
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This course introduces students to basic concepts of data structure and algorithms. Data structures ADTs such as arrays, recursion, stacks, queues, linked lists, binary trees, general trees, priority queues, heaps, hash table, binary search trees, graphs, asymptotic analysis of simple loops and structures, sorting and searching will be covered. Students will learn how to create and perform simple operations on data structures. The students will attend scheduled lab sessions to solve problems, practice the learned data structure, and analyze the various data structure algorithms.

Pre-requisite: BIT2104

BIT2107	Web Design and Development	3 Credits
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This course helps students to design, and create web pages and websites using Hyper Text Markup Language (HTML5), Cascading Style Sheets (CSS3) and JavaScript. Students will learn the concept of HTML files, create the general structure of a web page using HTML tags. CSS3 will be utilized to improve web pages overall presentation in terms of its layout, fonts, and themes. Further, students will apply JavaScript to create interactive web forms to add interactivity in their websites.

Pre-requisite: BIT1102

BIT2108	Computer Networks	3 Credits
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This course covers the fundamental concepts of computer networks. Particularly, students will gain an understanding of the network hardware and software, which enable network communication, network models and protocols that control the network communication, as well as various modern network technologies and applications. The course also introduces the student to advanced networking concepts such as wireless networking, network security, congestion control, quality of services. Further, this course helps students to plan, design and analyze computer networks in small-to-medium enterprises. Students will gain practical knowledge about computer networks by using different networking software such as Cisco Packet Tracer and Wireshark.

Pre-requisite: CIS1003

BIT3109	Operating System	3 Credits
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The course covers operating systems concepts such as, Process control, Threads, concurrency, synchronization, deadlock, starvation, memory management, process scheduling, input/output management, disk scheduling, file Management and security features of operating systems. The course also covers advanced concepts such as Embedded Operating Systems, Virtual Machines and the usage of Operating Systems in Cloud Environment. The lab sessions are planned to make students skilled in operating system programming.

Pre-requisite: BIT2105

BIT3110	Mobile Application Development	3 Credits
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The course equips students with fundamental concepts of mobile application development for Android Operating System (OS). The course provides students with the skills to develop Android based applications. Students will learn about Android activity life cycle along with User Interface (UI) objects for application development. The student will be able to run, test and implement the developed application in a real time environment.

Pre-requisite *BIT2107*

BIT3111	E-Commerce	3 Credits
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The course provides a detailed overview of the concepts related to architecture and infrastructure for building e-commerce sites. The course also helps in analyzing various business models within the ethical, political and societal framework. Students will learn viability of online retailing and other services to customers. The course also provides knowledge and skills desired to integrate supply chain management to support online business and evaluate various online platforms.

Pre-requisite: *BIT2107*

BIT3112	Cybersecurity Essentials	3 Credits
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This course identifies and explains the ever-changing vulnerabilities, threats, and attacks that expose computer security to cyberspace. It provides a critical analysis and thorough step-by-step evaluation to assess the strength of the network infrastructure to prevent the unpredictable and sophisticated cyber criminals exploit these vulnerabilities to steal wealth, information, and secrets. Topics covered include: Access control and monitoring, intrusion detection, infrastructure security, local security, confidentiality and protecting secrets, integrity and protecting information, and availability and the five nines concept.

Pre-requisite *BIT2108*

BIT4113	Information Technology and Ethics	3 Credits
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This course provides the framework to identify and analyze various ethical issues related to fields of information technology and implement ethical decisions. It also takes an overview of the complex environment of ethical decision-making in organizations. The course explains the importance of social responsibilities. Students will evaluate ethical decisions in areas related to IT practices and integrate ethical practices in strategic decisions.

Pre-requisite: *BIT3112*

BIT4121	Human-Computer Interaction	3 Credits
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In this course, the students will understand the interaction between computer systems and a wide range of users. The course will cover User Interface (UI) design and usability tests. The course will cover topics including User interaction development requirements, usability specifications, design, prototyping, and evaluation of interactive design technologies.

Pre-requisite: BIT2107

BIT4122	Knowledge Management Technology (E, P)	3 Credits
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This course covers the importance of Knowledge Management (KM), its process and lifecycle models, the difference between tacit and explicit knowledge, the importance of learning organizations, the ways in which knowledge is shared and utilized, and the importance and impact of organization culture on knowledge sharing and learning. The course enables the students to create knowledge networks, and usage of Information Communication Technologies (ICT) in provisioning these systems and related technologies to assess, evaluate and disseminate knowledge assets in an organization. Moreover, to get a comprehensive understanding of the importance of KM, the course includes knowledge boundaries mechanisms, decision making and decision support systems, and future of KM.

Pre-requisite: BIT2103

BIT4123	Internet of Things	3 Credits
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The course outlines the background and overall vision for the Internet of Things (IoT) and Cyber-Physical Systems (CPS), as well as associated emerging technologies. Students are introduced to key technologies such as device communication and interactions, connectivity of devices to cloud-based infrastructures, distributed and edge computing, data collection, and methods to derive information and knowledge from connected devices and systems using artificial intelligence and machine learning. Students learn system architectures and methods of integration with enterprise architectures.

Pre-requisite: BIT2108

BIT4124	Distributed Database Systems	3 Credits
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The course focuses on the design, analysis and implementation of distributed database management systems. The distributed database architecture is illustrated. Students will learn the usage of different design methods for distributed databases. The concepts and underlying methods of database control, query processing, concurrency control, replication protocol, replication failures, commit protocol, deadlock and distributed database security are explained in detail. The lab sessions are included to have a better perspective of acquiring skills to work on distributed database system environment using latest tools and technologies.

Pre-requisite: BIT2103

BIT4125 Strategic Information Systems Management (C, S) 3 Credits

This course is designed to address the tactical, operational, and strategic responsibilities and roles of Information System management professional in leveraging their Information System resources. Emphasis is placed on current/emerging issues/opportunities in creating and coordinating the key activities necessary to ensure Information System's contribution to the success of the organizational structure, managing emerging information system and technologies, monitoring ethical practices and Information System strategy for competitive advantage.

Pre-requisite: SWE3102

BIT4290 Internship(C, S, P) 6 Credits

The internship program provides an opportunity for students to work, learn, and gain hands-on experience in an organization. It helps students to develop a professional understanding of an industry in their major area of study. Students are able to apply the knowledge gained in classrooms in a work setting, thus enriching their learning experience.

Pre-requisite: SWE3102, Completion of 90 Credit hours

BIT4291 Graduation Project (C, S, P) 3 Credits

Students will be given an integrated approach to develop a computing project. Students will design and test software solutions to address the organizational or societal requirements as a group project. The course will enable students to critically evaluate and justify proposed design solutions. The project contains various phases starting from preparing the proposal, analysis the requirement specification, design the prototype. Students will showcase the software development with acquired skills on programming and testing the system.

Pre-requisite: SWE3102, Completion of 90 Credit hours

SWE3101 Software Engineering 3 Credits

This course enables students to understand the various phases of the software development life cycle (SDLC) and software process models. The students learn to perform system analysis and design that enables them to prepare a detailed scope of work document where user and system requirements are specified. Additionally, this course helps students in designing the architecture of an information system, its implementation, testing, and verification. Software quality attributes are also introduced and evaluated, including project management skills and quality management approaches.

Pre-requisite: BIT2103

SWE3102	Information Technology Project Management	3 Credits
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Information Technology (IT) Project Management course emphasizes managing IT projects within the specified scope, time, cost, and quality constraints. The different phases of the IT projects should reflect the software development process. Students will learn how to manage their projects by utilizing project management software. Additionally, students will learn how to develop work-breakdown structures (WBS), network diagram, GANTT chart and timetable, and identify critical path of the project.

Pre-requisite: SWE3101

AIT4105	Big Data Analytics	3 Credits
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This course helps students to gain an understanding of Big Data technologies which is used to extract, store, organize, review and analyze large amounts of data. Students will be exposed to various advanced big data analytics methods such as Clustering, Association Rules, Regression, Classification, Time Series and Text analysis. In addition, for better understanding and representing data, data visualization tools such as Tableau and Apache Hadoop are included in this course. Lab sessions are included to have better perspectives of acquiring skills of big data analytics techniques using latest tools and technologies.

Pre-requisite: AIT3101

ECT3101	Enterprise Systems	3 Credits
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This course introduces the functionality and implementation of Enterprise Systems within different organization settings. Components of an ERP (Enterprise Resource Planning) and the integration issues are discussed and analyzed in detail. Topics covered include ERP architecture, business process re-engineering, CRM (Customer Relationship Management), sales management, accounting, warehouse management, transportation management, business analytics, and ERP maintenance. Case studies are included to have a better perspective of acquiring skills of using an enterprise application.

Pre-requisite: SWE3101

ECT4102	Enterprise Governance Using It	3 Credits
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This course introduces various information technologies which have been used and adopted in enterprises for better governance practices. The course covers applications and impact of technologies such as Social-Mobile-Analytics-Cloud (SMAC), Big Data Analytics, Business Intelligence, collaborative technology, the Internet of Things, Cybersecurity, Social media technology, data visualization, E-commerce & M-commerce. The enterprise system described in this course enables students for in-depth understanding of business processes integration for various functional business system. IT strategy and system development procedure are explained for IT projects execution. IT ethics, privacy and sustainability principles are described which enable students to know the reliable IT governance and ethics in a workplace.

Pre-requisite: BIT2108

ECT4103	E-Supply Chain Management	3 Credits
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The course covers the components of supply chain, and importance of its management in terms of inbound, and outbound logistics. The role of emerging technologies such as block chain, smart contracts, 3D printing and Internet of Things in reducing the inventory cycle time, providing the logistics transparency of material or services and integration with the (Enterprise Resource Planning) ERP software is elaborated. The course also covers the technical implications of integrating various functional division of a business unit and the related business processes for product planning, inventory, transportation and distribution and workflow including reverse logistics. Students will learn the use cases along with tools and techniques necessary for implementing and evaluating the e-supply chain processes that add value to the organization.

Pre-requisite: BIT3111

ECT4104	Blockchain	3 Credits
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This course covers the key concepts of Blockchain technology, including its origins, types, distributed ledger, consensus algorithms, cryptocurrencies, Blockchain-based systems, and smart contracts. This course also describes various applications of Blockchain technology, including Bitcoin and Ethereum, and their impacts on various industries. Further, it covers Decentralized Applications (DApps) and Tokenization concepts. Students will learn how these systems are built. Also, they will design, build and deploy smart contracts and DApps that foster competitiveness to an organization. Further, they will evaluate the impact of these systems on various fields.

Pre-requisite: BIT3112

ECT4105	Enterprise Systems Audit and Control	3 Credits
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Enterprise Information Systems has become the center of critical business operations. It is essential to evaluate various authorizations and controls regularly. In this course, students will be able to recognize the role of IS auditors and will learn how Information systems' audit is planned, organized, and executed, and their results communicated to the organization to ensure that information systems are protected and controlled. Students will learn how to develop and implement risk-based IS audit strategies and objectives in compliance with generally accepted audit standards and IT governance to ensure that the organization's IT assets are adequately controlled, monitored, and assessed, and are aligned with its business objectives.

Pre-requisite: SWE3101

ECT4121	Cloud Computing	3 Credits
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This course provides skills and knowledge required to analyze and implement cloud-computing technologies including its delivery service models such as Infrastructure as Service (IAAS), Software as a Service (SAAS), and Platform as a Service (PAAS). The course evaluates key drivers of Cloud Computing solutions, its barriers, service scenarios, and building solutions using various technology stacks, cloud storage sizing and technologies, and other solutions available in cloud marketplace.

Pre-requisite: BIT2108

ENG1001	English	3 Credits
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This course helps students to have a good understanding of English reading and writing skills. It hones their reading and writing skills and communicate their thoughts in an articulated manner to the readers. It also facilitates the students to prepare documents and presentations and deliver effectively.

Pre-requisite: None

ENG1102	Business Communication	3 Credits
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The course offers a basic understanding of, and practical engagement with, some of the typical models used in different types of written and oral communication. Outcomes for the course include developed skills pertaining to: proper attitudes reflected in writing; creative thinking; cross-cultural communication; document-design and formatting; oral presentation; verbal and non-verbal concepts. The course also develops students' visualization towards creating and formatting videos and images advertisements for the purpose of promoting for products, taking into consideration cultural and habitual conceptions of societies. Emphasis will also be placed on the self-editing of writing and language usage. The course lays the foundations for successful and skillful business communication.

Pre-requisite: ENG1001

FTC4122	Cryptocurrency	3 Credits
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The course covers areas of Financial Technologies including Money and Payment, Financial securities and encryption. Students will be exposed to major technological trends: such as Cryptocurrencies and its evaluations, Blockchain, Artificial Intelligence (AI) and Big Data. The course introduce the concepts of crowdfunding, peer to peer (P2P) lending, Initial Coin Offerings (ICOs) and its applications, it also evaluates impact of cryptocurrencies on financial services and securities. Students will observe how these technological trends impact economies, markets, companies, and individuals.

Pre-requisite: BIT3112

SWE3104	Business Process Modeling	3 Credits
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This course helps students in developing competencies in business process modeling. Particularly, students will learn to analyze, model and redesign business processes, so that the efficiency and the effectiveness of organizations are improved. To this end, this course emphasizes on the core set of skills that students need to know as a business process analyst. These skills include analyzing business processes, applying the Unified Modeling Language (UML) in process modeling, identifying process improvement opportunities and redesigning business processes.

Pre-requisite: SWE3101

CIS1003	Introduction to Information Technology	3 Credits
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This course is designed to provide students with an understanding of the essential components of Information Technology (IT) covering hardware, software, networking and databases. The course also provides an introduction to cloud computing, security and future developments in IT. Students will also be given hands on training using MS office suite.

Pre-requisite: None

GEN1001	Core Life Skills and Happiness	3 Credits
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This course introduces the students to understand concepts of core life skills and happiness that enables them to cope up with attitudes and values in the life situations. This course also provides students with an understanding of managing self and coping up with the contemporary life style in personal, professional and societal context.

Pre Requisite: None

GEN1002	UAE Society	3 Credits
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The course provides an understanding of UAE Society in terms of its geography, culture and history as well as social, economic, and environmental development. The course focuses on introducing students to the main social features of Emirati community, its core values and heritage. It also elaborates the importance of future plans of the country.

Pre Requisite: None

GEN2004	General Science	3 Credits
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The course provides an introduction to the scientific way of thinking as it introduces fundamental scientific concepts. The course provides opportunities for students to experience the methods of science by evaluating situations from a scientific point of view. The course encompasses Physics, Chemistry, Astronomy and earth sciences and emphasizes general principles and their application to real world situations. This course gives students the intellectual frame work that will allow them to deal with the scientific aspects of problems that come into public debate.

Pre-requisite: None

GEN2005	Basic Arabic	3 Credits
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The course offers an introduction to understanding of and practical engagement of written and oral Arabic communication for non-native speakers. The contents of the course cover alphabets, basic reading, writing and speaking skills related to daily life. By the end of the course students should be able to hold simple conversation in Arabic and read and write basic sentences.

Pre Requisite: None

GEN2006	Advanced Arabic	3 Credits
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The course is designed to teach detailed topics in Arabic Language for Arabic speakers and improve student's Arabic language skills in reading, writing and grammar. Reading texts, understanding context and idea of text in detail and answering related questions, learning new vocabulary of the reading text, practicing writing short paragraphs about general topics following grammar rules are the highlights of the course.

Pre Requisite: None

GEN2007	Islamic Culture	3 Credits
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Islam is a code of behavior and a way of life. This course introduces the history of Islamic culture. Students will be able to get an insight into issues of gender, marriage, law, economics, business, art and architecture. The course explains the relationship between the Islamic concepts with society, business and issues of globalization.

Pre Requisite: None

GEN2008	Innovation, Entrepreneurship and Sustainability	3 Credits
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This course on Innovation, Entrepreneurship and Sustainability provides a contemporary view of the growing importance of innovation, entrepreneurial and sustainable businesses to improve, venture and understand sustainable development. Students will be able to analyze, how sustainable businesses provide competitive advantage and practices that firms adopt to grow revenues, cut costs, improve market share, enhance brands, and redesign products and processes.

Pre Requisite: None

HUM1001	Critical Thinking and Problem Solving	3 Credits
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This course will enhance student's ability to make decisions and solve problems in logical way by applying simple and structured approach. Decision Making, problem solving, idea generation, critically and creative thinking are the key paradigms of this course.

Pre-requisite: None

MAT1004	Mathematics- I	3 Credits
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This course introduces to the students the main mathematical skills used in Information Technology applications. The focus of attention is on developing the basic concepts of algebra and calculus such as set theory, relations and functions, graphs, trees fundamental counting principles, logic and Boolean algebra, limit of a function, derivatives, and integrals and its applications to solve problems.

Pre-requisite: None

MAT1105	Mathematics-II	3 Credits
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This course focuses on the usage of appropriate concepts in quantitative techniques for decision-making. The course offers basic understanding of probability distribution and quantitative techniques for decision in inventory, forecasting and network analysis.

Pre-requisite: MAT1004

C. FEE STRUCTURES

i. BBA Fee Structure (With Summer) For Non-Visa Applicant (In AED)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	Sep-22	1,050.00	58,275.00
	First Installment Fee	6500	325	6825	1	Sep-22	6,825.00	
	Freshman - Monthly Installments	4800	240	5040	10	Oct-22 Jul-23	50,400.00	
Second	Sophomore - Monthly Installments	4800	240	5040	11	Sep-23 Jul-24	55,440.00	55,440.00
Third	Junior - Monthly Installments	4800	240	5040	11	Sep-24 Jul-25	55,440.00	55,440.00
Fourth	Senior - Monthly Installments	4800	240	5040	3	Sep-25 Nov-25	15,120.00	19,845.00
	Senior - Last Installment	4500	225	4725	1	Dec-25	4,725.00	
Net Total BBA Fees With VAT							189,000.00	189,000.00

BBA Fee Structure (Without Summer) For Non-Visa Applicant (In AED)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	Sep-22	1,050.00	53,151.00
	First Installment Fee	6500	325	6825	1	Sep-22	6,825.00	
	Freshman - Monthly Installments	5390	269.5	5659.5	8	Oct-22 May-23	45,276.00	
Second	Sophomore - Monthly Installments	5390	269.5	5659.5	8	Sep-23 Apr-24	45,276.00	45,276.00
Third	Junior - Monthly Installments	5390	269.5	5659.5	8	Sep-24 Apr-25	45,276.00	45,276.00
Fourth	Senior - Monthly Installments	5390	269.5	5659.5	7	Sep-25 Mar-26	39,616.50	45,297.00
	Senior - Last Installment	5410	270.5	5680.5	1	Apr-26	5,680.50	
Net Total BBA Fees With VAT							189,000.00	189,000.00

FEE PAYMENT TERMS

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

2) Applicant must pay following fees at the time of application:

FEES	AMOUNT (IN AED)	VAT 5 %	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 / IEEE	500.00	25.00	525.00
TOTAL FIRST PAYMENT	8,000.00	400.00	8,400.00

i. BBA Fee Structure For Visa Applicant/Visa-Embassy Letter Case (In AED)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	Sep-22	1,050.00	53,156.25
	First Installment	6500	325	6825	1	Sep-22	6,825.00	
	Freshman - 1st Cheque	14375	718.75	15093.75	1	Sep-22	15,093.75	
	Freshman - 2nd Cheque	14375	718.75	15093.75	1	Dec-22	15,093.75	
	Freshman - 3rd Cheque	14375	718.75	15093.75	1	Mar-23	15,093.75	
Second	Sophomore - 1st Cheque	14375	718.75	15093.75	1	Sep-23	15,093.75	45,281.25
	Sophomore - 2nd Cheque	14375	718.75	15093.75	1	Dec-23	15,093.75	
	Sophomore - 3rd Cheque	14375	718.75	15093.75	1	Mar-24	15,093.75	
Third	Junior - 1st Cheque	14375	718.75	15093.75	1	Sep-24	15,093.75	45,281.25
	Junior - 2nd Cheque	14375	718.75	15093.75	1	Dec-24	15,093.75	
	Junior - 3rd Cheque	14375	718.75	15093.75	1	Mar-25	15,093.75	
Fourth	Senior - 1st Cheque	14375	718.75	15093.75	1	Sep-25	15,093.75	45,281.25
	Senior - 2nd Cheque	14375	718.75	15093.75	1	Dec-25	15,093.75	
	Senior - 3rd Cheque	14375	718.75	15093.75	1	Mar-26	15,093.75	
Net Total BBA Fees With VAT							189,000.00	189,000.00
Net Total Fees				Total Fees			VAT 5%	Net Total
				180,000.00			9,000.00	189,000.00

Fee Payment Terms

- 1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations
- 2) Applicant must pay following fees at the time of application:

Visa Applicant/Visa Letter/ Embassy Letter	Amount	VAT 5 %	Total
		(In AED)	
Application Fee (Non-refundable)	1,000.00	50	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	6,825.00
Visa Fee (Applicable for a 1 year visa) Fully Non-refundable once visa is filed)	2,500.00	125	2,625.00
Visa Deposit (Refundable)	7,500.00	0	7,500.00
UAE National ID	525	26.25	551.25
1st Cheque Payment (Non-refundable)	14,375.00	718.75	15,093.75
IELTS Exam Fee	1,076.00	53.8	1,129.80
IELTS Book	1,000.00	50	1,050.00
Hostel Fees 1st Installment	10,500.00	525	11,025.00
Hostel Deposit (Refundable)	1,000.00	0	1,000.00
Medical Insurance (1 Years)	1,125.00	56.25	1,181.25
Toast Master / IEEEE	500	25	525.00
Total First Payment	47,601.00	1,955.05	49,556.05

ii. BBA Fee Structure For Visa International (In USD)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net total Level Wise
First	Freshman - 1st Installment	4110	205.5	4315.5	1	Sep-22	4,315.50	12,946.50
	Freshman - 2nd Installment	4110	205.5	4315.5	1	Dec-22	4,315.50	
	Freshman - 3rd Installment	4110	205.5	4315.5	1	Mar-23	4,315.50	
Second	Sophomore - 1st Installment	6164	308.2	6472.2	1	Sep-23	6,472.20	12,944.40
	Sophomore - 1st Installment	6164	308.2	6472.2	1	Jan-24	6,472.20	
Third	Junior - 1st Installment	6164	308.2	6472.2	1	Sep-24	6,472.20	12,944.40
	Junior 2nd Installment	6164	308.2	6472.2	1	Jan-25	6,472.20	
Fourth	Senior - 1st Installment	6164	308.2	6472.2	1	Sep-25	6,472.20	12,945.45
	Senior - 2nd Installment	6165	308.25	6473.25	1	Jan-26	6,473.25	
BBA Fees With VAT							51,780.75	51,780.75
Net Total Fees						Total Fees	VAT 5%	Net Total
						49,315.00	2,465.75	51,780.75

Fee Payment Terms

- 1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations.
- 2) Applicant must pay following fees at the time of application:

FEES	AMOUNT (IN USD)	VAT 5 %	TOTAL
First Installment Fee (<i>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.</i>)	4,110.00	205.50	4,315.50
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	-	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	-	274.00
Medical Insurance (1 Years)	308.00	15.40	323.40
Toast Master / IEEE	137.00	6.85	143.85
Total First Payment	11,159.00	441.50	11,600.50

iii. BSIT Fee Structure For (With Summer) Non-Visa Applicant (In AED)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net Total Level Wise
First	Application Fees	1000	50	1050	1	Sep-22	1,050.00	59,062.50
	First Installment Fee	6500	325	6825	1	Sep-22	6,825.00	
	Freshman - Monthly Installments	4875	243.75	5118.75	10	Oct-22 Jul-23	51,187.50	
Second	Sophomore - Monthly Installments	4875	243.75	5118.75	11	Sep-23 Jul-24	56,306.25	56,306.25
Third	Junior - Monthly Installments	4875	243.75	5118.75	11	Sep-24 Jul-25	56,306.25	56,306.25
Fourth	Senior - Monthly Installments	4875	243.75	5118.75	3	Sep-25 Nov-25	15,356.25	20,475.00
	Senior - Last Installment	4875	243.75	5118.75	1	Dec-25	5,118.75	
Net Total BSIT Fees With VAT							192,150.00	192,150.00

BSIT Fee Structure For (Without Summer) Non-Visa Applicant (In AED)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net Total Level Wise
First	Application Fees	1000	50	1050	1	Sep-22	1,050.00	53,991.00
	First Installment Fee	6500	325	6825	1	Sep-22	6,825.00	
	Freshman - Monthly Installments	5490	274.5	5764.5	8	Oct-22 May-23	46,116.00	
Second	Sophomore - Monthly Installments	5490	274.5	5764.5	8	Sep-23 Apr-24	46,116.00	46,116.00
Third	Junior - Monthly Installments	5490	274.5	5764.5	8	Sep-24 Apr-25	46,116.00	46,116.00
Fourth	Senior - Monthly Installments	5490	274.5	5764.5	7	Sep-25 Mar-26	40,351.50	45,927.00
	Senior - Last Installment	5310	265.5	5575.5	1	Apr-26	5,575.50	
Net Total BBA Fees With VAT							192,150.00	192,150.00

Fee Payment Terms

- 1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations
- 2) Applicant must pay following fees at the time of application:

Fees	Amount (in AED)	Vat 5 %	Total
Application n 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 / IEEE	500.00	25.00	525.00
Total First Payment	8,000.00	400.00	8,400.00

i. BSIT Fee Structure For Visa Applicant/Visa-Embassy Letter Case (In AED)

Year level	Description	Inst	Vat (5)%	Total	No Month	From To	Total	Net Total Level Wise
First	Application Fees	1000	50	1050	1	Sep-22	1,050.00	53,943.75
	First Installment	6500	325	6825	1	Sep-22	6,825.00	
	Freshman - 1st Cheque	14625	731.25	15356.25	1	Sep-22	15,356.25	
	Freshman - 2nd Cheque	14625	731.25	15356.25	1	Dec-22	15,356.25	
	Freshman - 3rd Cheque	14625	731.25	15356.25	1	Mar-23	15,356.25	
Second	Sophomore - 1st Cheque	14625	731.25	15356.25	1	Sep-23	15,356.25	46,068.75
	Sophomore - 2nd Cheque	14625	731.25	15356.25	1	Dec-23	15,356.25	
	Sophomore - 3rd Cheque	14625	731.25	15356.25	1	Mar-23	15,356.25	
Third	Junior - 1st Cheque	14625	731.25	15356.25	1	Sep-23	15,356.25	46,068.75
	Junior - 2nd Cheque	14625	731.25	15356.25	1	Dec-23	15,356.25	
	Junior - 3rd Cheque	14625	731.25	15356.25	1	Mar-24	15,356.25	
Fourth	Senior - 1st Cheque	14625	731.25	15356.25	1	Sep-24	15,356.25	46,068.75
	Senior - 2nd Cheque	14625	731.25	15356.25	1	Dec-24	15,356.25	
	Senior - 3rd Cheque	14625	731.25	15356.25	1	Mar-25	15,356.25	
Net Total BSIT Fees With Vat							192,150.00	192,150.00
Net Total Fees				Total Fees		VAT 5%		Net Total
				183,000.00		9,150.00		192,150.00

Fee Payment Terms

1) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations

2) Applicant must pay following fees at the time of application:

Description	Gross Amount	VAT	Net Amount
Application Fee (Non-refundable)	1,000.00	50	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	6,825.00
Visa Fee (Applicable for a 1 year visa) Fully Non-refundable once visa is filed)	2,500.00	125	2,625.00
Visa Deposit (Refundable)	7,500.00	0	7,500.00
UAE National ID	525	26.25	551.25
1st Cheque Payment (Non-refundable)	14,625.00	731.25	15,356.25
IELTS Exam Fee	1,076.00	53.8	1,129.80
IELTS Book	1,000.00	50	1,050.00
Hostel Fees 1st Installment	10,500.00	525	11,025.00
Hostel Deposit (Refundable)	1,000.00	0	1,000.00
Medical Insurance (1 Years)	1,125.00	56.25	1,181.25
Toast Master/ IEEE	500	25	525.00
Total First Payment	47,851.00	1,967.55	49,818.55

ii. BSIT Fee Structure For Visa International (In USD)

YEAR LEVEL	DESCRIPTION	INST	VAT (5)%	TOTAL	NO MONTH	FROM TO	TOTAL	NET TOTAL LEVEL WISE
FIRST	FRESHMAN - 1ST INSTALLMENT	4178	208.9	4386.9	1	Sep-21	4,386.90	13,160.70
	FRESHMAN - 2ND INSTALLMENT	4178	208.9	4386.9	1	Dec-21	4,386.90	
	FRESHMAN - 3RD INSTALLMENT	4178	208.9	4386.9	1	Mar-22	4,386.90	
SECOND	SOPHOMORE - 1ST INSTALLMENT	6267	313.35	6580.35	1	Sep-22	6,580.35	13,160.70
	SOPHOMORE - 1ND INSTALLMENT	6267	313.35	6580.35	1	Jan-23	6,580.35	
THIRD	JUNIOR - 1ST INSTALLMENT	6267	313.35	6580.35	1	Sep-23	6,580.35	13,160.70
	JUNIOR 2ND INSTALLMENT	6267	313.35	6580.35	1	Jan-24	6,580.35	
FOURTH	SENIOR - 1ST INSTALLMENT	6267	313.35	6580.35	1	Sep-24	6,580.35	13,160.70
	SENIOR - 2ND INSTALLMENT	6267	313.35	6580.35	1	Jan-25	6,580.35	
BSIT FEES WITH VAT							52,642.80	52,642.80
NET TOTAL FEES						TOTAL FEES	VAT 5%	NET TOTAL
						50,136.00	2,506.80	52,642.80

Fee Payment Terms

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

2) Applicant must pay following fees at the time of application:

Description	Gross Amount	VAT	Net Amount
First Installment Fee (<i>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.</i>)	4,178.00	208.90	4,386.90
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	-	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	-	274.00
Medical Insurance (1 Years)	308.00	15.40	323.40
Toast Master / IEEE	137.00	6.85	143.85
Total First Payment	11,227.00	444.90	11,671.90

Note:

1. *Tuition fees, miscellaneous fees are non-transferable and is subject to change annually by maximum of 10%. Any changes in the Tuition fees and Miscellaneous Fees will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook at the beginning of the academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.*
2. *All payments against Tuition fees, Miscellaneous Fees and 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.*
3. *A mandatory re-registration process is required before the commencement of new semester.*

D. REFUND POLICY –UNDERGRADUATE PROGRAM

i. Non-Visa Applicant

Students must meet the admission requirement before commencement & join the main program.

1. If the student wishes to cancel before commencement of the program, application fee is nonrefundable and remaining amount including PDC will be refunded.
2. The tuition fee will be calculated until the date of official cancellation by the student or their guardian, outstanding fee if any has to be paid before issuance of any academic or nonacademic documents.
3. If a student is not meeting the admission criteria before commencement of the batch and 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 the fee structure of the current academic year will be applicable.
4. If a student is not meeting the admission criteria before commencement of the batch, the conditional admission will be cancelled. The application fee is nonrefundable and remaining fee paid as 1st installment including PDC will be refunded.
5. If a student transfers his application to the next intake and decides to cancel thereafter, in such cases, no refund will be applicable.
6. If a student wishes to postpone after commencement of the batch (even if the student has not attended any class), postponement fee as per the published Miscellaneous Fee Structure of academic year and new fee structure will be applicable.
7. No refund is applicable after the commencement of the program even if the student has not attended the class or is yet to meet the admission criteria as per MOE guidelines or awaiting result.

ii. Visa Students – Local

Students availing visa facility staying within UAE and meet the admission requirement may join the main program directly. However, in case of refund below terms are applicable

1. The student wishes to cancel before visa application & commencement of the batch, application fee is nonrefundable and remaining amount including PDC will be refunded.

2. If the student cancels the degree program after the visa is applied but before commencement of the program, there will be no refund of visa fee as well as the First Installment. Visa charges are subject to change as per Government rules and regulations, visa cancellation charges has to be paid by the student
3. If the student wishes to cancel his admission after visa approval and commencement of the program, fees accrued until the date of cancellation excluding scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents. Any advanced installment paid for the current semester is non-refundable. SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled, visa cancellation charges has to be paid by the student. Postdated cheques submitted towards the fee of the next semester, will be refunded after deductions of any outstanding dues.
4. If a student is not meeting the admission criteria before commencement of the batch, the conditional admission will be cancelled. There will be no refund of visa fee as well as the First Installment. SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled, visa cancellation charges has to be paid by the student. Postdated cheques submitted towards the fee of the next semester, will be refunded Visa charges are subject to change as per Government rules and regulations.
5. If visa is rejected by the Immigration and Naturalization authorities, SUC will deduct AED 1,000/+ VAT % as service charges from the visa fees and refund the remaining fees.
6. If visa of the 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.
7. If the student does not attend any class for 3 consecutive weeks from the commencement of the class, SUC has the right to cancel the visa and no refund is applicable, visa cancellation charges has to be paid by the student.
8. Postponement to the next intake is not allowed after commencement of the batch.

iii. **Visa-Embassy Letter Case**

Students availing visa letter facility and meet the admission requirement may join the main program directly. However, in case of refund below terms are applicable

1. If the student wishes to cancel before commencement of the batch and issuance of visa letter AED 1,000/- plus VAT will be deducted.
2. If the visa is rejected before the commencement of classes 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.
3. In case student wishes to cancel his admission after receiving the letter from SUC before commencement of the batch, in such cases,
4. SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled and no refund of fees paid until the First Semester is applicable.
5. If a student is not meeting the admission criteria before commencement of the batch, the conditional admission will be cancelled. There will be no refund of the First Installment. SUC will inform the concerned Immigration Authorities for the cancellation of student's admission. Postdated cheques submitted towards the fee of the next semester, will be refunded only once student submits the proof of visa cancellation within 15 days of cancellation of conditional admission.
6. If the student wishes to cancel his admission after commencement of the program, fees accrued until the date of cancellation excluding scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents., Any advanced installment paid for the current semester is non-refundable. SUC will inform the concerned Immigration Authorities for the cancellation of student's admission in order to get the visa canceled.
7. Postdated cheques submitted towards the fee of the next semester, will be refunded after deductions of any outstanding dues.
8. 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, no refund is applicable.

9. Once the visa letter issued by SUC has been accepted by the relevant immigration authority and visa has been granted, Postponement to the next intake is not allowed.
10. Postponement to the next intake is not allowed after commencement of the batch.

iv. Visa Students - Overseas

SUC provides visa to international students as per its policy and subject to all student meeting the admission requirements. However, in case of refund below terms are applicable

1. If visa is rejected by the Immigration and Naturalization authorities, SUC will deduct USD 500/- as service charges from the visa fees and refund the remaining fees.
2. If visa of the 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 (if applicable) will be calculated until the last day of his/her stay and miscellaneous fees (Visa Deposit & Hostel Deposit) if applicable, will be refunded, after deduction of any other outstanding fee.
3. If the student cancels, the degree program after the visa is applied but before arrival to UAE and commencement of the batch, there will be no refund of visa fee as well as the First Installment. Visa charges are subject to change as per Government rules and regulations. Visa deposit, Hostel deposit and Hostel fee (if applicable) will be refunded, transfer charges to be borne by the student, visa cancellation charges has to be paid by the student
4. If the student wishes to cancel his admission after arrival to UAE (Visa approved) and commencement of the program, first installment fee is & the hostel fees (if applicable) is nonrefundable. Miscellaneous fees (Visa Deposit & Hostel Deposit) if applicable will be refunded, after deduction of any other outstanding fee, SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled, visa cancellation charges has to be paid by the student.

5. Students not meeting the admission placement test requirements before commencement will have conditional admission cancelled and first installment & Hostel fees is non-refundable. Miscellaneous fees (Visa Deposit & Hostel Deposit) if applicable will be refunded. SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled, visa cancellation charges has to be paid by the student.
6. If the student does not attend any class for 3 consecutive weeks from the commencement of the class, SUC has the right to cancel the visa and no refund is applicable, visa cancellation charges has to be paid by the student.
7. Postponement to the next intake is not allowed after commencement of the batch.

v. Scholarship/Fee Waiver

1. If a student is on any scholarship/waiver, the same is applicable only if a student completes the degree.
2. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents.

vi. Hostel

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

vii. Transportation

Transportation fee as per the published Miscellaneous Fee Structure of the current academic year, to be paid in advance for a minimum period of one month and no refund is applicable if the student wishes to cancel it in the middle of the month.

viii. Miscellaneous fees

Miscellaneous fees, Visa Deposit & hostel deposit (if applicable) will be refunded, after deduction of any other outstanding fee.

ix. Class Size Policy

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

a. SCHOLARSHIP / FEE WAIVER FOR PROSPECTIVE BBA STUDENTS

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

Scholarship / Fee Waiver - BBA - 2022-23						
LOCAL						
1. MERIT BASED						
Qualification	Percentage	BBA fees	Fee waiver	Total fees after discount	Vat 5%	Net fees
UAE/ ARAB BOARD						
90% and above	50%	180,000	63,000	117,000	5,850	122,850
80% - 89%	30%	180,000	37,800	142,200	7,110	149,310
80% - 89%	25%	180,000	31,500	148,500	7,425	155,925
70% - 79%	15%	180,000	18,900	161,100	8,055	169,155
INDIAN BOARD						
90% and above	50%	180,000	63,000	117,000	5,850	122,850
80% - 89%	30%	180,000	37,800	142,200	7,110	149,310
80% - 89%	25%	180,000	31,500	148,500	7,425	155,925
70% - 79%	15%	180,000	18,900	161,100	8,055	169,155
PAKISTAN BOARD						
90% and above	50%	180,000	63,000	117,000	5,850	122,850
80% - 89%	30%	180,000	37,800	142,200	7,110	149,310
80% - 89%	25%	180,000	31,500	148,500	7,425	155,925
70% - 79%	15%	180,000	18,900	161,100	8,055	169,155
IGCSE CURRICULUM						
90% and above	50%	180,000	63,000	117,000	5,850	122,850
80% - 89%	30%	180,000	37,800	142,200	7,110	149,310
80% - 89%	25%	180,000	31,500	148,500	7,425	155,925
70% - 79%	15%	180,000	18,900	161,100	8,055	169,155
AMERICAN CURRICULUM						
A++	50%	180,000	63,000	117,000	5,850	122,850
Grade A	30%	180,000	37,800	142,200	7,110	149,310
Grade A	25%	180,000	31,500	148,500	7,425	155,925
Grade B	15%	180,000	18,900	161,100	8,055	169,155
Requirements		1. High School Marks Sheet				
		2. Recommendation letter from the school				
2. Outstanding Efforts In Extra Curricular Activities						

Percentage	BBA Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
10.00%	180,000	12,300	167,700	8,385	176,085
REQUIREMENTS	1. Original Certificate of Recognition for Exemplary Achievement				
3. SIBLING					
Percentage	BBA Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
15.00%	180,000	18,900	161,100	8,055	169,155
Requirements	1. Passport copies of the students proving the relationship (Only applicable to direct relations only)				
	2. Any other document to prove the relationship				
4. INDUSTRY					
Percentage	BBA Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
10.00%	180,000	12,300	167,700	8,385	176,085
REQUIREMENTS	1. Labor Card or Employment Card				
5. GOVERNMENT / BANK					
Percentage	BBA Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
UAE Local Applicant - 10%	180,000	12,300	167,700	8,385	176,085
Expatriate Applicant - 10%	180,000	12,300	167,700	8,385	176,085
Requirements	1. Scholarship Sanction Form				
	2. Letter of Recommendation from the Government / Bank				
	3. Certificate of Employment				
	4. Copy of Transcript (High School)				
	5. Signed Undertaking (Form #: MKTG-029)				
	6. Proof of Identity (UAE ID, Passport Copy and Valid Visa)				
6. MOU AGREEMENT - [CONSULATE / EMBASSY / CLUB / CHURCH / CORPORATE/ GOVT / BANK / ASSOCIATIONS/SCHOOLS]and SPORTS					
Percentage	BBA Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
15%	180,000	18,900	161,100	8,055	169,155
25%	180,000	31,500	148,500	7,425	155,925
30%	180,000	37,800	142,200	7,110	149,310

35%	180,000	44,100	135,900	6,795	142,695
50%	180,000	63,000	117,000	5,850	122,850
75%	180,000	94,500	85,500	4,275	89,775
100%	180,000	126,000	54,000	2,700	56,700
Requirements	1. Scholarship Sanction Form				
	2. Letter of Recommendation from the School / Government / Bank / Consulate / Private / Club				
	3. Certificate of Employment (Applicable for working students)				
	4. Copy of Transcript (High School)				
	5. Signed Undertaking (Form #: MKTG-029)				
	6. Proof of Identity (UAE ID, Passport Copy and Valid Visa)				
INTERNATIONAL					
1. MOU AGREEMENT [SCHOOLS/SCHOLARSHIP BOARDS / AGENTS]					
Percentage	BBA Fees - USD	Fee Waiver - USD	Total Fees After Discount	VAT 5%	Net Fees - USD
15%	49,315	5,178	44,137	2,207	46,344
25%	49,315	8,630	40,685	2,034	42,719
30%	49,315	10,356	38,959	1,948	40,907
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)				

b. SCHOLARSHIP / FEE WAIVER FOR PROSPECTIVE BSIT STUDENTS

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

Scholarship / Fee Waiver - BSIT - 2022-23						
LOCAL						
1. MERIT BASED						
Qualification	Percentage	BSIT Fees	FEE Waiver	Total Fees After Discount	VAT 5%	Net Fees (AED)
UAE / ARAB BOARD						
90% and above	50%	183,000	63,000	120,000	6,000	126,000
80% - 89%	30%	183,000	37,800	145,200	7,260	152,460
80% - 89%	25%	183,000	31,500	151,500	7,575	159,075
70% - 79%	15%	183,000	18,900	164,100	8,205	172,305
INDIAN BOARD						
90% and above	50%	183,000	63,000	120,000	6,000	126,000
80% - 89%	30%	183,000	37,800	145,200	7,260	152,460
80% - 89%	25%	183,000	31,500	151,500	7,575	159,075
70% - 79%	15%	183,000	18,900	164,100	8,205	172,305
PAKISTAN BOARD						
90% and above	50%	183,000	63,000	120,000	6,000	126,000
80% - 89%	30%	183,000	37,800	145,200	7,260	152,460
80% - 89%	25%	183,000	31,500	151,500	7,575	159,075
70% - 79%	15%	183,000	18,900	164,100	8,205	172,305
IGCSE CURRICULUM						
90% and above	50%	183,000	63,000	120,000	6,000	126,000
80% - 89%	30%	183,000	37,800	145,200	7,260	152,460
80% - 89%	25%	183,000	31,500	151,500	7,575	159,075
70% - 79%	15%	183,000	18,900	164,100	8,205	172,305
AMERICAN CURRICULUM						
A++	50%	183,000	63,000	120,000	6,000	126,000
Grade A	30%	183,000	37,800	145,200	7,260	152,460
Grade A	25%	183,000	31,500	151,500	7,575	159,075
Grade B	15%	183,000	18,900	164,100	8,205	172,305
Requirements		1. High School Marks Sheet				
		2. Recommendation letter from the school				

2. OUTSTANDING EFFORTS IN EXTRA CURRICULAR ACTIVITIES					
Percentage	BSIT Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
10.00%	183,000	12,600	170,400	8,520	178,920
Requirements	1. Original Certificate of Recognition for Exemplary Achievement				
3. SIBLING					
Percentage	BSIT Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
15.00%	183,000	18,900	164,100	8,205	172,305
REQUIREMENTS	1. Passport copies of the students proving the relationship (Only applicable to direct relations only)				
	2. Any other document to prove the relationship				
4. INDUSTRY					
Percentage	BSIT Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
10.00%	183,000	12,600	170,400	8,520	178,920
Requirements	1. Labor Card or Employment Card				
5. GOVERNMENT / BANK					
Percentage	BSIT Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
UAE Local Applicant - 10%	183,000	12,600	170,400	8,520	178,920
Expatriate Applicant - 10%	183,000	12,600	170,400	8,520	178,920
Requirements	1. Scholarship Sanction Form				
	2. Letter of Recommendation from the Government / Bank				
	3. Certificate of Employment				
	4. Copy of Transcript (High School)				
	5. Signed Undertaking (Form #: MKTG-029)				
	6. Proof of Identity (UAE ID, Passport Copy and Valid Visa)				

6. MOU AGREEMENT - [CONSULATE / EMBASSY / CLUB / CHURCH / CORPORATE/ GOVT / BANK / ASSOCIATIONS/SCHOOLS]AND SPORTS					
Percentage	BSIT Fees	Fee Waiver	Total Fees After Discount	VAT 5%	Net Fees
15%	183,000	18,900	164,100	8,205	172,305
25%	183,000	31,500	151,500	7,575	159,075
30%	183,000	37,800	145,200	7,260	152,460
35%	183,000	44,100	138,900	6,945	145,845
50%	183,000	63,000	120,000	6,000	126,000
75%	183,000	94,500	88,500	4,425	92,925
100%	183,000	126,000	57,000	2,850	59,850
Requirements	1. Scholarship Sanction Form				
	2. Letter of Recommendation from the School / Government / Bank / Consulate / Private / Club				
	3. Certificate of Employment (Applicable for working students)				
	4. Copy of Transcript (High School)				
	5. Signed Undertaking (Form #: MKTG-029)				
	6. Proof of Identity (UAE ID, Passport Copy and Valid Visa)				
INTERNATIONAL					
1. MOU AGREEMENT [SCHOOLS /SCHOLARSHIP BOARDS / AGENTS]					
Percentage	BSIT Fees - USD	Fee Waiver - USD	Total Fees After Discount	VAT 5%	Net Fees - USD
15%	50,137	5,178	44,959	2,248	47,207
25%	50,137	8,630	41,507	2,075	43,582
30%	50,137	10,356	39,781	1,989	41,770
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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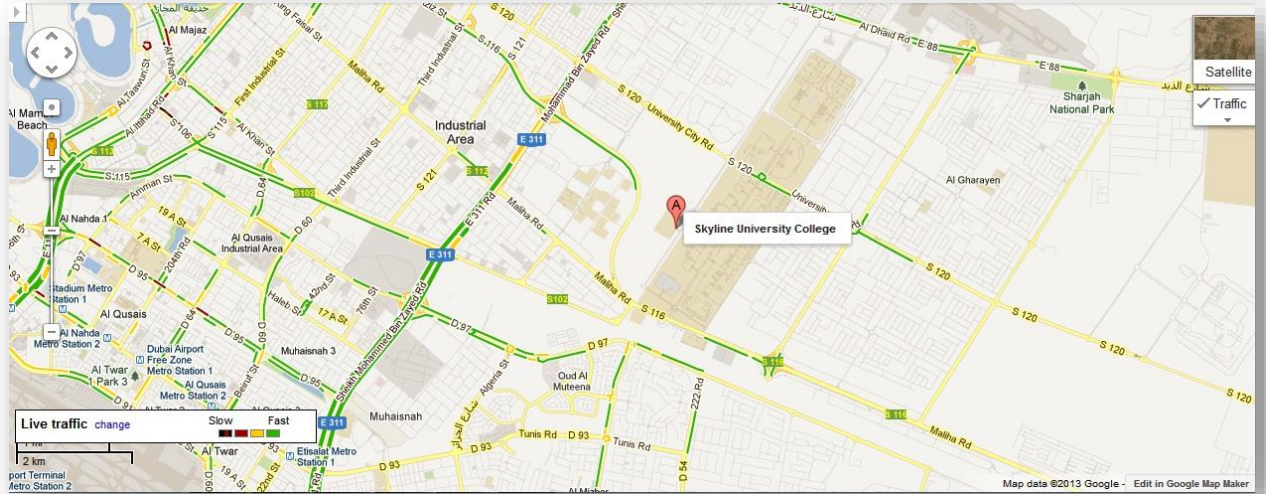
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	Mr Sulaiman Barrie	Support Staff		
	Mr. Lucky Chigbu	Support Staff		

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XXXVI. 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
DSAP	Dean of Strategy and Academic Planning
DSOB	Dean of School of Business
DSOIT	Dean of School of Information Technology
DOMC	Director-Marketing & Communications
DYPR	Deputy Director - Government And Public Relations
DYASS	Deputy Director -Academic Support Services
DSA	Dean -Student Affairs
DIRQAOA	Director of Institutional Research, Quality Assurance, Outreach and Accreditation
FDP	Faculty Development Program
HRD	Human Resources Department
HOGA	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