

SKYLINE UNIVERSITY COLLEGE
GRADUATE CATALOG
AY 2020-21

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I. FOUNDER CHAIRMAN'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're 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

FOUNDER CHAIRMAN

II. VICE CHANCELLOR'S MESSAGE

It's my pleasure to welcome you to Skyline University College (SUC) in Sharjah. Despite the current situation of the COVID19 pandemic and its negative implications, this year is a special year for all of us at Skyline University College, as we are celebrating our 30th anniversary of the long and exciting journey of academic excellence and quality education. Guided by its vision and mission, SUC would grow from a tiny institution operating from a small apartment at the Sharjah Industrial Area to a forty acre purposefully built campus within the beautiful landscape of the University City of Sharjah. SUC campus is fully equipped with the state of the art resources serving our students' needs in all areas of curricular, co-curricular, and extra-curricular activities, which ensure high quality of outcomes.

Both of SUCs 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 tool 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, a continuous and regular programs reviews are being carried-out on a regular basis 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 having received 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 in both the areas. It's the one of many achievements that SUC is bound to achieve as it continues to reach further in both local and international accreditations. For example, SUC has completed and

submitted its eligibility application as the first step in the process of achieving AACSB accreditation to its programs in the school of business. Our next step is to prepare for the ABET accreditation of our School of IT.

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. SKYLINE UNIVERSITY COLLEGE BOARD OF GOVERNORS

- 1. Dr. Ram Buxani**
Chairman of the Board, Chairman of ITL- Cosmos Group
- 2. Mr. Kamal Puri**
Founder Chairman, Skyline University College and UAE – Ex-officio
- 3. Mr. Nitin Anand**
Vice Chairman, Chair of Executive Council, Skyline University College & UAE – Ex-officio
- 4. Dr. Ghanem Al Hajri**
Chairman, Al Hawajer Holding; Ex-Chairman, Civil Aviation Department, Sharjah; UAE
- 5. H.E. Marwan Al Sarkal**
Chairman, Sharjah Investment & Development Authority (SHUROOQ), Sharjah, UAE
- 6. Dr. Mouza Ghubash**
Director, Al Rewaq Cultural & Charity Association
- 7. Dr. Ibrahim Barakeh**
Principal, Al Shola Private School, Sharjah
- 8. H.E Khalid Jassim Al Midfa**
Chairman of Sharjah Commerce & Tourism Development Authority (SCTDA)
- 9. Dr. Ram Buxani**
Chairman of ITL- Cosmos Group
- 10. H.E. Ali Salim Al Midfa**
Chairman of Sharjah Airport Authority

IV. MEMBERS OF EXTERNAL ADVISORY COUNCIL

A. SCHOOL OF BUSINESS

- 1. Mr. Asish Punjabi**
CEO -JACKY'S Business Solutions
- 2. Mr. Ashok Nair**
Consultant, AC Nielsen
- 3. H.E. Khalid Bin Butti Al Hajeri**
Director, University City
- 4. Mr. Samer Serhane**
Director, Al Ma'arifa International School, Sharjah, UAE
- 5. Mr. Ishan Rangwani**
Associate Director, KPMG, UAE
- 6. Mr. Arjun Santhanakrishnan**
Partner, Great Sands Consulting
- 7. Mr. Ramakrishnan Jayaraman**
Partner, Great Sands Consulting
- 8. Ms. Maheen Mansoor**
Alumni Representative
- 9. E.A.Philip**
Parent Representative/Manager, Summit Time General Trading, Dubai

B. SCHOOL OF IT

- 10. Mr. Ahmed Elkabbany**
General Manager - Corporate Affairs ME - CISCO
- 11. Mr. Mohamad Belarbi Amine**
Co-Founder and CEO - VUL9 Security Solutions FZC
- 12. Ms. Evgenia Zaytseva**
Oracle Digital Territory Manager - Oracle

V. EXECUTIVE COUNCIL AT SKYLINE UNIVERSITY COLLEGE

1. **Mr. Nitin Anand**
Vice Chairman, Chair of Executive Council
2. **Prof. (Dr.) Mohammad In'airat**
Vice Chancellor and Chair of Academic Affairs Council
3. **Dr. Osama Ali Thawabeh**
Dean-Student Affairs and Vice Chair of Academic Affairs Council

VI. ACADEMIC AFFAIRS COUNCIL MEMBERS

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

VII. GLOSSARY OF TERMS

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

	Cum Laude	An average CGPA of 3.7 or higher
	Magna Cum Laude	An average CGPA of 3.8 or higher
	Summa Cum Laude	An average CGPA of 3.9 or higher
ID CARD	A unique identification card issued to student	
MBA	Master of Business Administration	
MASTER'S DEGREE	An award of degree on completion of 36 credits	
MENTOR	A faculty member with the closest expertise relevant to the student's field of study, assigned to the group of students	
MITIGATION	Students seeking excuse for absence from examination on medical or emergency grounds as per SUC policy	
POSTPONEMENT	Carrying over the course for the next semester	
PRE-REQUISITE	A Pre-requisite is a course which is required to be completed in order to study an advanced course. A student will not be eligible to take a course with pre-requisites unless the required pre-requisite is completed	
PROBATION	Academic standing of student falling below the qualitative & quantitative academic progression	
PROTECTED	A course for which no Transfer Of Credit will be allowed	
RE-REGISTRATION	Postponed, cancelled, withdrawn students re-joining the program to complete the degree	
RESIT EXAMINATION	Students with shortage of attendance, mitigation, grade improvement and failure students can re-take the examination	
SAP	Satisfactory Academic Progression	
SGPA	Semester Grade Point Average	
SEMESTER	Period of time required to complete one set of course offering as per the study plan (Generally 15 weeks)	
SUC	Skyline University College	
SUSPENSION	Academic standing of student failing to fulfill the qualitative and quantitative academic progression requirement even after the final warning	
TOC	Transfer of Credit	
TUITION FEE	Charges paid for the attempted credits	

FINAL WARNING	Warning given to a student who is on probation and still unable to improve academic performance as per qualitative and quantitative requirements.
WEEKDAYS	Courses conducted from Sunday to Thursday
WEEKEND	Courses conducted on Friday and Saturday
WITHDRAWAL	Student dropping the course after two weeks of starting the semester

VIII. ABOUT UAE & SHARJAH

ABOUT UAE

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

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

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

Its place in the GCC is very important as second largest economy and the most tolerant towards different cultures and religions of the world. The United Arab Emirates is a founding member of the Cooperation Council for the Arab States of the Gulf, and a member state of the Arab League. It is also a member of the United Nations, Organization of the Islamic Conference, the OPEC, and the World Trade Organization.

The diversified economy of the country gives immense scope of progress and provides opportunities for the citizens in employment, self-employment, innovation and creativity. The leadership of UAE recognizes the importance of education, research and development as a key driver of its economy in the coming years and 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's 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 been 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.

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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 centres, libraries, clubs and cultural centres.

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 is 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 was established in 1997. Today it is one of the most advanced education centres 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 & 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 that 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 1990s 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. It 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 jewellery, costumes, herbal medicine, music and folklore.

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

IX. ABOUT SUC

A. OVERVIEW

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

SUC offers various programs in Business and Information Technology through their School of Business & School of Information Technology which are fully-approved and accredited by the Ministry of Education (MOE), UAE. Under School of Business, it offers Bachelor of Business Administration (BBA) in Human Resource Management & Psychology, Accounting and Finance, Innovation & Entrepreneurship, Tourism and Hospitality Management, International Business, 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, International Business and Marketing. Under its School of Information Technology, it offers Bachelor of Science in Information Technology - Enterprise Computing program. In continuation with the progressive approach, SUC looks forward for meeting the future needs of the industry as and when required. SUC has achieved an overall 4 star QS star rating with a 5 star QS rating on Teaching and 4 Star on Academic Development.

The campus of SUC is spread over 40 acres of land which is located in University City of Sharjah. SUC is a well-equipped university which caters for its diverse student needs by equipping them to meet the demands facing a young managerial workforce. SUC also prepares its students to meet the challenges of the new century by acquiring relevant knowledge, skills and values.

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

SUC also provides additional learning opportunities and resources by way of a well-equipped library, computer lab, entrepreneurship lab and case study center. 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 is proud to facilitate students in preparing them for the required skills, values and competencies suitable to the industry demands. In this regard, SUC conducts 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. PSDP is further reinforced by the Toastmasters club activities to strengthen the communication and leadership skills. Professional Skill development program especially focuses on developing the soft skills essential for the students to have a progressive career development to keep the student engaged in the overall learning process. SUC has a Teaching effectiveness committee which focuses on improving learning & teaching and a Community services committee which provides opportunities to serve the community through its various activities. SUC also has a Research committee which facilitates research activities among faculty, enables them to use their research knowledge to teach in classes and promotes research culture in the institution.

The Institution has articulation agreements with various colleges/universities in Canada, UK, USA, Australia, New Zealand, Ireland, India and Pakistan, which facilitate the exchange of students for further study opportunities. SUC also maintains professional relationships with International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), Association of Chartered Certified Accountant (ACCA) with Gold Status membership, International Council of Electronic Commerce Consultants (EC Council), ROBOROBO, IEEE, VIRDI, ORACLE Academy, CISCO, AMIDEAST and IDP IELTS.

B. VISION, MISSION, GOALS AND OBJECTIVES

i. VISION

Skyline envisions itself to be a globally renowned university that nurtures the spirit of innovation and creativity 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 backgrounds to serve 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 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 post graduate program 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 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. LICENSURE & ACCREDITATION

Skyline University College, located in the Emirate of Sharjah is officially licensed from 12th March 2019 to 14th February 2024 by the Ministry of Education of the United Arab Emirates to award following degrees/qualifications in higher education:

i. SCHOOL OF BUSINESS

- a. Bachelor of Business Administration in Tourism & Hospitality Management
- b. Bachelor of Business Administration in International Business
- c. Bachelor of Business Administration in Information Systems
- d. Bachelor of Business Administration in Marketing & Retail Management
- e. Bachelor of Business Administration in Accounting and Finance
- f. Bachelor of Business Administration in Public Administration
- g. Bachelor of Business Administration in Human Resource Management & Psychology
- h. Bachelor of Business Administration in Innovation & Entrepreneurship
- i. Master of Business Administration with Concentration in Finance
- j. Master of Business Administration with Concentration in International Business & Marketing
- k. Master of Business Administration with Concentration in Strategic Human Resource Management
- l. Master of Business Administration with Concentration in Strategic Management & Leadership
- m. Master of Business Administration with Concentration in E-Governance
- n. Master of Business Administration with Concentration in Project Management
- o. Master of Business Administration with Concentration in Sustainable Development

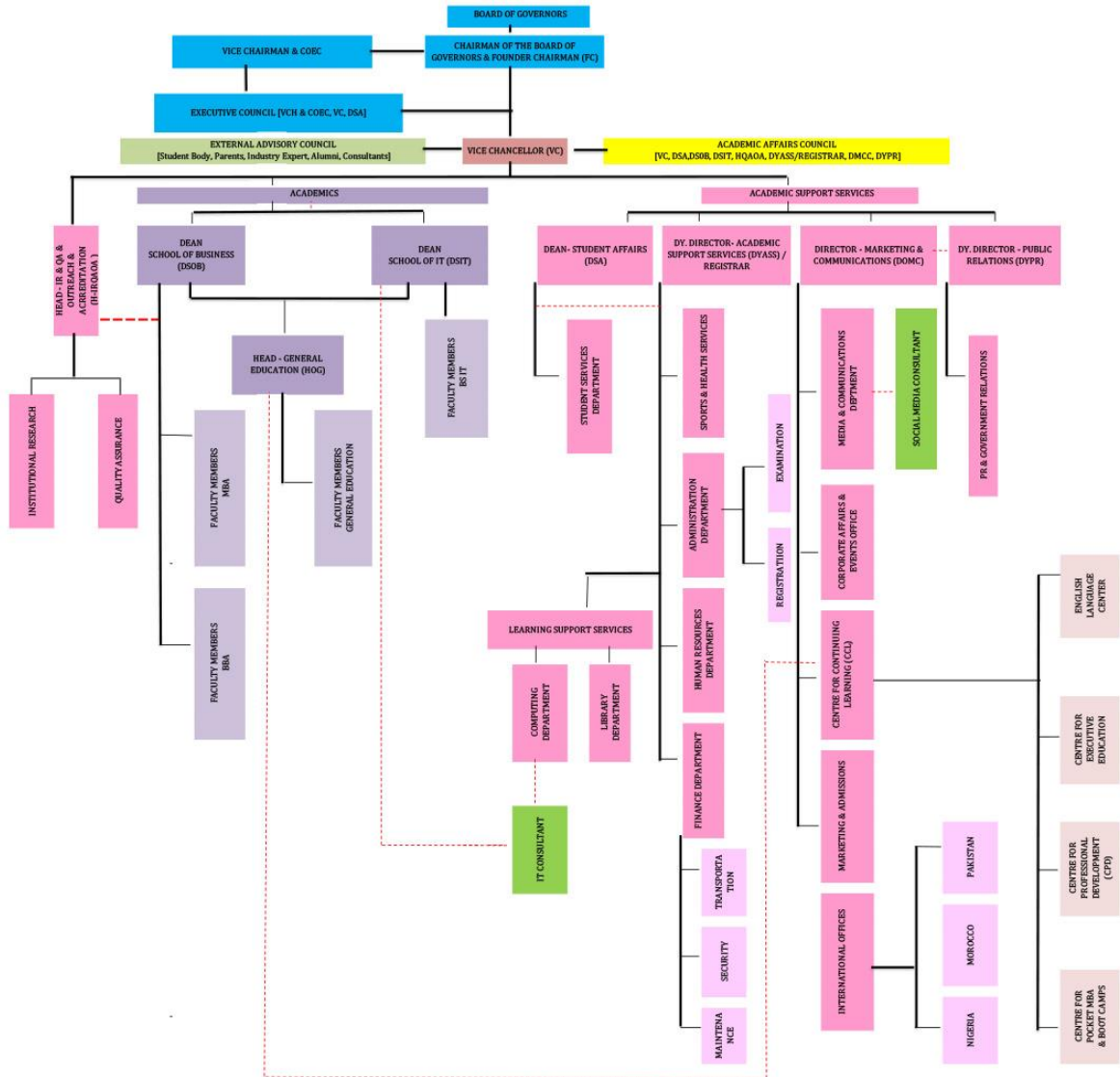
ii. SCHOOL OF INFORMATION TECHNOLOGY

- a. Bachelor of Science in Information Technology – Enterprise Computing

D. 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.

E. ORGANIZATION STRUCTURE



F. WHY SKYLINE?

i. INSTITUTIONAL

1. 30 years of commitment to the society for imparting knowledge, developing skills and inculcating values
2. Among the first few universities to start in the UAE
3. Approved and accredited by Commission of Academic Accreditation(CAA) of the Ministry of Education (MOE), UAE
4. Overall 4 Star QS Rating of the institution
5. Strong alumni base, well-placed in government and private sectors
6. Multicultural student learning environment
7. Affordable fee structure
8. International offices located in various countries
9. In-house ERP to manage effective operations and quick decision making
10. Innovative teaching methodologies that engage students in learning
11. Educational programs integrated with professional certifications
12. State of the art Learning Management System including SCORM for faculty and students
13. Document Management System (DMS) aimed towards a paperless office

ii. ACADEMIC EXCELLENCE

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

iii. SCHOOL OF BUSINESS

- a. Unique area of majors such as Tourism and Hospitality Management, International Business, Marketing & Retail Management, Accounting and Finance, Public Administration, Innovation and Entrepreneurship and Human Resource Management and Psychology are offered at undergraduate level
- b. Innovative concentration areas like International Business and Marketing, Finance, Strategic Human Resource Management, Strategic Management & Leadership, E-governance, Project Management and Sustainable Development are offered 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, CTH, ACCA,
- f. EC Council, AMIDEAST and IDP IELTS.

iv. SCHOOL OF IT

1. Programs offered in unique area of Enterprise Computing which includes IOT, Mobile Apps development, E-Commerce, ERP, Big data analytics, Security and more
2. Simulation and practical learning environment to integrate theory with practice
3. Application based learning through Live project center, internship and industry interaction
4. State of the art computer laboratories
5. Technology-integrated learning opportunities
6. 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. Opportunity to showcase creative writing skills through contribution to SUC's Newline publication
- o. CEO Series and guest lectures by renowned industry speakers
- p. Orientation through guest lectures by Alumni speakers
- q. Emphasis on practical knowledge through industry visits
- r. Real life experience and exposure through internships

vii. INFRASTRUCTURE

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

viii. SPORTS FACILITIES

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

ix. FINANCIAL AID

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

X. RESEARCH STRATEGY OF SUC

The Skyline University College **Research Strategy 2017-22** aims to:

“Increase the intensity, excellence, impact and reputation of our research to position Skyline University College among the top 25 UAE universities by 2022”.

The SUC research strategy 2017- 22, aspires to substantially increase both the quality and quantum of its research output and impact. The strategy proposes, that excellent research and researchers will be supported, motivated, trained and involved to do quality research. We believe that the successful implementation of this strategy will lead to research at SUC being at par with its leading peers across the region. To achieve this, we will improve our ranking and quality score in research; lift our performance in targeted research rankings; recruit, develop and support high-quality researchers; provide excellent training for researchers; prioritize quality research service, facilities and infrastructure; create and maintain authentic and meaningful relationships with research partners and research collaborators; and advance research into commercial and wider applications to ensure maximum benefit and impact.

This research strategy document acknowledges that the research landscape, both in terms of need and funding, is very dynamic and competitive; not only in the increasing prioritization of measures of research impact and outcome, but also in terms of which area of research need to be supported. Therefore, we must be very clear about, what we excel at and what we will be known for, now and in the future. This strategy acknowledges our research areas and seeks new opportunities to foster, extend and capitalize upon these existing strengths, to ensure that SUC-Research means excellent quality research. For the year 2020-21 we are targeting to publish seventy-five papers in Scopus indexed journals, five case studies, two projects in collaboration with industry and focus on getting research income by carrying out at least two consultancy projects.

Finally, this strategy includes strategic objectives, policy and procedure that drawn from and are in line with the vision and mission of the institution. At SUC, we are committed to extending knowledge for its own sake and in partnership with others for the benefit of society at large. We will do this by strategically investing in areas of excellence, driving accountability, improving and strengthening our internal systems, structures and processes to ensure world class research. We will also identify research collaborators and partners across the globe to do joint research to maximize quality, impact and benefit of our research. SUC aspires to pursue all its research in the spirit of honesty, accountability and ethical practices.

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.:

A. SCHOOL OF BUSINESS

The School of Business offers following Undergraduate and Graduate programs:

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

B. SCHOOL OF INFORMATION TECHNOLOGY

The School of Information Technology offers following undergraduate program:

- i. Bachelor of Science Information Technology in Enterprise Computing

XII. GRADUATE PROGRAM DETAILS

A. MBA PROGRAM - OVERVIEW

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

B. MBA PROGRAM - RATIONALE

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

C. MBA PROGRAM - GOALS:

1. Develop managerial skills in problem solving and decision making
2. Instill leadership skills and professional attitude
3. Develop ethical orientation to conduct business in a socially responsible manner
4. Develop acumen towards formulating, implementing and evaluating business strategies

D. MBA PROGRAM LEARNING OUTCOMES (PLO):

Students will be able to

1. Explain theories, tools and techniques of business management and their applications.
2. Develop leadership skills and competencies for managing organizations
3. Research, evaluate, analyze and formulate business strategies
4. Evaluate ethical business practices and its implications on business.
5. Integrate knowledge and business practices to consistently solve complex issues

E. CORE COURSES

ii. INTRODUCTION

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

iii. GOALS

1. Develop an understanding about the basic concepts and constructs of modern management theories and its applications
2. Instill analytical thinking that enhances problem solving and decision making.
3. Develop understanding of successful management techniques and practices

iv. CORE COURSES LEARNING OUTCOMES

Student will be able to:

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

F. MBA CONCENTRATION IN FINANCE

i. INTRODUCTION

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

ii. GOALS

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

iii. LEARNING OUTCOMES

Student will be able to:

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

G. MBA CONCENTRATION IN INTERNATIONAL BUSINESS AND MARKETING

i. INTRODUCTION

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

ii. GOALS

1. Equip students with understanding, knowledge and skills of international business & marketing strategies in the competitive business environment.
2. Enable students to analyze international business documentation and procedures
3. Expose students to the evaluate the business environments, developing, developed and emerging markets
4. Enable students to evaluate contemporary issues in international marketing and global supply chain management and the dynamics of socio economic issues

iii. LEARNING OUTCOMES

Students will be able to

1. Demonstrate an understanding of competitive International business & marketing strategies and approaches practiced by organizations
2. Analyze markets and assess the process in global logistics and supply chain management
3. Evaluate cultural environment and its impact on international business & marketing activities
4. Develop marketing plans appropriate to target markets and geographic market segments across continents & countries using research skills.

H. MBA CONCENTRATION IN STRATEGIC HUMAN RESOURCE MANAGEMENT

i. INTRODUCTION

The Strategic Human Resources Management concentration prepares students to play an important role in managing the human resource requirements of an organization. Students completing this concentration would be able to develop strategies related to human resource planning, recruitment, selection and placement, training & development, compensation and performance management. An understanding of UAE labor laws would equip the students to make adequate decisions related to this environment and compare the region's labor practices with international labor practices. This major also focuses on helping students to evaluate diversity issues and develop strategies for managing equality and diversity in the organizations.

ii. GOALS

1. Develop knowledge and skills in Human Resource Management processes, tools, systems and techniques
2. Develop skills in planning Human Resource activities within the organization
3. Equip students with the tools and techniques in analyzing and evaluating issues related to diversity and equal employment opportunity
4. Expose students to new trends in Human Resource Information Technology

iii. LEARNING OUTCOMES

Student will be able to:

1. Demonstrate an understanding of contemporary issues in Human Resource Management
2. Analyze legal and diversity issues in Human Resource Management.
3. Design systems, tools & techniques of human capital management.
4. Demonstrate ability to evaluate strategies of compensation and training in improving organizational performance

I. MBA CONCENTRATION IN STRATEGIC MANAGEMENT & LEADERSHIP

i. INTRODUCTION

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

ii. GOALS

1. Develop understanding of the concepts and theories of strategic management and leadership
2. Develop an understanding of leadership strategies related to innovation and creativity in organizations
3. Expose students to leadership strategies and experiences in leading and managing change
4. Equip students with knowledge, concepts and techniques related to strategic risk management

iii. LEARNING OUTCOMES

Students will be able to:

1. Demonstrate an understanding of contemporary issues in strategic management and leadership
2. Develop strategies of creating culture of innovation in an organization to solve complex issues
3. Critically analyze risk and formulate effective organizational Strategies
4. Critically evaluate strategies for managing change

J. MBA CONCENTRATION IN E-GOVERNANCE

i. INTRODUCTION

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

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

ii. GOALS

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

iii. LEARNING OUTCOMES

Students will be able to

1. Demonstrate an understanding of theories and practices of E-Governance Initiatives
2. Assess the user requirements in the context of technological, cultural, ethical and legal perspectives
3. Analyze the strategies for planning and implementing E-Governance projects
4. Evaluate strategies for optimal utilization of E-Governance initiatives

K. MBA CONCENTRATION IN PROJECT MANAGEMENT

i. INTRODUCTION

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

ii. GOALS

1. Develop an understanding of project management processes in planning, evaluating and selecting viable projects
2. Develop an understanding and application of tools and techniques for resource procurement, management and risk assessment of a project
3. Use technology and appropriate quantitative and qualitative methods to support strategic project decision making
4. Develop skills to evaluate the project needs and select & manage project teams
5. Demonstrate comprehensive skill when applying project management concepts, supported by research, in alignment with an organization's formulated goals

iii. LEARNING OUTCOMES

Student will be able to:

1. Demonstrate an understanding the process of planning, evaluating and selecting viable projects
2. Evaluate the sources and resource requirement for a project
3. Demonstrate the application of technology in project management and decision making
4. Demonstrate ability to assess risks in projects
5. Evaluate leadership skills in managing project teams

L. MBA CONCENTRATION IN SUSTAINABLE DEVELOPMENT

i. INTRODUCTION

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

ii. GOALS

1. Develop an understanding of concepts and issues relating to sustainable development.
2. Equip students with analytical, evaluative skills in managing natural capital for sustainable economic development.
3. Expose students to various sustainability strategies related to innovation, organizational and human change.
4. Develop ethical sustainability programs and practices

iii. LEARNING OUTCOMES

Student will be able to

1. Explain the principles and framework of sustainability.
2. Analyze issues of sustainability in relation to natural environment, people and profit.
3. Formulate effective sustainability strategies for profit and nonprofit making organizations.
4. Evaluate government laws/regulations and its effects on the pillars of sustainability.

M. ACADEMIC CALENDAR

MBA WEEKDAYS ACADEMIC QUICK REFERENCE CALENDAR

ACTIVITIES	FALL 2020	SPRING 2021	SUMMER 2021
Commencement of Class [Old Intake]	01-Sep-2020	03-Jan-2021	16-May-2021
Commencement of Class [New Intake]	20-Sep-2020	17-Jan-2021	30-May-2021
Orientation Day	20-Sep-2020	17-Jan-2021	30-May-2021
Tuition Fees Payment	Before 10 th of Every Month	Before 10 th of Every Month	Before 10 th of Every Month
Statement Of Account	LMS Portal	LMS Portal	LMS Portal
Graduation Ceremony	To be announced		
Advisory Presentation	01-Oct-2020	28-Jan-2021	26-May-2021
1 st Advising Meet with Mentor [In Office]	27 Sep 2020 TO 01-Oct-2020	24-Jan-28-Jan-2021	14-16-May-2021
2 nd Advising Meet with Mentor [In Office]	15-19-Nov-2020	10-14-Apr-2021	04-08-Jul-2021
Advisory Meet	19-Nov-2020	15-Mar-2021	01-Jul-2021
Hall Ticket Collection	15-Nov-2020	18-Apr-2021	20-Jun-2021
Last Day of the Class	03-Dec-2020	29-Apr-2021	08-Jul-2021
Final Exam Week	06-10-Dec-2020	02-06-May-2021	11-12-Jul-2021
Result Publication of Final Exam	16-Dec-2020	12-May-2021	21-Jul-2021
Resit /Mitigation Exam	03-04-Jan-2021	17-20 May-2021	01-02-Aug-2021
Result Publication of Resit/Mitigation Exam	06-Jan-2021	26-May-2021	11-Aug-2021

MBA WEEKEND ACADEMIC QUICK REFERENCE CALENDAR

ACTIVITIES	FALL 2020	SPRING 2021	SUMMER 2021
Commencement of Class [Old Intake]	04-Sep-2020	08-Jan-2021	14-May-2021
Commencement of Class [New Intake]	18-Sep-2020	15-Jan-2021	28-May-2021
Orientation Day	18-Sep-2020	15-Jan-2021	28-May-2021
Tuition Fees Payment	Before 10 th of Every Month	Before 10 th of Every Month	Before 10 th of Every Month
Statement of Account	LMS Portal	LMS Portal	LMS Portal
Graduation Ceremony	To be announced		
Advisory Presentation	02-Oct-2020	30-Jan-2021	15-May-2021
1 st Advising Meet with Mentor [In Office]	07-Oct-2020	12-Feb-2021- 13-Feb-2021	21-May-2021- 22-May-2021
2 nd Advising Meet with Mentor [In Office]	20-Nov-2020- 21-Nov-2020	19-Mar-2021- 20-Mar-2021	18-Jun-2021- 19-Jun-2021
Advisory Meet	07-Nov-2020	19-Mar-2021	18-Jun-2021
Dissertation/ Internship Project Viva	04-Dec-2020- 05-Dec-2020	23-Apr-2021- 24-Apr-2021	02-Jul-2021- 03-Jul-2021
Hall Ticket Collection	05-Dec-2020	24-Apr-2021	03-Jul-2021
Last Day of the Class	05-Dec-2020	01-May-2021	03-Jul-2021
Final Exam Week	10-Dec-2020- 12-Dec-2020	06-May-2021- 08-May-2021	08-Jul-2021- 10-Jul-2021
Result Publication of Final Exam	16-Dec-2020	12-May-2021	14-Jul-2021
Resit /Mitigation Exam	01-Jan-2021- 02-Jan-2021	21-May-2021- 22-May-2021	23-Jul-2021- 24-Jul-2021
Result Publication of Resit /Mitigation Exam	06-Jan-2021	26-May-2021	28-Jul-2021

XIII. CHANGES DUE TO COVID-19

The current coronavirus (COVID-19) pandemic has affected the whole world, including the operations of colleges and universities. Following the directives of Ministry of Education, UAE, academic institutions followed conduct of classes and assessment online from the month of April 2020. Since the pandemic is still not over, the distance learning may continue in the higher education institutions across the UAE during spring semester of the year 2020 until further notice. Kindly note due to current situation of the COVID 19 pandemic, Skyline University College has adopted a safe and distant teaching and learning methodology through the E-learning platform. In order to enhance the E-learning experience, SUC offers live virtual online classroom experience and provides continuous online support which can be accessed by students through smartphones, laptops, iPad and notebook.

Almost all services offered by SUC including student requests are now available online. Due to unfolding situation of COVID-19 pandemic as well as directives from the UAE Government authorities from time to time, SUC may develop / modify certain policies to deal with the situation. Students are advised to contact the concerned department to know more about the online services available. You may refer Directory for department specific contact details.

XIV. FACILITIES

A. CAMPUS

Skyline campus is fully-equipped with facilities such as class rooms 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 30 classrooms that are equipped with audio visual equipment and Internet connections. All Classrooms adopt Bring Your Own Device (BYOD) concepts 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 & Photocopying center

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

iv. Library

The library is dedicated to providing learning resources to the academic programs and research activities for students and faculty. It is located at the first floor of the SUC building. The print collection consists of around 13,360 reference books with approximately 10740 titles, 10 magazines and around 1 Print scientific journals (2357 (Online). 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. The working hour for library is generally from 0900 hrs. to 2200 hrs. on all working days. During weekends the timings for Friday is from 0900 hrs. to 1700 hrs. and for Saturday the timings is from 0900 hrs. to 1700 hrs.

v. Research Zone with Discussion rooms & 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:

- a. 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.
- b. The rooms are for studies and group discussions purpose only.
- c. If the group wants to use the bigger room for discussion they need a written permission from the faculty members.
- d. The faculty members can use the rooms at their leisure.
- e. Alexa Corner

vi. 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 158816 E-books & more than 2357 e-journals.

vii. 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.

viii. Newspaper and Clipping Service

SUC Library has subscribed to 10 Newspapers including 5 in Arabic Language and 5 in English language. Moreover, Library has a special service of newspaper clipping in which important news related to the subject areas is clipped and recorded for future reference.

C. SPORTS & 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 Sunday to Thursday and 1PM to 5PM on Saturdays, wherein the days allocated to male students and male faculty/staff are Sunday, Tuesday, and Thursday and for female students and female faculty/staff it is on Monday and Wednesday. Male students and female students are not allowed to use the gym simultaneously.

ii. 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 CENTER

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

F. HEALTH CAMPAIGNS

The University organizes various health campaigns for its students, staff and faculty members. Medical practitioners and staff of 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, Registration & Examination Department. Students are requested to park their car on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises.
- 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.

XV. 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 & 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 & international universities articulated with SUC.

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

- 1. PRE ADMISSION SERVICES**
- 2. DURING ADMISSION SERVICES**
- 3. 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 major 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 & Graduate programs, their duration, and the potential career opportunities of majors offered in UAE and international market.
- c. Inform students about part-time placement/internship opportunities.
- d. Helps the prospect to choose suitable area of major 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 & Invoice)

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

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

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 Mid Term & Final examination dates will be announced within two weeks from the start of the class and will be displayed on the SUC website & Student portal. No information on the above will be provided through telephone. The 'How to access student portal' attachment will be handed over to the students during 1st week.

- 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, Registration & Examination 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, Registration & Examination 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, Registration & Examination 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, Registration & Examination Department. Students are requested to park their car on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises. Students who wish to use the college transport are requested to register with the Finance Department.
- 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 Proforma Invoice

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

- 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 & 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 & student and provides updated resources at regular intervals facilitate them for improving the IT services to the users.

iii. Internet Services

The internet facilities are provided to faculty, staff & 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 & Intranet Services

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

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 & complaints, HR services. Students can download CDP & 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, mentoring, courses enrolled for & results etc., and the students are issued individual username and passwords for using this facility.

SUC encourages its faculty to share all study material on the SUC Portal to facilitate student learning. SUC requires its entire stakeholder to respect the legal right to intellectual and creative property in all media. All SUC faculties will ensure that student material uploaded confirms with prevailing Intellectual Property Right law of UAE. Faculties will indemnify SUC Management against any Copyright Infringement that arises out of material they have uploaded.

vi. Timings & Access to Computing Labs

The Computer labs are available for access from 9.00 A.M to 10.00 P.M on all working days and from 9:00 am to 5:00 pm on Fridays and Saturdays.

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 & iOS) which enables them to get information about their attendance, grades, online appointment, registering online, suggestions & complaints, Students can download CDP & study materials, assignment, SCORM, online quizzes, access online e-database/e-books, online request system, online department feedback to track student progression, class schedule, mentoring, courses enrolled for & 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 for the students from 9.00 A.M to 10.00 P.M on all workings days and from 9:00 am to 5:00 pm on Fridays and Saturdays. Library will remain closed on public & Government 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 & 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 158816 E-books & 2357 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). The services of UOD can be availed both by the students and the faculty for the purpose of references, borrow books and also use the online resources. The members of SUC who wish to avail this facility shall make a formal request to the Head Librarian of SUC with specific requests of the required material. The Head Librarian of SUC makes necessary arrangements and makes the material available to facilitate the faculty or student within two working days. The details of the website (<http://www.ud.ac.ae/library>) will be displayed on the library notice board for the references. SUC library also extends facility to enable students and faculty to visit the Sharjah University Library & Sharjah Public Library by showing their SUC Identity card.

g. Research Zone with Discussion Rooms & 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 & Orientation

Orientation will be given at the beginning of every semester to the Faculty Members, Students about the Library Resources, Policy & Procedures, Library Facilities and Library Services. A special training will provide for the Graduate students about the usage of eBooks through Vital Source Bookshelf.

i. Internship

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

F. HEALTH & SAFETY SERVICES

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

1. Provides the health services which include first aid and medicines for minor illness.
2. Organizing Health and Safety awareness sessions.
3. Organizing First-Aid and Safety Training sessions.
4. Conducting Mock drills for Fire & Safety awareness.

5. Maintenance of Fire & Safety equipment on a regular basis.

G. SPORTS TRAINING

The Sports department provides following sports related services:

1. Provides coaching to the students in various games such as Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming.
2. Organizes various Inter-University and Inter-School sports events.
3. Selects and trains student teams to participate in various inter-university and intramural events.
4. Organizing Internal Sports Activities for staff and students
5. Identifying sports persons from schools / college and recommending for Sports Scholarships.
6. 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 & BUSINESS COUNCILS

CAO 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 & 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:

1. Writing & sending press releases to print & online media agencies.
2. Coordinating and planning of press meetings.
3. Working with academics to generate coverage for research through knowledge updates.
4. 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 & 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 & GCC corporations to make better decisions in today's fast paced changing era.

ii. SKYLINE ENTREPRENEURSHIP AND INNOVATION CENTER (SEIC)

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

The highlights of SEIC are as follows:

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

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 & tourism, finance & 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 & Boot Camps

The Centre for Re-boot & 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:

1. IELTS Preparatory Course
2. Academic & 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.

XVI. 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 & 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 & 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 & Reactivation Counseling
- m. Cancellation & Exit Interview Counseling
- n. Visa Student Counseling
- o. Hostel Student Counseling

C. MENTORING TO GRADUATE STUDENTS

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

D. ALUMNI RELATIONS

The Corporate Affairs Office 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. Corporate Affairs Office 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.

XVII. EVENTS AND ACTIVITIES FOR STUDENTS

A. EVENTS

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

i. Why Skyline encourages students to participate in Events?

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

ii. How can students contribute towards various events?

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

B. CEO LECTURE SERIES

The Corporate Affairs Office coordinates with the Corporate sector and extends invitation to the President/CEO, generally having responsibility of entire Asia, Middle East and Africa region to attend the “CEO LECTURE SERIES” organized by SUC for its current students & 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 & industry visits for students which will be focused on specific topics based on requests sent by the faculty members. The Guest lectures and Industry visits shall provide practical knowledge of the specific course and help the students in the better understanding of concepts studied in the classroom.

D. STUDENT CLUBS AND COMMITTEES

SUC focuses on the overall development of the students through essential extracurricular and co-curricular activities at various levels. Student Events Coordinator coordinates the formation of these committees and conducts the elections of student committee heads. New students are given a presentation about the committees, by Events Coordinator in the beginning of each academic year and interested candidates can fill up the committee registration form available with Student Events Coordinator or on the student portal. The committees' membership is offered on a nondiscriminatory basis and is open to all students.

i. Student Clubs

Following are the active clubs at Skyline University College:

a. Performing Arts Club

The Performing art club consists of following sub clubs:

1. Dance and Music Club

1.1 Purpose of the Club

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

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

1.2 Benefits of Joining the Club

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

2. Drama Club

2.1 Purpose of the Club

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

2.2 Benefits of Joining the Club

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

b. Community Service Club

1. Purpose of the Club

The basic aim of this club is to enable students to give something back to the society in general. It will also help them to face reality and get a better understanding of the world around them thus helping in providing an overall education which does not limit itself just to classrooms. Since most of the events get media exposure it will also be a way to promote Skyline College's efforts and interest in helping the unfortunate.

2. Benefits of Joining the Club

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

c. Toastmaster & Debate Club

1. Purpose of the Club

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice: Members learn how to plan and conduct meetings. Members present one-to two minute impromptu speeches on assigned topics. Two or more members present speeches based on projects from manuals in Toastmasters' proven communication and/or leadership programs. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion.

Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement. 'Toastmasters' produces results. Around the world more than four million men and women of all ages and occupations have benefited from Toastmasters training. Thousands of corporations, community groups, universities, associations and government agencies now use Toastmasters training.

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

2. Benefits of Joining the Club

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

d. Outdoor Adventure Club

1. Purpose of the Club

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

2. Benefits of Joining the Club

2.1 Opportunity to experience outdoor activities.

2.2 Leadership development, relationship building and environmental responsibility.

2.3 Provide a place to plan out trips, meet new people, learn new skills, and try new types of activities.

2.4 Promote personal growth.

ii. Student Committees

The 4 student committees at SUC are as follows:

a. Events Committee

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

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

1. Allocating staff and student for various events throughout the year.

2. To prepare the basic structure of all the events and communicate the same to the respective event heads.

3. Monitoring and participating in the regular meetings of the committee members for various events.

4. Assisting the event heads in the smooth flow of the events.

5. Coordinating for student participation in various Inter - University competitions.

b. News and Media Committee

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

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

This committee coordinates in developing SUC's annual publication "News line" magazine. This publication involves contributions from students & 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, Registration & Examination Department
5. In-house IT 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, Registration & Examination 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

XVIII. 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 & Registrar.

B. CHANGE OF CLASS TIMING

Students willing to shift their classes from Morning to Evening or Weekdays to Weekend or vice-versa should fill up the request form available 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 of Administration & Examination Department.

C. CHANGE OF CONCENTRATION

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

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

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

D. WITHDRAWAL OF COURSE

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

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

E. ADDITION OF A COURSE

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

F. POSTPONEMENT

Student may postpone a semester only once in an academic year and maximum twice during the graduation program. The postponement form should be filled within two weeks of commencement of a semester only under mitigating circumstances. After the postponement of the semester, the student can join back the Program in which case the new academic plan will be applicable. All postponements will be effective only after the applicable fee is paid.

Postponement is not applicable for students under SUC Visa / Visa Letter / Embassy Letter.

G. CANCELLATION

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

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

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

H. REACTIVATION

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

I. REQUESTS FOR LETTERS / TRANSCRIPTS

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

1. Bona-fide student letter (In English or Arabic)
2. Letter mentioning dates of examination
3. Copy of course definitive document (CDD) for course/s attended
4. Transcripts
5. Reference Letters
6. Course Equivalency Letters
7. Certificate Equivalency Letters
8. No Objection Letters (Opening a bank account, applying for driving license, applying for visa)
9. Letters for Government Departments
10. Letters of Introduction for Internship / Dissertation
11. Sponsor Request Letters
12. 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 definitive document (CDD)	Three working days
Transcript	48 hours
Duplicate & Transcript request from external bodies	Timeframe for issuing the letter is subject to receiving request from the external agency.

XIX. 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 & regulations in force.
- xiv. Smoking is prohibited in SUC as per the UAE Law. Any violation will lead to fines.
- xv. Chewing of tobacco or any other form of betel etc. is prohibited. Anyone found to be violating this will be penalized.
- xvi. Writing & drawing on desks is strictly prohibited. Any violation will lead to fines.
- xvii. Eatables & drinks are allowed outside the SUC building or in the cafeteria only.
- xviii. Students using bus should strictly comply with the rules and regulations of transport.
- xix. Students shall not litter or throw rubbish. A littering fine as per fees applicable is imposed on violations.
- xx. Students shall not remove, deface or damage the premises, equipment or property belonging to the SUC.

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

XX. SPECIAL PROGRAMS

A. PROFESSIONAL SKILLS DEVELOPMENT PROGRAM

The Professional Skill Development Program (PSDP) at Skyline University College is the outcome of the vision of the Founder Chairman of the Skyline University Mr. Kamal Puri. This initiative enables students to develop their professional skills and abilities to become active job seekers as well as life-long learners.

The spread of activities has been divided into four levels as per the level of the students in the program. The PSDP Program is a zero credit bearing program with no additional fee implication on the students. It is mandatory that students attend a minimum of four sessions per year out of the announced sessions, which would total to four hours. Additionally, the student would be expected to complete tasks assigned during sessions (for e.g. CV design etc.). Attendance and task completion shall be strictly recorded for reference purposes.

Students need to complete the PSDP program requirement for the Freshman and Sophomore levels before proceeding to Junior and Senior levels before graduating.

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. The students are required to attend a minimum of 4 sessions per year out of the announced sessions, which would total to 4 hours. Additionally, the student would be expected to complete 3-4 hours of tasks assigned during sessions (e.g. CV design etc.).
- e. Attendance and task completion shall be recorded for reference purposes.

ii. PSDP PROGRAM DETAILS

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

a. FRESHMEN

1. Aptitude assessment / Creating social media profiles
2. Goals and Action Plans for academic success
3. Time-management for success (exams)
 1. Time wasters
 2. Time categories
 3. Work and relax timetables
4. APA referencing
5. Strategies for effective intercultural communication
 - 5.1. Nonverbal communication codes
 - 5.2. Barriers to intercultural communication
 - 5.3. Effective intercultural communication strategies

b. SOPHOMORE

1. Interpersonal Communication
 - 1.1. Non-verbal communication codes
 - 1.2. Communication Barriers
2. Professional PowerPoint (PP) presentations
 - 2.1. Planning your presentation content
 - 2.2. PP slide creation: Text and visual effects
 - 2.3. Effective verbal and nonverbal communication
 - 2.4. Audience interaction and attention in presentations

c. JUNIORS

1. CV creation (hard copy and online)
 - 1.1. Using key words for job searches
 - 1.2. Registering on job portals
 - 1.3. Uploading and creating CVs on line
 - 1.4. CV Dos and Don'ts

2. Professionalism in the workplace
 - 2.1. Definitions of workplace professionalism
 - 2.2. Professional etiquette examples
 - 2.3. Professional workplace attitude application
 - 2.4. Time management
3. Team work
4. Personality Development

d. **SENIORS**

1. Workshops for Dissertation students
 - 1.1. Academic writing
 - 1.2. Research and analysis
 - 1.3. Presentation skills
2. Mock job interview: Role play to demonstrate job-negotiating skills
3. Team-building
4. Online job searches and applications
 - 4.1. Using key words for job searches
 - 4.2. Registering on job portals
 - 4.3. Job-search tools and tips

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.

XXI. STUDENT GRIEVANCE

A. ADDRESSING GRIEVANCE:

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

For any suggestion or complaint, a student is required to fill in a complaint/suggestion form on the student portal/LMS. The form is then duly forwarded to or discussed with the concerned Department head. Any remedial action required, is taken immediately and conveyed through a written reply to the student. Student grievance/complaints & suggestions are also addressed at the Class Representatives' meetings held twice a semester.

B. TYPES OF STUDENT GRIEVANCES:

i. Academic grievances

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

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

ii. Academic Support Services grievances

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

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

XXII. 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.

1. Procedure is not in accordance with the current approved regulations.
2. Material and significant administrative error has taken place.
3. Unfair discrimination
4. Inconsistency of the decision
5. Disagreement with marks or a grade cannot itself constitute ground for appeal.

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

ii. Time Duration of Appeal

An appeal must be logged with the office of Head - Admin & Exam department within five working days of communication of a result. The appeal addressed to the Head - Admin & Exam department must be 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 & Registrar
3. Dean of respective schools
4. Head - Admin & Exam 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 & Registrar and will be assessed after discussion with Vice Chancellor & concerned faculty.

- ii. Plea for Consideration of Mitigating Circumstances for Midterm Examination**
Students' inability to take midterm examinations due to unavoidable circumstances will be forwarded to Head - Administration along with necessary documentary evidence.

The Head - Admin Department and DYASS & Registrar based on their best judgment will decide whether to accept or reject such an appeal for consideration of mitigating circumstance for failure to take mid-term examination on a given date. The appeal must be made by the student within 48 hours of the conduct of the mid-term examination. If the appeal is decided in favor of the student, then the examination department in liaison with the advisor will conduct the midterm exam again for this student. Appeals after the expiry of 48 hours' deadline will be considered as time barred. The decision of the Head - Admin department in this case cannot be challenged or reviewed.

iii. 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 & 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:

1. Accident
2. In case of death of Immediate Family Member
3. Hospitalization of self
4. Religious (Only for Hajj)

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

XXIII. 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 & 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.

XXIV. 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. Dublin Business School - Ireland
4. Eastern Mediterranean University - Cyprus
5. European University of Business - United Kingdom
6. Faculty Management, Comeius University - Slovakia
7. Firebird Institute of Research in Management - India
8. Georgian College - Canada
9. Gift University- Pakistan
10. Gujrat Technological University - India
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. Kwame Nkrumah University of Science and Technology- Ghana - Africa
19. Karnavati University - India
20. Leyte Normal University, Philippines
21. Lovely Professional University - India
22. Noida Institute of Engineering and Technology - India
23. Northwest University - Nigeria

24. Nirma University, Institute of Management - India
25. Pandit Deedayal Petroleum University – India
26. Ramon Magsaysay Memorial College- Philippines
27. RK University – India
28. Sheridan College - Institute of Technology & Advance Learning, Ontario – Canada
29. Shoolini University – India
30. Sankalchand Patel University – India
31. Shri Rawaputra Sarkar University – India
32. Sharda University – India
33. St. Cloud State University- Minnesota, United States of America
34. The University of Findlay, Ohio - USA
35. The London Graduate School - UK
36. The University of Mindanao – Philippines
37. Ural Federal University- Russia
38. University of Development Studies - Ghana, Africa
39. University of Central Punjab - Pakistan
40. 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 completing all academic requirements for equivalency of courses which is approved by the academic committee at SUC. The agreements are sent to Ministry of Higher Education for seeking their necessary approvals.

Currently, Skyline has articulation agreement with Canterbury Christ Church University, UK.

XXV. ADMISSION REQUIREMENTS

A. DIRECT ENTRY REQUIREMENT

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

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

- i. Bachelor Degree
- ii. English Language Proficiency

Details of the above two requirements are as follows:

i. Bachelor Degree Grade

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

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

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

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

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

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

NOTE:

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

B. CONDITIONAL ADMISSION - GRADUATE

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

The requirements for conditional admission have been detailed below:

i. CONDITIONAL ADMISSION TO BUSINESS GRADUATES

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

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

Case-1: Candidates having CGPA \geq 3.0 On 4.0 Scale not meeting English Proficiency Requirement

ENGLISH PROFICIENCY REQUIREMENT			ENROLLMENT STATUS
IELTS [ACADEMIC]	TOEFL - ITP	EmSAT Achieve English	
5.5-5.9	530-549	1250 - 1399	Conditionally enrolled in the Graduate Program with a maximum of 2 courses to be taken in the first semester and must complete the 2 courses with a minimum CGPA of 3.0 on a scale of 4.0 within one semester and undergo 45 hours of English preparatory course or be subject to dismissal

Case-2: Candidates having CGPA between 2.5 to 2.99

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

Case-3: Candidates having CGPA between 2.0 to 2.49

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

NOTE:

1. Student must submit English proficiency certificate latest by 9th July 2020 and this condition is applicable only for summer 2020 due to COVID-19 pandemic and lockdown
2. During the current COVID19 pandemic situation in case the student has not appeared in English proficiency test approved by the MOE or is not meeting the minimum score as per the admission criteria the student must register for the official TOEFL IBT special Home Edition Test or the official IELTS Indicator online edition and obtain the passing score as per the admission criteria for the conditional admission. As soon as MOE approved testing centers will open to take English proficiency test, student must appear and submit required English proficiency test score, or subject to dismissal.
3. Candidate below required English proficiency requirement will not be allowed for admission into graduate program

ii. **CONDITIONAL ADMISSION TO NON-BUSINESS GRADUATES**

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

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

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

Case 1: Candidates having CGPA ≥ 3.0 on 4.0 scale

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

Case 2: Candidates having CGPA between 2.5 to 2.99

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

Case 3: Candidates having CGPA between 2.0 to 2.49

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

NOTE:

1. *(Student must submit English proficiency certificate latest by 9th July 2020 and this condition is applicable only for summer 2020 due to COVID-19 pandemic and lockdown;)*
2. *During the current COVID19 pandemic situation in case the student has not appeared in English proficiency test approved by the MOE or is not meeting the minimum score as per the admission criteria the student must register for the official TOEFL IBT special Home Edition Test or the official IELTS Indicator online edition and obtain the passing score as per the admission criteria for the conditional admission. As soon as MoE approved testing centers will open to take English proficiency test, student must appear and submit required English proficiency test score, or subject to dismissal.*

C. TRANSFER ADMISSION

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

Only up to 25% of the courses offered in SUC can be offered as transfer of credits transferred to the program. A maximum of 9 credit hours can be accepted as transfer into the MBA Program of SUC provided these credit hours are adequate to meet the requirements for Transfer of credits (TOC) procedures. All the courses in the curriculum are protected except the following courses that can be replaced by accepting TOC from any accredited MBA level program:

COURSE CODE	COURSE NAME
CIS6001	Corporate Information Strategy & Management
FIA6001	Managerial Accounting
ECO6001	Managerial Economics
ORB6001	Organizational Behavior
MKT6101	Marketing Management

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

i. Documents Required

- a. The official transcript from accredited institutions
- b. Detailed syllabi (Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
- c. An official letter from the previous institution
- d. All documents mentioned in the admission requirements
- e. Applicable processing fee (non-refundable) must be paid for evaluation
- f. Once a student will change his/her emphasis, process will be treated as new, thus, additional fee will be applicable as per published fees structure

Transfer of credit is granted under the following conditions:

- a. They must pass the English proficiency requirement.
- b. The student must attend a minimum of 75% of the credit hours of their study plan at SUC in other words, only up to 25% of the courses offered in SUC can be offered as transfer of credits transferred to the program.
- c. The course contents mentioned in the Course Delivery Package of the previous institution should match to a minimum of 75% of the SUC Syllabus of the corresponding course.
- d. The student must attend a minimum of 27 credit hours of their study plan at SUC in other words, only up to 9 credits or 3 courses can be transferred to the program.
- e. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- f. Must have passed the course with a minimum of 'B' grade or equivalent and overall CGPA of 3.0 on a scale of 4.0
- g. Maximum credits awarded for transfer admission will be limited specified courses at SUC. In case credits earned at the original institution are less than those at SUC, the lower credits will be awarded as transfer.
- h. Once TOC is granted and the graduation plan is signed by the student, the student cannot challenge the TOC decision during the progression of course.
- i. Students of SUC may be permitted to pursue courses outside only in extreme circumstances with prior approval from Administration and VC.
- j. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- k. The grade points of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- l. TOC processing fee is non-refundable (as per applicable fee structure)

ii. Procedure for Finalizing Institutions for the Purpose of Transfer of Credits Qualification

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

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

D. ADMISSION TO PHYSICALLY CHALLENGED STUDENTS

Applicants with special needs are admitted in SUC after a due process of understanding the learning abilities of applicants and the required teaching approaches. 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

XXVI. PREPARATORY COURSES

A. MBA QUALIFYING PROGRAM (MQP)

i. MBA QUALIFYING PROGRAM (MQP)

A candidate who is seeking admission with a Bachelor's Degree (3 years and above) obtained from a non-business discipline is required to undergo the MQP by taking the following seven courses. In case candidate has already completed any of the MQP courses in the Bachelor degree, he may be exempted from such courses provided an official transcript for evaluation at the time of admission is submitted by them. However, the decision for the exemption will be made jointly by the Dean and VC upon carefully reviewing the course contents as per SUC TOC policy.

The following are the courses required to complete the MQP so as to establish the required knowledge for a student is acquired before enrolling into the MBA program.

CODE	COURSES
FIA5001	Accounting Principles & Practice
ECO5002	Economics Principles & Practice
MAT5003	Fundamentals Of Quantitative Methods
FIA5004	Principles of Finance
MGM5005	Principles of Management
MKT5006	Principles of Marketing
MGM5007	Operations Management

All these courses are equivalent to 3 credit hours at BBA level. These credits cannot be used for replacing any of the MBA level courses as these will be treated non-credit bearing courses and are only for the purpose of completing MQP and no transcript shall be issued. Most of these courses are offered at the SUC BBA program enabling the aspirants to pick up any of these courses during the regular semesters of the BBA program or opt for MQP schedule.

ii. **MQP TRANSFER OF CREDIT POLICY**

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

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

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

Students taking challenge exam must abide by following guidelines:

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

iv. REMEDIAL COURSES

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

The list of remedial courses are as follows:

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

B. IELTS EXAM PREPARATORY COURSE FOR GRADUATE ADMISSION

i. COURSE INTRODUCTION

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

ii. QUALIFYING CRITERIA FOR GRADUATE PROGRAMS:

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

A. 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

B. ACADEMIC & GENERAL TRAINING ON IELTS

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

i. PREPARATORY TEST

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

ii. ADMISSION FOLLOWED BY ORIENTATION:

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

iii. MOCK TEST

During the mock test the students are given ample scope to experience the real test environment and the scores are given to them along with feedback sessions.

iv. FINAL TEST

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

v. RESULT ANALYSIS

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

vi. COUNSELING

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

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

XXVII. APPLICATION

A. CONTACT US

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

B. APPLICATION PROCEDURE

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

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

C. DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH APPLICATION

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

i. Local Graduate Candidates with Own Visa

- a. 2 Passport size colored photographs (not Polaroid) along with a digital copy
- b. Passport Copy with minimum six months validity
- c. UAE National ID
- d. Attested copy of Bachelor's Degree Certificate along with marks sheet (as applicable)
 - 1. For students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 - 2. Students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, and their certificates should be attested by the University & Ministry of Higher Education, UAE.

3. Students from overseas universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
 4. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
 - e. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or the equivalent score on another standardized test approved by the Ministry of Education (MOE).
- ii. **Local Graduate Candidates Seeking SUC Visa/Visa Letter/Embassy Letter**
- a. 2 Passport size colored photographs (not Polaroid) with white background along with a digital copy
 - b. Passport copy with minimum eight months validity.
 - c. Attested copy of Bachelor's Degree Certificate along with marks sheet i.e.
 1. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 2. Students from foreign universities operating in UAE and approved by the Ministry of Higher Education-UAE, certificate should be attested by the University & private Department in Ministry of Higher Education – UAE.
 3. Students from overseas universities, certificate should be attested by the university, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
 4. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
 - d. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or the equivalent score on another standardized test approved by the Ministry of Education (MOE).
 - e. PDC for the academic year

iii. Visa Graduate Students (Overseas)

- a. 2 Passport size colored photographs (not Polaroid) with white background along with a digital copy.
- b. Passport Copy with minimum eight months validity.
- c. Police clearance certificate, if applicable
- d. Medical certificate from any registered hospital, if applicable
- e. Attested copy of Bachelor's Degree Certificate along with marks sheet i.e.
 1. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
 2. Students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, and certificate should be attested by the University & Ministry of Higher Education, UAE.
 3. Students from overseas Universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
 4. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.

D. APPLICATION FEES PAYMENT

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

E. APPLICATION DEADLINES

PROGRAM	APPLICATION DEADLINE (WEEKDAY BATCH)			APPLICATION DEADLINE (WEEKEND BATCH)		
	Fall	Spring	Summer	Fall	Spring	Summer
MBA	17 ^h Sep 2020	14 th Jan 2021	27 ^h May 2021	17 ^h Sep 2020	14 th Jan 2021	27 ^h May 2021

XXVIII. ADMISSION PROCEDURE

A. VERIFICATION OF DOCUMENTS FOR ADMISSION

The admission file for each student including application documents is send to Administration & Examination Department to audit the file for the fulfillment of documents required for confirming the admission of candidate into SUC's program. The Administration & Examination Department audits the student file to verify if the application documents are complete and they indicate that all the requirements for admission are met as per policy. Upon verification, the Administration department approves the student file and submits to DYASS & 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.

XXIX. REGISTRATION OF STUDENTS

A. REGISTRATION OF STUDENTS INTO CLASS

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

B. POST REGISTRATION

i. ISSUANCE OF STUDENT KIT

a. New Students:

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

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

1. Admission Letters & Invoice [Confirmed Admission]

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

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

2. Admission Letters & Invoice [Conditional Admission]

When a student is admitted conditionally, he/she is issued a 'Conditional Letter of Admission' & 'Invoice'. Student will be issued a confirmation letter once he/she fulfilled all the requirement as per the deadline. Students need to pay their SUC fees according to the Invoice issued.

Note: It is the student's responsibility to report any discrepancies in invoice to the 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 & Invoice

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

Note: It is the student's responsibility to report any discrepancies in invoice to the Admin Dept. 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.

XXX. INSTITUTIONAL POLICIES

A. STUDENT INFORMATION RELEASE POLICY

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

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

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

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 15 to 16 weeks.

ii. PERIOD OF STUDY

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

iii. **GRADE POINT AVERAGE**

Grade Point Average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each Semester (Semester GPA), for all hours attempted at the SUC (cumulative GPA). All students are evaluated at the end of each Semester. A student is placed on probation as per the academic standing and points A & B mentioned of this manual.

iv. **STUDENT EVALUATION & GRADING SYSTEM**

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

Grade Point Average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each Semester (Semester GPA), for all hours attempted at the SUC (cumulative GPA). All students are evaluated at the end of each Semester. A student is placed on probation as per the academic standing and points A & B mentioned of this manual.

GPA/SCGPA/CGPA Calculation

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

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

v. **ACADEMIC STANDING**

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

a. **QUALITATIVE REQUIREMENTS (QUALITY OF ACADEMIC WORK COMPLETED)**

Table - 1

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

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

b. **QUANTITATIVE REQUIREMENTS (QUANTITY OF ACADEMIC WORK COMPLETED)**

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

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

c. **PROBATION / WARNING**

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

d. **SUSPENSION**

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

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

e. **DISMISSAL**

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

vi. **ACADEMIC INTEGRITY AND PLAGIARISM POLICY**

The objective of SUC, academic integrity and plagiarism policy is to foster a culture of academic honesty and enrich the SUC repository with high quality original work. It also aims to empower the learners in gaining a clear understanding of how to write in their own words which is free of all kinds of plagiarism and unfair means with full academic integrity as per national/ international standards.

a. **Plagiarism**

It is the obligation of the student to read, understand and comply with the SUC 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. Unauthorized collaboration of student/outsider for completion of academic work
7. Failure to acknowledge assistance
8. Inaccurate citation
9. Auto-plagiarism-not to submit (partially or full) already submitted work elsewhere
10. Detection of plagiarism based on plagiarism software is also included.

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.

b. Other academic offenses

Besides plagiarism, other academic offenses recognized by the SUC which may be committed by the student during the program include presenting false credentials, cheating, facilitating academic dishonesty, collusion, fabrication of data, deception and sabotage. These academic offenses will be handled as per the Academic Integrity and Plagiarism Policy of SUC.

Please refer Student handbook for more details

vii. 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.

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

ix. GRADUATION REQUIREMENTS

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

Students are required to fill the graduation application along with fee as applicable.

- a. The successful completion of 36 credit hours
- b. The number of credit hours as specified in the concentration area
- c. Achievement of CGPA not less than 3.00 in the following:
 1. Overall 36 credits earned
 2. Concentration Courses
 3. Capstone course [CGPA of 3 on a scale of 4]
- d. Recommended for graduation by Graduation Board

x. PROVISIONAL CERTIFICATE

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

xi. GRADUATION BOARD

The Graduation Board consists of Vice Chancellor, DSA, Dean of respective schools and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean's List. The Graduation Board also confirms the final Toppers list and Graduate Honors List.

xii. GRADUATION HONORS

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

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

xiii. 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 6 credits can be offered
- f. Faculty member shall be allocated to the independent study students
- g. Minimum of 15 contact hours for a three credit course needs to fulfilled as per schedule

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

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:

1. Any misbehavior or misconduct, which may distort the image of the SUC.
2. Misconduct in classroom, computer lab, or library.
3. Any insult to faculty or staff members.
4. Any damage to SUC property.
5. Any misconduct during exams.
6. Moving around as couples.
7. Dress code
8. Fighting.
9. Theft.

D. 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 Governors.

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 & Additional Fee is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. The changes in the Miscellaneous & Additional Fee changes will be communicated to students through 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 B - FEE STRUCTURES for more details

ii. GENERAL TERMS & CONDITIONS FOR GRADUATE PROGRAM FEE PAYMENT

1. Application Fees is non-refundable.
2. First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Proficiency test as per MOE requirements or awaiting result.
3. Student registering after commencement of the program will not be eligible for any refund.
4. Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).
5. Students joining the Graduate Program are required to undergo an English Proficiency test approved by MOE.
 - a. In case the student is unable to clear the English Proficiency test, they must undergo the English Foundation Program as per the admission criteria mentioned in the Graduate Catalog & additional fees is payable as per the published fees structure.
 - b. Students undergoing an English Foundation Program must pass the examination within the current semester; else the scholarship / fee waiver will be forfeited.
6. Students enrolled for the MBA Qualifying Program (MQP) must successfully pass the program (as specified in the Graduate Catalog) before embarking into the main Graduate Program.

7. Transfer of Credits: Students applying for Transfer of credits needs to complete the application form and submit all the necessary documents as per published admission policy and pay the required fees as per the published Fees Structure. Once the Transfer of Credits are approved, student will be eligible for a fee waiver of 50% on per credit as per the published Tuition Fees for the approved courses only.
8. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of admission with no refund of fees, and release of records.
9. Students are required to deposit postdated cheque(s) or avail direct debit facility at the time of application and before the commencement of each semester. Post Dated Cheque(s) can be exchanged in lieu to Cash Payments, 5 days prior to the date of the cheque (s). If the student avails direct debit facility the payment date cannot be altered.
10. 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.
11. In case student abstain from scheduled classes beyond one month, and doesn't initiate formal postponement process, their admission stands cancelled, thereafter a student wishes to rejoin, new admission process with latest published fees structure will be applicable.
12. Tuition Fees is non-transferable & is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. Any changes in the Tuition Fee will be communicated to students through either SMS or emails and will be published on the website, portal, catalog, notice board and student handbook at the beginning of each academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.

13. 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.
14. All the Miscellaneous Fees as per the published Fees Structure is applicable and is subject to change annually.
 - a. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
 - b. 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.
 - c. Graduation fee of AED 3,250/- + VAT will be additional and will be applicable in the final year.
15. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.
16. Students are required to pay a predefined deposit as per the published fee structure at the time of admission. These deposits are refundable at the time of exiting the institution after any deductions, which may be applicable due to dues arising out of damages, or pending fees payable during the duration of the students stay in the university.
17. Medical Insurance is mandatory for students opting for University visa.
18. Student availing hostel facilities will have to stay for a minimum period of one academic year.

iii. FEE PAYMENT POLICY

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

a. Modes of payment

1. Cash, cheque, online and debit / credit card authorization with updated details. No exchange of cheques are allowed. If cash against cheques is to be paid, it should be made 5 days prior to the date of the cheque.

2. Post Dated Cheque (PDC) for next Academic Year (AY) should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY.
3. All cheques should be made payable to SKYLINE UNIVERSITY COLLEGE LLC and the date mentioned on the cheques
4. Cheques issued in other's names must have authorization letter from the owner of the cheque along with Emirates ID.
5. 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

1. 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.
2. Enrolled students at SUC must choose one of the following payment options & finalize the arrangements with the Finance Department
 - a. Post Dated Cheques (PDC) to be issued in name of:
SKYLINE UNIVERSITY COLLEGE LLC
 - b. Credit card authorization for each Academic year
 - c. Full Academic year payment in Cash
3. 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.
4. Student whose fees are outstanding for 2 weeks after due date, their portal services will be blocked and activated only on clearing their dues.
5. 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.
6. 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.
 7. Any change due to acceleration, SAP status, postponement, reactivation, re-registration will be notified through a revised invoice accordingly.
 8. 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.
 9. 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.
 10. In case of postponement the charge on the credit card will be deferred to the next semester.
 11. 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.
 12. The payment of miscellaneous fee needs to be paid including tax before the services are availed.
 13. Student enrolling for repeating courses:
 - a. 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.
 - b. 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.

14. In line with the Federal Decree-Law No. 8 of 2017 issued on Value Added Tax (VAT) will be effective as of 1st January, 2018

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

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

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

1. All cheques should be made payable to **SKYLINE UNIVERSITY COLLEGE LLC** and the date mentioned on the cheques should not be latter than the 10th of the month. Any exception should be ratified by the concerned official.
2. If the student is issuing cheques which is not from their account, then letter authorizing the owner of cheque to pay for the student fees along with valid identification (Emirates ID) is to be furnished.

3. No exchange of cheques is allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques.
4. In the event of a cheque being dishonored, the student will be considered as a willful defaulter and the University's policy of cheques return charges will apply.
5. Each student should ensure the honoring of their cheques as the state laws ensures maximum penalty for cheques which are returned unpaid. In the event of a cheque being dishonored the student will be penalized with a cheque return charge of AED 500/- and further acceptance of cheques from the student will be denied.
6. In case of postponement the cheques will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

v. MISCELLANEOUS FEE

a. Convocation fee

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

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

b. Hostel Fee payment policy

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

c. Transportation Fee payment policy

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

vi. FEE CHANGE POLICY

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

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

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

vii. GRADUATE PROGRAM REFUND POLICY

Please refer ANNEXURE C - REFUND POLICY

viii. SCHOLARSHIPS & FEE WAIVER

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

1. Vice Chancellor
2. DYASS & Registrar
3. Director of Marketing & Communication
4. HOD - Finance Department
5. Head of Administration and Examination Department

a. SCHOLARSHIP FOR CURRENT STUDENTS

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

1. NEED BASED SCHOLARSHIP

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

2. TOPPERS AWARD

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

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

3. SPORTS SCHOLARSHIP

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

3.1. Eligibility Criteria

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

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

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

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

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

- 1.2.1. Sports Department (Head-Sport's and Coach's Report)
- 1.2.2. Staff Sports Committee Clearance
- 1.2.3. Transcript Clearance
- 1.2.4. Fee Clearance
- 1.2.5. DAC Clearance
- 1.2.6. List of Achievements
- 1.2.7. 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. STUDENT TRAINEE SALARY

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

- 5.1. Concerned HOD will file a requirement including the job description and reporting format of the trainee to HRD.
- 5.2. Upon receiving the details from HOD, HRD will evaluate and confirm the requirement to be genuine and thereafter review the CV's in the current student database as well as advertise the opening in SUC.

- 5.3. HR department will submit the short listed CV's to the HOD for review and thereafter conduct initial interviews. Once the initial interview has been done the complete requirement submitted by the concerned department with job description and reporting format of the trainee and short listed candidate's CV's will be forwarded to Vice Chancellor for final approval and final round of interview.
- 5.4. Once the trainee has been selected HRD will carry a complete orientation and induction of the trainee as well as intimating the Finance department with details of the contract and information to other concerned departments

6. PROCEDURE FOR AWARDING SCHOLARSHIPS

- 6.1. Duly filled form (which needs to be taken from finance department after the start of classes, i.e. Fall every year (July & Sept intakes)
- 6.2. A request letter detailing the need to avail the scholarship fund.
- 6.3. Marks/Grades of the last exam undertaken.
- 6.4. Salary certificate of the parent/guardian who is to Support the student.
- 6.5. Bank statement of the parent/guardian showing the accounts of the last six months.
- 6.6. Recommendation letter from Vice Chancellor regarding status of the student.
- 6.7. 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	CGPA REQUIREMENT		GRADUATE - CGPA TO BE MAINTAINED			
		[AT THE TIME OF ADMISSION]		[FULL DURATION OF STUDY PERIOD]			
		GRADUATE		CGPA 3.0 AND ABOVE	CGPA 2.75 TO 2.99	CGPA 2.50 TO 2.74	CGPA BELOW 2.49
1	50%	3.00		50%	25% / 30%/35%	15%	0%
2	35%/30% for specific MOUs	2.75 - 2.99		-	25%	15%	0%
3	25%						
4	15%	2.50 -2.74		-	-	15%	0%

Documents required:

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

7. In the event the CGPA is below 2.0 for undergraduate program or CGPA below 2.5 for graduate program forfeiture of scholarship will be applied.
8. Once the scholarship category drops down in lower level, it cannot be reinstated to the higher level even if the student's CGPA improves.

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

XXXI. FACULTY MEMBERS AND THEIR CREDENTIALS

MBA - FULL TIME FACULTY

S. NO	Name of Faculty	Rank	Specialization At Masters Level	Research interest	Experience	Highest Degree Earned	Degree Conferring Institution
1	Prof. Mohammad Inai'rat	Professor	MBA (Finance)	Finance and Financial Management, Accounting, Economics	Finance and Financial Management, Accounting, Economics	D. Phil in Management	Keele University
2	Dr. Ajith Kumar	Associate Professor	Master in Business Administration	Commerce, Business Administration, Management Studies	Commerce, Business Administration, Management Studies	D. Phil Commerce and Management Studies (Business Administration)	Berhampur University
3	Dr. Manuel Fernandez	Professor	M.Com (Financial Management)	Financial Management and Commerce	Financial Management and Commerce	D. Phil (Commerce)	University of Kerala
			M. Phil (Financial Management)				
4	Prof. Naseem Abidi	Professor	Master of Science in Operational Research	Operational Research, Planning Management	Operational Research, Planning Management	D. Phil (Future Studies)	Devi Ahilya Vishwavidyalaya University
			Master of Technology in Future Studies				

			and Planning				
5	Dr. Gouher Ahmed	Professor	Master of Arts in Industrial Relations	Management Science, Project Management	Management Science, Project Management	D. Phil (Management Science)	Dr. Babasaheb Ambedkar Marathwada University
			Master of Management Science				
6	Dr. Raid Moh'd Suleiman Al-Adaileh	Professor	Master of Science in Systems Management and Consultancy	Management Information System,	Management Information System,	Doctor of Philosophy Management Information System	Sheffield Hallam University
7	Dr. Paul Katose	Associate Professor	Masters of Commerce (Business Administration)	Business Management	Business Management	D. Phil (Business Administration)	Mohan Lal Sukhadia University
8	Dr Channaganu Paramaiah	Associate Professor	Master of Arts in Economics	Economics	Economics	Doctor of Philosophy in Economics	Andhra University
9	Dr. Mohammad Kamaruddeen	Associate Professor	Master of Science in Construction Project Management	Project Management	Project Management	Doctor of Philosophy in Project Management	Universiti Sains Malaysia
10	Dr. Nizar M.F. Sahawneh	Professor	Master of Arts (Economics)	Economics	Economics	D. Phil (Cooperation)	Maharaja Sayajirao University of Baroda
11	Dr. Sakthivel A.M.	Professor	Master of Business Administration	Business Administration	Business Administration	D. Phil (Business Administration)	Utkal University

MBA - ADJUNCT FACULTY MEMBERS

S. N O	Name of Faculty	Rank	Specialization At Masters Level	Research Interest	Experience	Highest Degree Earned	Degree Conferring Institution
1	Dr. Mahesh Pillai	Lecturer	MBA (Marketing)	Marketing Management, Financial Management, International Business	Marketing Management, Financial Management, International Business	D. Phil in Management (Health Care)	The Birla Institute of Technology & Science
			MBA (International Business)				
			Master of Financial Management				
2	Dr. Deepika Gaur	Lecturer	PGD in HRM	Human Resource Management, Psychology, Management	Human Resource Management, Psychology, Management	Doctor of Philosophy in Management	Pacific Academy of Higher Education and Research University
			Post Graduate Diploma in Guidance and Counselling				
			Post-Graduation (Clinical Psychology)				
3	Dr. Mona Sinha	Lecturer	Master in Business Administration	Business Administration, Management	Business Administration, Management	D. Phil in Management	CMJ University

XXXII. PROFESSIONAL AND COLLABORATIVE RELATIONSHIPS

The Institution has articulation agreements with various Colleges/Universities in Canada, UK, USA, Australia, New Zealand, Ireland, India, Pakistan etc., which facilitates the students to get transferred for further studies.

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

XXXIII. ANNEXURE

A. MASTER OF BUSINESS ADMINISTRATION COURSES

i. CORE COURSES

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

ii. FINANCE CONCENTRATION COURSES

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

iii. INTERNATIONAL BUSINESS AND MARKETING CONCENTRATION COURSES

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

iv. STRATEGIC HUMAN RESOURCE MANAGEMENT CONCENTRATION COURSES

Code	Course	Pre-Requisite	Credits	Course Type
SHR 7112	Strategic Human Resource Development	MGM6001	3	Protected and compulsory course
<i>Electives – Choose Any Two</i>				
SHR 7110	Performance and Compensation Management	MGM6001	3	Elective and Protected course
SHR 7111	Managing Legal Aspect and Diversity	MGM6001	3	Elective and Protected course
SHR 7113	Strategic Human Capital Management	MGM6001	3	Elective and Protected course
TOTAL CREDITS REQUIRED IN STRATEGIC HUMAN RESOURCE MANAGEMENT CONCENTRATION				9

v. STRATEGIC MANAGEMENT & LEADERSHIP CONCENTRATION COURSES

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

vi. E-GOVERNANCE CONCENTRATION COURSES

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

vii. PROJECT MANAGEMENT CONCENTRATION COURSES

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

viii. SUSTAINABLE DEVELOPMENT CONCENTRATION COURSES

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

B. FEE STRUCTURES

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

YEAR LEVEL	DESCRIPTION	INST	VAT (5)%	TOTAL	NO MONTH	FROM	TO	TOTAL	NET TOTAL LEVEL WISE		
FIRST SEMESTER	ADMISSION FEES	1000.00	50.00	1050.00	1	JAN 2021		1,050.00	19,530.00		
	FIRST INSTALLMENT FEE	6500.00	325.00	6825.00	1	JAN 2021		6,825.00			
	1ST INSTALLMENT	3700.00	185.00	3885.00	3	FEB 2021	APR 2021	11,655.00			
SECOND SEMESTER	2ND INSTALLMENT	3700.00	185.00	3885.00	3	MAY 2021	JUL 2021	11,655.00	11,655.00		
THIRD SEMESTER	3RD INSTALLMENT	3700.00	185.00	3885.00	4	SEP 2021	DEC 2021	15,540.00	15,540.00		
FOURTH SEMESTER	4TH INSTALLMENT	3700.00	185.00	3885.00	4	JAN 2022	APR 2022	15,540.00	15,540.00		
FIFTH SEMESTER	5TH INSTALLMENT	3700.00	185.00	3885.00	3	MAY 2022	JUL 2022	11,655.00	11,655.00		
SIXTH SEMESTER	6TH INSTALLMENT	3700.00	185.00	3885.00	4	SEP 2022	DEC 2022	15,540.00	15,540.00		
SEVENTH SEMESTER	7TH INSTALLMENT	3700.00	185.00	3885.00	4	JAN 2023	APR 2023	15,540.00	15,540.00		
NET TOTAL MBA FEES WITH VAT								105,000.00	105,000.00		
NET TOTAL FEES				TOTAL FEES		VAT 5%		NET TOTAL			
				100,000.00		5,000.00		105,000.00			
FEES						AMOUNT		VAT 5 % (IN AED)		TOTAL	
Application Fee (Non-refundable)						1,000.00		50.00		1,050.00	
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)						6,500.00		325.00		6,825.00	
Toast Master / IEEE						500.00		25.00		525.00	
TOTAL FIRST PAYMENT						8,000.00		0		400.00	

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

YEAR LEVEL	DESCRIPTION	INS T	V AT (5) %	TOTA L	NO MON TH	FROM	TO	TOTAL	NET TOTAL LEVEL WISE
FIRST SEMESTER	ADMISSION FEES	1000. 00	50. 00	1050 .00	1	JAN 2021		1,050.00	20,018.25
	FIRST INSTALLMENT FEE	6500. 00	325. 00	6825 .00	1	JAN 2021		6,825.00	
	1ST INSTALLMENT	11565 .00	578. 25	1214 3.25	1	JAN 2021		12,143.25	
SECON D SEMES TER	2ND INSTALLMENT	11565 .00	578. 25	1214 3.25	1	APR 2021		12,143.25	12,143.25
THIRD SEMESTER	3RD INSTALLMENT	11565 .00	578. 25	1214 3.25	1	JUL 2021		12,143.25	12,143.25
FOURT H SEMES TER	4TH INSTALLMENT	11565 .00	578. 25	1214 3.25	1	OCT 2021		12,143.25	12,143.25
FIFTH SEMESTER	5TH INSTALLMENT	11565 .00	578. 25	1214 3.25	1	JAN 2022		12,143.25	12,143.25
SIXTH SEMESTER	6TH INSTALLMENT	11565 .00	578. 25	1214 3.25	1	APR 2022		12,143.25	12,143.25
SEVENT H SEMEST ER	7TH INSTALLMENT	11565 .00	578. 25	1214 3.25	1	JUL 2022		12,143.25	12,143.25
EIGHTH SEMESTER	8TH INSTALLMENT	11545 .00	577. 25	1212 2.25	1	OCT 2022		12,122.25	12,122.25
NET TOTAL MBA FEES WITH VAT								105,000.00	105,000.00
NET TOTAL FEES				TOTAL FEES		VAT 5%		NET TOTAL	
				100,000.00		5,000.00		105,000.00	

FEES	AMOUNT	V A (IN
Application Fee (Non-refundable)	1,000.00	
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	
Visa Fee (Applicable for a 3 year visa) - Fully Non-refundable once visa is filed)	6,500.00	
Visa Deposit (Refundable)	7,500.00	
UAE National ID	525.00	
1st Cheque Payment (Non-refundable)	15,250.00	
IELTS Exam Fee	1,076.00	
IELTS Book	1,000.00	
Hostel Fees 1st Installment	10,500.00	
Hostel Deposit (Refundable)	1,000.00	
Medical Insurance (2 Years)	2,250.00	
Toast Master / IEEE	500.00	
TOTAL FIRST PAYMENT	53,601.0	

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

YEAR LEVEL	DESCRIPTION	INST	V A T (5)%	TOTAL	NO MONTH	FROM TO	TOTAL	NET TOTAL LEVEL WISE
FIRST SEMESTER	1ST INSTALLMENT	3920.00	196.00	4116.00	1	JAN 2021	4,116.00	4,116.00
SECOND SEMESTER	2ND INSTALLMENT	3920.00	196.00	4116.00	1	APR 2021	4,116.00	4,116.00
THIRD SEMESTER	3RD INSTALLMENT	3920.00	196.00	4116.00	1	JUL 2021	4,116.00	4,116.00
FOURTH SEMESTER	4TH INSTALLMENT	3920.00	196.00	4116.00	1	OCT 2021	4,116.00	4,116.00
FIFTH SEMESTER	5TH INSTALLMENT	3920.00	196.00	4116.00	1	JAN 2022	4,116.00	4,116.00

SIXTH SEMESTER	6TH INSTALLMENT	3920.00	196.00	4116.00	1	APR 2022	4,116.00	4,116.00			
SEVENTH SEMESTER	7TH INSTALLMENT	3877.00	193.85	4070.85	1	JUL 2022	4,070.85	4,070.85			
NET TOTAL MBA FEES WITH VAT											
[Excluding Visa Fees][INCLUDES BOOKS & RESOURCES UTILITY]							28,766.85	28,766.85			
NET TOTAL FEES			TOTAL FEES	VAT 5%	NET TOTAL						
			27,397.00	1,369.85	28,766.85						
FEES								AMOUNT	VAT 5 % (IN USD)	TOTAL	
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)								6,850.00	342.50	7,192.50	
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)								1,781.00	89.05	1,870.05	
Visa Deposit (Refundable)								2,055.00	0.00	2,055.00	
UAE National ID								144.00	7.20	151.20	
IELTS Exam Fee								295.00	14.75	309.75	
IELTS Book								274.00	13.70	287.70	
Hostel Fees 1st Installment								2,877.00	143.85	3,020.85	
Hostel Deposit (Refundable)								274.00	0.00	274.00	
Medical Insurance (2 Years)								617.00	30.85	647.85	
Toast Master / IEEE								137.00	6.85	143.85	
TOTAL FIRST PAYMENT								15,304.00	0	648.75	15,952.75

Note:

Tuition fees, Miscellaneous & Additional fees are subject to change. Any changes in the fees will be communicated to students through email and will be published on the website, catalog, notice board and student handbook. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities

C. REFUND POLICY

i. Main Program

- a. **Application Fee:** AED 1,000/- + VAT 5% Nonrefundable / Non transferable
- b. **First Installment Fee:** AED 6,500/- + VAT 5%. Refundable before the commencement of the program the student has enrolled. No refund is applicable after the commencement of the program even if the student has not attended the class or is yet to give English Preparatory exam or result is still awaited. Student registering after the commencement date of the intake, in such cases there will be no refund applicable under any circumstances.
- c. **Tuition Fee:** The tuition fee will be calculated till the date of official cancellation by the student or their guardian. If a student fails the English Preparatory exam after commencement of the class and wishes to discontinue, no refund will be applicable.
- d. **Preparatory Course**
 1. **PASS:** If a student successfully passes the Preparatory Course and wishes to join the degree program the first installment fee will be transferred.
 2. **PASS:** If a student successfully passes the Preparatory Course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.
 3. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay the postponement fee as per the published Miscellaneous Fee Structure of AY 2020-21 and the new fee structure will apply.
 4. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
 5. **FAIL:** If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will be cancelled with no refund.

- e. **Postponement:** If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay the postponement fee as per the published Miscellaneous Fee Structure of AY 2020-21 and new fee structure will apply. [Not applicable for visa, visa-embassy letter & international students]. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the first installment fees.
- f. **Scholarship/Fee Waiver:** If student is on any scholarship/waiver, the same is applicable only if student completes the degree. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents.

ii. Visa Students - Local

- a. **Application Fee:** AED 1,000/- + VAT 5% Nonrefundable / Nontransferable
- b. **First Installment Fee:** AED 6,500/- + VAT 5% Nonrefundable / Nontransferable
- c. **Tuition fees:** If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents. If a student cancels before the commencement of the degree program the fee paid towards tuition (installments) will be refunded. However no refund is applicable for the First Installment fee. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.
- d. **Visa:** If the visa is rejected by the Immigration and Naturalization authorities, SUC will retain the application fee (AED 1,000/-) + AED 500/- as service charges and refund the remaining fees. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the application fee, first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay. Rest of the fees (Passport Guarantee & 1st Cheque Payment) will be refunded. If the student cancels the degree program after the visa is applied there will be no refund of visa fee as well as the Application fees & First Installment fees. Visa charges are fully non-refundable once visa is filed to Immigration Authorities (subject to change as per

Government rules and regulations). Postponement to the next intake will not be allowed.

e. **Preparatory Course**

1. **PASS:** If a student successfully passes the Preparatory Course and wishes to join the degree program the first installment fee will be transferred.
2. **PASS:** If a student successfully passes the Preparatory Course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.
3. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay the postponement fee as per the published Miscellaneous Fee Structure of AY 2020-21 and the new fee structure will apply.
4. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
5. **FAIL:** If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will be cancelled with no refund.

iii. **Visa-Embassy Letter Case**

- a. **Application Fee:** AED 1,000/ - + VAT 5% Nonrefundable / Nontransferable.
- b. **First Installment Fee:** AED 6,500/- + VAT 5% Nonrefundable / Nontransferable
- c. **Tuition Fees:** If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents. If a student cancels before the commencement of the degree program the fee paid towards tuition (installments) will be refunded. However no refund is applicable for the First Installment fee. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.

d. Preparatory Course

1. PASS: If a student successfully passes the Preparatory Course and wishes to join the degree program the first installment fee will be transferred.
 2. PASS: If a student successfully passes the Preparatory Course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- cannot be refunded
 3. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
 4. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
 5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will be cancelled with no refund.
 6. First Cheque Payment: English Preparatory course - In case, the student fails any of the placement tests, first cheque payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the First installment fee of the Main Program.
- e. Visa:** If the student is granted a visa based on the letter issued by SUC, no refund of fees paid till First Semester is applicable. In case, when letter is issued to the student based on which the student got the visa under their sponsorship, in such cases, the SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa cancelled and no refund of first semester fees. If the visa is rejected and student wishes to discontinue and returns the original visa/embassy letter issued by SUC, the fees paid excluding the First Installment Fee will be refunded. Once visa letter issued by SUC has been used, postponement to the next intake will not be allowed. If the student does not attend any class for 3 consecutive weeks from the commencement of the class, SUC has the right to cancel/ revoke the letter issued with the concerned authority.

iv. Visa Students – Overseas

1. **First Installment Fee:** USD 6,850/- + VAT 5% Non-refundable / Non-transferable
2. **Tuition Fees:** If a student cancels before the commencement of the degree program the fee paid towards tuition (installments) will not be refunded. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee. However, new fee structure will apply. If the student fails the English Preparatory exam and wishes to discontinue, SUC will retain the first installment fee along with visa and English Preparatory exam fee and refund the remaining fees (passport guarantee & hostel deposit).

v. Preparatory Course

1. **PASS:** If a student successfully passes the Preparatory Course and wishes to join the degree program the first installment fee will be transferred.
2. **PASS:** If a student successfully passes the Preparatory Course and does not wish to continue with the degree program, the first installment fee of USD 6,850/- will not be refunded.
3. The first installment fee can be transferred to one subsequent intake only, if student officially fills-up postponement form with applicable fee however, new fee structure will apply.
4. If the student transfers his registration to the next intake and decides to cancel his registration thereafter, in such cases no refund will be applicable on the First Installment fees.
5. **FAIL:** If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement within the first semester, in such case student's conditional admission will be cancelled with no refund.
6. In case, the student fails English preparatory program and placement exam, first installment payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the First installment fee of the Main Program

3. **Visa Fee:** USD 1,780/- + VAT 5% Non-refundable / Non-transferable. If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the first installment fee and refund the remaining fees. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay. Rest of the fees (Passport Guarantee & 1st Cheque Payment) will be refunded. Visa charges are non-refundable once visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to next succeeding intake, visa postponement charge as per the published Miscellaneous Fee Structure of AY 2019-20 applies. If the student cancels the degree program after the visa is applied there will be no refund of visa fee as well as the First Installment fees
4. **Hostel:** Once hostel is booked and the student wishes to cancel, student is liable to pay for the complete year.
5. **Postponement:** Once the student has come & attended the class, no postponement will be allowed.
6. **Scholarship/Fee Waiver:** If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents.

D. SCHOLARSHIP / FEE WAIVER

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

SCHOLARSHIP / FEE WAIVER - MBA - 2020-21						
LOCAL						
1. SUC UG STUDENT						
PERCENTAGE	MBA FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES	
15.00%	100,000	9,720	90,280	4,514	94,794	
REQUIREMENTS		1. Attested Bachelor Degree Certificate				
2. SIBLING						
PERCENTAGE	MBA FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES	
15.00%	100,000	9,720	90,280	4,514	94,794	
REQUIREMENTS		1. Passport copies of the students proving the relationship (Only applicable to direct relations only)				
		2. Any other document to prove the relationship.				
3. INDUSTRY						
PERCENTAGE	MBA FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES	
10.00%	100,000	6,480	93,520	4,676	98,196	
REQUIREMENTS		1. Labor Card or Employment Card				
4. GOVERNMENT / BANK						
PERCENTAGE	MBA FEES	FEE WAIVER	TOTAL FEES AFTER DISCOUNT	VAT 5%	NET FEES	

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

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

XXXIV. DIRECTORY

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XXXV. LOCATION MAP

