

2011 | 2012

UNDERGRADUATE

STUDENT

HANDBOOK



جامعة دبي
UNIVERSITY of DUBAI



CIS Program
www.abet.org



The Best Business Schools
www.aacsb.edu

Disclaimer

The academic requirements of the University of Dubai are under continual examination and revision to maintain local and international accreditation standards. It is the student's full responsibility to comply with the academic and policy requirements as stated in the UD Catalog and Student Handbook. Students will be duly notified of any possible changes via their UD e-mail accounts.

The information contained in this handbook is complementary to the UD Catalog 2011. Students are responsible for reading both official publications.

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PRESIDENT'S MESSAGE

Dear Student:

Welcome to the academic year 2011/2012 at the University of Dubai.

We strive to provide you with the best all-round education possible to equip you with a much needed edge in today's competitive working environment. We follow an American system of education and all our degree programs are internationally accredited.

The College of Business Administration offers Bachelor of Business Administration (BBA) degrees in Management, Marketing, Finance & Banking, Accounting, Supply Chain & Logistics Management, Business Economics, Human Resources Management and Entrepreneurship Management, which are accredited by The Association to Advance Collegiate Schools of Business (AACSB) – AACSB International, 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602 – Telephone: (813) 769-6500. Only 5% of business schools worldwide hold this prestigious international accreditation, including Harvard Business School. The University of Dubai is the only private university (not government) in the UAE that is accredited by AACSB International. To be sure of what I am writing, see www.bestbusinessschools.com.



The College of Information Technology offers a Bachelor of Science degree (BSc) in Computing and Information Systems (CIS) with concentrations in Enterprise Information Systems, Information Systems Security and Electronic & Mobile Commerce. The CIS program is accredited by the Computing Accreditation Commission (CAC) of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 – telephone (410) 347-7700. The Computing and Information Systems program is also the only IS program accredited by CAC-ABET in the UAE. To be sure of what I am writing, see www.abet.org.

These two international accreditations position UD as the first university to be accredited for business and information technology programs among private universities recognized by the UAE Ministry of Higher Education and Scientific Research to earn both international accreditations.

As we begin the new academic year, we look forward to a year of many more achievements at the university. To help achieve this goal, we have invested time and resources in improving our services and facilities (such as our library, our IT services department and the admission and registration department), as well as in developing the number and variety of student life activities. Our highly

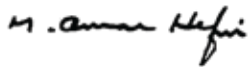
professional and qualified faculty members who are PhD holders from western universities will provide you with the extra support you may need in your courses. Please make use of their office hours to contact them. You may approach the administrator concerned if you have any complaints or queries, or if you need information and assistance.

I strongly encourage you to take advantage of the effective services and programs provided by the Student & Alumni Affairs which will equip you with the knowledge, skills and experience needed to obtain part/full-time jobs and be successful in your chosen career path. Furthermore, the Internship & Career Development Center serves as a link between the business community and the university by exposing you, as students and future graduates, to prospective employers who are interested in recruiting UD students. You are also encouraged to take advantage of the various activities organized by the Department of Student Services held throughout the year. Participation in such events will help in your personal growth and develop your skills which in turn will benefit you in your professional and personal life.

In addition, I would like to let you know that I have a "no appointment/walk-in" policy, allowing you or your parent(s) to see me anytime. I am available in my office from 7:00 AM until after 7:00 PM.

This student handbook is designed to provide you with all the information you may need during your studies at the university. You are requested to read the Student Code of Conduct and abide by the rules and regulations of the university. Our aim is to provide a safe and pleasant learning environment for all our stakeholders.

Once again, I welcome you to the University of Dubai and wish you success in your chosen path of study.



M. Omar Hefni

President

MESSAGE FROM THE STUDENT & ALUMNI AFFAIRS

Dear Student,

This student handbook is a very helpful guide which will take you through the university's academic and disciplinary rules, policies and enrollment procedures. It also provides you with essential rights and responsibilities as well as other activities which run in parallel with your academic life to enrich your stay at University of Dubai (UD).

The frequently asked questions we receive through our interaction with students can be answered by browsing different sections of this handbook. If you do not know what to do when you miss a class, or how to run for the position of the President of the Student Union, or what to do if you fail to attend the final exam, or how to secure an internship or job placement, kindly take a few minutes to review the index which directs you to the concerned topics. Yes, academics come first but there is more to university life than studying.

The Student and Alumni Affairs unit at UD, provides a wide range of services and programs to help students grow personally and professionally while enjoying their higher education experience at UD. Besides, we offer an incredible abundance of engagement opportunities inside and outside the classroom that meets diverse interests and needs. We believe that through engagement in these activities you will be challenged to think critically and act creatively and responsibly. You will also learn to appreciate diverse perspectives, and improve your interpersonal skills.

All of us in UD – faculty, administrators, and staff are standing by you to help you think through choices. The Department of Students Services is one of the critical departments which you will need to approach whenever you strive for excellence, seek help or look for support while facing any difficulty in your academic journey. To care about your physical and mental health, we also plan numerous activities, trips, sport games and tournaments. Moreover, the Internship and Career Development Center staff takes this trust at heart by providing you with several opportunities and steps toward a purposeful and fulfilling career. So, never be afraid to ask for some of their time.

Finally, please remember that we are all committed to make your higher educational journey at the University of Dubai not only exceptional but very special experience.

We take this opportunity to wish you a fruitful academic year 2011-12.

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EDUCATIONAL RESPONSIBILITIES

At the University of Dubai (UD), the educational process is a collaborative venture between the university as the education provider and students as the recognized beneficiaries. Without the intentional engagement of students, little, if any, learning will take place.

- Students play an important active role in the creation of high quality education. They cannot be passive, nor can their participation be superficial.
- The outcomes of the learning process in the form of projects, assignments, papers, presentations, examinations and other demonstrations of learning should show clear evidence of significant student engagement.
- In-depth learning requires performance over time and continued accumulation of knowledge and skills. Short-term experiences and engagement with the subject matter should not make up the whole of students' experiences.
- Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
- Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the course learning outcomes.



ACADEMIC POLICIES

ACADEMIC STANDING

After completing the study of 30 credit hours, the academic standing of students is recorded on the transcripts as either Good or Probation. All students with a Cumulative Grade Point Average (CGPA) of at least 2.0 will be considered to be in good academic standing.

Students with a CGPA below 2.0 will be placed under academic probation and will accordingly receive a first academic warning. The maximum study load for students on academic probation will be reduced to 12 credit hours for the fall and spring semesters and 3 credit hours for winter and summer semesters. Priority must be given to retaking either failed courses or courses with where only a "D" grade pass was achieved, before registering for any new subject courses.

The academic probation will be removed only when the student's CGPA reaches at least 2.0. However, the transcripts will still show any academic probation in previous semesters. If a student fails to improve his/her CGPA sufficiently by the end of the following semester, s/he will stay on academic probation and receive a second academic warning. If a student reaches the third consecutive academic warnings s/he will be dismissed from the university. A dismissal ruling may be overturned by the UD President if deemed appropriate.

This process is repeated anytime the CGPA drops below 2.0.

Note: This change took effect as of the fall semester of the academic year 08/09 and is applied to all student intakes from 2006 onwards.

ATTENDANCE AND ABSENTEEISM

Attendance and participation in all class and computer lab sessions are essential to the process of education at UD since students benefit from discussions with their instructors and fellow students as well as from lectures. For this reason, students are expected to attend classes regularly. Absences hinder progress for the individual as well as the class, and affects students' learning outcomes and grades.

UD regulations for attendance and absenteeism warnings imposed on all courses are as follows:

- All courses are offered in two consecutive sessions of 1 hour 20 minutes each. A 20 minutes break is given after the first session, except for morning classes (9:00 a.m. – 11:50 a.m.) where the break is for 10 minutes only.
- Students are sent warnings through their e-mail/SIS account when their absences reach 10% and 20% of class time for a given course.
- Once a student has been absent for 25% of class time for a course, s/he will be deprived from attending the final exam. A grade of "FA" will be recorded for the course and counts (negatively) towards the student's GPA. If a student's absence is for a valid reason that is deemed acceptable by the Registrar, the student is considered to be "Withdrawn" from the course(s). Deprived students may not attend any further exams; however, they still have the right to attend the classes.
- Late Arrival: The 10 minute grace period is granted only in the first session attended by the student. Students who arrive between 10 & 20 minutes late will be marked as having "Late Attendance" and the system will automatically register one absence for each four such attendances.

- Absenteeism percentages are calculated according to the table below:

Duration of Lecture	No. of Absences		
	10%	20%	25% (Deprived)
1 hour 20 minutes	3 Absences	6 Absences	8 Absences
1 hour 50 minutes (Intensive Math)	5 Absences	10 Absences	13 Absences
1 hour 50 minutes (Intensive English)	5 Absences	10 Absences	13 Absences

- An accepted valid excuse does not nullify the absence but will cancel any penalties normally imposed for absence at a quiz, midterm or final exam. See under Missing Exam Policy.
- Warnings are issued to the student irrespective of the validity of his/her absence excuse.
- Absence is recorded from the first class session following course registration/adding date.
- The Registrar notifies students of their "absence status" through their UD e-mail accounts.
- Excused absence is considered in the following cases: representing the government on an official mission, students sent to represent their country by taking part in a sports competition, emergency in the Armed Forces or police necessitates the absence.

Such absences will not be included in calculating the absence rate. However, the absences must be substantiated by evidence proving that the student was contributing to the general welfare of the UAE.

CHANGE OF MAJOR/DEGREE

Students seeking to change their major or degree at UD must complete the appropriate form from the Admission and Registration Department. Requests for a change of major/degree must be submitted to the office of Admission & Registration two weeks before the end of the semester, at the latest.

DURATION OF STUDY

The minimum and the maximum periods of study at UD are as follows:

- The maximum period of study may not exceed 14 regular semesters (or its equivalent).
- For students transferring to UD or changing their major/degree, the number of semesters achieved will be one semester for every 15 credit hours counted towards the academic plan.
- Two terms are considered as one regular semester.
- The period of "Registration Hold" is NOT included in the aforementioned periods.

GRADE POINT AVERAGE

Semester Grade Point Average

The Semester Grade Point Average (SGPA) is the average of grade points received in a particular semester. To compute it, one needs to multiply the credit-hours of the course by the grade points earned by the student in that particular course. The sum is then divided by the total number of registered credit hours.

Example:

Course	C.H	Grade		C.H. X Points	Semester GPA
		Letter Grade	Grade Points		
English I	3	A	4	12	Total Points ÷ Credit Hours
Math. For Business I	3	B	3	9	
Computer Applications	3	C	2	6	
Islamic Thought	3	A	4	12	
	12			39	Semester GPA=39 ÷ 12=3.25 pt

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed using the same concept as above but for all grades received during past semesters (excluding all transferred courses from outside UD) and including the one completed last. All courses and grades obtained by the student are recorded in the student's transcript. An asterisk (*) is noted opposite the grades that are omitted while calculating the cumulative GPA. When calculating the CGPA, all fail (F) grades that are not replaced by a pass grade will be counted in the computation.

Example:

Course	CH	Grade		C.H. X Points	Semester / Cumulative GPA
		Code	Points		
1st Academic Semester					
English I	3	A	4	12	Total Points ÷ Credit Hours
Math. for Business I	3	B	3	9	
Computer Applications	3	C	2	6	
Islamic Thought	3	A	4	12	
	12			39	Semester GPA=39÷12 = 3.25
2nd Academic Semester					
English II	3	A	4	12	Total Points ÷ Credit Hours
Math. for Business II	3	C+	2.5	7.5	
Internet Applications	3	B+	3.5	10.5	
UAE Society	3	A	4	12	
	12			42	Semester GPA=42÷12=3.50
Total	24 (12+12)			81 (39+42)	Cumulative GPA=81÷24=3.38

GRADUATION REQUIREMENTS

- In order to graduate, students must maintain a cumulative GPA of not less than 2.25 and complete 129 credit hours according to their academic plan.
- The University of Dubai confers degrees during its annual commencement (or graduation) ceremony on students who have completed, or are expected to complete, their graduation requirements within the same academic year (i.e. between September 1st and prior to August 31st of the following year).

HONORS SYSTEM

Commencement Honors

Only students who have completed all degree requirements prior to the commencement ceremony are eligible to be considered for degree honors. The categories for graduation honors are based on the following scale:

- Cum Laude: GPA 3.2 through 3.49
- Magna Cum Laude: GPA 3.5 through 3.79
- Summa Cum Laude: GPA 3.8 through 4.0

Dean's List

To be eligible for the dean's list, a student must have completed a minimum of 30 credit hours, discounting course work taken for pass-fail credit.

- Dean's Honors: GPA 3.2 through 3.49
- Dean's High Honors: GPA 3.5 through 3.79
- Dean's Highest Honors: GPA 3.8 through 4.0

MISSING EXAM POLICY

Failing to Attend a Midterm Exam/Quiz

- Excuses should be made to the Admission & Registration Department within seven days of the last day of absence for which an excuse is necessary.
- All medical certificates should be stamped by the Ministry of Health (Department of Health and Medical Services).
- All midterm make-up exams are held only once - during the 13th week of the fall & spring semesters and on the 13th day of the winter/summer. Make-up quizzes can be arranged anytime with the instructor.
- Students will receive only 80% of the grade achieved in the midterm exam. Exceptions may be granted by the UD president.
- If the student does not attend the midterm make-up exam on the specified date, s/he will be deprived from any further midterm make-up exams even if s/he provides again an acceptable excuse.

Failing to Attend a Final Exam

A student who misses the final exam of any course will receive an "F" grade for that course. Where there has been a compelling medical emergency, certified in writing, the student must submit the medical leave certificate to the Registrar's office within seven days of the last day of absence stated in the medical report. In such a case, the student will receive an Incomplete "I" grade.

If the student fails to attend the make-up exam on the specified date, s/he will be deprived from any further make-up even if s/he provides an acceptable excuse. In this case s/he will receive an "F" for that course.

Incomplete Grade

- Make-up final exams will be administered before the registration week for the following regular semester as specified by the Registrar's office. If the student misses the make-up exam, s/he will receive an "F" in the course.
- Students will receive only 80% of the grade for the final exam.
- The student's final grade for the "Incomplete" course will be considered part of the result of the academic semester in which the student registered for the course.
- Penalties may be waived by the UD President upon submission of a valid and substantiated reason.

REGISTERING FOR COURSES OFF-CAMPUS

- For the purpose of quality assurance, students are not permitted to take any courses (General, Support and Core) or major courses outside UD (with the exception of exchange programs approved by UD). Exceptions are made for only two college/major courses (other than Capstone and Internship) where the student is graduating in the same semester and the course is not offered at UD. A list of universities approved by UD may be obtained from the Registrar.

Courses registered at any other institution without prior approval will not be transferred.

The following conditions must be satisfied:

- The course is part of the student's curriculum.
- The student must be in good academic and disciplinary standing.
- The student must complete an application form available from the Admission & Registration Department and receive prior approval from his/her Dean.
- The courses should be equivalent to the UD course with at least 80% of the content. Students should provide a course description and course syllabus.
- Only a course with a "C" grade or higher will be credited (equivalent to a GPA of 2.0 / Minimum 70%).
- Regulations regarding transfer of credits apply.

REPEATING COURSES

Failing Grade

Students who fail required courses must repeat them. If the student fails in a course and repeats it only once, the second grade obtained in the course will appear on the transcript. If the student fails a course for the second time, then the maximum grade s/he might get is a C. For elective courses, students may repeat the same course or its substitute in accordance with the approved study plan.

Passing Grade

Students wishing to repeat a passed course in order to raise their grade/GPA, may not re-register for that course more than twice. The higher grade will be accepted and counted towards the GPA, and the lower grade will be discarded.

STUDENT CLEARANCE

Students who intend to graduate or cancel their enrollment at UD will have to fill out a clearance form. The clearance form is intended to ensure that the student has cleared any pending balance with the accounting office, returned borrowed books to the library, returned any rented locker keys to Student Services and submitted contact information to the ICDC, etc. The clearance form may be collected from the Admission and Registration Department.

STUDENT EVALUATION AND GRADING SYSTEM

The total grade received for a course reflects the student's work during the semester and performance in the mid-term and final exams. The following is the grading system followed at UD:

Total Grade	Letter Grade	GradePoints
90-100	A	4.00
85-89	B+	3.50
80-84	B	3.00
75-79	C+	2.50
70-74	C	2.00
65-69	D+	1.50
60-64	D	1.00
<60	F	0.00
Fail (Absent)	FA	0.00

Other Grades	Acronym
Pass	P
Not Pass	NP
Incomplete	I
Exempt; credit counted	EX
Transfer; credit counted	TC
Withdrawal	W
Audit	AU
In Progress	IP

WITHDRAWAL FROM THE UNIVERSITY

If a student withdraws from the university, the appropriate form must be submitted to the Admission & Registration Department. The refund policy mentioned in the Process Statement on Tuition, Registration & Other Fees will apply.



ADVISING

Advising is provided in the form of student orientation, tutoring assistance at the learning center or during office hours, career advising (ICDC), and academic advising. Below is a complete list of advising services available to assist students during their academic journey.

ACADEMIC ADVISING

To facilitate students' successful completion of their degree programs, UD has developed an online Academic Advising System, which is tailored to accommodate students' individual goals and needs.

Academic/Graduation Plans

An automated Academic/Graduation Plan is developed individually and designed for students based on the respective curriculum logic & structure and taking into account the sequence of courses, and the previously completed course work. The plan briefs students on their courses of study during each subsequent semester.

Advising Objectives

- To achieve better understanding of the curricula and programs;
- To increase students' awareness of their role in developing their academic study plan;
- To emphasize the importance of Faculty members' role in the academic advising process;
- To facilitate academic and educational process to achieve the objectives and intended outcomes;
- To improve the educational process and its learning outcomes;
- To ensure effective and real-time study plans leading to a timely and efficient graduation.

The Model

The following tables show the program structure and breakdown across a 4-year period of study, of each of the curriculum components required for the completion of the degree. This study plan is structured for an average student with a GPA between 2.00-2.50; however, variations will occur. Courses under HSS and NSS may be taken by the students at their discretion in a different year.

Table 1: BBA Program Structure (Credit Hours)

Area	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
General Education	24			3	27
Humanities & Social Sciences (HSS)		6			6
Natural & Applied Sciences (NSS)	3			3	6
Supporting Business	6	9	9		24
Core Business		15	12	12	39
Major/Concentration			12	15	27
Total	33	30	33	33	129

Table 2: CIS Program Structure (Credit Hours)

Area	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
General Education	21	6	-	-	27
Humanities & Social Sciences (HSS)	-	3	-	3	6
Natural & Applied Sciences (NSS)	3	-	3	-	6
Supporting IT	9	15	9	6	39
Core IT	3	12	12	3	30
Major/Concentration	-	-	6	15	21
Total	36	36	30	27	129

Based on the Academic Advising Plans, full-time students will take an average of five courses (15 credit hours) per semester. At risk students and those on academic probation plans are modified by the advisors in order to address the student needs to improve his/her academic performance. The course load for such students is reduced to a maximum of 3-4 courses.

Assigning Advisors

All students with 30 CH or less will be advised by the General Undergraduate Curriculum Requirements (GUCR) faculty. All other students will be advised by faculty members from their own discipline.



Advising Procedures

Currently, groups of students at UD Colleges are automatically assigned an advisor through the advising system while taking into account the student's major as well as breakdown described in Tables 1 & 2. The advisor's role is to monitor the student's progress while the system will ensure that the courses are taken in the appropriate sequence and following the appropriate curriculum.

Further, the curricula at the Colleges have been drawn in such a way that pre-requisites must be completed by students before moving on to advanced courses. Advisors must ensure a planned systematic progression of students from lower level courses to intermediate, advanced and then to major courses. This systematic progression in courses helps students in effectively learning and accumulating the knowledge in stages over time. This also helps students perform well in the comprehensive examination and online competency test in capstone course in the last semester of their program.

CAREER ADVISING

Students have personalized interactive resources available for guidance in choosing and pursuing career paths. (Please refer to Internship and Career Development section covering Career Advising and Job Placement in this handbook). Career Advising is further enhanced during the Career Exploration course.

MENTORING AT-RISK STUDENTS

Students with CGPA below 2.0 are considered at-risk. The assigned advisor shall advise the student to retake courses with low performance (i.e. "F" & "D" grades) in order to improve the CGPA. At-risk students are not allowed to register for more than 4 courses during fall/spring semesters and not more than 1 course in winter/summer semesters.

Each Faculty member may voluntarily choose to provide mentoring for a group of at-risk students within his/her department. Mentoring includes student assistance, monitoring and progress reporting. At the end of each academic year, faculty members will be recognized for their achievements monitored through the annual Faculty Development Plan. The plan for helping at-risk students (also on probation) includes:

At-Risk Detection

At the beginning of each semester, a list of at-risk students is requested by the Deans of Colleges from the Registrar's office. The Deans will advise department Chairs to draw corrective actions.

Remediation Plan

This plan is executed at the departmental level and would include:

- Hold regular individual meetings with at-risk students.
- Advise at-risk students to repeat courses with grades "D" or less prior to registering in any further courses in order to improve their GPA.
- Request at-risk students to visit instructors frequently during office hours.
- Provide at-risk students with peer-support and mentoring from Teaching Assistants (TAs) periodically.

Progress Report

Deans of Colleges will request from department Chairs/Faculty a feedback report on the performance record of each at-risk student from course instructor(s). The progress is monitored through special forms maintained in the college/department.

STUDENT ORIENTATION

At the beginning of each semester, the Department of Student Services organizes an orientation program for all newly admitted students. The program aims to help new students familiarize themselves with the academic policies, the academic advising and registration procedures, as well as an overview of recent developments at UD. Students will get oriented about the English, General Education, and core components forming their curriculum. Attendance is mandatory for all new students. An Orientation Survey form will be filled and returned by all new students for assessment purposes.

In addition, the University of Dubai offers a First-Year Experience Course. The purpose of this course is to assist new students toward a successful transition to university life and a positive integration into the campus community. The course seeks to provide new students with effective practices for academic success, enriched opportunities for reflection on personal values and understanding of different cultures and life perspectives.

TUTORING ASSISTANCE

Interactive Resources

Students have interactive resources available at the UD Library for out-of-class assistance with course materials and assignments.

Office Hours

Colleges provide students with assistance in academic matters. Faculty office hours and/or electronic access (chat rooms; discussion threads) are provided for students who need academic help.

Learning Center

Teaching Assistants are available to assist students who need remedial help or who need more than normal aid to compensate for shortcomings in preparation. Tutoring personnel are able to assist students with IT needs. In addition to the Learning Center support staff and TA's, faculty members from the Business and IT colleges have taken the initiative of having tutoring hours in the learning center.

FACULTY - STUDENT COUNCIL

The purpose of the Faculty-Student council (FSC) is to facilitate an open dialogue between student representatives (from years 1,2,3, and 4) and representatives from the academic staff. Two Faculty-Student Councils are established at UD; one for each College (UDCBA/UDCIT). Each FSC also includes a faculty representative from the General Undergraduate Curriculum Requirements (GUCR) department.

Through its regular meetings, the council provides constructive forums whereby students can voice their concerns, have them discussed and addressed (whenever possible). These concerns can be related to issues and/or suggestions pertaining to:

- Teaching & assessment methods
- Classroom management
- Curriculum
- Class schedule
- Computing facilities , etc.

Students are requested to make the most of this council by providing their feedback to their Year Representative. For more information, students in the CBA may contact Dr. Washika Haak-Saheem on wsaheem@ud.ac.ae and students in the CIT may contact Ms. Shafaq Khan on skhan@ud.ac.ae



LOGIN AND EMAIL ACCOUNTS

The campus is well equipped with robust internet connection with high-bandwidth IP leased line. The university provides every student, faculty and staff with an email account during their study/service at the university.

ACCESSING UNIVERSITY E-MAIL

UD has implemented Google Apps for Education for its email and communication technologies. This service provides options to store and share documents and connect with others in real time. In order to access your UD Mail do the following:

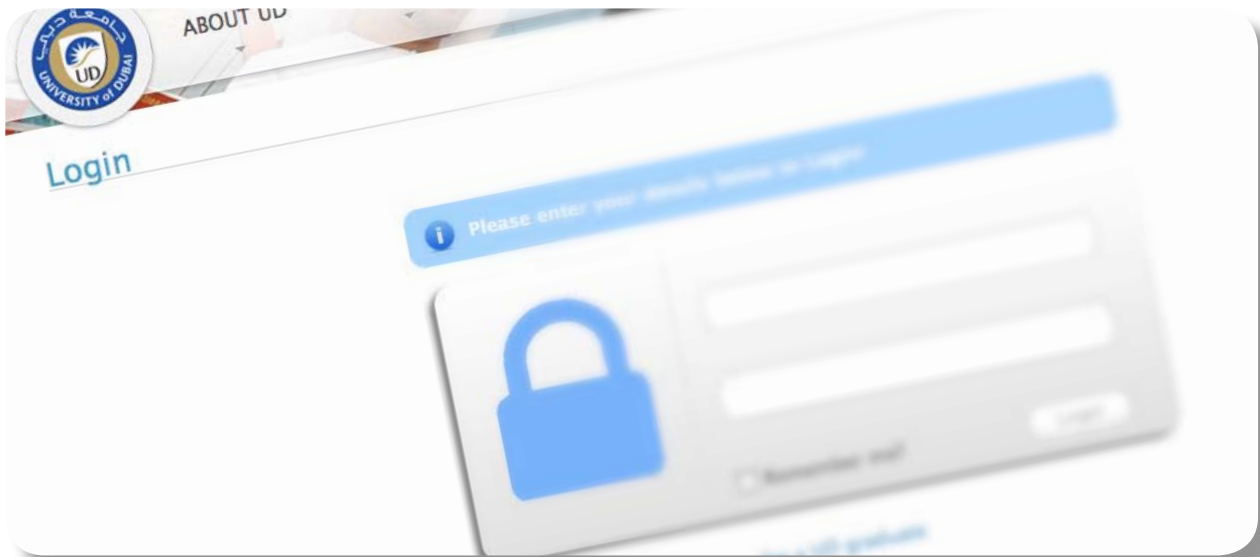
- Visit the UD website at www.ud.ac.ae
- Log in with your username and password through 'LOGIN' button on the main menu at the home page.
- On the 'My Account' page click on the UDMAIL icon.
- Type your username and password to access the email.

MICROSOFT WINDOWS LOGIN

Username: Username starts with 'S' and followed by the student's ID (Example: S012345)

Password: Leave this field blank (for the first time) and click OK. You will be prompted to change your password. Leave the old password field blank, type your new password, confirm the same and click OK to continue.

Note: the above procedure is applicable only within the University's network and it is required in order to access the University's email (webmail).



ONLINE REGISTRATION

REGISTRATION PROCEDURES

The registration procedures involve three main stages for both regular and visiting students.

- **Online Early Booking:** The Admission and Registration Department (ARD) provides online early booking services for students who will register in Fall/Spring semesters in order to help them avoid last minute problems arising out of closure of sections and to assist student in planning their courses in advance. This service can be availed by regular students only during Winter/Summer registration period. No fees need to be paid for this online early booking of courses. The fees can be paid during the regular registration week for Fall/Spring.
- **Advising/Selection of Courses:** Students are assigned advising appointments with their academic advisors based on their earned credit hours. Students must consult with their advisors prior to registration in order to draw up the plan and get help with the registration. Students may also register online at www.ud.ac.ae.
- **Paying Fees:** Students take the completed registration form signed by the advisor to the cashier's office to pay the fees. No student is considered registered unless the fees are paid. Once fees are paid, the booked courses are confirmed. The student's schedule will be sent to the student via UD e-mail.

ONLINE EARLY BOOKING/REGISTRATION

Web Access to Online Registration - Procedure

- Enter the UD website at www.ud.ac.ae
- Enter user name and password (which have previously been sent to the student's UD e-mail account) at the top of the home page.
- Select "Online Registration" from the "My Account" page.
- Select "My Profile" from the menu on the left, (if the user wishes to change the user name and password), and then click on "Save."

Note: At-Risk students and those who are supposed to register in remedial courses may not use online registration. They must register through their advisor; however, they may use the "Online Early Booking."

Online Early Booking - Procedure

- Click on "Academic" from the menu on the top.
- Click on "Early Booking". The system will show the semesters available for early booking.
- Click on "Booking" button.
- Click on the course name (only courses appear as a link). A small window will appear listing all the sections offered for the selected course.
- Select the desired section.
- Close this window (The selected courses will be highlighted in green).
- Remove the tick (✓) from the box to deselect a course (in case you need to cancel your early booking).
- Press "Save" at the bottom of the booking page.
- Click on "Print" command which appears in the confirmation message on top of the page.

Important Notes:

- The "Early Booking" is valid until the last day of registration week of Fall/Spring semesters.
- The system will ignore the online booked courses that do not meet the pre-requisite and/or academic level.
- UD has the right to deactivate any early booked courses that do not meet UD requirements (other than those stated above) without informing the student.
- Students are fully responsible for their "online early booking" and should not hold the university accountable for losing their booked courses for unknown reasons. The system is totally error free.

Booking Online - Procedure

- Click on "Academic" from the menu on the top.
- Select "Online Registration." A page divided into 2 sections will appear:
 - 1-The first section shows the student's academic advisor's name.
 - 2-The second section shows the semesters available for registration.
- Click on "Booking" button.
 - 1- If the student **has completed** the, "Online Early Booking," the system will download your early booking automatically.
 - a- Click on "Save" at the bottom of the booking page (A message will appear confirming the booking which is then reserved for a period of 36 hours).
 - b- Follow the instructions under "Confirming the Booking."
 - 2- If the student **has not completed** the "Online Early Booking," continue with the following steps:
 - a- Click on the course name (only courses highlighted in blue are allowed). A small window will appear containing all the sections offered for the selected courses.
 - b- Click on the course code to select the section required. "The section no. has been selected" will appear at the bottom of the page in the opened window.
 - c- Close this window (The courses selected will be highlighted in green).
 - d- Remove the tick (✓) from the box to deselect a course.
 - e- Click on "Save Booking" at the bottom of the booking page (A message will appear confirming the booking which is then reserved for a period of 36 hours).
 - f- Click on "Registration Form" at the top of the page to print the registration form.

Re-taking a Course

If a student wishes to register for a course that was previously completed, s/he should complete the registration procedures through the ARD.

Incomplete Booking

If a student tries to register in less than the minimum number of courses normally allowed, an "Incomplete Booking" screen will appear. This screen notifies the student that the booking is temporary until approval is obtained from the Dean/Department Chair. This form should then be printed for the relevant Dean/Department Chair's signature. The Dean/Department Chair will approve the courses appearing on the incomplete booking form if there are no other suitable choices. Otherwise, the Dean/Department Chair may recommend certain courses on the form for registration specifying the reason(s).

Confirming the Booking

During the registration week:

- Pay the tuition (and other) fees at the Accounting Department, Al Masood building.
- Once fees are paid, the booked courses are confirmed. The student's schedule will be sent to the student's UD e-mail.

Note: Students who have not enrolled their fingerprint with the ARD must ensure this process is completed at the ARD.

Online Drop & Add - Procedure

- Enter the UD website at www.ud.ac.ae
- Enter User name and password (which have been previously sent to the student's UD e-mail account) at the top of the page and the "My Account" page will appear.
- Select "Online registration" from the "My Account" page. A page divided into 2 sections will appear:
 - The first section shows the student's academic advisor's name.
 - The second section shows the semesters available for registration.
- Click on "Booking" button.
- Click on the course name (Only courses highlighted in blue are allowed) A small window will appear containing all the sections offered for the selected course.
- Click on the course code to select the section required. "The section no. has been selected" will appear at the bottom in a small window.
- Close this window (the courses selected will be highlighted in green).
- Remove the tick/check (✓) from the box to drop a course.
- Click on "Save Booking" at the bottom of the booking page (a message will appear confirming the booking which is then reserved for a period of 36 hours).
- Click on "Registration Form" at the top of the page to print the "Drop & Add" form.
- Pay the tuition (and other) fees at the Accounting Department.
- Once fees are paid, the booked courses are confirmed. The student's class schedule will be sent to the student's UD e-mail.

Other Online Registration Services

A student can access the following information via the Online Registration homepage:

- Academic Transcripts
- Academic Curriculum
- Graduation Plan
- Class Schedule (My Schedule)
- Early Booking
- Course Offerings for the Semester (Class Schedules)
- Course Grades (My Grades)

GRADUATION

The following regulations include general graduation requirements that apply to all UD students. The university confers degrees during its annual commencement ceremony to students who have completed or are expected to complete their graduation requirements within the same academic year. UD conducts only one commencement (graduation) ceremony per academic year usually held during the month of May. All students who completed the degree requirements, or are expected to complete them during the same academic year, may participate in the graduation ceremony.

CLASS VALEDICTORIAN

The valedictorian is the final speaker during the graduation ceremony. A graduate student will address the graduating class and the audience in a final farewell to classmates, faculty, staff, parents, and guests.

The valedictorian for the graduation ceremony at UD is chosen by a selection committee of faculty and staff, recommended by the Chair of the Graduation Committee. Each year, the selection committee will review nominations solicited by the graduating class, faculty and staff. The criteria for nominations are as follow:

- In good academic and disciplinary standings.
- A minimum of 3.2 CGPA.
- Fluent in Arabic and English.
- Articulate and good public speaking skills.
- With an active leadership experience at UD.

The decision of the selection committee shall be approved by UD president.

COMMENCEMENT HONORS

To highlight their achievements, honor students (in a descending order) will be the first graduates to receive their diplomas based on department affiliation. The honor levels shall be specified by the Admission and Registration Department (ARD).

If a student has completed the graduation requirements during the fall and/or winter, the CGPA will be known, and the honor level will be announced after their name in the graduation ceremony and published in the graduation booklet.

If a student has not completed the graduation requirements (still taking courses or will take courses in the summer), the honor level will be announced after their name in the graduation ceremony. However, it will not be published in the graduation booklet as it may change after completing all courses.

GRADUATION PROCESS

Steps for Graduation

- Students must complete and sign with their academic advisors the last graduation plan during the 1st week of the last registered regular semester that precedes graduation. This plan lists the unfulfilled requirements to be completed for graduation. Academic advisors ensure that students are made aware of the graduation requirements and update/reaffirm the graduation plan accordingly.
- The Admission and Registration Department conducts an initial audit of the student's academic file to determine if the student meets the degree requirements within the deadline.
- Once the audit of the student academic file is complete, the student receives an email and/or SMS from ARD as to his/her eligibility to attend the graduation ceremony. An email confirming ineligibility indicates the pending unfulfilled requirements.
- Based on the audit results, ARD prepares the graduation list which includes the names of all students entitled to attend the graduation ceremony. The list may be updated as deemed appropriate by ARD. Students not listed as eligible may contact ARD for further clarification.
- In March, the Department of Student Services emails all eligible students the graduation information including the venue, date and time of the ceremony, fees and payment deadline, as well as time and location of the caps and gowns pick up and assembly points during the ceremony.
- To participate in the graduation ceremony, students shall pay appropriate fees (a Graduation Fee and a Certificate & Attestation Fee) at the Accounts Department and complete the Graduation Requirements Form.
- Before receiving their attested degree certificate, graduates must complete the Graduation Clearance Form.



SCHOLARSHIPS AND FINANCIAL ASSISTANCE

MERIT BASED SCHOLARSHIP

Merit scholarships are linked to the student's academic achievement or GPA.

High School Elite Scholarship

Incoming students with a High School score of 90% and above will receive a 10% discount on tuition fees for their first year of study. The continuation of this scholarship is subject to achieving a GPA that falls within the Highest Honor bracket (3.8 or above).

NEED-BASED SCHOLARSHIP

The Need-based scholarships are awarded to students experiencing great difficulties meeting their financial obligations to UD. Need-based scholarships are always subject to availability. Students are requested to contact the Department of Student Services for eligibility and award details.

ALUMNI AND FRIENDS OF THE UNIVERSITY OF DUBAI SCHOLARSHIP

The Alumni and Friends of the University of Dubai offer two types of scholarships: Incoming Freshmen Scholarship and Student Leader Scholarship. The scholarships are granted based on established guidelines developed by the Association and administered by UD. For more information please contact the Alumni Office or refer to the ICDC section of this catalog.

DUBAI CHAMBER SCHOLARSHIP

The Dubai Chamber offers full scholarships to UAE nationals. These scholarships cover all fees except for failed/repeated courses. In addition, a scholarship recipient is awarded a monthly stipend of AED 2,500 during the first two years and AED 3,000 and AED 3,500 respectively during the third and fourth years. Students receiving this scholarship must work for Dubai Chamber upon graduation.

OTHER SCHOLARSHIPS

Other scholarships are also available from governmental, private institutions or individuals. Such scholarships are normally granted on a merit base with certain stipulations.

DISCOUNT POLICY

UD has established a discount structure. For more information, please refer to the section on Tuition Fees in the UD catalog.

RESEARCH AND TEACHING ASSISTANTSHIP

Duration of Appointment and Compensation

- The Teaching Assistant (TA) is hired for 150 hours per semester at the rate of 10 hours per week for 15 weeks, or as required.
- The Research Assistant (RA) is hired for 200 hours per semester at the rate of 10 hours per week for 20 weeks, or as required.
- For UDCIT, a full-time TA is hired to handle the lab session of the following courses:
 - ITGN 115 – Computer Applications
 - ITGN 120 – Internet Applications
 - ITGN 230 – Introduction to Programming
 - ITGN 315 – Object Oriented Programming
 - ITGN 350 – Web Design & DevelopmentIn this case, the TA is expected to work for 40 hours per week.
- RA/TA is closely supervised by the concerned course instructor/researcher/ administrator in charge. The Chair of the concerned department will be responsible for keeping track of the RA/TA's working hours and submit the appropriate forms to the HR Department. The RA/TA is compensated at an hourly rate as decided by the UD president.

Eligibility

To be eligible for appointment as an RA/TA, the applicant must:

- Be a registered full time undergraduate student at UD.
- Be interested in working as an RA /TA with commitment.
- Have taken B+ /A in the relevant courses being tutored and must have passed 2-3 additional related courses (to evidence the depth of the knowledge) with B and above.
- Be in good academic standing (above 3.0 GPA) and making satisfactory progress toward the degree.
- Remain registered in courses that count toward the degree (for at least nine semester hours), or 3 courses, during each regular semester.
- Have taken at least 75 credit Hours (including current semester).

Job Expectations

- Maintain highest level of professional and ethical standards.
- Establish good relationships with students and act as a role model.
- Identify and respond to students' educational needs.
- Participate in all training and learning activities if required.

Required Documents

Interested candidates must submit the following:

- Completed TA/RA Application Form.
- Two recommendation letters from UD faculty members using the RA/TA Recommendation Form.
- UD Transcripts.

SCOPE OF WORK FOR RESEARCH ASSISTANTS

Specific services provided by Research Assistants include (but not limited to):

- Relevant literature review; Data collection; Data entry; Data analysis; Working with analytical software; Drafting the research report; Programming/Software Engineering/...

SCOPE OF WORK FOR TEACHING ASSISTANTS

Specific services provided by Teaching Assistants include (but not limited to):

Course Preparation

- Help the instructor prepare course materials.
- Conduct student discussion sessions following the instructor's requests.
- Provide and discuss solutions during class to assignments/mid-term exams based on the model solution prepared by the instructor/TA.
- Provide practice on a weekly basis to learning materials perceived as difficult by at-risk students.
- Monitor students' progress on term projects.

Administrative

- Place course materials on library reserve
- Maintain Course Management System's (Moodle) WebPages
- Offering office hour assistance to students (in specific peer tutoring), and performing clerical tasks associated with course instruction.
- Keep track of Students-At-Risk (Identify, Monitor, and Report progress) following the instructions of the department Chair.
- Mark homework assignments according to a marking scheme prepared by the faculty member.

Tutoring Labs/Computer Labs

- Help students in various subjects during Tutoring Lab Hours.
- Provide help to students in using software packages or IT related issues.

Selection Process

- The Department Chair/Director/Dean will short-list candidates based on criteria set above and the recommendation letters of two faculty members. For RA openings, priority will be given to students who have previously participated in research projects.
- The short-listed candidates will be interviewed by the Dean of the concerned College (or Program Director) and makes his/her recommendations to the CAO for approval by the UD President prior to officially informing the Teaching/Research Assistant.
- The UD President interviews the candidates on all aspects and makes the final decision.



INTERNSHIP AND CAREER DEVELOPMENT CENTER

The Internship and Career Development Center (ICDC) forms an integral part of the University of Dubai's academic program. In this position, ICDC strives to provide effective services and programs which will equip students and alumni with the knowledge, skills and experience needed to obtain part/full-time jobs and to be successful in their chosen career path. ICDC also serves as a link between the business community and both UD students and graduates by providing the necessary support to prospective employers who are interested in recruitment.

VISION

To offer high quality career counseling, resources and to meet our stakeholders' changing needs.

MISSION

- Effectively assist Students and alumni in preparing for lifelong career development.
- Provide necessary support and services for employers to recruit UD talents.

ICDC OBJECTIVES

- Recruit and retain qualified staff who will serve UD students and alumni and employers in a professional manner.
- Create a healthy and friendly work environment for the ICDC staff.
- Support the UAE Emiratization program by preparing UAE students and graduates for the workplace and exposing them the recruiting organizations.

SERVICES - STUDENTS AND ALUMNI

The services provided by ICDC to the students and alumni are:

Career Counseling

Individual counseling appointments are available to help students to:

- Obtain a self-assessment of interests, personality and values, activities, exploration of career and occupational information through the use of computer software (SIGI 3).
- Learn to explore educational and career alternatives and develop career decision-making skills.
- Relate educational experiences to career planning decisions and academic qualifications to work opportunities.
- Perform well at an interview by arranging mock interviews with HR experts from the business community.
- Develop additional career-building skills such as resumé and cover letter writing, interview techniques and job search strategies etc.

Career Workshops

A variety of career development and job search workshops are conducted throughout the year.

Career Resource File/Career Library

The career library contains a comprehensive collection of up-to-date career-related material and information (books, DVDs, career assessment software, flyers, occupational handbooks, etc.). Besides this, ICDC publishes various statistical reports on salaries, job satisfaction and market expectations every year.

Job Placement

Job listings

ICDC has developed contacts that receive and process part/full-time job opportunities from both public and private organizations in the UAE and other GCC countries. The list of vacancies is updated on a regular basis. Information on both on and off-campus jobs is posted on:

- ICDC bulletin boards across the campus
- On the ICDC homepage at: ud.ac.ae/icdc/job_posting.php

On-Campus Interviewing

The ICDC provides students the opportunity to have interviews with a number of organizations throughout the year. Prospective employers look for intelligent, committed young people who have the required enthusiasm and zeal to prove their capability.

Open Day

Open days are held at the university premises to offer employers the opportunity to meet our students for their recruitment needs. Alongside the recruitment agenda, companies are free to bring along their marketing paraphernalia and corporate giveaways to promote their products and services. The Open Day reservation form must be submitted to the icdc@ud.ac.ae at least three (3) weeks prior to the intended date of visit subject to ICDC's approval.

Corporate Alliances

ICDC has signed Memorandum of Understanding with several organizations such as Enoc, Emirates NBD Bank, Dubai World, Citi Bank, Dubai Municipality, Mashreq Bank, the National Human Resource Development and Employment Authority "Tanmia" etc. to enhance opportunities within UD for UAE national students and graduates. In addition, the center has developed an effective network of contacts by partnering with various local recruitment firms, thus creating more opportunities for UD students from other nationalities as well.

Employment File

Students open an employment file at ICDC. This file contains the student's resumé, passport copies, UAE ID card as well as other important documents that are required for job applications. The employment file is strictly confidential; all information is protected at all times. File details are forwarded by the center to employers only upon the explicit request of the student.

Video Conference

The university is equipped with a video conference facility to enable off-site interview sessions.

Job Fair

Each year ICDC organizes a career fair inviting various employers representing both governmental organizations and private institutions, to visit the UD campus and meet with the students. This enables the students and alumni to increase their networking database by allowing them to interact with prospective employers. The center also encourages the involvement of UD students in various career fairs and open days that are organized throughout the country.

Graduate Resumé Book/CD

Each year, ICDC produces a book, as well as a CD, containing resumé of fresh graduates. These are forwarded to potential employers. A soft copy is also available on the UD website at: ud.ac.ae/icdc/employer.php

Business Plan Competitions

UD students are regularly invited to participate in various business plan competitions locally and internationally. This is a good platform for UD students to experience a different form of experiential learning, compete and meet other students from local and international universities and enhance the spirit of competition. The ICDC facilitates the whole process from promoting the event, coordinating with the organizing body of the business plan competition to providing administrative and technical support to students in ensuring their successful participation.

Student Conferences

ICDC makes students aware of local and international student conferences, summits and seminars and encourages participation. The center also acts as a liaison between organizers and UD students providing assistance in the application process and follow-up when necessary.

INTERNSHIP

The University of Dubai considers internship as one of the most important channels that brings together the college, the students, and the job market. Internship is the most valuable means to integrate the academic theoretical environment to real life practice through applied project work.

Students sign up for one of the three following forms of Internship:

- **Regular Internship (for non working students)**
- **Industry Project (for working students with minimum two (2) years experience)**
- **Internship Exchange (International)**

ICDC provides students with internship placement in different organizations locally and also through an internship exchange scheme. Internship is a required course in all majors.

REGULAR INTERNSHIP

Course Description

Regular Internship is an eight week training period in a relevant position at workplace. It is mainly undertaken by non-working students as well as students with less than two years experience. The purpose is to provide students with practical experience in an organizational setting where learning and doing are the chief objectives. It is an essential part of the Bachelor's degree program and it will help students improve, evaluate and above all practice the skills and theories that they have been exposed during their studies.

Benefits to Students

- Provides with practical experience in an organizational setting.
- Excellent opportunity to see how the theories learned in classes are integrated into the practical world.
- Helps decide if the industry and the profession is the best career option to pursue.
- Learn new skills and add to their knowledge base.
- Opportunity to practice communication and teamwork skills.
- Allow them to meet new people and practice their networking skills.
- Provide evidence that they have initiative, are reliable and have a sense of responsibility.
- Make a valuable addition to their resume.
- Enhance their candidacy to graduate school.
- Open the door to a job offer or an employment recommendation.

Terms of Offering

- The Regular Internship is offered during Summer session each year.
- The Internship is to be supervised by a faculty member from the university and a field supervisor assigned by the hosting company during the duration of the training.

Overall Objectives & Training Schedules

The overall objective of the Regular Internship program is to enable students to practice necessary skills that improve their abilities and to supply to public and private organizations with the students that might fit their field of interest, skills, and training for possible future placement.

The objectives and training schedules for each of the BBA Majors and BSc-CIS concentrations are uploaded on the ICDC website.

Skills to be developed

Upon completion of the Regular Internship, the students are expected to master the following skills:

- Interpersonal skills, global awareness and understanding issues of diversity
- Networking skills and group dynamics
- Motivational and leadership skills
- Organizational skills
- Communication skills
- Quantitative skills
- Critical thinking and problem solving skills
- Skills to abstract and adapt
- Ability to become self-learner
- Ability to manage information technology tools
- Identifying and dealing with ethical issues
- Understanding processes that support delivery and management of information systems within a specific application environment.

Guidelines Eligibility

Internship applicants should fulfill the following requirements:

- Total Credits Hours (CH) and Cumulative Grade Point Average (CGPA)

College	2002 Curricula		2005 Curricula	
	Business Administration	Information Technology	Business Administration	Information Technology
CH	90	90	90	90
CGPA	2.0	2.0	2.25	2.25

- For business students, the above requirements should include all supporting courses, at least 10 out of 13 core courses and 4 out of 7 specialization courses.
- If a student is working in a government establishment and if his/her office hours end at 2:30 PM, then such a student when doing Internship in Summer can take either 3:30 PM or 7:00 PM class, but not both. The same thing does not apply for non-working students since their internship placement offices normally end after 4:00 PM. They can therefore register for only one class starting at 7:00 PM in Summer.
- Students who drop from the Internship within the second week of the Internship registration period at the ICDC will be fully refunded. Otherwise, the fees would not be refunded.

- Students whose total credit hours drop below the requirements specified in the above table due to failing or voluntarily withdrawing from courses will be automatically pulled out from the Internship. Only students who fail courses will be refunded.
- Students whose CGPA drops below the requirements specified in the above table due to low performance or failing a course(s) will be automatically withdrawn from the Internship. Fees will be refunded.
- Students who change major after registering for the internship are responsible for notifying the ICDC to ensure that the internship placement matches the field of specialization.
- Students who have CGPA between 1.9 to 2.0 (2002)/2.15 to 2.25 (2005) are permitted to register in Internship under the following conditions:
 - Students left with two courses including internship to graduate.
 - Students left with Internship course only to graduate. They can take it in addition to repeating a course in which they had low grade to increase their CGPA and meet the graduation requirements. Course to register in must be offered at 7:00 PM.
- Students are not allowed to take more than one course with the Internship unless it is their final semester.

Registration

Working students with 2 years work experience may register in the Industry Project during the Winter or Spring semester (See Industry Project). Other non-working students must register in the regular eight weeks Internship during the summer. Registration for Summer Internship is usually open for two weeks starting right after the first week of Drop & Add for the Spring semester.

Regular Internship candidates must complete the ICDC Internship Application form (IPF1) and provide the ICDC with the following documents:

- Copy of the passport
- Passport size photo
- Résumé as per UD résumé format
- Employment letter and job description in case of working students with less than two years experience.

Internship candidates must also complete the official Registration Form and get it approved and stamped by ICDC representative and signed by respective academic advisor.

Placement

- Students do not have the right to choose the internship provider or location. It is the responsibility of the ICDC to place students according to the UD's internship regulations. This practice will ensure that the internship matches the interns' area of specialization. However, students are encouraged to express their first choice or the type of industry they would like to do their internship with.

- In case the number of qualified internship candidates exceeds the available internship opportunities, priority is given to the candidates with the highest CGPA.
- Students might be required by certain internship providers to purchase insurance for the period of training. In such cases, the insurance will be mandatory.
- Working students with less than two years of work experience who are willing to take their internship at their workplace may do so given that the company meets the UD internship placement standards in addition to the following features:
 - If the current job description matches the interns' area of specialization, the current manager of the intern will have to function as a field supervisor. In such a case, the manager should agree to propose and supervise a well defined internship project outside the routine work.
 - If the current job description doesn't match the interns' area of specialization, the interns should switch to the appropriate department within the same firm. If this is not possible, the ICDC will secure their placement elsewhere.
- Students will not be allowed to do the Internship at family businesses or at small scale companies with less than 20 employees.

Rules and Requirements

The interns must abide and comply with the following Internship rules and course requirements:

- Attend Internship Orientation Day held at UD prior to the start of the Internship program (date, time and venue identified by ICDC upon completion of placement and communicated to prospective interns ahead of time).
- Attend interview with the internship provider as and when instructed by ICDC.
- Initiate an introductory visit to the internship provider prior to the start of Internship to meet with field supervisor and familiarize themselves with the company location.
- Attend the workplace according to its normal working days/hours and comply with its rules and regulations.
- Carry out all legitimate duties/tasks assigned by the field and academic supervisors.
- Meet with academic supervisors during their weekly visits to the workplace to discuss accomplished activities and internship final report progress.
- Abide by the following internship attendance policy:
 - Absence for more than five (5) days will automatically result in failing the course.
 - Every four (4) late arrivals will be counted as one (1) day absence.
 - Every four (4) early departure will be counted as one (1) day absence.
 - Any absence during the training period must be justified with the proper official documents.
 - Absence in the Internship Orientation Day will result in a penalty of 5% deduction of the total internship grade.
 - Absence in the internship final presentation will result in "F" grade.

- During the last week of Internship Program (week # 8), interns should:
 - Submit the Internship final report as per the Internship Final Report Guidelines Form (IPF5) as per the following:
 - a- Upload it on Moodle for the Academic Supervisor's reference.
 - b- Provide hard copy to the academic supervisor for marking purposes.
 - c- Date of submitting the final report either as hard copy or soft copy on Moodle to be confirmed and communicated in due time).
 - d- In case of late uploading of the final report on Moodle, a deduction of 10% from the final report mark will be effected.
 - e- Regular plagiarism rule applies for internship reports as well.
- Email their PowerPoint presentation to the ICDC for the records.
- Make PowerPoint presentation (in the presence of their colleagues, academic supervisor and field supervisor, if available (Date will be confirmed and communicated in due time). The PowerPoint presentation should be based upon the final report, consisting of maximum 10 slides and do not exceed 10 to 15 minutes.
- Complete and submit (via email or hard copy) the Intern Evaluation of Internship and Academic Supervisor Form (IPF8) to the ICDC.

Code of Conduct During Internship

Please refer to the section on Student Code of Conduct in this Handbook.

Grade Assessment

The following points are taken into consideration when evaluating the interns: The extent to which the interns applied their academic knowledge in the field during the training program as well as the extent of their improvement in the above mentioned skills.

- The academic supervisor discusses the interns' weekly activities with the interns as well as with the field supervisors during their weekly visits to the workplace to ascertain to what extent the intended objectives of the internship program have been met.
- Field supervisor gives a qualitative general evaluation on the performance of each intern detailing his/her presence during Internship by using the Evaluation of Intern's performance by Field Supervisor Form (IPF6).
- Academic supervisor evaluates the performance of each intern relying on his/her weekly performance, field supervisor's qualitative evaluation, final report, and PowerPoint presentation using the Evaluation of Intern's Performance by Academic Supervisor (IPF7).
- Academic supervisor assigns a percentage grade for each intern based upon the overall performance. The marks obtained contribute towards intern's overall Internship grade.

- The intern's final grade is calculated on the basis of the following:

Academic Supervisor's		Academic Supervisor's Evaluation			Total Mark
General Evaluation (GE)	Skills Evaluation (SE)	General Evaluation (GE)	Final Report (FR)	PowerPoint Presentation (PPP)	
Qualitative		20	65	15	100

- Final report and PowerPoint oral presentation grading is distributed as follows:

		Activities	Marks
Final Report	Executive Summary		5
	Company Structure & Overview		5
	Core Content (Critical Evaluation of the Company)		20
	Task(s), Achievements, and Contribution to the Company		15
	Recommended solutions to problems identified including references and appendices		15
	Weekly Reports		7
Presentation Effectiveness	Ability to prepare the presentation material	7	15
	Ability to communicate effectively	8	
Total Marks			80

- The grading criteria for Internship shows on the registration system (SIS) as follows:

GE: General Evaluation

FR: Final Report

PPP: PowerPoint Presentation

Internship Program Evaluation

To evaluate the ICDC services, academic supervisors from the university, the internship providers and the overall Internship program objectives and learning outcome, the following evaluation surveys are completed by interns and academic supervisors by the end of internship and submitted to the ICDC for the needful:

- Interns evaluate the overall internship program by completing and submitting the evaluation form (IPF8).
- Academic supervisors evaluate the internship provider by completing and submitting the evaluation form (IPF9).

Final Report Core Content (Critical Evaluation of the Company)

Students should evaluate the corporate resources in relation to the organization, the internship is being held. The questions to be addressed by the students doing internship in the different BBA Majors and BSc-CIS can be found in the ICDC website.

Internship Forms

The internship forms which are used by interns, and academic & field supervisors, and faculty during the internship programs are as follows:

- Internship (Regular) Application Form (IPF1)
- Internship (International) Application Form (IPF1-1)
- Internship Notification Form (IPF2)
- Company Internship Tentative Plan Form (IPF3)
- Internship Weekly Report Form (IPF4)
- Internship Final Report Guidelines & Assessment Criteria Form (IPF5)
- Evaluation of Intern's Performance by Field Supervisor Form (IPF6)
- Evaluation of Intern's Performance by Academic Supervisor Form (IPF7)
- Intern's Evaluation of Internship and Academic Supervisor Form (IPF8) CBA version
- Intern's Evaluation of Internship and Academic Supervisor Form (IPF8) CIT version
- Academic Supervisor Evaluation of Internship Provider (IPF9)
- Check List of Internship Forms to be collected from Academic Supervisors by the end on internship (IPF10)

INDUSTRY PROJECT

Course Description

Industry Project is designed exclusively for working students with minimum of two years experience. The purpose of this course is to provide the working student an opportunity to develop competence in applying learned theories and gained skills to an actual business problem or issue. A student will undertake a supervised project to tackle an existing business/IS problem at his organization, explore possible causes of the problem, alternative solutions, and assess the effect(s) of each solution on the organization. Alternatively, a student may develop and document a business case dealing with an actual organizational problem that the organization managed to identify and solve it. Each student will present orally the result of his/her project in addition to a written report.

Terms of Offering

- The Industry Project is usually offered to CBA students during Winter and Spring semesters for 8 weeks, while CIT offers Industry Project only in Spring semester for 15 weeks.
- The Industry Project is supervised by a faculty member for the duration of the course.

Objectives and Indicative Content

BBA Majors	BSc-CIS Concentrations
<p>Course Objectives This course seeks to achieve the following objectives:</p> <ol style="list-style-type: none"> 1. Identify an organizational opportunity/problem/ issue to be subject of the project 2. Review relevant literature related to identified project 3. Where appropriate, collect and analyze data to reach useful conclusions and recommendations 4. Provide oral and written communication of the work done and its recommendations. 	<p>Course Objectives Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Analyze and critically assess a company's business processes 2. Identify opportunities and/or problems for which Information Systems can provide solutions. 3. Apply previously learned IS concepts and tools to solve a business-related problem 4. Communicate the project's findings and suggestions in a professional manner.
<p>Course Learning Outcome (CLO) This course seeks to achieve the following CLO:</p> <ol style="list-style-type: none"> 1. Define and Motivate an organizational opportunity/problem/ issue to be studied 2. Synthesize knowledge gained in taught courses with some relevant literature review dealing with the identified opportunity/ problem/issue (with proper citation) 3. Analyze collected/achieved data and interpret the results to make recommendations on how to deal with the defined opportunity/problem/ Issue 4. Write and present a final report that documents the work done, its results and the recommendations. 	<p>Course Learning Outcomes (CLO) Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Define and interpret IS-related issues in business organizations and environment including their own project. 2. Analyze data (wherever applicable) collected and draw justifiable and useful inferences from it. 3. Apply IS knowledge to a practical context in resolving the issues at hand 4. Critically evaluate the issues and proposed solutions for their appropriate implementation. 5. Use technical and communicator skills to "sell" their recommendations to organizations for effective implementation.

Guidelines Eligibility

Industry Project applicants should fulfil the following requirements:

- A student must be working at the time of enrolment.
- Work experience must be for at least two consecutive years.
- Company size must not be less than 20 employees.
- Family businesses are not considered for Internship/Industry Project.
- Prerequisite is 90 CH.
- Minimum CGPA is 2.00 (2002 curriculum; student 10 with 055.... and previous), and 2.25 (2005 curriculum and onwards; student 10 with 061.. and beyond).

Proof of Work

- Every student must submit a letter from his employer certifying work status, job title and job description in brief, and date of joining. This letter must be accompanied by one of the following items as evidence of actual work:
 - Pay slip for the last three months and valid labor card OR
 - A bank statement showing salary transfer for the last three months OR
 - Valid visa stamp showing the company as the sponsor.
- Students who have been in employment for more than 2 years but out of employment for less than 6 months will be allowed to take an Industry Project provided that:
 - The former employer agrees to this arrangement.
 - The student would be responsible to identify the problem/suggest improvement to current practices in an organization for the Industry Project.

Any deviation from the above guidelines must be approved by the President based on the recommendation of the ICDC Manager. The College Dean will not be responsible for making any recommendations for allowing exceptions to students.

- Working students are allowed to do Regular Internship in extreme cases such as the following:
 - Students who are not working in fields related to their specialization for instance those who are working in organizations such as: Ministries, Army, Police, Academia, Medical, etc. and who are seeking to get experience in areas of their interest.
 - Students who are graduating before Winter/Spring Semesters (during which the industry project course is offered). In this case, students should provide the ICDC with graduation plan confirming their graduation before Winter/Spring. The graduation plan has to be developed and signed by the respective academic advisor.

Registration

Industry Project applicants must complete the official Registration Form and get it signed and stamped by ICDC representative after providing the above stated employment evidences in addition to the following:

- Résumé
- Passport size photo

The Industry Project registration process is handled by ICDC while the college Dean handles the schedule and other queries of the students.

Registration period is same as for the Winter and Spring regular courses.

Project Selection

A student shall select a business/IS problem for his project. However, his organization needs to approve it to ensure completion. In case of a small organization where a organizational problem can not be identified or in the case of non-approval of the company for a particular business/IS problem to be studied, a designated faculty member shall assign a particular business problem that uses either primary or secondary data.

Organization of the Course

CBA students	CIT students
A faculty member will cover in class a general review of the main elements of business research methods (e.g., how to review literature and reference material used, use of archive data, primary and secondary data, and so on) 6 hours.	The faculty member assigned to the course will meet in class with all registered students on a weekly basis for 15 weeks.
Each student will meet his assigned supervisor for about one hour each week to review work done on the project and provide guidance to student (for six weeks) 6 hours	Each student will debrief the instructor and the rest of the class about his weekly progress and accomplishments.
A time sheet recording an estimate of time for the work done each week will be maintained by the supervising faculty (about 5 hours for 5 weeks = 25 hours)	Course instructor and students discuss the progress made and provide recommendations.
Each student will make a presentation of his report for at least ½ hour.	Each student will submit (a) Three progress reports (b) one interim report and (c) one final report.
A written report will be submitted and marked	Each student will also make a presentation at the end of the semester.

Attendance Policy

Students must follow same attendance policies as existing at UD as for regular 3 Credit Hours classes.

Grade Assessment

CBA intern's final grade is calculated on the basis of the following:

Class work (Required attendance - first meeting and weekly meeting)	PPP	FWR	Total Mark
10%	20%	70%	100%

CIT intern's final grade is calculated on the basis of the following:

Class Work 70%			PPP	FWR	Total Mark
PR	IR	CD			
45%	20%	5%	10%	20%	100%

The grading criteria for Industry Project show on the registration system (SIS) as follows:

- CD: Class Discussion
- FWR: Final Written Report
- IR: Interim Report
- PPP: PowerPoint Presentation
- PR: Progress Report
- RA: Required Attendance

INTERNSHIP EXCHANGE

The University of Dubai has a partnership agreement on Internship Exchange with the Hamburg School of Business Administration, Germany. Students may choose to travel during the Regular Internship (Summer semester). Students who are willing to do their Internship at Hamburg and Florida must register at ICDC during the Internship registration period as announced.

Benefits to Students

- Interns not only gain practical work experience in a field that they intend to pursue but also build experience in international platforms.
- Internships taken internationally offers the privilege to observe differences in businesses, and see how projects are handled in different cultures, which might be conducted differently in the intern's home country
- Experience of living and working abroad can really boost students' CV/resume. It shows that they are not afraid of a challenge and that they are willing to accommodate change. This can result in more job offers as compared to individuals who lack such work experience.
- It increases their global business awareness.
- It is an excellent opportunity to see parts of the world that would not be possible had they taken that Internship in their home country.
- Make contacts and create solid relationships with professionals abroad.

Guidelines Eligibility

The academic requirements for Internship Exchange are the same for Regular Internship. However, priority is given to students with a CGPA of 2.5 and above and with good command of English and business communication skills. In addition, applicants should have a positive attitude and a strong personality.

Fees

UD students going to partner universities for Internship, will pay US\$ 500/ to the partner university. Similarly, the students from partner universities will pay UD US\$ 500 per course/Internship to UD when they visit UD under this program.

This program has other direct benefits to the student learning such as student engagement with partner university students, increased interaction among the two sets of students, appreciation of international issues on culture, business practices, etc. However, UD students should be financially capable of bearing the internship expenses for eight weeks i.e. (accommodation, transport and others) during their stay abroad.

Registration

Students who are willing to do their Internship at Hamburg must register at ICDC using the International Internship Application Form (IPF 1-1) during the Internship registration period as announced by the Center.

Students applying for Internship Exchange (International) should provide the same documents as listed under Regular Internship "Registration" in addition to providing two recommendation letters (a copy can be obtained from the ICDC office or website).

Placement

International Internship placement is secured by partner universities in coordination with the ICDC.

Grade Assessment

The same grade assessment of Regular Internship applies for Internship Exchange.





SERVICES - EMPLOYERS

Employers are invited to post their employment opportunities with the ICDC by either faxing or emailing a job posting to the ICDC. Employers are also encouraged to provide printed materials and electronic links to information about their organization to be used as resource materials by students and graduates involved in a job search.

Assistance is provided to the employer through a variety of other methods including:

- On-campus recruitment through the Employer Spotlight Program.
- Free advertisement of special hiring events.
- Participation in Job Fairs.
- Access to the UD Graduates' electronic resume book. Hard copy of the graduates' resume book is also delivered to the employer.

Job opportunities are advertised within 3 working days, free of charge.

Students and alumni can view posting positions online and on the ICDC bulletin Board and apply directly to the employers or through ICDC.

Employers Recognition Night

A networking event which aims to promote recruitment of UD students and graduates either for internship or full-time jobs, as well as honoring the best partner recruiter and internship provider for the current academic year. Details of the event are posted on the UD website.

ICDC PUBLICATION

ICDC Newsletter

The ICDC newsletter is published on a quarterly basis. Its purpose is to share news regarding career-related events, employer visits, discussions, and skill development as well as to provide career advice and tips. In addition, it promotes programs that aid in the professional development of UD students, helping them to become strong candidates for local, national, and international industries and businesses as well as for graduate and professional programs around the world. Faculty members, alumni and friends from the business community are encouraged to share their professional knowledge, career expertise and know-how through the column, "Career Advice From a Professional," which aims to help students plan and prepare for a successful career.

ALUMNI AFFAIRS

The University of Dubai strives to maintain and strengthen its ties with all its alumni members by involving them in its various educational events and activities. UD is also committed to offering life-long career advice, job placement, as well as networking opportunities to its alumni. The University of Dubai Alumni Association (UDAA) was established in May 2007, providing one association for all UD graduates. A UD alumnus is anyone who has graduated from UD. UDAA membership is free and alumni need only keep their address and employment records up-to-date with Alumni Affairs office.

VISION

Help the UDAA members keep in touch, providing networking opportunities, career advice, benefits and opportunities to keep up-to-date with what is happening at the University.

MISSION

Serve and promote the University and its alumni in a manner that enriches the lives of members and the quality of the institution.

UDAA OBJECTIVES

- Promote networking opportunities.
- Broaden student mentoring services.
- Develop and implement a strategic communication plan.
- Recognize achievements and involve prominent alumni in the UDAA.
- Promote the general welfare of UD.
- Foster a familial environment among UDAA.
- Provide a source of historical information about UD.
- Identify and develop resources to assist alumni, students and faculty in their careers.
- Foster and promote participation of the alumni in research activities of UD.

To know more about UD alumni association, please visit its homepage on UD website on ud.ac.ae/alumni/udaa.php

ALUMNI-STUDENT MENTORING PROGRAM

ICDC, in collaboration with the UDAA has developed the Alumni-Student Mentoring Program (ASMP). The ASMP is designed to create opportunities for students (mentees) and alumni (mentors) to connect and interact, and hopefully benefit greatly from such an exciting win-win mentoring relationship.

Through the Alumni-Student Mentoring Program current UD students are paired with alumni in order to establish a mutually beneficial relationship.

Alumni mentors and students mentees will meet on a monthly basis throughout the year, and areas of focus may include personal development, career development, emotional or academic support. Alumni are asked to provide support, feedback and advice to their mentee, while maintaining a professional relationship.

Benefits to Alumni Mentors

Alumni Mentors may benefit from participation in the program in a variety of ways, including:

- Sharing your knowledge and experience with students and assisting them in the transition from UD to the work place
- Enriching your life by making a difference in someone else's
- Reconnecting with UD students on a personal level
- Gaining new skills as you advise and counsel students
- Giving back to your alma mater by serving as a role model and leader to today's students

Benefits to Student Mentees

The Student Mentees benefit from the program in a variety of ways, including:

The exploration of career related issues such as:

- Career options available for a particular concentration
- Value of graduate studies to someone's career development
- Success in a desired career
- Expected salary for a new professional

For further details on Alumni-Student Mentoring Program (ASMP), please contact the alumni office or email: alumni@ud.ac.ae

ALUMNI AND FRIENDS OF THE UNIVERSITY OF DUBAI SCHOLARSHIP FUND

As part of the Internship and Career Development Center (ICDC) and the UD Alumni Association's continuous efforts to provide the alumni association with events and programs that serve their needs, strengthen their ties to each other and to the university, support the mission and advancement of the university and enable them to become active participants of UDAA, a new program, "Alumni and Friends of the University of Dubai Scholarship Fund" was launched in the academic year 2009/2010.

Types of Scholarships Offered

- Incoming Freshmen Scholarship
- UD Student Leader Scholarship

Application

Students applying for any one of these scholarship must complete an application form, available at the Alumni Office to be eligible for consideration.

Donations

- Fundraising campaign: An ongoing fundraising campaign is conducted by both UDAA and ICDC, during which members of the UD community (including alumni), are asked to donate at designated sites, or boxes displayed on campus during key events throughout the year, or by soliciting donations from local businesses and friends.

- **Yearly Charity Gala Event:** A yearly Charity Gala is organized by UDAA in May of each year. Proceeds from this event are donated exclusively to the Alumni and Friends of the University of Dubai Scholarship Fund.

For further details on the Alumni and Friends of the University of Dubai Scholarship Fund, please contact the alumni office on 04 - 2072 790/675 or by email to: alumni@ud.ac.ae.

ALUMNI MAJOR EVENTS

Annual Alumni Homecoming

It is arranged every year in the third week of November starting 2009/2010 to give all UDAA members a chance to meet each other and share their experiences. A UDAA member has the right to introduce a friend or family member as guest to the annual homecoming dinner by paying a nominal fee.

CBA and CIT Dean's Alumni Networking Event

Alumni have the opportunity to mingle and reconnect with classmates, faculty and staff. Attending alumni are encouraged to actively participate in several initiatives being launched by the UDAA in collaboration with the ICDC. UD takes the opportunity to share with alumni news about most recent accomplishments and new program offerings. These two events are held on the month of January and March.

Yearly Charity Gala Event

A yearly Charity Gala is organized by the UDAA in May of each academic year. Proceeds from this event are donated exclusively to the Alumni and Friends of the University of Dubai Scholarship Fund and all financial records are transparent, reviewed and held by UD until disbursement to scholarship recipients. The event is open to the entire UD community, including alumni, faculty, staff, administration and current students. Local businesses and individuals who support the Scholarship Fund will also be invited to attend.

For more information on ICDC and UD Alumni Association upcoming events and programs, please check the website ud.ac.ae/icdc or visit the Student and Alumni Affairs Office.

Alumni-Students Mentoring Program Events

The ASMP participants hold the following three major events during the academic year:

- **Introductory session:** held at the beginning of the first semester (Fall) after the mentoring pairs are formed.
- **Networking Lunch:** held at the beginning of the second semester (Spring).
- **Closing Ceremony:** held at the end of the second semester (Spring).

ALUMNI NEWSLETTER

Published on a quarterly basis, its purpose is to keep the UD alumni connected to each other and to the university. It reflects the UDAA's social, networking and business events. In addition, it keeps the alumni updated of the new happenings and most recent accomplishments of the university. Colleges promote their new programs and business functions through this newsletter that may be of interest to our alumni. Our alumni are also welcomed to share their personal and professional achievements.

CODE OF STUDENT CONDUCT

The University of Dubai (UD) is keen to ensure a university culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior. The Code of Student Conduct is designed to promote this culture at UD and hence sets out the standard of conduct expected of students. Students who violate these standards will be subject to disciplinary sanctions, according to established penalties as stated below. This will help UD to protect the university community by maintaining order and stability on campus.

CODE OF CONDUCT IN EXAMS

A student whose absence in a particular course reaches 25% or more does not qualify to take any exams thereafter. Duties of qualifying students inside the exam hall include:

- a. Students are supposed to enter the exam hall 10 minutes before the start of the exam so that they may start on time. Students, who arrive late, but before the exam's half-way point, will be allowed to take the exam. However, no extra time will be allowed for late-comers. Students are not permitted to enter the exam hall after the half-way point (from the official starting time).
- b. Students must present their UD Identification Card (or any official/authentic photo ID) when signing to record their attendance at the exam. A student who fails to show an appropriate form of photo identification is not permitted to take the exam.
- c. Students are not allowed to leave the exam hall before the half-way point of the exam.
- d. Mobile phones are strictly prohibited during mid-term, and final exams (including make-up exams). Any telephone seen during any of these exams will result in an (F) in the course, with no question, reason or even investigation.
- e. Students must carry their own calculators for exams that require use of calculators. Students caught borrowing or lending calculators during exams will fail the course.
- f. Students are not permitted to wear a sun hat (baseball cap) during the exams. Anyone refusing to take off their hat when requested to do so will be dismissed from the exam room.
- g. Prayer during exams is not allowed.
- h. Students are not permitted to go to the bathroom during exams unless they can produce a medical report to prove there is a genuine medical reason for them to be allowed to do so.
- i. All kinds of digital or electronic diaries, and dictionaries and advanced calculators with text saving options are forbidden in the exam hall.
- j. Students must not bring notebooks, text books, and/or class materials into the exam hall.
- k. Students must not violate the examination code of conduct and must adhere to the instructions received from the invigilators, including being asked to change seats.

Any actions such as talking, whispering, looking at other students, or any cheating or attempts to cheat will not be tolerated and will result in sanctions as shown in sections Academic and Non-Academic Misconduct.

CODE OF CONDUCT DURING INTERNSHIP

The interns are expected to act in a professional and ethical manner that makes the employer want to host interns from UD in the future and according to the following code of conduct guidelines:

1. Familiarize themselves with and adhere to relevant organizational arrangements, procedures and functions.
2. Maintain confidentiality of work-related projects and personnel.
3. Dress appropriately for the work setting.
4. Do not conduct personal business during work hours (emails, fax, cell phones and internet).
5. Demonstrate a spirit of cooperation with their supervisor and other employees. Be team players.
6. Be fair, considerate, honest, and trustworthy.
7. Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
8. Be observant – see how people organize their ideas and respond to situations.
9. Keep a positive attitude, show confidence and take initiatives.
10. Seek feedback from their supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
11. Accept constructive criticism and take responsibility for work submitted.
12. Do not demand immediate assistance from the field supervisor or colleagues as these are very busy people.
13. Seek to enhance their professional effectiveness by improving skills and acquiring new knowledge.
14. Respect and appreciate those of a different culture, race, religion and ethnicity.
15. Adhere to business ethics and code of conduct.

CODE OF CONDUCT FOR STUDENT ORGANIZATIONS

Any violation committed by student organizations, will result in individual or collective sanctions whenever such violations occur, regardless of whether they take place on UD premises or during any off-campus activities. Officer members are also held responsible whenever members commit violations based on prior consent from officers. In the event of any violation, officers are required to take appropriate measures to avoid and prohibit recurrence of similar acts.

ADMINISTRATIVE PROCEDURES

To streamline administration at the beginning of each academic year, the UD President will appoint a 3-member Student Investigation Committee (SIC). All members of the university community (students, faculty, and staff) witnessing what they believe to be a violation of the code of conduct should file a written report describing the violation to Dean/Director within three days. The Dean/Director will review the report and submit it to the Chair of SIC. The process outlined in Process Statement E 6.2 Procedure for handling violation of Ethics, Values, and Code of Conduct is applied here. SIC bases its recommendations/findings on a preponderance of evidence

JURISDICTION

University disciplinary action for violation of the Code of Student Conduct is taken for misconduct that occurs in the following areas or situations:

- University controlled property.
- University-sponsored activities either on UD premises or off-campus.
- Functions or events organized by university-sponsored organizations or recognized student organizations.

SANCTIONS AND REPEAT OFFENSES

Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions. A sanction refers to a decision made by the SIC in response to any student action not in compliance with the Code of Student Conduct and which is thus considered a violation. Sanctions should be proportionate to the nature, severity and regularity of the violation(s). These sanctions may fall into one or more categories, as described in Disciplinary Sanctions box. Students with repeat offenses receive higher penalties – see Repeat Offenses box.

Any evidence related to the violation(s) is kept with the SIC committee till the release of the SIC report (including cheat sheets ...). If a student manages to hide the instrument used for cheating, or the invigilator suspects there has been a possible violation but can't see the instrument used, then the invigilator has the right to privately frisk the suspected student. This may be done only in the presence of a witness and both have to be of the same gender as the student. For all such cases, a hearing must be held in order to hear all parties involved and to recommend disciplinary action, if deemed appropriate, according to the outlined UD procedures.

An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a faculty/Dean/Director.

Disciplinary Sanctions

a. Warning Letter

In the event faculty/Dean/Director find that the violation is not of a kind likely to cause harm to another person in the UD community, a confidential warning letter is sent to the respondent concerned declaring him/her to be in breach of the Code of Student Conduct and demanding that he/she cease the prohibited behavior forthwith. The complainant shall be notified by the Dean/Director that the respondent has been warned, but that no public disclosure shall be made. The complainant shall be advised that the initial decision is strictly confidential. But a copy of the warning letter must be sent to the Chair of SIC for records by the Dean/Director.

b. Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator's instructions during an exam. Re-offence leads to 'Suspension (e).'

c. Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in. This is also the penalty for 'Repeating Courses (b).'

d. Registration Hold

The respondent may not register in any courses, or receive any transcripts or access any of his/her records until s/he clears up the reasons for which s/he received this sanction. This is applicable when the student has outstanding payments for damage to UD property, or the respondent failed to attend the SIC hearings. Other penalties are applicable in these cases as well, as specified in sections Academic and Non-Academic Misconduct.

e. Suspension

The respondent is prevented from attending or registering in any courses at UD for one or more regular terms as deemed appropriate by the SIC committee after approval by the UD President. This is appropriate when verbal aggressiveness or similar offenses were committed against any member of the UD community, intentional damage was done to UD property or where defamation of the university has occurred. Such offenses are listed in Sections Academic and Non-Academic Misconduct.

f. Expulsion

The respondent is permanently barred from attending any courses or events at UD. This sanction by the SIC (after approval by the UD President) is appropriate if:

1. The violation is committed with malice, and is of a kind likely to cause harm to another person in the UD community.
2. The respondent has been suspended before.

g. Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a respondent is on disciplinary probation, s/he shall not represent the university in any capacity (sports teams, competitions, etc.), nor hold office in the UD Student Union or any other student organization.

h. Other Sanctions

When deemed appropriate, other "educational sanctions" may be imposed by the SIC in combination with any of the above-listed sanctions. The respondent may be requested to participate in a community service project, attend a seminar, meet with the student counselor or undertake a research assignment, for example.

Repeat Offenses

• Failing a semester

The second time a student receives this sanction, s/he will get suspension for one semester. Any courses taken outside during suspension will not be transferred at UD. The third time will lead to expulsion.

• Suspension

The second suspension will be for two semesters while the third will lead to expulsion.

• Disciplinary Probation

The first offense during the disciplinary probation period will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

STUDENT MISCONDUCT

Student misconduct is classified as being either academic or non-academic. Academic and non-academic violations are listed below. The sanction for each violation is specified beside each violation. Besides the university sanctions imposed, engaging in any act which also contravenes the laws of the United Arab Emirates will be directed to the appropriate authorities to handle. Repeat offenses receive higher penalties as indicated – see Repeat Offenses box.

Academic Misconduct

Academic misconduct includes plagiarism, misrepresentation, fabrication, facilitation and cheating in exams. Apart from cases of cheating and plagiarism, the decision on whether or not to treat an academic violation as a violation of the Code of Student Conduct, is at the discretion of the instructor.

Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise. The University of Dubai has zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty). Repeat offenses receive higher penalties as indicated – see Repeat Offenses box.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Copying substantial information (TurnItIn indicates more than 20%) <u>word for word</u> from a source (Internet or library resources such as periodicals, books, other student projects ...) without using quotation marks and giving proper acknowledgment/citation. The instructor's discretion is needed since the software may wrongfully detect plagiarism while the student is quoting from the resource.	b, f
2	Paraphrasing (i.e., putting into one's own words) a source's text, without providing proper acknowledgment/citation.	a, b
3	Reproducing (without proper citation) any other form of work created by another person.	a, b

Misrepresentation

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.	a, b
2	Multiple uses of a student's own work, such as presenting the same, or substantially the same written work (or portion thereof), as part of the course requirement for more than one project or course, without the prior written permission of the instructor(s) involved.	a, b

Fabrication

Fabrication refers to falsifying or misusing data in any academic exercise.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Falsifying data collected in the conduct of research.	a, b
2	Making up or presenting falsified data in papers, manuscripts, books or other documents submitted for publication or as course or degree requirements.	a, b
3	Making up a source as a citation in an assignment.	a, b
4	Citing a source that the student did not use or <u>does not exist</u> .	a
5	Falsifying material cited.	a, b
6	Attempting to deceive the instructor by altering and resubmitting for additional credit, assignments that have previously been graded and returned.	a, b
7	Falsifying, changing, or misusing academic records or any official university form regarding oneself or others.	d & e
8	Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.	d & e
9	Making a false accusation regarding a violation of academic integrity or other.	e

Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Giving another student one's assignment or paper (or a portion thereof) to copy.	a, b
2	Giving another student answers to an assignment.	a, b
3	Passing information or answers to another student in an exam (or assignment), or passing information on exam/quiz content to students from other sections of the same course.	a, b

Exam Cheating

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Talking/ whispering during an exam; Communicating, or attempting to communicate, answers, hints or suggestions during an exam.	b & e
2	Copying (or attempting to) from someone else's exam.	b & e
3	Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device that contains unauthorized information), during an exam.	b & f
4	Stealing, obtaining, possessing, or providing to another person (directly or through e-mail or Bluetooth or other device) an exam or portions of an exam, prior to or after administration of the exam.	c & f
5	Attempting to steal, or soliciting an exam or answer key.	e
6	Sharing answers or collaborating on a take-home exam without explicit permission from the instructor.	b & e
7	Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have previously been graded and returned.	b & e
8	Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	b & f
9	Accessing unauthorized computer folders/drives during an exam	b & e

Non-Academic Misconduct

Non-academic misconduct includes classroom misconduct, lab misconduct, library misconduct and other forms of misconduct.

Classroom Misconduct

Class Disturbance: For any act of class disturbance (use of phone, frequent use of bathroom, internet browsing, playing with electronic devices, talking, laughing, ...), the instructor may, if he sees it as appropriate, mark the "Class Disturbance" check box in the SIS and the system will automatically deduct 1% from the student's total final grade. The third disturbance marked will lead to the dismissal of the student from the class with an "F" grade. For any violent or highly irritating forms of disturbance, the instructor may expel the student from the class but not mark him absent. An immediate investigation of the case should be conducted unless the matter is resolved with the instructor prior to the start of investigation. Cases referred to the Student Investigation Committee will receive the appropriate sanction and as specified by the Code of Student Conduct.

Students who come to class without their books will have this noted on the SIS which will impose a 1% penalty on the total final grade for each one-day period. This is effective from the second class after the student's enrollment in the course.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Wasting class time arguing with instructor publicly about absences/ warnings/late attendance.	a
2	Using mobile devices in class.	a
3	Leaving the classroom repeatedly for any reason.	a
4	Disturbing the class.	a
5	Eating or drinking in the classroom.	a
6	Addressing the instructor inappropriately.	a, b
7	Arriving more than 10 minutes late for class.	Absent
8	Arriving between 1-10 minutes late for class	Late
9	Stalking/humiliating the instructor or any student in the class.	b & e

Lab & IT Misconduct

The scope of the Code of Student Conduct includes misuse of any computing facility (including computers, workstations and microcomputers, communication networks or peripheral units of any of these and any associated software and data), for any purpose.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Eating or drinking in laboratories.	a
2	Modifying or changing the integrity of computing equipment, communications network, systems software, or other stored information.	e
3	Damaging computing equipment belonging to the University of Dubai.	d & e
4	Introducing, deliberately, any virus-type programs or files by any route, including File Transfer Protocol (FTP).	d & e
5	Misusing the printer by printing unnecessary materials (e.g., web pages, large graphics) or printing multiple copies of documents.	a
6	Using computer facilities for inappropriate purposes. Such uses include, but are not limited to, game playing, chatting, accessing socially unacceptable material, personal advertising, storing non-academic material, use of peripherals or computing resources (e.g., printing) for private purposes.	a
7	Creating, storing, exchanging, displaying, printing, publicizing or circulating offensive, annoying or illegal material in any form. This includes blasphemous, abusive, libelous, sexist, racist and pornographic material.	e
8	Operating any equipment unsafely.	a
9	Accessing the University of Dubai network, or other computing facility provided by the university, when not authorized to do so.	e

Library Misconduct

UD Library serves its community by providing high quality services, and a pleasant environment that is conducive to study and research. In order to accomplish this, all Library visitors are requested to refrain from the following activities:

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Mutilating Library materials or files by marking/underlining text.	a & d
2	Removing pages or portions of pages, removing binding or staples, or in any other way damaging or defacing Library materials.	a & d
3	Tampering with security/electronic devices.	a
4	Concealing or misfiling deliberately Library materials in the Library for the exclusive use of an individual or group.	a
5	Refusing to abide by the Library regulations regarding the return of materials and payment of fines and/or penalties. These would include penalties on lost or damaged items, and preventing the patron from using "circulation" services, until penalties are paid, or books returned.	d
6	Disturbing behavior which interferes with normal use of the Library. Such inappropriate behavior includes activities that are distracting or disruptive to others.	a
7	Consuming of food or beverages.	a
8	Accessing or using any Library facility, equipment or service without proper permission by authorized persons.	a
9	Damaging or defacement of Library equipment.	a & d
10	Removing or attempting to remove Library materials without authorization.	a
11	Violating the Copyright Law.	a

Visitors committing any IT related misconduct when using the Open Learning Resources of the library, will receive the appropriate sanction as specified in the table above.

SIC Hearing Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Refusing to attend hearings.	d & e
2	Lying, refusing to answer questions, or acting rudely during the hearing.	d & e
3	Humiliating SIC members.	e
4	Stalking or threatening SIC members.	f

Exam Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Refusing to immediately adhere to the instructions received from the invigilators in the exam halls including change of seats.	a, b
2	Repeatedly refusing to adhere to the instructions received from the invigilators in the exam halls and thus disturbing the exam room.	b & e
3	Arguing repeatedly with invigilator (but not aggressive behavior)	a
4	Disturbing the exam room with loud shouting but no aggressive behavior.	b & e
5	Disturbing the exam room with an aggressive behavior / stalking	b & f

Other Types of Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Disrupting or disturbing academic, administrative, social and extra-curricular activities of the university whether on or off campus.	a
2	Interfering with the duties and obligations of any student and / or member of staff or any authorized visitor to the university in either an active or passive manner.	a
3	Engaging in verbal and / or non verbal indecent behavior that is offensive to the institution and to the UAE culture.	e
4	Slandering or libeling the name of the university or otherwise bringing the university into disrepute.	e
5	Engaging in sexual harassment of a student or a staff member from the university or a visitor to the premises.	e
6	Engaging in racial harassment of any member from the university or a visitor to the premises.	e
7	Damaging and/or misusing the university or the Dubai Chamber of Commerce & Industry property and resources or the property of others including students and staff members, either deliberately or recklessly.	d & e
8	Smoking in non-designated areas of the university.	a
9	Annoying (shouting, screaming, irritating actions) other UD students/ staff/ faculty/ visitors.	a
10	Offering bribes (e.g., monetary remuneration, gifts, or favors) to any university representative in exchange for special consideration or waiver of procedures.	e
11	Threatening or using actual violence against other UD students/staff/ faculty/ visitors.	f

APPEAL PROCEDURES

The complainant or respondent may appeal the sanction imposed by the SIC by filling the General Petition form available from Student Services. Grounds for appeal are listed in Student Grievances section of this Handbook.

IMPLEMENTATION OF SANCTIONS

Sanctions will be imposed immediately after the SIC's report is submitted to the UD President. The Chair of SIC may impose sanctions during the hearing process to ensure the safety and wellbeing of members of the university community or the preservation of the university's property. The President issues a decree in that regard. The decree is e-mailed to the student with a copy sent to the SIC committee and the Registrar for appropriate implementation of sanctions. The original letter is also mailed to the student's postal address.

DISCIPLINARY RECORDS

Permanent expulsions are kept on the transcripts. Suspensions are also made permanent since the semester for which the sanction is imposed will appear on the transcripts and indicating the suspension.

Disciplinary standing of students (Good or Probation) is displayed on the transcripts below each semester records. A disciplinary probation status is kept throughout the remaining study period. The disciplinary probation status may not be removed from the records except upon a university presidential decree in that regard. Other sanctions shall be removed from the student's disciplinary record (registry files) upon the graduation.



GRIEVANCE POLICIES AND PROCEDURES

The University of Dubai (UD) recognizes the rights of its students to express dissatisfaction or make complaints about processes or services provided by the University. UD is committed to continuous improvement and ensures that complaints and expressions of concern are analyzed to improve academic and administrative services. Hence, this process provides a formal mechanism to resolve grievances of students at UD.

DISCIPLINARY SANCTION APPEAL

A student may appeal only once a sanction, imposed by the Student Investigation Committee (SIC), only if s/he can provide additional information/new evidences to support his/her case by filling out the "General Petition Form". The student should submit the form with supporting documents to the Director of Student & Alumni Affairs (SAA) who will forward them to the UD President. Grounds for appeal include:

- a. Misapplication or misinterpretation of the rule alleged to have been violated.
- b. Discovery of substantial new facts which were not available at the time of the hearing.
- c. Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- d. Procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.

If deemed appropriate, the UD President will then form a new committee to look again into the case and submit its findings to him. The student may not appeal the second decision.

FINAL GRADE APPEAL

A student who believes that a final grade has been inequitably awarded should file an appeal at the Registrar's office by completing the "Grade Appeal Form" within 14 days following the announcement of the grades by the Registrar. The Grade Appeal form is available in the Registrar's office or alternatively may be downloaded from the UD webpage.

The Registrar will forward the appeal to the concerned Dean for action. The Dean will appoint two faculty members (not including the course instructor) to review the final exam paper and schedule a meeting time convenient for all concerned parties. The faculty members selected may be non subject related.

Procedure to review the exam paper:

The two faculty members must sit face-to-face with the student to review individual questions by comparing the student's answer sheet with:

1. The sample answer sheet,
2. The answer sheet of an A grade student, and
3. The answer sheet of a B grade student.

This review must be completed within 5 working days upon receiving the appeal from the Registrar's office. The student must be informed in writing by the Dean of the results of the appeal within 2 days after the review.

The Dean will report any change in the grade(s) to the Registrar's office using the "Grade Change Form". The decision is final.

OTHER GRIEVANCES

A student has the right to lodge a complaint against a UD staff or faculty if s/he believes that s/he was treated improperly, with negligence, unfairly, or not in accordance with a university policy. In such a case, the petition should include:

- a. Specification of the UD policy that the student alleges was violated.
- b. Summary of the evidence and arguments that the student would present at a hearing.

The "General Petition Form" available in the Registrar's office/Student Services should be filled and submitted to the Director of SAA who will forward the file to the concerned department/college for appropriate action. If the case is not resolved by the unit head within 5 days from the receipt of the petition, the UD President will then form the SIC to find all facts and report its findings to issue a decree in that regard. The petition is an individual complaint and must be signed by one student only and not by a group of students.

In all cases, the decision of the UD President is final and not appealable.



STUDENT SERVICES

CLUBS AND STUDENT ORGANIZATIONS

The Department of Student Services (DSS) provides all the needed guidance to organize and register your group and identify appropriate faculty advisors. As a recognized student organization, the club will have access to funds generated from activity fees. The Emarati Club, Environmental Club, and professional clubs are active student organizations. If you do not see a club that meets your interest, you can simply start your own in consultation with Head of Student Services.

Clubs are an integral part of the learning process at UD as they allow students to pursue their personal interests and hobbies outside the classroom. These clubs cover a wide range of interests such as: music, arts, as well as cultural and social issues.

Social Clubs

List of active clubs in alphabetical order:

- Emarati Club
- Environmental Club
- Iraqi Club
- Lebanese Student Association
- Qademoon Palestinian Club
- Reading Club
- Royal Jordanian Club
- Syrian Club

You can also begin your career network, and make friends by joining a Professional Club. Each major is represented by a student club that connects you to students and faculty in your discipline and provides networking opportunities with successful alumni and executives in the field.

Professional Clubs

List of Active Professional Clubs in alphabetical order:

- Accounting Society
- Finance & Banking Society
- Management Society
- Marketing Society
- Society for Advancing Management (SAM), USA – Dubai Chapter
- Beta, Gamma, Sigma (BGS), USA – Dubai Chapter
- IT & Information Security Society

Formation of New Clubs/Organizations

The University of Dubai Student Union (UDSU) promotes, encourages, and invites students to establish organizations reflecting their interests and hobbies within UD. To form an organization the following steps must be followed:

- Complete the Student Organization Registration Form (available online or at DSS), and specify the purpose of the proposed organization.
- List the name(s) of officers, organization type, and get the advisor's approval. There must be no less than eight (8) members in order for an organization to be established.
- All student organizations must be affiliated to the UDSU and operate under its umbrella.
- All officers must sign the registration form and fully understand the organization constitution.
- All organizations shall conduct its financial affairs in accordance with the regulation of UDSU as set out in the constitution. Issues of finance shall be referred to the UDSU Secretary - Treasurer.
- UDSU Secretary - Treasurer reserves the right to review an organization's financial records.

Refer to the Student Organization By-Laws for more details (available online or at DSS).

COUNSELING

The Student Counseling Unit (SCU) offers, within the limits of its resources, confidential and culturally appropriate counseling services to all registered students experiencing problems or concerns that affect their personal progress and sense of well-being. Students often seek counseling to examine issues such as relationships, family problems, stress, cultural differences, assertiveness, self-esteem, depression and anxiety. The services include:

Individual Counseling

provided to students concerned about personal, social, academic and moral issues. The process takes between 3 to 8 sessions depending on the case. Each session lasts between 45 to 60 minutes.

Group Counseling

This is provided to students with similar concerns but in a group format. Groups are typically formed of 6 to 8 students, and meet weekly, for a period of 60 to 90 minutes.

Consultations

These are usually one-off sessions for urgent matters to help students in making the right decisions, for example. Consultations typically last for 45 to 60 minutes.

Training programs and life skills workshops

include such topics as: exam stress, time-management skills and social skills.

Counseling Procedures

Steps

Pre-counseling:

- The student sets a time to meet with the counselor.
- The student reads and signs the Consent Form.
- The student completes the Primary Questionnaire.

Primary Session:

- The counselor introduces herself and the services and collects general information about the student and his/her concern(s).
- The student defines his/her objectives for the session and expectations from the counselor.
- The counselor clarifies the professional relationship between the counselor and the student.
- The counselor conducts an assessment of the situation and identifies a service or approach that will best assist the student.
- The counselor and the student set a time frame for the case (number of sessions, duration, and place).

Post-counseling:

- The student completes the feedback form.
- The counselor evaluates the student's satisfaction level with the service and prepares a case file. The counselor clarifies the professional relationship between the counselor and the student.

Student Rights

- UD students have the right to fair, appropriate and confidential counseling services.
- UD students have the right to halt the counseling process at any point in time.
- All records and information revealed in counseling remain confidential except in the following conditions:
 - When protecting the student or someone else from immediate harm.
 - When required to do so by a court order.
 - When authorized in writing by the student to release information to a specified college/ department / or other third party.

Shared Responsibility

- Visitations to the SCU will take place outside the student's class schedule.
- Students are encouraged to come on time, or contact the counselor by email or by phone if they are unable to come to their appointment.
- Students are encouraged to be honest and open with the counselor regarding details of their case.
- The student's personal commitment is crucial to an effective counseling session.
- The student counselor can help students only if they are willing to receive help and support.

Student Counseling Forms

Each case file will contain the following forms:

- Referral Form (If appropriate/available)
- Consent Form
- Primary Questionnaire
- Primary Session Report
- Counseling Session Abstract
- Feedback Form
- Case Report

Case Closure

Each case will be considered closed:

- When so agreed by both counselor and student
- At student's request.
- Upon missing three consecutive sessions without an acceptable reason.
- Upon referral to a specialized psychologist if the case requires treatment beyond what SCU can provide.

Referring Students for Counseling

To refer a student to the SCU, faculty members and staff complete the referral form and send it to SCU. Students may show signs of stress in different ways. Warning signs help in identifying the student's need for counseling. These signs may include:

- Change from high to low grades.
- Excessive absences from classes and exams.
- Depressed mood, anxiety, inferiority feeling, and stress.
- Sudden change in behavior or appearance.
- Inability to remain awake in class.
- Expressed suicidal feelings.
- Disruptive or violent behavior.
- Confused speech, disorganized or irrational thoughts.

Office Hours

The Student Counseling Unit (SCU) is located on the 3rd floor of Al Masaood Building, Office 316. The office hours for SCU are Sunday through Thursday from 7:30AM to 4:00PM. Any student in need of an urgent appointment will be given priority in meeting with the student counselor. Walk-in visits or self-referrals by phone or email are also welcome.

DINING SERVICES

UD Cafeteria provides students at Al Masaood campus with a wide selection of healthy food and beverages at reasonable prices. Located on the 2nd floor next to the student lounge, the cafeteria is a comfortable gathering place for students.

HEALTH CARE

The Health Centre is conveniently situated within the Student Services offices on the 3rd Floor of Al Masaood Building in Room 316 D. It is staffed with a registered nurse who provides basic and confidential first aid and health advice, in accordance with professional standards and practices, to the UD community. Serious cases are referred to doctors and/or hospitals in the surrounding community.

If you have headaches, do not feel well, or you just want to discuss any health related issue, you can walk into the Health centre and see the nurse immediately.

Confidentiality: Anything you discuss with the nurse will stay confidential, and nothing will be communicated to parents, family, or friends without your permission.

Hours of Operation:	Sunday to Thursday 10:30 am - 7.00 pm.
Appointments:	Telephone: 04 224 2472 (Ext. 687) or Email: lmathai@ud.ac.ae
Emergencies:	When the Health Centre is closed, during life-threatening emergencies such as severe bleeding, collapse, unconsciousness and severe chest pains, please call 999 immediately.

STUDENT ACTIVITIES

Joining UD as a student means balancing studies and fun. DSS can help you become more engaged in campus life. We believe that you may want to have fun; you may want to impact the lives of your friends; and you may want to develop skills related to your studies. We provide programming and services for student organizations, and for students interested in participating in other types of activities. In addition, we develop an innovative extracurricular program promoting health, wellness, leadership and values including different types of activities such a BBQs, trips, sport tournaments, talent shows, awareness campaigns, cultural nights and others.

To recognize outstanding contributions to student life, the following list of awards will be granted during the academic year. The process is based on the completion of nomination forms which will be evaluated by a committee of students, faculty, and staff. The evaluation of nominees (an individual, a group, or an event) will be based on the written nominations, and proven records of contributions to student life at UD. The quality of the nomination is another decisive factor in the selection of award recipients.

- The Club Advisor of the Year award recognizes faculty and staff who go beyond their advising responsibilities in the interest of the students, get actively involved, and contribute to the success of a student organization.
- The Club of the Year award acknowledges an outstanding student organization, which is active throughout the academic year, hosts successful activities to sustain its goals, has an active club advisor, and an action plan.
- The Event of the Year award identifies a successful program organized by an individual or a student organization, which demonstrated a high level of organization, attracted a diverse audience, and met the purpose behind its development.
- The Football Coach Award honors a player who is a role model based on his/her commitment and positive contribution on and off the field towards the coach and team members.
- The Football Player of the Year award recognizes a player who is considered the most valuable during the season by his/her leadership skills and number of scored goals.

- The Special Talent Award acknowledges students who make creative contributions and/or quality services during campus events and functions throughout the academic year.
- The UD Spirit Award honors a group or individual student who has demonstrated outstanding involvement in promoting campus spirit, pride, and loyalty to UD.
- The Student Services Staff of the Year award honors a staff member from the Department of Student Services for his/her outstanding contributions to improve the quality of student life.
- The Student Leader of the Year award recognizes a student who has exhibited integrity, outstanding leadership and teamwork, has a distinguished record of involvement in campus life, and provides a model for future student leaders.
- The Volunteer of the Year award recognizes individuals who dedicate their time and talents to volunteering during campus events and build a good working relationship with students and staff.

STUDENT SERVICES PUBLICATIONS

Harvest Magazine

Students, staff and faculty are encouraged to express their opinions and acquire journalistic experience through this magazine published annually.

BAREED Student Newsletter

This student newsletter is published on a monthly basis during the fall and spring semesters. BAREED covers events and activities held by UD and highlights student achievements.

STUDENT UNION

Preamble

As part of the University of Dubai's commitment to promote learning outside the classroom and inspire students to develop their full potential, the University of Dubai Student Union is established to encourage students to take responsibility for handling their own matters and have a say in the decision making process at the university level. Constituents of the University of Dubai (UD) community including administration, Department of Student Services (DSS), faculty, staff, and students adopt a cooperative approach based on reasoned discussion as a way of tackling issues and solving problems.

Name

The name of the organization shall be "University of Dubai Student Union", to which shall refer as UDSU.

Authority

The UDSU shall conduct its own affairs in accordance with this constitution and by-laws approved by the Head of Student Services and in compliance with University of Dubai's rules and regulations.

UDSU Goals and Objectives

- Promote, and actively engage in UD student life to meet students' needs and expectations.

- Provide opportunities for student involvement and personal development.
- Ensure that policies, services, and participation are free from discrimination based on ethnic group, sex, disability, age, religion, and marital status.
- Promote respect and appreciation of the local culture and traditions of the United Arab Emirates, and abide by its laws.
- Develop leadership skills through an active participation in UD/UDSU events.
- Relate to student aspirations and identify areas that are underdeveloped.
- Establish and review its mission, goals, and objectives on an annual basis to ensure that it remains relevant to the aspirations of the UDSU members.
- Publicize its activities via newsletters and website by following appropriate channels.

Membership & Expectations

- Membership of UDSU shall extend to all students registered in a course of study at UD.
- Members are encouraged to attend all general meetings.
- Members of UDSU shall be entitled to participate in the activities and use the facilities of UDSU in accordance with the agreement specified in this constitution.
- The UDSU shall not compromise the academic performance of students by its various activities. Activities of UDSU are for the personal, academic, and professional development of the students.
- Any rights of membership may be withdrawn or suspended in accordance with disciplinary regulations specified in this constitution.

Formation of UDSU

Cabinet

The executive control of UDSU is placed with the Cabinet, which shall consist of: President, Vice President, Secretary - Treasurer, College Representative(s), and Student Organization Representative(s).

Function

The Cabinet shall assist the President in representing UDSU, be responsible for the day-to-day operations, and shall be the forum for debate on issues affecting the student body, and unless debate is terminated by two-thirds vote of the members present, each officer shall have the right to speak on any issue at least once.

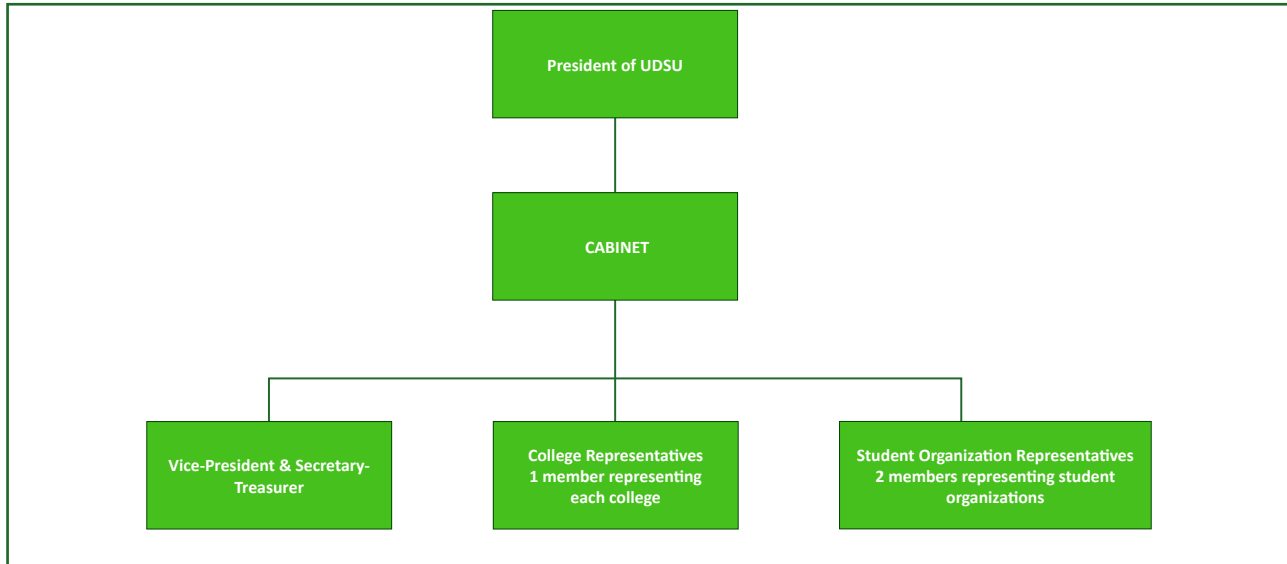
Responsibilities

The responsibilities of the UDSU shall include the following:

- Identify and advocate for issues of concerns to the UD student body.
- Act as a liaison between UD students and the administration.
- Work collaboratively with DSS to improve the quality of student life.
- Explore solutions for problems affecting the student body.
- Allocate funding for club activities and events.

Structure

The following chart highlights the structure of UDSU.



Responsibilities of UDSU Officers

UDSU officers shall meet to vote on current issues within UDSU and to announce the calendar of events of UDSU. The officers have the right to change its activities and calendar of events if necessary. The officers shall make sure that the operations of UDSU are documented, including correspondences, photos, and other related materials. The officers of UDSU shall consist of:

President of UDSU

The President of UDSU shall be responsible for carrying out the duties and responsibilities of this position as determined by this Constitution. The President shall:

- Represent UDSU to the UD faculty, administration, and report to UDSU the actions currently being considered by the above mentioned constituencies.
- Chair all meetings of UDSU and make sure that all student organizations are active and abide by UDSU rules and regulations.
- Compile an annual report that includes financial information, activities organized, and general students concerns and challenges.
- Communicate decisions agreed during the Cabinet meetings, requirements of UDSU, processes of any projects / events, and ways of financing them to DSS.
- Appoint members of the Board created to investigate claims brought against any Cabinet member or against any document or action of UDSU.

Vice-President of UDSU

The Vice President serves as an assistant to the president and supports him/her to perform his/her duties. The Vice-President shall:

- Arrange UDSU meetings, which include contacting all members and related activities.
- In the president's absence the vice president must be present and handle his / her responsibilities. In the case that the President cannot fulfill the duties of the office, the Vice President shall assume the duties of the President for the remainder of the term.

Secretary - Treasurer of UDSU

The responsibilities of the Secretary - Treasurer are to keep track and monitor the finances and records of UDSU. The Secretary - Treasurer shall:

- Advise on UDSU financial matters, and control the budget and expenditures based on the University guidelines and procedures.
- Keep a log of student organizations' expenditures and revenues.
- Be responsible for the maintenance of meeting records.

College Representative(s)

There shall be one representative for each college at UD. The College Representative shall:

- Represent their colleges and respective students and address questions and concerns.
- Assist in developing and promoting UDSU activities.
- Coordinate special events as needed.

Student Organization Representative(s)

There shall be two representatives for student organizations. The Student Organization Representative shall:

- Voice the concerns of the members and officers of student organizations.
- Be responsible for all events and activities of UDSU.
- Work collaboratively with student organizations to create a vibrant campus community.

Terms of Office

The term of office for elected officers shall be from the first day of September/October following UDSU Election until the first day of September/October of the following year, and until replaced. All Officers shall be members of UDSU.

Eligibility

At the time of elections and throughout their term of appointment, candidates / elected members of the cabinet shall:

- Have and maintain a minimum cumulative grade point average of 2.5.
- Serve their mandate in accordance with Section 8 of this Constitution.
- Keep a full-time student status (i.e. non working).
- Have clear disciplinary and academic standing records.
- Have completed between twenty (20) and one hundred (100) credit hours.



Advisor

The Head of Student Services shall serve as an advisor to UDSU. The advisor shall be responsible for safeguarding the well being of UDSU and advising its officers to fulfill their responsibilities.

UDSU Meetings

Cabinet Meetings

The Cabinet shall meet once every two weeks during the Fall and Spring semesters or as deemed necessary. The President will serve as chairperson, and only vote in case of a tie.

General Meetings

To discuss issues of concerns to the student body and solicit feedback on important matters, the Cabinet shall organize a general meeting for all members once during each of the Fall and Spring semesters. The dates of the general meetings must be marked on the UDSU event calendar and will be mandatory for all officers to attend. The general meetings must have an agenda approved by the cabinet. The president shall ensure that the debates at all meetings are properly recorded.

Purchasing Procedures

The UDSU Secretary - Treasurer must follow the steps below for any expenditure:

- Control Purchase Request Forms prepared by various student organizations.
- Purchase Request and Event Planning forms must be submitted by student organizations to the Secretary - Treasurer of UDSU, minimum 2 weeks in advance of making the spending.
- The Secretary - Treasurer of UDSU shall record and submit all forms to the Student Services Coordinator minimum ten (10) days in advance of making the spending.
- The Department of Student Services follows standard UD procedures to obtain the UD President's approval on all purchases.
- Once approved, the Student Services Coordinator deals directly with concerned clubs.
- Receipts and invoices shall be submitted to the Student Services Coordinator for processing.

Sponsorship and Fundraising

UDSU and its affiliated student organizations must follow the steps below when raising funds:

- All sponsorship checks must be written and payable to University of Dubai.
- All raised funds by UDSU and its affiliated student organizations must go to the Accounts Department within seven (7) following the procedure below:
 - Student organizations must submit all fundraisings and sponsorship checks to the Secretary -Treasurer of UDSU who will submit them to the Student Services Coordinator.
 - The Student Services Coordinator shall deposit the funds at the Accounts Department within three (3) working days.

Code of Conduct

The UDSU shall be responsible for the maintenance of discipline in the facilities used in relation to its services and organized activities. Disciplinary actions will be taken against any member/student organization of UDSU, shall the Code of Conduct be breached, according to the UD disciplinary policy.

Grievances and Appeals

Any student, club, or organization has the right to complain if they are dissatisfied with their dealings with the UDSU and ask for the creation of a board to investigate any claims brought against any Cabinet member, student organization and/or its officers or against any document or action of UDSU or Cabinet with regard to its constitutionality.

Composition

The Board shall be composed of 5 UDSU members appointed by UDSU President. Board members shall not be directly associated with the student or the organization under investigation. The Board shall elect a chair from among its members at its first meeting.

Function

The Judicial power shall be vested in the Board. This power shall include, but not be limited to, interpreting and enforcing UDSU Constitution, the decisions of UDSU Cabinet, and actions of officers by virtue of all offices held under this Constitution.

Procedures

Subject to the Constitution of UDSU, the Board shall be responsible for the implementation of its rules and procedures. The Board shall use judicial process with the preservation of the right of notice and the right to respond and defend any allegation. All decisions of the Board shall be in writing and available to any member of UDSU. The decision of the Board is final and cannot be appealed.

Elections

UDSU shall conduct the general election of the Cabinet in the beginning of each academic year. All elections shall be administered by the Elections Committee (refer to the By-Laws for more details - available online or at DSS). UDSU President, Vice-President, and Secretary-Treasurer shall run for office as a single non-splitting ticket, and the members of the student body shall have the right to cast one vote for a single ticket during the Election. The college representatives are elected separately by the students of each college. The student organization representatives are elected by respective club presidents or their representatives.

Resignation, Removal, and Filling Vacancies

Resignation

- Members of the Cabinet who wish to resign must submit a written resignation.
- Three unexcused absences to the Cabinet meetings will be considered as a resignation.
- An absence is excused when a member of the Cabinet sends an email to the Secretary -Treasurer prior to the meeting stating their reason for not attending.

Removal

Except as otherwise provided herein, a person who holds a position as a UDSU Officer shall be removed from that position upon the following:

- Resignation submitted in writing to the President, except that the resignation of the President shall be submitted to the Vice-President.
- Failure to remain registered by the Registrar as a full time student.
- Failure to remain in good academic (a minimum GPA of 2.5) and disciplinary standing.
- A motion to remove the officer must be submitted to the cabinet and signed by 30 UDSU members, then subsequently accompanied by a three-fourths vote of a quorum.

Filling Vacancies

- In the case of the President's inability to continue in office or temporary absences, the Vice President shall serve as President. The Vice President, acting as President, shall appoint a new Vice President who shall be approved by all members of the Cabinet.
- If the President and Vice President cannot serve, UDSU shall convene to elect a new cabinet within 2 weeks of their resignation excluding the College and Student Organization Representatives.
- If the Vice President cannot serve, the President shall appoint a new Vice President to be approved by all members of the Cabinet.
- Upon vacancy of a College Representative, students of the respective college shall elect a replacement within 2 weeks of their resignation.
- Upon vacancy of a Student Organization Representative, presidents or representatives of registered clubs shall elect a replacement within 2 weeks of resignation.
- The term for replacement shall be from the date of appointment until the next first day of June.

By-Laws

Further specifications and laws of UDSU shall be specified in the UDSU By-Laws (available online or at DSS).

Quorum

A quorum shall be two-thirds of the total membership of UDSU.

Constitutional Change

Any alteration, amendment or revocation, in whole or in part, of any clause of this constitution and By-Laws shall require a three-fourths vote of a quorum and approval from the Head of Student Services. Upon approval, the amendments shall become immediately effective.

ACADEMIC CALENDAR 2011 | 2012

Fall Semester		
Event	Date	Day
Admission of new students	03/07 – 25/08/2011	Sun - Thu
Beginning of placement Exam	14/08/2011	Sun
Registration for Fall semester	03/09 - 08/09/2011	Sat - Thu
Make up of final incomplete exam for Spring & Summer semesters	03/09 - 04/09/2011	Sat - Sun
New students orientation	08/09/2011	Thu
Beginning of classes	10/09/2011	Sat
Add & Drop period, Late Registration	11/09 - 18/09/2011	Sun - Sun
End of Add & Drop period	18/09/2011	Sun
End of placement Exam	20/09/2011	Tue
Start of midterm exams	29/10/2011	Sat
End of midterm exams	17/11/2011	Thu
Deadline for dropping courses without academic penalty	24/11/2011	Thu
Make up of midterm incomplete exam	10/12 - 15/12/2011	Sat - Thu
Student may apply for change of major	18/12/2011	Sun
Registration for Winter semester & Early Booking for Spring semester.	18/12 - 22/12/2011	Sun - Thu
Deadline for change of major	29/12/2011	Thu
Start of final exams	02/01/2012	Mon
End of final exams	12/01/2012	Thu
Announcement of grades for Fall semester	15/01/2012	Sun
Admission of new students for Spring semester	16/01 - 16/02/2012	Mon - Thu
Winter recess (12 Days)	22/01 - 02/02/2012	Sun - Thu
Winter Semester		
Beginning of classes, and Add & Drop period, Late registration	15/01/2012	Sun
End of Add & Drop period	16/01/2012	Mon
Beginning of placement Exam for Spring semester	22/01/2012	Sun
Midterm exams	24/01 - 25/01/2012	Tue - Wed
Deadline for dropping courses without academic penalty	26/01/2012	Thu
Make up of midterm incomplete exam	31/01/2012	Tue
Final exams	05/02-06/02/2012	Sun - Mon
Announcement of grades for Winter semester	09/02/2012	Thu

Spring Semester		
Event	Date	Day
Registration for Spring semester	11/02 - 16/02/2012	Sat - Thu
Make up of final incomplete exam for Fall & Winter semesters	11/02 - 12/02/2012	Sat - Sun
New students orientation	16/02/2012	Thu
Beginning of classes	18/02/2012	Sat
Add & Drop period, Late Registration	19/02 - 26/02/2012	Sun - Sun
End of Add & Drop period	26/02/2012	Sun
End of placement Exam for Spring semester	28/02/2012	Tue
Start of midterm exams	07/04/2012	Sat
End of midterm exams	19/04/2012	Thu
Deadline for dropping courses without academic penalty	26/04/2012	Thu
Make up of midterm incomplete exam	12/05 - 17/05/2012	Sat - Thu
Student may apply for change of major	20/05/2012	Sun
Registration for 1st & 2nd Summer semesters 2012 & Early Booking for Fall semester 2012	27/05 - 31/05/2012	Sun - Thu
Deadline for change of major	31/05/2012	Thu
Start of final exams	01/06/2012	Fri
End of final exams	12/06/2012	Tue
Announcement of grades for Spring semester	14/06/2012	Thu
Summer recess	01/07 - 23/08/2012	Sun - Thu
1st Summer Semester		
Beginning of classes, and Add & Drop period, Late registration	17/06/2012	Sun
Beginning of internship	17/06/2012	Sun
End of Add & Drop period	18/06/2012	Mon
Midterm exams	26/06 - 27/06/2012	Tue - Wed
Deadline for dropping courses without academic penalty	28/06/2012	Thu
Make up of midterm incomplete exam	03/07/2012	Tue
Final exams	08/07 - 09/07/2012	Sun - Mon
Announcement of grades, End of 1st Summer semester	12/07/2012	Thu
2nd Summer Semester		
Beginning of classes, and Add & Drop period, Late registration	15/07/2012	Sun
End of Add & Drop period	16/07/2012	Mon
Midterm exams	24/07 - 25/07/2012	Tue - Wed
Deadline for dropping courses without academic penalty	26/07/2012	Thu
Make up of midterm incomplete exam	31/07/2012	Tue
Final exams	05/08 - 06/08/2012	Sun - Mon
Announcement of grades, End of 2nd Summer semester	09/08/2012	Thu
End of internship	09/08/2012	Thu

DIRECTORY

College / Department	Name / Title	Telephone (Direct)	Fax	Email
Office of the President	M. Omar Hefni, President	2072616	2242151	ohefni@ud.ac.ae
Academic Affairs	Prof. Ananth Rao, Chief Academic Officer	2072618	2072727	arao@ud.ac.ae
College of Business Administration (UDCBA)	Prof. Mohamed Ibrahim, Dean	2072605	2242670	mibrahim@ud.ac.ae
Department of Management	Dr. Washika Saheem	2072718	2242670	wsaheem@ud.ac.ae
Department of Marketing & Supply Chain Logistics	Dr. Rahim Hussain, Chair	2072699	2242670	rhussain@ud.ac.ae
Department of Finance & Banking	Dr. Reza Chowdhury, Chair	2072683	2242670	rchowdhury@ud.ac.ae
Department of Accounting	Dr. Attiea Marie, Chair	2072608	2242670	amarie@ud.ac.ae
Department of Economics & Statistics	Dr. Subaran Roy, Chair	2072664	2242670	sroy@ud.ac.ae
MBA Office	Dr. Timothy Campbell, Director	2225411 Ext. 401	2211570	tcampbell@ud.ac.ae
College of Information Technology (UDCIT)	Dr. Faouzi Kamoun, Dean	2072648	2232813	fkamoun@ud.ac.ae
General Undergraduate Curriculum Requirements (GUCR)	Dr. David Palmer, Director	2072636	2072727	dpalmer@ud.ac.ae
Center for Management & Professional Development (CMPD)	Usha Kaul, Director	2072706	2072727	ukaul@ud.ac.ae
Admission & Registration Department	Mohammed El Moshneb, Registrar & Director	2072621	2219337	mmoshneb@ud.ac.ae
Admission & Registration Department	Adel Osman, Head, Registration	2072626	2219337	aosman@ud.ac.ae
Admission & Registration Department	Mohammed Yaseen, Head, Admission	2072632	2219337	myaseen@ud.ac.ae
Student and Alumni Affairs	Amina El Marzak, Director	2072671	2233944	amarzak@ud.ac.ae
Internship & Career Development Center	Redempta San Jose, Head	2072662	2233944	rsanjose@ud.ac.ae

College / Department	Name / Title	Telephone (Direct)	Fax	Email
Department of Student Services	Ahmed Fares, Head	2072631	2233944	afares@ud.ac.ae
Department of Student Services	Farah Alshaibani, Coordinator	2072674	2233944	falshaibani@ud.ac.ae
Department of Student Services	Laly Mathai, Nurse	2072687	2233944	lmathai@ud.ac.ae
Library & Learning Resources Center	Ali Amour, Chief Librarian	2072789	2072727	aamour@ud.ac.ae
Information Technology Services	Alfred Keddy, Manager	2072607	2072727	alfred@ud.ac.ae
Institutional Effectiveness	Dr. Mahmoud Abdelbaky, Director (Acting)	2072622	2072727	mabdelbaky@ud.ac.ae
Reports and Publications Control	Justina Cardozo, Head	2072644	2072727	jcardozo@ud.ac.ae
Finance & Administration Department	Arthur Keown, Director	2072614	2072727	akeown@ud.ac.ae
Human Resources	Mohamed Fawzi, Manager	2072721	2072727	mfawzi@ud.ac.ae
Accounts Department	Mohamed Farook, Senior Accountant	2072627	2072727	mfarook@ud.ac.ae
Procurement Services	Ammar Khalid, Head	2072777	2219341	akhalid@ud.ac.ae
Confucius Institute (Chinese Language Classes)	Mohayeedin Ma Xuezhong, Director	2072775	-	mxuezhong@ud.ac.ae

UD Reception Desk: UD Security Desk:	Tel: +971-4-2242472 Tel: +971-4-2072695	Fax: +971-4-2242151
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Administrative Hours:

Sunday to Thursday, 7:30 AM - 4:00 PM

Classes Offered:

Saturday to Thursday

Assistance for evening students:

5th floor reception, MSUD Bldg.: 4:00 PM – 7:00 PM (Ext. 600)

P.O. Box 14143, Dubai, United Arab Emirates

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