



جامعة دبي
UNIVERSITY of DUBAI

an initiative by the مبادرة من
غرفة دبي
DUBAI CHAMBER

LLM Catalog 2017-2018

University of Dubai Po Box 14143
Dubai Academic City

President's Message

Dear Students,

On behalf of the University of Dubai, I would like to welcome you to the new edition of the LLM Catalog.

As you all know, the University of Dubai (UD) was established in 1997 by Dubai Chamber of Commerce & Industry (DCCI). The main idea behind this was to establish an academic institution that will serve the business community in delivering state-of-the-art educational disciplines, human capital development and consultancy.

As a business professional, embarking on a LLM program is an important career decision, and one that can produce the maximum return for you. However, the key is finding the right program at the right time and committing yourself fully to it.



This commitment to deliver international educational standards has led UD to take strong and stable steps to enhance the pedagogical capabilities of the University by recruiting highly qualified faculty and benchmarking its curricula with international higher education institutions and universities in order to guarantee a high quality of education producing high caliber graduates. UD is a student-centric institution which focuses on students and students only.

The new campus facility will represent a major step towards achieving UD's excellence in campus design, construction and location as well as continued excellence in student outcomes, faculty quality and curricula. As the president of the University, and being student-centric, I therefore do everything possible to ensure the students are satisfied with their learning experience and that they get value for the money they invested in undertaking a LLM degree with us.

Finally, I'm glad to be a part of this renowned academic institution and hope to achieve the highest standards of education in the country. You, the UD students, will remain the focus of our endeavors and your quality assured educational outcomes will be our objectives. UD has a strong student advising system in place to assist you in resolving any issues faced during your entire period of study up to graduation. Feel free to contact your academic advisor for any assistance required.

We will work with you to reach your goals and thus achieve the mega goal of our country.

I wish you a successful year 2017-18!

Dr. Eesa M. Bastaki
President, University of Dubai

University of Dubai Board of Trustees

The University of Dubai is supported by the Dubai Chamber of Commerce and Industry. The Ruler's Court of Dubai appoints the Board of Directors of the Dubai Chamber. The Board of Trustees of the University of Dubai is drawn from the Dubai Chamber's Board of Directors. The UD Board of Trustees is responsible for determining the strategic objectives and necessary funding for the University. It considers and monitors proposals from UD for all aspects of strategy, academic portfolios, development, policymaking, regulations and funding to support students and staff.

The President of UD is appointed by the University of Dubai's Board of Trustees to perform the role of chief executive, with day-to-day operational management responsibility, and reports to the Board. The organizational structure of the University of Dubai is designed to provide clear lines of responsibility for academic support, and maintain simple, straightforward channels of communication across the organization. Minimized layers of management, teamwork, resource sharing and a strong delegation of authority are characteristics of the organization.

The Dubai Chamber has supported UD, encouraged international accreditation, and helped in the accomplishment of various outcomes. This support has been a key factor in the continuing, successful relationship between UD and the Dubai Chamber, which will help UD in positioning itself to fulfill its new vision.



Majid Hamad Al Shamsi

Chairman of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He is also the Managing Director of Hamad Rahma Abdulla Al Shamsi General Trading.



Dr. Raja Al Gurg

Vice Chairperson of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. She is also the Managing Director of the Easa Saleh Al Gurg Group, the President of Dubai Business Women's Council, the Deputy Chairperson of the Dubai Medical Authority and a Board member of the Dubai Women's Association.



Hamad Buamim

Member of University of Dubai Board of Trustees and Director General of Dubai Chamber of Commerce and Industry since November 2006. He also serves as the Deputy Chairman of the World Chambers Federation - ICC in Paris. Buamim is also the Chairman of National General Insurance (PJSC), member of the Board of Directors of the UAE Central Bank and Dubai World.



Faisal Juma Kalfan Belhouli

Member of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He also chairs the boards of UAE Private Hospitals Council, the UAE Private Schools Councils and the Pharmaceutical and Healthcare Equipment Business Group in the Dubai Chamber of Commerce and Industry.



Dr. Khaled Mohammed Al-Khazraji

Member of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He is also Partner and CEO of the Al Kawthar Investment LLC and sits on the boards of various consultancies in the academic, governmental and private sectors such as the Majid Al Futtaim Group.



Mohammad Ahmad Mohammad Al Murr Al Falasi

Member of University of Dubai Board of Trustees and head of the Dubai Cultural Council, recently reorganized as the Dubai Culture & Arts Authority. He is also a writer and has published over 15 volumes of short stories and has had two collections translated into English: Dubai Tales and The Wink of the Mona Lisa.



Dr. Ahmed Khaspani Al Mutawa

Member of University of Dubai Board of Trustees and respected academic professional. He received his Ph.D. in Economics (with Distinction), from Georgetown University in Washington, D.C. and as a professor, held the position of Chairman of the Economics Department and Deputy Vice Chancellor for Planning (DVCP) at United Arab Emirates University.



Dr. Abdulrahman A. Al-Awar

Member of University of Dubai Board of Trustees and the Director-General of the Federal Authority for Government Human Resources (FAHR). Dr. Al-Awar is also a board member of The National Human Resource Development and Employment Authority (TANMIA) and Emirate National Oil Company (ENOC) and has over 15 years of experience in executive roles in the public and private sectors.



Abdul Jalil Yousuf Darwish

Member of the University of Dubai Board of Trustees and Treasurer of Dubai Chamber of Commerce and Industry Executive Board. Mr. Abdul Jaspanl Yousuf Darwish is a professional banker and a business entrepreneur who has served as Chief Executive Officer of HSBC Bank Middle East Ltd and Deputy Chairman of the Emirates Institute for Banking and Financial Studies.



MESSAGE FROM THE PROGRAM DIRECTOR OF COLLEGE OF LAW

Dear Students,

Greetings from University of Dubai (UD) College of Law (COL)!

It is with great pleasure that I welcome you to the College of Law, University of Dubai. Keeping to the vision of the University to be a world-class institution in Dubai for education and research, I am happy to announce the shifting of the College of Law to the state-of-the-art building in the vibrant and dynamic Academic City, Dubai.



Presently, our courses help to create the necessary legal acumen to support the commercial growth envisioned for Dubai. Undoubtedly, a successful completion of the LLM program can offer students with better career prospects.

Pursuing this vision, the College plans to add innovative and industry focused courses in the coming years. Further, we have revamped our teaching staff with research potential and industry experience.

Thus, I welcome you all to the College of Law, University of Dubai and wish you a successful study program.

With warm regards,

Dr. Mohammad Rababa
Acting Program Director
College of Law

LLM Academic Calendar 2017-18 (52 Weeks)

Term 1			
Month	FROM	TO	EVENT/s
September	Sat, 09 September, 2017	Thu, 14 September, 2017	First day of classes, late registration(late fee applies)-add/drop week till 14 Sep ends at 5pm.
	Sat, 23 September, 2017	Thu, 28 September, 2017	September 2, Hijri New Year*
November	Sat, 25 November, 2017	Sat, 25 November, 2017	30 November deadline to withdraw without a grade penalty 5pm (no refund) 30 November Martyrs' Day
December	Sat, 9 December, 2017	Thu, 14 December, 2017	Examination period & announcements of grades December 11, Prophet Mohammed's Birthday*
	Sat, 16 December, 2017	Thu, 21 December, 2017	winter break w1
	Sat, 23 December, 2017	Thu, 28 December, 2017	winter break w2
	Sat, 30 December, 2017	Thu, 04 January, 2018	winter break w3
Term 2			
January	Sat, 6 January, 2018	Thu, 11 January, 2018	First day of classes, late registration(late fee applies)-add/drop week till 12 Jan ends at 5pm
March	Sat, 3 March, 2018	Thu, 8 March, 2018	8 March deadline to withdraw without a grade penalty 5pm (no refund)
	Sat, 17 March, 2018	Thu, 22 March, 2018	Examination period and announcements of grades
	Sat, 24 March, 2018	Thu, 29 March, 2018	Spring Break W1
	Sat, 31 March, 2018	Thu, 5 April, 2018	Spring Break W2
Term 3			
April	Sat, 7 April, 2018	Thu, 12 April, 2018	First day of classes, late registration(late fee applies)-add/drop week till 12 April ends at 5pm
May	Sat, 12 May, 2018	Thu, 17 May, 2018	16 May, Ramadan Expected
June	Sat, 9 June, 2018	Thu, 14 June, 2018	13 June deadline to withdraw from a course without a grade penalty 5pm (no refund)
	Sat, 23 June, 2018	Thu, 28 June, 2018	Examination period and announcements of grades
Term 4 - Thesis			
June	Sat, 230 June, 2018	Thu, 05 July, 2018	First day of classes, late registration(late fee applies)-add/drop week till 05 July ends at 5pm
August	Sat, 11 August, 2018	Thu, 16 August, 2018	August 11 staff and faculty members report to work members report to work
September	Sat, 1 September, 2018	Thu, 6 September, 2018	Examination period and announcement of grades
Academic Year 18-19			
September	Sat, 8 September, 2018	Thu, 13 September, 2018	New Academic Year

*Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calendar. In the event of loss of teaching days due to unscheduled closings, makeup classes should be arranged.

Directory

Department	Telephone	Email
Admissions/Enrollment	04 556 6871	halmaaini@ud.ac.ae
College of Engineering and IT	04 556 6932	elcompahinay@ud.ac.ae
Dubai Business School	04 556 6926	mbiscuitwala@ud.ac.ae
Finance	04 556 6840	mfarook@ud.ac.ae
General Undergraduate Curriculum Requirement (GUCR)	04 556 6965	lashok@ud.ac.ae
Health Center	04 556 6823	lmathai@ud.ac.ae
Human Resources & Public Relations	04 556 6861	nhaja@ud.ac.ae
Information Technology	04 556 6888	nasser@ud.ac.ae
Institutional Effectiveness	04 556 6810	neljeshi@ud.ac.ae
International Exchange	04 556 6821	rsanjose@ud.ac.ae
Library	04 556 6830	aamour@ud.ac.ae
Marketing Department	04 556 6870	hbeaini@ud.ac.ae
Provost	04 556 6902	ggachino@ud.ac.ae
Procurement Services	04 556 6890	akhalid@ud.ac.ae
Registrar	04 556 6850	bzabalawi@ud.ac.ae
Research and Graduate Studies	04 556 6953	mnoufal@ud.ac.ae
Student and Alumni Affairs / Career Services	04 556 6820	amarzak@ud.ac.ae
Emergency Numbers		
Security	04 556 6899	udsecurity@ud.ac.ae

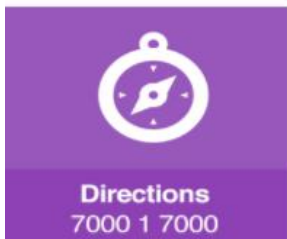
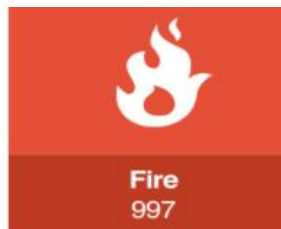
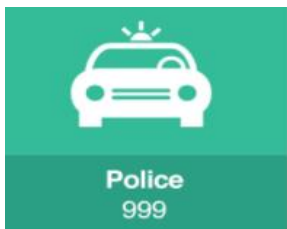


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University of Dubai (UD)

The University of Dubai (UD) was established in 1997 by the Dubai Chamber of Commerce and Industry to address the skills and qualifications gap in the workforce and to support the government's Emiratization initiative through human resource development programs in both the public and private sectors.

The year 2001 was a turning point in the history of the University - recognized then as Dubai University College - when the Ministry of Higher Education and Scientific Research accredited the Bachelor of Business Administration (BBA) and the Bachelor of Science (BS) in Computing and Information Systems degree programs. In June 2006, H.H. Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and the Ruler of Dubai, approved the name change from Dubai University College to University of Dubai.

This name change indicates the strategic importance assigned to the University by the Ruler of Dubai, and underlines the University's mandate to promote quality tertiary education in both Dubai and the UAE in general.

The University of Dubai (UD) is a fully owned subsidiary of Dubai Chamber of Commerce and Industry (DCCI). The DCCI has continuously supported the UD in every stage of its development as well as its international academic accreditation. To support educational development in Dubai consistent with the Dubai Vision 2020, His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and the Ruler of Dubai, granted UD in June 2006 a three (3) million square feet plot of land in the Academic City to build its new campus. The Ruler also chose the design for the new campus (through international competition). DCCI granted 200 million dirhams (around US\$ 54 million) to construct the new campus. The new campus is about 20 kilometers from the current UD's location. The operations from old campus at Maktoum Street and DCCI were shifted to the new campus in Academic City from Dec'2015.

University of Dubai has three Colleges, Dubai Business School (DBS), College of Engineering & Information Technology (CEIT) and College of Law (COL).

The Dubai Business School offers:

- (a) Bachelors of Business Administration (BBA)-AACSB accredited
- (b) Masters of Business Administration (MBA) and Doctor of Philosophy (PhD)-AACSB accredited

The CEIT offers:

- (c) Bachelor of Science (BS) degree in Computing & Information Systems (CIS) (accredited by ABET).
- (d) Bachelor of Science in Electrical Engineering (to commence in Academic Year 2017-18)

Vision Statement

To be a world-class institution in Dubai in education, research and innovation for the betterment and prosperity of people.

Mission Statement

Realizing our vision will require University of Dubai to be ranked one among top 100 universities worldwide before 2025 to:

1. Serve the educational needs of diverse undergraduates, postgraduates and professionals.
2. Produce high caliber **graduates**.
3. Provide education based on **international standards**.
4. Provide a stimulating **educational environment** to prepare future leaders.
5. Engage faculty in **applied research** focused mainly on the economic development of Middle East & Africa (MEA) Region.

The Mission is accomplished through five strategic goals:

1. Streamline UD Governance for **innovation** and being **student** centric;
2. Enhance IT **infrastructure** for effective student learning;
3. Enhance marketing & communication for effective UD **branding**;
4. Expand **faculty and staff** resources, energize basic & applied **research** and promote **entrepreneurship**; and
5. Expand **community** (including alumni) relationships.



College of Law (COL)

Being accomplished in today's conglomerate business environment requires a broad set of professional capabilities, which in today's world also include legal skills. These skills are currently becoming increasingly important for people with technical backgrounds. Leaders with business, engineering, and medical backgrounds interact with law and legal professionals on a regular basis. They are called upon to negotiate a myriad of legal and regulatory structures to move products through the development life cycle, to address compliance requirements, and to maximize ownership of intellectual property – all of these processes bear directly on the success of their enterprises. The issue of how professional organizations and academic programs educate current and future law professionals to meet these demands has become critical. Not only does an organization want to know the best ways to practice its business efficiently and effectively, it also wants to know how to execute law practices that are best in class.

It is this goal that has had all UD stakeholders admit that introduction of an LLM degree at UD COL in English with a diverse curriculum will address the vacuum in availability of international standard of high profile lawyers and fill the gap by creating a law program that is fully integrated with business education and take advantage of its close relationship with the Dubai Arbitration Center at the Dubai Chamber of Commerce and with the Dubai International Financial Centre.

As one of handful of world hubs for banking, shipping and other commercial activities, Dubai and the UAE are uniquely positioned to influence world's economy. Dubai in particular occupies a position as an important player in international trade and commerce, strengthening the economy and reputation of the UAE in the world scene. It is of critical importance that the citizens and residents of Dubai and the UAE are educationally prepared and able to lead the business and legal activities that affect world commerce. Legal training is a foundation skill and knowledge base for that leadership.

The COL offered MS in Laws have specialty degree tracks that have been built around a well-designed curriculum that would serve the needs of legal professionals and legally trained business professions in leading Dubai's and UAE's economic development. It offers highly specialty instruction to legally trained professionals who are in a position to assume leadership roles in the local and international economy.

The College of Law (COL) currently offers a Master of Laws (LLM) with majors in:

- (a) Arbitration & Dispute Resolution and (b) Financial Crimes & Money Laundering

College of Law Vision

To be the leading legal educational institution in the UAE.

College of Law Mission

The vision statement above is accomplished by:

1. Be a leading English language grade legal education institution in the UAE, offering a range of subject specialty LLM degree that prepare graduates for increased responsibility in the organizations.
2. Offer advanced legal training, with instruction in English language.
3. Prepare citizens and residents of the UAE for greater leadership roles in specialized law, expanding the influence of UAE in the global economy.
4. Educate legal professionals using a variety of teaching methods including theory and application of skills.
5. Strengthen student and faculty collaboration between COL and society for lifelong, self-directed learning through research and consultancy, management and professional development services as dictated by the dynamic business environment.

College Advisory Board (CAB)

A College Advisory Board (CAB), formerly referred to as Business Advisory Council (BAC), is a group of corporate, academic and professional leaders who are dynamic and result-driven. They are committed to support UD's academic and non-academic programs. In the process, CAB affiliates would also benefit, thus there is a mutual win-win for both UD and CAB.

Mission:

The CAB is a reflection of the College's dedication to establish and maintain partnerships with the business community to expand the horizon of quality management education in the UAE in particular and Middle East Africa and Asia Region in general. The mission is served through the following:

1. Periodically align UD curriculum (both undergraduate and graduate) to be relevant and current to the industry through innovation.
2. Promote UD Centre of Research and Consultancy (CRC) activities with focus on:
 - a) Impact to the community by engaging them in various initiatives
 - b) Generate revenue to the UD-CRC and CAB affiliates
 - c) Build quality reputation to UD and CAB affiliates
3. Support UD's non-academic programs delivered through Centre for Executive Development (CED).

Institutional Governance

The University of Dubai is supported by the Dubai Chamber of Commerce and Industry. The Ruler's Court of Dubai appoints the Board of Directors of the Dubai Chamber. The Board of Trustees (BOT) of the University of Dubai is drawn from the Dubai Chamber's Board of Directors. The UD BOT is responsible for determining the strategic objectives and necessary funding for the University. It considers and monitors proposals from UD for all aspects of strategy, academic portfolios, development, policymaking, regulations and funding to support students and staff.

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The current organizational structure of UD and the College of Law (COL) is shown in the attached sheet. The LLM is offered by the Graduate Program unit of COL since Sep' 2013. The Acting Program Director (LLM) has the responsibility for the LLM degree program at UD, supported by the faculty within the COL for improving curricula, encouraging research, and facilitating student career placements for the LLM student graduates.

Government Regulations - UAE Ministry of Education (MOE)

In the UAE the authority to license non-federal educational institutions to grant degrees and other academic awards, and to accredit the programs of all institutions, rests with the Commission for Academic Accreditation (CAA) within the Ministry of Education (MOE). UD recognizes that it is bound by the applicable laws and regulations of the UAE and ensures compliance with the same. The institute also gives due respect to cultural, historical, architectural, and ethical contexts of the United Arab Emirates.

UD Licensure and Accreditation Information

University of Dubai located in the Emirate of Dubai, is officially Licensed in the UAE by the Ministry of Education (MOE/CAA) and internationally by the Association to Advance Collegiate Schools of Business (AACSB) International.

- **UAE Ministry of Education (MOE)**

All UD programs are accredited by the Commission for Academic Accreditation (CAA), Ministry of Education (MOE):



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

- **AACSB International, USA**

Dubai Business School is accredited by the Association to Advance Collegiate Schools of business (AACSB) international. AACSB accreditation is the hallmark of excellence in business education and has been earned by less than 5% of the world's business schools.



- **CAC-ABET Accreditation, USA**

The Bachelor of Science in computing and information Systems (BS-CIS) program is accredited by the computing and Accreditation commission (CAC) of the Accreditation board for Engineering and technology (ABET). (www.abet.org).



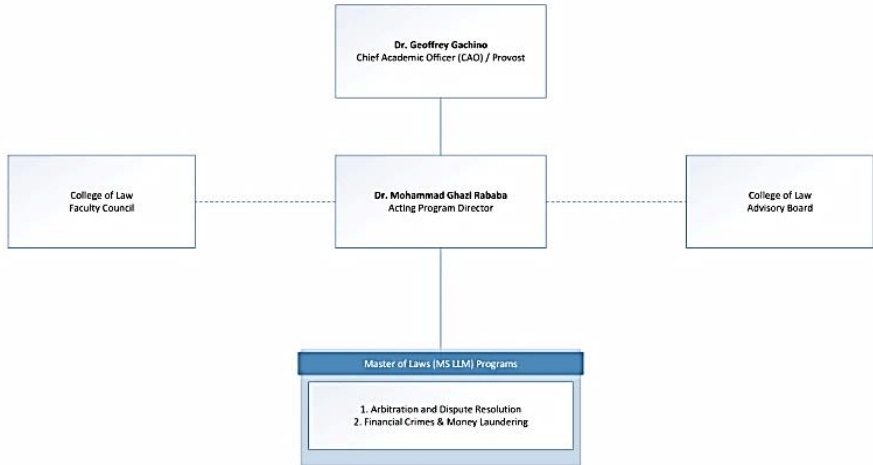
International Partnerships

UD has partnership arrangements with the following internationally accredited (AACSB/ABET/EQUIS) US/ European universities for student internship, faculty exchange, collaborative research and executive education:

- Erasmus University, Netherlands
- Maastricht School of Business and Economics, Netherlands
- NEOMA Business School, France
- Montpellier Business School, France
- Grenoble École de Management in France
- ICHEC Brussels Management School, Belgium
- Hamburg School of Business Administration, Germany
- University of Messina, Italy
- Solbridge Business School, Woosung University, Korea
- University of New South Wales, Australia
- University of North Florida, USA
- National Sun Yat Sen University, Taiwan
- Nova School of Business and Economics, Universidade Nova De Lisboa Lisbon Portugal
- Universidade Catolica Lisbon, Portugal
- Korea University School of Law, Korea
- Renmin University, China



Organization Structure- College of Law



LLM Program and Concentrations

The LLM program at UD has been designed to prepare graduates for successful careers in both legal and non-legal organizations. The program will enhance critical thinking, increase oral and written communication skills as well as English language skills, improve decision-making in a rapidly-changing global environment, and reinforce the application of knowledge and skills in the area of problem-solving.

The LLM has two unique concentrations in order to meet the need for professionals in these areas. Moreover, the program has been designed to permit the admission of students with any undergraduate degree from an accredited University who meet the necessary criteria.

Academic Terminology

Credit Hour (CH): The value assigned each course depending upon the length of time it meets during a week.

Major/Concentration: A major/concentration (or emphasis) is a block of courses that are more similar to one another than to others in the degree program. Concentrations may be recorded on the transcript.

Program Goals/Objectives

The educational objectives of LLM Program are classified into 2 categories: General Program Objectives (i.e., common to all tracks) and track specific objectives.

A. Goals/Objectives Related to Transferable Skills, Values and Attitudes

These are common across LLM core courses. At the end of LLM program, the student is expected to accomplish the following objectives:

1. **Think critically, analytically and communicate effectively** in English as a legally trained professional by preparing, presenting, arguing and pursuing the point of view/ case logically.
2. **Work in and lead** dynamic international and UAE organizations in solving social and economic legal issues/ situations in specific legal fields.
3. **Apply** written and oral communication skills in pursuit of legal professional goals.

B. Goals/Objectives common to each of the nine LLM tracks

4. **Develop** local/global perspective and adapt to dynamic international and UAE cultural environments concerning social and economic development of UAE.
5. **Adapt, apply and analyze specialized law knowledge to improve** the business environment and **Assist** the UAE in social and economic development.

These general and specific LLM track objectives are accomplished through the following specific skills in the academic courses detailed in the respective course syllabi.

1. **Professional skills:** Legal research and writing skills necessary to accomplish subject specialties.
2. **Formulating business policy skills and using dispute resolution techniques:** Capitalizing on the UD emphasis on mediation and arbitration through DCCI and Dubai International Arbitration Centre.
3. **Networking skills:** available through DCCI and related organizations such as International Chamber of Commerce (ICC) and Chartered Institute of Arbitration.
4. **Motivational and Leadership skills:** Understanding the dynamics of working in teams, building commitment, involving others, creating efficiency, productivity and satisfaction in teamwork.
5. **Organizational skills:** Managing time, scheduling work (one's own and others), designing systems and action plans.
6. **Communication skills:** Speaking and writing in English, having a viewpoint and being able to get it across in a way that is clear, crisp and concise.

7. **Critical thinking skills:** Analyzing, solving problems, generalizing, questioning, and managing uncertainty.
8. **Abstract thinking and adaptability:** Understanding how to drill down the most essential elements from a complex problem and determine frameworks or action plans for solving those problems.
9. **Ability to be a continuous learner, and trainer of others:** Knowing how to learn on an ongoing basis, how to/where to gather the right information. Specifically, students will exhibit language skills, computational skills, analytically skills and interpersonal skills.
10. **Ethical awareness:** Understanding the practical, legal and ethical implications of the spirit of the law and the letter of the law, understanding one’s ethical responsibilities and the consequences of possible decisions.
11. **Responsible Lawyer’s Education:** Recognition of lawyer’s responsibility towards society and the environment.

The curriculum is divided into two parts: a general, core curriculum that will be taken by all LLM students, and then a set of courses focusing on a series of specialties or tracks. All students will prepare a thesis or legal research project, a significant writing project based on independent legal research and analysis. Thirty-six credits are required for the award of LLM, consistent with the large majority of American LLM degree programs.

Program Duration & Terms

1. LLM Degree duration (minimum duration) is as in Table 5.2 below:

Table 5.2 Program duration and terms of UD LLM

Program	No of terms to complete	Total CH	Duration
LLM with Arbitration & Dispute Resolution	4 Terms	36 CH	*12 Months
LLM with Financial Crimes & Money Laundering	4 Terms	36 CH	*12 Months
LLM with Specialization and Pre-LLM courses	6 Terms	36 CH	*18 Months

- Program duration completion is subject to availability of the courses / graduation plan.
2. In addition, Pre-LLM students may take up to two (2) terms to do the following 4 pre-LLM courses
 3. The maximum period of study may not exceed five (5) years (no exception is made beyond five years); otherwise the student will be expelled from the program.
 4. For students transferring to UD or changing their major/degree, the number of terms achieved will be one term for every nine (9) credit hours counted towards the academic plan.
 5. The period of “Registration Hold” is NOT included in the aforementioned periods.

The LLM Program

Program Concentrations

The College of Laws offers an LLM with two double majors and also gives students the option to earn an LLM with dual concentrations by combining any two majors.

- Arbitration & Dispute Resolution
- Financial Crimes & Money Laundering

Program Structure & Course Sequence

Each student must choose a specialty/track focus, to be pursued after the core requirements are completed. Each specialty/track includes at least one practice-oriented class, marked with an (*), that will require a team project, in addition to in-class drafting exercises, several writing exercises, or application of other legal skills. Table shows the LLM curriculum, which comprises of six (6) core courses. There are two (2) tracks or specialties each having four (4) specialty courses of 3CH each followed by a thesis/action research project of 6CH. Thus each track comprises of 18 CH. In total, the LLM candidate has to complete 36 CH or 11 courses (6 core courses + 4 specialization courses + 1 thesis) for the award of LLM degree.

To summarize LLM students thus complete:

SN	Double Major Requirement	CH
1	6 Core Course Requirement	18CH
2	4 Specialized courses	12CH
3	Thesis	6CH
Total		36CH

The Core courses include:

SN	Course Code	College of Law Structure	Pre-requisite	CH
1	LLM 600	Legal Research and Writing Skills	-	3
2	LLM 610	Legal Systems	-	3
3	LLM 620	Management of Legal Resources	-	3
4	LLM 635	Corporate Law	-	3
5	LLM 645	International Business Transactions	-	3
6	LLM 650	Arbitration and Litigation-Principles & Practices	-	3
Total CH				18

The course description of each of the above courses are provided in the section 6.2.3.

The Specialization

Arbitration & Dispute Resolution (ADR)

The set of 4 specialization courses that constitute the specialization is as below:

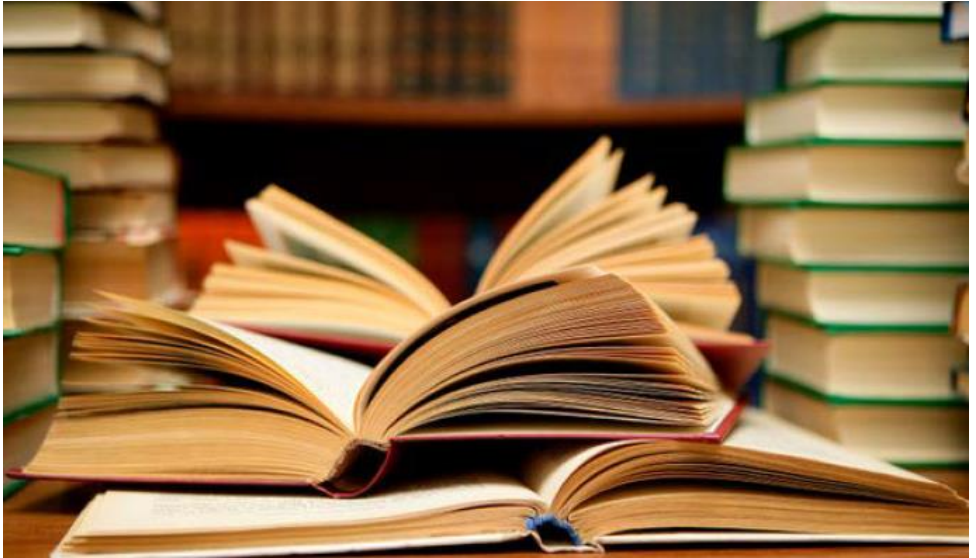
Course Code	Arbitration & Dispute Resolution (ADR)	CH
ADR 700	Arbitration Law	3
ADR 710	Advanced Arbitration Law	3
ADR 720	Negotiation	3
ADR 730	Alternative Dispute Resolution	3
ADR 740	Thesis (<i>To be taken in the last term</i>)	6

Financial Crimes & Money Laundering (FCML)

The set of 4 specialization courses that constitute the specialization is as below:

Course Code	Financial Crimes & Money Laundering (FCML)	CH
FCML 700	Bribery & Corruption	3
FCML 710	Money Laundering	3
FCML 720	Competition Law	3
FCML 730	Financial Crimes and Governance, Compliance & Assurance	3
FCML 740	Thesis (<i>To be taken in the last term</i>)	6

The course description of each of the 6 courses are provided in the section 6.2.4.



LLM Core Courses Description

LLM 600: LEGAL RESEARCH AND WRITING SKILLS

The Legal Research and Writing Skills is a core element of the LLM program. The emphasis of this module is firstly on the development of research techniques and the development of key analytical and rhetorical techniques necessary for independent work at postgraduate level. Secondly, this module also focuses on students writing skills from a legal practice perspective. It is sufficiently general that students from a variety of backgrounds with a diverse range of postgraduate aims will benefit. At the same time, it is sufficiently specific so that a number of the key issues involved in advanced research skills and methods are addressed. This course uses key terms and facts in legal research such as legislation, treaties, the UAE Civil Code, and identifies issues for legal research using analytical tools such as case law and briefings. This course will also address principles of citation, referencing, literature review, research methodologies (empirical, economic, comparative, analytical, descriptive and other approaches relevant to high quality legal research). The coverage includes updating and validating the research, writing the research report, and presentation of research findings.

LLM 610: LEGAL SYSTEMS

This course provides a comparative introduction to common law (used in DIFC), civil law, and international law, mainly from a contractual perspective. As the United Arab Emirates and neighboring GCC countries integrate more closely into the global economy, lawyers, legal consultants and other legal professionals (many of whom received training in the civil law systems prevailing in continental Europe and the Arabic-speaking countries) increasingly find themselves interacting with the common-law legal system that is used in the UK, the United States and other English-speaking countries. Closer to home, a 2011 Dubai law granted expanded jurisdiction to the DIFC Court – a court that operates according to common-law procedures and doctrines. Because the DIFC Court is now permitted to hear cases brought by parties outside the DIFC, lawyers in the Gulf region need to be prepared to advise their clients about whether to choose DIFC Court jurisdiction and need to be ready to handle cases arising in the DIFC Court.

LLM 620: MANAGEMENT OF LEGAL RESOURCES

This course provides future business owners, entrepreneurs, executives, managers, lawyers and students intending to enter the workforce with an introduction to the law of the workplace. The course provides for an examination of the various employment laws with which businesses located in United Arab Emirates (UAE) must comply and the legal rights and responsibilities of employees and employers. It aims at enabling students to identify solutions and/or avoid workers disputes in the workplace. The course also includes comparisons with US and UK employment laws. The course explains the legal aspects of human resources by focusing on the three basic stages of the employment life cycle: hiring, managing and terminating. The emphasis is on laws and regulations concerning the hiring process; equal employment opportunity with respect to discrimination and harassment because of some specific employee's characteristics protected by workplace laws; workplace security and privacy including occupational health and safety; the regulatory environment referring to workers' compensation, unemployment compensation and minimum wage laws; labor relations, collective bargaining and dispute resolutions; termination of employment and severance pay; special employment requirements for UAE expatriates.

LLM 635: CORPORATE LAW

The course examines business structures and provides an overview of basic corporations law including the formation of companies especially under UAE and DIFC laws and consequences of incorporation; company internal rules; management and contracting; governance including membership, meetings and directors duties, shareholders remedies, accounts and financial reporting and audit, corporate litigation and regulation, liquidation and bankruptcy; external administration of companies; and UAE regional and international corporate governance standards, ethics and corporate social responsibility.

LLM 645: INTERNATIONAL BUSINESS TRANSACTIONS

This course is intended to prepare students to represent clients in a variety of business transactions that contain international elements. The emphasis is on the formation and enforcement of agreements between private commercial parties and on the anticipation and recognition of issues that are peculiar to, or are especially prevalent in, international business. The course follows a sequence of increasingly complex transactions, from the isolated purchase and sale of goods, through sales through distributors and licensing, to foreign direct investment. Topics include: the formation of the basic commercial transaction; financing the international sale of goods; agency and distributorships; licensing of intellectual property; establishing and operating a foreign investment; and dispute settlement.

LLM 650: ARBITRATION AND LITIGATION – PRINCIPLES & PRACTICES

The course deals with principles and practices of litigation and arbitration. Attention will be paid to the laws in the UAE, (international) commercial disputes, recognition and enforcement of foreign judgments and arbitral awards, the Brussels and Lugano Conventions, the Brussels Regulation, the New York Convention, Amman Convention and Riyadh Convention. There is also attention for hierarchy of the court systems and the free zone areas: with a focus on Jebel Ali Free Zone and Dubai International Financial Centre.

LLM Specialized Course Description - Concentration Courses

Arbitration & Dispute Resolution (ADR)

ADR 700 ARBITRATION LAW

The course discusses the arbitral process starting from the role of arbitration rules, and the importance of applicable law choice, to the enforcement and challenge proceedings, the federal laws on international arbitration and the relationship between local courts and arbitration tribunals and institutions, indicating the degree of support the local courts express towards arbitration through their judgments, and the role of DIAC.

ADR 710 ADVANCED ARBITRATION LAW

This advanced course focuses in more detail on some key elements of arbitration. Topics that will be discussed are confidentiality of arbitral proceedings, challenge and disqualification of arbitrators, choosing an Arbitral Institution, provisional measures in arbitration, multiparty and multi-contract issues in arbitration, annulment, challenge, enforcement and revision of arbitral awards and the New York Convention. Practical experience is an important part of this course and therefore it also includes detailed attention for the drafting of an effective arbitration agreement, for the drafting of an award as well as moot court sessions.

ADR 720 NEGOTIATION

The purpose of this course is to improve students' negotiation skills. Its premise is that to be effective, legal experts must possess both strong analytical skills to identify solutions to problems and a broad array of negotiation skills to empower acceptance of those solutions. This course covers these skills.

ADR 730 ALTERNATIVE DISPUTE RESOLUTION

The course discusses alternative dispute resolution techniques. The course includes detailed attention for the drafting of effective alternative dispute resolution clauses as well as moot court sessions.

Financial Crimes & Money Laundering (FCML)

FCML 700 BRIBERY & CORRUPTION

The course deals with the concepts of bribery and corruption. The coverage includes UAE commercial and criminal regulations, UAE-specific issues in commercial contracts, and comparative study on UAE versus US, UK and EU regimes.

FCML 710 MONEY LAUNDERING

This course deals with the UAE legislation (Federal and DIFC), US and UK legislation on money laundering and the impact of regulations on money laundering. The coverage also includes the Middle East and North Africa financial action taskforce, the Vienna Convention, the Palermo Convention, the Merida Convention and the United Nations Model Legislation on Laundering, Confiscation and International Cooperation in relation to the proceeds of crime (1999).

FCML 720 COMPETITION LAW

This course deals with the new 2013 UAE Federal Competition Law. The coverage also includes (comparisons with) EU law and the international dimension of competition laws. Furthermore, the course pays attention to competition elements that are included in the other UAE Laws.

FCML 730 FINANCIAL CRIMES AND GOVERNANCE, COMPLIANCE & ASSURANCE

The purpose of this course is to expose students to concepts, strategies and best practices in governance, compliance and assurance in relation to financial crimes.

LLM Thesis – Specific for Each Track

The purpose is to provide applied learning experience through action-research project (ARP) in an organization. The course allows participants to draw on knowledge and comprehension of legal issues gained in the previous LLM courses. The course also provides an important link between the organization and the UD. As such, the thesis should reflect a need of the organization while meeting the perceived needs and interests of the individual students. Thus, the student is required to develop an action-oriented management report. The thesis must be of a rigorous academic/ professional standard.

Program Matrix 1 - Mapping of PO/PCO to the CLO aligned with the QFEmirates.

Please refer **Appendix I**

Admissions & Prerequisites

Graduate Admission Policy

Admission policies are clearly articulated so that they can be understood by applicants and implemented consistently by those making the decisions. Applicant information used for admission decisions should be gathered systematically and used consistently. Admission decisions depend on many factors, including accrediting agencies' requirements, societal factors such as the development of UAE nationals, student scholastic achievement, leadership experience, work record and other indices that may be related to academic and career success. The University follows its graduate admission policies in making admission decisions. Admission policies include all factors considered in entry decisions and should be accessed and understood by all participants in the entry process. Admission policies should result in:

- Student body that supports the achievement of the UD mission.
- Higher retention rates.
- Higher 12-21-month graduation rates.

Admissions Process

The goal of the admissions process is to admit students to the LLM program that shows a high promise of being successful. The Graduate Programs Office accepts applications during the four terms (September, January, April, and July) of the academic year for graduate programs offered at UD.

An applicant must provide the following documents for admission:

1. Completed application form.
2. Original bachelor's Degree certificate or certified equivalent approved by the UAE Ministry of Education (MOE).
3. Copy of a valid passport.
4. Four recent passport-size photographs (in color) or in JPEG format file.
5. TOEFL/IELTS or equivalent certificate in original based on item III Admission Criteria.
6. Pay admission fee per current fee structure (non-refundable, includes Student ID Card).
7. Pay a one-time technology fee per current fee structure.

The application form for any of the graduate program may be completed online through the website www.ud.ac.ae

Admissions Criteria

A. Regular Admission Requirements for the Graduate (LLM) Program

1. Completion of a recognized baccalaureate degree in a discipline appropriate for the LLM degree. A Higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to the LLM program.
2. A minimum cumulative GPA of 3.0 on a 4.0 scale or its established equivalent, in the applicant's baccalaureate degree program in the related area.
3. A minimum TOEFL score of 550 (CBT 213, iBT 79-80) or IELTS 6.0 overall or another standardized, internationally recognized test that is approved by the Commission. The test scores submitted must be valid (not more than two years). Students who provided required English official scores (which are documented in the official transcript) during their Bachelor degree need not provide additional English scores. However, as an exception to this requirement, an applicant with an undergraduate qualification from an English-medium institution will be exempted from this requirement given that he/she provides evidence of acquiring a minimum score of TOEFL 500 on the Paper-Based test (iBT 61), or its equivalent at the time of admission to the undergraduate program.
UD TOEFL code is 8239 and SAT-Math code is 5695.

B. Conditional Admission requirements for the LLM Program

- 1 A student with a recognized baccalaureate degree in business with a cumulative GPA average of 3.00 or above on a 4.0 scale, or its established equivalent, and a minimum score of TOEFL 530 (CBT 197, iBT 71) or IELTS 5.5 overall or another standardized test approved by the Commission may be admitted conditionally to the LLM program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - 1.1 Must achieve a TOEFL score of 550, or equivalent, by the end of the student's second term of study;
 - 1.2 May take a maximum of six credit hours in the first term of study;
 - 1.3 He/she must achieve an average score of 3.0 in the first term (on a 4.0-point scale or its established equivalent) credit courses taken.
- 2 A student with a recognized baccalaureate degree in Business with a cumulative GPA average of a minimum 2.25 up to 3.00 on a 4.0 scale, or its established equivalent, and who meets the English language competency requirements for regular admission stated in "Part A" above, may be admitted conditionally to the LLM program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - 2.1 May take a maximum of six credit hours in the first term of study;
 - 2.2 Must achieve an overall GPA of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for LLM program.
- 3 An institution may submit a proposal to the CAA for a mature entry student who does not meet the stated GPA requirement but has at least 5 years of relevant documented work experience after the Baccalaureate degree was obtained, provided he/she meets the English proficiency requirements. The number of students admitted under the category of Mature Entry Admission must not exceed 10% of the total number of students admitted to a Master's program.

The number of students on conditional admission should not be more than 40% of the total number of students in the program.

C. Transfer Students – Credits & Criteria

UD approves, in principle, the admission of applicants transferring from other institutions of higher education into the undergraduate and graduate programs.

Transfer students must also submit the original transcripts from the University/College they are transferring from. In addition, transfer students may be requested to submit the course syllabus and course description for each course they seek to transfer for credit. Applicants will be informed of the course(s) eligible for transfer credits within 96 hours by the Registration Department.

Admission Guidelines for Transfer Students – Graduate Programs

These candidates are eligible for admission subject to the following conditions:

1. The institution they are transferring from is recognized by the UAE MOE and uses the credit-hour system and must provide valid official TOEFL/IELTS scores (Institutional TOEFL is not valid) prior to enrolling to UD LLM.
2. Applicants transferring from other institutions must have earned a GPA of not less than 3.00 and may only be given transfer credit for courses which are equivalent to those offered by UD and in which they have received a minimum grade of B (equal to a GPA of 3.0 or 83-86%).
3. If the transferred student has an academic warning (i.e., GPA is less than 3.0), she/he will be considered for a conditional admission as a new student and not as a transfer student.
4. Prior to their admission, transfer students will be informed in writing of transfer courses approved by the College Dean. The transfer courses will be accepted upon receipt of official transcripts.

5. Transfer credits are entered on the student’s transcript and student’s academic plan with “TC” grade. The transferred courses are credited hours (counted toward the degree) but no grade points are assigned; thus, they are not used in computing the student’s GPA.
6. The maximum number of credits a student may transfer must not exceed 50% of the total hours required for graduation (i.e. 15 Credit Hours).
7. Transferred courses must match at least 80% of the course content of UD courses.
8. No credits will be granted twice for similar courses taken at different Universities.

D. Admission for LLM Non-Law Background

A student who holds a non-law degree with a cumulative GPA average of a minimum 2.25 on a 4.0 scale will have to undertake (Pre-LLM courses as shown in Table 7.1 before being considered for formal admission to the LLM program. Recognition of prior learning (RPL) based on UD Policy S.5.5 has been encouraged to permit engineering and other non-business professional to join the LLM program.

Table 7.1: Pre-LLM Foundation Courses (for LLM applicants)

Course Code & No.	Course Title	CH
Pre-LLM 520	UAE Civil Law	3
Pre-LLM 530	UAE Civil Procedural Law	3
Pre LLM 500	Criminal Law (Law No. 3 of 1987)	3
Pre-LLM 510	Code of Criminal Procedure (Law No. 35 of 1992 amended by Law No. 29 of 2005)	3
Pre-LLM 540	Commercial Law	3
Total (5 Courses)		15

Note: With the approval of the President of UD, a student with conditional admission may be given an additional term to meet the requirements without registering in any further new courses.

Appropriate exemptions (EX) will be given for courses taken with a minimum (C) grade in earlier programs from accredited Universities or professional certification programs or through passing a challenge exam prepared by UD LLM faculty. Pre-LLM (non-credit) courses may take up to two terms to complete. Students enrolled in these Pre-LLM courses must score a passing score of 80% to be eligible to join the regular LLM program after satisfying the English language requirements.

Guidelines for Study Abroad/ Visiting/ Audit Students

A. Visiting Students

1. Students must have passed all the prerequisites for the required subjects (original transcripts from the University in which the student is currently studying are to be provided).
2. Students must provide a copy of the passport and four recent photos (JPEG format file).
3. Students must fully adhere to UD regulations and rules, including attendance.
4. The cumulative number of credit hours allowed for the registration of visiting students should not exceed 18 credit hours and such students cannot register for more than two consecutive terms.
5. A visiting student may apply for a regular student status after complying with the admission requirements of the desired program.
6. A visiting student may register at any time during the registration period.

B. Audit Students

UD allows individuals interested in a particular course to attend classes as Audit students. The following conditions apply:

1. The candidate must show some evidence of prerequisite knowledge required for auditing the course (meet the course instructor/Graduate Program Director to clarify this point and state the purpose for auditing the course).

2. Provide passport copy and four recent photographs (JPEG format file).
3. Pay the regular course fee as applicable for Visiting/Short course students.
4. Attendance policy is not mandatory.
5. Homework assignments/examinations are not mandatory.

Readmission

All students who have officially withdrawn from the University or have cancelled their registration (two consecutive terms or four scattered terms) at UD, but who wish to be re-admitted, must submit a formal request to the Registration Department. If the student gets re-admitted within the allowed period, the same ID will be used. A graduate student can hold his/her registration for up to one (1) year (refer to policy EP 3.4 Academic Progress policy on Registration Hold/Discontinuation policy). However, a dismissed student will not be re-admitted to the University, even as a new student.

Admission Regulation

The following admission regulations are followed:

1. Admission and acceptance of students to UD is valid for only one term. Students who fail to register will lose their admission status and must resubmit their application as a new applicant. The University will only keep the files in its records for two terms after their submission.
2. Applicants should make sure that all documents required for finalizing their admission are submitted to the Admission Department before registration begins.
3. The names of UD students on all University documents are spelled in English exactly as they appear on their passports or identity cards. If a name on a passport or an identity card does not appear in English, it will be spelled according to the applicant's preference.
4. Applicants, who were denied admission to UD, may file a petition for admission on a conditional basis. These applicants will be evaluated on a case-by-case basis for approval by the respective Dean and UD President.
5. Students granted conditional admission will be considered At-Risk and accordingly, will be closely monitored by the Graduate Program Director.

Student Records and Information Release

The University of Dubai maintains students' record kept in fire proof security vaults and regularly updated by the Registration Department.

Students Records

A. Student File: All original records of students who join UD will be Student files must contain the following:

1. Completed Application form
2. Original bachelor's transcript
3. Original or attested copies of bachelor degree
4. Certificate of equivalency from MOE (if required)
5. TOEFL/IELTS score or equivalent
6. TOEFL/IELTS has been verified by admissions/registrations
7. Valid passport copy
8. Valid Emirates ID copy
9. Recent photos (4 copies)
10. Official Master's transcript (transfer student)
11. Ministry approval for transferred courses (transfer students from abroad)
12. Updated CV+ employment letter
13. Campus Violation list

B. Records - Back up: The IT Services takes back-up of the CAMS database twice daily. A second back up is undertaken for all servers at UD on a daily basis.

Information Release

The University of Dubai respects the rights of individual privacy, the confidentiality of records and the best interests of the student and institution.

Record Confidentiality

1. No records from student files may be disclosed without the prior approval of the Registrar and the student's written request presented in person.
2. No records are amended without the prior approval of the Registrar and are strictly based on official documents.
3. The ARD Coordinator/Graduate Programs Coordinator is authorized to manage and update students' files.
4. Regulations regarding access to students' information on the CAMS:
 - 4.1 Registrar is authorized to view/amend all information.
 - 4.2 Head, Admissions is authorized to view the information related to the admission only.
 - 4.3 Head, Registration is authorized to view the information related to registration for courses only.
 - 4.4 A student is authorized to view his/her transcript, final exam results (comprising of class work, mid-term and final exam marks) and the courses she/he has registered for in the current semester (through online registration). Access is password-protected.
 - 4.5 Student-related information and records can only be released by RD.

Students are required to declare on the admission application form authorizing UD to allow access to parents/guardian/financial sponsor/others to student's academic information. Students also have the option to choose not to allow access of their records to any individuals.



Registration, Credit Hours and Course Load

Registration Policies and Procedures

Registration procedures involve two main stages for both regular and visiting students.

1. **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 their graduation plan and for assistance with registration.
Paying Fees: Students take the completed registration form signed by the advisor to the cashier's office to pay fees. No student is considered registered until fees are paid. Once fees are paid, the booked courses are confirmed and the student's schedule will be updated on the student portal (Moodle).

Course Code and Online Registration

Each course has a code which consists of letters and numbers. The letters indicate the program which offers the course. The first digit from the left indicates the level of the course.

Confirming the Booking

During the registration week:

1. Pay the tuition (and other) fees at the Accounting Department.
2. Collect the class schedule from the Registration Department, or you may print it directly from the student portal page.

Re-taking a course

If you wish to retake (repeat) a course that you have taken in a previous term; please proceed to Registration Office.

At-Risk students

Students with CGPA less than 3.0 for Graduate Program can't use the online registration feature. They must register through their faculty advisor.

Other Important Notes:

1. The system **will ignore** the online booked courses that do not meet the **pre-requisite and academic level**.
2. UD has the right to deactivate any early booking courses that **does not meet UD requirements** without informing the student.
3. Students are **fully responsible** for their "**online booking**" and should not blame the University for losing their booked courses for unknown reasons. The system is totally error free.

Course Load

The student's study load in one academic term can range from 9 credit hours to a maximum of 12 credit hours, as follows:

- The normal load for Graduate student is 9-12 credit hours, and no increase should be allowed. This is internationally recognized norms.
- When appropriate, the Program Director may decrease or increase a student's study load depending on their GPA. The Program Director may approve an increase in a student's study load to more than 6 hours if the student's GPA was at least 3.0 at the end of the previous term or when the student is graduating in the same or the following term. The Program Director may give approval for a student to register in less than 6 credit hours if it is considered that there is a valid reason for this.
- The maximum study load for students with an academic warning must not exceed 6 credit hours.

Add and Drop of Courses

The Add Drop period is for one week after the commencement of classes. During this period, students may Add or Drop course(s). Students who wish to do this should first consult their academic advisor and then complete the Add Drop form available with College Executive and the Registration Department. For more information, refer to the section Course Load.

Repetition of Courses

If a student wishes to register for a course that was completed previously, she/he should complete the registration procedures through the respective Program Director. All students who re-register to repeat a course must attend all classes as regular student and complete the required classwork/homework/assignments/projects to earn final grade for the course.

- Failing Grade: Students who fail required courses must repeat them.
- 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 grades will be discarded.
- Graduating students can repeat two (2) courses.
- Students who are on third academic warning may be allowed to re-register for up to six (6) credit hours to raise the CGPA provided that:
 - His/her CGPA was at a minimum of 2.70.
 - He/she completes the allowed courses in not more than two consecutive terms. The two terms will however be included in the maximum allowed period of graduation five (5) years.

Registration for Courses Off Campus

For the purpose of quality assurance, the students are generally not permitted to take any course outside UD. Exceptions are made only for one course where the student is graduating in the same term and the course is not offered at UD at this point of time when the student is applying for such request. Since UD policy governs transferred credits and which Universities UD students should study at, a list of Universities approved by UD may be obtained from the Registration Department (RD).

Course Registered at any other institution without prior approval will not be transferred. The following conditions must be satisfied for registering off-campus course:

- 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 Registration department and receive prior approval from his/her dean/directors.
- The course(s) should be equivalent to a UD course with at least 80% of the content. Students should provide a course description and course syllabus.
- Regulations regarding transfer of credits apply. See section on transfer credits and criteria.

Recognition of Prior Learning (RPL)

Consistent with alignment of UD programs with QF Emirate Grid 7, 8, 9 and 10, UD's Policy on Recognition of Prior Learning (RPL) aims to optimize student progression through award courses by recognizing prior learning outcomes as the basis for satisfying some course requirements. RPL may be based on formal and/or informal learning. Key objectives of the policy are to:

- facilitate students' movement between institutions and between courses of various types and levels
- provide prospective students with a comprehensive and informative system of prior learning, thereby enabling them to evaluate with confidence the extent of RPL they would receive on admission to a UD program for which they may be eligible

- Relate any decision on RPL to a program of study within an award course
- Enable students to complete award courses with maximum efficiency by using and building upon knowledge that has been gained from prior learning experiences
- Maintain established academic standards for graduates completing UD award courses.

Recognition of prior learning (RPL) encourages to permit engineering and other non-business professional to join the UD LLM program. Students may contact the LLM Dean or faculty team for any clarification on this point.

Registration Hold/ Discontinuation

- A student may be permitted to put a hold on his/her registration upon submitting a written request to the Registration Department. The request will be accepted on condition that the student has been a regular student at UD for at least one term.
- Students who do not register for a particular term and failed to make a request for Registration Hold are considered "Discontinued" in the Registry's records.
- A "Registration Hold" must not exceed two separate or consecutive terms during the entire period of study. This includes the terms from which the student has withdrawn without failure.
- The request should be submitted in the first half of the term.
- If the student's "Discontinued" status exceeds two separate or consecutive terms, then the student's registration status will be considered "Cancelled." The student may apply for re-registration upon approval from the Dean/ Directors and UD President.
- Courses credit over five years old will not be accepted in the program.

In all cases, a list of all students who have requested "Registration Hold" is forwarded to the respective Dean/Program Director.

Change of Major/ Degree

Students seeking to change their major or degree at UD must complete the appropriate form from the RD. Requests for a change of major/degree must be submitted to RD two weeks before the end of the term, at the least. The form must be fully completed and duly signed by the student, and the Dean/Director.

Class Size

1. Class Size

Class size depends on the maximum capacity of the classroom size and the course level. Generally, the LLM class size should conform to the following guidelines:

- Core courses: 20-32 students
- Specialization courses: 5-20 students
- Pre-LLM: 15-25 students

2. Class Scheduling:

Each term is 15 weeks long with classes being offered 2-4 times a week for 3 hours each in the afternoons & evenings for optimal utilization of available rooms for all UD Programs.

3. General Rules:

- 3.1 Part-time students are required to register in evening classes.
- 3.2 The schedule for offering the courses is not changed once approved.
- 3.3 For graduate programs courses with less than five registered students will be cancelled except the sections in which students who are expected to graduate in the same regular term or the following regular term and the course is not offered in the following regular term.
- 3.4 Enforcing the class size and scheduling policy is the responsibility of Deans/Directors.
- 3.5 Enforcing this policy in the CAM system is the responsibility of the Registrar.

Grading and Assessment

Student Evaluation

The total grade received for a course reflects the student’s work during the term and performance in the classwork and final exams. Each LLM course is assessed by a combination of classwork (assignments, group work, projects, simulations), and one final examination. Classwork constitutes 70% of the course grade and the final examination at the end constitutes 30% of the course grade.

The University of Dubai policy permits assignments/exams to take many different formats - open book, essay, and short answer, multiple choice, and oral presentation and so on. Human beings differ in how they learn. They differ, too, in how they perform in different kinds of assessment situations. Many find multiple choice assignments/exams very challenging and prefer writing essays; others feel just the opposite. Some faculty members use a variety of assignment/exam formats or evaluative approaches in a course, so that different styles of learning are encouraged. Many courses have quiz, paper-writing and exam requirements; and many assignments/exams have sections requiring different sorts of answers.

A fair assignment/exam is one which focuses on the course material and one which awards a majority of the marks for knowledge of the course material.

Exceptions for students on assessment instruments

Academic Accommodations

Permission to write an examination under somewhat different conditions is a common form of academic accommodation. The intent is always to provide a fair opportunity for the student with a disability - not to provide an unfair advantage. Typical accommodations include writing alone in a separate room; writing an exam using an assistive device or a computer; being granted extra time to write the exam; being granted breaks or time-outs in order to rest or take necessary medication. Students with disabilities must use Services for Students with Disabilities in order to request academic accommodations.

Students with temporary problems, either compassionate or health related, often request an exam deferral because the problem has prevented them from studying. These requests do not fall as clearly within University policy as requests to defer because one is unable to write an exam on a given day. When the evidence is very clear, however, these requests will normally be granted.

Grading System - INCOMPLETE "I", WITHDRAWAL "W" AND FAILURE "F"

The Graduate Grading system followed at UD and, Term and Cumulative GPA is detailed in Table 9.1 and 9.2 respectively:

Table 9.1: Graduate Grading System

Total Grade	Letter Grade	Grade Points	Other Grades	Acronym
95	A	4.00	Incomplete	I
90-94	A-	3.7	Transfer; credit counted	TC
87-89	B+	3.5	Exemption	EX
83-86	B	3.0	Withdrawal	W
80-82	B-	2.7	Audit	AU
Below 80	F	0.0	In Progress	IP
Fail (Absent)	FA	0.0	Repeated	R

Table 9.2: Term and Cumulative GPA

GPA	Nominal Grade
3.80 – 4.00	Outstanding
3.60 – 3.79	Excellent
3.30 – 3.59	Very Good
3.00 – 3.29	Good

Grade Point Average (GPA) - Term and Cumulative

Term Grade Point Average

The Term Grade Point Average (TGPA) is the average of grade points received in a particular term. 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	CH	Grade		CH X Points	Term GPA
		Code	Points		
Legal Research and Writing Skills	3	A	4.0	12.0	Total Points ÷ Credit Hours
Legal Systems	3	A-	3.7	11.1	
Management of Legal Resources	3	B	3.0	09.0	
Total	9			32.1	Term GPA=32.1 ÷9=3.57 points

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 term (excluding all transferred courses taken 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	Term/Cumulative GPA
		Code	Points		
1st Academic Term					
Legal Research and Writing Skills	3	A	4.0	12.0	Total Points ÷ Credit Hours
Legal Systems	3	A-	3.7	11.1	
Management of Legal Resources	3	B	3.0	09.0	
Total	9			32.1	Term GPA=32.1 ÷9=3.57 points
2nd Academic Term					
Business Law	3	B+	3.5	10.5	Total Points ÷ Credit Hours
Business Transactions	3	B	3.0	09.0	
Arbitration and Litigation-Principles & Practices	3	B-	2.7	08.1	
Total	9			27.6	Term GPA=27.6÷9=3.07
Grand Total	18			59.7	Cumulative GPA=59.7÷18=3.32

Missing Exam Policy

2.1 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 supported by the Ministry of Health (MoH) attestation to the RD within five working days of the scheduled final exam. Requests beyond five working days will not be considered. In such a case, the student will receive an Incomplete “I” grade. Only one chance will be given for make-up of final exam.

2.2 Incomplete Grade

- 2.2.1. Make-up final exams will be administered during the following regular term. If the student fails to attend the make-up exam on the specified date, she/he will be deprived from any further make-up even if she/he provides an acceptable excuse. In this case she/he will receive an “F” for that course.
- 2.2.2. The student’s final grade for the “Incomplete” course will be considered part of the result of the academic term in which the student registered for the course.
- 2.2.3. Penalties may be waived by the Dean/ Director upon submission of a valid and substantiated reason.

Challenge Exam Fees

Accepted applicants who need to take any of the required Pre-LLM courses/modules before joining the LLM program may opt for taking a challenge exam rather than registering for a course or module. A non-refundable fee (see fee list) will be applicable for each Pre-LLM course/module’s challenge exam.



Academic Standing Requirement

After completing the study of (9) Credit hours, the academic standing is recorded on transcripts as either Good or Probation. All students with a cumulative GPA (CGPA) of at least 3.0 will be considered a status of good academic standing.

- Regular admitted students with CGPA below 3.0 for the three consecutive terms will be dismissed from UD.
- Conditional Admission students who have a less than 3.0 CGPA after completing nine (9) credit hours will be dismissed from UD. Such Students are closely monitored by academic advisor to make sure they maintain the minimum CGPA.
- A student will be placed on academic probation if he/she fails to obtain by the end of any term a CGPA of 3.0 out of 4.0.
- Students with a CGPA below 3.0 will be removed only when the student's CGPA reaches at least 3.0. However, the transcripts will shall show any academic probation in previous terms. A dismissal ruling may be overturned by the UD President if deemed appropriate and acceptable.
- This process is repeated anytime the CGPA drops below 3.0
- Courses taken as Pre-LLM will not be counted towards the CGPA of the LLM degree but will be reflected in student's transcript as pass (> C+) or not pass (< C).

Class Participation, Attendance and Absenteeism

Attendance and participation in all classes and computer lab sessions are mandatory and essential to the process of education at UD since the students' involvement with their instructors and fellow peers as well as from lecturers are vital components of their academic preparations. 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 two hour and twenty minutes each. A 20minute break is given after the first session
- In the event of multiple absence record, students receive warnings through their e-mail/ student portal i.e., 10% and 20% of class time for a given course.
- Once a student has been absent for 25% of class time for a course, she/ 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 Graduate Program Director, the student is considered to be "Withdrawn" from the course(s). Deprived students may not attend any further exams; however, they shall have the right to attend classes.
- Late Arrival: Students who arrive 10 minutes late will be marked as having "Late Attendance" and the system will automatically register one absence for each three of such late attendances.
- Absenteeism percentages are calculated according to Table below:

Duration of Session	Program (weeks)	No. Of Session Absences		
		10%	20%	25% (Deprived)
1 hour 20 minutes	9 (18 sessions)	2 Absences	4 Absences	5 Absences

- An accepted valid excuse does not nullify the absence but will cancel any penalties normally imposed for absence in an assignment, group work or final exam. Refer to section on Missing Exam.
- Warnings are issued to students irrespective of the validity of his/her absence excuse.
- Absence is recorded from the first class session following course registration/adding date.
- Faculty members are allowed 24 hours to make amendment to the students' attendance of a course in the CAMS. The faculty will not have access to modify the attendance records after 24 hours for any changes to the student's attendance. Any enquiry should be directed to the RD by faculty members. If RD receives too many enquiries on the same faculty member, then RD should refer the matter to the Program Director for possible investigation of the faculty member's attendance practices. Consequently, a mentor visit is arranged (if required).

Withdrawal from The University

If a student withdraws from the University or cancels her/his enrollment, the Withdrawal Clearance Form (can be collected from the registration department) must be completed, signatures obtained from the concerned deans/departments and submitted to the RD. This form must be completed and signed by the student in person. The reason for withdrawal from UD must be clearly stated on the withdrawal form. A withdrawal confirmation letter must be completed and signed by the student. Students will also be required to complete the "Discontinuing Students-Exit Survey" which forms a basis for continuous improvement at UD.

Graduation Requirement

In order to graduate, LLM students must maintain a Cumulative GPA of not less than 3.0 and complete 36 CH 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).

Graduation Process - The Process and Student Clearance for Graduation

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.

Students who graduate at UD will have to fill out a Graduation Clearance Form (Appendix III) which is available at RD or on the UD website. This form is intended to ensure that the student has cleared any pending balance with the accounting office, returned borrowed books to the library, etc. The Graduation Clearance Form (Appendix III) must be completed and duly signed by the student and submitted in person to RD. Students will also be required to complete the "Graduating Students-Exit Survey" which forms a basis for continuous improvement at UD

Dean's List

To be eligible for the Dean's list, a student must have completed a minimum of 12 credit hours with CGPA of not less than 3.80.

Commencement (Graduation) Ceremony Process

The following regulations include general graduation requirements that apply to all UD students in both undergraduate and graduate programs.

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 or June. All students who completed the degree requirements, or are expected to complete them during the summer of the same academic year, may participate in the graduation ceremony.

Steps for Graduation:

1. The process for graduation starts with forming a Graduation Committee in the 1st week of January each year for effective planning and to oversee the logistics of the event. The Graduation Committee is appointed by the President.
2. Students must complete and sign with their academic advisors the last graduation plan during the 1st week of the last registered regular semester/term that precedes the graduation ceremony. This plan lists the unfulfilled requirements to be completed for graduation before the end of the academic year. Academic advisors shall ensure that students are made aware of the graduation requirements and update/reaffirm the graduation plan accordingly.
3. The Registration Department conducts an initial audit of the student's academic file to determine if the student meets the degree requirements within the deadline. If the student has not submitted any of the documents as per admissions requirements, she/he will not be permitted to attend the graduation ceremony. Such students will not even be issued the degree completion certificate and the diploma. There is no exception to the policy.
4. Once the audit of the student academic file is complete, the student receives an email and/or SMS from Registration Department as to his/her eligibility to attend the graduation ceremony. An email confirming ineligibility and indicating the pending unfulfilled requirements will be sent to the concerned student(s).
5. Based on the audit results, Registration Department 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 the Registration Department by the 2nd week of February. Students not listed as eligible may contact the Registration Department for further clarification by the 3rd week of February.
6. In March, the Graduation Committee 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.
7. To participate in the graduation ceremony, students shall pay appropriate fees (a Graduation Fee and a Certificate Fee) at the Finance Department by 3rd week of April and complete the Graduation Requirements Form (Appendix II).
8. Before receiving their attested degree certificate, graduates must complete the Graduation Clearance Form (Appendix III).

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:

- Good academic and disciplinary standings
- Minimum CGPA of 3.6
- Fluent in Arabic and English
- Articulate and good public speaking skills
- Active leadership experience at UD

The decision of the selection committee shall be approved by UD President by 3rd week of April.

Commencement Honors

To highlight students' achievements, honor students, in a descending order, will be the first graduates to receive their diplomas according to their program/major. The graduate programs and majors will be awarded first followed by the undergraduate programs and majors. The honor levels shall be specified by the RD.

If a student has completed the graduation requirements by the end of February of any given year the CGPA will be known, and the honor level will be announced along with her/his name in the graduation ceremony and published in the graduation booklet. However, if a student has not completed the graduation requirements by the end of February of a given year, the honor level will be announced along with her/his name in the graduation ceremony but will not be published in the graduation booklet as it may change after completing all courses.

After Graduation

While the LLM academic journey ends at graduation, the bond as UD alumni lasts all the days of their lives. LLM graduates should pledge to continue to support the UD LLM program by staying connected, supporting future classes and visiting campus whenever possible to share their experiences and to inspire future graduates.



Graduate Student Rights and Responsibilities

UD Expectation

There are expectations for the behavior of community members. The UD community comprises of all UD staff, faculty, and students. All are individually and collectively responsible for any behavior and fully accountable for any action.

UD is a multi-cultural community comprised of people with diverse identities, backgrounds and beliefs. All members are committed to learning from one another in an atmosphere of positive engagement and mutual respect. This commitment is central to the campus life at UD whether in classes, programs, workplace, or everyday interactions with one another.

Each UD member must take responsibility for own learning and awareness about multi-culture, ethics, conduct, character, and values. No one has the right to malign another person based on: race, gender, age, religion, nationality, disability or any other personal attribute. Any violations including verbal or written abuse, threats, harassment, intimidation or violence against any member or group will not be tolerated. To promote a healthy community, each person at UD should take the responsibility to identify and speak out against such behavior if it occurs.

Student Code of Conduct and Ethics

The following sections describe the code of conduct, values, and ethics that for the student body to be followed uniformly during their association with UD.

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

All members of the UD community shall exert utmost efforts to ensure:

1. Respect for the individual and commitment to equal opportunity in a diverse society.
2. UD organizational interests exceed our individual interests and differences.
3. Individual rights and privileges are to be exercised responsibly.
4. The conviction that no one is above the law.
5. Respect for the view of others.
6. Responsibility and accountability for one's actions.

Code of Values

Alliance to these values obligates the UD member to refrain from and discourages behaviors, which threaten the freedom and respect that every individual deserves. The UD community affirms the value of:

1. **Responsibility & Cooperation:** a peaceful and purposeful community, founded on the moral and ethical integrity of members of UD community. Commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.
2. **Intrinsic Value:** the intrinsic worth of every member in the community. Respect for the other members includes an appreciation of different cultural backgrounds, an understanding of different attitudes and opinions, and an awareness of the consequences of actions on the broader community.

3. **Self-discipline:** personal responsibility and the individual's need for physical, intellectual, social and emotional wholeness. UD values also the full development of every member in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression.
4. **Integrity:** a campus community that encourages personal growth and academic development in an atmosphere of positive character influence. UD administration affirms the necessity of standards of conduct that allow students and faculty/staff to study and live together. UD administration values the fair and efficient administration of these standards of conduct.
5. **Accountability:** the accountability of our actions to the future of the UD community.
6. **Community Authority:** privileges and responsibilities as members of the UD community. The UD community shall value the standards of conduct expressed in the policies and fair administration of those policies, including municipal, emirate or federal policies.

Code of Ethics

The purpose of this Code of Ethics is to set standards for the conduct of members of UD community. It does not prescribe rules as to how members should act in all situations. Specific application of the code must take into account the context in which it is being considered.

Responsibility

This involves knowing the difference between choices and outcomes; evaluating short versus long-term consequences, and accepting those consequences without justifying actions or blaming others to escape sanctions and/or accountability. To act responsibly, one should:

- Distinguish between choices and outcomes. "Right and Wrong" concern choices - reflecting one's values - over which an individual has much control. "Good and bad" concern outcomes - reflecting events set into motion by choices - over which an individual has little control.
- Resist short-term consequences associated with temptation, greed, ego, ambition, pride or some other unearned power or achievement. Such choices usually provide quick-relief of personal and/or professional problems - at the expense of others.
- Foresee long-term consequences associated with one's actions or decisions. Such choices usually are in the best interests of community and help an individual resist unethical actions or quick-fix decisions.

To embrace responsibility, a person has to:

- Reflect on one's choices or intended actions before setting them into motion.
- Choose the most ethical course of action that causes the least harm to others and/or community - proceeding with, postponing, or rejecting a decision.
- Assume responsibility for that choice - whether the outcome is good or bad.

In this background, staff and faculty members of the UD community have a responsibility to:

- Maintain high standards of academic and professional conduct.
- Resist pressures (personal, social, organizational, financial, and political) to use own influence inappropriately.
- Seek appropriate guidance and direction when faced with ethical dilemmas.
- Accurately represent own areas of competence, education, training and experience.
- Recognize the limits of own expertise and confine oneself to performing duties properly that they are educated, trained and qualified for, or otherwise, making referrals when situations are outside own areas of competence.
- Be informed of current developments in own fields, and ensure continuing self-development and enhancement of expertise.
- Stay knowledgeable about differences in cultural and value orientations.
- Identify and provide appropriate referrals for students/staff who experience unusual levels of emotional difficulty.

- Provide other community members with information, orientation, and support services needed to facilitate adaptation to a new educational and cultural environment.

A. Fairness

Fairness is associated with:

- Respect for the individual and commitment to equal opportunity in a diverse society.
- Support for the freedoms of religion, of the press, of speech, and of the right to assemble.
- Belief that individual rights and privileges are to be exercised responsibly, especially with respect to others.
- Conviction that no one is above the law.

To resolve differences fairly with another person or group, one should:

- Consider all viewpoints in an attempt to be impartial; evaluating how one's actions might affect one's self and/or other parties.
- Seek advice from impartial mentors or experts and, if appropriate, common bonds with perceived adversaries.
- Evaluate the impact and consequences of one's action and/or decision, making proper adjustments to prepare for the next encounter.

To practice fairness, one should:

- Accept truth as one finds it, even if that truth goes against everything that one has hitherto believed; peer pressure or self-denial cannot stand in the way of such acceptance.
- Acknowledge, openly and freely, when one has been mistaken, tempted or biased; pride or ambition cannot stand in the way of such disclosures.
- Admit whether one has pre-conceived notions concerning an issue or a dispute; desire for or anger over outcomes cannot stand in the way of conflict-resolution.

In this background, students, staff and faculty members of UD community shall:

- Not discriminate with regard to race, color, nationality, ethnicity, gender, marital status, age, or disability.
- Demonstrate awareness of, sensitivity to, and respect for other educational systems, values, beliefs, and cultures.
- Not exploit, threaten, coerce or harass others.
- Maintain confidentiality, integrity, and security of records and communications.
- Respond to inquiries fairly, equitably, and professionally.
- Provide accurate, complete, current and unbiased information.
- Refrain from becoming involved in personal relationships with students.
- Accept only gifts that are of nominal value and that do not seem intended to influence academic and administrative decisions, while remaining sensitive to the varying significance and implications of gifts in different cultures.

B. Civility

Civility is an ethical conduct and discourse that honors others' viewpoints and solves problems without creating greater ones. Civility is associated with:

- Respect for the views of others.
- Responsible exercising of individual rights and privileges especially with respect to others
- Belief that common interests exceed our individual differences.
- Esteem for the individual and commitment to equal opportunity in a diverse society.

A civil person aspires to:

- Solve problems regardless of own benefit but for the benefit of the community.
- Use appropriate but penetrating discourse, even when others are inappropriate.

- Do the necessary analysis before judging others' work or person rather than relying on summary judgment.
- Solve problems via values of fairness, responsibility, and discretion (rather than through manipulation, deceit, and personal attack).
- Embrace a shared set of values that analyzes or honors all viewpoints - even ones with which he or she disagrees - in pursuit of a higher and communal cause.

In this background, UD community members shall:

- Show respect for the diversity of viewpoints among colleagues.
- Refrain from unjustified or unseemly criticism of fellow members, other programs, and other organizations.
- Use their office and title only for the purpose of conduct of official business.
- Uphold agreements when participating in joint activities and give due credit to partners for their contributions.
- Recruit individuals, who are qualified to offer the instruction or service promised, train and supervise them responsibly, and ensure by means of regular evaluation that they are performing acceptably.
- Encourage and support participation in professional development activities.
- Provide appropriate orientation, materials, and on-going guidance for participants.
- Take appropriate steps to enhance the safety and security of participants.
- Provide accurate, complete, current and unbiased information.

Student Rights and Responsibility

Student Rights:

1. Freedom of Expression

- A. Freedom of Speech not only includes the right to express or disseminate information and ideas, but also the right to seek, receive and impart information and ideas. Moreover, there should be no University rule or policy that in any way abridges the rights of freedom of speech, expression, petition or appeal.
- B. Free Speech in Cyberspace
Students have the right to express themselves in technology platforms and social media such as email, blogs, creating webpages or hosting a chat room. These platforms, however, must be regulated by the University to ensure that no abuse or profane language is used.
- C. Dress Code
Students have the right to dress as they wish as long as they conform to the standards stipulated by the dress code of the University of Dubai. Refer to dress code policy for more information

2. Freedom of Religion

Students have the right to practice their religion individually so long it does not disrupt educational activities or interfere with the rights of others.

3. Student Clubs

Students have the right to form clubs and organizations that may not be academic in nature but which promote camaraderie and congeniality among the members. The formation of clubs and organizations is regulated by the Department of Student Services.

4. Learning Environment

Students are entitled to have access to faculty offices (during office hours), classrooms, laboratories, the library, all types of academic technology, as well as open presentations, and other resources necessary for the learning process.

5. Equal Protection and Discrimination

All students have the right to equal protection. This means students have the right to be free from discrimination at UD. No student may be denied an equal educational opportunity or discriminated against because of:

- Race
- National origin
- Religion
- Color
- Gender
- Economic status
- Physical, intellectual or sensory handicap

A. Harassment

Harassment on the basis of gender, race, color, national origin, disability or religion is a type of discrimination and is prohibited. Students must report any form of harassment immediately to the Department of Student Services for immediate action. Harassment can come in various forms, including:

- Assaults or unwanted touching
- Theft or vandalism
- Threats of bodily injury
- Unwanted sexual advances
- Derogatory comments, slurs, or gestures

B. Right to Privacy

Students have the right to have their academic and medical records kept confidential. UD is not permitted to share any of this information unless prior written consent is given by the student.

6. Searches on Campus and Law Enforcement

A. Searches on Campus

Different rules apply when you are on campus, and the rules are different depending on who is doing the searching – University officials or law enforcement.

A search by a UD official is considered reasonable as long as the official has a reasonable suspicion that the search might uncover evidence that you violated a University rule. To conduct a search, a police officer requires a search warrant. Students have the right not to give their consent for a search, however, the primary objective of reaching a resolution must be the utmost consideration when deciding whether to cooperate or not.

B. Drug Possession

Using and bringing drugs on campus is prohibited. Students have the right to report any suspicious activity to UD management for their own safety and security and for that of others.

7. Students' Records: Privacy and Access

Students have the right to privacy and are allowed access to their academic and personal reports and records, such as academic grades, disciplinary actions, attendance records, test scores and health records. In certain cases, UD may disclose your records without prior consent to third parties (unless specified in the Application form) such as:

- School officials who have "legitimate educational interests"
- Legal authorities in compliance with a court order
- Financial aid providers who have requested financial records
- Accreditation bodies
- Potential employers
- Parents/Guardians

8. The Right to Education

Students have the freedom to study subjects that concern them and to form conclusions for themselves and express their opinions.

A. Class Attendance

The student has the right to be informed about the UD attendance policy and how to follow up on his attendance status on a regular basis.

9. Discipline and Grievance Procedures

Each student subject to disciplinary action arising from violations of the University Student Code of Conduct is assured a fundamentally fair process.

Students are obliged to respect and obey UD rules and policies while on campus or when representing UD in the community. UD respects all students' fundamental rights, including the rights to free speech and freedom of religion.

- Before UD can expel or discipline a student for violating its rules, the student has the right to "due process," or fair procedures. This means, except in emergencies, before you are excluded from class, or suspended or expelled, you have a right to know what you are accused of doing and what rule you are accused of breaking.
- You also have the right to an opportunity to tell your side of the story. When the sanctions are more severe, such as long-term suspensions or expulsions, you have a right to a more formal hearing process where you can present your case and challenge the sanction UD wants to impose.

Students' Responsibilities

1. Students play an important active role in the creation of high quality education. They cannot be passive, nor can their participation be superficial.
2. 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.
3. 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.
4. Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
5. Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the course learning objectives.

Student Academic Integrity Policy

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 Student Code of 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 subjected to disciplinary sanctions, according to established penalties as stated below. This will help UD to protect the University community by maintaining order, discipline and stability on campus.

Student Academic Misconduct

- Student Academic misconduct is an academic violation that covers but not limited to plagiarism, misrepresentation, fabrication, facilitation and cheating in exams.

- Apart from exam cheating and plagiarism, the decision on whether or not to treat an academic misconduct as a violation of the Code of Student Conduct, is at the discretion of the instructor.

A. 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).** Every academic submission made by a student should be a work of his own and also not be self-plagiarized. In all cases of plagiarism whether it is blatant or self-plagiarism, students will be held accountable for violation of academic integrity which also includes a penalty for their dishonesty.

Types of Plagiarism

- *Self*: A student's work reproduced more than once for the same course or for other courses without prior permission(s) of the instructor(s) involved is an act of plagiarism. Students should be very careful when quoting or paraphrasing (properly citing material).
- *Accidental*: Every student is required to understand plagiarism as something similar to acts of fraud in the academic community. For this reason, it is the responsibility of the student to make sure his/her work has been checked and properly acknowledged.
- *Blatant*: Student's work reproduced from a fellow student or any other information source intentionally without proper acknowledgement is serious act of plagiarism. Students well of blatantly will lead to the strict penalty that can include non-grading of course work all the way to failing of the course as deemed by the faculty.

UD uses "Turnitin" software in Moodle to detect extent of similarity (through similarity index). Turnitin is used by both students and faculty to support in the learning process to understand the usage degree of the cited research material. The generated origination report from Moodle will support in the process.

For the above objective, Turnitin tool will be used by the faculty for all the graded assignments, exams, projects.

The faculty has the right to make final decision in regards to the students' grades work in determining the student work integrity based on the criteria and the faculty awareness of the students' work level.

Students must ensure complying with UD plagiarism policy, repeated offenses receive higher penalties as stated in Section II.B

Violation		Sanction(s) (Refer to II.A)
i.	<p>Turnitin distinguishes <u>similarity</u> as matching text and <u>plagiarism</u>. Turnitin system will compare the paper to any matching text in Turnitin databases and highlight accordingly – even if the text was properly referenced. As to, identifying substantial non-original material (citation, quotes, reference) it is the faculty member duty to determine each student’s paper as intentional plagiarism by referring to originality report in Turnitin (instead of blindly depending on similarity index).</p> <p>If such non-original material (citation, quotes, references) identified by the faculty member as “intentionally plagiarized and /or has improper/lack of citation in student’s work as in the origination report, then punitive action needs to be taken by the instructor.</p>	2, 6
ii.	Paraphrasing (i.e., putting into one’s own words) a source’s text, without providing proper acknowledgment/citation.	1, 2
ii.	Reproducing (without proper citation) any other form of work created by another person.	1, 2

B. Misrepresentation

Violation		Sanction(s) (Refer to II.A)
i.	Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.	1, 2
ii.	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.	1, 2

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

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

D. Facilitation

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

Violation		Sanction(s) (Refer to II.A)
i.	Giving another student one's assignment or paper (or a portion thereof) to copy.	1,2
ii.	Giving another student answers to an assignment.	1,2
iii.	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.	1,2

E. Exam Cheating

Violation		Sanction(s) (Refer to II.A)
i.	Talking/ whispering during an exam; Communicating, or attempting to communicate, answers, hints or suggestions during an exam.	2 & 5
ii.	Copying (or attempting to) from someone else's exam.	2 & 5
iii.	Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device that contains unauthorized information), during an exam.	2 & 6
iv.	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.	3 & 6
v.	Attempting to steal, or soliciting an exam or answer key.	5
vi.	Sharing answers or collaborating on a take-home exam without explicit permission from the instructor.	2 & 5
vii.	Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have previously been graded and returned.	2 & 5
viii.	Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	2 & 6
ix.	Accessing unauthorized computer folders/drives during an exam	2 & 5

I. SANCTIONS & REPEAT OFFENSES

Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions to the President. 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 thus is considered as 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. Students with repeat offenses receive higher penalties. Any evidence related to the violation(s) must be 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.

A. Disciplinary Sanctions

1. Warning Letter

In the event of the violation is not 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 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. A copy of the warning letter must be sent to the Chair of SIC for records.

2. 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 (5).’

3. 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 (2).’

4. 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.

5. 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.

6. 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:

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

7. 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.

8. 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.

B. Repeat Offenses

1. FAILING A SEMESTER:

The second time a student receives this sanction, she/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.

2. SUSPENSION:

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

3. 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.

The students may appeal a decision by following the procedure:

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" (Appendix IV) 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 five 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 two 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.

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" (Appendix VI). 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.

Professional Classroom Conduct

The LLM is a professional program. Students' classroom experiences will be enhanced by guest lectures provided by professionals from industry. Students' educational experience extends beyond the classroom, and will require interactions with outside individuals (mentors, consultants, sponsors, etc). Students' conduct during these interactions with outside professionals reflects not only on the particular student, but on all other candidates within the graduate programs.

Our expectations of professional conduct are intended to create a positive learning environment and to practice behavior that is expected in the professional workplace. Students will avoid disruptive and discourteous behavior such as coming to class late, interfering with another student's right to hear an instructor or speaker, reading newspapers in class, chatting over mobiles, monopolizing class, etc.

Dress Code

While the students are not required to wear what is traditionally considered formal business attire, appropriate standards of professionalism must be followed. Students are expected to maintain a clean and neat appearance at all times, dressing in a manner appropriate and consistent with safety rules and considerations. Student attire must not serve as a distraction to employees, customers or other visitors.

Examples of items considered inappropriate include:

- Revealing clothing that exposes your back, chest, stomach, navel, underwear (front or back) or that reveals too much cleavage
- T-shirts of embroidered with sayings, vulgar language, as well as those intended to be worn as undershirts
- Tops that are transparent or see-through, or that give the appearance of such.
- Shorts, or very short skirts (above knee length)
- Apparel with holes, rips or tears
- "Workout attire", including sweat pants, sweat suits, sweat shirts, hoodies, tennis attire or athletic shoes.

Smoke Free Campus

Consistent with the UD's objective of creating a healthy environment for all its stakeholders, smoking is forbidden at all times on the University campus, including its classrooms, escalators, underground parking, halls and corridors, private offices, toilettes, etc.

Signs are posted at each floor of the building and displayed in visible areas to inform all students that smoking is prohibited. This policy applies to all UD students. It is the responsibility of all members of the University community to comply with this policy. Failure to do so, students will be exposed to disciplinary action.

Student Grievance Policy 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.

Grievances

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

- Specification of the UD policy that the student alleges was violated.
- 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 Student Services who will forward the file to the concerned Department/College for appropriate action. If the case is not resolved by the unit head within five working 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.



Campus Violations and Fines

I. Student Discipline Process

This policy is established to set the student responsibility in maintaining civilized campus that promotes healthy academic environment where safety, mutual respect to the University stakeholders are emphasized and encouraged.

UD as one of the highly reputed academic institutes of higher learning wishes to produce high intellect students with disciplined moral standing. As UD encourages safe and healthy environment to achieve this, UD established guidelines and regulations. UD student is obliged to behave respectfully to others, the University's assets and to its stakeholders. UD faculty, staff and other members are expected to report any students' violations.

In order to introduce students to the value of respecting UD campus and preserving its assets and environment, an awareness campaign will be conducted with the following controls:

- A. Closed-circuit television (CCTV) 24 hours a day /7 days a week video surveillance is used to monitor the campus.
- B. Assign no overtaking traffic sign across campus in area not safe for students and for the University assets.
- C. Issue UD campus violations and their related fines flyer to all students.
- D. Distribute this flyer to all students when they take their ID card. Maintain a copy in their academic file with their signature.
- E. Conduct an event day to emphasize on the concept of clean University under the name "Clean our Campus". Participants will include students, UD management, deans, faculty and staff.
- F. Upload the Campus Violations and Fines on UD screens for a week on a monthly basis.

II. Reporting a Student Violation

- A. Every UD employee is obliged to report any of listed below violation by completing the Student Campus Violation Report Form (Appendix V) This form will be available in UD website and with security officers. The form should be submitted to the Students and Alumni Affairs Department or the UD security officers.
- B. It is the responsibility of the security officers to monitor the students' behavior inside UD campus and report any student violations by completing the Student Campus Violation Report Form (Appendix V) and submitting it to the Students and Alumni Affairs Department.
- C. All student's campus violations will be documented through students Warning letter issued and signed by the Student and Alumni Affairs Department Director.
1. Penalties under category (A) violations:
 - 1.1. First violation, student will receive a warning letter issued by the Student & Alumni Affairs Director. This letter will act as initial warning and it will be placed in his/her academic file on CAMS.
 - 1.2. Second violation the student will have to pay related fine. Failure to do that, a financial hold will be imposed on his/her academic file, until the payment is received.
2. Penalties under category (B) violations:
 - 2.1 First student violation, the student will receive a warning letter issued by the Student & Alumni Affairs Director. This letter will act as initial warning and it will be placed in his/her academic file on CAMS.

- 2.2** For the second violation, the student will have to pay related fine. Failure to do that, a financial hold will be imposed on his/her academic file, until the payment is received
- 2.3** If the violation is repeated for the third time, the student will be academically suspended for one academic semester.
3. Penalties under category (C) violations:
- 3.1** These are violations of the Student Conduct Code and are subject to disciplinary sanctions by the University. Besides, these violations are reported to the police authority by the UD management.

III. Violations Category:

Category (A) violations

Violation Description	Fine (AED)
Using UD administration meeting rooms	200
Using UD facilities i.e. faculty and staff offices and classrooms on national holidays and after working hours without proper authorization.	500
Smoking in Undesignated Areas	200
Disposing & sticking gum on the University furniture, electronics or/and walls	200
Polluting UD campus with trash, cigarettes and leftovers	200
Sitting on UD campus wall or/and balcony	500
Sitting on tables / placing feet on UD furniture.	500
Failure to show student ID card when asked.	250
Eating and drinking outside the designated areas	300

Category (B) violations

Violation Description	Fine (AED)
Failure to park the car in designated parking slots	200
Parking in a handicap space	500
Parking on the pavement	250
Car noise within UD campus	500
Driving recklessly inside campus and over UD fences	1000
Writing on UD Campus walls , tables , doors and lockers	500
Damaging, destroying UD campus furniture and electronic devices	Buy new Furniture/ Electronic devices
Damaging UD plants and trees	500
Throwing trash and damaging UD fountain	1000
Damaging the University transportation	Bear the damage cost
Inappropriate behavior between students inside UD campus that disrespect and offend UAE local culture.	500

Being aggressive to UD security officers and/or cleaning staff.	Also, the student will be subject to disciplinary actions as per the Code of Conduct stated in the Student Handbook.
Students who exhibit dangerous behavior to self or others	

Category (C) violations	
Violation Description	Sanctions
Using, selling, possessing, offering to sell, or furnishing, or being under the influence of, any controlled substance..., any alcoholic beverage, or any intoxicant of any kind.	These are violations of the Student Conduct Code and are subject to disciplinary sanctions by the University. Besides, these violations are reported to the police authority by the UD management.
Possessing, using, storing, or otherwise furnishing any weapon, knife, dangerous chemical, fireworks, explosive, or other dangerous object.	
Causing a traffic accident that endangers the life of UD student, employees and visitors.	



Facilities and Services

Learning Resources: Library and IT Services (ITS)

UD's Library is located in the second floor at UD new campus at the Academic City providing information accessible to faculty, students, staff, alumni and researchers by utilizing the best available library resources both in print and online versions. Collections include online databases, more than 22,000 books and in-house research papers of UD faculty, which are valuable for students, researchers and academics.

Students can access the dedicated LLM learning resources section at the UD library. The library welcomes suggestions for improvements in its service and materials. Users may speak directly to the library staff or may email their written suggestions or recommendations to libray@ud.ac.ae

Library & Learning Resources Center

The purpose for Library and Learning Resources Center (LLRC) is to preserve, collect, organize information which conveys integral role in supporting higher education and research activities in UD. Making knowledge and information accessible to faculty, students, staff, alumni and researchers in addition to providing high quality services are the LLRC top priority. To fulfill these needs, the library is compelled to utilizing the best available resources and the latest information technologies.

Library Services

UD library provides the following services:

Reference Services

An active reference service is available to answer reference and research inquiries, and queries concerning the use of the library and its facilities. The librarian available all hours of operation ready to assist in using all print and electronic resources. Students can call 045566832 or Ext. 832 for reference inquiries or e-mail: ud-library@ud.ac.ae

Digital Library Access Services

The library provides access to thousands of electronic journals with indexes, abstracts as well as full-text through online databases like ProQuest ABI /Info, ProQuest Dissertation and Theses, EBSCO, International Financial Statistics (IFS), World Bank publications, EIKON, Emerald insights, Lexis Nexis, Kluwer Arbitration, West Law Gulf, Islamic Finance News, Springer e-books, JSTOR, IEEE-Xplore, IGI Global, AIS, SCOPUS and IMF e-library. These online resources can be accessed both campus-wide and remotely through the university's intranet. Please go to Smart Search to search our databases in one platform at our homepage.

Photocopying & Printing Services

A self-service machine is available for copying needed materials where a fee of 10 fils per copy is applied. Copyright laws must be strictly observed while photocopying. Only chapter of a book, journal articles are allowed to photocopy.

Printing service is available in the library and on campus as a whole. Students are requested to observe their printing habits to save papers and tonners. Each student is given a quota of 100 free printing papers per semester. If more printouts are needed, students have to recharge their accounts with needed amount through the librarian on duty or Finance Department. A charge of 10 fils per page is applied.

Online Public Access Catalog (OPAC)

The Library Management System at University of Dubai provides a very powerful and user-friendly searching interface for all library holdings. This software allows searches by author, title, subject, and keyword(s), unfortunately federated search is not supported. Guiding icons of whether the item retrieved is a printed book, e-book, learning kit or journals are displayed along with the search results at the extreme left of the results display.

All new students are given guidelines on the use of library services and resources during orientation (Bidayat) days and are given library guide which is available at the circulation desk round the year.

Document Delivery Services

The library can provide journal articles, reports, and other documents from regional academic libraries as part of interlibrary loan and document delivery. This service actively supports research activities at UD and fulfill information needs.

Open Learning Resources Center

The Open Learning Resources Center of the library is equipped with 38 computers with latest software embedded to all users. All computers are equipped with multimedia kit and internet access browser. Latest Microsoft Office application packages are available along with some specialized software on all terminals. A networked printer is also provided for users.

Information Literacy Program

An active information literacy skills program is offered to all incoming and existing students. The skills are essential to enable students to locate, evaluate, and use the needed information effectively. An information literate student helps to improve academic standards and self-directed life-long learning. One to one, group and in-class sessions for information literacy is conducted all year round.

Collections

The library's collections have been developed to meet the academic needs of University. The Library of Congress Classification Scheme is used for organizing book collections into various sections, while periodicals are arranged alphabetically. In addition to the general book collection, there is a reference section containing encyclopedias, dictionaries, handbooks and other reference works. There is also a reserve section which keeps a copy of textbook or heavily demanded item for in-library use only.

Circulation Policy

Loan Periods, Renewals and Reservation

All library patrons must produce a valid ID card when borrowing any material. Students are allowed to borrow four books for a period of 25 days. Library materials may be renewed once, provided no other library user has reserved the items. If library materials are not returned on time, an overdue notice is sent out 3 days prior expiry date as well as one day as grace period is granted and then a fine of 1 dirham per day per item is imposed. If there is library material currently on loan that a student wishes to check out, the item can be reserved at the circulation desk or online. An email notice will be sent to students once the item is available. Reserved item will be re-shelved if it is not picked up within three working days.

Lost or Damaged Library Materials

Borrowers are required to replace lost or damaged item(s) in the collection with a new copy. Patron is charged the actual price of item (latest edition if applicable) plus 50 AED as processing fee.

General Library Rules

- Users must comply with the IT code of conduct, the library code of conduct, and the student code of conduct while in the library.
- Users may refer to these codes of conduct in the UD catalog. Users must also be considerate of others by keeping noise level low not to disrupt others in studying and research.
- Hot food, salad, pizza, soup and hot messy or odorous item (coffee etc.) must be consumed outside library.
- Library users are responsible of their belongings and should not be left unattended. Library is not responsible for any loss.
- Mobile phones should be kept on vibrate or silent when entering the library.
- Library users are expected to comply with library rules and guidelines that related to fair use of copyrights.
- Defacing or damaging library facilities or equipment will be prosecuted through management authorities.

Community Patrons

Community patrons, residents of Dubai or nearby areas are welcome to use the UD Library resources and facilities as long as Faculty, Students and Staff access is not infringed. Library access, to borrow (checkout) materials, including community residents are required to apply Library membership (paid membership).

To be eligible for a library membership person should be:

- Should be 18 years of age or older
- Present photo identification (Emirates ID, Driving License)
- Must be in good understanding with library policies and loan policies (brochures available and may be provided)
- Circulating material: Maximum of two (2 items) at a time for two (2) weeks. User will be asked to deposit the amount of a book price before check out of the item.
- Expiry date: Patron will be notified through email 3 days' prior overdue date and the charge of 3 dirhams per day per item will be registered for any delay from the due date
- Damaged, lost or non-returned items are charged at the replacement cost of the item plus AED 20/= minimum or maximum AED 50/= processing fee per book, and AED 30/ minimum processing fee for magazine or journal.
- Item renewal for next two weeks (once only) if no one reserved (kept on hold)
- No interlibrary loan will be done on community member behalf
- Remote access to library resources, interlibrary loan, multimedia material, reference material, textbooks and reserve material, periodicals and equipment are not available for community users.
- Printing is limited to 50 pages (or two articles) on a session and will be charged 25 fils per page.
- Borrowing privileges are suspended when any item becomes overdue and will resume when the item (s) are returned.
- Chronic offenders of library policies will have their borrowing privileges cancelled.
- All library user's bare considerate responsibility of making the library safe, neat and pleasant place for reading, research, studying and doing productive work. Please observe the above rules and guidelines.

Library Opening Hours

Sunday – Thursday 8:30 AM – 10:30 PM

Saturday 10:00 AM – 10:00 PM

(Closed on Friday and public holidays)

NB: The library working hours are subject to change. Please visit our website or call us at 045566831 for current opening hours.

Information Technology Services (ITS)

The IT services Department monitors daily operations of UD network and all PCs, and labs used by students, faculty and staff in teaching, research and other activities. This includes servers, client computers, printers, plotters, scanners, multimedia kits and projectors. The staff of IT services Department is also in charge of updating UD equipment and software regularly and resolves as quickly as possible any problems that hinder the network operation, individual faculty and staff workstations, or computer labs.

UD students have the following IT infrastructure and services:

- Each student has his/her own student logon account as well as email address.
- UD campus has 7 labs which are available for the students Sun – Thu from 8:30AM – 10:00PM and on Sat from 10:00AM – 10:00PM.
- Labs are also available during the weekends with an approval from the IT Services team.
- Library computers can be used at any time during the library's working hours.
- Full-time internet access is available.
- Each student has a user roaming profile which helps the student in accessing his or her folder from any workstation or any device via UDGGoogle drive (cloud services).

- UD standard licensed software are installed in all the labs.

UD classrooms have the following IT infrastructure and services:

- Each classroom has a PC, LCD Monitor and Speaker
- UD standard licensed software is installed in all classrooms and labs

Office Hours

For all IT related problems and requirements IT helpdesk can be contacted by users on +971455566888 or email helpdesk@ud.ac.ae between 8:30am to 9:00pm Sunday through Thursday and on Saturday from 10:00am- 9:00pm. Besides, helpdesk is available during all scheduled classes for needed support.

Academic Advising

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

I. Academic Advising

A. Academic/Graduation Plan

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.

B. 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.

C. Assigning Advisors

All students are advised by faculty members from their own discipline. The list of students assigned for each advisor is chosen randomly by the Advising System. Faculty members may use their login username and password to access the advising system.

D. Advising Procedures

Currently, groups of students at UD are automatically assigned an advisor during registration period by the College Dean/ Program Director while taking into account the student's major as well as breakdown. 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. 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 major field assessment tests in the last semester of their program.

E. Change of Advisor

A student may change faculty advisor given that the proposed advisor is willing to supervise the students work and the present advisor agrees to the change. A student may complete the Petition for Change of Advisor Form (Appendix VII) to be submitted to the Graduate office.

II. 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.

Each Faculty member at the Colleges 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:

- a. **At-Risk Detection:** At the beginning of each semester, the Registrar provides a list of at-risk students to the Dean/Director. The Dean/Director will advise department Chairs to draw corrective actions.
- b. **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 with peer-support and mentoring from Teaching Assistants (TAs), if available, periodically.
- c. **Progress Report:** Deans of Colleges and GUCR Director will request from department Chairs/Faculty a feedback report on the performance record of each at-risk student during the semester from course instructor(s). The progress is to be monitored through a special forms.

Student Counseling

Students often experience stress (e.g., personal, social, and financial) during their University life. While many students cope, others feel frustrated and overwhelmed.

The counselor at the Student Counseling Unit (SCU) is expected to support UD students by addressing and helping them successfully overcome psychological, relational and personal challenges at UD.

Services

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:** This is 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 Procedure

Steps

1. 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.
2. 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).
3. Post-counseling:
 - The student completes the feedback form.
 - The counselor evaluates the student's satisfaction level with the service and prepares a case file.

Student Rights

1. UD students have the right to fair, appropriate and confidential counseling services.
2. UD students have the right to halt the counseling process at any point in time.
3. 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

1. Visitations to the SCU will take place outside the student's class schedule.
2. 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.
3. Students are encouraged to be honest and open with the counselor regarding details of their case.
4. The student's personal commitment is crucial to an effective counseling session.
5. The student counselor can help students only if they are willing to receive help and support.

A. Student Counseling Forms

Each case file will contain the following forms:

- | | |
|---------------------------|--------------------------------|
| 1. Referral Form | 5. Counseling Session Abstract |
| 2. Consent Form | 6. Feedback Form |
| 3. Primary Questionnaire | 7. Case Report |
| 4. Primary Session Report | |

B. Case Closure

Each case will be considered closed:

1. When so agreed by both counselor and student
2. At student's request.
3. Upon missing three consecutive sessions without an acceptable reason.
4. 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:

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

Office Hours

The Student Counseling Unit (SCU) is located at UD new campus in the Academic city second floor. The office hours for SCU are Sun through Thu 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.

Internship and Career Development Centre Services (ICDC)

Choosing an academic major and a career are important decisions. The Internship and Career Development Center (ICDC) provides individual and group sessions to assist students in making these decisions by integrating all the details and aspects of a job search.

1. Career Counseling

Individual counseling appointments are available to help students:

- 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.
- Arrange mock interviews.
- Develop additional career building tools and skills such as resumé and cover letter writing, interview techniques and job search strategies etc.).

2. Career Resource File/Career Library

The Files contain a comprehensive collection of the following career material and information:

- Numerous books, software and Videos relating majors to careers.
- Information on interviewing techniques, resume writing and sample cover letters.
- Information on the occupational and labor market and information on skills necessary for job searches.
- Resources and directories that provide various statistics and salary information.
- National & International College and University graduate school catalogs.
- Database on organizations with listing of the personnel responsible for recruiting.
- Brochures and annual reports of prospective employers recruiting on Campus.
- Study guides for admission tests for graduate and professional Schools overseas.
- Computers for students to use for Internet, job search, career research, resume preparation and career assessment.
- Access to in-house developed software that keeps students apprised of On-campus recruiting activities.

3. Career Workshop

A variety of career development and job search workshops are conducted throughout the year. Workshops focusing on, for example, interview skills, resume preparations and the steps in conducting a job search are also held. These workshops are facilitated by ICDC career counselors, alumni and professionals from various business sectors.

4. Job Placement

The Internship and Career Development Center acts as a link between the University and the business community in seeking and securing job and internship opportunities for the undergraduates and graduates students and alumni.

1.1 Job Fairs

Each year the ICDC organizes a job fair inviting various employers representing governmental organizations and private institutions to visit the UD campus and meet with the students. This enriches the students' networking database and provides them with more job opportunities. Besides, the ICDC involves UD students in various Job Fairs and Open Days that are organized throughout the country. Various career-related activities are instituted to equip the students for their career progression and advancement and enhance their employability at the job fair. The Job Fair, which is also referred to as a career fair is a networking activity where we can nurture and grow relationships with organizations interested in the recruitment and employment of UD students and alumni. Benefits of a Job Fair:

A. To students:

1. Explore different options and career paths in various fields.
2. Meet and talk with representatives from companies from a wide range of industries.
3. Obtain valuable information on internship, part-time and full-time opportunities.
4. Personally submit their CVs to prospective employers and even have an interview.
5. Develop a network of contacts which they can use in their job search.
6. Have a good opportunity to practice their communication and negotiation skills.
7. Discover what is out in the work place from a single event such as this.

B. To employers:

1. Meet the best and the brightest of students from the Business and IT field.
2. Meet a large number of local students whom they can hire for their localization/Emiratization program.
3. It is an inexpensive way of hiring a pool of talented individuals to fill in their current or future vacancies.
4. Branding visibility and networking opportunities.
5. Opportunity to create awareness about your organization's future plans.

C. To the University:

1. The Job Fair is a venue to promote the University's programs and services.
2. The University can forge/strengthen partnerships and alliances with participating companies

1.2 Job Listings

The ICDC has developed contacts to receive and process part/full-time job opportunities from government and private organizations in the U.A.E and the other GCC countries which are updated on a regular basis.

- The ICDC has developed an effective network by partnering with various local recruiting firms thus making more opportunities for UD students.

- A web site has been developed for the use of UD students and prospective employers to search and post jobs. A daily printout of the job listings is also available in the ICDC.
- Information on both on- and off-campus jobs is posted on Bulletin Boards across the Colleges to advertise latest opportunities available to students with a variety of employers.

1.3 Employment File

Students open an employment file at the ICDC. This file contains the student's name, copy of the student's passport, U.A.E National I.D. and other important documents that are needed for job applications. The employment file is forwarded by the unit to prospective employers upon their request.

1.4 Graduate Resume Book / CD

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

1.5 On-Campus Interviews

This offers students the opportunity to interview with a number of organizations for a variety of positions throughout the year. Organizations seek intelligent, committed youth with enthusiasm and zeal for selections. These students are trained and acquire skills immediately after College.

1.6 Open Day

Chairs and tables will be provided to companies who wish to meet 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.

1.7 Video Conference

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

1.8 Corporate Alliances

ICDC has signed a Memorandum of Understanding with various organizations. List of business partners is available with ICDC and on UD webpage. 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.

5. Employers Services

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. Link is on UD Website.

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.

6. 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.

Student Services

Students & Alumni Affairs (SAA) provides undergraduates and graduates students with innovative extracurricular programs promoting health, wellness, leadership, ethics, and values, prepare them for their responsibilities as progressive and engaged global citizens and recognize those who shows extra ordinary commitment and dedication through their outstanding academic performance and through their volunteerism and exemplary leadership roles in various activities, programs and events.

Social and Cultural Programs

SAA organizes social and cultural events to further its goal of promoting relations between UD and the community. SAA conducts vibrant and extensive social and cultural programs that ensure the students' participation thereby enhancing ones' understanding and appreciation of the various cultures and social impact to the community.

Sports and Recreational Programs

To promote sportsmanship, camaraderie and a healthy lifestyle, intramural activities are organized by the SAA in a friendly yet competitive environment. Tournaments are held for sports activities such as football, basketball, bowling, billiards and foosball. UD sports clubs compete against higher education institutions as part of the Higher Education Sports Federation which consists of Colleges and Universities in Dubai and in the UAE.

Student Union

The University of Dubai Student Union (UDSU) was established to develop a sense of belonging, foster an independent, pro- active and responsible student body, and to provide a range of social, cultural, sporting and recreational activities in which students can participate. The UDSU election is held in the beginning of the academic year (May-June).

Student Organizations

Student organizations are an integral part of the learning process at UD as they allow students to pursue personal interested and hobbies outside the classroom, learn leadership skills by handling responsibilities and meet new people. The clubs' host a wide range of activities like sports, music and recreation, as well as cultural and social interests.

Contributors to student organizations' activities and events (volunteers/ushers/organizers) are normally selected from among those who are on good academic standing.

Social Clubs

1. Emarati Club
2. Iraqi Club
3. Lebanese Club

4. Syrian Club
5. Palestinian Club
6. Egyptian Club
7. Indian Club
8. Chinese Club

Professional Clubs

1. Environmental Club
2. Knowledge Club
3. Entrepreneurship

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.

Volunteer / Outreach Programs

UD provides several volunteer programs to students by participating in many events that promote a positive impact on the community and improve the quality of life for others. These programs also help raise awareness and promote learning from a different perspective.

Major Events

SAA in collaboration with the UDSU and UD groups organize a variety of activities throughout the year with the objective of breaking down barriers between cultures and celebrating diversity in different ways; providing students with the opportunity to meet other members of the UD community; and learning something new and at the same time having fun. Some of the events organized annually:

- UAE National Day celebration
- Ramadan Iftar gathering
- Barbeque trips
- Desert Safari
- Beach parties
- Talent Night
- UD Bazaar
- International Day Festival
- International Trip

Awards Programs

In recognition for the student's outstanding academic achievement and commitment, dedication and support towards UD's various events, programs and activities, SAA hold 2 awards – recognition and appreciation programs throughout the academic year.

A. Honor Students:

Held in the month of October, the Honor Students event is organized to recognize the high academic performance of graduate students with 3.6/4 and above. Student's parents are also invited to share their children's academic achievement.

B. Student Life Awards Ceremony (SLAC):

At the end of the academic year, the University holds a presentation ceremony to honor, recognize and appreciate students whose contributions towards the University's various activities, programs and events showed exemplary dedication and commitment. These include organizers of successful events and individuals who took leadership positions in all aspects of student life such as the Student Union, student

groups and sports teams. In addition, companies which sponsor Student Services events are also invited and awarded in recognition for their contribution to student functions.

Student Discount Program

The University of Dubai is offering the discounts card – “**The ISIC (International Student Identity Card)**”. ISIC is the only internationally recognized student Identity document in the world endorsed by the UNESCO. Since its initiation in 1953, the ISIC has been providing students with access to specially developed student discounts across the globe.

As a UD student holder of ISIC card, you will have access to **over 125.000 discounts on products and services available in 135 countries.**

ISIC’s membership validity is one-year period and its annual fees is AED 25. For more information on ISIC, please contact Student Services Office at 04 55 66 824.

Furthermore, the following businesses and organizations offer discounts when you show your UD Student Card at the time of payment or at time of offer:

1. Fitness 4 Life Gym
2. La Moda sunglasses
3. Kaffa Beans – Coffee Shop
4. Dr. Thomas Dental Implant Clinic (DMCC)
5. Emirates Driving Institute

These discount offers are subject to change without notice! If you have questions, contact the UD Student Services office.

Graduation Ceremony

Held during the month of May, the Graduation Ceremony is the much awaited event for any student passing out from the University. Candidates for graduation are required to submit the “Graduation Requirements Form” to the Admission and Registration Department (ARD) in order to graduate and attend the graduation ceremony. Graduate students must meet a CGPA of 3/4 to be eligible and need to complete the academic plan requirements in full by the end of the academic year in order to attend the current year’s graduation ceremony.

Health Center - Health Awareness AND Screening Programs and Community Service

Hours of Operation:	Sun to Thu 10:30 am - 7.00 pm. Second Floor UC 201
Appointments:	Telephone: 04 5566 800 (Ext. 823) or Email: lmathai@ud.ac.ae
Emergencies:	When the Health Center is closed, during life-threatening emergencies such as severe bleeding, collapse, unconsciousness and/or severe chest pains, please call 999 immediately.

The Health Center is part of SAA and is located in the Second floor of the UC building (Room no UC 201). The center is staffed by a registered nurse who provides first aid and health advice in accordance with professional standards and practices. Serious cases are referred to doctors and/or local hospitals. If you have headaches, do not feel well, or you just want to discuss any health related issue, you can walk into the Health Center 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.

Health Center Programs

Awareness Programs

Health Awareness provides community health education, preventative measures and programs to develop students’ awareness on how to lead a healthy lifestyle and how to avoid and deal with a variety of sicknesses.

This helps improve students' knowledge and build a strong background in Health Awareness.

Health Screening Programs

The Health Center in collaboration with various medical centers under the Department of Health Authority (DHA) organize free screenings and tests for various medical problems such as diabetes, hypertension, hepatitis, vision, and body mass index. Activities are held at UD Academic city new campus. Graduate students are encouraged to take part in such events.

Community Service

The Health Center plays an important role along with the Student Counseling Unit in community service by encouraging students to participate in services such as visiting homes for the elderly, orphanages, organizing blood donation and charity campaigns, raising awareness of environmental issues, working with people with disabilities and other activities that serve the community as a whole

Safety and Security Services

In case of emergency whilst on UD premises, report it directly to the Security Team Leader located at the Security Reception (Ground Floor), while if you are being out of the buildings you will need to call the Security on **04-556 6800/04-556 6898/ 04-556 6899** and inform security of any situation you could be facing. Students are required though to be considerate with what they classify as being an emergency, especially after 23:00 hrs. Any object likely to be considered a threat to the safety of the UD establishment must not be brought into UD buildings; students are encouraged to report any health and safety concerns or suspicious behavior immediately to a Security Guard.

Safety Security

The Safety Security Office (located in the ground floor at the reception-contact # **04-556 6800/04-556 6898/ 04-556 6899**) supports the University's activities by

- providing advice to all University departments, institutions, staff, and students on all aspects of health and safety, including fire protection
- providing a wide range of safety training courses
- carrying out safety audits
- investigating serious accidents and incidents
- liaising with enforcing agencies (e.g. Health and Safety Executive, Environment Agency, Fire Service)
- providing a hazardous waste disposal service
- managing programs of health and safety improvements, e.g. fire precautions, managing the University's fire alarm contract
- drafting safety policies that ensure the University compliance with relevant legislation

Student Id and Email ID

Student ID:

University student identification card providing and controlling access to University facilities and services.

Each ID Number consists of 8 digits, divided from left to right, as follows:

- The first (4) digits indicate the academic year in which the student joined the program, the fifth digit indicates the academic term in which the student has joined the program. The sixth, seventh and the eighth digits indicate the student's serial number at the program.
- For example, a student's ID number can be written as follows: 20101001: This number is for a student who joined the University in the academic year 2010 (2010) in the first academic term (1), and his/her serial number is (001).

Student Email:

- Each student has a logon account as well as an email address, with remote access.

- Computer labs (with licensed software) equipped with printers for students' use.
- High speed internet access and Wi-Fi-equipped labs

UD Alumni Association

UD strives to maintain and strengthen its ties to 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, thus providing one association for all UD graduates. A UD alumnus is anyone who has graduated from UD regardless of where she/he lives or what she/he studied. The UDAA is the official group for graduates of the University of Dubai (UD).

UDAA membership is free and alumni need only keep their address and employment records up-to-date with Alumni Relations. The activities and programs of the UDAA are overseen and supported by its Board of Directors. The Board is made up of 16 members and additional voluntary members who volunteer their time, effort and resources to serve the UD alumni community.

UDAA Objectives

UDAA objectives are to:

- 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 still sense of belonging to UD even after graduation.
- 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 alumni in UD's research activities.

Benefits to Alumni

- All registered members of the UDAA are issued a membership card that grants them certain rights and privileges on the UD campus and throughout the UAE.
- Stay connected with the UD community
- Get discounts on UD programs and professional development programs
- Take selected undergraduate, graduate and professional development courses for free through Alumni Continuous Learning Program.
- Enjoy corporate discounts from partner organizations
- Receive career support through seminars, workshops, guest lectures and Job postings
- Access faculty research or contribute your own research
- Receive invitations to sporting events, picnics, trips abroad and graduation
- Receive UD newsletters, catalogs and magazines
- Use UD facilities such as the library, cafeteria and computer labs
- Have free access to UD Library
- Obtain a life time e-mail

Services Offered by Alumni Relations Office

- **Alumni Directory:** The online directory reconnects alumni with old friends or helps them find new ones. The directory offers various methods to find alumni by program of study and field of work.
- **Updating Your Contact Information:** Alumni can update their contact and employment information online. This helps UD keep you informed about events and programs being offered. There is an easy-to-use online form on the alumni homepage to submit your updates.
- **Alumni Career Services:** receive assistance with their job search, career information, be invited for job fairs and career workshops. Furthermore, alumni are encouraged to meet the UD career advisor for one-on-one career counseling sessions.

Alumni Programs

Alumni-Student Mentoring Program (ASMP)

The ASMP was launched in 2009 to bring students (mentees) and alumni (mentors) together to connect and interact. Students receive valuable advice and guidance as they transition from an academic world to a working world and the Alumni receive experience in a leadership role and the satisfaction of imparting insightful wisdom to new generation. If you are interested in becoming an Alumni Mentor/Mentee, contact the Alumni relations office. Alumni-Student Mentoring Program Events:

1. **Orientation Day:** Held in the beginning of the first semester (fall) after the mentoring pairs are formed.
2. **Networking Lunch:** Held in the beginning of the second semester (spring).
3. **Closing Ceremony:** Held in the end of the second semester (spring).

Alumni Continuous Learning Program (ACLPL)

The ACLPL was created in 2013 to support alumni in their professional development. The program equips them with the knowledge and skills needed to cope with the ever-changing market demands and challenges. Through the ACLPL, UD provides Alumni with a number of free courses at the undergraduate level as well as training through the Center for Management and Professional Development. The courses can be useful if, for example, a student studied marketing but is promoted to a position where some basic accounting is involved. The courses are provided on a first-come, first-serve basis and are declared/promoted by the University prior to the Fall and Spring semesters.

Alumni Guest Speaker Series

The Alumni Guest Speaker Series is a one-week program held each semester to assist new students in their transition from high school to the University. Alumni who wish to speak, host, or plan a club event or conduct a workshop, should contact the alumni coordinator.

Alumni and Friends of University of Dubai Scholarship Fund (AFUDSF)

The objective of this program is to support the UD mission by providing financial support to incoming freshmen and existing UD students who meet the AFUDSF guidelines. To be eligible, for one of these scholarships, students must complete an application form, available at the Alumni Office. Donations to the AFUDSF are always appreciated. Please contact the Alumni Office if you would like to donate.

Alumni Major Events

Annual Alumni Homecoming

It is held every year 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.

Dean's Alumni Networking Event

Alumni used 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 Alumni Association in collaboration with the Internship and Career Development Center. The University of Dubai takes the opportunity to share with alumni news about most recent accomplishment and its new program offerings. These two events are held on the month of January and March.

Annual 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 the University 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.

Alumni-Students Mentoring Program Events

The ASMP participants are holding the following three major events through the academic year:

1. **Introductory session:** It is held in the beginning of the first semester (Fall) after the mentoring pairs are formed.
2. **Networking Lunch:** It is held in the beginning of the second semester (Spring).
3. **Closing Ceremony:** It is held in the end of the second semester (Spring).

Awards

During the annual homecoming event, UD awards alumni members who reflect the University's tradition of excellence thereby bringing distinction to themselves and UD through their outstanding achievements in both professional and social life.

Nominees along with proof of achievement for all the following awards are to be sent one month before the ceremony. Selections are made by the Alumni Relations Office. The Alumni awards are 3 categories as shown below:

1. Professional Achievements Award

Given to the UDAA members who have achieved great success in their professions and have superb records of distinguished career accomplishments and who have made outstanding contributions to their professions.

2. Most Active Alumni Award

Given to the UDAA members who have shown extreme involvement and have demonstrated exceptional leadership and service to the University of Dubai and its activities and business functions, enhancing the affiliations with its alumni, student body and the broader community.

Outstanding Future Alumnus

Given to UD student, enrolled in a full-time undergraduate degree and with a minimum of one year of study who have consistently demonstrated outstanding academic performance and continuous voluntary service to UD.

Tuition Fees and Payment Schedules

A. Admission Fees

A non-refundable admission fee will be charged when the applicant submits his/her application form to the Admission and Registration Department. This fee will also apply to students who are being re-admitted to the University.

B. Placement Exam Fees

Placement exams fees, if any, may be applicable.

C. Tuition Fees

At the beginning of each term, students must contact the Accounting Department to arrange the payment of their fees. Students who do not pay the tuition fees within 36 hours of completing the advising and booking process will have their provisional bookings cancelled. Current listing of tuition and other fees are made available to students through UD's official mode of communication. The University of Dubai reserves the right to increase 10% of the tuition fees as deemed necessary.

D. Late Registration Fees

Continuing students, who fail to register during the regular registration time period, as announced in the academic calendar, will be charged an additional late registration fee of AED 500 per course. This additional

fee does not apply to added courses (replaced during Drop & Add period or just added to complete registration) during the Drop & Add period. Please refer to the current fee list for details.

E. Payment Terms

- Date of the last installment should be 5 days before the start of final exam for all terms.
- Letter to immigration (for visa purpose) will be issued only to the registered students.
- The amount of down payment is equal to 1 course.
- Outstanding fees of current term should be settled, if any, prior to registering for a new term.
- To claim government employee discount, students can produce their employee card only as a proof of employment.

F. Insufficient Funds Policy

Charges are applied for a returned check (see current fee list). No checks will be accepted from any student whose checks are returned twice. In this case, only cash and/or credit card payment is acceptable thereafter. It is the sole responsibility of the student to ensure all scheduled payments presented are properly provided for as management will not send reminders to the individual.

G. Outstanding Balances

Students with unpaid outstanding balances will have their registration placed on hold and will not be allowed to access any of their records. In addition, they may not be given any letter of recommendation, which is requested during this period.

H. Miscellaneous Fees

Miscellaneous fees will apply for the following services. Fees may be revised at the beginning of each academic year as deemed necessary. Students are informed ahead of time of any revisions in the fees.

Type of Service	
1.	Application for Incomplete/Make-up Exam (Mid-term or Final exam)
2.	Application for Reviewing Final Exam Sheet
3.	Issuance of Degree Certificate Fee/Re-issuance of Degree Certificate
4.	Financial & accounts statements printing fee
5.	Graduation Fee
6.	Course syllabus - print & stamp fee (per course)
7.	Technology Fee (once only – at the time of enrollment)
8.	English Placement Test (if required) / Math Placement Test (if required)
9.	Replacement of a lost ID
10.	Late Registration Fee (per course)
11.	Post-dated Check/Returned Check/Postponement of post-dated check



Fee Structure - Schedule of Tuition and other Fees Academic Year 2017-18
Sept. 2017 till Dec. 2018

A.	Graduate	2017-18	
		Local Students (AED)	International Students (USD)
A.1	Masters of Law(LLM)Tuition Fee (per 3CH course)		
	Regular Students	9,280	-
	Visiting (Short course)	13,000	4,000
	Pre-LLM	5,000	-
A.2	Study Abroad Program (per course)	11,600	3,200
B.	Miscellaneous Fees (Nonrefundable)	(AED)	(USD)
B.1	Application fee (LLM)	500	250
B.2	Admission and Registration Fees (includes Student ID card)	1,100	400
B.3	English Placement Test	300	-
B.4	Late Registration (Per Course) - except for PhD Program	500	
B.5	Late Registration (Internship) - except for PhD Program	500	
B.6	Challenge exam per course in Pre-LLM	2,000	
B.7	Replacement of a lost ID	100	
B.8	Each Post Dated Check (Max 3 in each Term)	200	Refer Note 1
B.9	Returned check (maximum 2 chances)	750	
B.10	Postponement of post-dated Check	250	
C.	Miscellaneous Course Related Fees (Nonrefundable)	(AED)	(USD)
C.1	Application for Incomplete Final Exam	1,000	Refer Note 1
C.2	Application for Reviewing Final Exam Sheet	500	
C.3	Issuance of Degree Certificate Fee (with MOE attestation)	350	220
C.4	Re-issuance of Degree Certificate	1,000	300
C.5	Attestation of True Copy Certificate	100	

C.6	Graduation Fee*	2,500	Refer Note 1
C.7	Technology Fee (once only at the time of enrollment)	700	
<p>The University reserves the right to increase tuition fees up to 10% per academic year when deemed necessary. Given fees are net of all discounts.</p>			

- Notes:**
1. Miscellaneous fees (in AED) are applicable to International Students as well.
 2. Revised fees are applicable to all new students registered in 2017-2018 onwards.
 3. VAT is not included in the above given prices.
 4. VAT will be added to the fees once it is implemented in UAE.
- * Graduation fee is subject to change.

Payment Schedule - Installment/Deferred Payments Policy

A non-refundable fee will be charged on each installment/postdated check. The maximum number of installments is three for all terms. At the time of registration students are required to pay for at least one course and all applicable registration and activity fees by cash, current check or credit card. Any balance remaining must be paid in a maximum of two installments in the form of postdated checks. The last date of the final installment is five days before the final exam for all terms. Cash, checks or credit cards are accepted as payment. Visiting/short course students may pay their fees by cash, current dated check or credit card; post-dated checks will not be accepted from visiting (short course) students.

Refund Policy

- Students are refunded 100% of the tuition fees paid if they withdraw during the first week.
- Students are refunded 50% of the tuition fees paid if they withdraw during the second week.
- Students withdrawing after the second week are not entitled to any refund.
- Non-tuition fees are not refundable.
- Tuition fees might be refunded if there is sufficient evidence that the withdrawal is due to health reasons and the case is supported by proper documentation. This exception is subject to the approval of the President.



Full Time Faculty

A

Al Ahmad, Hussain, PhD,
The University of Leeds, UK,
1984; Professor in Electrical
Engineering; Dean, College
of Engineering and
Information Technology

Anadol, Gulcin Yaprak,
PhD, Hacettepe University,
Turkey, 2007; Assistant
Professor in Marketing

Arnaut, Marina, PGDip,
Edinburgh Business School
Heriott Watt, 2013;
Lecturer in Management

Atallah, Shadi, PhD,
Polytechnic of Turin, Italy,
2012; Assistant Professor in
Electrical & Computer
Engineering

B

**Bin Ahmad, Kamarul
Zaman**, PhD, University of,
2001; Professor in
Management

E

Ehn, Lucia, PhD, University
St.Gallen, Switzerland,
2016; Assistant Professor in
Banking & Finance

F

Fachka, Claude, PhD,
Concordia University,
Canada, 2015; Assistant
Professor in Electrical &
Computer Engineering

Faizal, Kamarul, PhD,
Auckland University of
Technology, New Zealand,
2012; Assistant Professor in

Business Information
Systems; Department Chair
of Information Technology

G

Gachino, Geoffrey, PhD,
UNU MERIT, Maastricht-
Netherlands, 2006;
Assistant Professor in
Economics & Statistics;
Provost

H

Haak-Saheem, Washika,
PhD, Leuphana Univeritat
Luneburg, Germany, 2009;
Associate Professor in HRM
& Management; Director of
Undergraduate Studies

Hussain Sher Afza, Rahim,
PhD, Griffth University,
Australia, 2008; Associate
Professor in Marketing

K

Kafeero, Edward, PhD,
University of Munster,
Germany, 2009; Associate
Professor in International
Trade Law & Customs

Kambouris, George, MBA,
St. John's University, New
York USA; Lecturer in
Accounting

Kamel, Yehia Mahmoud,
PhD, Benedictine
University, Lisle, IL USA,
2005; Assistant Professor in
Management

**Karathanasopoulos,
Andreas**, PhD, Liverpool
John Moores University,

2012; Associate Professor in
Banking & Finance

Karlin, Gina Marie, Master,
The New School, USA, 2010;
Instructor in TESOL-
Curriculum Development

Khalil Al Qadi, Hatem,
Master, University of
Maharaja, 1999; Instructor
in English and Literature;
Acting Director GUCR

Khan, Shafaq Naheed, PhD,
University of Hull, UK, 2016;
Assistant Professor in
Computing & Information
Systems

Kumar, Ajay, PhD,
University of Manchester,
UK; Assistant Professor in
International Economic Law

M

Mariano, Stefania, PhD,
University Degli Studi
Molise, Italy, 2006;
Professor in Management

Mansoor, Wahiq, PhD, The
University of Aston in
Birmingham, UK, 1991;
Professor in Electrical
Engineering; Director,
Center for Entrepreneurship
& Innovation

Maydybura, Alina, PhD,
University of Wollongong,
Australia, 2015; Assistant
Professor in Banking
Finance

Milhem, Reham Mahmoud, PhD, UAE University, UAE, 2015; Assistant Professor in GUCR

Miniaoui, Sami, PhD, HEC Lausanne, Switzerland, 2009; Assistant Professor in Electronics and Communication Engineering

Mitchell Van Der Zahn, Jean Luc Wolfgang, PhD, Murdoch University, Australia, 1998; Professor in Accounting

Mukhtar, Husameldin Hussain, PhD, Khalifa University, UAE, 2015; Assistant Professor in Communications Engineering

N

Najim Mohammed Al Khafaji, Ahmed, PhD, IIT Roorkee, 2000; Assistant Professor in Mathematics

Naqshbandi, Mohammad Muzamil, PhD, University of Malaya, Malaysia, 2013; Assistant Professor in Management

Nasiruddeen, Muhammad PhD, University of Dundee, Scotland UK, Professor in International Arbitration, International Economic Law.

O

Osman, Mohammed, PhD, University of Massachusetts, 1998; Professor in Economics & Statistics; Director, MBA & PhD

P

Panthakkan, Alavikunhu, PhD, Banasthali University, India, 2015; Lecturer in Electronics Engineering - Image Signal Processing

Prasad, Arun, PhD, IIT Madras, India, 2007; Associate Professor in HRM

R

Rababa, Mohammed, PhD, University of Manchester, UK, 2014; Assistant Professor in Law, Intellectual Property Trademarks; Acting Director, College of Law

Rao, Ananth, PhD, University of Minnesota, USA, 1991; Professor in

Finance; Director, External and International Relations; Director, Center for Research & Consultancy; Dean, Dubai Business School

S

Suleymanova, Sara, MA, University of Brighton, UK; Instructor in English

T

Tabche, Ibrahim, PhD, University of Bath, UK, 2002; Associate Professor in Management

Thiruvattal, Eapen, PhD, University of Kent, UK, 2007; Assistant Professor in Marketing

W

Worku-Bekele, Genanew, PhD, Johannes Kepler University of Linz, Austria, 2008; Assistant Professor in Economics & Statistics

Z

Zaremba Adam, PhD, Poznan University, Poland, 2012; Associate Professor in Banking & Finance

Appendix I- Program Matrix

Course#	CLO#	LLM PO		PO 1	PO 2	PO 3	PO 4	PO 5
		Course Learning Outcome	QFE Grid 9	Skills	Autonomy & Responsibility	Knowledge	Role in Context	Self-Development
LLM 600	1	Describe the different research tools available				X		
	2	Classify relevant legal and non-legal information sources		X				
	3	Develop legal writing skills.						X
	4	Illustrate the benefits of thorough research and varied research sources					X	
	5	Demonstrate the ability to work in a team on assigned tasks			X			
LLM 610	1	Distinguish the divergent legal systems that will be encountered in the practice of international business and international business law						X
	2	Asses the differences between the UAE legal systems and the main features of some other jurisdictions (including UK and US)		X				
	3	Describe principles, concepts and rules of international law				X		
	4	Demonstrate the ability to work in a team on assigned tasks			X			
LLM 620	1	Describe the UAE legislation on labor law, HR law and worker safeguards				X		
	2	Quote UAE labor law						X
	3	Analyze the difference between the UAE labor law and the main features of employment laws of UK and US		X				
	4	Appraise the benefits of HR, labor law, and worker safeguards					X	
	5	Demonstrate the ability to work in a team on assigned tasks			X			
LLM 635	1	Name the differences between the laws governing company formation nationally and internationally				X		
	2	Explain the UAE laws governing company formation, financing, governance and bankruptcy		X				
	3	Analyze the facts of a case and utilize appropriate technique to research law					X	
	4	Evaluate appropriate legal assistance in setting up companies						X
	5	Demonstrate the ability to work in a team on assigned tasks			X			

LLM 645	1	Distinguish the divergent legal systems that will be encountered in the practice of international business and international business law	X				
	2	Analyze the facts of a case and recommend appropriate legal and policy corrective actions				X	
	3	Evaluate the best appropriate legal assistance in setting up contracts					X
	4	Describe the UAE laws governing contract formation			X		
	5	Demonstrate the ability to work in a team on assigned tasks		X			
LLM 650	1	Describe the principles and practices of litigation and arbitration			X		
	2	Evaluate the separate yet connected system of litigation within free zone areas and the degree of interaction with, and governance by, Federal and Emirati courts					X
	3	Assess the pros and cons in litigation in federal/emirate and specialized courts				X	
	4	Categorize recognition and enforcement of foreign judgments and arbitral awards	X				
	5	Demonstrate the ability to work in a team on assigned tasks		X			
LLM ADR 700	1	Describe the practice of international arbitration in the UAE				X	
	2	Explain the arbitral process starting from the role of arbitration rules, and the importance of applicable law choice, to the enforcement and challenge proceedings			X		
	3	Evaluate and assess the federal laws on international arbitration and the relationship between local courts and arbitration tribunals and institutions, indicating the degree of support the local courts express towards arbitration through their judgments					X
	4	Evaluate and analyze the practice of arbitration in the UAE and the role of the DIAC	X				
	5	Demonstrate the ability to work in a team on assigned tasks		X			
LLM ADR 710	1	Demonstrate detailed knowledge of the arbitral process			X		
	2	Evaluate and assess the Arbitral Institutions				X	
	3	Reproduce effective arbitration clauses and awards	X				
	4	Analyze the New York Convention					X
	5	Demonstrate the ability to work in a team on assigned tasks		X			

LLM ADR 720	1	Describe the process of negotiation and key elements of negotiation.			X		
	2	Apply variety of negotiation strategies and tactics.	X				
	3	Describe the role of perception and communication in negotiations.				X	
	4	Deduce the best practices in negotiations.					X
	5	Demonstrate the ability to work in a team on assigned tasks		X			
LLM ADR 730	1	Describe the principles and practices of a variety of alternative dispute resolution techniques			X		
	2	Assess the pros and cons regarding a variety of alternative dispute resolution techniques				X	
	3	Discuss a variety of alternative dispute resolution techniques					X
	4	Analyze online dispute resolution techniques	X				
	5	Demonstrate the ability to work in a team on assigned tasks		X			
LLM FCML 700	1	Outline the concepts of bribery and corruption			X		
	2	Evaluate and assess national, regional and international bribery and corruption regimes	X				
	3	Classify the orientation of international regulations about bribery and corruption					X
	4	Demonstrate the ability to work in a team on assigned tasks		X			
LLM FCML 710	1	Outline the concept of money laundering			X		
	2	Evaluate and assess national, regional and international money laundering regimes	X				
	3	Classify the differences between the UAE anti money laundering regime and the UK and US anti money laundering regime					X
	4	Demonstrate the ability to work in a team on assigned tasks		X			
LLM FCML 720	1	Outline the economic and political objectives of competition policy			X		
	2	Evaluate and assess UAE and EU's competition regimes	X				
	3	Classify the differences between the UAE competition regimes and the EU regime					X
	4	Demonstrate the ability to work in a team on assigned tasks		X			
	1	Describe the concepts of governance, compliance and assurance			X		



	2	Judge methods of governance, compliance and assurance	X				
	3	Organize a governance, compliance and assurance strategy.					X
	4	Demonstrate the ability to work in a team on assigned tasks		X			
LLM ADR 740/ LLM FCML 740	1	Identify legal issues					X
	2	Analyze the collected research material and draw justifiable and useful conclusions from it	X				
	3	Evaluate critically legal information		X			
	4	Use skills to “sell” recommendations to organizations for effective implementation				X	



Appendix II - Graduation Requirements Form

GRADUATION REQUIREMENTS FORM	
<p>A. PERSONAL INFORMATION</p> <p>Name (in English): _____ Name (in Arabic): _____ <i>Write your name in English and Arabic as it appears on your passport. Note: It will appear the same way on your certificate.</i></p> <p>Student ID#: _____ Major: _____ P. O. Box: _____ Address: _____</p> <p>City: _____ Country: _____ Personal E-mail: _____ Mobile #: _____</p> <p>Student Signature: _____ Date: ____ / ____ / ____</p>	
<p>B. ADMISSION AND REGISTRATION DEPARTMENT</p> <p><input type="checkbox"/> Original TOEFL/IELTS Certificate <input type="checkbox"/> Original High School Certificate(s) <u>Undergraduate</u> <input type="checkbox"/> Copy of ID Card for UAE Nationals Only</p> <p><input type="checkbox"/> Passport Copy <input type="checkbox"/> Original Transcript(s) for Transfer Students Only <input type="checkbox"/> Original Transcripts & Bachelor Degree Certificate(s) <u>Graduate</u></p> <p>Registration Department</p> <p>Signature: _____ Date: ____ / ____ / ____</p>	
<p>C. FINANCE DEPARTMENT</p> <p><input type="checkbox"/> Graduation Fee (AED 2,500) <input type="checkbox"/> Certificate Fee (AED 350)</p> <p>Finance Department</p> <p>Signature: _____ Date: ____ / ____ / ____</p>	
<p>D1. STUDENT & ALUMNI AFFAIRS (SAA)</p> <p><input type="checkbox"/> Two Recent Passport Size Photo <input type="checkbox"/> Alumni Permanent Records' Card – available at ICDC</p> <p><input type="checkbox"/> Resume or CV in required format available at http://www.ud.ac.ae/centers/icdc/</p> <p>SAA</p> <p>Signature: _____ Date: ____ / ____ / ____</p>	
<p>D2. GRADUATION COMMITTEE (GC) COORDINATOR</p> <p><input type="checkbox"/> Cap & Gown Size _____ <input type="checkbox"/> 1 Recent Passport Size Photo (in color)</p> <p><input type="checkbox"/> Will Attend Ceremony, Name Card: _____ <input type="checkbox"/> Will Not Attend</p> <p>GC Coordinator</p> <p>Signature: _____ Date: ____ / ____ / ____</p>	

Appendix III- Graduation Clearance Form

GRADUATION CLEARANCE FORM		
Student Name: _____ ID Number: _____		
I, the undersigned acknowledge that I have received the <u>original certificate</u> .		
_____		Date: ___ / ___ / ____
Student's Signature		
1. Student Services Confirmation for return of locker keys and other UD properties.		
_____	_____	Date: ___ / ___ / ____
Name Signature		
2. Library Confirmation for return of books, educational materials, and full payment of fines on overdue books.		
_____	_____	Date: ___ / ___ / ____
Name Signature		
3. Internship & Career Development Center, 2nd Floor Confirmation for data collection of graduates.		
_____	_____	Date: ___ / ___ / ____
Name Signature		
4. Finance Department, 2nd Floor Confirmation for full settlement of payments due to UD.		
_____	_____	Date: ___ / ___ / ____
Name Signature		
5. Registration Department, 1st Floor Confirmation for completing the exit survey and clearance of documents and academic issues.		
_____	_____	Date: ___ / ___ / ____
Name Signature		

Appendix IV - Grade Appeal Form

GRADE APPEAL FORM

To: Dean of College /Director

Kindly approve the review of my final exam Answer Sheet for the..... course, Section No. (), taught by Dr..... during Fall - Winter - Spring - Summer I - Summer II of the academic year (20 / 20), for the following reasons:

- Failing the course
 Other (please specify):

Student Name: _____ ID No.: _____ Mobile No: _____

Signature: _____ Date: ____ / ____ / ____
 dd mm yyyy

To be completed by the Registration Department:

The above mentioned student has attended the final exam in the Course _____ and obtained the following marks:

Class Work:	(/)	Mid-term Exam:	(/)	Points:	()
Final Exam:	(/)	Grade:	()		
Cumulative GPA:	()	Academic Probation received:	()		

Signature: _____
 Registrar, Admission & Registration

To be completed by the Dean/Director:

- The mark on the exam should not be changed.
 The mark on the exam should be changed from to *

Signature: _____
 Dean of College/Director

Appendix V – Student Campus Violations Report Form

Student Campus Violations Report Form

Please provide all information on this form and return to the Student and Alumni Affairs Dept.

I. Person reporting the incident

Name:	
Department & Designation:	
Contact no:	

II. Information of the Student being reported

Student ID (if known):	
Student name (if known)	
Contact no (if known):	

In case of violation involving vehicles

Car number plate (if required):	
Car type (if required):	
Car color (if required):	

III. Incident Location

Location Name: _____

Description (parking, campus corridor, classroom, terrace, reception, lab, etc.):

IV. Incident Description (provide detailed information related to the information being reported)

Incident Date and Time : _____

.....

.....

.....

.....

.....

Signature

Date

Appendix VI- General Petition Form

University of Dubai GENERAL PETITION FORM

Please fill out the form if you intend to appeal a disciplinary committee decision, report an incident, or complain against a UD Student, Staff or Faculty who may have treated you improperly, with negligence, unfairly, or not in accordance with a University policy. Students shall refer to the relevant grounds for appeals as stated in the Student Grievances Policy before completing the form.

This form should be submitted to the Director, Student & Alumni Affairs (SAA) within 7 days of the previous decision made on your case or incident. The petition is an individual complaint and must be signed by one student only and not by a group of students.

SECTION A - YOUR DETAILS

Name

Address

Phone

Student ID# Major:

SECTION B – Purpose of Petition

a) Please *check the box relevant to your case*

- | | |
|---|--|
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Reporting an Incident |
| <input type="checkbox"/> Disciplinary Committee Decision Appeal | <input type="checkbox"/> Filing a Complaint |

b) Please explain your case by providing detailed information (names, type of incident, desired solution) or attach a separate statement

Use an additional sheet if necessary. Please keep a copy of the form for your records

SECTION C - OUTLINE OF ACTIONS YOU HAVE TAKEN SO FAR

If you attempted to resolve the matter *informally*, please give details below:

With whom was the matter discussed?	Name

College / Department:	
Date discussed ____ / ____ / ____	

SECTION D - DECLARATION

I believe that the above information is accurate to the best of my knowledge. I confirm that this form can be passed on to the concerned person/department.

Signature: _____ Date: _____

PLEASE LIST ANY DOCUMENTARY EVIDENCE YOU HAVE ATTACHED.
(e.g. any correspondence or other documentation related to your case)

--

FOR OFFICE USE ONLY:

Petition Reference No. _____ Form forwarded to:

Director of SAA's Signature:

Date: ____ / ____ / ____

Decision:

Signature:

Appendix VII- Petition for Change of Advisor

جامعة دبي
UNIVERSITY of DUBAI

University of Dubai Academic City, Dubai UAE	Graduate School Administration Building 2 nd Floor, next to the Library
--	--

PETITION FOR CHANGE OF ADVISOR

Date: _____

Student Name: _____

ID number: _____ Student Email: _____

Degree Objective: **LLM**

Major field of interest: _____

A student may change faculty advisor given that the proposed advisor is willing to supervise the student's work and the present advisor agrees to the change. The following signatures verify the agreement by faculty members to the change of advisor.

Present faculty advisor: _____**Proposed** faculty advisor: _____ Date: _____**Approval of proposed advisor (signature):** _____**Graduate** Program Director Approval: _____ Date: _____

Graduate Programs | Office Contact

Location

2nd Floor, Dubai Business School Building
University of Dubai | Graduate Programs Office
University of Dubai, Academic City, Dubai

Office Hours: Week days from 8:30 AM to 5:00 PM

Contact Personnel

Mrs. Manar Noufal, Graduate Programs Executive
Tel: 971-4-5566953
E-mail: mnoufal@ud.ac.ae

Disclaimer

UD reserves the right to make changes in course offerings, academic policies, academic calendar, tuition fees, other charges, rules, and regulations as deemed necessary. The provisions of this handbook are for providing guidance to the students/applicants and not to be treated as a contract between UD and students/applicants.

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