



جامعة دبي
UNIVERSITY of DUBAI

an initiative by the مبادرة من
غرفة دبي
DUBAI CHAMBER

PhD Student Catalog 2017-2018

President's Message

Dear PhD Student,

As a business professional, embarking on a PhD 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.

The UD-PhD curriculum is completely research based on key challenges facing business organizations in Dubai in particular and UAE/MEA in general. Finding solutions to the constantly emerging problems require an in depth systematic study to guide the stakeholders. UD-PhD prepares candidates for research and teaching careers in academia or practice. The program places major emphasis on independent inquiry, the development of competence in research methodology, and communication of research results.



Students are introduced at the outset of the program not only to rigorous coursework through research seminars and workshops, but also to the research activities of the faculty and of other students. A ratio of doctoral students to faculty of four-to-one facilitates this opportunity to work closely with faculty. We are confident you will find the right PhD program that matches your personal and organizational needs besides progressing further in your career.

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 PhD degree with us.

I hope you will find this PhD program handbook useful. It gives an overall view of UD-PhD degree, its unique features, admission requirements, areas of business concentration, and the knowledge and skills to be gained from the program, along with application procedures.

I would like to take this opportunity to wish you all the best in your PhD program of study.

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 and 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 Belhoul

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 Jaspani 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 DIRECTOR OF THE PhD

Dear Students

The UD PhD program is accredited by UAE Ministry of Education also by AACSB (Association to Advance Collegiate Schools of Business) international which is the hall mark of excellent in Management Education globally.



The UD PhD curriculum is completely research based on key challenges facing the business organization in Dubai in particular and UAE/MEA in general. Finding solutions to the constantly emerging problems require an in depth systematic study to guide the stakeholders. UD PhD prepares candidates for research and teaching careers in academia or industry practice. The program places major emphasis on independent inquiry, the development of competence in research methodology, and the communication of research results. Students are introduced at the outset of the program not only to rigorous research methods, quantitative and qualitative analysis together with specialized subjects through research seminars and workshops, but also to the research activities of the faculty and of other students. A ratio of doctoral students to faculty of three-to-one facilitates this opportunity to work closely with faculty. We are confident you will find the right PhD program that matches your personal and organizational needs besides to further progress in your career.

UD PhD is unique in that, it tries to blend cross-disciplines such as science, engineering, technology and mathematics to business. This blend helps generate not only innovative ideas but also provide innovative solutions to business problems.

We hope you will find this PhD program handbook useful. It gives an overall view of UD PhD degree, its unique features, admission requirements, areas of business concentration, core and visiting faculty from overseas engaged in the PhD delivery and the knowledge and skills gained in the program, along with application procedures.

We would like to take this opportunity to wish you all the best in your PhD program of study.

Warm regards,

Dr. Mohamed Osman
Director PhD, University of Dubai

THE PhD ACADEMIC CALENDAR 2017-18 (52 weeks)

TERM 1			
Month	FROM	TO	EVENT/s
August	Saturday, 26 August, 2017	Thursday, 31 August, 2017	Term 1 begins
September	Saturday, 2 September, 2017	Thursday, 7 September, 2017	CPE exam Cohort 3 6 Sep - 4:15PM -06:15PM
October	Saturday, 14 October, 2017	Thursday, 19 October, 2017	Term 1 ends
TERM 2			
Month	FROM	TO	EVENT/s
October	Saturday, 21 October, 2017	Thursday, 26 October, 2017	Term 2 begins
November	Saturday, 25 November, 2017	Thursday, 30 November, 2017	Nov 30, Martyrs' day
December	Saturday, 2 December, 2017	Thursday, 7 December, 2017	Dec 2 & 3, UAE national day
	Saturday, 9 December, 2017	Thursday, 14 December, 2017	Term 2 ends Dec 11th Prophet's Birthday *
	Saturday, 16 December, 2017	Thursday, 21 December, 2017	Winter Break W1
	Saturday, 23 December, 2017	Thursday, 28 December, 2017	Winter Break W2
	Saturday, 30 December, 2017	Thursday, 4 January, 2018	Winter Break W3
TERM 3			
January	Saturday, 6 January, 2018	Thursday, 11 January, 2018	Term 3 begins
March	Saturday, 24 February, 2018	Thursday, 1 March, 2018	Term 3 ends
TERM 4			
March	Saturday, 3 March, 2018	Thursday, 8 March, 2018	Term 4 begins
	Saturday, 24 March, 2018	Thursday, 29 March, 2018	Spring Break W1
April	Saturday, 31 March, 2018	Thursday, 5 April, 2018	Spring Break W2
	Saturday, 7 April, 2018	Thursday April 12, 2018	April 13 Isra and Mi'raj*
May	Saturday, 5 May, 2018	Thursday, 10 May, 2018	Term 4 ends
	Saturday, 12 May, 2018	Thursday, 17 May, 2018	16 May Ramadan expected to begin
June	Saturday, 19 May, 2018	Thursday, 24 May, 2018	Ramadan
	Saturday, 26 May, 2018	Thursday, 31 May, 2018	Ramadan
	Saturday, 2 June, 2018	Thursday, 7 June, 2018	Ramadan
	Saturday, 9 June, 2018	Thursday, 14 June, 2018	Ramadan
	Saturday, 16 June, 2018	Thursday, 21 June, 2018	Eid is expected 14 June*
TERM 5			
July	Saturday, 23 June, 2018	Thursday, 23 August, 2018	Term 5 begins
August	Saturday, 18 August, 2018	Thursday, 23 August, 2018	Term 5 ends

* 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

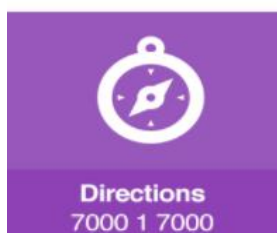
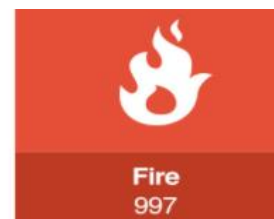


Table of Contents

President's Message	2
University of Dubai Board of Trustees	3
THE PhD ACADEMIC CALENDAR 2017-18 (52 weeks)	6
Directory	7
University of Dubai (UD)	12
Vision Statement	13
Mission Statement	13
Dubai Business School (DBS)	14
DBS Vision	14
DBS Mission	14
College Advisory Board (CAB)	14
Government Regulations - UAE Ministry OF Education (MOE)	14
UD Licensure and Accreditation Information	14
International Partnerships	15
The PhD Program	17
Academic Terminology	18
Program Objective (PO)	18
Program Curriculum	19
Program Concentrations	19
The PhD Program Structure & Course Sequence – 60 CH	20
PhD Courses Description – Core Courses	22
PhD Courses Description - Specialized Courses	20
PhD Degree Completion Requirement	24
PhD Program Committee	24
Modality of PhD Seminar Delivery	23
Qualifying Comprehensive Preliminary Examination (CPE)	23
Training for Teaching in Higher Education	24
Dissertation Work	25
Dissertation Progress Assessment	25
PhD Admissions	26
Graduate Admission Policy	26
Admissions Process and Criteria	26
Transfer Students – Credits & Criteria	28
Application Procedure	28
Interview and Registration Phase	28
Orientation Phase	28
Readmission	28
Admission Regulation	29
Student Records and Information Release	29
Students Records	29
Information Release	30
Registration, Credit Hours and Course Load	31
Registration Policies and Procedures	31
Course Code and Online Registration	31
Course Load	32
Registration Hold/ Discontinuation	32
Change of Major/ Degree	33
Class Size	33
Grading and Assessment	35
Student Evaluation	35
Assessment of Coursework	35
Grading System - Incomplete "I", Withdrawal "W" And Failure "F"	36
GRADE POINT AVERAGE (GPA) - TERM AND CUMMULATIVE	37

Missing Exam Policy	38
Academic Standing Requirement.....	40
Class Participation, Attendance and Absenteeism	40
Withdrawal from The University.....	41
Graduation Requirement	42
Commencement Honors	43
After Graduation	44
Guide to Getting Published- Journals & E-Books Publishing	44
The Publishing Workflow (General Flow).....	45
How to revise your paper?.....	54
Online Resources	54
Dissertation Examination and Degree Award	55
Graduate Student Rights and Responsibilities.....	56
UD Expectation	56
Student Code of Conduct and Ethics	56
Code of Conduct.....	57
Code of Values	57
Code of Ethics.....	58
Student Rights and Responsibility.....	62
Student Academic Integrity Policy	51
Professional Classroom Conduct	60
Student Grievance Policy and Procedures	61
Campus Violations and Fines	62
Student Discipline Process	62
Reporting a Student Violation.....	63
1. Penalties under category (A) violations:	63
2. Penalties under category (B) violations:	63
3. Penalties under category (C) violations:	64
Violations Category:.....	64
Category (A) violations.....	64
Category (B) violations.....	64
Category (C) violations.....	65
Facilities and Services	67
Learning Resources: Library and It Services (ITS).....	67
Library Policy, Procedures and Regulations.....	67
Information Technology Services (ITS)	76
Introduction	77
Authorized users	77
Personal use.....	77
Software and copyrights	77
Access to workstations and computer networks.....	78
Licensed/Copyrighted material.....	78
User logins and email ID's.....	78
Academic Advising	79
Health Center - Health Awareness AND Screening Programs	81
Safety and Security Services	82
Other Student Services	82
Dining	82
Lost and Found.....	83
Transportation Services	83
Services for Students with Disabilities	83
Bookstore.....	83
Student Lounge	83
Prayer Rooms.....	83
Groups and Student Organizations.....	83
UD Alumni Association.....	84

Tuition Fees and Payment Schedules	88
Fee Structure for PhD AY 2017-2018	89
Payment Schedule - Installment/Deferred Payments Policy	90
Refund Policy	91
APPENDIX I - Supervisor's Progress Report Form	72
APPENDIX II - Approval Form of Dissertation Proposal	74
APPENDIX III - Form for Appointment of Dissertation Examination Committee	76
APPENDIX IV- Dissertation Examination Decision.....	78
APPENDIX V- PETITION FOR CHANGE OF ADVISOR	80
APPENDIX VI - Approval Form of Dissertation Proposal	81
APPENDIX VI - Approval Form of Dissertation Proposal	83
Advancement to Candidacy Form 1 – ACF.....	83
GRADUATE PROGRAMS OFFICE CONTACT.....	85

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.

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

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.

Dubai Business School (DBS)

DBS Vision

To be one among top 25 business schools in the region by 2020; and top 10 by 2025. This vision is accomplished by the following mission statements:

DBS Mission

1. Providing innovative learning environment.
2. Integrating academic and industry relevant curricular competencies by engagement with globally reputed professional bodies and their qualifications.
3. Building character, leadership, and area competencies to enrich the lives of students, UAE male and female residents, in all undergraduate, graduate, and professional programs.
4. Recruiting and retaining qualified research faculty members who innovate by engaging in ICs in the areas of discipline-based scholarly work (Pure), applied research (practice), and learning pedagogical (instructional) research.
5. Creating impact by producing high caliber employable graduates who possess multi-disciplinary knowledge with global perspective, character & leadership competencies that enable them to make meaningful contributions to the different organizations in MEA region.
6. Strengthening student and faculty collaboration with society for lifelong, self-directed learning through collaborative research, consultancy, and professional development services as dictated by the dynamic business environment.

College Advisory Board (CAB)

A College Advisory Board (CAB) 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 PAB.

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)

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 accredited in the UAE by the Ministry of Education (MOE/CAA) and internationally by the Association to Advance Collegiate Schools of Business (AACSB) International.

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 Accreditation (CAA), Ministry of Education



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

Commission for Academic
(MOE):

▪ **AACSB International, USA**

Dubai Business School is accredited by the Schools of business (AACSB) international. AACSB accreditation is the hallmark of excellence in earned by less than 5% of the world's business schools.



Association to Advance Collegiate business education and has been

▪ **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



Netherlands



The PhD Program

The Dubai Business School (DBS) uses research-based class material, thoughtfully designed courses and exemplary faculty to provide one of the highest quality degree programs anywhere. One reason the DBS is able to reach these high standards is because the College is internationally accredited by the Association to Advance Collegiate Schools of Business (AACSB). This AACSB accreditation puts the DBS in an elite group in which only 5% of the world's business schools are a part.

The UD PhD Program in Business Administration prepares candidates for research and teaching careers in academia or practice. The program places major emphasis on independent inquiry, the development of competence in research methodology, and communication of research results. Students are introduced at the outset of the program not only to rigorous coursework through research seminars and workshops, but also to the research activities of the faculty and of other students. A ratio of doctoral students to faculty of four-to-one facilitates this opportunity to work closely with faculty.

The major objective of UD PhD is to offer high quality graduate education to the residents of Dubai, UAE and other MENA countries. The PhD program offered by UD differs from existing PhD programs offered by other institutions in the following ways:

1. University of Dubai – Dubai Business School.
2. AACSB accredited which is a hallmark of quality business education.
3. The program enhances critical thinking, increases oral and written communication skills, builds appreciation for diverse cultural perspectives, improves decision making in a rapidly changing global environment, and reinforces the application of knowledge and skills in problem solving. Ethics and corporate social responsibility is woven throughout the curriculum.
4. Focuses on applied business research making the program relevant to growth of UAE/GCC/MEA economies.
5. The instructional process is based on a cohort format and includes a combination of classroom, virtual business simulations and

contextualized real-world case-based learning to provide value added hands-on experience and help students use their time effectively.

6. The on-line portion of the learning is enhanced by using the MOODLE platform.
7. Availability of well trained, qualified faculty at UDDBS and UD's collaborative institutions to deliver the PhD program thus bringing diversity and international exposure to students' learning experience.
8. The classroom sessions are geared to develop critical thinking skills through sets of scenarios and professors pose the question "Why?" at every possible juncture. Or perhaps, "What will happen next?" or "What difference does this make?" or "How does this change the situation?" Professors push students to provide their own speculations, and then force the students to defend the underlying logic. This is to provide necessary skills in the real world, which require PhD students to support their assertions.
9. UD is sponsored by the Dubai Chamber of Commerce and Industry, an important link to the business community.

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 Objective (PO)

At the end of the PhD Program, the candidate is expected to accomplish the following objectives:

1. **Develop** key and unexplored research questions that can be explored empirically to provide innovative and creative solutions.
2. **Explore** advanced theoretical knowledge to develop research skills through original research.
3. **Integrate** explicitly the role of advanced knowledge in managerial and organizational contexts.

4. **Prepare** for teaching responsibilities in higher education (for those who expect to enter teaching careers).

Program Curriculum

The **PhD program** consists of 60 CH comprised of three parts. The first part represents the required core courses (18 CH). The second part represents specialization coursework (12 CH). The third part is the PhD dissertation. Each student is required to sit for a qualifying comprehensive examination (as explained in a later section) after successfully completing the required 30 CH of coursework.

Program Concentrations

The PhD Program is designed with specialization concentrations in order to meet the needs of professionals in these areas. For this students admitted to the program must choose one of these following specialization concentrations:

1. Marketing
2. Management
3. Finance
4. Accounting

The PhD Program Structure & Course Sequence – 60 CH

The details of the 60 CH requirements for the PhD program are:

S N	Course #	Course Title	Term	Pre-Requisite	CH
1	PhD 800	Research Methods-1	1	-	3
2	PhD 805	Quantitative Analysis-1	1	-	3
3	PhD 810	Research Methods-2	2	PhD 800	3
4	PhD 815	Quantitative Analysis-2	2	PhD 805	3
5	PhD 820	Research Methods-3	3	PhD 810	3
6	PhD 825	Development of Management Thought	3	PhD 810	3
7	PhD 830	Seminar on Classroom Pedagogy Behavior	2 & 3	-	0
Pass in Comprehensive Prelim Exam					
Total CH for Core Courses					18
Specialization Courses in Marketing					
S N	Course #	Course Title	Term	Pre-Requisite	CH
1	PhD MKT 835	Research Seminar in Marketing Strategy	4	PhD 825	3
2	PhD MKT 840	Research Seminar in Consumer Behavior	4	PhD 825	3
3	PhD MKT 845	Research Seminar in Special Topics in Marketing	5	PhD 825	3
4	PhD MKT 850	Research Seminar in Service Marketing	5	PhD 825	3
Total CH for PhD MKT Specialization Courses					12
Specialization Courses in Management					
S N	Course #	Course Title	Term	Pre-Requisite	CH

1	PhD MGM 835	Research Seminar in Strategy	4	PhD 825	3
2	PhD MGM 840	Research Seminar in Organizational Theory & Behavior	4	PhD 825	3
3	PhD MGM 845	Research Seminar in Current Issues in HRM	5	PhD 825	3
4	PhD MGM 850	Research Seminar in Leadership Theory	5	PhD 825	3
Total CH for PhD MGM Specialization Courses					12
Specialization Courses in Finance					
S N	Course #	Course Title	Ter m	Pre- Requis ite	CH
1	PhD FIN 835	Research Seminar in Investments/Asset Pricing	4	PhD 825	3
2	PhD FIN 840	Research Seminar in Financial Market Microstructure	4	PhD 825	3
3	PhD FIN 845	Current research Issues in Finance in MEA	5	PhD 825	3
4	PhD FIN 850	Research Seminar in Corporate Finance	5	PhD 825	3
Total CH for PhD FIN Specialization Courses					12
Specialization Courses in Accounting					
S N	Course #	Course Title	Ter m	Pre- Requis ite	CH
1	PhD ACC 835	Research Seminar in Financial Accounting	4	PhD 825	3
2	PhD ACC 840	Research Seminar in Management Accounting	4	PhD 825	3
3	PhD ACC 845	Research Seminar in Current Accounting Issues	5	PhD 825	3
4	PhD ACC 850	Research Seminar in Business Valuation	5	PhD 825	3
Total CH for PhD ACC Specialization Courses					12
Total Non-Thesis					30

The course description of each of the above courses are provided in the section 5.4.1 and 5.4.2.

SN	Course #	Course Title	Term	Pre-requisite	Contact Hours	CH
1	DISS 860	A	each term	-	45	6
2	DISS 860	B	each term	-	45	6
3	DISS 860	C	each term	-	45	6
4	DISS 860	D	each term	-	45	6
5	DISS 860	E	each term	-	45	6
Total CH for Dissertation						30
Total CH for the Program (Non-Thesis + Dissertation)						60

PhD Courses Description – Core Courses

PHD 800 RESEARCH METHODS-1

This course introduces research methods. It addresses the need for research, the research process, research philosophy, and types of research work.

PHD 805 QUANTITATIVE ANALYSIS-1

The purpose of this course is to enable students gain quantitative skills necessary to identify and analyze a research problem, consider the basics of econometric analysis (formulation of hypotheses and testing, model

building, and diagnostic tests and corrective procedures.

PHD 810 RESEARCH METHODS-2

This course builds on research methods 1 with emphasis on underpinning theory (conceptual framework), design and research methodologies. *Prerequisite: PhD 800*

PHD 815 QUANTITATIVE ANALYSIS-2

The purpose of this course is to enable students gain advanced quantitative skills necessary to analyze research

data. It introduces students to advanced techniques such as forecasting and predicting business situations. It also emphasizes use of statistical packages such as SPSS/STATA and others.

Prerequisites: PhD 805

PhD 820 RESEARCH METHODS-3

The purpose of this course is to provide students with additional skills necessary to develop scientific research proposal. The students further undertake systematic research using empirical and non-empirical approaches, conduct literature review and structure and manage a research project.

Prerequisites: PhD 810

PhD 825 DEVELOPMENT OF MANAGEMENT THOUGHT

PhD Courses Description - Specialized Courses

Accounting

PHD ACC 835 - RESEARCH SEMINAR IN FINANCIAL ACCOUNTING

This course exposes doctoral students to the theoretical foundations of the contemporary approach to financial reporting and the political and pragmatic considerations in the development of the conceptual framework underlying current accounting

This course focuses on critical and analytical review of the management theories over the years. Students are encouraged to compare and contrast management theories and to examine them critically in light of their practical experience.

Prerequisites: PhD 810

PHD 830 SEMINAR ON CLASSROOM PEDAGOGY

The purpose of this seminar is to prepare PhD candidates to take up teaching responsibilities upon their graduation. The seminar focuses on learning, pedagogy, classroom management, and assessment issues at the undergraduate level.

Prerequisites: 12

standards. Alternative theories of accounting are discussed and controversial areas are emphasize through a set of readings.

Prerequisites: PhD

825

PHD ACC 840 - RESEARCH SEMINAR IN MANAGEMENT ACCOUNTING

This course is designed to expose doctoral students to a selection of current research in managerial accounting, using both different research designs (e.g., survey,

experimental, and archival methods). Students should leave this course with a proper level of knowledge of managerial research in accounting and be better able to create, analyze, and critique such research. This course may also help those students who intend to work in this area to identify a thesis (dissertation) topic.

Prerequisites: PhD 825

PHD ACC 845 - RESEARCH SEMINAR IN CURRENT ACCOUNTING ISSUES

This course exposes doctoral students to accounting issues that are not covered in the other two research seminars (PhD ACC 835 and PhD ACC 840) such as auditing and international accounting research and other issues that under consideration by standard setters (e.g., FASB and IASB).

Prerequisites: PhD 825

PHD ACC 850 - SEMINAR IN EMPIRICAL RESEARCH IN ACCOUNTING

This seminar develops students' skills and ability to read and critically evaluate published empirical research in accounting using different research

paradigms. It emphasizes use of survey methods, use of secondary data, use of quasi experiments, use of the historical approach, and experimental economics.

Prerequisites: PhD 825

Finance

PHD FIN 835 - RESEARCH SEMINAR IN INVESTMENTS/ASSET PRICING

This seminar focuses on major theoretical models in discrete time Asset Pricing. While some mathematical derivations are necessary, the emphasis will be on understanding the intuition underlying the model, and what it means for asset pricing in reality. Each session is meant to introduce students to some classic and current pieces on the topic, and to point out some additional research in MEA region that would be valuable to students with a greater interest in topic.

Prerequisites: PhD 825

PHD FIN 840 - RESEARCH SEMINAR IN FINANCIAL MARKET MICROSTRUCTURE

Market microstructure is the study of how markets operate and how transaction dynamics can affect security price formation and behavior. The impact of microstructure on all areas of finance has been increasingly

apparent. Empirical microstructure has opened the door for improved transaction cost measurement, volatility dynamics and even asymmetric information measures, among others. Thus, this field is an important building block towards understanding today's financial markets.

Prerequisites: PhD 825

PhD FIN 845 - CURRENT RESEARCH ISSUES IN FINANCE IN MEA

This workshop is designed to help students to critically review a wide variety of current research in finance. The workshop tries to find answers to questions such as: What is the anatomy of a scholarly contribution and how does one conduct research in the field of Finance? What are some of the challenges of conducting research in the field of finance? Each session is meant to introduce you to some classic and current pieces on the topic, and to point out some additional research in MEA region that would be valuable to students with a greater interest in the topic.

Prerequisites:

PhD 825

PhD FIN 850 - RESEARCH SEMINAR IN CORPORATE FINANCE

This course will provide a theoretical and empirical treatment of major topics in corporate finance including capital structure, IPO (SEO), market timing, payout policy, internal capital market, CEO compensation and the market for corporate control. The purpose of the course is to acquaint students with critical issues in corporate finance and help students developing their own research topics in this particular field of finance.

Prerequisites: PhD 825

Management

PhD MGM 835 - RESEARCH SEMINAR IN STRATEGY

This seminar helps students to critically review and evaluate classic and current theoretical approaches to strategy. It also addresses some strategy-related issues such as the resource-based view of the firm, industry evolution and dynamics, diversification and vertical integration, technology management and agency.

Prerequisites: PhD 825

PhD MGM 840 - RESEARCH SEMINAR IN ORGANIZATIONAL THEORY & BEHAVIOR

This seminar helps students to critically review and evaluate a wide variety of theoretical approaches to Organizational theory and behavior, with a primary focus on individual and collective processes. Drawing on theory and research in psychology, social psychology, and organizational behavior, students shall explore individual, interpersonal, and group processes in work organizations.

Prerequisites: PhD 825

PHD MGM 845 - RESEARCH SEMINAR IN CURRENT ISSUES IN HR MANAGEMENT

This seminar reviews and evaluates modern issues in the area of Human Resources/Personnel Management (HRM). It attempts to enhance students' scholarly insight and understanding of the development and knowledge in the field and sharpen students' abilities to critically evaluate and generate new ideas.

Prerequisites: PhD 825

PHD MGM 850 - RESEARCH SEMINAR IN LEADERSHIP THEORY

This seminar reviews and evaluates theoretical underpinning of leadership. It addresses trait theory, contingency theory, leader-member exchange theory,

transformational theory and other theoretical frameworks advanced for leadership. The seminar focuses on sharpening students' abilities to critically evaluate literature on leadership.

Prerequisites: PhD 825

Marketing

PHD MKT 835 - RESEARCH SEMINAR IN MARKETING STRATEGY

This seminar helps students understand the role of marketing within the organization, its business strategy, and its success. It exposes students to the literature in marketing strategy and helps them critically evaluate fundamental ideas, research design, results, and possible advancements.

Prerequisites: PhD 825

PHD MKT 840 - RESEARCH SEMINAR IN CONSUMER BEHAVIOR

This seminar exposes students to research issues in consumer behavior. It develops students' skills of identifying the research question, how it was studied, what we have learned to date, what are the gaps in existing knowledge, and possible new avenues for future research.

*Prerequisites:
PhD 825*

PhD MKT 845 - RESEARCH SEMINAR IN SPECIAL TOPICS IN MARKETING

This seminar reviews and evaluates special issues in marketing such as product positioning, product line design, pricing strategy, advertising decisions, distribution channel design, and promotion decisions.

Prerequisites: PhD 825

PhD MKT 850 - RESEARCH SEMINAR IN SERVICE MARKETING

This seminar is designed to provide doctoral level coverage of both current and emerging research work carried out in services

marketing. It exposes students to contemporary marketing and management issues faced by organizations competing in the service sector. By examining various points of views, students will be able to develop a better understanding of the knowledge gaps which currently exist in this important field of study. The course focuses on four themes: Customer behavior in a service context; Customer equity / Lifecycle management; Customer satisfaction and service quality; and striving for service leadership.

Prerequisites: PhD 825

PhD Degree Completion Requirement

UD will offer the PhD courses over five terms per academic year (fall, spring and summer). PhD courses are offered over 8-week terms. Students can enroll in two courses/seminars in a term. At this level of course work load, the minimum time needed to complete all the requirements of the degree (in a case of non-working student) will be four years.

However, UD recognizes that working adult learners who pursue a PhD program may not take three courses in a term, thus completing the requirements of the degree in an extended period of time. Such students will be allowed to register in two courses per term and a total of four courses (12 credit hours) per year. Thus they can complete the requirements of the degree in 5-6 years but the allowed time period should not exceed nine years.

PhD Program Committee

The PhD Program Committee (PPC) is in charge of the following:

1. Review applications for admission to the PhD program and make recommendations of admission/denial of admission.

2. Appoint a course work advisor to each accepted student in the PhD program to help the student during her/his course work.
3. Review suggested changes/improvements to the program curriculum emanated from academic departments.
4. Recommend a Qualifying Comprehensive Preliminary Examination Committee for a student or group of students who have successfully completed the PhD course work.
5. Approve the results of the Qualifying Comprehensive Preliminary Examination and make a recommendation to the PhD Program Director of admitting the student(s) to the PhD Candidacy.
6. Review the student's selection of her/his supervisor of the PhD dissertation from among UD graduate faculty and make recommendations to the PhD Program Director.
7. Recommend to the PhD Director the names of three possible external examiners for refereeing a dissertation.

Modality of PhD Seminar Delivery

The program course work (30 credit hours) will be offered in module format as follows:

- Offering courses over eight weeks (total 5 contact hours every week or 10 contact hours every other week). A two-week break can be scheduled at the end of each course.

Qualifying Comprehensive Preliminary Examination (CPE)

Within six months after successful completion of the PhD coursework (30 Credit Hours), the student must take and pass a qualifying comprehensive preliminary examination (CPE). The purpose of the CPE is to determine whether the student has acquired sufficient mastery of knowledge in his or her area of study to warrant admission to the PhD candidacy. At this stage, the Dean of DBS appoints a Qualifying Examination Committee (QEC) based on the recommendation of the PhD Committee. The QEC will be individually constituted for each PhD student or a group of students in the same area of specialization and will have three members, of which at least two faculty members must be from the area of the student's specialization.

Although the qualifying examination may be structured in different ways, the entire process must be concluded in four weeks at the most. Any contingencies

in the examination process (e.g., additional topics that may be examined depending on how the student performs on earlier questions) must be made known to the student at least one week in advance. At the conclusion of the examination, the student must be definitely passed or failed; the grade of "conditional pass" is not permitted. However, QEC may recommend additional course work or other study because of deficiencies that were revealed in the examination.

To take the examination, the student must complete the first page of the Advancement to Candidacy Form and submit it to the Director of the PhD program before the examination. After the examination, members of the examination committee must sign the form on the second page, indicating whether the student has passed or failed. The chair of the Committee should then return the form to the PhD Program Office within four weeks of the examination. The Advancement to Candidacy form is an official University document. If the student fails the examination, the form is retained in the PhD Program Office (and should be retrieved by the student when the examination is repeated). If the student passes, the form is forwarded to the Registrar office after approval by the PhD Director and the Dean. Upon approval, the student is then officially advanced to candidacy, or ABD ("All but Dissertation") status.

A student who fails the examination must take it a second time and pass it within six months from the date of announcing the results of the previous examination. Students who fail the second time must leave the program; no third attempt is allowed. In order to appeal a failing decision by the qualifying examination committee, a student must submit a written statement to the PhD Program Director within two weeks of receiving notification of the decision. Any such appeal is reviewed by the PhD Program Committee.

Training for Teaching in Higher Education

Upon passing the CPE, each candidate will undergo a twenty (20) hour non-credit teaching orientation seminar to be conducted over a two-week period. This orientation seminar will deal with classroom pedagogy and how to manage classroom. Each candidate will also be assigned to teach a section of an undergraduate course with a mentor, usually the course coordinator. Feedback from the course coordinator as well as student's evaluation will be used to assess the candidate's training for teaching in higher education.

Dissertation Work

After passing the CPE, the student starts to register for dissertation seminars (starting with DISS 860 A) which will be supervised by a UD faculty member in the area of specialization. The student may select her/his own supervisor with the agreement of the faculty member; otherwise the Dean at UD DBS will appoint a supervisor based on the recommendation of the PhD Program Committee. In some cases, two supervisors may be assigned (principal supervisor and a co-supervisor). When reasonable progress on the dissertation proposal is made and judged as such by the supervisor, the PhD Program Committee will announce a date for the candidate to present his/her proposal to UD faculty and graduate students. The candidate must incorporate obtained feedback in his proposal in consultation with his/her supervisor(s).

Once the proposal is judged by the PhD Committee as acceptable based on the recommendation of the supervisor, the candidate will move toward completion of her/his dissertation according to the approved plan. All necessary paper work will be signed and kept at the PhD program office with a notification to the Registrar's office.

Dissertation Progress Assessment

Each student will work on his/her dissertation under the guidance of his/her selected formal supervisor. The supervisor will file a Progress Report Form (Appendix I) at the end of each term. The form will indicate whether the progress made during the particular term is satisfactory or not. Unsatisfactory progress for two terms will result in the issuance of a warning letter to the student. Three such warnings will result in the student dismissal from the PhD program.

Upon completion of the dissertation draft, the supervisor will file a written report with the PhD Program office indicating that the dissertation is ready for evaluation by external reviewers and instruct the student to submit four (4) hard copies of the draft dissertation (and an electronic version) to the PhD Program office. The PhD program Committee will then meet and suggest the names of three external reviewers to be appointed by the Dean. Each external reviewer will be given a maximum of eight (8) weeks to review the dissertation and send a written report to the PhD program committee.

The PhD Committee either allows the formal submission of the dissertation for the oral defense (Viva) or requires modifications prior to the oral defense. The contents of the review reports will be made available to the student and to the dissertation examination (Viva) panel members. When the oral defense is actually allowed, the student should send six (6) hard copies of the dissertation draft as well as an electronic version to the PhD Program office.

PhD Admissions

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 and Criteria

The goal of the admissions process is to admit students to the PhD program that demonstrate the potential for sustainable success in the PhD program. The Graduate Programs Office accepts applications once during the academic year for graduate programs offered at UD. The admission process is divided into four phases - Eligibility, Application, Assessment & Registration, and Orientation.

For Application & Admission to UD-PhD

Eligibility conditions for admission into the first year of UD PhD Programs:

1. Must hold a Master's degree (or equivalent) in any business related field from an accredited University.

2. Have a GPA of 3.0 or more out of 4.0 in the Master's degree. No provisional admission is allowed for Doctoral programs.
3. Have at least 3 years of teaching experience or managerial experience.
4. Satisfy any English language entry requirement: TOEFL PBT 550, TOEFL IBT 79, IELTS 6.0, Cambridge 52, IESOL/SESOL B2, PTE Academic 50-57 or equivalent, is required from all applicants.
 - a. No provisional admission is allowed for applicants with lower TOEFL/IELTS scores.
 - b. Students who studied in an English medium Master's program which required for admission an English proficiency score of 550 on the TOEFL, or its standardized equivalent as approved by the MOE, are exempt.

Candidate must provide the following documents for application process:

1. Completed application form.
2. Provide 2 satisfactory letters;
3. Provide a certified copy of the last 2 degrees (Bachelors and Master's degree).
4. Valid Bachelor's equivalency or Master's equivalency (Degree outside UAE).
5. Provide an updated Curriculum Vitae (CV).
6. Submit a research proposal.
7. Attend an interview with the PhD Program Committee.
8. Pay application fees AED 3,000 (non-refundable).
9. Valid passport copy.
10. Valid emirates ID.
11. Campus violation list (provided by registration department).
12. Original Transcript of the last 2 degrees (Bachelors + Masters).
13. Recent photos (4 copies).
14. IELTS/TOEFL or equivalent.
15. Employment letter.

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

Transfer Students – Credits & Criteria

Candidates enrolled in doctoral programs at other Universities who wish to transfer to UD-PhD program should fulfill the above requirements. Appropriate credit is provided upon the recommendation of the PhD Program Committee (to a maximum of 2 courses or 6 CH earned from accredited Schools/Universities). Candidates will be advised suitably during the interview phase.

Application Procedure

A completed application along with non-refundable registration fee of AED 3,000, official transcripts, goal statement, reference letters, and TOEFL/IELTS scores should reach the PhD Office. Applications received after June 1st will be considered for admission in September of the following year.

Interview and Registration Phase

Each candidate will have to attend a personal interview with the PhD Program Committee to evaluate the suitability of the candidate to the PhD Program. The PhD committee comprises of at least two senior faculty members from UD in addition to the Director of the PhD program. The candidate will be advised on the outcome of his/her application within 48 hours of the interview date. Once the decision for admission has been made, the PhD Program Committee transfers the original file of the candidate to the Registration Department at UD, which will register successful applicants as UD students, subject to payment of appropriate tuition fees. Following registration, the PhD Program Office will advise each student on course selection.

Orientation Phase

At the start of the first term in which a student is admitted, she/he will participate in the PhD Orientation week at UD where she/he will meet fellow students and faculty members and become familiar with UD regulations, procedures, services, and facilities.

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 Registration 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 (RD).

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 certificates and official transcript
3. Valid passport copy
4. Four passport-size photographs/JPEG format file

5. Official TOEFL/IELTS or equivalent certificate
6. Letter of acceptance to UD
7. Recent copy of UD Transcripts.
8. Original copies of any other transcripts for transferred courses
9. Probation (Academic or Disciplinary) notification letters
10. Letter from UAE MOE in case the student is transferred from outside UAE.

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 RD 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 and the courses she/he has registered for in the current term. 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.
2. **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.

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.

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.

Class Size

1. Class Size

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

- Core courses: 10-20 students
- Specialization courses: 5-10 students

2. Class Scheduling:

PhD classes are offered on Sunday and Tuesday for optimal utilization of available rooms for all UD Programs. The lecture timings for the undergraduate and graduate programs are:

Sunday: 4:00 PM – 9:00 PM

Tuesday: 4:00 PM – 9:00 PM

3. General Rules:

- 3.1 The schedule for offering the courses is not changed once approved.
- 3.2 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.



- 3.3 Enforcing the class size and scheduling policy is the responsibility of Deans/Directors.
- 3.4 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. 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.

Assessment of Coursework

Each PhD course/seminar (other than the dissertation) is assessed by a combination of class work (assignments), and a short term paper/summary proposal. Class work can constitute 50-70% of the course grade and the short-term paper/summary proposal constitutes 30-50% of the course grade. Short-term papers/summary proposals prepared in specialization courses are designed to blend research methods learned in the core courses with specialized knowledge gained in the area of specialization. This integration skill is developed and assessed primarily during the second year of studies. However, the results of the qualifying comprehensive examination as well as the dissertation are the ultimate assessment method for this integration skill.

Grade distribution for each course/seminar is as follows:

Score	Grade	Points
95 to 100	A+	4.0
90 to less than 95	A	3.7
85 to less than 90	B+	3.5

80 to less than 85	B	3.0
Below 80	F	0

The minimum required cumulative grade point average for PhD is 3.00 out of 4.00.

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:

Table 9.1: Graduate Grading System

Nominal Grade	Grade Points	Other Grades	Acronym
Outstanding	3.80 – 4.00	Incomplete	I
Excellent	3.60 – 3.79	Transfer; credit counted	TC
Very Good	3.30 – 3.59	Exemption	EX
Good	3.00 – 3.29	Withdrawal	W
		Audit	AU
		In Progress	IP

GRADE POINT AVERAGE (GPA) - TERM AND CUMMULATIVE

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		
Research Methods-1	3	A+	4.0	12.0	Total Points ÷ Credit Hours
Quantitative Methods-1	3	A	3.7	11.1	
Total	6			23.1	Term GPA=23.1 ÷6=3.85 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					
Research Methods-1	3	A+	4.0	12.0	Total Points ÷ Credit Hours
Quantitative Methods-1	3	A	3.7	11.1	
Total	6			23.1	Term GPA=23.1 ÷6=3.85 points
2nd Academic Term					
Research Methods-2	3	A+	4.0	12.5	Total Points ÷ Credit Hours
Quantitative Methods-2	3	A	3.7	11.1	

Total	6			23.1	Term GPA=23.1÷6=3.85
Grand Total	18			46.2	Cumulative GPA=46.2÷12=3.85

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.



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
- 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

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/CAMS 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)
2 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, PhD students must maintain a Cumulative GPA of not less than 3.0 and complete 60 CH for 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 Sep 1st and prior to Aug 31st of the following year).

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 Jan 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 Feb. Students not listed as eligible may contact the Registration Department for further clarification by the 3rd week of Feb.
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 & Attestation Fee) at the Finance Department by 3rd week of April and complete the Graduation Requirements Form.
8. Before receiving their attested degree certificate, graduates must complete the Graduation Clearance Form.

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.

Dubai Business School recognizes the graduates from the PhD program who has a distinguished academic record, exemplified the highest standards of graduate-level scholarship, and demonstrated excellence in fulfilling the purpose and meeting the goals of the program. In order to be eligible for such

recognition, a student must fulfill the following requirements from the University of Dubai Graduate School.

Three levels of achievements are noted which are the following:

High Distinction	Minimum two publications and two conference presentations.
Distinction	Minimum one publication and two conference presentations or Minimum two publications and one conference presentations.
Recognition	Minimum one publication and one conference presentation.

University honors are officially entered on the permanent record of students.

After Graduation

While the PhD academic journey ends at graduation, the bond as UD alumni lasts all the days of their lives. PhD graduates should pledge to continue to support the UD PhD program by staying connected, supporting future classes



and visiting campus whenever possible to share their experiences and to inspire future graduates.

[Guide to Getting Published- Journals & E-Books Publishing](#)

Key differences between books and journals

	Journals	Books
--	----------	-------

Frequency	Regular	Irregular
Format	Predominantly electronic	Predominantly print
Length	1 article approx. 3-6,000 words	1 chapter approx. 5- 10,000 words
Size	Tends to be around 6 articles	Usually 10-12 chapters
Review Process	Typically double-blind peer-reviewed	Mixed
Route to Market	Predominantly subscriptions from academic libraries	Libraries and individuals

The Publishing Workflow (General Flow)



Considering co-authorship

Benefits

- First time authors
- Demonstrates the authority and rigour of the research
- Especially useful for cross-disciplinary research

Where to find a co author

- Supervisor or colleague
- Conferences
- Journals

Considering co-authorship Tips

- Exploit your individual strengths
- Ensure the manuscript is checked and edited so that it reads as one voice
- Agree and clarify order of appearance of authors and the person taking on the role of corresponding author
- Distributing work

- Extending your work
- Co-ordination and revision

How to get started

What do I write about?

- Have you completed a project that concluded successfully?
- Are you wrestling with a problem with no clear solution?
- Do you have an opinion or observation on a subject?
- Have you given a presentation, briefing or conference paper?
- Are you working on a Doctoral or Master’s thesis?
- Do you have a new idea or initiative?

If so, you have the basis for a publishable paper

What makes a good paper? HINT: Editors and reviewers look for

- Originality – what’s new about subject, treatment or results?
- Relevance to and extension of existing knowledge
- Research methodology – are conclusions valid and objective?
- Clarity, structure and quality of writing—does it communicate well?
- Sound, logical progression of argument
- Theoretical and practical implications (the ‘so what?’ factors!)
- Recency and relevance of references
- Internationality/Global focus
- Adherence to the editorial scope and objectives of the journal
- A good title, keywords and a well written abstract

What keywords to use?

- Researchers search using keywords or phrases.
- What would you search for?
- Look at the keywords of articles relevant to your manuscript – do they give good results?
- If you had to summarise your research paper into four to six keywords, what would they be?
- Jargon – keywords should reflect a collective understanding of the subject, not be overly niched or technical.

Structured Abstracts

A structured abstract – in 250 words or less (no more than 100 in any one section)

- Purpose – Reasons/aims of paper
- Design – Methodology/'how it was done'/scope of study
- Findings – Discussion/results
- Research limitations/Implications (if applicable) – Exclusions/next steps
- Practical implications (if applicable) – Applications to practice/'So what?'
- [NEW] Social implications (if applicable) – Impact on society/policy
- Originality/value – Who would benefit from this and what is new about it?
- www.emeraldinsight.com/structuredabstracts

Structuring Your Paper

Convince readers that you know why your work is relevant and answer questions they might have:

- What is the problem?
- Are there any existing solutions?
- Which one is the best?
- What is its main limitation?
- What do you hope to achieve?

Literature review

- Quote from previous research
- What are you adding? Make it clear
- Use recent work to cite
- Self-citing – only when relevant
- Any work that is not your own MUST be referenced
- If you use your own previously published work, it MUST be referenced
- <http://www.emeraldinsight.com/authors/guides/write/literature.htm>

Method

- indicate the main methods used
- demonstrate that the methodology was robust, and appropriate to the objectives.
- Focus on telling the main story, stating the main stages of your research, the methods used, the influences that determined your approach, why you chose particular samples, etc.
- Additional detail can be given in Appendices.

Results

As with the methodology, focus on the essentials; the main facts and those with wider significance, rather than giving great detail on every statistic in your results.

What are the really significant facts that emerge?

These results will feed into your discussion of the significance of the findings.

Discussion

Consider:

- Do you provide interpretation for each of your results presented?
- Are your results consistent with what other investigators have reported? Or are there any differences? Why?
- Are there any limitations?
- Does the discussion logically lead to your conclusion?

Do not:

- Make statements that go beyond what the results can support
- Suddenly introduce new terms or ideas

Conclusion (Do & Don't)

To Do

- Present global and specific conclusions
- Indicate uses and extensions
- Answer the original question
- Apply to theory and practice
- State limitations
- State implications for further research

Not to Do

- Summarise the paper – the abstract is for this
- Start a new topic/introduce new material
- Make obvious statements
- Contradict yourself

Which Journal to publish in?

How to select the right journal?

- Choosing a journal to publish in is an investment decision. A good choice can enhance the impact of your work and your reputation

- Factors to consider are relevant readership, recent articles, communicative, societies and internationality, likelihood of acceptance, circulation, time from submission to publication
- What type of paper are you planning to write i.e. practice paper, research paper, case study, review, and viewpoint? Check first what type of paper the journal accepts.

Journal Selection

- Finding a journal with the right “fit” is more important than finding the top ranked journal
- Journals will publish research which fits with their scope and aims
- You have to mould your research to fit the journal not the other way around!
- Reading widely in your field will help you create a shortlist of journals
- Subject area of your research
- Select, read and understand objectives of each journal selected
- Download relevant articles and read them
- Get to know the journal. Build a relationship
- Ask your librarian for advice
- Read about the Editorial team or watch their interviews....

	Journals	Annual papers per journal	Total papers
ISI-indexed journals	8466	111,7	945 900
Other journals listed in Ulrich's as peer-reviewed, scientific and active	15 284	26,2	400 400
Total	23 750	56,7	1 346 000

Evidence-based decision making

Cabell's is an easier way for researchers, professors, tenure committees, and doctoral students to find decision-ready information when evaluating and selecting academic journal.

Researchers rely on Cabell's to find their match within their collection of information covering 10,000+ reputable and high-quality journals.

How to select the right journal?

Measuring quality

Are rankings important to you? Are you required to publish with journals that are ranked?

- ISI
- Scopus
- H-index
- Usage
- Peer perception
- Altemetrics and all the new ones...promising ones ahead...

What are predatory journals (of Open Access)

- There are thousands of journals online
- But are they all what they seem?
- Beware
- Organizations you've never heard of
- Guaranteed publication
- Publisher / Editor is also the owner
- No editorial information
- Very broad journals
- "Jeffrey Beall's List"

Reputation is key

- Indication of a good journal
- Come from reputable publishers or societies
- Have ISI / Scopus etc. ranking
- Have digital preservation such as Portico or LOCKSS
- Member of ethical bodies such as COPE (Committee on Publication Ethics)
- Blind Peer Review (Double-Blind)
- Editorial advisory boards
- Reputable authors
- Check with your library / department for a list of recommended journals

Rankings

- ISI,
- Scopus,

- CABS,
- ERA/ABDC
- France, Germany,
- Denmark, Norway

Not all Editors are scary...

- Send an outline or abstract and ask if this looks suitable and interesting (or how it could be made so)
- If it's not suitable for their journal, can they suggest another journal for you to consider?
- Confirm how an editor would like a submission, e.g. e-mail; hard copy or online submission system

Before you submit your article: your own peer review

- Let someone else see it – show a draft to friends or colleagues and ask for their comments, advice and honest criticism
- We are always too close to our own work to see its failings
- Always proof-check thoroughly – no incorrect spellings, no incomplete references. Spell checkers are not fool-proof

Publication ethics

- Don't submit to more than one journal at once
- Don't self-plagiarise
- Clear permission to publish interviews/case studies
- Seek agreement between authors
- Disclose any conflict of interest
- Authors and editors are supported by the Committee on Publication Ethics (COPE)

Plagiarism

- The act of taking someone else's work and passing it off as your own (false attribution). It is considered fraud!
- Hard to detect with peer review but there are new tools to help us
- Emerald's entire portfolio is included in iThenticate web-based software from iParadigms <http://www.ithenticate.com/>
- Emerald's Plagiarism Policy can be seen at <http://www.emeraldinsight.com/about/policies/plagiarism.htm>
- For more general information visit <http://www.plagiarism.org/>

Copyright

- As the author, you need to ensure that you get permission to use content you have not created, to avoid delays, this should be done before you submit your work
- Supply written confirmation from the copyright holder when submitting your manuscript
- If permission cannot be cleared, we cannot republish that specific content
- More information including a permissions checklist and a permissions request form is available at:

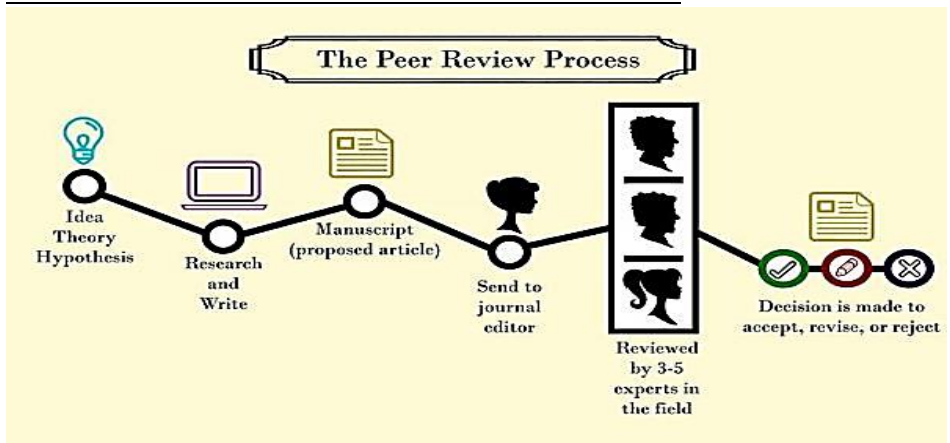
http://www.emeraldinsight.com/authors/writing/best_practice_guide.htm

<http://www.emeraldinsight.com/authors/writing/permissions.htm>

After submission

The Process:

Timetable from submission to initial feedback to authors



- The Editor(s) do an initial read to determine if the subject matter and research approach is appropriate for the journal (approx. 1 week)
- The Editor(s) identify and contact two reviewers (approx. 1 week)
- Reviewers usually have 6-8 weeks to complete their reviews
- The Editor(s) assess the reviewers' comments and recommendations and make a decision (approx. 2 weeks)
- Expected time from submission to review feedback: 3-4 months

Possible editor decisions

You will be advised of one of three possible decisions:

- Accept: well and good....
- Reject: Oops!!!!
- Revise: The Beauty of Academic Peer Review ...

What if your paper is rejected?

- Don't give up! Everybody has been rejected at least once
- Ask why, and listen carefully! Most editors will give detailed comments about a rejected paper. Take a deep breath, and listen to what is being said
- Try again! : Try to improve the paper, and re-submit elsewhere. Do your homework and target your paper as closely as possible
- Keep trying!

Reasons for rejection (Quick ones)

- Not following instructions – author guidelines
- Lack of fit ('why was it sent to this journal?')
- Problem with quality (inappropriate methodology, not reasonably rigorous, excessively long)
- Insufficient contribution (does not advance the field, a minor extension of existing work, there is no 'gap in our understanding')
- Did you understand the "journal conversation"?

Where submissions often fall short (Rejection Triggers!)

- The theory base or market analysis is dated and general
- The conceptualization is weak - either the questions, or the 'big idea'
- The level and depth of discussion is shallow, weak, and lacks critical reflection
- More needs to be done to apply findings to theory and practice.
- The presentation lacks clarity and could be a more compelling read.

Surviving peer review

Rejection tips

- Don't give up!
- Everybody has been rejected at least once
- Ask and listen
- Most editors give detailed comments about a rejected paper.
- Try to improve and re-submit.

- Do your homework and target your paper as closely as possible

Suggestions

- Forming teams across industries, institutions and countries, with cross-functional skills
- More writing practice. This can start off with Blogs and magazines, then culminating in research papers
- More social media engagement, where people champion and share their big ideas - receiving useful feedback
- More meetings, events and conferences where people get to debate

Request for revision

A request for revision is good news! It really is

- You are now in the publishing cycle. Nearly every published paper is revised at least once
- Don't panic!
- Even if the comments are sharp or discouraging, they **aren't** personal "One Emerald author likes to let reviews sit for a week to let his blood pressure return to normal".

How to revise your paper?

- Acknowledge the editor and set a revision deadline
- If you disagree, explain why to the editor
- Clarify understanding if in doubt – 'This is what I understand the comments to mean...'
- Consult with colleagues or co-authors and tend to the points as requested
- Meet the revision deadline
- Attach a covering letter which identifies, point by point, how revision requests have been met (or if not, why not)
- For example, "The change will not improve the article because..."

Guidance and support on how to use both traditional and social media to raise awareness of articles.

For more information, please log to

<http://www.emeraldgroupublishing.com/authors/writing/kudos.htm>

Online Resources

For Researchers

For Authors

www.emeraldinsight.com/research

- How to... guides
- Outstanding Doctoral Research Awards
- Research Fund Awards
- Emerald Research Connections
- Case Study Competitions

www.emeraldinsight.com/authors

- How to... guides
- Meet the Editor interviews and Editor news
- Editing service
- Calls for Papers and news of publishing opportunities

Dissertation Examination and Degree Award

The oral dissertation examination (Viva) Panel will be composed of six members: the dissertation supervisor (also the panel chairman), two external reviewers (one reviewer internal to UD but outside DBS) and two external members. All panel members should hold a doctoral degree (PhD). The presence of one business professional as a 6th member is highly recommended, complementary to the five academic examiners to give opportunity to the business community to participate in such high level academic and professional reviews. In this case, qualified business professional may be appointed on the panel by the Dean.

After the oral defense of the dissertation (Viva), the chairman of the dissertation examination panel will write a report that will carry the signatures of all the members of the dissertation examination panel and send it to the PhD program committee and the Dean of UD. This report will be made available to the candidate and attached to the diploma. Each doctoral Dissertation should be graded according to the following scale: 1. Outstanding, 2. Excellent, 3. Honorable. Mention of such grade will only be made in the report of the dissertation examination panel.

The dissertation examination panel cannot fail a student and should award the PhD degree. However, the panel may require modifications to the final doctoral Dissertation prior to the awarding of the diploma. In such a case, the candidate will be given a six-month period to modify the Dissertation and send a revised version for evaluation by the dissertation examination panel.

The degree certificate (diploma) for the PhD with subject specialization will bear the official seal of UD.

Templates:

1. Supervisor's Progress Report (APPENDIX I)
2. Approval Form of Dissertation Proposal (APPENDIX II)
3. Form for Appointment of Dissertation Examination Committee (APPENDIX III)
4. Dissertation Examination Decision (APPENDIX IV)

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

Allegiance 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 Tests

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 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

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.

I. Student Academic Misconduct

- Student Academic misconduct is an academic violation that covers but not limited to plagiarism, misrepresentation, fabrication, and 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

Violation		Sanction(s) (Refer to II.A)
i.	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). 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.	2, 6
ii.	Paraphrasing (i.e., putting into one’s own words) a source’s text, without providing proper acknowledgment/citation.	1, 2
iii.	Reproducing (without proper citation) any other form of work created by another person.	1, 2

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 student's work level.

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

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

II. 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" 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 PhD Program Director 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”. 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

PhD is both an academic and 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

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.

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 5) 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 5) and submitting it to the Students and Alumni Affairs Department.
- C. All students’ 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.

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 Also, the student will be subject to disciplinary actions as per the Code of Conduct stated in the Student Handbook.
Being aggressive to UD security officers and/or cleaning staff.	
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 24,000 books and in-house research papers of UD faculty, which are valuable for students, researchers and academics.

Students can access the dedicated PhD 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 library@ud.ac.ae.

Library Policy, Procedures and Regulations

This policy describes the library circulation, acquisition, and collection management policies as well as operations, services provided, and access. The primary mission of the library is to ensure quality services, and enhanced online and on-campus access to its resources by library patrons. These services and access policies are also described below.

I. Circulation

A. Borrowing Eligibility, Privileges

Students have privileges for remotely accessing library online resources or borrowing from the Library, upon the presentation of a valid ID card.

- Graduate students can borrow up to 4 books at a time for 20 days (normal loan period).

The loan period on reserved materials is determined by the faculty, enabling a wider use by students. Current textbooks are also kept for the use of students. Materials are placed on Reserve by semester only and for overnight and weekend loans. One may also reserve a book under process or on order.

Renewal of borrowed material can be done once for the same period, provided that no one has placed a request on the same. Reserved and

short loan period (3-day or 1-day period) materials cannot be renewed by phone, email, or on the Intranet.

Non-Print Materials such as Videos, cassettes, slides, and other media have overnight/weekend loan period. Computer floppy discs and compact discs that accompany books can be circulated for the same length of time as the books. These are kept at the Circulation Desk.

A requester may place a hold on any library item. The librarian will simply tag the item in the library system. It prevents the patron from renewing the item and assures that the item will go on hold for the requester as soon as it is returned. Placing a hold does not change the due date in any way. As long as an item is due back 10 days or more from the date the requester wants it, the librarian will place a **recall**; if it is due back in less than 10 days, the librarian will place a hold.

All loaned materials are subject to recall by the librarian earlier than their due date. If an item is recalled right after someone has checked it out, they will get the allotted two-week loan time first. If the borrower holds the recalled item beyond the new date, it will be considered overdue and a fine is charged. Short loan items cannot be recalled. To request those items, the requester will need to place a hold. Recalls take precedence over holds. Students, faculty, and staff members have the right to recall an item should they need to use it.

II. Acquisition

A. General Collection

This section houses books covering subject areas addressing the needs of all Colleges. Patrons depending on their borrowing privileges and policies can borrow these books.

B. Reference Books

The library places orders for materials to the suppliers directly. Other means of acquiring library materials include gifts and exchange. The library places orders for purchase of regular materials in Nov. Materials in heavy

demand or urgently needed in special circumstances will be purchased as a “rush order” any time.

Faculty members are responsible for selecting materials in their subject areas. The library internal selection committee will select materials in general reference works and other subjects related to curricula in order to keep a balanced collection in all disciplines.

C. Research Publications

The library has developed separate collection special for faculty research works, working papers, and peer reviewed journal publications for DBS, CIT and GUCR. These valuable publications aimed to share with students of various levels in UD research experience. The research publications are extremely important and useful resource to the MBA, and Doctoral students who will start their research processes soon. Online guidelines of bibliographic annotation in research are available on library webpage at information skills.

D. Library Holdings

Library holdings include collections, electronic journals, databases, and document delivery services as the primary access strategies for delivering information. Each strategy contributes a distinct value or functionality to the library services. Ownership of printed books and journals, for example, offers the greatest assurance of long term availability, while leased access to networked electronic information gives greater accessibility to larger numbers of users. Networked electronic services (indexes, full-text electronic journals and books, and multimedia) offer currency, accessibility outside the library and the ability to manipulate digital files. Document delivery services offer the greatest range of choice to the library users.

The suggested materials to be acquired by the Library are:

- Printed Materials: Books, Serials /Periodicals, Newspaper, and Brochures/Pamphlets.
- Electronic Sources: Electronic databases, e-journals, e-books.
- Multimedia Sources: CD-ROMs & DVDs and audio cassettes.

E. Collection Levels

As the basis for determining collection parameters of the Library, four collection levels are established. Each of these levels meets particular needs for developing the overall Library collection as described:

- **Basic Level:** The purpose is to acquire a few, limited, representative, and essential works in a given subject.
- **Core Level:** The purpose is to build a highly selective core collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It also includes major dictionaries and encyclopedias, essential reference works, selected standard works and a few major periodicals in the field.
- **Undergraduate Level:** The purpose is to provide materials necessary to support undergraduate instruction and sustained independent study. It also includes core reference materials, indexes/abstracts necessary to identify the journal literature, core periodicals, and a wide range of books, electronic, and audiovisual materials.
- **Research Level:** The purpose is to provide research materials for graduate instruction and research, thesis research and independent research in subject disciplines included in the UD curricula. It also includes all important reference works, specialized databases, indexes/abstracts, an extensive collection of journals, and a wide selection of specialized monographs. Since graduate level courses are offered, library level has been upgraded to research level.

III. Collection Management

A. Documentation of Collections

Every item in the Library collection must be recorded online in a publicly-accessible catalog and listed as an individual record. Record keeping has to be taken for all borrowed materials.

B. Cataloging

All items for which a purchase order has been placed, and all items newly-acquired by the Library by other means, are entered on the online public-access catalog at the earliest stage possible. Records of library belongings are updated and amended as the status changes. Items known to be needed urgently, and items purchased for teaching collections or research are availed with high priority. Donations and bequests which are accepted

for addition to the general and teaching collections are dealt with on the same basis as purchases. Electronic data held remotely and accessible under license by users of the Library are not normally entered on the catalog but are listed on the Library's website.

C. Replacement Policies

Items reported as missing to the Library Circulation Desk are listed and searched for by Library staff. Those not found after four weeks are designated as missing in the online catalog. Items known to be destroyed or otherwise lost are withdrawn from the catalog and considered for possible replacement.

D. Retention and Weeding Policies

Traditionally, research and teaching collections, including reference collections, have been retained indefinitely and have not been routinely weeded. Short-loan and Reserve collections are reviewed and weeded routinely in consultation with the Dean/Director. Copies of some titles in short-loan and reserve collections are transferred to research collections as additional copies, and uncirculated duplicates disposed. Within certain subject areas one copy of each edition of each textbook is retained for historical research. Weeding is done for only five years old textbooks with low circulation profiles.

IV. **Operation Policy**

1. Opening hours Policy:

Library office hours are from 8:30 a.m. to 10:00 p.m. Sunday to Thu and from 10:00 a.m. to 10:00 p.m. on Saturday. Professional library staff is also available on Saturday. Library hours are subject to change due to inter-semester break. The Library remains closed on public holidays.

2. Staff Policy:

- Employ staff with the appropriate library qualifications and skills for professional positions.
- Ensure that paraprofessionals or support staff has the skills needed for the assigned duties they have to perform, in addition to information and communication technology skills (using a PC, Internet, Online Catalog, etc).

- Provide training to keep abreast with the new developments in library work and management.
3. Holdings Policy:
 - Improve library holdings based on actual and future needs for curricular support, research programs, as well as extracurricular activities in UD.
 - Develop formal “Collection Management” processes.
 - Evaluate regularly all holdings to weed outdated materials and make room for newer editions.
 4. Equipment Policy:
 - Comfortable to allow for individual reading and group work.
 - Strong for shelving and display purposes.

V. Services

University of Dubai Library is a growing facility that provides a variety of services to cater for the information needs of its patrons. An active reference service is available to answer reference inquiries. The librarian also assists in using the electronic resources and information retrieval. Reference librarian is reachable through library@ud.ac.ae or contact 04-5566800 / 04-5566832

1. Online Database Access Services

The library provides access to thousands of electronic journals with indexes, abstracts and full text through databases. UD has unlimited access rights to this huge wealth of information on and off campus. The notable online databases include ProQuest, ABI /INFORM, EIKON, International financial Statistics (IFS), Emerald, Springer link, World Bank, IMF, Association for Information Systems (AIS), Academy Bridge (videos), New ProQuest dissertation & theses, EBSCO, Islamic Finance News, etc. Please visit our website for updated information on our growing digital library resources. DBS/CIT faculty research papers, Federal Reserve Working Papers.

2. Online Public Access Catalog (OPAC)

Destiny by Follett Software Library Services is being used as the Library Automation System. This system provides very powerful user friendly

searching interface for all library holdings. Materials can be searched through keywords, title, author and subject. Icons are displayed whenever search results are displayed.

3. Information Literacy Skills

Library has a rigorous information literacy program in place. The program enables students to improve their information skills for lifelong and self-service learning. It helps them to locate, evaluate and use the needed information effectively.

4. Interlibrary Loan

The Library has developed understanding with various academic and research libraries in the country to provide required material. Interlibrary loan supports research activities at UD.

5. Open Learning Resources

The Open Learning Center of the library is equipped with 26 latest computers and allows free access to all patrons. All computers are connected with internet, printers and are dedicated to allow student search and print.

6. Photocopying

A self-service photocopier is available for copying library materials or desired piece of information. Copyright laws are strictly observed while photocopying any item in the library.

7. Library Materials: Circulate library materials to all users according to specific loan regulations for each group of users.

8. Reference service:

- Provide efficient and effective reference and information services.
- Provide assistance in the use of electronic resources and information retrieval.

9. Access to library collection: Provide access to a powerful and user-friendly searching interface to the library's collection.

10. Orientation program: Design an orientation program to teach new users ways to benefit from library collections and services.

11. Cooperative arrangements and Inter-library loan:

- Explore Inter-library loan with similar libraries in the country and the region as well as document delivery to obtain from elsewhere materials not available locally, especially for research projects.
- Expand access to information not readily available at the library.
- Establish relations with neighboring counterparts to share experiences and information sources
- Encourage interaction between the library and the academic units in UD.

12. Document supply services:

The library provides eligible borrowers with copies of journals, articles, conference papers, reports, book chapters etc. from the British Library Document Supply Center (BLDSC). The requests can be placed by filling the form available at the library circulation desk. The request is then processed and emailed to the British Library to speed the process. Form details must be provided by the requester.

Requesters are encouraged to contact the Head of Library if there is any difficulty in using this service. The following requirements have been developed to ensure equitable use of these services to all users concerned:

- The document supply service is available to eligible borrowers with a valid UD ID card.
- This service is provided to users at no cost.
- Each faculty or staff will be allowed 10 requests per semester.
- Students with a valid ID are allowed 5 requests. For final year projects up to 5 additional requests can be allowed. In such cases, a written explanation must be supplied by the supervisor of the project. All students must obtain the approval of their supervisor or the head of the department to have their request processed.
- Requests can be sent any time.
- Articles must be returned to the library to be placed in vertical files for use by other users interested in them.
- Processing time allowed for submitting request is 14 working days.
- The library reserves the right not to process a request if not related to the UD disciplines or keeping in line with the research projects.

- It is the responsibility of the requester to sign and comply with the copyright declaration. Copyright laws must be read by users to avoid misuse of protected material.
- The library will notify the requester upon receipt of article to be picked up.

Library Rules

1. All persons entering the library must de-activate or set their mobile phones on silent mode.
2. To check out any library item, patron must produce a valid ID card at circulation desk.
3. Any personal belongings (i.e. books, bags, purse, parcels, etc.) are subject to search before leaving the library if the electronic security device beeps.
4. The Patrons are responsible for their personal belongings brought into the library. The University of Dubai Library disclaims any liability for its loss, damage or misuse while in the library.
5. Patrons may not change the configuration of computers or any other equipment in the library for personal preference or advantage.
6. The University's IT Code of conduct must be observed while using Open Learning Resources.
7. Patrons must not damage, mark or deface any library material or equipment and all are requested to observe library code of conduct.
8. Patrons must comply with the provisions of the copyright laws.
9. Eating and drinking is not allowed in the library

Circulation policy:

All registered patrons are entitled to check out items from the library. Borrowing policies may differ depending on member category. Please inquire at the circulation counter about your borrowing privileges. All library patrons must produce a valid ID card when checking out any material. Students may borrow 4 books at a time for a period of 20 days.

Returning materials

The borrowed library material can be returned at the circulation desk during library working hours. If the item borrowed is not returned on time an overdue notice will be sent to the borrower and fine of 1 AED per item per day will be imposed.

Renewal and Reservation

Library item may be renewed once if no other patron has reserved it. If the item is currently on loan, a patron can make a reservation from the Library System. Patron may also request circulation librarian to reserve for him/her. An e-mail notice will be sent to the patron for reserved item and will be re-shelved if it is not picked within three working days.

Lost or Damaged Materials

Borrowers will be required to pay or replace the lost or damaged item(s) in the collection with a new copy. Library will not accept written, scabbled or damaged item from patron.

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 Sunday – 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 UD Google drive (cloud services).
- UD standard licensed software is 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

COMPUTER USE GUIDELINES

Introduction

The policies and guidelines outlined in this document must be strictly adhered to by staff, faculty, and students to ensure that any user's usage of the University's facilities and services do not hinder the activities of other, nor leads to the damage (physical or otherwise) of the University's facilities or reputation.

As a staff, faculty, or student of the University, this entitles you to the use of computers, networks, and facilities provided by the University. However, this entitlement depends on your ability to use the entitlement responsibly. By misusing these entitlements, you may end up committing a criminal offence, or at the very least violate the University's policies, which could lead to the revocation of the entitlements.

Authorized users

Being a staff member, student, or faculty member, you are permitted to use the University's facilities and services with the objective of achieving your employment or educational objectives. However, this authorization come with your acceptance that you will abide by the University's policies and guidelines, as well as any policies, guidelines, and laws set forth by the UAE government. Any unauthorized use of the University's resources (directly or indirectly) is considered a breach of the University's policies and might be considered a punishable criminal offence.

Personal use

Any entitlement you are granted in or by the University is for the sole purpose of achieving your employment or educational objectives, and is strictly limited to personal non-commercial use. This personal use is also only acceptable as long as it does not interfere with the student's educational objectives, the staff and faculty's job responsibilities, or the University's systems.

Software and copyrights

Some applications used in the University are open source licensed applications, and as such can be used and shared freely based on the application's license agreement. However, some other applications are licensed and protected under copyright law, as such are to be used only on the

workstations in which they are installed, or while the user is on campus or through the campus VPN if the user is not on campus.

Access to workstations and computer networks

The computers in the University provide access to the internet, and thus to other computers and systems in other institutions, educational establishments, other non-academic, and governmental sites. Any access or attempt to access systems or platforms on which the user is not authorized is considered a breach of the university's policies and could be considered a criminal offence. Some workstations are available for public use and access of resources. Any workstation that is located in an administrative department or faculty is strictly out of bounds for anyone except to whom it was assigned, unless if explicitly stated that it is for public use.

Licensed/Copyrighted material

Licensed/copyrighted material belonging to the University shall only be installed on the University's computer resources. Licensed/copyrighted material may not be copied or shared unless with the express permission of the IT Services department. The University's staff and faculty are not in any way permitted to allow students or other staff to copy licensed/copyrighted material belonging to the University, nor are they allowed to distribute or share these materials.

User logins and email ID's

Users are only authorized to log into or use the university's resources only with the login/user ID that has been issued to them by the university. It is a violation of the University's policies to access university resources using another user's login credentials even if they were willingly made available. In circumstances where another user's credentials need to be used, permission should be obtained from the line manager of the user who's credentials are to be used and with the authorization of the IT services department.

Internet use Guidelines

Users are not allowed to use the University's internet to access, store, retrieve, or print any material that is classified as illegal, unlawful, or offensive according to the University's policies and the government of UAE. Users are also not allowed to use the internet resources for any activity that would lead to the detriment of the University in any way directly or indirectly.

Disclaimer

The University reserves the right to monitor all user activity on the facilities that it provides. Users should be aware that all communications and activities,

personal or otherwise, via the University's infrastructure might be monitored by the IT Services staff if and when required, as permitted by the University. Violation of any of the guidelines outlined may result in disciplinary actions being brought against the violator.

Computer Labs Usage Regulations

- No Eating
- No Drinking
- No Music or Loud Noises
- Work Quietly
- Surf Safely
- Print Only when Necessary
- Keep the Work Area Clean
- Do Not Change Computer Settings
- Always Log Off when you are Done
- Respect other Users

Office Hours

For all IT related problems and requirements IT helpdesk can be contacted by users on +97145566888 or email helpdesk@ud.ac.ae between 8:30am to 9:00pm Sunday through Thu and on Sat 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.

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 5) and submit it to the Graduate office.

Health Center - Health Awareness AND Screening Programs

Hours of Operation:	Sunday to Thu 10:30 am - 7.00 pm. Second Floor UC 201
Appointments:	Telephone: 04 5566 800 (Ext. 823) or Email: Imathai@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 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.

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

Other Student Services

Dining

The cafeteria provides students with a wide selection of healthy food and beverages at reasonable prices to assure the availability of the appropriate food that benefits students' bodies and brains.

Lost and Found

In case of the loss of personal belongings, students should report to SAA using the appropriate form. If students find items that do not belong to them, found items can be submitted to the Security Desk on the ground floor or to SAA. At the end of each semester, unclaimed items will be disposed of at the discretion of the university.

Transportation Services

Bus service to students is outsourced to accommodate the transportation needs of the students. This will depend on a pre-determined minimum number of 10 students requesting this service.

Services for Students with Disabilities

The goal of the University of Dubai is to ensure a comprehensively accessible university experience where individuals with disabilities have the same access to facilities, programs, opportunities and activities as all others.

Bookstore

The book store offers a range of materials such as textbooks, literature, magazines, newspapers and Stationery.

Student Lounge

Located on the 2nd floor, the student lounge plays an essential role in the daily life of UD students. It is a place where students gather to relax and socialize with friends.

Prayer Rooms

Men's and women's prayer rooms are located on the 2nd and 3rd floors. In most cases, evening lectures have a 20 minutes break for prayer, which is a part of the regular class break.

Groups and Student Organizations

The Students & Alumni Affairs (SAA) provides all the needed guidance to organize and register your group and identify appropriate faculty advisors. As a recognized student organization, the club will have access to funds generated from activity fees. The Emarati group, Environmental group are examples of

the active student organizations. If you do not see a group that meets your interest, you can simply start your own in consultation with Head of Student Services.

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

- Stay connected with the UD community
- Take selected undergraduate, graduate and professional development courses for free
- 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

Benefits to UDAA Members

UDAA Members will enjoy several benefits as listed below:

- 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.
- Free access to Library
- Discounts
- Life time e-mail

- Invitation to UDAA events (Free of Charge)
- Receiving the E-Newsletter

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:** The Internship and Career Development Center (ICDC) extends its career services to UD alumni by helping them with their job search, disseminating career information to them and involving them in career events such as 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 ACLP 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 ACLP, 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.

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. 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, registration and activity fee.
- Outstanding fees of current semester should be settled, if any, prior to registering for a new semester.
- To claim government employee discount, students can produce their employee card only as a proof of employment.

E. 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.

F. 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.

G. 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.	Graduation Fee
2.	Replacement of a lost ID
3.	Post-dated Check/Returned Check/Postponement of post-dated check

Fee Structure for PhD AY 2017-2018

PhD Program	2017-18	
	Local Students (AED)	International Students (USD)
PhD Tuition Fee		

A.1	Regular Students	16,500	-
A.2	Visiting (Short term)	18,700	5,100
B.	Miscellaneous Fees (Nonrefundable)	(AED)	(USD)
B.1	Application fee (PhD)	3000	850
B.2	Each Post Dated Check (Max 3 in each Term)	200	Refer Note 1
B.3	Returned check (maximum 2 chances)	750	
B.4	Postponement of post-dated Check	250	
C	Miscellaneous Course Related Fees (Nonrefundable)	(AED)	(USD)
C.1	Issuance of Degree Certificate Fee (with MOE attestation)	350	220
C.2	Re-issuance of Degree Certificate	1,000	300
C.3	Attestation of True Certificate	100	
C.4	Graduation Fee*	2,500	Refer Note 1
<p>The University reserve the right to increase tuition fees up to 10% per academic year when deemed necessary. Given fees are net of all discounts.</p>			

Notes:

- Miscellaneous fees (in AED) are applicable to International Students as well.
 - Revised fees is applicable to all new students registered 2017-18 onwards.
 - VAT is not included in the above given prices.
 - 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 two for each term. 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 1 installment in the form

of postdated check. The last date of the final installment is one week before the final exam. 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.

APPENDIX I - Supervisor's Progress Report Form

Please complete this report within two weeks of receipt and forward it to the PhD Program Office or e-mail it to PhDprogram@ud.ac.ae. Where two-supervisor are involved, each supervisor should report.

Name of Student: ID #

.....

Supervisor(s):

.....

.....

Dissertation Title:

.....

.....

.....

Progress:

- Please tick boxes below to indicate the current status of the student's work

	Barely begun	In Development	Near Completion	Complete
Literature review				
Research design				
Instrumentation and methods				
Ethical clearance				
Data Collection				
Data Analysis				
Interpretation				
Writing dissertation - Introductory sections - Literature Review section - Methodology sections				



- Data and analysis sections				
- Findings and discussion				

2. Are you satisfied with the progress made? Yes No
3. Describe any problems the student encountered:

.....

.....

.....

4. How often have you worked with the student over the last two months?

- Once in the last two months Once every 4 weeks
- Twice in the last two months Once every other week
- Three times in the last two months Once every week

5. How do you communicate with the student?

- Through meeting Through e-mail Using both face-to-face and e-mail.

6. Any additional comments you wish to make

.....

.....

.....

.....

.....

Signature:

Date:

.....

APPENDIX II - Approval Form of Dissertation Proposal

Name of Student..... I.D #
.....

Field of Specialization (Major):.....Date of
Presentation

Proposed Dissertation Title in Arabic:
.....
.....
.....
.....

Proposed Dissertation Title in English:
.....
.....
.....
.....

1. Dissertation Supervisor

Name	Academic Rank	Area of Specialization	List of Students Currently Under his/her Supervision
			1. 2.

2. Dissertation Co-supervisor

Name	Academic Rank	Area of Specialization	List of Students Currently Under his/her Supervision
			1. 2.



--	--	--	--

Recommendation of the PhD Committee:

.....
.....

Committee Chair: Name: Signature: Date:

Dean's Decision:

Approved

Approved with the following conditions:

.....
.....

Signature: Date:

APPENDIX III - Form for Appointment of Dissertation Examination Committee

Name of Student I.D No.

Field of Specialization (Major):

Name of Supervisor.....

Name of Co-supervisor:

Dissertation Title in Arabic (Translated):

Dissertation Title in English (as officially approved):

Recommendation of External Referee # 1
 Satisfactory Satisfactory with minor changes Major revisions needed

Recommendation of External Referee # 2
 Satisfactory Satisfactory with minor changes Major revisions needed

Recommendation of External Referee # 3
 Satisfactory Satisfactory with minor changes Major revisions needed

Proposed Members of the Examination Committee:

	Name	Academic Rank	Specific Major	Comments
1				
2				
3				
4				
5				
6				Industry Practitioner



Proposed	date	for	Dissertation	Defense:
.....				
PhD Committee:				Date:
.....				

Dean's Approval:

Approved

Approved with the following Conditions:

.....

Signature: Date:

APPENDIX IV- Dissertation Examination Decision

Name of Student ID No.

.....

Field of Specialization (Major): Date of Defense:

.....

Supervisor's Name:Co-supervisor's Name:

.....

Dissertation Title in Arabic (translated)

.....

Dissertation Title in English: (as officially approved):

.....

The above PhD dissertation was examined on / / in the City of Dubai. The result of is as follows:

- Dissertation is approved
- Dissertation is approved with the following amendments to be made:
(Additional sheets may be used when necessary)

.....

Dissertation Examination Committee

Signature: Signature:
 Signature: Signature:
 Signature: Signature:

Note: The candidate shall be granted a minimum of two months and a maximum complete the amendments. Afterwards, each member of the examination committee revised dissertation and provide the Chair of the committee with a statement indicating required amendments have been made to his/her satisfaction or not. The Chair of Committee shall sign and send a completion statement (supported by the statements of the committee) to the PhD director, who in turn recommends to the College Dean one

- The dissertation is to be re-examined within a period of six-months after making the
- The dissertation is to be accepted without re-examination

Signature of the PhD Program Director: Date:

Dean's Approval

Signature: Date:



APPENDIX V- PETITION FOR CHANGE OF ADVISOR



جامعة دبي
UNIVERSITY of DUBAI

Dubai School of Business 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: (Circle One)

MBA

PH.D.

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:

APPENDIX VI - Approval Form of Dissertation Proposal

PhD Program in Business Administration Advancement to Candidacy Form 1 – ACF (after Comprehensive Examination Decision)

Name of Student ID No.
.....

Field of Specialization (Major): Date of CPE:
.....

Signature of student taking the QPE.....

QPE Committee Chair Name:

QPE Committee Member Name:

QPE Committee Member Name:

APPENDIX VI - Approval Form of Dissertation Proposal

PhD Program in Business Administration

Advancement to Candidacy Form 1 – ACF

(after Qualifying Comprehensive Examination – QCPE)

Name of Student ID No.
.....

Field of Specialization (Major): Date of CPE:
.....

QPE Committee Chair Name:

QPE Committee Member Name:

QPE Committee Member Name:

The result of the examination for the above mentioned candidate is as follows:

Candidate passed the QCPE

Candidate failed the QCPE

QPE Committee

Chair-Signature:

Member-Signature:

Member-Signature:

Note: The candidate shall have to retake the exam on Sunday 20th December 2015 and pass the QPE. No additional chance is given

Forwarded to UD Registrar for records on.....



Signature of the PhD Program Director: Date:

.....

Signature of the Dean, CBA: 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.

©2017 University of Dubai | All Rights Reserved