جامعة دبي
UNIVERSITY of DUBAI

an initiative by the مبادرة من
غرفة دبي
DUBAI CHAMBER

AY 2016-17

UNIVERSITY OF DUBAI PO BOX 14143 DUBAI ACADEMIC CITY

جامعة دبي
UNIVERSITY of DUBAI

"University of Dubai, located in the Emirate of Dubai, is officially licensed by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education."

President's Message

On behalf of the University of Dubai, I would like to welcome you to the new 2016-17 edition of the student handbook.

As you all know, the University of Dubai (UD) was established in 1997 by Dubai Chamber of Commerce & Industry (DCCI). The main idea behind this was to establish an academic institution that will serve the business community in delivering highest quality educational programs for human capital development and undertake research and consultancy for businesses in Dubai/UAE.

This commitment led UD to take strategic initiatives to enhance the pedagogical capabilities at the university by recruiting highly qualified faculty and benchmarking its curricula with accredited international universities. This has enabled to produce high caliber graduates to the industry which is one of the UD's Missions.

Besides, UD is a student-centric institution and thus is sensitive to students' concerns for their all-round career development. We are also proud to inform all the stakeholders that, UD has three colleges, Dubai Business School (DBS) offering Bachelor, Masters and PhD programs. All Business Programs offered by the Dubai Business School are internationally accredited by AACSB (Association to Advance Collegiate Schools of Business) which is the gold standard for quality management education globally.

The second college is College of Engineering and Information Technology (CEIT), offering Bachelor of Science in Electrical Engineering (with specialization in Communication Engineering) and Bachelor of Science in Computing and Information Systems (Concentration in Information Systems Security) (BSc CIS ISS is internationally accredited by ABET (Accreditation Board for Engineering & Technology) – CAC (Computing Accreditation Commission).

In additional to these academic programs, the College of Law offers two unique concentrations for the Master of Laws programs: one in Arbitration and Dispute Resolution and one in Financial Crimes and Money Laundering.

One of the additional strengths of UD is to provide continuing education opportunities for lifelong learning. These are delivered by our Center for Executive Development through professional development certificate programs.

Finally, I'm glad to be a part of this leading and reputed university in Dubai and hope to maintain the highest standards of the education in the country with your cooperation.

I wish you a successful year 2016-17

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.

Raja Al Gurg

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

Hamad Buamim

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

Faisal Juma Kalfan 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 pubspanshed over 15 volumes of short stories and has had two collections translated into Engspansh: Dubai Tales and The Wink of the Mona spansa.

Dr. Ahmed Khaspanl 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 pubspanc and private sectors.

Abdul Jalil Yousuf Darwish

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

Undergraduate Academic Calendar 2016-2017

Fall Semester 2016			
Month	**From**	**To**	**Event**
August	Saturday, August 27, 2016	Thursday, September 01, 2016	First day of classes, late registration applies to continuing st- add/drop week till 1 sep ends at 5pm
September	Saturday, September 03, 2016	Thursday, September 08, 2016	September 4, Internship starts
	Saturday, September 10, 2016	Thursday, September 15, 2016	September 10, Arafat Day* September 11, Eid Al Adha*
October	Saturday, October 01, 2016	Thursday, October 06, 2016	October 2, Hijri New Year*
	Saturday, October 08, 2016	Thursday, October 13, 2016	MidTerm Examinations - 12 October to 20 October
	Saturday, October 15, 2016	Thursday, October 20, 2016	Midterm Examinations
	Saturday, October 22, 2016	Thursday, October 27, 2016	October 27, deadline to withdraw from a course without a grade penalty 5pm (no refund)
November	Saturday, November 19, 2016	Thursday, November 24, 2016	November 24, Internship ends
	Saturday, November 26, 2016	Thursday, December 01, 2016	November 30, Martyrs' day & December 2 & 3, UAE national day
December	Saturday, December 03, 2016	Thursday, December 08, 2016	Reading period (3 Dec to 6 Dec)
			Final Examinations - December 7 to December 15
	Saturday, December 10, 2016	Thursday, December 15, 2016	Final examination and results
	Saturday, December 17, 2016	Thursday, December 22, 2016	Winter Break Week 1
	Saturday, December 24, 2016	Thursday, December 29, 2016	Winter Break Week 2
	Saturday, December 31, 2016	Thursday, January 05, 2017	Winter Break Week 3
Spring Semester 2017			

January	Saturday, January 07, 2017	Thursday, January 12, 2017	First day of classes, late registration(late fee applies) add/drop week till 12 Jan end at 5pm
February	Saturday, February 18, 2017	Thursday, February 23, 2017	MidTerm Examinations - February 22 to March 2nd
	Saturday, February 25, 2017	Thursday, March 02, 2017	MidTerm Examinations
March	Saturday, March 04, 2017	Thursday, March 09, 2017	March 9, deadline to withdraw from a course without a grade penalty 5pm (no refund)
	Saturday, March 25, 2017	Thursday, March 30, 2017	Spring break w1
April	Saturday, April 01, 2017	Thursday, April 06, 2017	Spring break w2
	Saturday, April 22, 2017	Thursday, April 27, 2017	April 24 Isra and Mi'raj
May	Saturday, May 06, 2017	Thursday, May 11, 2017	Reading period (6 May to 9 May) Final Examinations - May 10-18
	Saturday, May 13, 2017	Thursday, May 18, 2017	Final examination and results
Summer 1 2017			
May	Saturday, May 20, 2017	Thursday, May 25, 2017	First day of classes, late registration(late fee applies) add/drop week till 21 May end at 5pm
	Saturday, May 27, 2017	Thursday, June 01, 2017	Start of Ramadan
June	Saturday, June 03, 2017	Thursday, June 08, 2017	MidTerm Examinations week
	Saturday, June 24, 2017	Thursday, June 29, 2017	June 26, Eid Al Fitr*
July	Saturday, July 01, 2017	Thursday, July 06, 2017	Final Examinations Week
Summer 2 2017			
July	Saturday, July 08, 2017	Thursday, July 13, 2017	First day of classes, late registration(late fee applies) add/drop week till 9 July end at 5pm
July	Saturday, July 22, 2017	Thursday, July 27, 2017	MidTerm Examinations week
August	Saturday, August 05, 2017	Thursday, August 10, 2017	August 05.2017 All faculty and staff members report to work
August	Saturday, August 19, 2017	Thursday, August 24, 2017	Final Examinations Week

*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

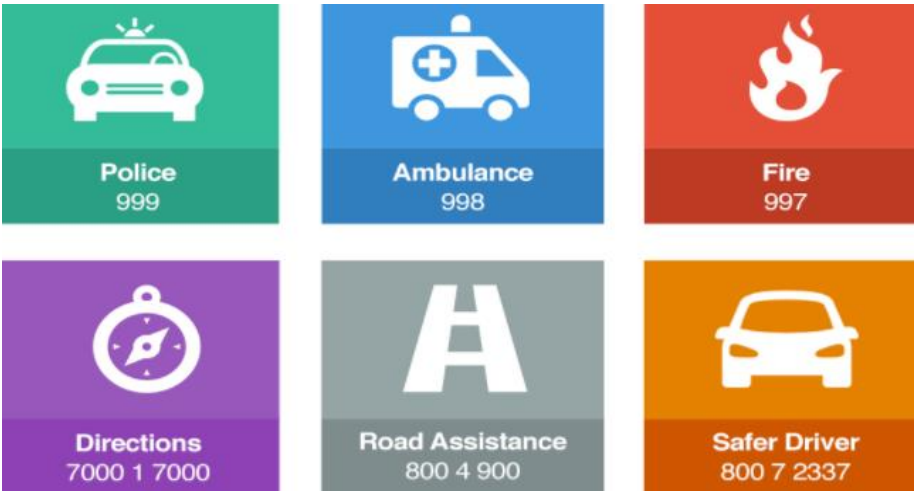


Table of Contents

President's Message **2**
University of Dubai Board of Trustees **3**
Undergraduate Academic Calendar 2016-2017 ..... **7**
Directory **9**
About University of Dubai **13**
Vision Statement 13
Mission Statement 13
National and International Accreditations 14
International Affiliations 14
Educational Responsibilities **14**
Dubai Business School **16**
Message From The Director Of Dubai Business School Undergraduate Program 16
Bachelor of Business Administration (BBA) **17**
BBA Program Structure 17
BBA Program Objectives and Learning Outcomes 17
Bachelor of Business Administration Curricula 20
College of Engineering and Information Technology **29**
Message From The Chair Of Information Technology Department. 29
Bachelor of Science in Computing and Information Systems - Concentration in Information Systems SECURITY (BSC CIS ISS) **30**
Structure of Degree Program 30
BSCIS-ISS Program Objectives and Learning Outcomes **31**
BSc CIS ISS Program Objectives (PO) 31
CIS Program Learning Outcomes (General) (PLO) 31
BS CE Program Education Objectives (PEO) 31
BS EE-CE Program Objectives (PO) 31
BS EE-CE Program Learning Outcomes 32
General Undergraduate Curriculum Requirements **35**
GUCR Learning Outcomes 35
Undergraduate Program Admission **36**
Application Requirement 36
Admission Criteria 36
Admission criteria and requirements for visiting student's/audit students 39
Tuition Fees & Scholarships **40**
Tuition and other fees 2016-2017 40
Discount policy 41
Special Discount 41
Scholarships 41
Late registration Fee Policy 41
Installment/Deferred Payments Policy 41
Refund Policy 42
Insufficient Funds Policy 42
Outstanding Balances Policy 42
Online Registration **43**
Registration Procedures 43
Student Record and Information Release **44**
Student Records 44
Information Release 44
Advanced standing policy 44
Advising **47**
Advising Objectives 48
Mentoring At-Risk Students 48
Progress report 48

Interactive resources 48
Office Hours 48
Learning Center 48
Faculty-Student Council 49
Internship and Industry Project 49
Regular Internship 49
Course Description 49
Benefits to Students 49
Terms of Offering 49
Eligibility 49
Internship Exchange 50
Benefits to Students 50
Eligibility 50
Fees 50
Registration 50
Placement 50
Code of Conduct 50
Industry Project 50
Course Description 50
Terms of Offering 51
Eligibility 51
Project Selection 51
Career Development 51
Student Campus Life 54
Student Life 54
Student Programs 55
Health Center 55
Safety & Security 56
Other Student Services 56
Groups and Student Organizations 57
Counseling 59
Student and Alumni Affairs Publications 60
Student Council 61
Formation of UDSC 62
Other Organizations 67
Library & Learning Resources Center 68
Computer Use Guidelines 70
Internet use Guidelines 71
Research and Teaching Assistantship 72
Scope of Work for Research Assistants 73
Scope of Work for Teaching Assistants 73
Graduation 74
Class Valedictorian 74
Commencement Honors 74
Graduation Process Steps for Graduation 74
Graduation Requirements 75
Honors System 75
Dean's List 75
Academic Policies 76
Attendance and Absenteeism Warnings 76
Academic Standing 77
Repeating Courses 77
Duration of Study 78
Student Evaluation and Grading System 78

Grade Point Average ... 79
Missing Exam Policy ... 80
Change of Major/Degree or Deciding on a Major at UD ... 81
Student Clearance for Graduation ... 81
Code of Student Conduct ... 82
Code of Conduct in Exams ... 82
Code of Conduct for Student Organizations ... 82
Code of Conduct During Internship ... 83
International Trip ... 84
Jurisdiction ... 85
Sanctions and Repeat Offenses ... 85
Disciplinary Sanctions ... 86
Student Academic Misconduct ... 88
Appeal Procedures ... 91
Implementation of Sanctions ... 91
Disciplinary Records ... 91
Grievance Policies and Procedures ... 91
Disciplinary Sanction Appeal ... 91
Final Grade Appeal ... 91
Other Grievances ... 92
Undergraduate Course Description ... 93
General Undergraduate Curriculum Requirements ... 93
Humanities and Social Science Requirements ... 95
Natural and Applied Science Requirements ... 96
Dubai Business School ... 97
Supporting Business Requirements ... 97
Business Core Requirements ... 99
Accounting Major Requirements ... 101
Entrepreneurship Management Major Requirements ... 102
Finance & Banking Major Requirements ... 103
Human Resources Management Major Requirements ... 105
Management Major Requirements ... 106
Marketing Major Requirements ... 107
Supply Chain & Logistics Management Major Requirements ... 109
Customs Major Requirements ... 110
College of Engineering & Information Technology ... 111
IT Core Requirements ... 111
Concentration: Information Systems Security ... 114
Concentration: BSEE ... 115
Full Time Faculty ... 122

About University of Dubai

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 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 & 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 given 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.
UD provides an intellectually challenging, culturally rich learning environment. UD encourages all students to take advantage of the outstanding educational and career opportunities provided to students from a diverse range of ethnic, socioeconomic, experiential and geographical backgrounds. UD offers undergraduate, graduate and postgraduate programs of superior quality delivered by professionally active faculty members with extensive experience who are committed to promoting academic excellence.

Vision Statement

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

Mission Statement

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

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

The Mission is accomplished through five strategic goals:

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

National and International Accreditations

- **UAE Ministry of Education (MOE)**
  All UD programs are accredited by the Commission for Academic Accreditation (CAA), Ministry of Education (MOE).

- **AACSB International, USA**
  Dubai Business School is accredited by the Association to Advance Collegiate Schools of business (AACSB) international. (http://www.aacsb.edu/AAcSb-Accredited). For AACSB Schools Accredited in Business (ordered by name).

- **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 Affiliations

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
- CASS Business School, USA
- University of North Florida, USA

Educational Responsibilities

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

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

Undergraduate Programs

I did then what I knew how to do. Now that I know better, I do better."- Maya Angelo

Dubai Business School

Dean
Prof. Ananth Rao

Program Director
Dr. Washika Haak-Saheem

Message From The Director Of Dubai Business School Undergraduate Program

Dear Students,
On behalf of our faculty, professional staff and students at the Dubai Business School, I am pleased to welcome you to our Undergraduate Program. At the Dubai Business School Undergraduate Program, we are committed to delivering high quality academic and related programs which will prepare our students for successful careers and engagement within industry and society.
The Dubai Business School is regarded as a leader in business education in the United Arab Emirates with many of our programs viewed as the best in the country in their particular areas. Members of our Business School faculty are international and divers in regard of their educational experiences and qualifications.
We are excited to offer a comprehensive undergraduate, program at which is recognized for its quality, excellence, and relevance. Dubai has arrived at an extraordinary juncture where Dubai's geographic advantage, economic outlook, resident diversity and access to best-of-breed innovators can be leveraged to transform the city into a benchmark for the world's emerging economies. Therefore, we continue to develop innovative new programs and educational technologies, we will help people to continually challenge themselves ensuring that our graduates meet and exceed the expectations of the business world.
For our undergraduates we are committed to providing a strong foundation across the disciplines of accounting, finance, management, marketing, human resource management, supply chain management and operations and entrepreneurship with a focus on hands-on learning.
As we work towards our goal - to be a world-class institution in Dubai in education, research, and innovation for the betterment and prosperity of people; we will develop the capacities of our students, professionals and organizations through high-impact learning and practice-oriented research.
Thank you for your interest in the Dubai Business School Undergraduate program. We hope that you will consider becoming a part of this exciting education program and enjoy the happy and team oriented learning environment of the University of Dubai.
Please contact the Business School Office directly if you need additional information.

Dr. Washika Haak-Saheem
Director Undergraduate Studies

Bachelor of Business Administration (BBA)

BBA is a four-year degree program; students follow a prescribed sequence of course. This sequence focuses on general Education and supporting business Requirements providing students with a broad-based and well-rounded knowledge through acquiring communication skills, problem-solving and IT skills, as well as an understanding of general business concepts. This solid background enables students to complete the specialization requirements in one of their areas of interest during the third and fourth year of BBA program. This is further supported by electives chosen from a selection of different courses, to broaden students' knowledge and enhance their specialized skills.

BBA Program Structure

In the first two years of the bachelor program, the Bachelor of Business Administration (BBA) is a four-year degree program, students follow a prescribed sequence of course. This sequence focuses on general Education and supporting business Requirements providing students with a broad-based and well-rounded knowledge through acquiring communication skills, problem-solving and it skills, as well as an understanding of general business concepts. This solid background enables students to complete the specialization requirements in one of their areas of interest during the third and fourth year of BBA program. This is further supported by electives chosen from a selection of different courses, to broaden students' knowledge and enhance their specialized skills. In order to graduate, the student must complete the program successfully with a **GPA of 2.25** or above, and must earn a total of **129 credit hour**

BBA Program Objectives and Learning Outcomes

At the end of the BBA program, the student is expected to accomplish the following general and management-specific learning objectives.

General Learning Objectives

1. Develop the ability to think critically and analytically, and behave and perform ethically across the areas of specialization.
2. Develop a global perspective and adapt to dynamic international and UAE cultural issues in business and management concepts.
3. Apply written and oral communication skills in one's area of professional interest.
4. Demonstrate competence to effectively utilize information technology.

Management-Specific Learning Objectives

1. Demonstrate knowledge of concepts in business functions in a variety of organizational settings.
2. Synthesize information from the functional areas and apply business theory to practical decision-making situations.

Accounting Learning Outcomes

1. Students with a BBA in Accounting should be able to:
2. Develop analytical skills and activities to perform the accounting role in various functional areas in business including: finance, marketing, management and information systems.
3. Use Information Technology to effectively perform their accounting role, encompassing all functional areas.
4. Understand the process of decision-making and its implications.
5. Assess existing accounting systems in the UAE and internationally.
6. Understand the ethical dimension of business and accounting.

Finance and Banking Learning Outcomes

1. Students with a BBA in Finance and Banking should be able to:

2. Comprehend and apply finance and banking theories for analyzing business opportunities in these areas.
3. Develop problem-solving strategies for financial decision-making.
4. Work with corporate houses to further develop their skills.
5. Promote multi-disciplinary research and consultancy with the local business community through standard work-based projects and internship.

Management Learning Outcomes

1. Students with a BBA in Management should be able to:
2. Achieve organizational goals by utilizing human resources, material resources, and financial resources of the organization in the most efficient and effective manner possible.
3. Use their knowledge and skills in handling tasks and responsibilities faced by managers, including but not limited to delegating, communicating, team-building, decision-making, and problem-solving.
4. Perform managerial functions such as strategic planning, organizing, coordinating, leading, and motivating others to meet organizational goals.
5. Understand the complexities of domestic as well as international environments and to develop strategies to remain competitive in terms of cost and quality and to maintain high levels of productivity.
6. Guide organizations to meet challenges of today's world and adapt to change.

Marketing Learning Outcomes

1. Students with a BBA in Marketing will be able to:
2. Apply marketing management skills in offline as well as online environments.
3. Develop marketing strategies to meet the needs of the UAE organizational environment.
4. Improve the effectiveness of the marketing function in organizations, using marketing research and information.
5. Design effective segmentation and positioning strategies, using the marketing mix.
6. Demonstrate ability to formulate and assess international marketing strategies.

Human Resources Management Learning Outcomes

1. Students with a BBA in Human Resources in Management should be able to:
2. Demonstrate skills in all areas of human resources management.
3. Analyze HR systems in the UAE and in international firms.
4. Formulate and Implement HR strategies for competitive positioning of the firm.
5. Evaluate HR systems.

Entrepreneurship Management Learning Outcomes

1. Students with a BBA in Entrepreneurship Management should be able to:
2. Demonstrate entrepreneurial skills to start small and medium-sized businesses.
3. Develop an effective business plan.
4. Implement and evaluate business plans.
5. Manage venture growth and transition.

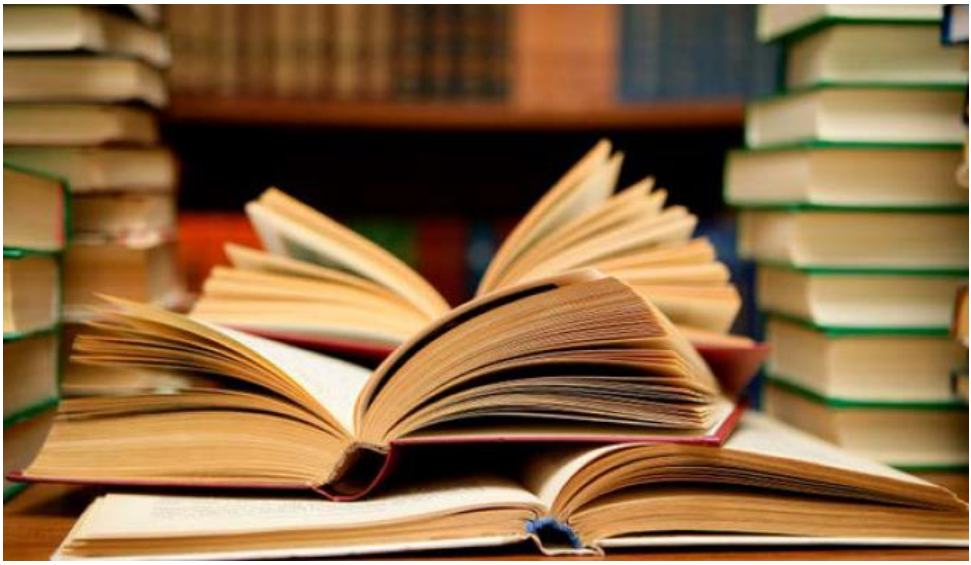
Supply Chain and Logistics Management Learning Outcomes

1. Students with a BBA in Supply Chain and Logistics Management should be able to:
2. Demonstrate management of operations (value-adding) processes (i.e., manufacturing, service production and delivery, distribution, supply etc.)
3. Evaluate skill development that is focused on SCLM, i.e., TQM, continuous improvement, productivity enhancement, time-based competition.
4. Analyze operations decisions such as new product development, supply chain capacity planning, process technology planning, factory automation, and production systems planning.

5. Promote multi-disciplinary research and consultancy with the local business community through standard work-based projects and internship.

Customs Learning Outcomes

1. Demonstrate technical knowledge and skills that will enable them to have a successful career in the customs profession and integrate this knowledge in a variety of business and inter-disciplinary settings
2. Analyze the key issues with regard to the social impact of advanced and emerging customs technologies to find solutions to Customs problems through logic & Creativity.
3. Develop the communication skills and social skills of the students that are necessary to work effectively with technical and non-technical custom professionals.
4. Contribute to the needs of the society by providing students with the intellectual skills necessary to continue learning and to stay current with the professionals as it changes.
5. Build and lead team of professionals to tackle Customs challenges.



Bachelor of Business Administration Curricula

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BACC 301	Cost & Managerial Accounting	1	3
BACC 307	Accounting Information Systems	1	3
BACC 313	Intermediate Accounting 1	1	3
BACC 314	Intermediate Accounting 2	2	3
BACC 416	International Accounting	2	3
BACC 420	Financial Statement analysis & Valuation	1	3
BACC 424	Internal Auditing	2	3
BACC 430	External Auditing	2	3
BACC 465	Internship	1&2	3
BACC 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN ENTREPRENEURSHIP MANAGEMENT (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BBEM 300	Principles of Entrepreneurship	2	3
BBEM 310	Family Business (The Next Generation)	1	3
BSCL 301	Supply Chain Operations	1	3
BBEM 402	International Entrepreneurship	2	3
BFIN 335	Entrepreneurial Finance	2	3
BBEM 303	New Products & Services Development	1	3
BBEM 307	Managing Venture Growth and Transition	1	3
BMNG 445	Total Quality Management and Continuous Improvement	1&2	3
BBEM 465	Internship	1&2	3
BBEM 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE AND BANKING (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BACC 301	Cost & Managerial Accounting	1	3
BFIN 316	Financial Statement analysis & Valuation	1	3
BFIN 317	International Finance & Banking	2	3
BFIN 335	Entrepreneurial Finance	2	3
BFIN 408	Investment Analysis	1	3
BFIN 431	Management of Banks & Other Financial Institutions	1	3
BFIN 412	Management Investment Portfolios (F&B Capstone)	2	3
BFIN 437	Risk Management	2	3
BFIN 465	Internship	1&2	3
BFIN 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BMNG 301	Human Resources Management	1	3
BMNG 303	Advanced Organization Behavior	1	3
BMNG 311	Management of Service Organizations	2	3
BBEM 300	Principles of Entrepreneurship	2	3
BMNG 416	Emerging Issues in Management	2	3
BMNG 423	Leadership Development	1	3
BMNG 424	Change Management	1	3
BMNG 445	Total Quality Management and continuous Improvement	1&2	3
BMNG 465	Internship	1&2	3
BMNG 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCES MANAGEMENT (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**

5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BMNG 301	Human Resources Management	1	3
BHRM 301	HR Training & Development	1	3
BHRM 303	Employment Law and Legal Aspects	2	3
BHRM 307	Financial Impacts of HR Strategies	2	3
BHRM 402	Performance Management Compensation and Employee Benefits	1	3
BHRM 404	Strategic HRM (HRM Capstone)	1	3
BHRM 406	International HR Management	2	3
BHRM 408	Employee Relations	2	3
BHRM 465	Internship	1&2	3
BHRM 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BMNG 301	Human Resources Management	1	3
BMNG 303	Advanced Organization Behavior	1	3
BMNG 311	Management of Service Organizations	2	3
BBEM 300	Principles of Entrepreneurship	2	3
BMNG 416	Emerging Issues in Management	2	3
BMNG 423	Leadership Development	1	3
BMNG 424	Change Management	1	3
BMNG 445	Total Quality Management and continuous Improvement	1&2	3
BMNG 465	Internship	1&2	3
BMNG 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BMRK 301	Marketing Management	1	3
BMRK 321	Consumer Behavior	1	3
BMRK 303	Marketing Channels	2	3
BMRK 416	Advertisement & Promotions Management	2	3
BMRK 412	Marketing Research	1	3
BMRK 432	Service Marketing	1	3
BMRK 310	Professional Selling &CRM	2	3
BMRK 428	International Marketing Strategies	2	3
BMRK 465	Internship	1&2	3
BMRK 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN SUPPLY CHAIN & LOGISTICS MANAGEMENT (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BSCL 301	Supply Chain Operations	1	3
BSCL 307	Global Supply Chain Strategy and Design	1	3
BSCL 304	Warehousing and Material Handling	2	3
BSCL 402	Transportation and Distribution	2	3
BSCL 311	Strategic Procurement and Sourcing	1	3
BSCL 404	SCLM Technologies and Information Systems	2	3
BSCL 406	Modeling and Simulation of Supply Chains	2	3
BBMG 445	Total Quality Management and Continuous Improvement	1&2	3
BSCL 465	Internship	1&2	3
BSCL 470	Industry Project	1&2	3

BACHELOR OF BUSINESS ADMINISTRATION IN CUSTOMS (TOTAL 132 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GPUC 100	Planning for University & Career Success	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 110	Mathematics for Business I	1&2	3
GMAT 115	Mathematics for Business II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (E)	1	3
GEST 100	Emirati Studies	1&2	3
ESPU 200	English for Special Purpose (Business)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4.Supporting Business Requirements-24 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
BECN 100	Microeconomics	1&2	3
BECN 225	Macroeconomics	1&2	3
BECN 250	Money and Banking	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 225	Research Methods	1&2	3
BBUS 250	Business Negotiating Skills	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. Business Core Requirements– 39 CR. HRS			
BACC 205	Principles of Financial Accounting	1&2	
BACC 210	Principles of Managerial Accounting	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMRK 200	Principles of Marketing	1&2	3
BBUS 215	Fund. of Management Information Systems	1&2	3
BBUS 305	Business Law	1&2	3
BFIN 305	Corporate Finance	1&2	3
BMNG 310	Production & Services Operations Management	1&2	3
BMNG 315	International Business Management	1&2	3
BBUS 350	Business & Society	1&2	3
BBUS 400	Strategic Management (Capstone)	1&2	3
6. Major Requirements - 27 CR. HRS			
BCUS 200	Customs Theory & Practice	2	3
BCUS 210	HSN Classification & Custom Tariff	2	3
BSCL 301	Supply Chain Operations	1	3
BSCL 304	Warehousing & Materials Handling	2	3
BCUS 300	International Agreements on Trade & Customs	2	3
BCUS 310	Customs Valuation & WTO Customs Valuation Agreement	2	3
BSCL 307	Global Supply Chain Strategy & Design	1	3
BSCL 311	Strategic Procurement & Sourcing	1	3
BSCL 402	Transportation & Distribution	2	3
BCUS 400	Customs Procedure & Facilitation of Trade	1	3
BCUS 410	Risk Management & Customs Intelligence	1	
BCUS 420	Border Security & Inspection	1	
BSCL 404	SCLM Technologies & IS	1	
BCUS 430	GCC Customs Law	2	
BCUS 440	Customs Investigation & Law Enforcement	2	
BSCL 406	Modelling & Simulation of Supply Chains	2	
BMNG 445	Total Quality Management and continuous Improvement	2	
BSCL 465	Internship-Supply Chain & Logistics	1	
BCUS 465	Internship/Work Based Project in Customs	2	

College of Engineering and Information Technology

Dean
Prof. Hussain Al Ahmad

Program Director
Dr. Kamarul Faizal Bin Hashim

Two bachelor programs are offered by (CEIT):

- Bachelor of Science in Computing and Information Systems - Concentration in Information Systems SECURITY (BSC CIS ISS).
- Bachelor of Science in Electrical Engineering with specialization in Communication Engineering Program this program is accredited locally in the UAE by the Ministry of Education

Message From The Chair Of Information Technology Department.

Dear Students,
I would like to take this opportunity to welcome everybody to the Department of Information Technology in the Handbook.

University of Dubai always gives their most attention to their talented students and faculty. Driven by the university motto “Local root, Global Reach”, the Department of IT works very hard in providing a quality total learning experience to their students.

Our well-designed curricula focus on hands-on experience with state of the art IT facilities. Experienced faculty members will always support and coach our students in developing their creative and innovative minds to their fullest capabilities. Our students are always busy with ongoing learning activities and enjoying the conducive learning environments that promote total learning experience.

Our Bachelor Science of Computing Information Systems with a concentration in Information Systems Security (ISS) prepares students for exciting and rewarding careers in managing and securing modern information systems. Our program provides ways to integrate theoretical knowledge, contemporary techniques, skills, and tools that are necessary to secure information systems. Our program is very relevant as the new trend in IT requires new innovative and creative personnel to deal with the explosive digital transformation in the business world. Above all, our programs are internationally accredited by Accreditation Board for Engineering and Technology (ABET) and locally by UAE Ministry of Education (MOE).

Therefore, I cordially invite everybody to visit through our handbook and observe how we are preparing the future leader of IT.

Dr. Kamarul Faizal Hashim
Chair of IT Department

Bachelor of Science in Computing and Information Systems - Concentration in Information Systems SECURITY (BSC CIS ISS)

The Bachelor of Science in Computing and Information Systems Concentration in Information Systems Security [BSCIS-ISS] is **a four-year degree program and consists of 41 courses, an internship and an applied research project.** All courses are worth 3 credit hours each. In the first two years of the program, the main emphasis is on developing students' core competencies so that they will be able to undertake more advanced courses later in the program. In years three and four of the program, the student specializes in one of the three computing and information Systems concentrations, with considerable flexibility to study courses from within and outside the college of information technology. This provides students with the opportunity to broaden their knowledge experience and skills base.

BS in Computing and Information Systems (Concentration in Information Systems Security) program which is accredited locally in the UAE by the Ministry of Education (MOE). BSc CIS ISS program is internationally accredited by Computing Accreditation Commission (CAC) of the Accreditation Board for Engineering and Technology (ABET), USA.

The BS in Computing and Information Systems (Concentration in Information Systems Security) in College of Engineering and Information Technology has been accredited by the Computing Accreditation Commission (CAC) Of ABET, Inc. as of October 2006. This international accreditation showcases the dedication of faculty and management in ensuring that the CIS program meets the quality standards set by the computing and information systems profession.

One of the key elements of ABET accreditation is the requirement that programs continuously improve the quality of education provided. As part of this continuous improvement requirement, programs set specific, measurable goals for their students and graduates, assess their success at reaching those goals, and improve their programs based on assessment results.

in addition to providing colleges and universities a structured mechanism to assess, evaluate, and improve their programs, accreditation also helps students and their parents choose quality college programs, enables employers and graduate schools to recruit graduates they know are well-prepared, and is used by registration, licensure, and certification boards to screen applicants.

In order to graduate, the student must complete the program successfully with a **GPA at or above 2.00** and earn a total of **129 credit hours**.

Structure of Degree Program

The Bachelor of Science in Computing and Information Systems (BSc-CIS) is a four-year degree program and consists of 41 courses, an internship and an applied research project. All courses are worth 3 credit hours each. In the first two years of the program, the main emphasis is on developing students' core competencies so that they will be able to undertake more advanced courses later in the program. In years three and four of the program, the student specializes in one of the three Computing and Information Systems concentrations, with considerable flexibility to study courses from within and outside the College of Information Technology. This provides students with the opportunity to broaden their knowledge experience and skills base.

In order to graduate, the student must complete the program successfully with a **GPA at or above 2.25** and earn a total of **129 credit hours**.

BSCIS-ISS Program Objectives and Learning Outcomes

BSc CIS ISS Program Objectives (PO)

The BSc CIS ISS program graduates will be able to:

1. Demonstrate highest standards of Ethical and professional practices relevant to computing and information systems, and demonstrate awareness of the social and global impacts of computer technologies.
2. Analyze current knowledge of Computing and Information Systems methodologies and techniques to address the critical needs of the business environment.
3. Contribute in applied organizational positions that require technical and organizational knowledge to analyze, design and implement Computing and Information Systems solutions.
4. Develop require critical thinking, teamwork, and communication skills to solve problems.

CIS Program Learning Outcomes (General) (PLO)

The BSc CIS ISS program is expected to enable students to achieve the following Program Outcomes (PO) by the time of graduation;

1. Apply knowledge of computing, information systems and mathematics.
2. Analyze an interdisciplinary IS related problem, identify and define the computing and information systems requirements appropriate to its solution.
3. Design, implement and evaluate a computer-based system, process, component, or program to meet desired needs.
4. Function effectively in teams to create a project plan to accomplish a common goal.
5. Understand professional, ethical and social responsibilities.
6. Communicate effectively with a range of audiences.
7. Analyze the impact of computing on individuals, organizations and society, including ethical, legal, security and global policy issues.
8. Use current techniques, skills, and tools necessary for computing practice.
9. Understand the processes that support the delivery and management of information systems within a specific application environment.

BS CE Program Education Objectives (PEO)

The overall objective of The BSc. In Electrical Engineering Is to Produce the Best Skilled, Hands On Practicing Engineers. More Specifically The BSc Program Has Been Designed for The Potential Students to Meet the Following Program Objectives.

BS EE-CE Program Objectives (PO)

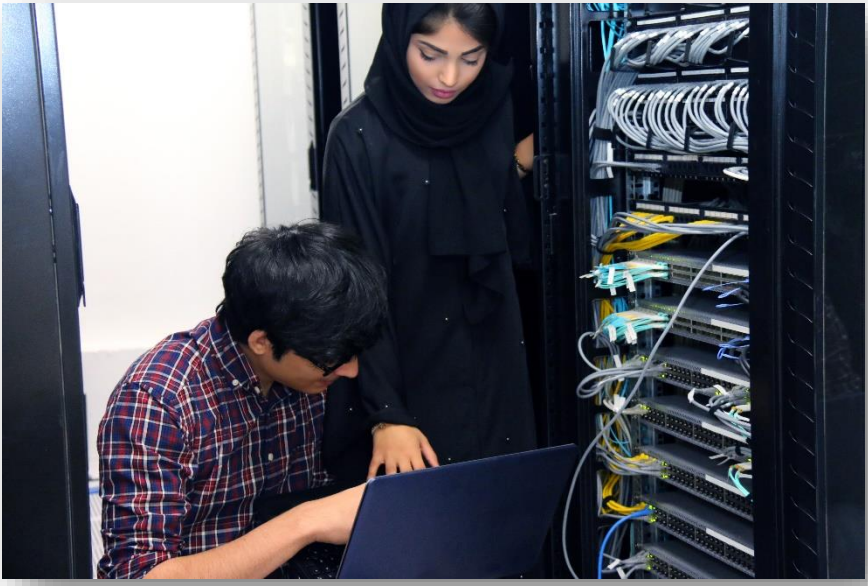
The BS EE-CE program graduates will be able to:

1. Demonstrate technical knowledge and skills that will enable them to have a successful career in the communications & electronics engineering profession and integrate this knowledge in a variety of business and inter-disciplinary settings
2. Understand and analyze the important issues with regard to the social impact of advanced and emerging communications & electronics engineering technologies and then applying logic and creativity to find a solution
3. Develop the communication skills and social skills of the students that are necessary to work effectively with technical and non-technical professionals
4. Contribute to the needs of the society by providing students with the intellectual skills necessary to continue learning and to stay current with the profession as it changes.
5. Build and lead team of professionals to tackle challenging CE/IE Systems Projects.

BS EE-CE Program Learning Outcomes

Upon graduation, graduate will possess the knowledge, skills, and ability to:

1. Apply knowledge of mathematics, science, communications and electronics systems.
2. Design and conduct experiments as well as analyze and interpret data
3. Design, implement and evaluate a CE and IE system, process, component, or program as a graduation project to meet the industry needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability and sustainability
4. Function effectively in multidisciplinary teams
5. Identify, formulate, analyze and solve CE & IE related problems
6. Understand professional, ethical and social responsibilities
7. Communicate effectively with a range of audiences
8. Analyze the impact of communications and electronic engineering solutions in global, economic, environmental, and societal contexts
9. Recognize the need for, and an ability to engage in life-long learning
10. Update knowledge of contemporary issues
11. Use techniques, skills, and tools necessary for communications and electronic engineering practice.



BSCIS-ISS CURRICULA

BACHELOR OF SCIENCE IN COMPUTING AND INFORMATION SYSTEMS CONCENTRATION IN INFORMATION SYSTEMS SECURITY [BSCIS-ISS] (TOTAL 129 C.H.)

Course No.	Course Title	Semester	C.H.
1. General Educational Requirements – 27 CR. HRS			
GIEC 105	Innovation, Entrepreneurship & Career Planning	1&2	3
ENGL 100	English I	1&2	3
ENGL 105	English II	1&2	3
GMAT 100	Mathematics for Science I	1&2	3
GMAT 105	Mathematics for Science II	1&2	3
ITGN 115	Computer Applications	1&2	3
ITGN 120	Internet Applications	1&2	3
GISL 100	Islamic Thought (Arabic)	1&2	3
GISL 105	Islamic Thought (English)	1	3
GUAS 100	Emirati Society (UAE Society)	1&2	3
ESPU 210	English for Special Purpose (Science)	1&2	3
2.Humanities and Social Science Requirements- 6 CR.HRS			
GUAG 100	UAE Government	1or2	3
GCUS 100	Culture & Society	1or2	3
GABU 100	Arabic for Business	1or2	3
GPSY 100	Psychology & Society	1or2	3
GSOC 100	Sociology & Society	1or2	3
GLAW 100	Law & Society	1or2	3
GEDU 100	Education & the Future	1or2	3
GCEX 100	Career Exploration	1or2	3
3.Natural And Applied Science Requirements-6 CR.HRS			
GSUS 200	Sustainability	1&2	3
GHSO 100	Health & Society	1or2	3
GBIO 100	Biotechnology	1or2	3
GHUB 100	Human Biology	1or2	3
4. Business Requirements for IT Professionals -27 CR.HRS			
GCMM 105	Communication Skills (English)	1&2	3
GCMM 100	Communication Skills (Arabic & English)	1&2	3
GCRT 200	Critical and Creative Thinking	1&2	3
BSTA 200	Statistical Analysis	1&2	3
BBUS 200	Quantitative Methods for Business	1&2	3
BACC 205	Principles of Financial Accounting	1&2	3
BFIN 200	Principles of Financial Management	1&2	3
BMNG 200	Management & Organization Behavior	1&2	3
BMNG 310	Production & Services Operations Mgmt	1&2	3
BMRK 200	Principles of Marketing	1&2	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. IT Core Requirements – 48 CR. HRS			
ITGN 215	Introduction to Information Systems	2	3
ITGN 230	Introduction to Programming	1	3
ITGN 235	Principles of Networking	1	3
ITGN 250	Database Management Systems	1	3
ITGN 256	Introduction to Operating System	1	3
ITGN 260	IT Project Management	1	3
ITGN 315	Object Oriented Programming	2	3
ITGN 321	Object-Oriented Analysis & Design	2	3
ITGN 323	Enterprise Architecture	2	3
ITGN 340	Human Computer Interface	1	3
ITGN 345	Information Systems Security	1	3
ITGN 350	Web Design & Development	1	3
ITGN 414	Strategic Issues in Information Systems	2	3
ITGN 416	IT Audit and Control	2	3
ITGN 440	Computing & IS Project (Capstone)	2	3
ITGN 465	Internship	2	3
ITGN 470	Industry Project	2	3
6. Major (Depth) Technical Electives - 15 CR. HRS			
ITSS 450	IS Security Management	1	3
ITSS 451	Ethical Hacking & Network Defense	1	3
ITSS 455	Computer Forensics & Investigation	2	3
ITSS 459	Digital Forensics & Investigation	2	3
7. New Proposed Electives *- 15 CR. HRS			
ITSS 470	Business Process Management	1 or 2	3
ITSS 471	Mobile computing	1 or 2	3
ITSS 472	E-commerce Design & Development	1 or 2	3
ITSS 473	Big data and data mining	1 or 2	3
ITSS 474	Smart cities and IoT	1 or 2	3
ITSS 475	Digital Media	1 or 2	3
ITGN125	Project management***	1 or 2	3

*** This course will be offered to serve DBS needs. It is not compulsory for CEIT Students It is the same with ITGN120 Basics to Project Management

BS-EE CURRICULA

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING WITH SPECIALIZATION IN COMMUNICATION ENGINEERING [BS-EE] (TOTAL 130 C.H.)

Course No.	Course Title	Pre-requisite	C.H.
1. General Educational Requirements – 30 CR. HRS			
ENGL 100	English I	--------	3
ENGL 105	English II	ENGL 100	3
GCMM 105	Communication Skills (English)	ENGL 105	3
GUAS 100	UAE Society	ENGL 100 (Co-req)	3
GISL 100	Islamic Thought (Arabic) **OR**	--------	3
GISL 105	Islamic Thought (English)	1&2	3
EMTH 100	Calculus 1 for Engineering	--------	3
EMTH 150	Calculus 2 for Engineering	EMTH 100	3
EMTH 200	Calculus 3 for Engineering	EMTH 150	3
EMTH 250	Advance Math I for Engineering	EMTH 150	3
EMTH 260	Advance Math II for Engineering	EMTH 250	3
2.Humanities and Social Science Requirements- 3 CR.HRS			
GCEX 100	Career Exploration	ENGL 100	3
GEDU 100	Education & the Future	ENGL 100	3
GLAW 100	Law & Society	ENGL 100	3
GPSY 100	Psychology & Society	ENGL 100	3
GSOC 100	Sociology & Society	ENGL 100	3
GCII 100	Contemporary International Issues	ENGL 100	3
GCUS 100	Culture & Society - Thai Society	ENGL 100	3
GCUS 100	Culture & Society - Chinese Society	ENGL 100	3
3.Natural And Applied Science Requirements-9 CR.HRS			
GECE 100	Chemistry -1 (with lab)		3
GPHY 100	General Physics -1 (with Lab)		3
GPHY 150	General Physics -2 (with Lab)	GPHY 100	3
4. Supporting EE Requirements -12 CR.HRS			
ENIN 100	Engineering Innovation		3
BMNG 200	Management & Organization Behavior	ENGL 105 (Co-req)	3
ENEE 300	Engineering Economics	EMTH 100	3
Course No.	**Course Title**	**Semester**	**C.H.**
5. EE Core Requirements – 64 CR. HRS			
ENAP 150	Computer Algorithms and Programming	-	3
ENEC 200	Electric Circuits - 1	EMTH150	4
ENMA 200	MATLAB	-	1
ENDD 200	Digital Logic Design	-	4
ENEC 250	Electric Circuits - 2	ENEC 200	3
ENEL 250	Electronics - 1	ENEC 200	4
ENMG 300	Electromagnetics	GPHY 150,EMTH 250	3
ENSS 300	Signals & Systems	EMTH 150 ENEC 250	3
EECS 300	Control systems	ENSS 300	3
ENPR 300	Probability & Random Process	EMTH 150	3
ENCS 300	Communication Systems	ENSS 300	4
ENEL 300	Electronics - 2	ENEL 250	3
ENMP 300	Microprocessors	ENDD 200	4
ENDP 350	Digital Signal Processing	ENEL 300	3
CECN 400	Communication Networks	ENCS 300,ENPR 300	3
CEAP 400	Antenna & Propagation	ENMG 300,ENSS 300	3
CEDC 400	Digital Communications	ENCS 300	3
CEIC 400	Information Theory & Coding	CEDC 400	3
ENPR 401	Graduation Project - 1	≥ 99 CH	3
ENPR 402	Graduation Project - 2	CEPR 401	3
EN INT	Graduate Trainee (GT) / Learn Earn And Progress (LEAP) Program	≥ 90 CH	1
6. Major (Depth) Technical Electives - 12 CR. HRS			
CEOC 400	Optical communications	-	3
CEWC 400	Wireless Communication	CECN 400	3
ENES 400	Embedded Systems	ENMP 350	3
CESC 400	Satelite Communication	ENCS 300	3
ENAI 400	Audio and Image Processig	ENDP 350	3
ENCE 400	Special Topics in Communications & Electronics		3

General Undergraduate Curriculum Requirements

The General Undergraduate Curriculum Requirements (GUCR) program is designed to enable students to successfully pursue their studies in their majors and to gain general required skills, values and attitudes needed in order to excel in their respective areas of specialization and to broaden their background knowledge in areas outside their major disciplines.

the university requires that all students must complete several credit hours of course work to reach desirable levels of competency and proficiency in important skill areas such as English, mathematics, computer and internet use, information literacy, critical and creative thinking and interpersonal communication skills.

Students are also required to study twelve credit hours consisting of two courses in humanities and social sciences and two courses in natural and applied sciences. The goal of this requirement is to broaden students' knowledge in key areas outside their majors, to emphasize the interdisciplinary nature of knowledge and to reinforce the spirit of inquiry. The GUCR component aims also to inculcate among students, through direct teaching of specific courses and indirectly within all courses, important values and attitudes like tolerance of other cultures and lifestyles, lifelong learning, ethical standards in personal and professional lives and critical awareness of their own cultures and societies.

GUCR Learning Outcomes

Completion of the general Undergraduate Curriculum Requirements should enable students to:

1. **Read** and write English fluently.
2. **Communicate** effectively.
3. **Think** critically and analytically.
4. **Understand and apply** mathematical concepts.
5. **Use** information technology effectively.
6. **Acquire** a broader educational background and appreciate the contribution of humanities, social sciences, and natural and applied sciences to their understanding of human experience.
7. **Make** a smooth transition to their academic programs and plan their future directions.

Undergraduate Program Admission

Application Requirement

An applicant must provide the following documents and related fees for undergraduate admission:

1. Completed application form
2. Original UAE high school certificate or certified equivalent (approved by the Ministry of Education).
3. Original English language proficiency score certificate (usually sent under separate cover).
4. Copy of a valid passport and identity card.
5. Four recent passport-size photographs (in color) or in JPEG format file.
6. Pay AED 500 non-refundable fee for admission and student ID card.
7. Pay AED 500 non-refundable one-time technology fee.

Admission Criteria

High School requirement

Curriculum	Qualification	Minimum Score (%) Grade Required
UAE/GCC Curriculum	General Secondary School Certificate	65%
British	▪ At least 7 GCE/GCSE/IGCSE subjects ▪ Combination of GCSE (O level) and AS/A levels is acceptable provided that the subjects cover at least four of the following fields: ○ Math ○ Languages Science ○ Humanities and Social Sciences ○ Arts and Design ▪ Students must complete a minimum 11 years of schooling and a School leaving Certificate must be provided.	The minimum grade for each level is: • C for the O level • D for the AS level • E for the A level
American	American High School Diploma providing Grade 10,11 & 12	Overall average of Grade "C-" (65% or 2.0/4.0)
IB	International Baccalaureate Diploma	26 Points
Nigerian Curriculum	Senior School Certificate Examination WAECO/NECO Subjects cover at least four of the following fields: ▪ Math ▪ Science ▪ Languages ▪ Humanities and Social Sciences ▪ Arts and Design	Minimum of 7 subjects with a minimum grade of E or D7

Note: Students with qualifications other than those listed above are advised to contact the student recruitment and admissions representatives at UD to determine their eligibility, or you may visit the World Education Services webpage and find the equivalency for your country's grade to make sure it represents at least a "C" in the US grading system.

English Language Requirement

Students applying must provide one of the following minimum English scores

Standardized Tests	Score
IELTS (Academic)	5
Internet-based TOEFL	61
Computer based TOEFL	173
International paper based TOEFL	500
Pearson PTE Academic	Overall score of 42
Cambridge English: Advanced test score	41

UD's TOEFL code is 8239

Mathematics requirement

As a new student applying for admission, you must provide a minimum SAT-Math score of 400 or you can choose to take the math placement test at UD and pass with a minimum score of 400. Failing the math placement test will result in taking the remedial math course.
SAT-Math code is 5695.

Conditional admission

Students not meeting the requirements regarding high school, English and math scores may be admitted on a conditional basis. Students with a high school score of 60-64% will be considered. This applies to transfer students also.

TOEFL or IELTS Score

Candidates with less than 500 on TOEFL or equivalent (or who do not have a valid TOEFL or IELTS score) will have to take the English Placement test and will be placed in English (remedial or credited) courses based on the placement test results. Upon completing the study of 18 credit hours at UD, students who did not meet the TOEFL requirement may not register for any additional new courses unless they fulfill this requirement. Such students will be given a maximum of three terms or one semester to remedy the deficiency (TOEFL 500 or equivalent) or else be dismissed.

High School Score

Candidates (first-time/transfer) with a score of 60-64% in their High School certificate are considered on a case- by-case basis. The accepted student will have to achieve a 2.0 grade Point Average (GPA) upon completing the study of 30 credit hours at UD. Students failing to achieve this GPA score will be given one semester to remedy the deficiency or be dismissed.

Transfer Students

Transfer students are subject to the same English and Math proficiency requirements as regular students.

Attestation of Documents and equivalency letter

All applicants for admission are required to obtain an Equivalency certificate for their secondary school leaving qualifications from the UAE Ministry of Education. The attestation/ratification process is dependent upon whether you completed your secondary schooling within the UAE or outside the UAE.

Applicants who hold certificates from the UAE

All applicants who have completed schooling within the UAE and who hold certificates other than the UAE general Secondary School certificate are required to get their certificates attested/ratified by the educational authority in the city where they did their final year of studies. For example, if you did your final year in Dubai, you are advised to go to the Knowledge and Human Development Authority (KHDA) to obtain the required attestations. If you did your final year in Sharjah, you are advised to go to Sharjah Education zone, etc.

Applicants who hold certificates from outside the UAE

Applicants who obtained their secondary school certificates outside the UAE are required to ratify/attest their certificates for all secondary school levels/grades (e.g. grade 10, 11 and 12) and provide an Equivalency certificate from the following:

- The Ministry of Education or the educational authority in the country where studies were done.
- The Ministry of foreign Affairs in the country where studies were done.
- The UAE Embassy in the country where studies were done.
- In case the attestations couldn't be done, as in b. and c., certificates must be attested/ratified by the embassy of the country where studies were done in the UAE as well as the Ministry of foreign Affairs in the UAE.

- After obtaining the above attestations/ratifications, the student must provide the Equivalency certificate issued by the Ministry of Education in the UAE.

If you are unable to provide the Equivalency certificate as outlined above before the commencement of the semester, you will be asked to sign a "Declaration Letter" agreeing to provide the Equivalency certificate. You will be permitted to begin your studies at UD, but you will be given a maximum of one semester to get the

Equivalency certificate. UD reserves the right to take appropriate action against any applicant who cannot provide the appropriate documentation during this time period, which may include termination of the student's enrollment at UD.

Admission criteria and requirements for visiting student's/audit students

Visiting Students

1. Students must have passed all the prerequisites for the required subjects. (Original transcripts from the university in which the student is currently studying is to be provided).
2. Students must provide a copy of their passport four recent photos (JPEG format file).
3. Students must fully adhere to UD regulations and rules, including attendance.
4. The cumulative number of credit hours allowed for the registration of visiting students should not exceed 63 credit hours and such students cannot register for more than 2 consecutive regular semesters (Short semesters are not considered).
5. The visiting student could be accepted as a regular student after compliance with UD admission requirements.
6. The visiting student may register at any time during the registration period

Audit Students

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

1. The candidate must show some evidence of prerequisite knowledge required for auditing the course (Meet the course instructor/Department chair/Dean/Director for clarifying this point and your purpose of auditing the course).
2. Provide passport copy and four recent photographs (JPEG format file).
3. Pay the regular course fee as applicable for visiting/Short course students.
4. Attendance policy is not mandatory
5. Homework assignments/examinations are not mandatory.

Readmission

All students who have withdrawn from the university or have cancelled their registration at UD, but who wish to be re-admitted, must submit a formal request to Registration Department. A dismissed student will not be re-admitted to the university, even as a new student.

Admission regulations

1. Admission and acceptance of students to UD is valid for only one semester. 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 semesters 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 UD President.
5. Students granted conditional admission will be considered At-Risk and accordingly, will be closely monitored by their assigned faculty mentor.

Withdrawal from the University

If a student withdraws from the university or cancels her/his enrollment, the Withdrawal Clearance Form must be completed, signatures obtained from the concerned deans/departments other stated departments and then submitted to the Registration Department for processing. This form must be completed and signed by the student in person and attached to a completed Exit Survey Form (ESF). Also the reason for withdrawal from UD must be clearly stated at the back of the WCF. A withdrawal confirmation letter must be completed and signed by the student. The refund policy stated in Tuition and Scholarships of this handbook will apply.

Tuition Fees & Scholarships

Tuition and other fees 2016-2017

A. Undergraduate			2016-17
A.1 Tuition Fee		**Local Students (AED)**	**International Students (USD)**
Regular Students		**5,800**	-
Visiting (Short course)		**6,600**	**1,800**
Foundation IELTS preparation (15-week) - discount is not applicable		**8,000**	
Advanced IELTS preparation (15-week) - discount is not applicable		**6,000**	
Pre-Math (for each course) - discount is not applicable		**5,800**	-
A.2 Internship/Industry Project			
Regular Students		**11,600**	-
Visiting (Short course)		**13,200**	**3,600**
A.3 Tuition fee for Lab courses: ITGN 115, ITGN 120, ITGN 230, ITGN 315, ITGN 350, BBUS 215, BBUS 400 (per course)			
Regular Students		**6,800**	-
Visiting (Short course)		**7,600**	**2,050**
A.4 Student Exchange Program		-	**1,250**
B. Miscellaneous Fees (Non-refundable)		**(AED)**	**(USD)**
B.1	**Application fee**	**200**	**100**
B.2	Admission Fees (includes Student ID card)	**500**	**200**
B.3	English Placement Test (first time & each time a test is repeated)	**300**	See Note 1
B.4	Math Placement Test (first time & each time a test is repeated)	**300**	
B.5	Replacement of a lost ID	**100**	
B.6	Registration Fees - Fall/Spring	**1,000**	
B.7	Registration Fees - Short semester	**500**	
B.8	Late Registration Fee (per course)	**500**	
B.9	Student Activity Fees - Fall/Spring	**200**	
B.10	Student Activity Fees - Short semester	**100**	
B.11	Each Post Dated Check (Max 3 in Fall & Spring & 1 in Short semester)	**200**	
B.12	Returned check (maximum 2 chances)	**750**	
B.13	Postponement of post-dated cheque	**250**	
B.14	Locker rental (annual)	**200**	
B.15	Locker rental (one semester including winter/summer)	**100**	
B.16	Replacement of a locker key lost	**25**	
C. Miscellaneous Course Related Fees (Non-refundable)		**(AED)**	**(USD)**
C.1	Change of Major (after 45 Credit Hours)	**500**	See Note 1
C.2	Application for Incomplete/Make-up Exam (Mid-term/Final exams)	**1,000**	
C.3	Certificate (To Whom it May Concern)	**100**	
C.4	Transcripts	**100**	
C.5	Application for Reviewing Final Exam Sheet	**500**	
C.6	Issuance of Degree Certificate Fee **(with MOHESR attestation)**	**350 (500)**	**220**
C.7	Re-issuance of Degree Certificate	**1,000**	**300**
C.8	Financial & Accounts statement's printing fee	**100**	See Note 1
C.9	Graduation Fee	**2,000**	
C.10	Course Syllabus - print & stamp fee (per course)	**100**	
C.11	Technology Fee (once only - at the time of enrollment)	**700**	

The University reserves the right to increase tuition fee up to 10% per academic year when deemed necessary. These changes will be duly intimidated by the student ahead of time through university's official mode of communication.

Discount policy

D. Discounts for all programs (not applicable for short course/visiting students)*		Percentage
D.1	UAE/GCC nationals	10%
D.2	Above 90% score in High School	Entitled for 50%
D.3	For students working in: Government Departments	10%
D.4	Relatives (brothers/sisters/husband/wife)	10%
D.5	Employees of UD/DCCI	15%
D.6	Sons/daughters/sister/brother of UD Alumni	10%
D.7	GPA of > 3.80 at the end of semester/term	10%
D.8	Full-time students registering in morning classes (9am – 12pm)	5%
*the maximum discount permissible per student is 50%.		

Special Discount

20% Discount for Palestinian undergraduate students who have 90% and above in High School; students

Who achieve CGPA of 3.8 and above in the following years continue to receive 20% discount. Students need to provide copy of their passport or an official letter from the Palestinian consulate at the time of admission. Applicable for new intake only.

Scholarships

High school merit scholarship

New students joining UD directly after High School with a score of 90% and above will receive a 10% discount on tuition fees.

Need-Based Scholarship

The need-based scholarships are awarded to students experiencing great difficulties meeting their financial obligations to UD. Need-based scholarships are subject to availability. Students are requested to contact the Students & Alumni Affairs (SAA) for eligibility and award details.

Alumni and Friends of the University of Dubai scholarship

The Alumni and friends of the University of Dubai offer two types of scholarships: incoming freshmen Scholarship and Student Leader Scholarship. The scholarships are granted based on established guidelines developed by the UD Alumni Association and administered by UD. For more information, please contact the Alumni Affairs office.

Other scholarships

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

Late registration Fee Policy

The registration fee also applies to visiting students during the regular and short semesters. Continuing students, who fail to register during the regular registration time period, as announced in the academic calendar, will be charged an additional late registration fee per course. This additional fee does not apply to added courses (replaced during Drop & Add period or just added to complete registration) during the Drop & Add period.

Installment/Deferred Payments Policy

The maximum number of installments is four during fall/Spring semesters and two during Winter/Summer semesters. 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 three installments in the form of postdated checks. The last date of the final installment is two

weeks before the final exam for fall/Spring semesters and one week before the Winter/Summer semesters end. Cash, checks or credit cards are accepted as payment. Visiting (short course) students may pay their fees by cash, current dated check or credit card; post-dated checks will not be accepted from visiting (short course) students.

Refund Policy

- Students are refunded 100% of the tuition fees paid if they withdraw during the first week.
- Students are refunded 50% of the tuition fees paid if they withdraw during the second week.
- Students withdrawing after the second week are not entitled to any refund.
- Non-tuition fees are not refundable.
- Tuition fees, as well as other fees paid for Winter/Summer semesters, are not refundable once paid - as explicitly stated in the registration form signed by the student.
- Tuition fees might be refunded if there is sufficient evidence that the withdrawal is due to health reasons and the case is supported by proper documentation. This exception is subject to the approval of the UD President.

Insufficient Funds Policy

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.

Outstanding Balances Policy

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.

Online Registration

Registration Procedures

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

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

Other Online Registration Services

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

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

Registering for Courses Off-Campus

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

Courses registered at any other institution without prior UD approval will not be considered and credits will not be transferred.

The following conditions must be adhered to for registering in an off-campus course in short terms:

- The course is part of the student's curriculum.
- The student must be in good academic and disciplinary standing, i.e., no academic warning.
- The student must complete an application form available from the Registration Department and receive prior approval from her/his Dean/Director.
- The course(s) should be equivalent to a UD course with at least 80% of the content. Students should provide a course description and course syllabus.
- Only a course with a "C" grade or higher will be credited (equivalent to a GPA of 2.0/Minimum 70%).
- A schedule of courses outside UD must be submitted by the student along with the course syllabus to decide on the permission to be granted providing an ample time is maintaining between course running at UD and that running outside UD for such a particular course.
- Regulations regarding transfer of credits apply. See section on Registration (Transfer Credits).

- If the student is registered in Summer (2016) Internship, she/he for the last time can take only one course off campus provided that there is no conflict with the organization's working hours and ensure there is enough time to attend classes.

Student Record and Information Release

Student Records

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

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 (comprising of class work, mid-term and final exam marks) and the courses she/he has registered for in the current semester (through online registration). Access is password-protected.
   - 4.5 Student-related information and records can only be released by RD.

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

Advanced standing policy

UD recognizes the significance of superior scores earned by incoming freshmen on Advanced Placement (AP) examinations administered by the college board, Ib curriculum of international baccalaureate Examinations, Pre-college credit and achieving high scores in TOEFL/IELTS/SAT. Consideration of high performance in these selected exams may accelerate a student's progress in his/her respective undergraduate degree program. Students should arrange to have their scores sent directly to UD Registrar from the college board/ETS/Ib Examinations. UD institutional TOEFL code is 8239 and UD SAT code is 5695.

Student Options on AP/IB/GCSE Credits

Matriculating students seeking credit for AP and IB exams must have official score reports sent directly to the Registrar's office by the Educational Testing Service and international baccalaureate organization respectively. See advanced chart Placement/international baccalaureate (table 1).

Table 1 Examination at advanced Placement/IB

Subjects	Score	University of Dubai Credit Awarded
Computer Science A	4	ITGN 115 (3cH)
Computer Science b	4	ITGN 120 (3cH)
Economics		
Micro Economics	4	Economics BECN 100 waiver
Macro Economics	4	Economics BECN 225 waiver
English		
Language/composition	4	English ENGL 100 free (3cH)
Literature/composition	4	English ENGL 105 free (3cH)
Environmental Science	4	GCEI 100(3cH)
Mathematics Ab	4	GMAT 100/110 (3cH)
Mathematics bc	4	GMAT 105/115 (3cH)
Psychology	4	GPSY 100 (3cH)
Statistics	4	BSTA 200 (3cH)

UD reserves the right to re-evaluate the content to AP/IB exams and to change the assignment of credit and course equivalencies. Placement into advanced courses will be deliberated, given advance course demands, between student and advisor. Students are encouraged to meet with their advisor to explore the most current AP/IB assessments. Matriculating students seeking credit for A-Level exams must bring their original A-Level certificates to the office of Admissions in order to have their scores evaluated for credit. See GCSE Advanced (A) Level Exam Policy chart (table-2).

Table 2 Examination at GCSE advanced (A) level

Subjects	Grade of A* or A or B (University of Dubai Credit awarded)
Accounting	BACC 205 Principles of financial Accounting
Economics	A* or A or b = Waiver of BECN 100 Microeconomics
English	English departmental review
Math with further Math (EdExcel)	Math departmental review

High performance in TOEFL/IELTS/SAT tests

Students can also be exempted from selected courses based on their high performance in the standardized tests as indicated in table-3.

Table 3 Standardized Test Score

SL #	STANDARDIZED TESTS	UNIVERSITY OF DUBAI CREDIT AWARDED
1	TOEFL PBT ≥ 550 OR IBT ≥ 79	ENGL 100
2	IELTS ≥ 6 on each section of IELTS	ENGL 100
3	TOEFL PBT ≥ 600 or IBT ≥ 100	ENGL 105
4	IELTS ≥ 6.5 on each section (reading, listening & speaking) OF IELTS and ≥ 7 in writing	ENGL 105
5	Exempt students who are native English speakers	ENGL 100 & ENGL 105
6	Sat or UD institutional sat score 600-699	GMAT 110/100 (MATH-1)
7	Sat or UD institutional sat score ≥ 700	GMAT 105/115 (MATH-2)
8	Pass the it test in http://www.microsoft.com/learning/en/us/mos-certification.aspx#fbid=4nfeenp4wwg	ITGN 115

Credit evaluation

Students' scores and credits in tables 1-3 are evaluated the year in which they matriculate according to the evaluation standards in place for that year in tables 1-3. It is expected that students will have their respective scores submitted for evaluation prior to matriculation to facilitate a timely assessment of their scores and equivalent coursework for program planning.

Students' credits will not be assigned to the academic record retroactively. A maximum of 6 courses (18 CH) may be exempted.

Restrictions

The University reserves the right to refuse certain credits if issues regarding the likelihood of success or progression within the program of study arise or if program requirements dictate. Certain departments such as English, Mathematics.

It and Economics have separate criteria for placement in courses to ensure that they possess critical skills and knowledge in the content area. Students' programs and co-op plans are developed on a case-by-case basis.

MESSAGE FROM THE STUDENT & ALUMNI AFFAIRS

Dear Students,

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

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

Yes, academics come first but there is more to university life than studying.

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

All of us at UD – faculty, administrators, and staff are standing by you to help you think through choices. The Department of Students Services is one of the critical departments which you will need to approach whenever you strive for excellence, seek help or look for support while facing any difficulty in your academic journey. To care about your physical and mental health, we also plan numerous activities, trips, sport games and tournaments.

Moreover, the Internship and Career Development Center staff takes this trust at heart by providing you with several opportunities and steps toward a purposeful and fulfilling career. So, never be afraid to ask for some of their time.

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

We take this opportunity to wish you a fruitful academic year 2016-17

Amina El Marzak
Manager, Student & Alumni Affairs
Tel: 04 556-6820 (Direct)
E-mail: amarzak@ud.ac.ae

Advising

Advising is provided in the form of student orientation done by the faculty during office hours. Below is a list of advising services available to assist students during their academic journey. An automated Academic/graduation Plan is developed and designed for each student based on the respective major, the sequence of courses and the previously completed course work. The plan briefs the student on the courses of study during each subsequent semester.

Advising Objectives

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

Mentoring At-Risk Students

At the beginning of each semester, a list of at-risk students is requested by the Deans of colleges from the Registrar's office. The Deans will advise department chairs to draw corrective actions.
Students with CGPA below 2.0 are considered at-risk. The assigned advisor shall advise the student to retake courses with low performance (i.e. F" & "D" grades) in order to improve the CGPA. At-risk students are not allowed to register for more than 4 courses during fall/spring semesters and not more than 1 course in winter/summer semesters.

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

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

Progress report

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

Interactive resources

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

Office Hours

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

Learning Center

Teaching Assistants are available to assist students who need remedial help or who need more than normal aid to compensate for shortcomings in preparation. Tutoring personnel are able to assist students with it needs. In

addition to the Learning center support staff and TA's, faculty members from the business and it colleges have taken the initiative of having tutoring hours in the learning center.

Faculty-Student Council

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

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

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

Internship and Industry Project

Regular Internship

Course Description

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

Benefits to Students

- Provides students with practical experience in an organizational setting.
- It is an excellent opportunity to see how the theories learned in classes are integrated into the practical world.
- Helps then decide if the industry and the profession is the best career option to pursue.
- Enables them to learn new skills and add to their knowledge base.
- Opens opportunity to practice communication and teamwork skills.
- Allows them to meet new people and practice their networking skills.
- Provides evidence that they have initiative, are reliable and have a sense of responsibility.
- Makes a valuable addition to their resume.
- Enhances their candidacy to graduate school.
- Opens the door to a job offer or an employment recommendation.

Terms of Offering

The Regular Internship is offered during the Fall & Spring semesters.
The suggested working hours are from 8:00 AM to 2:00 PM or from 8:30 AM – 2:30 PM.

Eligibility

- Internship applicants should have completed a total of 114 Credits Hours (C.H) at the time of registering for Internship.
- It is the internship student's responsibility to ensure that his CGPA is at least 2.25 for business students and 2.0 for CIS students at the time of registering for internship or at the completion of internship since this course is to be taken as one among other courses during the last semester of graduation.

Internship Exchange

The University of Dubai has internship exchange agreements with its partner universities. Registration for internship abroad is done through the ICDC.

Benefits to Students

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

Eligibility

The academic requirements for Internship Exchange are the same for Field Internship. However, priority is given to students with a CGPA of 3.0 and above and with good command of English and business communication skills. In addition, applicants should have a positive attitude and a strong personality.

Fees

UD students going to partner universities for Internship will pay fees at UD. Similarly, the students from partner universities who wish to intern at UD will pay at their home institution.

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

Registration

Students who are willing to do their Internship exchange must register at ICDC using the International Internship Application Form (IPF 1-1) during the Internship registration period as announced by the Center. Students applying for Internship Exchange (International) should provide the same documents as listed under Field Internship "F.2 Registration" in addition to providing two recommendation letters.

Placement

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

Code of Conduct

Internship Exchange students are expected to maintain the highest standards of professional conduct and integrity, in addition to complying with all university policies and procedures. Download code of conduct

Industry Project

Course Description

Industry project is designed exclusively for working students with minimum of two years of work experience. The purpose of this course is to provide the working student an opportunity to develop competence in applying

learned theories and gained skills to an actual business problem or issue. A student will undertake a supervised project to tackle an existing Business/IS problem at his organization, explore possible causes of the problem, alternative solutions, and assess the effect(s) of each solution on the organization. Alternatively, a student may develop and document a business case dealing with an actual organizational problem that the organization managed to identify and solve it. Each student will present orally the result of his/her project in addition to a written report.

Terms of Offering

The Industry Project is offered during the beginning of Fall and Spring semesters for twelve weeks.

Eligibility

Industry Project applicants should fulfill the following requirements:

- A student must be working at the time of enrolment.
- Work experience must be for at least two consecutive years.
- Company size must not be less than 20 employees.
- Family businesses are considered for internship/industry Project.
- Prerequisite is 114 CH.
- Minimum CGPA is 2.25 for business students and 2.0 for CIS students

Internship and Industry Project students doing their internship/industry project in their own family business must provide the following:

- Copy of the company trade license
- Certificate of Employment stating the current designation /position and date of joining.
- Salary Transfer for the past 3 months.
- Valid UAE residence visa

Project Selection

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

Career Development

Career Counseling

Individual and group counseling appointments are available to help students to:

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

In addition to the counseling sessions, SIGI 3, an interactive career planning tool which combines thoroughly researched information about occupations, work-related values, interests, personality types, skills and educational programs is readily available for all students to use.

Career Workshops

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

Career Resource File/Career Library

The career library contains a comprehensive collection of up-to-date career-related material and information (books, DVDs, career assessment software, flyers, occupational handbooks, etc.). Besides this, ICDC publishes various statistical reports on salaries, job satisfaction and market expectations every year. These resource materials can be viewed at the ICDC webpage http://www.ud.ac.ae/academics/internship-careers/career-services-to-students

Job Placement

Company Presentations

A primer to On- Campus Interviews, companies conduct a short presentation to introduce their company - its products and services as well as the current opportunities our students and recent graduates can apply to.

Job Fair

An annual gathering of some the top government and multinational companies for the purpose of recruiting UD students and graduates for full – time / part – time and internship opportunities.

Job listings

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

- CAMS
- UD's intra email

Students and Alumni can access the current job postings by using their assigned username and password and clicking on Job Search to view the latest opportunities.

On-Campus Interviews

The ICDC provides students the opportunity to have interviews with a number of organizations throughout the year.

Prospective employers look for intelligent, committed young people who have the required enthusiasm and zeal to prove their capability.

Open Days

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

Corporate Alliances

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

Video Conference

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

Job Fair Each year ICDC organizes a Job fair inviting various employers representing both governmental organizations and private institutions, to meet and interview the students for internship, part-time and full-time

employment opportunities. This enables the students and alumni to increase their networking database by allowing them to interact with prospective employers. The Center also encourages the involvement of UD students in various job fairs and open days that are organized throughout the country.

E-Resumé
Each year, the ICDC produces the E-resumé containing the profiles of the recently graduated batch. The link and password to access the E-resume is forward to potential employers and recruiters.
Business Plan Competitions UD students are regularly invited to participate in various business plan competitions locally and internationally. This is a good platform for UD students to experience a different form of experiential learning, compete and meet other students from local and international universities and enhance the spirit of competition. The ICDC facilitates the whole process from promoting the event, coordinating with the organizing body of the business plan competition to providing administrative and technical support to students in ensuring their successful participation

Business Plan Competitions

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

International Trips
The ICDC coordinates with organizing institutions for participation of students in local and international trips with the purpose of further enhancing the learning and instilling a deeper understanding and appreciation of other cultures' initiatives and sustainable development programs.

Professional Clubs
The ICDC has created the local chapter of two distinguished Honor Societies, the International Honor

Society of Beta Gamma Sigma (BGS) and the Society for Advancement of Management (SAM).

Students can join BGS if they fall under the following categories:

- Third year students in their second semester belonging to the top 10% of the class
- Fourth year students belonging to the top 10% of the class.

Students, who would like to share their management expertise, develop and promote new management ideas, and define and guide management thinking into the future are eligible to join SAM.

Sponsorships
Sponsoring companies coordinate with the ICDC for sponsorship opportunities providing students with a monthly allowance and other benefits such as internship and employment opportunities during and after university studies.

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 s/he lives or what s/he studied. UDAA membership is free and alumni need only keep their address and employment records up-to-date with Alumni Relations.

UDAA objectives

- Promote networking opportunities.
- Broaden student mentoring services.
- Develop and implement a strategic communication plan.
- Recognize achievements and involve prominent alumni in the UDAA.
- Promote the general welfare of UD.
- Foster a 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
- Get discounts on MBA, MSc IS and professional development programs
- 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

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

Student Campus Life

Student Life

Social and Cultural Programs

At the center of our support for social and cultural programs is our commitment to education. To support our belief that education is our future, SAA organizes several social and cultural events to further its goal of promoting relations between UD and the community. The university conducts vibrant and extensive social and cultural programs.

The majority of events are hosted in UAE and sometimes outside UAE to raise UD students' awareness with other cultures.

Sports and Recreational Programs

Intramural activities offer an opportunity for students to compete against their peers in a friendly environment. In our events, we emphasize sportsmanship and fair play. The intramural sports schedule includes, but is not limited to, football, basketball, bowling, billiards, and foosball tournaments. UD sports clubs compete against higher education institutions as part of the Higher Education Sports Federation, which consists of colleges and universities in Dubai and around the UAE.

Student Council

SAA strongly supports the establishment of an elected University of Dubai Student Council (UDSC) to develop a sense of belonging, foster an independent, pro-active and responsible student body and to provide a range of social, cultural, sporting and recreational activities in which students can participate. The UDSC election is held

in the beginning of each academic year (September/October). For more information, please visit SAA on the 2nd floor of University Centre building or email saa@ud.ac.ae. (Refer to Student Council section in this handbook)

Volunteering Programs

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

Events

SAA, along with UDSC and UD groups organize a variety of activities throughout the year, such as:

- UAE National Day celebration
- Ramadan Iftar gathering
- International Festival
- Barbeque trips
- Desert safari
- Beach parties
- Sports tournaments
- Talent Night
- Other Social & Cultural events

The purpose behind these events is threefold: break down barriers between cultures and celebrate diversity in different ways; provide students with an opportunity to meet classmates, staff, and faculty and make new friends; learn something new and have fun.

Student Programs

Orientation Day – Bida'yaat

At the beginning of each semester, SAA organizes an orientation program for new students called "BIDAYAAT." BIDAYAAT aims to ensure a smooth and successful start-up at UD and help new students familiarize themselves with university life. It also gives students a chance to meet classmates, faculty and staff. Activities include a campus tour, presentations and other informative programs. Printed materials covering course requirements, academic programs, registration procedures, and club by-laws are distributed to all attendees.

Awards Programs

Honor Students Event: Every year, SAA hosts an event to recognize the high academic performance for students with CGPA of 3.2 and above. Students' parents are also invited to share their children's academic achievement.

Student Life Awards Ceremony (SLAC): At the end of the academic year, the university holds a presentation ceremony to honor students whose contributions to the university community showed outstanding commitment and effort. These include organizers of successful events and individuals who took leadership positions in all aspects of student life such as the Student Council, student clubs and sports teams. Companies which sponsor SAA events are also invited and awarded in recognition for their contributions to students' functions.

Health Center

The Health Center is part of SAA and is open from 10:30 a.m. to 7 p.m., Sunday to Thursday. 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.

Community Service

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

Safety & Security

Safety Services

In case of emergency whilst on UD premises, report it directly at the Security Reception (Ground Floor), if you are out of the buildings you will need to call the Security on 04-2072695 and inform him them of any situation you could be facing. 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 some security personnel.

Safety Security

- The Safety Security Office (located in the ground floor at the reception-contact # 04-2072695) 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

Fire Drills

Practice fire drills may be carried out to create awareness amongst students, staff and faculty in the unlikely event a fire breaks out. Students are requested to follow instructions of the concerned personnel when drills are conducted.

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 1st 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

Student Organizations are an integral part of the learning process at UD as they allow students to pursue personal interests and hobbies outside the classroom, learn leadership skills by handling responsibilities, and just generally have fun. The UD former clubs are now unified to operate under the umbrella of one main club called the "International Club". This later involves student representatives from different countries and nationalities with a wide range of interests such as: sports, music, recreation, as well as cultural and social issues. Contributors to student organizations' activities and events (volunteers/ushers/organizers) are normally selected from among those who are on good academic standing (2.25 and above).

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.

Social Clubs

List of active clubs in alphabetical order:

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

Formation of New Groups/Organizations

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

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

Counseling

The Student Counseling Unit (SCU) offers confidential and culturally appropriate counseling services to help students overcome academic and personal challenges. Students often seek counseling to examine issues such as relationships, family problems, stress, cultural differences, assertiveness, self-esteem, depression and anxiety.

The Student Counselor coordinates an on-going series of life skills workshops on topics such as exam stress, time management skills and social skills. The Student Counselor also provides:

Individual Counseling

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

Group Counseling

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

Consultations

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

Counseling programs and life skills workshops

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

Counseling Procedures Steps

Pre-counseling:

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

Primary Session

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

Post-counseling

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

Student Rights

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

Shared Responsibility

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

Student Counseling Forms

Each case file will contain the following forms:

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

Case Closure

Each case will be considered closed:

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

Referring Students for Counseling

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

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

Student and Alumni Affairs Publications

Harvest Magazine

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

Update Newsletter

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

ICDC Newsletter

This is published twice a year. Its purpose is to share news regarding career-related events, employer visits, discussions, and skill development, as well as to provide career advice and tips. In addition, it promotes programs

that aid in the professional development of UD students, helping them to become strong candidates for local, national and international industries and businesses as well as for graduate and professional programs around the world. Faculty members, alumni and friends from the business community are encouraged to share their professional knowledge, career expertise and know-how through our column "Career Advice from a Professional". This will help our students plan and prepare for a successful career.

Alumni Newsletter

It is published twice a year. Its purpose is to keep the UD alumni connected both to each other and to the university. It reports on the UD Alumni Association's social, networking and business events. In addition, it keeps the alumni updated of new happenings and of the university's most recent achievements.

Deans and Department Chairs are encouraged to promote new programs and business functions that may interest our alumni through this newsletter. Also, our alumni are welcome to share their personal and professional achievements.

Student Council

This statement is based upon the Ministerial Decree/ Law #334 for the year 2011

Preamble

As part of the University of Dubai's commitment to promote learning outside the classroom and inspire students to develop their full potential, the University of Dubai Student Union is established to encourage students to take responsibility for handling their own matters and have a say in the decision making process at the university level.

Constituents of the University of Dubai (UD) community including administration, Student and Alumni Affairs (SAA) represented by Students & Alumni Affairs (SAA) , faculty, staff, and students adopt a cooperative approach based on reasoned discussion as a way of tackling issues and solving problems.

Name

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

Authority

The UDSC shall conduct its own affairs in accordance with this constitution and by-laws approved by the Director of SAA and in compliance with University of Dubai's rules and regulations.

UDSC Goals and Objectives

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

Membership & Expectations

- Membership of UDSU shall extend to UD Full Time current students.
- Members should be eighteen (18) years and above.
- Nominated members should be highly discipline with no crime track records.

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

Formation of UDSC

UDSU shall consist of 15 members selected among UD students. One third of the members should be elected by students and the rest of the to be selected by a committee formed of UD faculty appointed by the President of UD or the Chief Academic Office (CAO) given that every college must have up to six (6) representatives in the committee (since UD has only 2 colleges).

Cabinet

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

Function

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

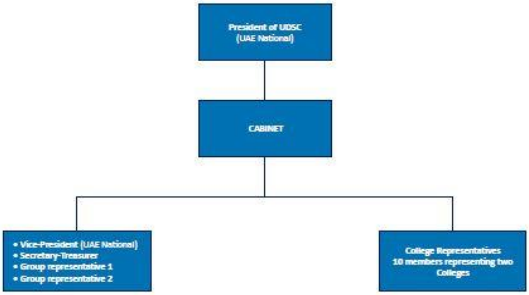
Responsibilities

The responsibilities of the UDSC shall include the following:

- Identify and advocate for issues of concerns to the UD student body.
- Act as a liaison between UD students and the administration, and between UD and other external organizations (Government/ Private) if required.
- Work collaboratively with SAA to improve the quality of student life.
- Explore solutions for problems affecting the student body.
- Allocate funding for club activities and events.
- Approve committee's plan of activities and follow up on its implementation.

Structure

The following chart shall highlight the structure of UDSC.



Responsibilities of UDSC Officers

UDSC officers shall meet at least once per month to vote on current issues within UDSC and to announce the calendar of events of UDSC. The officers have the right to change its activities and calendar of events if necessary.

The officers shall make sure that the operations of UDSC are documented, including correspondences, photos, and other related materials. The officers of UDSC shall consist of:

President of UDSC

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

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

Vice-President of UDSC

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

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

Secretary-Treasurer of UDSC

The Secretary-Treasurer keeps track and monitors the finances and records of UDSC. The Secretary-Treasurer shall:

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

College Representative(s)

There shall be up to six representatives per college with a total of 10 for two colleges at UD. The College

Representative shall:

a) Represent their colleges and respective students and address questions and concerns.
b) Assist in developing and promoting UDSC activities.
c) Coordinate special events as needed.

Student Organization Representative(s)

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

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

UDSU shall conduct an open meeting with UD students at the end of the academic year to share with them their accomplishments and achievements along the year.

Sub Committees

UDSU shall establish sub committees to take responsibility of tasks assigned by UDSU. Sub committees should include; Sports committee, Cultural committee, Media and Public Relations committee, General Services committee, Trips and Social activities committee. The sub committees shall consist of a chair and a Vice Chair who are from the UDSU members.

Terms of Office

The term of office for elected officers shall be from the beginning of the Academic year (September) until the beginning of the following Academic year (September) and until replaced. All Officers shall be members of UDSU.

Eligibility

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

a) Have and maintain a minimum cumulative grade point average of 2.5.
b) Serve their mandate in accordance with Section 7 of this Constitution.
c) Keep a full-time student status (i.e. non-working).
d) Have clear disciplinary and academic standing records.
e) Have completed between twenty (20) and one hundred (102) credit hours.

Advisor

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

UDSC Meetings

Cabinet Meetings

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

General Meetings

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

Purchasing Procedures

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

a) Control Purchase Request Forms prepared by various student organizations.
b) Purchase Request and Event Planning forms must be submitted by student organizations to the Secretary Treasurer of UDSC, minimum 3 weeks in advance of making the spending.
c) The Secretary - Treasurer of UDSC shall record and submit all forms to the Student Life Coordinator minimum 2 weeks in advance of making the spending.
d) d. The Students & Alumni Affairs (SAA) follows standard UD procedures to obtain the UD President's approval on all purchases.
e) Once approved, the Student Life Coordinator deals directly with concerned groups.
f) Receipts and invoices shall be submitted to the Student Life Coordinator for processing.

Sponsorship and Fundraising

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

a) All sponsorship checks must be written and payable to University of Dubai
b) Have and maintain a minimum cumulative grade point average of 2.5.
c) Serve their mandate in accordance with Section 7 of this Constitution.
d) Keep a full-time student status (i.e. non-working).
e) Have clear disciplinary and academic standing records.
f) Have completed between twenty (20) and one hundred (102) credit hours
g) All funds raised by UDSC and its affiliated student organizations must go to the Accounts Department within seven (7) working days following the procedure below:
h) Student organizations must submit all fundraisings and sponsorship checks to the Secretary-Treasurer of UDSC who will submit them to the Student Life Coordinator.
i) The Student Life Coordinator shall deposit the funds at the Accounts Department within three (3) working days.

Code of Conduct

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

Grievances and Appeals

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

Composition

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

Function

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

Procedures

Subject to the Constitution of UDSC, the Board shall be responsible for the implementation of its rules and procedures. The Board shall use judicial process with the preservation of the right of notice and the right to

respond and defend any allegation. All decisions of the Board shall be in writing and available to any member of UDSC. The decision of the Board is final and cannot be appealed.

Elections

UDSU shall conduct the general election of the Cabinet during the beginning of the Academic year. All elections shall be administered by the Elections Committee. UDSU President, Vice-President, and Secretary-Treasurer shall run for office as a single non-splitting ticket, and the members of the student body shall have the right to cast one vote for a single ticket during the Election. The college representatives are selected by a committee formed by faculty members who are appointed by UD President or CAO. The student organization representatives are elected by respective club Presidents or their representatives.

Resignation, Removal, and Filling Vacancies

Resignation

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

Removal

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

a) Resignation submitted in writing to the President, except that the resignation of the President shall be submitted to the Vice-President.
b) Failure to remain registered by the Registrar as a full time student.
c) Failure to remain in good academic (a minimum GPA of 2.5) and disciplinary standing.
d) A motion to remove the officer must be submitted to the cabinet and signed by 15 UDSC members, then subsequently accompanied by a three-fourths vote of a quorum.

Filling Vacancies

a) In the case of the President's inability to continue in office or temporary absences, the Vice President shall serve as President. The Vice President, acting as President, shall appoint a new Vice President who shall be approved by all members of the Cabinet.
b) If the President and Vice President cannot serve, UDSC shall convene to elect a new cabinet within 2 weeks of their resignation excluding the College and Student Organization Representatives.
c) If the Vice President cannot serve, the President shall appoint a new Vice President to be approved by all members of the Cabinet.
d) Upon vacancy of a College Representative, students of the respective college shall elect a replacement within 2 weeks of their resignation.
e) Upon vacancy of a Student Organization Representative, committee formed of faculty members shall select a replacement within 2 weeks of resignation.
f) The term for replacement shall be from the date of appointment until the beginning of the following academic year (September).

By-Laws

Further specifications and laws of UDSC shall be specified in the By-Laws of UDSC (available at SAA).

Quorum

Quorum shall be two-thirds of the total membership of UDSC.

Constitutional Change

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

Other Organizations

The UDSC shall promote, encourage, and invite students to establish organizations reflecting their interests and hobbies within UD. To form an organization, the following steps must be followed:

a) Complete the registration form and specify the purpose of the proposed organization.
b) List the name(s) of officers, organization type, and get the advisor's approval. There must be no less than eight (8) members in order for an organization to be established.
c) All student organizations must be affiliated to the UDSC and operate under its umbrella.
d) All officers must sign the registration form and fully understand the organization constitution.
e) All organizations shall conduct its financial affairs in accordance with the regulation of UDSC as set out in the constitution. Issues of finance shall be referred to the UDSC Secretary-Treasurer.
f) UDSC Secretary-Treasurer reserves the right to review an organization's financial records.
g) Refer to the Student Organization By-Laws for more details (available at SAA).

Library & Learning Resources Center

Collections

The library collection has been developed according to the academic needs of the University of Dubai. The Library of Congress Classification scheme is used for organizing collections in various sections. Periodicals are arranged alphabetically.

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.

Reference Collection

This collection includes encyclopedias, dictionaries, handbooks and other related reference materials. All reference books are considered as permanent library materials and cannot be checked out of the library. Only inside use is allowed.

Periodical Collection

There are more than 79 printed core journals available in the different fields of specialization.

Reserve Collection

A collection of library materials that currently held on “Reserve Collection” status can be used within the library only. Mostly are frequent required materials for students and instructors alike.

Services

University of Dubai Library is a growing facility that provides a variety of services to cater for the information needs of its patrons. A brief description of its services is provided below.

Reference Services

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 045566831.

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, ACM Digital Library, Zawya Business investor, International financial Statistics (IFS), Emerald, Springer link, Association for Information Systems (AIS), Academy Bridge (videos) etc. Please visit our website for updated information on our growing digital library resources.

Online Public Access Catalog

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.

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.

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.

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.

Multimedia room

An independent multimedia room has been established aiming to provide supplementary learning support to students in mathematics and English language etc. Audio visual materials can be viewed in this room as headphones are provided to each user. Computers in the multimedia room are connected with the scanner for patron personal use.

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.

Library Policies

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. Each student is allowed to borrow a maximum of four books 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, scrabbled or damaged item from patron.

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.

Library Opening Hours
Sunday – Thursday 8:30 AM – 12:00 PM
Saturday 10:00 AM – 10:00 PM
(Closed on Friday and public holidays)

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

Computer Use Guidelines

Introduction

The policies and guidelines outlined in this document must be strictly adhered to by 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 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 student 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 users 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

Student Login and Email Accounts

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

Accessing University E-Mail

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

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

Microsoft Windows Login

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

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

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

Research and Teaching Assistantship

Duration of Appointment and Compensation

- The Teaching Assistant (TA) is hired for 150 hours per semester at the rate of 10 hours per week for 15 weeks, or as required.
- The Research Assistant (RA) is hired for 200 hours per semester at the rate of 10 hours per week for 20 weeks, or as required.

In this case, the TA is expected to work for 40 hours per week.

RA/TA is closely supervised by the concerned course instructor/researcher/ administrator in charge. The Chair of the concerned department will be responsible for keeping track of the RA/TA's working hours and submit the appropriate forms to the HR Department. The RA/TA is compensated at an hourly rate as decided by the UD president.

Eligibility

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

- Be a registered full time graduate student at UD.
- Be interested in working as an RA /TA with commitment.
- Have taken B+/A in the relevant courses being tutored and must have passed 2-3 additional related courses (to evidence the depth of the knowledge) with B and above.
- Be in good academic standing (above 3.0 GPA) and making satisfactory progress toward the degree.
- Remain registered in courses that count toward the degree (for at least nine semester hours), or 3 courses, during each regular semester.
- Have completed at least 18 credit hours.

Job Expectations

- Maintain highest level of professional and ethical standards.
- Establish good relationships with students and act as a role model.
- Identify and respond to students' educational needs.

- Participate in all training and learning activities if required.

Required Documents

Interested candidates must submit the following:

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

Scope of Work for Research Assistants

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

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

Scope of Work for Teaching Assistants

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

Course Preparation

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

Administrative

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

Tutoring Labs/Computer Labs

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

Selection Process

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

Graduation

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

Class Valedictorian

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

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

- Be in 'Good' academic and disciplinary standings
- Have a minimum CGPA of 3.0 for undergraduate students and 3.2 graduate students
- Be fluent in Arabic and English
- Be articulate and have good public speaking skills
- Have an active leadership experience at UD

Commencement Honors

To highlight their achievements, honor students (in a descending order) will be the first graduates to receive their diplomas based on department affiliation. The honor levels shall be specified by the Registration Department If a student has completed the graduation requirements during the fall and/or winter, the CGPA will be known, and the honor level will be announced after their name in the graduation ceremony and published in the graduation booklet.

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

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

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

Graduation Process Steps for Graduation

- Students must complete and sign with their academic advisors the last graduation plan during the 1st week of the last registered regular semester that precedes graduation. This plan lists the unfulfilled requirements to be completed for graduation. Academic advisors ensure that students are made aware of the graduation requirements and update/reaffirm the graduation plan accordingly.
- The Admission and Registration Department conducts an initial audit of the student's academic file to determine if the student meets the degree requirements within the deadline.
- Once the audit of the student academic file is complete, the student receives an email and/or SMS from Registration Department as to his/her eligibility to attend the graduation ceremony. An email confirming ineligibility indicates the pending unfulfilled requirements.

- 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 Registration Department. Students not listed as eligible may contact Registration
- Department for further clarification.
- In March, the Students & Alumni Affairs (SAA) emails all eligible students the graduation information including the venue, date and time of the ceremony, fees and payment deadline, as well as time and location of the caps and gowns pick up and assembly points during the ceremony.
- To participate in the graduation ceremony, students shall pay appropriate fees (a Graduation Fee and a Certificate & Attestation Fee) at the Accounts Department and complete the Graduation Requirements Form.
- Before receiving their attested degree certificate, graduates must
- complete the Graduation Clearance Form.

Graduation Requirements

- In order to graduate, students must maintain a cumulative GPA (CGPA) of not less than 2.25 and complete 129 credit hours according to their academic plan.
- The University of Dubai confers degrees during its annual commencement (or graduation) ceremony on students who have completed, or are expected to complete, their graduation requirements within the same academic year (i.e. between September 1st and prior to August 31st of the following year). An Exit Survey Form (ESF) must be completed and signed before graduation clearance for UD. For more details, refer to the Graduation section of this handbook.

Honors System

Every year, SAA holds an honoring ceremony to recognize those with CGPA above 3.2.

Dean's List

The Dean's List recognizes students for excellence in academic performance during each academic year. Therefore, even though a student may have earned the required CGPA to be on the Dean's List; he/she is automatically excluded from this list if at any time an FA or F grade is reflected in the student's transcript. Similarly, any disciplinary warning received by a student will exclude the student from dean's list.

To be eligible for the dean's list, a student must have completed a minimum of 30 credit hours, discounting coursework taken for pass-fail credit. The categories for Dean's List honors are based on the following scale:

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

Academic Policies

Attendance and Absenteeism Warnings

Attendance and participation in all class and computer lab sessions are mandatory and essential to the process of education at UD since students' discussions with their instructor and fellow peers are vital components of their academic preparations and learning. 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 non-lab based credit courses are offered in two consecutive sessions of one hour and twenty minutes each. A twenty (20) minutes break is given after the first session, except for morning classes where the break is for only ten (10) minutes.
- All non-credit courses are offered in two consecutive sessions of one hour and fifty minutes each. A twenty (20) minutes break is given after the first session.
- In the event of multiple absence record, students receive warnings (10% and 20% of absence for a given course) through their UD student e-mail/SMS.
- Once a student has been absent for 25% of class time for a course (i.e., 8 sessions), she/he will be deprived from attending any exam. A grade of "FA" will be recorded for the course and counts (negatively) towards the student's GPA and CGPA. However, if a student's absence is for a valid reason that is deemed acceptable by the Registrar and is not under "FA" status before any exam, then the student may apply for withdrawal from the course without refund and must retake that course by registering in the following semester/term. Valid reasons authorized for making-up the midterm exam(s) from full exam grade (100 percent), are:
  - Car accident with original police report; or
  - Death in the family, providing the death certificate; or
  - Admission to a hospital prior to the exam date with an attested medical report; or
  - Travelling outside the UAE for an emergency case accompany an ill member of his/her family.
- Student's course grade will be considered "Incomplete" if the submitted evidence and papers are approved by Registration Department. In case a student does not provide any evidence of any of the above-mentioned four conditions stated under item 1.4, she/he will be allowed to sit for make-up exam, but the grade will be considered from 80 percent instead of 100 percent.
- Deprived students may not attend any exams. However, students still have the right to attend that course for learning as audit.
- If a student wishes to withdrawal without academic penalty (W) during the semester/ term and after the drop deadline (i.e., before reaching the FA status), he/she can do so, but the above rule will apply and the status "W" will appear in her/his transcript. He/she can sit in class as audit for learning.
- Late Arrival: The 10 minutes' grace period is granted in the first and second session each. In the first session, students who arrive 11 to 20 minutes late will be marked as having "Late Attendance" and the system will automatically register one absence for each four such attendances. However, in the second session, students who arrive after 10 minutes' grace period will be marked "Absent." This policy is in effect since Fall 2011 semester.
- Absenteeism percentages for regular semesters are calculated according to table below:

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

Short terms, such as Winter/Summer, where lectures are offered every day from Sunday to Thursday, the absenteeism percentages are calculated according to Table 2:

Table 2: Short Term (Winter/Summer)

Duration of Lecture	No. of Absences		
	10%	20%	25% (Deprived)
1 hour 20 minutes	3 Absences (1. day)	6 Absences (3-days lectures)	8 Absences (4-days lectures)

- An accepted valid excuse does not nullify the absence but will cancel any penalties normally imposed for absence at a quiz, midterm or final exam. See under Missing Exam Policy.
- Warnings are issued to the student irrespective of the validity of his/her absence excuse.
- Absence is recorded from the first class session following course registration/adding date.
- For Internship absence policy, please refer to Internship guide provided by the Internship and Career Development (ICDC) during Internship orientation.

Academic Standing

After completing the study of 30 credit hours, the academic standing of students is recorded on the transcripts as either Good or Probation. All students with a Cumulative Grade Point Average (CGPA) of at least 2.0 (1.80 in old curricula) will be considered to be in good academic standing.

Students with a CGPA below 2.0 will be placed under academic probation and will accordingly receive a first academic warning. The maximum study load for students on academic probation will be reduced to 12 credit hours for the Fall and Spring semesters and three (3) credit hours for each short semester. Priority must be given to retaking either failed courses or courses where only a "D" grade was achieved prior to registering for any new courses; if no courses are with "D" grade then courses with "D+" grade must be retaken.

Nonetheless, if a student refused to take the university advise to retake these course we advise him/her to do so but he /she refused to take such advised he/she may register in more than the allowed course but at their own risk.

Nonetheless, a declaration form must be dully completed signed by the student stating that he/she must raise their CGPA by the end of that semester/ term on their own responsibility. If a student CGPA is not improved and raised to allowed 2.00 (1.80 for old curricula) by the third academic warning they will be dismissed from UD. This policy is in effect since Fall Semester 2012-2013.

The academic probation will be removed only when the student's CGPA reaches at least 2.0 (1.80 in the old curricula). However, the transcripts will still show any academic probation in previous semesters. If a student fails to sufficiently improve his/her CGPA by the end of the following semester, she/he will stay on academic probation and receive a second academic warning. If a student reaches the third consecutive academic warnings her/his case will be referred to the president, UD for a decision. This process is repeated anytime the CGPA drops below 2.0 and is depicted in her/his transcript.

Repeating Courses

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

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

Duration of Study

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

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

Student Evaluation and Grading System

The total grade received for a course reflects the student's work during the semester and performance in the midterm and final exams. Each course offered in the undergraduate programs is assessed by a combination of class work evaluation tools (quizzes, assignments, group and individual work, projects), mid-term and a final examination(s).

Component	% Range of Course Grade
Classwork 50% - 60%	Classwork 50% - 60%
Mid-term Exam 20% - 20%	Mid-term Exam 20% - 20%
Final Exam 30% - 20%	Final Exam 30% - 20%
Total grade 100%	Total grade 100%

Grading system pursued at UD is as follows: The Undergraduate Grading system pursued at UD is as follows:

Grade & Description		Grades	Points
90 – 100	Excellent	A	4.00
87 – 89	Very Good	A-	3.75
84 – 86	Good	B+	3.35
80 – 83		B	3.00
77 – 79		B-	2.75
74 – 76	Satisfactory	C+	2.5
70 – 73	Average	C	2.00
67 - 69	Below Average	C-	1.75
64 - 66	Poor	D+	1.5
60 - 63		D	1.00
> 60	Fail	F	0

Honors System
Summa Cum Laude: 3.80 – 4.00
Magna Cum Laude: 3.50 – 3.79
Cum Laude: 3.20 – 3.49

Codes Used	
I	Incomplete
EX	Exempt credits counted
TC	Transfer; credits counted
W	Withdrawal
P	Pass; credits not counted
NP	Not Pass; credits not counted
*	Not included in SGPA or CGPA
FA	Fail (Absent)
IP	In Progress
AW	Academic Warning

This grading system will appear in the student transcript reflecting her/his achieved grade.

Grade Point Average

Semester Grade Point Average

The semester Grade Point Average (GPA) is the average of grade points received in a particular semester. To compute it, one needs to multiply the credit-hours of the achieved (3 credit hours) course by the grade points earned by the student in that particular course. The sum is then divided by the total number of registered credit hours.

Example:

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

*This GPA will be depicted in the student transcript.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed using the same concept as stated above, but for all grades received during past semesters [excluding all transferred courses (TC)], and including the ones completed earlier. 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, hence lowering the CGPA.

Example:

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

Course	C.H	Grade		C.H.X.	Semester / Cumulative GPA
	Semester X	Letter Grade	Grade Points		
English II	3	A	4	12	Total Points ÷ Credit Hours Semester GPA=42÷12=3.50
Math for Business II	3	C+	2.5	7.5	
Internet Applications	3	B+	3.5	10.5	
UAE Society	3	A	4	12	
	12 24 (12+12)			42 81 (39+42)	Cumulative GPA=81÷24=3.38

Therefore, this CGPA is depicted in the student's transcript.

Missing Exam Policy

Failing to Attend a Midterm Exam/Quiz

- Requests for excuses should be presented with supporting official documents to Registration Department within 72 hours (3 days) of the date of missing quizzes/exams.
- All medical certificates should be stamped by the concern health authority or the Ministry of Health (MoH) or (Department of Health and Medical Services; for example, students that are residence in Emirate of Dubai that is Dubai Health Authority (DHA) and approved hospitals.
- All midterm make-up exams are held only once - during the 13th week of the Fall and Spring semesters. Makeup quizzes must be pre-arranged with the instructor. Make-up "Incomplete" mid-term exams/ quizzes are not permitted and not conducted for short terms. Therefore, students missing mid-term exam/quizzes during short terms will be considered "Fail" in the respective course.
- Students will receive only 80% of the grade achieved in the midterm exam in Fall/Spring. Exceptions may be granted by the UD President.
- Only one chance is given for make-up of mid-term exam If the student does not attend the mid-term make-up exam on the specified date, she/he will be deprived from any further mid-term make-up exams even if she/he provides again an acceptable request for excuse.

Failing to Attend a Final Exam

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

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

Regular Semester Make-up final exams will be administered before the registration week for the following regular semester as specified by the Registration Department. If the student misses the make-up exam, s/he will receive an "F" in the course.

If the student fails to attend the make-up "Incomplete" exam on the specified date, she/he will be deprived from any further make-up even if she/he provides an acceptable excuse. Only one chance is given for make-up of "Incomplete" final exam. In this case she/he will receive an "F" for that course.

Short Term Make-up final exams are not permitted and not conducted for short terms. Therefore, students missing final exam during short terms will be considered "Fail" in the respective course and the student will have to reregister for the course.

Incomplete Grade

- Make-up final exams for Fall and Spring will be administered one week after the final exam period as specified by the Registration Department in the academic calendar. This policy is effective from Fall 2013. If the student misses the make-up exam, s/he will receive an "F" in the course.
- Students will receive only 80% of the grade for the final exam if no valid request for excuse is submitted.
- The student's final grade for the "Incomplete" course will be considered part of the result of the academic semester in which the student registered for the course.
- Penalties may be waived by the UD President upon submission of a valid and substantiated reason.

Change of Major/Degree or Deciding on a Major at UD

Effective Spring 2012, students may apply for a change of major or degree at UD only after completing 45 credit hours. Requests for a change of major/degree must be submitted in writing using the appropriate form (Change Major Form, CMF) to the Registration Department no later than two weeks before the end of the semester.

Appropriate forms are available at Registration Department or on the UD website. The form must be fully completed and duly signed by the student.

New students must decide on his/her specialization after completing and earning 45 credit hours.

Student Clearance for Graduation

Students who graduate at UD will have to fill out a Graduation Clearance Form which is available at Registration Department or on the UD website. This form is intended to ensure that the student has cleared any pending balance with the Accounting Office, returned borrowed books to the library, returned any rented locker keys to Student Services and submitted contact information to the Internship and Career Development Centre (ICDC), etc. The Withdrawal Graduation Clearance Form may be collected from the Registration Department or from its website. Must be completed and duly signed by the student and submitted in person to the Registration

Department. Upon receiving his/ her graduation certificate, official transcript, and relevant documents (if any) from ARD, the student must sign an Acknowledgement form in confirmation.

Code of Student Conduct

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

This will help UD to protect the university community by maintaining order and stability on campus.

Code of Conduct in Exams

A student whose absence in a particular course reaches 25% or more does not qualify to take any exams thereafter.

Duties of qualifying students inside the exam hall include:

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

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

Code of Conduct for Student Organizations

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

Code of Conduct During Internship

The interns are expected to act in a professional and ethical manner that makes the employer want to host interns from UD in the future.

The Code of Conduct for the Internship Program is set to specifically address the issues and concerns regarding the behavior and attitude of interns during their internship program. Interns are expected to act in a professional manner at all times and must abide by the rules, policies and procedures of the University of Dubai, the host company and the city/country of work placement. Failure to adhere to the stipulations in this Code of Conduct shall result in either revoking one's internship and/or academic suspension or probation.

- Work Ethics
- Absenteeism - Students are allowed a maximum of 5 days (excused) absence due to any of the following reasons:
- An accident (involving the student) to be supported by a police report.
- Student accompanying the parent/family member for medical treatment/ emergency supported by the patient's medical certificate attested by the Ministry of Health.
- A sickness condition supported by medical certificate attested by the Ministry of Health.
- A death of an immediate family member supported by the death certificate. (A family member refers to father, mother, brother, sister, wife, husband, son, daughter, aunt, uncle, grandparent, cousin, niece and nephew).

Any other absence(s) beyond the above stated 5 days will automatically result in a grade of "F" irrespective of the reasons.

- Tardiness - Students are expected to be punctual at all times. However, following situations are unavoidable and can be excused:
- An emergency/life and death situation for which the student must submit supporting documents duly attested by the concerned agencies (e.g. police report, medical certificates etc. as stated in 1 above)
- Interns who will be late must inform their field supervisors at least 15 minutes prior to their scheduled work.
- Any unexcused tardiness of more than 5 times is equivalent to 1 day of absence
- Compliance - Interns are expected to comply with the field supervisor's instructions at all times. This ensures a smooth workflow and a productive transfer of knowledge and learning experience. Acts of disobedience and abandonment of internship post will be seriously regarded and result in failing the internship program.
- Professionalism
- Interns are expected to be in their best professional behavior/conduct/appearance at all times during the internship program as they represent the University of Dubai.
- Interns must familiarize, adhere and comply with the set rules, regulations, policies and procedures of the host company, the University of Dubai, the directives set forth by the Internship and Career Development Center, and the assigned Academic Supervisors.
- Interns must display initiative and foresight to work with minimum supervision and flexibility in a diversified workplace.
- Interns must be proactive and display strong leadership and team – working skills.
- Interns must possess good writing, verbal and listening skills
- Interns should dress appropriately at work at all times. Some companies require that interns come to work in corporate attire or local dress while others are comfortable with casual clothing. Interns must take note of the dress code of the company so as not to offend or be put in an embarrassing situation.
- Interns must maintain a highly professional and business – like manner of communication. The use of abusive, vulgar or profane language is not allowed.
- The use of illegal drugs, alcohol and weapons is strictly prohibited. Under no circumstance will this be allowed and anyone caught doing so will be dealt with the corresponding disciplinary action.
- The use of violence, inflicting harm, threatening and coercing co-workers at the work place is strictly prohibited.
- Discourtesy and rudeness whether verbal, physical or visual harassment is not allowed.

- Any damage, loss, theft or destruction to property in the workplace is the sole responsibility of the intern. The intern must compensate/indemnify for items lost or damaged be it accidental or intentional in nature.
- Conducting personal business over the phone, internet or email is not allowed unless doing so is part of an assigned internship task wherein prior approval by the field supervisor has been given.
- Engaging in acts of impropriety, personal and/or sexual harassments in the workplace is absolutely prohibited.
- Academic Honor Code - Participating in the Internship Program requires dedication and commitment on the part of the students. Students are expected to approach their internship with an openness to learn, grow, develop and take criticism in a positive manner. In order to successfully complete the Internship Program students must adhere to the stipulations of the Code of Conduct and refrain from practicing any of the following acts:
- Plagiarism is submitting a paperwork that is not of your own without proper referencing the source.
- Cheating is:
  - Submitting the work of others and claiming it as your own.
  - A person assisting the person in the act of cheating is also guilty of the same offense.
  - Fabrication is falsifying or inventing any information, data or citation that was not gathered in accordance with the standard guidelines.
  - Bribery.
  - Tampering/falsifying of records, certificates and official documents.
  - Disciplinary Action - In the event that a student violates the Internship Code of Conduct, a written report will be required from the Academic Supervisor and the Director of Student and Alumni Affairs. This report will be submitted to the UD Investigation Committee who in turn will investigate and submit its recommendation to the university President.

The following disciplinary actions shall be implemented for violating the Internship Code of Conduct:

- Warning Letter - For first time violations, a warning letter is sent to the intern clearly specifying that any repetition whether of the same offense or not, will be dealt with a more severe sanction / disciplinary action.
- Withdrawal and Failure from the Internship Program - Intern is withdrawn from the internship depending on the following severity of the case:
- Repetition of the same violation.
- Resulting in the defamation of the University's reputation.

International Trip

All students who travel with University of Dubai's International trips are expected to maintain the highest standards of professional conduct and integrity, in addition to complying with all University policies and procedures. Some salient features of this code are provided below for ready reference.

- Take responsibility for your actions at all times. Students traveling overseas for any cultural or educational experience are subject to full penalty of the laws of the host country. Neither The University of Dubai nor the United Arab Emirates embassy can protect students from the legal consequences of actions committed overseas.
- Do not harm the reputation of the University of Dubai by any form of irresponsible behavior.
- Respect cultural differences. This includes observing the proper etiquette in business/social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
- Respect the privacy rights of members of the community by avoiding all forms of intimidation, including sexual and physical harassment.
- Refrain from causing physical injury to yourself and others. Students will be held financially and legally responsible for any and all damage they inflict upon other persons.
- Refrain from causing damage to real or personal property of others. Students will be held financially and legally responsible for any and all such damages.
- Preserve the quality of facilities that you may visit or reside at during your travels.
- Do not leave the city of destination for any personal excursions or trips.
- Do not operate any motorized vehicles.

- Do not participate in risky/dangerous activities.
- Do not violate laws whether they result in arrest or not.
- Do not to deviate from the group flight (i.e. arrive or leave the sites on their own).
- Follow the trip leader guidelines, directives, timetables and instructions avoiding any disorderly, disruptive, threatening, or intimidating conduct, gestures, or actions.
- Commit to the trip program and be always on time.
- The consumption, possession or distributions of alcohol is absolutely prohibited and is a violation of the Code of Conduct. Additionally, any team members visibly under the influence of alcohol will be considered in violation of the Code of Conduct.
- Curfew for team members will be as set by the trip leader. In exceptional circumstances, the trip leader may change the curfew.
- Custody or usage of any drugs other than those prescribed by a doctor (provided that Doctor's prescription should be available with you all time) is prohibited. Team members are reminded of the consequences that could result from prosecution of a drug-related offense in a foreign country. Report to the trip leader if you are following any doctor's prescription.
- Dress for the occasion and taking into account your environment and the purpose of your attendance at the convention. Wear comfortable shoes. You'll be on your feet most of the time.
- Failure to abide to any of above mentioned rules set by the University of Dubai Code of Conduct & Responsibilities will result in disciplinary actions, which could include (but is not limited to) disciplinary sanctions and expulsion from the University.

Jurisdiction

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

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

Dress Code Policy

Dress code is based on the appreciation for values and ethics and the respect and for the culture and religion of the UAE. It is not hard to follow and will make students' presence in campus more pleasant one and will help them avoid causing any offence to their colleagues from many nationalities and religion. Respecting dress code does not only ameliorate the quality of student's life, but also beautifies the overall campus image. On this basis, UD students are expected to dress neatly at all times.

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.

Sanctions and Repeat Offenses

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

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

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

Disciplinary Sanctions

a. Warning Letter

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

b. Failing a Course

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

Re-offence leads to 'Suspension (e).'

c. Failing a Semester

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

d. Registration Hold

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

e. Suspension

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

f. Expulsion

The respondent is permanently barred from attending any courses or events at UD.

g. Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a respondent is on disciplinary probation, s/he shall not represent the university in any

capacity (sports teams, competitions, etc.,), nor hold office in the UD Student Council or any other student organization.

h. Other Sanctions

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

Repeat Offenses

- Failing a semester

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

- Suspension

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

- Disciplinary Probation

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

Student Academic Misconduct

University of Dubai (UD) is keen to ensure a university culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior.

The Student Code of Conduct is designed to promote this culture at UD and hence sets out the standard of conduct expected of students. Students who violate these standards will be subjected to disciplinary sanctions, according to established penalties as stated below. This will help UD to protect the University community by maintaining order, discipline and stability on campus.

- Student Academic misconduct 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.

Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise. **The University of Dubai has zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty)**. Every academic submission made by a student should be a work of his own and also not be self-plagiarized. In all cases of plagiarism whether it is blatant or self-plagiarism, students will be held accountable for violation of academic integrity which also includes a penalty for their dishonesty.

Types of Plagiarism

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

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

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

The faculty has the right to make final decision in regards to the students' grades work in determining the student work integrity based on the criteria and the faculty awareness of the student's work level. Students must ensure complying with UD plagiarism policy, repeated offenses receive higher penalties as stated under sanctions & Repeat Offenses

	Violation	Sanction(s) (Refer to II.A)
i.	Turnitin distinguishes similarity as matching text and plagiarism. 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
i.	Reproducing (without proper citation) any other form of work created by another person.	1, 2

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

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 does not exist.	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

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

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

Appeal Procedures

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

Implementation of Sanctions

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

Disciplinary Records

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

Disciplinary standing of students (Good or Probation) is displayed on the transcripts below each semester records.

A disciplinary probation status is kept throughout the remaining study period. The disciplinary probation status may not be removed from the records except upon a university presidential decree in that regard. Other sanctions shall be removed from the student's disciplinary record (registry files) upon the graduation.

Grievance Policies and Procedures

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

Disciplinary Sanction Appeal

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

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

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

Final Grade Appeal

A student who believes that a final grade has been inequitably awarded should file an appeal at the Registrar's office by completing the "Grade Appeal Form" within 14 days following the announcement of the grades by the Registrar.

The Grade Appeal form is available in the Registrar's office or alternatively may be downloaded from the UD webpage.

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

Procedure to review the exam paper:

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

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

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

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

Other Grievances

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

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

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

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

Undergraduate Course Description

General Undergraduate Curriculum Requirements

ENGL 100 English I

The purpose of this course is to further develop the ability of students to read and write English. It aims to enlarge their vocabularies, enrich their knowledge of ways to express ideas and reduce the number of mistakes that students make when writing English. It also teaches principles of organization used in essays and other written documents in English.

Prerequisite: TOEFL 500 or equivalent; Semester offered: 1 & 2

ENGL 105 English II

This course continues the process of developing students' abilities in reading and writing English, concentrating particularly on the language of business and information technology. It aims to enlarge their vocabularies and enrich their knowledge of ways to express ideas. In writing, students develop skills in finding, analyzing and summarizing information from source readings and learn how to acknowledge sources.

Prerequisite: ENGL 100 or IELTS 6 overall, TOEFL 550 or equivalent; Semester offered: 1 & 2

GMAT 100 Mathematics for Science I

This course is designed for students whose major is in science and information technology. It covers calculus I material including trigonometric functions and inverse trigonometric functions, transcendental functions, concepts of limits and continuity, differentiation, integration and their applications.

Prerequisite: GPRM 022 or Placement Test Score ≥ 400; Semester offered: 1 & 2

GMAT 105 Mathematics for Science II

This is a second course designed for students whose major is in science and information technology. It focuses on: Binary numbers, fundamentals of Logic, Boolean algebra, permutations and combinations, infinite sequences and series, vectors and matrices, multivariable functions and their applications.

Prerequisite: GMAT 100; Semester offered: 1 & 2

GMAT 110 Mathematics for Business I

This course is designed for students majoring in Business. It includes mathematical topics such as, quadratic functions, exponential and logarithmic functions, systems of linear equations and augmented matrices, Gauss – Jordan elimination, matrix Algebra and their applications in business and economics.

Prerequisite: GPRM 022 or Placement Test Score ≥ 400; Semester offered: 1 & 2

GMAT 115 Mathematics for Business II

This is a second mathematics course designed for students majoring in Business. It includes topics such as

Permutations and combinations, probability theory, algebra limits, average rate of change, and derivatives of functions, optimization and their applications in business and economics.

Prerequisite: GMAT 110; Semester offered: 1 & 2

ITGN 115 Computer Applications

The purpose of this course is to offer an in-depth knowledge of computer applications. Coverage includes word processing, spreadsheets, presentation and database packages. Students learn advanced functions of these applications and the way they are applied in a modern office setting.

Prerequisite: None; Semester offered: 1 & 2

ITGN 120 Internet Applications

The purpose of this course is to develop the skills necessary to utilize the power of the Internet for information display and retrieval. The course introduces students to the Internet technology concepts and web programming and authoring tools that can be used to develop Internet applications. Through a focused hands-on approach student will develop interactive web pages.

Prerequisite: ITGN 115; Semester offered: 1 & 2

GISL 100 Islamic Thought (Arabic)

The purpose of this course is to provide the student with the necessary knowledge of Islamic thought and

Contemporary issues. The course will focus on the individual and his social surroundings and ethics which Islam emphasizes. It will enable the student to discuss and understand the concepts of Islam and its applicability to business, social and economic aspects. It also focuses on the common issues with other religions.

Prerequisite: None; Semester offered: 1 & 2

GPUC 100 Planning for University and Career Success

The purpose of this course is to help students make a successful transition to university life and study, achieve personal success, and to recognize their strengths and limitations through self-assessment strategies. It also teaches students how to manage their own careers through mastery of career planning, networking and job search techniques, and professional development on the job. Students will establish individual career goals and learn specific techniques needed to secure and grow within a job.

Prerequisite: ENGL 100 (Co-req); Semester: 1 & 2

GISL 105 Islamic Thought (English)

The purpose of this course is to provide the student with the necessary knowledge of Islamic thought and contemporary issues. The course will focus on the individual and his social surroundings and ethics which Islam emphasizes. It will enable the student to discuss and understand the concepts of Islam and its applicability to business, social and economic aspects. It also focuses on the common issues with other religions.

Prerequisite: None; Semester offered: 1

GEST 100 Emirati Studies

His course aims to enrich awareness of Emirati culture and identity amongst students. It covers studies in the history and geography of the Emirates. The course focuses on the culture, social customs and laws of the country. The coverage also includes in-depth analysis of contemporary social, economic and cultural developments and challenges of the Emirates.

Prerequisite: ENGL 100 (Co-req); Semester: 1 & 2

ESPU 200/210 English for Special Purposes (Business & Science)

The objective of these courses is to develop students' work-related English language and communication skills. Conventions of spoken and written usage for various purposes in the workplace are studied. The course also aims to enlarge students' vocabularies and enrich their knowledge of ways to express ideas. Students use a computer lab for writing tasks.

Prerequisites: ENGL 105; Semester offered: 1 & 2

Humanities and Social Science Requirements

GUAG 100 UAE Government

This course is an introductory route on learning about the governments' types and its hierarchy with emphasis on the UAE Government (Federal and Local Government). It introduces student to the federal government and local government entities. It also gives an insight on the structure of federal and local government of the UAE. The course aims at providing students with an insight on the responsibilities of the federal and local governments, including The Federal National Council (FNC) and its election process. It also aims at expanding student's knowledge on understanding Government-related strategies plans, policies and regulations. Additionally, it enriches their awareness on the federal / local government entities role, mandate and services to UAE citizens.

Prerequisite ENGL 100; Semester offered: 1 or 2

GCUS 100 Culture and Society

The purpose of this course is to introduce students to specific aspects of social and cultural life. Selected topics will be studied to illustrate how particular modes and perspectives of cultures and society are applied to real life case studies. These topics will include; culture, fieldwork methods and techniques, adaptation, language, kinship, descent and marriage, culture and personality and applied anthropology.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GCII 100 Contemporary International Issues

The purpose of this course is to raise students' awareness of the world around them, and help them interact with unfolding global changes. The coverage includes: global poverty, population, growth, global resources, global security issues, global threats, world organizations, NGOs women's movements, the changing of the world state system, technology and its impact on the world today on all aspects of life, among other topics.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GPSY 100 Psychology & Society

To provide the opportunity to acquire comprehensive knowledge of human behavior and the social context in which human being exists. The coverage includes a wide range of theories in psychology, social psychology, human social behavior, child development, cognitive development, interpersonal relations, mental illness parenting and other issues that enhance students understanding of human behavior to the real world.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GSOC 100 Sociology and Society

The purpose of this course is to introduce the fundamental theories and research methods used by sociologists and other social scientists to understand major social problems and phenomena. The coverage includes theories of social interaction, social stratification and inequality, social institutions, family, religion, government and the economy, communities, population and the environment.

Prerequisites: ENGL 100; Semester offered: 1 or 2

GLAW 100 Law and Society

The purpose of this course is to provide necessary knowledge and basic understanding of the UAE legal system, an individual's interaction with the commercial environment and the commercial entities which exist in the UAE.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GEDU 100 Education & the Future

This course is designed to introduce students to current and emerging educational practices and technologies by focusing on the changing nature of mankind's relationship to information and knowledge. The purpose of this course is to explore the likely impact of various educational technology scenarios and changes in education practices have on education, society and the lives of ordinary people.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GTO R 100 Leisure & Tourism in a Contemporary Society

The purpose of this course is to develop students' understanding of the growing importance of leisure and tourism in the contemporary UAE. It is a broad-based unit, which focuses primarily on society and the social dimension of leisure, encouraging students to understand the structure and organization of leisure and tourism and their role in the economy and their socio-cultural and environmental implications.

Prerequisite: ENGL 100; Semester offered: 1 or 2

Natural and Applied Science Requirements

GCEI 100 Contemporary Environmental Issues

The purpose of this course is to explore environmental change on a global scale, emphasizing the fundamental concepts of matter, energy, and ecology as applied to contemporary concerns. Environmental issues impacting the countries of the world are discussed in order to develop an international perspective on the environmental challenges facing our planet.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GHSO 100 Health and Society

The course will focus on the development of health education over time and its effect on society. It will enable students to understand the concepts of general health related to society. The course will cover: health and disease, public health, sciences related to public health, health care and health education sports.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GARC 100 Architectural Culture

This course will provide students with understanding of the direct relationship between architecture and culture. It covers topics such as types, style, and expressionism, meaning of form and configuration and its relation to the society, symbolism, and cultural issues. It also includes comparison between vernacular and contemporary architecture, architecture and culture, social, cultural and philosophical arenas in which architecture exists are examined.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GBIO 100 Biotechnology

This course explains the basics of biotechnology. It describes the structure and function of genes and their role in the modern technology tools. It also elaborates the applications of gene technology in the human uses, environment and food and agriculture areas.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GHUB 100 Human Biology

The purpose of this course is to provide students with the necessary knowledge of the human body and biology. The course will focus on the human body and its related systems. It will enable students to understand the concepts of human physiology and the operations of its systems. The coverage includes: the human body in general, the physical composition, the bodily systems and the senses.

Co-requisite: ENGL 100; Semester offered: 1 or 2

Dubai Business School

Supporting Business Requirements

GCMM 105 Communication Skills (English)

The purpose of this course is to present an overview of the foundations of human communication, with particular emphasis on the skills necessary to establish and maintain effective professional and personal relationships. The course covers the elements, principles and goals of human communication. It deals with developing the skills of interpersonal, cultural and workplace communication.

Prerequisite: ENGL 105; Semester offered: 1 & 2

BECN 100 Microeconomics

The purpose of this course is to familiarize students with the essential microeconomics tools to 1) study how consumers and businesses make decisions in the face of resource scarcity, 2) examine how their interactions in the market determines prices and quantities of goods, and 3) assess the efficiency of markets in the presence of government influence and under different market structures. It is hoped that as a result of taking this course, students will develop an appreciation of the economic way of thinking about real-world problems and develop interest in pursuing a career in economics.

Prerequisite: ENGL 105 (Co-requisite), GMAT 110; Semester offered: 1 & 2

BECN 225 Macroeconomics

The purpose of this course is to introduce students to the macroeconomic way of reasoning. The course addresses key topics such as determination of output, unemployment, interest rates and inflation. Monetary

and fiscal policies are also discussed besides public debt and international economic issues. The course also introduces basic models of macroeconomics and illustrates principles with the experience of the UAE and other economies.

Prerequisite: BECN 100 & GMAT 115; Semester offered: 1 & 2

BECN 250 Money and Banking

The purpose of this course is to study operations of the financial institutions and markets which operate in the UAE and in the major western countries. The coverage includes both practical and theoretical viewpoints relating to interest rate determination, term structure of interest, financial market efficiency, regulation and internationalization.

Prerequisite: BECN 225; Semester offered: 1 & 2

GCRT 200 Critical and Creative Thinking

The purpose of this course is to explore the skills needed for effective reasoning and problem solving. The term 'critical' implies care and precision in all forms of evaluation and judgment and is best displayed in acts of reasoning, including arguments and explanations. Evaluation and judgment will be explored in the course. The term 'creative' implies that reasoning is not a precise process. It requires effective lateral thought and the use of sound judgment.

Prerequisite: ENGL 105; Semester offered: 1 & 2

BSTA 200 Statistical Analysis

The purpose of the course is to acquaint students with the basic concepts of statistics and probabilities that will help them make decisions using UAE data. Coverage includes: basic probability, probability distribution functions, estimation and confidence interval, sampling techniques, hypothesis testing, simple and multiple regression models.

Prerequisite: GMAT 115; Semester offered: 1 & 2

BBUS 225 Research Methods

The purpose of this course is to introduce students to the necessary skills required in conducting a scientific research. Specifically, students are introduced to problem identifications, literature review, proposal development, approaches to undertaking systematic research either using empirical and/or non-empirical approaches, communicating research results, managing of research projects etc.

Prerequisite: BSTA 200, GCRT 200; Semester offered: 1 & 2

BBUS 250 Business Negotiating Skills

The purpose of this course is to improve students' negotiation skills in business and capacity to acquire and effectively use power. Its premise is that to be effective, managers must possess both strong analytical skills to identify solutions to business problems and a broad array of negotiation skills to empower acceptance of those solutions.

Prerequisite: BMNG 200, GCRT 200; Semester offered: 1 & 2

Business Core Requirements

BACC 205 Principles of Financial Accounting

The course introduces students to accounting concepts, principles and processes underlying the production of financial statements. It focuses on the analyses, measurement and reporting of business transactions to users of financial statements. It also examines uses and limitations of accounting information, as well as the ethical issues affecting financial statements.

Prerequisite: ENGL 105 (Co-requisite); Semester offered: 1 & 2

BACC 210 Principles of Managerial Accounting

This course examines the role of accounting information in managing organizations. It focuses on concepts and tools used in planning operations, controlling activities and decision making. Topics covered include fundamental cost concepts, cost-volume profit analysis, budgetary planning, responsibility accounting and performance evaluation, incremental analysis and capital budgeting.

Prerequisite: BACC 205; Semester offered: 1 & 2

BBUS 200 Quantitative Methods for Business

The purpose of this course is to model and solve decision problems in business using decision tools such as linear programming (LP), waiting line models, project management models, transportation and assignment models etc. Suitable software will be used to help solve the problems.

Prerequisite: BSTA 200, GMAT 115; Semester offered: 1 & 2

BFIN 200 Principles of Financial Management

The purpose of this course is to help student understanding management of finance within a business organization. The coverage includes the sources of finance, the basic financial techniques such as TVM techniques used for making decisions in relation to valuation of financial instruments, risk and return trade off.

Prerequisite: BACC 205; Semester offered: 1 & 2

BMNG 200 Management & Organization Behavior

The purpose of this course is to discuss the nature of management practices in relation to UAE organizations. The course develops an understanding of the behavior of people within UAE organizations and the significance of managing this behavior in today's business environment. The coverage includes the internal nature of organizations from a theoretical and practical point of view.

Prerequisite: ENGL 105 (Co-requisite); Semester offered: 1 & 2

BMRK 200 Principles of Marketing

The purpose of this course is to introduce students to the marketing process, global market place and consumers, integrated marketing communication and marketing plan.

Prerequisite: ENGL 105 (Co-requisite); Semester offered: 1 & 2

BBUS 215 Fundamentals of Management Information Systems

The purpose of this course is to focus on the nature and value of information in business organizations. The coverage includes the sources of management information and how these can be used in the decision-making process via electronic and paper-based communication. It enables the students to develop applications and to recommend how information management systems should be used in business.

Prerequisite: ITGN 120, BMNG 200; Semester offered: 1 & 2

BBUS 305 Business Law

This course focuses on business law within the context of constitutional rights and civil law. Topics include legal forms of business organization and ownership, contract and sales law, government regulation of business and laws relating to business, bankruptcy, finance, banking and insurance.

Prerequisite: ESPU 200; Semester offered: 1 & 2

BFIN 305 Corporate Finance

This course is designed to provide students with principles that corporations use to make this investing and financing decisions. The coverage includes capital budgeting, cost of capital and raising capital in the market, analyzing impact of leverage, dividend policy and working capital management.

Prerequisite: BACC 210, BFIN 200, BSTA 200; Semester offered: 1 & 2

BMNG 310 Production and Services Operations Management

The main purpose of this subject is to give future managers an understanding of the variety and importance of the management decisions faced in the production and operations area in different manufacturing and service organizations. The course equips them with the tools and techniques necessary to approach and solve production and operations management problems effectively.

Prerequisite: BBUS 200, BFIN 200, BSTA 200; Semester offered: 1 & 2

BMNG 315 International Business Management

This course aims at introducing the students to the various practices, environments and functions involved in the field of international business. It includes analysis of the environmental factors (such as culture, communication, behavior) at the international, national and industrial levels. The course addresses the functional areas of business (Marketing, Finance, Production and Human resources) and assesses, in this respect, the global competitiveness of the UAE economy.

Prerequisite: BBUS 305, BMNG 200; Semester offered: 1 & 2

BBUS 350 Business & Society

The purpose of this course is to understand the symbiotic relationship between business and society in terms of the moral and ethical dimensions of the power placed in the hands of owners and managers and to confront and analyze complex dilemmas related to the social context of business.

Prerequisite: 60 CH; Semester offered: 1 & 2

BBUS 400 Strategic Management (Capstone)

The purpose of the course is to stimulate and develop students' awareness and understanding of the key concepts of Strategic Management. The coverage includes situational analysis, the generation of choices of alternate actions and issues of implementation of the chosen course of action.

Prerequisite: 114 CH; Semester offered: 1 & 2

Accounting Major Requirements

BACC 301 Cost and Managerial Accounting

This course examines the tools and procedures used to accumulate cost data and information for planning, control and decision making. Topics include cost accumulation and allocation, product and process costing, activities based costing, transfer pricing, flexible budgets and variance analysis.

Prerequisite: BACC 210, Semester offered: 1

BACC 307 Accounting Information Systems

This course provides an overview of accounting information systems and illustrates the importance of information technology for accountants. The coverage includes a variety of information technologies including manual, file-oriented and database systems that are used in accounting subsystems. The relative advantages and disadvantages of each type of technology are highlighted and discussed.

Prerequisite: BBUS 215, BACC 301; Semester offered: 1

BACC 313 Intermediate Accounting 1

This course discusses the conceptual framework underlying contemporary financial reporting standards and practices. The course focuses on measurement, reporting and disclosure issues related to short and long- term assets.

Prerequisite: BACC 210; Semester offered: 1

BACC 314 Intermediate Accounting 2

This course discusses the conceptual framework underlying contemporary financial reporting standards and practices. The course focuses on measurement, reporting and disclosure issues related to short and long- term liabilities, leases, shareholder's equity and earnings per share.

Prerequisite: BACC 313; Semester offered: 2

BACC 416 International Accounting

This course provides students with a broad perspective of international accounting and reporting issues that multinational corporations face. The course covers international accounting standards, financial reporting practices in different countries, international harmonization of financial reporting, accounting for foreign currency transactions and other financial reporting issues.

Prerequisite: BACC 314; Semester offered: 2

BACC 421 Principles of Taxation

This course provides students with basic concepts and procedures associated with individual and corporate tax systems. Topics covered include sources of income, measurement of taxable income, taxation rates, tax exemptions, liability for taxes and the role of the state in collecting taxes.

Prerequisite: BACC 313; Semester offered: 1

BACC 424 Internal Auditing

This course focuses on internal auditing concepts and techniques in terms of current practices and standards. It covers the practice of internal auditing in UAE, international standards for internal auditing, fraud and risk controls, gathering and documenting evidence, internal controls, managing the internal audit function, communication engagement outcomes, and follow-up procedures.

Prerequisite: BACC 313; Semester offered: 2

BACC 426 Oil and Gas Accounting

This course addresses accounting for oil and gas activities. The course also covers accounting standards and disclosures applied in the oil and gas industry of the UAE.

Prerequisite: BACC 314; Semester offered: 2

Entrepreneurship Management Major Requirements

BBEM 301 Family Business (The Next Generation)

This course focuses on learn about family business dynamics and conflicts; preparing to take charge. Analyze Non-family members of management, second and third generation issues, family business governance (the use of boards and family meetings) and succession planning.

Prerequisites: BMNG 200, 60 CH; Semester offered: 1

BSCL 301 Supply Chain Operations

The course examines methods to integrate the processes of product distribution and managing the supply channels using the power and speed of electronic connectivity. The coverage includes: collaborative demand planning (CPFR), lean logistics, lean supply chain operations, customer accommodation, market distribution strategy, procurement-manufacturing strategy, operational integration, information networks, ERP, inventory management and strategy), demand amplification and volatility (bull whip effects) in supply chain, reducing variability, materials management, inventory models and vendor – co/managed inventory.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BBEM 303 New Products & Services Development

The course focuses on technology gate-keeping, identifying resources, marketing and market research in both stated and inchoate markets for new products and services, product and service development champions, stages in product (service) development and innovations (from inventions to diffusion), in UAE region-specific contexts, clusters and knowledge transfers and global contexts.

Prerequisites: BMNG 200, 60 CH; Semester offered: 1

BBEM 307 Managing Venture Growth and Transition

The course focuses on identifying and analyzing: 1) market for growth; (2) growth and success factors and planning for growth; (3) barriers to growth and (4) resourcing growth.

Prerequisites: BFIN 305, 60 CH; Semester offered: 1

BFIN 328 Venture Capital Finance

The purpose of the course is to build student skills, frameworks and knowledge in venture capital finance of small and medium enterprises. Most companies are at a relatively early stage of maturity and by definition are not publicly listed on exchanges. The context of venture capital is different than that of traditional corporate finance. The skills and frameworks are therefore, of necessity, more focused on cash flow, returns and recognizable value. The syllabus includes risk management, types of investment and funding sources, modeling opportunities, examine venture capital funding, conduct due diligence, technology transfers and IP acquisitions.

Prerequisite: BFIN 305; Semester offered: 2

BBEM 402 International Entrepreneurship

The purpose of this course is to improve students' negotiation skills in international entrepreneurship, identify solutions to international business problems and empower acceptance of solutions.

Prerequisites: BFIN 305, BMNG 315 (Co-requisite); Semester offered: 2

BMNG 406 Small Business Management

The purpose of this course is to examine small business management, managing the transition from small business entrepreneur to manager, growth of the small business and preparing a business plan for growth.

Prerequisite: BFIN 200, BMNG 200, BBUS 305; Semester offered: 2

BMNG 445 Total Quality Management & Continuous Improvement

The course focuses on quality and continuous improvement encompassing the entire organization from supplier to customer, and how organizations achieve it. The coverage includes approaches to quality management, systems and procedures for planning, control and continuous improvement of quality, barriers to implementation of TQM, quality audit and benchmarking.

Prerequisites: BMNG 310; Semester offered: 1 & 2

Finance & Banking Major Requirements

BFIN 309 Financial Mathematics

This course helps in-depth understanding of financial tools required for making investments and managerial finance decisions. Apply them to current investment, banking and financial process. Topics include review of time value of money (TVM) for continuous cash flows, statistical concepts of financial returns, computation of money market yields, basic portfolio return measurement, application of normal and lognormal distributions to financial returns, and Derivation of E-V components.

Prerequisite: BFIN 305; Semester offered: 1

BFIN 316 Financial Statement Analysis

This course focuses on the three major financial statements: the balance sheet, the income statement and the statement of cash flows. For each financial statement, the course details its purpose, construction, pertinent ratios and common-size analysis. Understanding these concepts allow a student to evaluate trends in performance over several measurement periods and to compare the performance of different companies over the same period(s). Additional analyst tools such as EPS calculation are also covered.

Prerequisite: BFIN 305; Semester offered: 1

BFIN 317 International Finance and Banking

The purpose of this course is to focus on international finance theory with current practical applications. The coverage includes: international financial markets including banks, exchange rate determination and government influence on exchange rates, interest rate parity, international fisher effect, exchange rate risk management, managing economic and translation exposures.

Prerequisite: BFIN 309; Semester offered: 2

BFIN 328 Venture Capital Finance

The purpose of the course is to build student skills, frameworks and knowledge in venture capital finance of small and medium enterprises. Most companies are at a relatively early stage of maturity and by definition are not publicly listed on exchanges. The context of venture capital is different than that of traditional corporate finance. The skills and frameworks are therefore, of necessity, more focused on cash flow, returns and recognizable value. The syllabus includes risk management, types of investment and funding sources, modeling opportunities, examine venture capital funding, conduct due diligence, technology transfers and IP acquisitions.

Prerequisite: BFIN 316; Semester offered: 2

BFIN 408 Investment Analysis

The purpose of this course is to investigate trading in financial securities such as stocks and bonds. The coverage includes: trading of securities, analysis of risk and return (using UAE data) diversification, CAPM & APT pricing models, analysis of efficient market hypothesis, bond and stock valuation and technical analysis.

Prerequisite: BFIN 316; Semester offered: 1

BFIN 412 Managing Investment Portfolios

The purpose of this course is to manage investment portfolios for individual and institutional investors. The coverage includes: managing band portfolios, macroeconomic and industry analysis, investment strategies, performance evaluation and active portfolio management.

Prerequisite: BFIN 408; Semester offered: 2

BFIN 431 Management of Banks and Other Financial Institutions

The purpose of this course is to investigate nature of intermediation in financial institutions (commercial and investment banks, insurance companies and Islamic banks) and products developed and managed by these institutions.

Prerequisite: BFIN 317; Semester offered: 1

BFIN 437 Risk Management

The purpose of the course is to examine the business aspects of risk management as well as corporate application of principles of risk management. The coverage includes risk management, ERM, risk pooling, and use of derivatives (options, future, forwards, swaps) for risk management of institutions.

Prerequisite: BFIN 431; Semester offered: 2

Human Resources Management Major Requirements

BMNG 301 Human Resources Management

The main purpose of this course is to give future human resources managers an understanding of the variety and the importance of human resource management functions in today's business environment, and how it is changing in response to the recent trends in the work place. It illustrates how all managers can use HR concepts and techniques in their organizations.

Prerequisite: BMNG 200; Semester offered: 1

BHRM 301 HR Planning & Development

This course examines effective utilization and application of HR practices; understand strategies for assessing, designing and implementing training and HR development efforts in UAE.

Prerequisites: BMNG 200; Semester offered: 1

BHRM 303 Employment Law and Legal Aspects

This course emphasizes on laws related to the hiring process, equal employment opportunity and special employment requirements for UAE expatriates.

Prerequisites: BBUS 305; Semester offered: 2

BHRM 307 Financial Impacts of HR Strategies

This course focuses on identifying financial impact of various human resource strategies, policies, and practices. It also deals with analysis and measurements of HR turnover, compensation and salaries, benefits, staffing, training, and career development.

Prerequisites: BMNG 200, BACC 210; Semester offered: 2

BHRM 402 Performance Management, Compensation and Employee Benefits

This course focuses on: strategic performance management considerations, performance system implementation through MIS, analyzing employee development, team performance management, compensation practice, internal alignment, external competitiveness, pay-for-performance and management of compensation systems in the UAE.

Prerequisites: BHRM 303, BACC 210; Semester offered: 1

BHRM 404 Strategic HR Management

The course focuses on how to manage people in unionized and UAE context, analyzes best practices in attracting, retaining and developing employees, the ethical implications of off-shoring and future challenges in strategic HRM in UAE if union activity is detected. Prerequisites: BHRM 301; Semester offered: 1

BHRM 406 International HR Management

This course addresses topics in comprehend multinational context and global organizational strategy. The course also focuses on functional HRM in MNC and global HR issues in the host country context and future international HRM trends and challenges.

Prerequisites: BMNG 315, BHRM 303; Semester offered: 2

BHRM 408 Employee Relations

This course introduces employment relations issues. These issues include an explanation of the unique features of the employment relationship and an exploration of the differing interests of employers, workers and other relevant stakeholders. Also, this course describes the economic, sociological and psychological aspects of employment relations.

Prerequisites: BHRM 303; Semester offered: 2

Management Major Requirements

BMNG 301 Human Resources Management

The main purpose of this course is to give future human resources managers an understanding of the variety and the importance of human resource management functions in today's business environment, and how it is changing in response to the recent trends in the work place. It illustrates how all managers can use HR concepts and techniques in their organizations.

Prerequisite: BMNG 200; Semester offered: 1

BMNG 303 Advanced Organizational Behavior

The course focuses on organizational effectiveness in UAE and the development of a continuous improvement model. Evaluate roles of culture, power, politics and interpersonal conflict in UAE organizations, leadership behavior and current trends in motivation.

Prerequisite: BMNG 200; Semester offered: 1

BMNG 311 Management of Service Organizations

The main purpose of this course is to focus on decision making in UAE service organizations such as health care, hotel care, hotel, banking and finance, transportation, leisure and government. Both conceptual and application of management techniques to problems peculiar to service organizations in UAE are covered.

Prerequisite: BMNG 303; Semester offered: 2

BMNG 406 Small Business Management

The purpose of this course is to examine small business management, managing the transition from small business entrepreneur to manager; growth of the small business and preparing a business plan for growth.

Prerequisite: BFIN 200, BBUS 305; Semester offered: 2

BMNG 416 Emerging Issues in Management

The course deals with the exploration of emerging issues such as problems facing management in multicultural and international environments in UAE. The delivery is in the format of a seminar with each student participating in a debate related to a specific issue.

Prerequisite: 96 CH; Semester offered: 2

BMNG 423 Leadership Development

This course covers the different theories and styles of leadership and their effectiveness and ineffectiveness in UAE context. Different motivation theories will be studied as to how they relate to effective or ineffective leadership practices. The different types of power and the power centers in UAE organizations will be studied along with the restraints and the limits power.

Prerequisite: BMNG 301; Semester offered: 1

BMNG 424 Change Management

This course covers management of change in UAE organizations. Topics include: sources of change, resistance to change, coping with change, leading organizational change, models of organizational change, creation and change of organizational cultures with specific reference to UAE.

Prerequisite: BMNG 311; Semester offered: 1

BMNG 445 Total Quality Management & Continuous Improvement

The course focuses on quality and continuous improvement encompassing the entire organization from supplier to customer and how organizations achieve it. The coverage includes approaches to quality management, systems and procedures for planning, control and continuous improvement of quality, barriers to implementation of TQM, quality audit and benchmarking.

Prerequisites: BMNG 310; Semester offered: 1 & 2

Marketing Major Requirements

BMRK 301 Marketing Management

This course focuses on managing the marketing activities in a dynamic and competitive environment. It introduces the students to a simulation program, which gives a real life scenario of the strategies for achieving a competitive advantage. The course also focuses on developing a marketing plan for a product considering the target market, segmentation and the four Ps (product, place, price, and promotion) of marketing. The students are also required to present the developed marketing plan.

Prerequisite: BMRK 200; Semester offered: 1

BMRK 303 Marketing Channels

The course focuses on the management and managerial framework of marketing channels. It provides insights into the theory, research and practice of channel decisions. Recent changes in the global, socio-cultural and technological areas are covered in the course. The course also covers implementation strategies of the channel design. Students are required to analyze and present a real company's marketing channel structure and provide suggestions for improvements.

Prerequisite: BMRK 200; Semester offered: 2

BMRK 309 Services Marketing

The purpose of this course is to develop advanced knowledge of Services Marketing and their applications in different service industries. The course introduces service sectors, service strategy, service delivery process, pricing of services, managing service employees and customers, customer satisfaction, service quality and customer retention.

Prerequisite: BMRK 200; Semester offered: 1

BMRK 321 Consumer Behavior

The purpose of this course is to enable students to develop understanding of customer dynamics, in which consumer behavior influences marketing decisions. The course addresses the topics such as perception, comprehension, learning and memory, attitude, personality and lifestyle, consumer decision making, cultures and sub-culture.

Prerequisite: BBUS 225, BMRK 200; Semester offered: 2

BMRK 412 Marketing Research

The purpose of this course is to enable students to understand research process considering a real life project. The students are required to formulate research issue, research objectives, and research questions. Qualitative and quantitative research methods are considered. The data are collected and analyzed through SPSS. A research report is developed and presented at the end of the course.

Prerequisite: BMRK 321; Semester offered: 1

BMRK 418 International Marketing Strategies

This course first introduces students to international marketing environments. Following that it explains different tactics for development and implementation of international marketing strategies. The main purpose of this course is to examine the marketing systems and marketing operations in various countries. Appropriate marketing strategies for developing global markets including the cultural, political and economic infrastructure of foreign markets will be formulated. This course provides the students hands on experience to global marketing through a simulation program.

Prerequisite: BMRK 301; Semester offered: 1

BMRK 424 Sales Management

This course focuses on applying different sales strategies for various target markets whether individuals or corporate businesses. It addresses topics such as the sales functions, ethics in sales, verbal and non-verbal communication, prospective techniques, presentation methods, objection handling techniques, closing techniques, and feedback approaches.

Prerequisite: 96 CH; Semester offered: 2

BMRK 426 Advertising & Promotion Management

This course first introduces students to Integrated Marketing Communications (IMC) and its roles. Following that it analyzes the role of advertising agencies, and introduces the communication process. Budgeting and program development are integral part of this course. Application and evaluation of creative strategies, media planning strategies, and direct marketing methods enhance the students' knowledge and prepare them for careers in advertising. Prerequisite: BMRK 321; Semester offered: 2

Supply Chain & Logistics Management Major Requirements

BSCL 301 Supply Chain Operations

The course examines methods to integrate the processes of product distribution and managing the supply channels using the power and speed of electronic connectivity. The coverage includes: collaborative demand planning (CPFR), lean logistics, lean supply chain operations, customer accommodation, market distribution strategy, procurement-manufacturing strategy, operational integration, information networks, ERP, inventory management and strategy, demand amplification and volatility (bull whip effects) in supply chain, reducing variability, materials management, inventory models and vendor – co/managed inventory.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BSCL 304 Warehousing & Materials Handling

The course focuses on the concept of warehousing in supply chain and its relevant terminology methods and tools necessary for analysis and management of warehousing. The course offers the methods on how to apply new technology, minimize spending, and create efficient, stream-lined operations.

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BSCL 307 Global Supply Chain Strategy and Design

The course provides a global perspective to logistics and supply chain management, featuring both practical and strategic approach to supply chain design and management in different industries.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BSCL 311 Strategic Procurement and Sourcing

The course outlines the most current methods in purchasing and supply chain management which help to transform purchasing theory into purchasing practices and implementation. Course topics also cover purchasing business processes, strategic sourcing relationship and supplier management.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BSCL 402 Transportation and Distribution

This course provides basic concepts of economic analysis with respect to the transportation and distribution sector and the tools necessary to undertake transport and distribution project evaluation. The course also applies these concepts to evaluate private and public decisions associated with transportation and distribution
Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BSCL 404 SCLM Technology and Information Systems

The purpose of this course is to illustrate the importance of information technology for SCM. The course provides documentation and an overview of E-Business and SCLM technologies such as RFID, tracking systems, ERP concepts, WMS warehouse management systems, TMS transportation management systems, and SCM software capabilities.

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BSCL 406 Modeling and Simulation of Supply Chains

This course enables students to understand the complex interactions between stages in the supply chain and how changes at one or more stages affect the supply chain performance. Instructor selected software will be used in the course.

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BMNG 445 Total Quality Management & Continuous Improvement

The course focuses on quality and continuous improvement encompassing the entire organization from supplier to customer and how organizations achieve it. The coverage includes approaches to quality management, systems and procedures for planning, control and continuous improvement of quality, barriers to implementation of TQM, quality audit and benchmarking.

Prerequisites: BMNG 310; Semester offered: 1 & 2

BSCL 465 Internship (for non-working students)

This course provides students with practical experience in an organizational setting and helps students to improve their skills. This course develops students' professional attitudes and competence in the application of learned theories and concepts. The course requires developing a research report on an identified task and present it at the end of the Internship.

Prerequisites: 114 CH; Semester offered: 1 & 2 (2 months)

BSCL 470 Industry Project (for working students)

The purpose of this course is to provide the working students with practical experience in an organization setting where learning and doing are the chief objectives. Students will develop competence in the application of theory, skills and attitudes, by requiring them to undertake an industry project via research and analysis of an actual business problem /opportunity and to propose a solution/development (business case), or develop a business plan, resulting in both an oral and a written presentation.

Prerequisites: 114 CH; Semester offered: 1 & 2

Customs Major Requirements

BCUS 200 Customs Management – Theory & Practice:
This Course provides an overview of the Customs Management covering all the activities carried out in a modern Customs organization within the framework of WTO/ WCO and UN agencies consistent with the laws of UAE

BCUS 210 Harmonized Systems Code and Customs Tariff:
The First part of the Course covers in detail the classification methodology of coding, describing and classifying goods under Harmonized system of nomenclature (HSN) - structure, application of Interpretative Rules, importance of Legal Notes and general overriding principles. The Second part imparts a practical training to the students to carry out the classification process independently.

BCUS 300 International Agreements in Trade and Customs
This Course covers how various International Agreements on Trade and Customs evolved and the obligations, rights and privileges of Member Countries of these bodies in terms of implementing these Agreements in managing Cross Border Trade. The Agreements administered by World Trade Organization (WTO), World Customs Organization (WCO) and UN Agencies are covered in this Course.
Prerequisites: BCUS200, Semester offered: 2

BCUS 310 Customs Valuation & GATT Agreements

The Course introduces the students to WTO Valuation Agreement. This provides an in depth knowledge of various Customs Valuation Methodologies. Limitations of using Transaction Value and incorporate various adjustments such as discounts, Related parties, Packaging, Royalties etc. It aims to train the students to acquire skills and knowledge to deploy the correct method in various import situations within the framework of UAE Laws

BCUS 400 Customs Procedures and Facilitation of Trade

This Course is divided into 2 Parts: Part I deals with Dubai Customs – Organization, Vision, Mission, various Customs Procedures and Services offered. Part II covers Facilitation of Trade in WTO/ WCO framework and the role of Customs.

Prerequisites: BCUS200, Semester offered: 1

BCUS 410 Risk Management & Customs Intelligence

The First part of the course covers Risk Management Techniques, Strategies, and development of Risk Management in Customs. The second part covers methodologies for developing a Profile and Target and covers WCO initiatives in developing and sharing Intelligence.

BCUS 420 Border Security & Inspection

The course covers in detail various Border Protection and Security initiatives and enforcement measures taken by Dubai Customs within the framework of International Maritime Organization for commercial goods and International Civil Aviation for personal effects in conformance to World Customs Organization and the Laws of UAE.

BCUS 430 GCC Customs Law (covering all modes of transport)

The first part of the Course covers in detail the formation of GCC Customs Union and its current framework. The Second Part Covers Provisions and Explanatory Notes of the Common Customs Law for the GCC States and the corresponding Customs Procedures in UAE

BCUS 440 Customs Investigations and Law Enforcement

This course covers investigative, interview principles and procedures, and learn how to apply them to solve a wide range of customs crimes. You will study a systematic problem solving method and a basic investigative sequence that is applicable to any investigation, first officer responsibilities, crime scene protection, interviewing witnesses, and interrogating suspects to obtain confessions.

BCUS 465 Work Based Project (at Customs)

The purpose of this course is to provide the working students with practical experience in Customs organization setting where learning and doing are the chief objectives. Students will develop competence in the application of theory, skills and attitudes, by requiring them to undertake an industry project via research and analysis of an actual business problem /opportunity and to propose a solution/development (business case), or develop a business plan, resulting in both an oral and a written presentation.

Prerequisites: 114 CH, Semester offered: 2

College of Engineering & Information Technology

IT Core Requirements

ITGN 215 Introduction to Information Systems

The purpose of this course is to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. Coverage includes key components of information systems and how these components can be integrated and managed to create competitive advantage. The course also provides an introduction to systems and development concepts, technology acquisition and various types of application software.

Prerequisite: BMNG 200, ITGN 115; Semester offered: 1& 2

ITGN 230 Introduction to Programming

The purpose of this course is to introduce the student to the general principles and concepts of programming. Coverage includes problem-solving, structured algorithms, program design and implementation. The course is delivered using an appropriate IT programming language such as Java and Visual Basic.

Prerequisite: ITGN 115; Semester offered: 2

ITGN 235 Principles of Networking

The purpose of the course is to provide essential knowledge on networking infrastructure, different types of networks and network hardware and software. Coverage includes data transmission, hubs, switches, routers, topology, wiring and physical topology Protocol, layering LAN, WAN and internetworking.

Prerequisite: ITGN 120; Semester offered: 1

ITGN 250 Database Management Systems

The purpose of this course is to provide essential knowledge for the design and implementation of relational databases. Coverage includes conceptual E-R modeling, logical and physical design of relational databases and introduction to SQL language.

Prerequisite: ITGN 215; Semester offered: 1

ITGN 255 Operating Systems Administration

This course examines the concepts and administrative aspects of operating systems. Topics covered include Operating system fundamentals, including history, process and thread management, concurrency with semaphores and monitors, deadlocks, storage management, file systems, security management and I/O applications.

Prerequisites: ITGN 120; Semester offered: 1

ITGN 260 IT Project Management

The purpose of this course is to discuss project management principles, methodologies, tools and techniques used in developing IT-based projects. Coverage includes organizational and human factors in IT-project management analysis and planning of IT projects.

Prerequisite: ITGN 215 Semester offered: 2

ITGN 315 Object Oriented Programming

The purpose of this course is to provide essential knowledge of advanced programming aspects. Coverage includes Object Oriented Programming, classes and objects, inheritance, polymorphism, Advanced Graphical User Interface (GUI) and the development of comprehensive projects.

Prerequisite: ITGN 230; Semester offered: 2

ITGN 321 Object-Oriented Analysis & Design

The purpose of this course is to provide a sound understanding of the fundamental concepts of Object Oriented Software Engineering. Coverage includes Object Oriented Analysis (OOA), development (OOD) and implementation (OOI), Visual Modeling using the Unified Modeling Language (UML) and interactive OOS development.

Prerequisite: ITGN 315, ITGN 260, ITGN 321; Semester offered: 1

ITGN 323 Enterprise Architecture

The purpose of this course is to provide students with an understanding of the theoretical and practical issues related to the design, selection, implementation and management of enterprise IT applications, systems and infrastructures. Coverage includes enterprise architecture frameworks, models, strategies and tools for infrastructure management.

Prerequisites: ITGN 255; Semester offered: 2

ITGN 340 Human Computer Interface

The purpose of this course is to introduce human computer interface. Coverage includes user-centered design process, analysis of user needs, user interface models and ergonomics, task analysis, GUI design principles, guidelines and patterns, tools for user interface prototyping and user interface testing and evaluation. Prerequisite: ITGN 315; Semester offered: 1

ITGN 345 Information Systems Security

The purpose of this course is to provide an overview of methods to assure secure and confidential information systems. Coverage includes basic concepts of main security and privacy issues of the Internet and devices and implementation of security methods for the Web.

Prerequisite: ITGN 235; Semester offered: 1

ITGN 350 Web Design & Development

The purpose of this course is to provide essential knowledge for designing and developing client-side browser interfaces as well as maintaining a dynamic and interactive website. Coverage includes advanced HTML, Cascading Style Sheets (CSS), extended Markup Language (XML) and JavaScript.

Prerequisite: ITGN 250; Semester offered: 2

ITGN 414 Strategic Issues in Information Systems

The purpose of this course is to develop the student's critical understanding of the problems and opportunities faced by organizations with regard to information systems. Coverage includes strategy fundamentals, strategic management concepts to ensure IS development supports the business strategy and processes through suitable planning methods to implementation.

Prerequisite: ITGN 321 Semester offered: 2

ITGN 416 IT Audit and Control

The purpose of this course is to provide students with an overview of the control and auditing frameworks, methods, standards and approaches used in the audit and control of information systems in an organization.

Students learn the impact of the IT audit and control function on the organization and will know how to create a control structure and then audit the IT infrastructure against it.

Prerequisites: ITGN 323, ITGN 345 Semester offered: 2

ITGN 440 Computing & Information Systems Project (Capstone)

The purpose of this course is to provide an opportunity to research and develop a specific topic in the area of Computing and Information Systems. Coverage includes research methods, utilizing and applying various methodologies and techniques to design, implement, test and evaluate a specified project.

Prerequisite: 117, ITGN 340, ITGN 414 CH; Semester offered: 2

ITGN 465 Internship

The purpose of this course is to further develop knowledge and skills within an IT organizational set-up. Coverage would provide an opportunity to gain awareness of the workings of organizations, including aspects of social and human factors primarily within a student's subject major.

Prerequisite: 114 CH; Semester offered: 1 & 2 (2 months)

ITGN 470 Industry Project (for working students)

The purpose of this course is to provide students with an applied learning experience through an industry project. The course requires students to undertake a project via research and analysis of an action IS problem/opportunity and to propose a solution/action plan, resulting in both an oral as well as a written presentation.

Prerequisite: 114 CH; Semester offered: 1 & 2

Concentration: Information Systems Security

ITSS 450 Information Systems Security Management

This course provides students with fundamentals of information systems security from a management perspective, as well as a thorough understanding of the administration of information security. Topics covered include security planning and policies, risk management, security implementation and maintenance, security and personnel and professional issues in IS security.

Prerequisites: ITGN 416; Semester offered: 1

ITSS 451 Ethical Hacking and Network Defense

This course covers penetration-testing tools and techniques that ethical hackers and security testers use to protect computer networks. The course provides a structured knowledge base for preparing security professionals and Network Administrators to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers.

Prerequisites: ITGN 416; Semester offered: 1

ITSS 455 Computer Forensics and Investigations

This course provides students with a comprehensive understanding of digital forensic principles and the collection, preservation, and analysis of digital evidence. Students learn about the importance of forensic

principles and procedures, legal considerations, digital evidence controls and the documentation of forensic analysis.

Prerequisites: ITGN 345; Semester offered: 1

ITSS 456 Database Security and Auditing

This course provides students with an understanding of security concepts and practices as applied to database systems. Students learn principles of database security and how to develop database applications embedding from simple to sophisticated security and auditing models using advanced database systems and software tools.

Prerequisites: ITSS 455, ITGN 350; Semester offered: 2

ITSS 458 Disaster Recovery Planning

The goal of this course is to expose students to the essentials of disaster recovery planning. Coverage includes disaster recovery process including the process of assessing risks that an organization faces, and then developing, documenting, implementing, testing and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster.

Prerequisites: ITSS 450; Semester offered: 2

Concentration: BSEE

EMTH 100 CALCULUS I FOR ENGINEERING

This is the first in a three-course sequence in Calculus intended for students majoring in engineering. It emphasizes on techniques and the understanding of concepts, and using them to solve physical problems. The course covers functions, limits, continuity, the derivative, rule of differentiation, applications of the derivative, definite integrals, and indefinite integrals. (C or better in Basic Math, or three years of high school mathematics and a score of at least 75%).

EMTH 150 CALCULUS II FOR ENGINEERING

This is the second in the three-course sequence in Calculus intended for students majoring in engineering. It emphasizes the understanding of concepts, and using them to solve physical problems. The course covers techniques of integration including integration by parts, partial fractions, improper integrals, applications of integration, sequence and series, convergence and divergence of series and parametric curves and equations. Basic matrix algebra.

EMTH 200 CALCULUS III FOR ENGINEERING

This is the third in the three-course sequence in Calculus intended for students majoring in engineering. The distinct feature of this course is its focus on the multi-dimensional analysis, as opposed to one-dimensional analysis covered in EMTH 100 (Calculus I) and EMTH 150 (Calculus II). This course is a study of the calculus of functions (two or more variables), also including a study of vectors, vector-valued functions and their derivatives. Other topics covered include limits, partial derivatives, multiple integrals, Stokes' Theorem, Green's Theorem, the Divergence Theorem, and applications in physics.

EMTH 250 ADVANCE MATH I FOR ENGINEERING

This course introduces ordinary differential equations with a focus on the solution techniques for first order equations, higher order homogeneous and non-homogeneous linear equations with constant coefficients, linear and almost linear systems, and Laplace transforms. The course also covers basic topics of linear algebra, including linear systems, basic properties of matrices, vector spaces, and eigenvalues and eigenvectors.

EMTH 260 ADVANCED MATH II FOR ENGINEERING

This is the second and final course in the two-course sequence in Advanced Mathematics intended for students majoring in engineering. Complex numbers and variables. Analytic functions: Taylor's Series and MacLauren Series. Singularities of complex functions. Elements of Residue theory. Fourier series. Fourier transform its properties and its inverse. Z-transform and properties, inverse Z-transform. Introduction to linear PDEs.

GECE 100 GENERAL CHEMISTRY I

General Chemistry I at UD provides students with an introduction to chemistry, targeting students who have not had an advanced chemistry course in high school at the same time used to fulfill part of the requirement in the Natural Sciences category. Students will develop specific chemical concepts that will be discussed within the context of a variety of chemistry related applications. Topics covered include but not limited to measurement and units, matter and energy, stoichiometry and chemical equations, gases, thermochemistry, electronic structure of atoms, periodic trends, molecular bonding and structure, intermolecular forces, solution chemistry, equilibrium, oxidation-reduction reactions, and nuclear chemistry.

GPHY 100 GENERAL PHYSICS

This will be an introductory but intense course in calculus-based physics focusing on linear and rotational dynamics and aspects of waves. The course kicks off with Newton's laws of motion, how to apply Newton's laws to systems that undergo translational, rotational, and vibrational motion. The goal will be to understand and apply the fundamental concepts involved. All physical sciences and engineering is based upon the foundation of mechanics and students will gain an appreciation of the basic underlying principles used and experience an increase in analytical ability that will carry over to whatever discipline he or she chooses to pursue.

GPHY 150 GENERAL PHYSICS II

This course is a continuation of GPHY-100, General Physics I. Calculus-based introduction to classical electricity and magnetism, including such topics as, electric charge and electric fields, Gauss's law, electric potential, capacitance, current, resistance, and circuits, DC circuits, Ampere's law, magnetic fields, and fields due to currents, induction and inductance, magnetism of matter, Maxwell's equations, and electromagnetic oscillations. The course is taught in a lecture/workshop format that integrates the material traditionally found in separate lecture and laboratory courses.

ENIN 100 ENGINEERING INNOVATIONS

Engineering Innovations is an exciting college-entry level course for motivated high school students with an aptitude in math and science and an interest in (or curiosity about) engineering. The course introduces students to the concepts of innovative thinking and innovation practices and. uses lectures, case studies, team exercises, the Spotlight on Innovation, and guest speakers to teach valuable life skills in innovative thought and action. Students study the vital role engineers play in problem-solving and in the innovation process, and take action by applying lessons learned in engineering careers that range from starting entrepreneurial ventures to executing R&D engineering-related projects to leading multinational companies. Students also have the opportunity to earn University of Dubai (UD) credits.

ENEE 300 ENGINEERING ECONOMICS

This course emphasizes the strong correlation between engineering design and manufacturing of products/systems and the economic issues they involve. The basic concepts of the time value of money and economic equivalence is applied throughout the course. Each engineering problem/project progressively incorporates different cash flows, the cost of funds, capital, operational and maintenance costs, salvage value, depreciation, amortization, and taxation. Students learn to apply different economic analysis methods – like

present worth, annual-equivalent worth, rate-of-return, life-cycle cost, cost/benefit etc. – in evaluating the economic viability of a project, as well as the comparison of mutually exclusive alternatives. The course also introduces concepts of replacement decisions, capital-budgeting decisions, and project risk and uncertainty, and exposes students to specific issues of economic analysis of the private sector versus the public sector. Applications to a variety of engineering fields' actual cases are stressed throughout the course.

ENAP 150 COMPUTER ALGORITHMS AND PROGRAMMING

The course deals with the core ideas and skills required while programming and how to take an initial idea for an application, understand it and how to break it apart into the right pieces so that one can know what code to write for each piece. This course starts off with the fundamentals - problem solving and analysis, the basic syntax of a programming language and then how to write some code. It introduces the principles of procedural programming, data types, control structures, data structures and functions, data representation on the machine level. Various problems are considered to be solved using structured programming language.

ENEC 200 ELECTRIC CIRCUITS I

This course serves as an introduction to the principles of electrical engineering, starting from the basic concepts of voltage and current and circuit elements of resistors, capacitors, and inductors. Basics of DC circuit analysis are taught using Kirchhoff's voltage and current laws with Thevenin and Norton equivalents. Circuit analysis is taught using Kirchhoff's voltage and current laws with Thevenin and Norton equivalents. Circuits with ideal op-amps, Inductance and capacitance are introduced and the transient response of RL, RC and RLC circuits to step inputs is established. Practical aspects of the properties of passive devices and batteries are discussed, as are the characteristics of battery-powered circuitry. The laboratory component incorporates use of both computer and manually controlled instrumentation including power supplies, signal generators and oscilloscopes to reinforce concepts discussed in class as well as circuit design and simulation software.

ENDD 200 DIGITAL LOGIC DESIGN

This course introduces the student to the basic components and methodologies used in digital systems design. To provide a thorough background, at the introductory level, of the logical (mathematical) and electrical basis for digital system design. Major building blocks for designing digital systems will be examined and used which include gates, MUXes, DEMUXes, decoders, encoders, comparators, various arithmetic blocks, flip-flops, counters, registers, RAMs/ROMs, PLDs and FPGAs. This course is the gateway to all other digital system courses in the program.

ENMA 200 MATLAB

This course introduces the students to Matlab so that they can write M.files for solving a variety of Engineering Problems. The lab covers the following topics:
- Concepts: Data types, loops, arrays, character strings, logical operations, complex numbers, matrices, polynomials, numerical analysis, functions
- M.Files: Programming and debugging
- Plotting: 2D, 3D, curve fitting and exporting graphical files
- Toolboxes: Importing and exporting audio and image files
- Graphical User Interface: dialogue boxes, capturing mouse actions

ENEC 250 ELECTRIC CIRCUITS II

This course serves the continuation of the Circuits I course. Circuits with ideal op-amps, Inductance and capacitance are introduced and the transient response of RL, RC and RLC circuits to step inputs is established. This course also covers the fundamentals of AC circuit analysis starting with the study of sinusoidal steady-state solutions for circuits in the time domain. The complex plane is introduced along with the concepts of complex

exponential functions, phasors, impedances and admittances. Nodal, loop and mesh methods of analysis as well as Thevenin and related theorems are applied to the complex plane. The concept of complex power is developed. The analysis of mutual induction as applied to coupled-coils. Linear, ideal and non-ideal transformers are introduced. Complex frequency analysis is introduced to enable discussion of transfer functions, frequency dependent behavior, Bode plots, resonance phenomenon and simple filter circuits. Two-port network theory is developed and applied to circuits and interconnections.

ENEL 250 ELECTRONICS I

This course focuses on the operation, modeling and analysis of basic electronic components such as diodes, Bipolar Junction Transistors BJT's, Field-Effect Transistors (FET's). Amplifier configurations. Small signal modeling of BJTs and FETs. Analysis of BJTs and FETs amplifier circuits. The design and characteristics of digital inverters. Operational amplifiers: principles and applications. The laboratory experiments associated with this course involve circuit simulations using EDA tools and measurement.

ENMG 300 ELECTROMAGNETICS

The course provides the foundations of Electromagnetics EM fields, static and time varying, and a study of propagation, reflection and transmissions of electromagnetic waves in unbounded regions and in transmission lines. Maxwell's equations, the wave equation, Poynting theorem, boundary conditions and transmission line equations are explained. Modes of EM propagation in homogeneous waveguides such as Transverse Electric and Magnetic TEM, Transverse Electric TE, and Transverse Magnetic TM are discussed. Modern applications of electromagnetics are broad and include electromagnetic phenomena, including wireless and optical communications are introduced.

ENSS 300 SIGNALS & SYSTEMS

This course helps the student develop one of the key abilities of an engineer - system-level thinking. In particular, students will see how the math and physics they have learned in other courses help them understand rather complex systems that occur in engineering (with applications to communication systems, biomedical imaging, control, and robotics). ENPR 300 (Probability and Random Processes) is not required for this course and gives a complementary set of tools needed for advanced material, especially in the areas of communications and signal processing. It's assumed that students have familiarity with lower division physics and circuits since these are the source of many examples as they are introduced to the idea of signal and system analysis and characterization in time and frequency domain. Also to provide foundation of signal and system concepts to areas like communication, control and comprehend applications of signal processing in communication systems.

EECS 300 CONTROL SYSTEMS

This course is intended to introduce students to the concepts and techniques of classical control and to briefly introduce some concepts of modern control and discrete-time. The main goal is to study the concept of time response and frequency response of the system and to teach the basics of stability analysis of the system. Students will become familiar with analytical methods and will be exposed extensively to the use of computers for analysis and design of control systems.

ENPR 300 PROBABILITY AND RANDOM PROCESS

In this course the student is introduced to random variables and stochastic processes. This course provides students in the area of communication theory, computer networks, signal/image processing, control theory, and other related disciplines with a solid background in probability and random processes. Topics covered are probability theory, conditional probability and Bayes theorem, discrete and continuous random variables, distribution and density functions, moments and characteristic functions, functions of one and several random

variables, Gaussian random variables and the central limit theorem, estimation theory, random processes, stationarity and ergodicity, auto correlation, cross-correlation and power spectrum density.

ENCS 300 COMMUNICATION SYSTEMS

This course introduces the fundamentals of basic communication system. The first portion of the class will cover topics in analog communication. Beginning with basic Fourier transform properties, techniques for analog modulation and demodulation will be developed. Various modulation and demodulation techniques used in analog communication, noise handling and multiplexing. Insights to these problems will be uncovered along the way.

ENEL 300 ELECTRONICS II

This is the second course in a three-course sequence in analog and digital electronic circuit analysis and design. Having attained basic knowledge of electronic devices like diodes, transistors, FET's and elementary circuits, this course will enable the students to learn about the use of transistors in analog circuits like power amplifier, multistage amplifier etc. The laboratory experiments associated with this course involve circuit simulations using Spice and measurement.

ENMP 300 MICROPROCESSORS FUNDAMENTALS

Studies of architecture, operation, programming, and application of microprocessor systems. The topics include microprocessor architecture families; assembly language programming; exceptions and interrupts; general-purpose input/output; timer function; memory and address decoding; analog input/output; and serial data communications.

ENDP 350 DIGITAL SIGNAL PROCESSING

This course deals with the digital processing of signals in time and frequency domains. The course covers the following topics: Basic Concepts: Sampling, aliasing, quantization. Digital filers: Difference quotations, impulse and step responses, frequency response, z-plane zeros and poles. FIR filters: Design and analysis, linear phase characteristics, realizations. IIR Filters: Butterworth, Chebyshev, Elliptic, realizations, stability, transient analysis. Complex Filters: FIR, IIR, realizations. State Space Analysis: State space equations, state space parameters. Fourier Analysis: DFT, FFT, DCT, spectrum, spectrograph, cepstrum. Fourier Processing: Block diagram, signal segmentations, overlapping. DSP Implementation: DSP chips, integer and floating point processors, errors, parallel processing. DSP Applications Communications, audio, image.

CECN 400 COMMUNICATION NETWORKS

This course focuses on theory behind the computer networks. It discusses how local area networks, to the wide area networks and global Internet, are built. The use of computers to share information and communicate with one another is explained. The concept of networking layers is fully analyzed and discussed. A computer communication (or network) protocols are explained. Application layer protocols such as Domain Name System, e-mail protocols, and the Hypertext Transfer Protocol are explained. The learning of transport layer protocols, including the Transmission Control Protocol (TCP) and the User Datagram Protocol (UDP). The study of network layer Internet Protocol (IP) and packet routing protocols. A discussion of link layer protocols in addition to voice and video protocols, network security, and cloud computing

CEAP 400 ANTENNAS AND PROPAGATION

Antenna fundamentals, Radiation from a short current dipole, Far field approximation, Radiation pattern, Radiation resistance. Radiation integral approach, dipole and monopole antennas, Image techniques, Antenna arrays, Broadside and end-fire arrays, Pattern multiplication, Pattern synthesis, Binomial and Chebyshev arrays,

Aperture antennas, Fourier transform method, Field equivalence principle, Sky-wave and space-wave propagation, line-of-sight microwave links.

CEDC 400 DIGITAL COMMUNICATIONS

The course provides basic principles of the analysis and design of modern digital communication systems. Topics include baseband transmission, bandpass modulation and demodulation techniques, link budget analysis, optimum receiver design and performance of digital communication systems in the presence of noise.

CEIC 400 INFORMATION THEORY AND CODING

This course covers information theory and coding within the context of modern digital communications applications. We begin with a directed review of probability and digital modulation schemes. We then introduce: Information – Entropy, Information rate, classification of codes, Kraft McMillan inequality, Source coding theorem, Shannon-Fano coding, Huffman coding, Extended Huffman coding - Joint and conditional entropies, Mutual information - Discrete memoryless channels – BSC, BEC – Channel capacity, Shannon limit.

ENPR 401/402 GRADUATION PROJECT

ENPR 401/402 Graduation Project is a two-semester design course oriented to the solution of engineering problems. The mission is to enhance engineering education through a graduation project experience that integrates engineering theory, principles and processes within a collaborative environment. Working in multidisciplinary teams and following an engineering design process, students will assess customer needs and engineering specifications, evaluate concepts, resolve major technical hurdles, and employ rigorous engineering principles to design a prototype which is fully tested and documented. The process for the team assignments/formation will combine the interests and a balance of the team academic performance. Each team will have 3-4 members. Hence, it starts by filling a standard form and indicating the student's project preferences. This should be done by the end of week 1. The results and the formation of the teams will be announced by the middle of week 2.

ENES 400 EMBEDDED SYSTEMS

The purpose of this course is to expose students to both the fundamentals of hardware and firmware design of a digital embedded system. It focuses on the boundary between hardware and software operations. Students will learn about a computer system from various abstraction levels from the digital logic gates to software applications. Topics include - Fundamental design techniques & concepts of embedded systems, architecture and programming of embedded processors, basic services provided by real-time operating system ("RTOS") kernels, design and development of code and application software, interfacing, device drivers and input/output devices, applications of embedded systems in consumer electronics, automotive, aerospace, mobile, digital control and other real time systems. Thus this course will provide a solid foundation in computer systems architecture. Depending on the interests of the students, other topics may be covered.

CEOC 400 OPTICAL COMMUNICATIONS

This course has been designed to demonstrate the elements that drive the growth in optical communication systems. Students thus begin with a foundation and working principles of modern photonics concepts/terminology, major opto-electronic devices/components, optical fiber wave guiding, fiber transmission characteristics, optical communication systems, and device measurement/handling. Detailed coverage of important optical fiber and free space networks for future communication applications and the integration of both the facilitating technologies and the networks that result, are being considered. Specialist knowledge of the strategies and techniques involved in the design and implementation of optical communication systems is also being aimed at through this course.

CESC 400 SATELLITE COMMUNICATIONS

The course is intended to lay the foundations for more advanced studies in satellite communication systems. It examines satellite communication with emphasis on current satellite systems and their link budgets. Topic will include overview of satellite services, orbital mechanics, transmission losses, the link budget power equation, system noise, carrier to noise ratio, the combined uplink and downlink C/N, possible modes of interference, interference between the different satellite circuits, satellite access techniques.

CEWC 400 WIRELESS COMMUNICATIONS

This course introduces the fundamentals of communications in the wireless domain and provides an overview of current and emerging wireless communications networks. Fundamental techniques in design and operation of the first, second, and third generation of wireless cellular networks are looked into, including medium access techniques, error control techniques, radio propagation models, power control, handoff, common air protocols (AMPS, IS-95, IS-136, GSM, GPRS, EDGE, WCDMA, UMTS, HSPA, LTE etc.), radio resource and network management. Future wireless networks, mobile SDN WLAN, WiMAX, wireless local area networks (IEEE 802.11), wireless sensor networks for the Smart Grid and Bluetooth LANs, and Ad hock Sensor Networks are discussed if time permits. Students also become familiar with antennas and propagation, spread spectrum, error control and coding through the course.

ENAI 400 AUDIO AND IMAGE PROCESSING

This course deals with the digital processing of audio and image signals in time and frequency domains. The course covers the following topics:

- Audio Concepts: audio transducers, analogue and digital audio signals, oversampling techniques, storage media
- Audio Analysis: time and frequency domain, spectrograph
- Audio Filtering: noise enhancement, special audio effects, echo, reverberation
- Image Concepts: capturing devices, output devices, display systems, printers
- Image Representation: spatial domain analysis, RGB, CMYK and Ycbcr, frequency domain analysis, 2D FFT and DCT
- Image Interpolation: bilinear, bicubic, image assessment techniques
- 2D Filtering: FIR filters, smoothing and sharpening filters, edge detectors, median filters
- Image Enhancement: Brightness and contrast improvement, color adjustment, noise smoothing
- Image Restoration: image degradation, additive and multiplicative noise, Wiener filters, blurring, inverse filtering
- Image Segmentations: point and line algorithms, thresholding, growing techniques
- Image watermarking: robust and fragile watermarking, transform domain techniques

Full Time Faculty

A

Abdelbaky, Mahmoud, PhD, Southern Illionois University, USA, 2006; Assistant Professor in Economics & Statistics

Ahmed, Najlaa, PhD, University of Calgary; Assistant Professor in Management & Accounting

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

Alalawin, Abdallah, PhD, University of Salento, Italy, 2012; Assistant Professor in Supply Chain & Logistics Management

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

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

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