

# Undergraduate Catalog



**2018-2019**

# *University of Dubai*

## *Local Roots, Global Reach*

الإمارات في عيوننا... دبي في عيوننا  
ونحن في قلب دبي

*UAE is in our eyes... Dubai is in our eyes*  
*And we are in the heart of Dubai*



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## President's Message

On behalf of the University of Dubai, I would like to welcome you to the new 2018-19 edition of the undergraduate student catalog.

As you all know, the University of Dubai (UD) was established in 1997 by Dubai Chamber of Commerce & Industry (DCCI). The main idea behind this was to establish an academic institution that will serve the business community in delivering 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 addition, UD third college, 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 2018-19

**Dr. Eesa M. Bastaki**  
**President, University of Dubai**

## 1. Undergraduate Academic Calendar 2018-2019

Fall Semester 2018-2019			
Month3	From	To	Event
August	Saturday, 25 August, 2018	Thursday, 30 August, 2018	"First day of classes, late registration -
September	Saturday, 8 September, 2018	Thursday, 13 September, 2018	11 Sep Al-Hijra (Islamic New Year)
October	Saturday, 6 October, 2018	Thursday, 11 October, 2018	Midterms
	Saturday, 13 October, 2018	Thursday, 18 October, 2018	Midterms
	Saturday, 20 October, 2018	Thursday, 25 October, 2018	Oct 25th deadline to withdraw from a course without a grade penalty 5pm (no refund)
November	Saturday, 3 November, 2018	Thursday, 8 November, 2018	Advising and early registration for Spring Semester 2019 begins
	Saturday, 17 November, 2018	Thursday, 22 November, 2018	19 Nov Prophet Mohammed's Birthday *
December	Saturday, 1 December, 2018	Thursday, 6 December, 2018	"Final exams 2 & 3 Dec UAE National Day"
	Saturday, 8 December, 2018	Thursday, 13 December, 2018	Final exams
	Saturday, 15 December, 2018	Thursday, 20 December, 2018	Winter Break Week 1
	Saturday, 22 December, 2018	Thursday, 27 December, 2018	Winter Break Week 2
	Saturday, 29 December, 2018	Thursday, 3 January, 2019	Winter Break Week 3
Spring Semester 2018-2019			
January	Saturday, 5 January, 2019	Thursday, 10 January, 2019	First day of classes, late registration (late fee applies) add/drop week till 11 Jan end at 5pm
	Saturday, 16 February, 2019	Thursday, 21 February, 2019	Midterms
February	Saturday, 23 February, 2019	Thursday, 28 February, 2019	Midterms
	Saturday, 23 March, 2019	Thursday, 28 March, 2019	Spring break w1
April	Saturday, 30 March, 2019	Thursday, 4 April, 2019	Spring break w2
May	Saturday, 11 May, 2019	Thursday, 16 May, 2019	Final exams
	Saturday, 18 May, 2019	Thursday, 23 May, 2019	Final exams
Summer 1 2019			
May	Saturday, 25 May, 2019	Thursday, 30 May, 2019	"First day of classes, late registration -
June	Saturday, 15 June, 2019	Thursday, 20 June, 2019	Midterms - Lectures run as scheduled
	Saturday, 22 June, 2019	Thursday, 27 June, 2019	June 24th deadline to withdraw from a course without a grade penalty 5pm (no refund)
June	Saturday, 6 July, 2019	Thursday, 11 July, 2019	Final exams
Summer 2 2019			
July	Saturday, 13 July, 2019	Thursday, 18 July, 2019	"First day of classes, late registration -
July	Saturday, 27 July, 2019	Thursday, 1 August, 2019	Midterms - Lectures run as scheduled
August	Saturday, 3 August, 2019	Thursday, 8 August, 2019	"Aug 5th deadline to withdraw from a course without a grade penalty 5pm (no refund)
August	Saturday, 17 August, 2019	Thursday, 22 August, 2019	Final exams

## 2. 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.

## 3. UD Vision Mission and Goals

### 3A. Vision Statement

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

**Strategic Vision:** UD to be ranked among top 100 universities before 2035 and Dubai Business School to be ranked among the top 100 business schools worldwide by 2025.

### 3B. Mission Statement

Realizing our vision will require us 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 **pure** and **applied research** focused mainly on the economic development of Middle East & Africa (MEA) Region.

### 3C. Strategic Goals

The main development strategy of UD to achieve its mission over the plan period is to concentrate on the following ten priority areas/goals for which it will pursue a coordinated set of actions for their achievement. The ten priority areas are a direct response to the key current challenges identified earlier and in anticipation of future challenges and opportunities. The strategy involves carefully planned and monitored sets of investments in key activities with the highest likelihood of generating the outcomes anticipated, as well as well-orchestrated campaigns to encourage attitudinal changes among different stakeholders. The strategic goals are to:

1. Enhance **pedagogy** focused towards active learning that is relevant and impactful
2. Enhance **basic, applied research** addressing economic issues.
3. Engage in consultancy services.
4. Expand **community & Industry** relationships.
5. Expand **international collaboration** with prominent / accredited universities for ensuring Internationalization, diversity and sustainability
6. Attract distinguished international faculty and high caliber staff
7. Introduce **blended education system** in academic programs and online system for CED.
8. Expand Resources to match the planned growth.
9. **Energize** the center for Entrepreneurship and Innovation to promote a culture of innovation creativity and **entrepreneurship**
10. UD to merge with other academic institutions in Dubai (e.g., BUID).

These ten areas encompass fundamental elements such as: leadership/alignment, climate/context, operations, human resources, data management /measurement, marketing, recruitment & communications, and standards for teaching and learning, all of which are required to enhance accountability and transparency at UD.

## 4. National and International Accreditations

UAE Ministry of Education (MOE)

University of Dubai located in Dubai Academic City is officially relicensed from October 10th 2013 by the Commission for Academic Accreditation (CAA), Ministry of Education (MOE) to award all UD programs.

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).

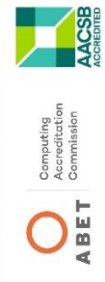
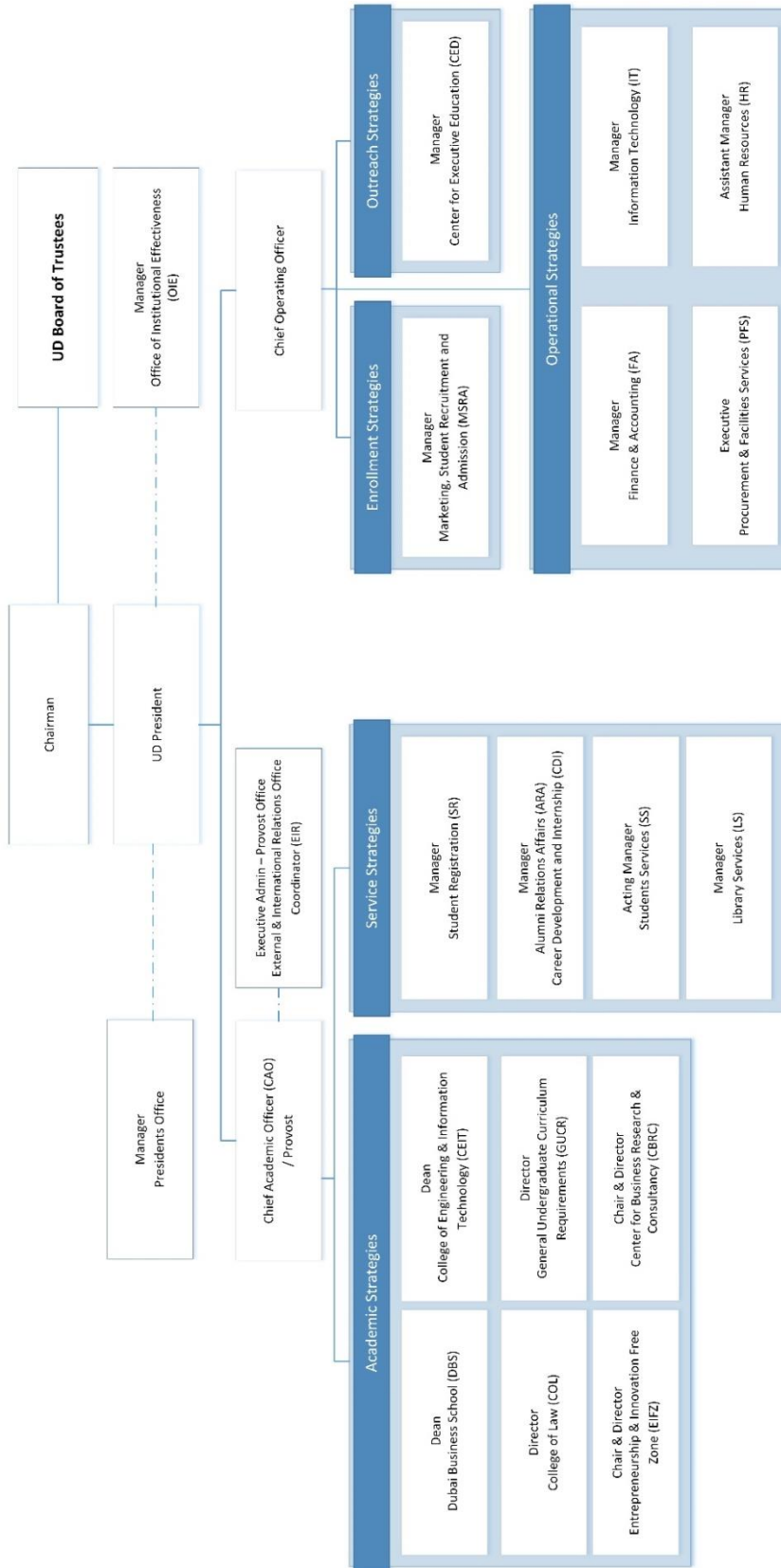
CAC-ABET Accreditation, USA

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](http://www.abet.org)).

## 5. Organization Chart/Structure

University of Dubai Organization Chart/Structure is as shown below:

### UD Organization Structure



## 5A. Institutional Governance

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

The President of UD is appointed by the UD's BOT 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.

## 5B. University of Dubai Board of Trustees Members

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

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

**Mr. 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.

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

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

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

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

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

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

5C. Emeriti

**Prof. Ananth Rao**, Emeritus Professor-Finance

## 6. Institutional Resources & Physical Setting -A Brief Description

### 6A. Library and its Resources

The library is located on the 2<sup>nd</sup> floor of the main University building. The total space of library is 507 square meters. The seating capacity is 272 in addition to 7 carrels along with 7 study cubicles for group studies and discussions.

The library remains open from 8:30 AM to 10:30 PM and online databases can be accessed 24/7 remotely.

The basis for determining collection parameters of the Library, four collection levels are established; Basic, Core, Undergraduate, Graduate and Research Level. The UD Library intends to cover the four levels to meet the needs of the academic programs and research. More electronic databases and books of relevant subject areas along with the printed books will be added to enhance the library collection. Decisions on new acquisitions are taken by faculty members, but the librarian circulates trials of new databases and new catalogues for new materials. Students and faculty have access to electronic resources of the library from off-campus locations. Library holding of printed serials (hard-copy) are decreasing since e-journals are replacing these. These journals have perpetual access with lifelong ownership. UD library has perpetual access of 175 Emerald journals since 2010 which cover all related concentrations of business, information systems and general education. The total number of books reached to **22,275 books in 2016-2017** which shows an increase in the number of books from last year.

The library holdings from 2012-13 to 2014-17 are shown in the below tables.

**A Table showing College wise Library Holdings – A Summary**

Library Holdings	printed + e- books	IT/IS Journals (Printed)	Serials (Print/Online)	CD- ROMs/Video/ Audio cassettes	World Bank Publications
A. CEIT-related	8129	14	4200	865	638 (online)
B. Business-related	8533	4	10294		
C. Law related	620	-			
D.English, Gen. Education, Reference, Miscellaneous	4983	2			
Total:	22,275	20			

Source: Library and Learning Resource Center

**Other Resources Library Holdings**

Online subscription for Business databases

- |                                      |                      |                          |
|--------------------------------------|----------------------|--------------------------|
| 1-AIS;                               | 6-Emerald            | 12-Eikon                 |
| 2-ProQuest ABI;                      | 7-LexisNexis         | 13-World Bank e-library  |
| 3-ProQuest Dissertations &<br>Theses | 8-Westlaw Gulf       | 14-Islamic Finance News  |
| 4-EBSCO                              | 9-Kluwer Arbitration | 15- IGI e-books          |
| 5-JSTOR                              | 10-Springer link     | 16- ACM                  |
|                                      | 11-IEEE-Xplore       | 17- Scopus Journal Index |

**Library Services**

- **Circulation**

The borrowing policy ensures library resources are available to all patrons. Faculty members are allowed to check out items for 60 days, with 10 items at a time. Students and staff are given 25 days’ check-out with 4 items at a time.

- **Reference Services**

An active reference service is available to answer queries concerning the patron’s need of the library, and its services. The librarian assists patrons and researchers in using the electronic resources and in information retrieval. Reference librarian is available to assist all patron’s research works.

- **Digital Library Access Services**

The Library provides access to thousands of e-journals with indexes, abstracts and full text through EBSCO, ProQuest ABI/INFORM & ProQuest Dissertations and Theses. UD has unlimited access rights to these databases and are accessible at both on and off campus. A number of other databases are also available such as Emerald, Association of Information Systems (AIS), IMF e-library, EIKON, Springer link, World Bank, LexisNexis, Kluwer Arbitration, Islamic Finance News, etc. Library is considering subscription of more databases such as in the coming years.

- **Online Public Access Catalog**

Destiny Library Manager, USA (Follett Software) is being used at the library. This system provides powerful and user-friendly searching interface for all library holdings (printed and electronic). The Destiny integrates, centralizes cataloguing, circulation, searching and



reporting functions. It is a web-based browser which support federated search function and material can be searched by author, title, subject, keywords and series.

- **Current Awareness**

Formal and informal instructional facilities are provided to all patrons. All new students are given instructions on the use of library services and resources during the orientation week. Informal instructions are provided on a regular basis through library brochures at the circulation desk.

- **Photocopying Services**

A self-service operated machine is available for copying library materials. The library circulation desk can add the balance to students' account when needed. Copyright laws are strictly observed while making photocopies of the material. Two multiple use (printer, photocopier & scanner) machines are also available for students' use.

- **Inter-Library Loan**

The library has arrangements to provide journal articles, reports, and other documents from regional libraries. This service supports the research activities at University of Dubai and keeps the library fill the gap of the library collection. UD is also a member of network of 22 academic and research libraries in the UAE and share onsite library and reciprocal borrowing through the network. UD has joined ANKABUT, whereby has access to many international repositories of universities outside United Arab Emirates. Almost has increased access to information resources by 40% of the researchers' needs.

**Audio visual.**

- **Open Learning Resources Center**

The Center is equipped with 38 latest laptops and provides free access of the library resources to all patrons. All laptops are equipped with Internet, wireless LAN, and web browsers (more than 3) with connection to network printers all over the University of Dubai.

- **Research Assistance**

Library recently has started assisting students in their research works. It has initiated on its webpage an information skills' corner that consists of three types of manual of styles which help students to cite sources, annotations and arranging other bibliographic information. Most common manual of styles is Chicago Manual of Style, American Psychological Association (APA) and Harvard Manual of Style.

- **Audio Visual**

All cubicles are equipped with 40 inch screens for interactive learning and audiovisual presentation. Bring your own device (BYOD) policy is used in those cubicles and students or faculty are using their own laptops to use. All international peer reviewed publications of the faculty are made publicly available for students.

- **Library Hours**

Students have access to the library from 8:30 AM to 10:30 PM for physical visitors. It remains available online for 24/7 to access databases, library catalogues and electronic resources. Library staff are available during the entire work day (and well into the evening) for assistance to information search and retrieval. They can also be contacted by phone or email through the University website.

## 6B. Information Technology (IT) based resources

The IT department offer adequate and up-to-date technology in all the classrooms, laboratories, and library for their use by its faculty, staff and students to ensure that the University meets all the needs and requirements of the program offerings, as well as, meet the university's programmatic needs which include, but not limited to, learning, teaching, and research. IT based facilities provided are as listed below:

- An instructional computer in every classroom, and in the laboratory
- Student Computers in laboratories on a ratio of 1:1
- All applications required for the proper teaching of the courses taken in classrooms and laboratories
- Campus-wide Internet connectivity
- Moodle (Course Management System)  
<https://udmoodle.ud.ac.ae/>
- CAMS (Student Information System)  
<https://cams.ud.ac.ae/faculty/login.asp>  
<https://cams.ud.ac.ae/student/login.asp>

IT Department updates UD equipment and software regularly and resolves as quickly as possible any problems that develop which may hinder the network operation, individual faculty and staff workstations, or computer labs.

### 1. Faculty and staff at UD have the following IT infrastructure and services:

- Dedicated desktop machine with flat screen monitor
- Laptops are provided upon request from the IT Services
- Logon accounts are created for each staff/faculty member as per the UD policies
- Each college has a centralized laser-printer server located within the colleges and few faculty members have individual printers.
- University resources Application (UDSIS, UDLIBRARY, UDMAIL, UDMOODLE and CAMS) can be accessed from remote locations through the UD website.
- Internet access
- UD licensed software is installed on all the faculty/staff computers.
- IT services provides laptops that are essentially used for presentation purposes to staff and faculty.

### 2. UD students have the following IT infrastructure and services:

- Each student has his/her own student logon account as well as email address.
- UD campus has 10 labs which are available for the students from Sunday to Thursday from 8:30AM – 10:00PM and on Saturday from 10:00AM – 10:00PM.
- Labs are also available during the weekends with an approval from the IT Services team.
- Library computers can be used at any time during the library's working hours.
- Internet access is available 24/7.
- Each student has a user roaming profile which helps the student in accessing his or her folder from any workstations in UD
- Each lab is equipped with a laser printer.
- UD standard licensed software is installed in all the labs.

### 3. UD classrooms have the following IT infrastructure and services:

- Each classroom has PC, LCD Monitor and Speaker
- Each lab is equipped with one or more of finger print machine for student's attendance
- UD standard licensed software is installed in all classrooms

4. Workstations/Servers:

Following Table shows a List of Workstations/Servers

No.		Workstations/Servers	
1.	Domain Controller	10.	Windows Server Update Service
2.	Students Information System	11.	Library Server Resource
3.	Kaspersky Antivirus	12.	Fingers Print Server Controller
4.	Files share with Symantec Backup Server	13.	Printers Servers Controller
5.	Helpdesk Spice work System	14.	Password Manager AD Self
6.	Accenting System Great Plains	15.	NAS Storage System
7.	Web Proxy	16.	Backup Tape System
8.	Moodle Learning Management System	17.	UPS System
9.	Telephone Log System		

5. Network Infrastructure

The IT Department ensures that a reliable network is in place enabling all members of the institution's community to use IT and to access information/resources. The University is equipped with fiber optical cables and is covered with wireless connection which allows students to access internet from the 2<sup>nd</sup> floor and library. In the library it has 26 wired and in the 2<sup>nd</sup> floor and 4<sup>th</sup> floor students can use wireless connection. The 6<sup>th</sup> floor is connected by core switch to each floor and then through each floor it is connected by a cable network.

6. IT Support Services :

The IT support services include delivering technical services, solutions, practices and guidelines for the UD community. The IT service monitors daily operations of UD network and all PCs and labs used by faculty, staff and students. The IT Services department constantly plan ways to improve the technology available, increase efficiency and reduce downtime. The procedures followed for handling helpdesk requests, website maintenance, and creating e-mail accounts are described below:

- *Providing user support through Helpdesk*
- *Maintaining and Updating Website*
- *Creating E-Mail Accounts*
- *Developing IT Solutions*

IT Department is well equipped to provide IT Solutions to its users who intend to customize and develop solutions using the existing and internally developed/customized IT solutions as summarized in the Table below. These solutions employ the usage of appropriate "database" structures that support the design of customized user-friendly interfaces.

A list of databases employed in offering IT Solutions – A summary listing

S. No.	System	Database
1.	Student Information System (SIS): Admission; Registration; Class Schedule; Classroom Booking; Student Advising; Online Registration System	Oracle DB 10g
2.	UD Survey System	MYSQL DB 5
3.	Paper Cut System: paper quota for student	
4.	Moodle System: learning management system	SQL 2008
5.	SugarCRM: customer relationship management for marketing and recruiting	SQL
6.	Spicework: helpdesk system	SQL 2008
7.	Fingerprint System	SQL 2005
8.	Financial Management (Great Plains)	SQL 2005

7. Hardware Maintenance & Upgrades

The IT Services department ensures that appropriate measures are taken to maintain and upgrade all existing hardware in line with current technologies. The following describes UD strategy:

- A life cycle of five years is expected for all PC depending on their usage; therefore, in general, third of the existing PCs within the college are expected to be upgraded or replaced depending on request.
- Servers, LAN, and Internet related equipment are examined yearly and upgrades' needs are determined.
- Peripherals such as printers, scanners, projectors, etc. may have a life cycle of more than three years depending on their usage. Such equipment's are examined yearly and their replacement is determined.

8. Shared network drives

In order to safeguard the data; all the files have to be stored only in the shared folders to help in the back up procedure and prevent from any loss of data, as mentioned below:

- Student Folders (S: Drive): Files stored in this drive will be accessible only for students and faculty to that particular department thus providing the flexibility for the users to share the information.
- General Folders (G: Drive): Each department is assigned a folder that is accessible to them only. This helps in centralized the data in one place.
- Public Folders (P: Drive): accessible by all faculty and staff; share information about the different events, activities and other work related documentation.
- Home Folders (H: Drive): Each faculty and staff are assigned a folder to store their files so that it will be easier to access them if shift from one place to another.

9. Back-up Policy

IT Department has a Detailed Schedule of Back-up Policy. The Backup plan is to perform backups on a daily, weekly, monthly and yearly basis with combination of full and differential backups based on File types as summarized in the table below:

**Table showing a summary of the IT Dept. Back-up Schedule**

File Type	Daily	Weekly	Monthly	Yearly
Shared Folders (Department, Public & Home)	✓	✓	✓	✓
SQL	✓	✓	✓	✓
System State			✓	
Oracle DB	✓	✓	✓	✓
MOODLE DB & data	✓	✓	✓	✓
Applications	✓	✓	✓	✓

**Table showing IT Scheduled Timings for Backups**

Backup Type	Start Time
Daily – Differential	23:00
Weekly – Full	10:00
Monthly – Full	23:00
Yearly – Full	23:00

Tape Rotation is scheduled as below.

**Table: Daily Differential Backup**

Week	Day					Overwrite protection
1	Sun	Mon	Tue	Wed	Thu	26 days
Wk2	Sun	Mon	Tue	Wed	Thu	26 days
Wk3	Sun	Mon	Tue	Wed	Thu	26 days
Wk4	Sun	Mon	Tue	Wed	Thu	26 days
Wk5	Sun	Mon	Tue	Wed	Thu	26 days

**Table: Weekly Full Backup**

Week	Day	Overwrite Protection
Wk1	Friday	26 days
Wk2	Friday	26 days
Wk3	Friday	26 days
Wk4	Friday	26 days
Wk5	Friday	26 days

**Table: Monthly Full Backup**

Month	Overwrite Protection
Jan	52 days
Feb	52 days
Mar	Quarter 1 - 360 days
Apr	52 days
May	52 days
Jun	Quarter 2 - 360 days
Jul	52 days
Aug	52 days
Sep	Quarter 2 - 360 days
Oct	52 days
Nov	52 days
Dec	Year End Backup - Preserved

Note: All the tapes are stored in a fire-resistant safe at Dubai Chamber building.

10. Assessing Needs

A yearly assessment of IT needs is conducted by the IT Committee which meets during the last week of May to assess UD's needs (purchases, upgrades, replacement and maintenance) in terms of new IT hardware and software. The IT Committee requests from the various UD functional units to submit their IT needs.

**Table: Server Inventory- HP Servers**

HP Servers				
#	Server Model	RAM (GB)	HDD (GB)	CPU
1	HP ProLiant DL380 Gen5	4096	146	Intel(R) Xeon(R) CPU E5420 @ 2.50GHz
2	HP ProLiant DL380 Gen5	6144	146	Intel(R) Xeon(R) CPU E5335 @ 2.00GHz
3	HP ProLiant DL380 Gen6	8192	730	Intel(R) Xeon(R) CPU E5530 @ 2.40GHz
4	HP ProLiant DL380p Gen8	32768	600	Intel(R) Xeon(R) CPU E5-2620 0 @ 2.00GHz
5	HP ProLiant DL380p Gen8	32768	600	Intel(R) Xeon(R) CPU E5-2620 0 @ 2.00GHz
6	HP ProLiant DL380p Gen8	32768	600	Intel(R) Xeon(R) CPU E5-2620 0 @ 2.00GHz
7	HP ProLiant DL380 Gen9	32768	1500	Intel(R) Xeon(R) CPU E5-2620 v3 @ 2.40GHz
8	HPE StoreEasy 1650 E Strg	8192	8000	Intel(R) Xeon(R) CPU E5-2609 v3 @ 1.90GHz

**Table showing Server Inventory- IBM Flex Server**

IBM Flex Server (Private Cloud Virtual Infrastructure)				
#	Server / Device Model	RAM (GB)	HDD (GB)	CPU
1	IBM Flex Enterprise Chasis			
2	IBM Flex Manager		1000	
3	IBM Flex System x240 Compute Node	131072	300	Intel(R) Xeon(R) CPU E5-2660 0 @ 2.20GHz
4	IBM Flex System x240 Compute Node	131072	300	Intel(R) Xeon(R) CPU E5-2660 0 @ 2.20GHz
5	IBM Flex System x240 Compute Node	131072	300	Intel(R) Xeon(R) CPU E5-2660 0 @ 2.20GHz
6	IBM Flex System V7000 Storage Node		7000	

**Table showing Applications Inventory**

S. No.	Application	Description	Usage		Faculty	Staff	Students
			Teaching	Research			
1	Microsoft Office 365 & Pro Plus	Productivity suit	√	√	√	√	√
2	Google Apps	Productivity suit	√	√	√	√	√
3	SPSS	Data and statistical analysis application	√	√	√		√
4	Stata	Data and statistical analysis application	√	√	√		√
5	SmartPLS	Structural equation modeling application	√	√	√		√
6	Adobe DreamWeaver	Web development application	√	√	√		√
7	Adobe Acrobat Reader	PDF reader	√	√	√		√
8	Adobe Digital Editions	e-Book reader	√	√	√		√
9	7Zip	File compression utility	√	√	√	√	√
10	Java with Netbeans	Programing language and development kit	√	√	√		√
11	PSPad	Text editor	√	√	√	√	√
12	NotePad ++	Text editor	√	√	√	√	√
13	PSPP	Data and statistical analysis application	√	√	√		√
14	VenSIM	Simulation application	√	√	√		√
15	Brackets	Text editor	√	√	√		√
16	PDFfill	PDF creator and editing utility	√	√	√	√	√
17	MatLab	Mathematical computing software	√	√	√		√
18	EViews	Data and statistical analysis application	√	√	√		√
19	Adobe	Productivity suit	√	√	√	√	√

S. No.	Application	Description	Usage		Faculty	Staff	Students
			Teaching	Research			
	Productivity Suit						
21	Sophos EndPoint Protection	Security	√	√	√	√	√

### 11. Office Hours

For all IT related problems and requirements IT helpdesk can be contacted by users on +97145566888 or email [helpdesk@ud.ac.ae](mailto:helpdesk@ud.ac.ae) between 8:30AM to 10:00PM Saturday to Thursday. Besides, helpdesk is available during all scheduled classes for needed support.

The IT department created 'How-To' guides and manuals, as well as video tutorials for the various technologies and services that are provided by the department. These resources are available on the University's website, and internal document repositories for open access. The department also provides training to faculty, staff, and students on these various technologies and services periodically and on request.

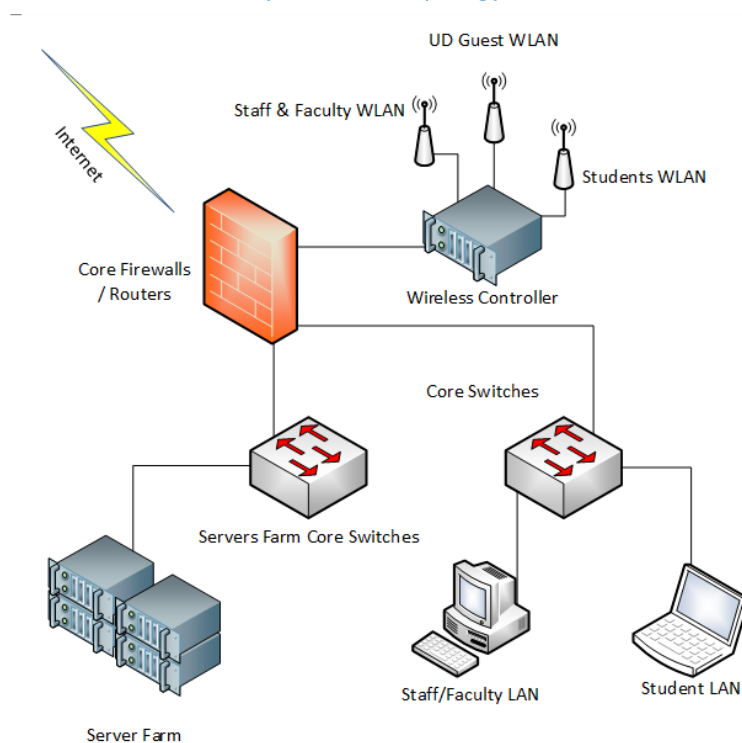
The University has various platforms such as Moodle and CAMS, which both have email, chat, and announcement features that enable efficient communication between the University, students, and faculty. Both faculty and students also use these platforms for communication and course materials sharing. The University has also made available to all staff, faculty, and students other communications platforms such as Skype for business and Google Hangouts.

- Moodle (Course Management System)
- CAMS (Student Information System)

UD's network topology is designed to offer as much reliability as possible. Each core network device (firewall and switches) has a primary and secondary device, which means in the event of a failure there is always a spare to continue functioning. The network itself is divided into multiple subnets that are independent of each other, and do not allow communication between them to mitigate unauthorized access of data and resources.

Below is a summary network topology for the University:

Summary Network Topology for UD



Level of IT network Reliability: Provided below are few excerpts on the network reliability as an example:

- The student computers on the students wired LAN (i.e. library and lab computers) can only connect to the student network and cannot access data and resources on the staff/faculty network, and vice-versa.
- Staff/faculty connected to the staff/faculty wired network can only connect to this network and only access data and resources on this network. They cannot access data and resources on the student networks.
- Users connected to the student WLAN cannot access any wired network, both student and staff/faculty.
- Users connected to the Guest WLAN cannot connect to any network or access any data or resource. These users only have access to the internet.

**Table showing the Audit Maintenance of the IT Network**

<b>Category</b>	<b>Tasks</b>
Operational Support	Perform monitoring, maintenance, backup, log analysis, and recovery testing for servers and applications. Provide troubleshooting, operations, maintenance, administration, application, network, migration, and database support.
Software Maintenance and Upgrades	Provide software development and maintenance services for custom computer system solutions using the full system development life cycle (SDLC).
Infrastructure Management Services (IMS)	Manage the entire applications infrastructure capability for the environments described above.
Configuration Management	Conduct configuration management for the applications infrastructure capability including server, operating system and vendor inventories, patching and upgrade services, and software migration services.
Network/ Hardware Support	Provide hardware technical support for servers responsible for monitoring performance of installed applications and servers. Administer vendor changes/patches and conduct performance tuning.
Help Desk/ IT Support	Operate help-desks and provide training for applications and network support operations, and receive requests for services. The IT infrastructure help-desk also provides "last tier" support to the separate applications help-desks to resolve network and interconnectivity problems.
Resource Management	Manage the network infrastructure resources, and asset/software resources.
Backup and Recovery Management	Implement and manage backup/archive strategies for systems and servers. Perform backup, storage, and disaster recovery functions.
Installation, Configuration, and Tuning	Provide installation, configuration, and tuning services. DBA's, network specialists, and Linux and Windows server administrators monitor system performance and coordinate tuning and performance solutions.
Electronic Software Licensing Services	Provide support to manage assets, licenses, maintenance agreements, production migrations, patch management, software/hardware vendor upgrades.
System Management	Track computer systems and services, perform migration and change management services, ensure audit compliance, coordinate releases, and monitor post-deployment performance, changes, and relationships with system sponsors



Category	Tasks
	and end users.
IT Training	Conduct training for a full suite of IT applications.
IT O&M Planning	Perform capacity-planning analysis, and make new server recommendations, configuration change recommendations, and financial recommendations for hardware/software acquisitions.
Transformation Services	Support the IT cultural transformation needed to evolve in-house and support transformation services with respect to IT trends.
Continual Service Improvement	Work with system sponsors, government personnel, end users, development and support teams, and other contractors to monitor, support, and continually improve technical and relationship services to partners.
IT Infrastructure Optimization	Analyzed and implemented virtualization techniques to reduce server inventories, heat production, air conditioning requirements, and rack space needs by eliminating the requirement for physical servers unless absolutely necessary. Active participant in a Data Center Consolidation Initiative producing analysis and metrics and submitting reports to the department as coordinated with government personnel.

Other Maintenance and reliability assurance tasks include

- Server and storage infrastructure
- Desktop infrastructure
- Network equipment
- Backup and security systems
- Patch management
- Log file review and corrective action
- Security vulnerability testing
- Anti-Virus and Anti-Spam management
- Active directory account review
- Archiving and data file management
- Routine backup verification and test restores
- Threshold trending and management – CPU, RAM, disk, network bandwidth
- Application interoperability and alerts
- Asset management tasks
- Custom maintenance tasks developed to meet unique requirements.

Note that many maintenance tasks are performed in “real-time”. That is, we use our monitoring and IT Management Systems to automatically raise alerts based on pre-defined thresholds or known error conditions, which are then actioned by our network maintenance team as they happen.

As documented in UD Policies & Procedures # LR 7.1, the University currently has a policy of replacing student and faculty computers at a maximum device age of 5 years. Devices are also upgraded at any point within the 5 years whenever there is a requirement for an upgrade due to growing demands. However, some devices are replaced before the 5 years with newer, higher specification devices depending on the requirements at the time

The University currently has anti-virus applications on all computers which have features that mitigate all known security threats at this point in time (such as malware, crypto ware, Trojans, etc.). UD’s ID employs firewalls on the perimeter of our network that secure our network from outside threats. These devices also segregate the internal network into different sub-networks, which allows us to restrict user access to networks that they are authorized to access. For example, students are not able to access staff and faculty subnetworks whether they are connected to the University network using wireless or through the University’s student computers.

Security protocols are also in place to secure the computers and other hardware as well, in order to prevent data loss and protect the integrity and confidentiality of user and administrative data. One such protocols are the blockage of the use of USB drives on student computers.

UD plans also to have an internal network firewall, antivirus controller, and security operations center controller to provide advanced insight into our security infrastructure as well as enhance our internal security.

The University currently has an in-house developed application (FQIS) for managing faculty data such as research, publications, scheduled teaching, etc. The University also employs applications such as Moodle for course management, and CAMS for the management of student information. Moodle provides a platform where faculty can monitor the courses they teach, as well as share course resources, conduct assessments, and communicate with their students. CAMS, on the other hand, are a platform where students can track their whole information. This includes course audits, grades, finances, announcements and communications, course registrations, etc. There also is a course file management system created through the utilization of the folder management feature of the Windows Server to provide secure and private course file storage for all faculty.

The University has also made available applications such as Tableau, to relevant departments, for the mining and analysis of the University data and reporting.

### 6C Physical facilities

UD new campus in Dubai Academic city is working from November 2015. The space is rented by the Dubai Chamber of Commerce and Industry (DCCI). UD new campus include three buildings: The main center, Dubai Business School and College of Engineering and IT. Currently, DBS include office of both GUCR and College of Law faculty members.

The UD's new campus has insured for all its colleges suffice state of the art infra-structure and physical resources. There are 28 classrooms, which collectively can accommodate up to 1212 students at any given time. The capacity of the classrooms vary between 15 and 40 students. These rooms are very adequate to run the LLM lectures taking into account that the average number of students in any class is normally about 10 students. Thus, we have a surplus of teaching facilities. See Table below for more details on University Physical Teaching Spaces.

**Table showing University Physical Teaching Spaces**

<b>Class Type</b>	<b>Number</b>	<b>Capacity (Seats)</b>
Classroom	28	851
Computer Lab	9	176
Meeting Room	1	15
Network Lab	1	20
Physics Lab	2	40
Seminar room	7	60
Small Auditorium	1	50
<b>Grand Total</b>	<b>49</b>	<b>1212</b>

UD has a spacious Campus employing modern/state-of the art technology based Green Buildings wherein adequate parking areas in front of every UD building. Currently, UD is developing a solar powered parking area in front of UD main center.

The UD campus also hosts both male and female students with facilities available to accommodate the students' needs including the availability of (i)Majlis area as private resting room for female students (ii) parking areas in front of each building to accommodate persons of special

needs/disabilities as well (iii)spacious elevators to ease their movement across campus and (iv) a number of Emirates Civil Defense Academy trained UD staff to deal with emergencies/a crisis such as Fire (i.e., on the safety of UD community) with Evacuation plans posted at several locations of UD.

## 6D Laboratory Learning Resources

The University has 10 labs, all equipped with computers that have all the applications required for the proper learning and teaching. The computers also have enough resources to run all required programs used for teaching and learning in the University. Below is a breakdown of all the labs with the number of computers in each lab, their models, and specifications.

**Table showing List of Laboratories**

S No.	LAB Name	PC/LAP Model	Device No's	Specification	LAB Location
1	Open Computer LAB	HP DX2200	24	Intel Pentium 4 516 Processor (2.93-GHz, 1-MB L2 cache, 533-MHz FSB), 4GB PC2-5300 DDR2 SDRAM (667-MHz) Non-ECC – Double channel, 250-GB Serial ATA 3.0-Gb/s Hard Drive (7200 rpm)	DBS-GF-107
2	UG LAB	Lenovo E520	25	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	DBS-FF-202
3	PhD LAB	Lenovo E520	21	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	DBS-FF-204
4	UG LAB	Lenovo E520	29	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	DBS-FF-211
5	Physics LAB	HP z240	11	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-201
6	Networking & Security LAB	HP z240	11	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-202
7	General LAB	HP DX2200	21	Intel Pentium 4 516 Processor (2.93-GHz, 1-MB L2 cache, 533-MHz FSB), 4-GB PC2-5300 DDR2 SDRAM (667-MHz) Non-ECC – Double channel, 250-GB Serial ATA 3.0-Gb/s Hard	CEIT-FF-203

S No.	LAB Name	PC/LAP Model	Device No's	Specification	LAB Location
				Drive (7200 rpm)	
8	Isolated LAB	HP z240	21	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-204
9	MBA LAB	Lenovo E520	21	Intel® Core i5 Processor i5-2410M with dual core (2.30GHz), 3MB Cache, 8GB PC3-10600 Non-Parity (NP) Double Data Rate Three (DDR3) Technology Dual-channel capable, 750 GB, 5400rpm, 9.5mm high, SATA HDD	CEIT-FF-206
10	Electrical LAB	HP z240	11	Intel® Xeon® E3-1245 v5 3.5 2133 4C CPU, 16GB DDR4-2400 ECC (2x8GB) RAM, 1TB SATA 7200 rpm 6Gb/s 3.5" HDD, NVIDIA GeForce GT-730 4GB/64Bit	CEIT-FF-212

In the short term, the University has adequate support staff that provides support for all faculty, staff and students. In the long term however, the IT department plans employing more technical support staff that would be dedicated to only classroom and laboratory support. If in the short term also our user numbers increase beyond the capacity of the IT department augments additional support staff swiftly.

**Table IT Software/Hardware Available in each of UD Laboratories**

S. No.	Application	Description
1	Microsoft Office 365	Productivity suit
2	Google Apps	Productivity suit
3	SPSS	Data and statistical analysis application
4	Stata	Data and statistical analysis application
5	SmartPLS	Structural equation modeling application
6	DreamWeaver	Web development application
7	Adobe Acrobat Reader	PDF reader
8	Adobe Digital Editions	e-Book reader
9	7Zip	File compression utility
10	Java with Netbeans	Programing language and development kit
11	PSPad	Text editor
12	NotePad ++	Text editor
13	PSPP	Data and statistical analysis application
14	VenSIM	Simulation application
15	Brackets	Text editor
16	PDFill	PDF creator and editing utility
17	MatLab	Mathematical computing software
18	EViews	Data and statistical analysis application

The IT support staff at University of Dubai are available from 8:30am to 10:00pm Saturdays to Thursdays offering support services to all its faculty, staff and students.

## 7.UD Cooperative Relationships with other Educational and Cultural or Community Organizations

### 7A.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
- University of North Florida, USA
- National Sun Yat Sen University, Taiwan
- Universidade Nova De Lisboa Lisbon Portugal
- Universidade Catolica Lisbon, Portugal

## 8. Undergraduate Program Admission Requirements and Procedures including Application Fees, Admission Deadlines, Policies on Transfer of Credit

### 8A.Undergraduate Program Admission

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

- Student body that supports the achievement of the UD mission.
- Higher retention rates.
- Higher timely graduation rates.

### 8B.Application Documentation Requirements

An applicant must provide the following documents for undergraduate admission:

- Completed application form.
- Original UAE high school certificate or a certified/attested equivalent (approved by the Ministry of Education).
- TOEFL (or equivalent) score certificate in original.
- Copy of a valid passport and identity card.
- Four recent passport-size photographs (in color) or in JPEG format file.
- Receipt for the non-refundable admission fees<sup>1</sup> as per the current fees structure.

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<sup>1</sup>Admission fees include ID card and Technology fees

## 8C.Admission Criteria

### 8C(i).General Admission Regulations

The following admission regulations are followed:

- Applications for admission will be accepted until the announced deadline, which must normally be 2 weeks prior to the beginning of the semester. Applicants will be informed about the admission decision including their eligibility for transfer credits, or the date for any required placement tests, if applicable, within a week from application date.
- Admission decisions of students into UD are normally valid for only one semester. Students who fail to register will lose their admission status and must resubmit their application as a new applicant.
- If the student requests to postpone his admission for the following semester on reasonable grounds, the student will not have to re-pay the non-refundable registration fees.
- Applicants should make sure that all documents required for finalizing their admission are submitted to the RD before course registration begins.
- The names of UD students on all university documents are spelled in English exactly as they appear on their passports or identity cards. If the name on a passport or an identity card does not appear in English, it will be spelled according to the applicant's preference.
- 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 Provost/President.
- Students granted conditional admission will be considered At-Risk, and will accordingly be closely monitored by their assigned faculty advisor.
- A student status report for conditionally admitted students will be issued at the end of each semester and a hard copy will be archived in the student's file.
- Admissions standards for various programs are assessed every 3 years as part of continuous improvement and enrollment planning.

### 8C(ii).Regular Admission

- A minimum of 500 TOEFL or IELTS – band 5 overall; or TOEFL iBT – 61<sup>2</sup>, computer based TOEFL 173, or 1100 in EMSAT- or any equivalent English test score. English exams that are more than two years old are not accepted.
- A minimum of 65% average score in High School exams/diploma (Grade 12) for BBA and IT and 80% for Engineering.

Applicants with GCE qualifications are also accepted. A total of 7 O-Level or GCSE/IGCSE subjects are needed or alternatively, a combination of O-Level and AS/A-Levels is acceptable, provided that the subjects passed include at least four of the following fields: Math, Science, Languages, Humanities and Social Sciences and/or Arts and Design. The minimum required grade for the accepted subjects is "C" for the O level, "D" for AS level, and "E" for the A level.

#### 8C(ii)-A. Qualifications Requirements

Curriculum	Qualification	Minimum Score (%) Grade Required
UAE/GCC Curriculum	General Secondary School Certificate	65% for BBA/IT (60 conditional) 80% for Engineering (70% - 79.9% conditional)

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<sup>2</sup>If the University has reason to believe that a submitted TOEFL or IELTS score may not have been obtained under proper testing conditions. It reserves the right to require students to take the University's English Placement Test. If there is a significant discrepancy between the submitted TOEFL or IELTS score and the result on the Placement Test, the University will make admission and placement decisions on the basis of the placement test score. This procedure is in accordance with the recommendation of the Commission for Academic Accreditation of the UAE Ministry of Higher Education and Scientific Research dated 26/9/2010.

Curriculum	Qualification	Minimum Score (%) Grade Required
British	<ul style="list-style-type: none"> <li>▪ At least 7 GCE/GCSE/IGCSE subjects</li> <li>▪ Combination of GCSE (O level) and AS/A levels is acceptable provided that the subjects cover at least four of the following fields:- <ul style="list-style-type: none"> <li>- Math, languages</li> <li>- Science – humanities and social sciences</li> </ul> </li> <li>▪ Students must complete a minimum 11 years of schooling and a School Leaving Certificate must be provided.</li> </ul>	<p>The minimum grade for each level is:</p> <ul style="list-style-type: none"> <li>• C for the O level</li> <li>• D for the AS level</li> <li>• E for the A level</li> </ul> <p>Note: for Engineering major, the student should cover physics and math subjects.</p>
American	American High School Diploma providing Grade 10,11 & 12	<p>Overall average of Grade “C-” (65% or 2.0/4.0) for BBA and IT</p> <p>As for engineering, overall average of B or 80% is required for non-conditional admission</p>
International Baccalaureate (IB)	International Baccalaureate Diploma	<p>24 points for BBA/IT</p> <p>28 points for engineering (to be checked)</p>
Others		Case by case basis

**Notes:** Students with qualifications other than those listed above are advised to contact the student recruitment and admissions representatives at UD to determine their eligibility. They can also visit the World Education Services webpage and find the equivalency for a particular country’s grade to make sure it represents at least a “C” in the US grading system.

- Math requirements: A new applicant applying for admission must provide a minimum SAT-Math score of 400 or 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.
- For applicants following the UAE MOE general stream curriculum, special admission requirements have to be met if the applicants wish to study Engineering. These are:
  - The applicants should pass the math/science subjects with minimum score of 90%
  - The high school score of the applicants should be a minimum of 90%
  - The applicants should pass a pre-physics course provided by the University.
- The University accepts applicants on a competitive basis. In the case where a maximum quota is set for admission, priority is given to applicants with the higher high-school scores.
- The University may impose additional conditions but with due notice.

## 8D. Procedures on Transfer of Credit among UG Students

UD accepts students coming from other UAE-accredited universities if they satisfy UD regulations. If admitted, some courses may be transferred as per UD policy. Note that transfer credits from universities accredited by the UAE’s MOE are accepted only if the admission conditions are met. English scores taken for admission into their old universities may be accepted if they satisfy UD requirements.

### 8D(i). Admission Criteria for Transfer Students

#### Math Placement Test

Transfer students who receive credits for Math I or Math II on the basis of courses completed at another institution, are not required to take the Math Placement Test. All other transfer students will have to take the Math Placement Test and will be placed according to the test results.

### English Proficiency Requirements

Transfer students who present evidence of having obtained the minimum English proficiency scores (TOEFL 500 or its equivalent at the time of prior enrollment at other institutions, do not have to take any further English proficiency requirements. Transfer students who do not meet the above requirement, but are eligible to receive transfer credits in English courses, may be given conditional credit for English I and/or English II upon presenting the required English exam scores to the Admission Department. Their admission is considered conditional until the official TOEFL or equivalent score is received by the Admission Department.

All other transfer students are subject to the same English proficiency requirements as first-time students.

### 8D(ii). Advanced Standing

UD allows academic credit exemption for up to 6 courses (18 CH) for Advanced Placement subjects in the undergraduate programs. Eligible students can benefit significantly from reduced cost of undergraduate studies and also speed up their graduation in BBA/BS.

UD also 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.

### 8D(iii). 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 below: Examination at Advanced Placement/IB

<b>Subjects</b>	<b>Score</b>	<b>University Of Dubai Credit Awarded</b>
Computer Science A	4	ITGN 100 (3CH)
Computer Science B	4	ITGN 115 (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 of AP/IB exams and to change the assignment of credit and course equivalencies. Placement into advanced courses will be deliberated, given advanced 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 as per the table below:



### 8D(iii)a.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 w/Further Math (EdExcel)	Math departmental review

### 8D(iii)b.Pre-College and Dual Enrollment Credit

The Office of Admissions will evaluate the credits of students who have taken courses at an accredited college or university during high school, the same way it evaluates transfer students credits.

UD must receive a letter from your high school guidance counselor or principal verifying that the courses taken did not satisfy high school graduation requirements. Additionally, a letter from the college's registrar is required and must verify the following items in order for the credit to be deemed acceptable:

- The course must be taught on the college campus by a member of the regular faculty.
- It must be open to enrollment by and graded in direct competition with regularly matriculated undergraduates at the college.
- It must be part of the normal curriculum published in the college's catalogue and **cannot be a distance learning course of any type.**

### 8D(iii)c.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.

### 8D(iii)d.Standardized TEST Score

SN	Standardized Tests	University of Dubai Credit Awarded
1	TOEFL PBT $\geq$ 550 or iBT $\geq$ 79	ENGL 100
2	IELTS $\geq$ 6 on each section of IELTS	ENGL 100
3	TOEFL PBT $\geq$ 600 or iBT $\geq$ 100	ENGL 105
4	IELTS $\geq$ 6.5 on each section (Reading, Listening & Speaking) of IELTS <b>AND</b> $\geq$ 7 in Writing	ENGL 105
5	Exempt students who are native English speakers or near native English speakers	ENGL 100 & ENGL 105
6	SAT or UD Institutional SAT score 600-649	GMAT 100/110 (Math-1)
7	SAT or UD Institutional SAT score $\geq$ 700	GMAT 105/115 (Math-2)
8	Pass the IT test in <a href="http://www.microsoft.com/learning/en/us/mos-certification.aspx#fbid=4nFeENP4WwG">http://www.microsoft.com/learning/en/us/mos-certification.aspx#fbid=4nFeENP4WwG</a>	ITGN 100
9	Pass the IT test in CIW Web Foundations Associate after passing two exams as self-study Exam ID: 1D0-610	ITGN 105

### 8D(iii)e.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 12 courses (36 CH) may be exempted.

#### 8D(iii)f.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.

#### 8E.Conditional / Probation Admission

##### 8E(i).Low TOEFL or IELTS Score

- Applicants who do not meet the minimum required English exam scores will have to take the UD English Placement Test and will be placed in remedial English courses based on the placement test results.
- These students may be allowed to register in up to 15 credits (CAA 3.6.4) of selected undergraduate courses (along with the English courses) which are counted towards an undergraduate degree - The 15 credits must be completed within a year.
- Students who fail to pass in the English placement test by the end of this period shall be suspended until an acceptable score is achieved. The suspension period cannot exceed one year.
- Low High School Score
- Applicants with a score of 60-64.9% in their High School Certificate for BBA/IT and 70-79.9% for Engineering may be considered for conditional admission on a case-by-case basis by the AD.
- If admitted, the students will have to achieve a minimum cumulative GPA of 2.0 upon completing 30 credit hours at UD.
- Students failing to achieve this GPA score will be given one an additional semester to remedy the deficiency provided that his/her cGPA was at least 1.8, or be dismissed. During this period, the student can repeat courses but shall not be allowed to register new courses

##### 8E(ii).Placement Tests

###### 8E(ii)a.For First-Time Students

All applicants who cannot provide valid official scores for TOEFL (or its equivalent), must take the English Placement Test in addition to the Math Placement Test in order to assess the needs for remedial courses. If this is not provided, students will be placed in Intensive Level courses in Math and English.

###### Math Placement Test

- Students may choose to register in the Math non-credit course without taking the Math Placement Test.
- All other first-time students must take the Math Placement Test at UD. They may then register in the appropriate math course, as outlined in the table below:

###### Math Test Score and Placement

Math Placement Score	Course Name
Score < 400	Intensive Pre-Math
Score $\geq$ 400 and $\leq$ 599	Math I for Business/Science
Score $\geq$ 600	Math II for Business/Science

**Note:** Candidates with borderline scores on the placement test are treated on a case-by-case basis.

###### 8E(ii)b.English Placement Test

Students who do not have a valid English exam score must sit for the placement exam. Students who have expired exam scores that are more than two years old (even if the score exceeded the minimum required) are required to present a new valid score before admission.

## 8F. Admission Criteria and Requirements for Visiting /Audit / Special Students

### 8F(i). Visiting Students

- A visiting student is a student enrolled at another institution who wishes to take courses at UD for transfer back to his/her home university.
- A visiting student must present an approval from his/her university regarding the transferability of UD credits to his/her program at his/her home university.
- A visiting student must submit the relevant application form and register during the scheduled admission/registration periods. The application for admission must include a copy of his/her passport and four recent photos (JPEG format file) and a copy of his/her latest University Transcript.
- The visiting student must meet UD's English language requirements (if his current language of instruction at his original university is not in English).
- A visiting student must fully adhere to UD regulations and rules, including attendance.
- The cumulative number of credit hours allowed for the registration by the visiting student should not exceed 63 credit hours, and such student cannot register for more than 2 consecutive regular semesters or 4 non-consecutive semesters (Short semesters are not considered as long as the number of credits is not exceeded). Exchange students (i.e. from universities which UD has an MOU are subject to the terms of such agreements).
- A visiting student may apply for a regular student status after complying with the UD admission requirements of the intended program.

### 8F(ii). Audit Students

- UD allows individuals interested to attend one or more courses as audit students. No limit is set.
- The candidate must show some evidence of prerequisite knowledge required for auditing the course. This can be done through a meeting with the course instructor/Department Chair/Dean/Director for clarifying this point and the purpose of auditing the course.
- Following a positive meeting, the course instructor/Department Chair/Dean/Director shall sign the related Application Form, which must be submitted to the Admission Dept. along with other required documents. The latter usually include a passport copy and four recent photographs (JPEG format file), among others.
- The applicant must pay the regular course and other applicable fees for visiting/short course students before attendance of any classes.
- Attendance policy is not mandatory, so the applicant can't be issued an attendance certificate.
- Since homework assignments/examinations are not mandatory, the applicant can't be issued a transcript.
- The course(s) taken as audit can't be counted toward a degree offered at UD.

### 8F(iii). Special / Non-degree Students

- Special students are students who have obtained their undergraduate degrees from UAE-accredited universities and who are interested in taking courses of similar or higher levels at UD for credit but not toward a degree. The students must normally have the necessary academic background or experience to match the level or requirements of the requested course through submitting the latest academic qualification
- Special students must meet UD's English language requirements.
- The maximum number of credits taken shall not exceed 30 UG credits or 12 graduate credits.
- Special students must comply with attendance and course assessment policies, similar to UD students.
- The transcript of a special student must clearly show the status of a Special Student.
- A special student must submit the application form along with the required documents before the beginning of the semester/term.

- A special student may apply for a regular student status after complying with UD admission requirements of the intended program. If accepted, the courses taken can be counted toward that degree.

#### 8F(iv).Re-admission / Re-instatement for Interrupted UD Students

- A student, who has withdrawn or has cancelled his /her registration at UD, may be considered for re-admission upon submitting a formal request to the Registration Department.
- A student dismissed from UD on academic grounds may be re-admitted into a different program in a field different from the one from which the student is transferring.
- A student dismissed from UD on disciplinary grounds will not be re-admitted into the university, even as a new student.
- Applications for undergraduate re-admission may be considered if the period of study interruption does not exceed 7 years (14 regular semesters) from the last registered semester. In such a case, the same ID number will be used. The period of interruption must not exceed three years for graduate programs.
- If the undergraduate student is re-admitted after a period of less than 7 years of study interruption (or 3 years for graduate students), courses taken at UD will be considered. Courses taken outside UD must have a minimum grade of "C" for undergraduate and "B" for graduate programs to be transferred. (See the Transfer Policy 5.3 for full details).
- Applications for re-admission after longer study interruption periods (i.e. >7 years) will be treated as new students (with new ID's) provided that dismissal from previous study was not based on disciplinary grounds. Restrictions on study programs also apply.
- In the above case, only general UG courses that were taken at UD may be considered if it aligns with the current curriculum, and will be marked as "Exempted"<sup>3</sup> as long as the previous grade was at least "C". Other non-general courses may be considered subject to a challenge exam where the student must score at least 65%. Grades will be reported as "Exempted" in the transcript. Graduate courses are not eligible for consideration.
- The deadline to receive applications for re-admission is one month prior to the beginning of the intended semester/term.

#### 8G.Admission for Interrupted non-UD students

See Policy S5.3 on Transfer Admission.

## 9.Withdrawal

### 9A.Withdrawal from Courses (without failure)

- A student is permitted to withdraw from one or more courses at a later stage during the semester/term after submitting the appropriate Course Withdrawal form.
- A student must maintain the required minimum number of credits per semester/term (12 for UG. Exceptions need the approval of the Program Director/Dean.
- If the student's load with the planned withdrawal goes below the minimum required, the student is advised to withdraw (without fail) from the semester.
- Withdrawal from courses must occur no later than the 9th week of studies in a regular semester for UG and at about one week after the midterm exam for short semesters, and about 60-65% of the/semester for Master's programs.
- The student must get the approval of his/her academic advisor before applying for withdrawal from the course. The advisor should specify the reason(s) for the student's withdrawal.
- A grade of "W" will be recorded on the student's transcript for the withdrawn course(s).
- A student is not entitled to receive a refund for any such withdrawals.
- A student is not permitted to withdraw from courses beyond the period stipulated in the academic calendar, and the student must complete the course as scheduled.

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<sup>3</sup>With "Exempted" credit hours are counted.

- The Provost shall consider cases of extenuating nature, in which case, the student shall withdraw from the whole semester not from a single course.

#### 9B.Registration Hold (both Undergraduate & Master’s Programs)

- A student may be permitted to put a hold on his/her registration upon submitting a written request to the Registrar.
- The request will be accepted on condition that the student has been a regular student at UD for at least one semester for undergraduate programs
- The deadline for requesting a hold on registration is normally seven weeks for undergraduate programs prior to the start of the semester but may be extended up to one month from the beginning of the semester if there are urgent circumstances.
- During the entire period of study, the “Registration Hold” status must not exceed two consecutive semesters or four separate semesters for undergraduate programs and two consecutive terms or four separate terms for Master’s programs. This includes the semesters/terms from which the student has withdrawn without failure.
- The accepted hold periods will not be counted as part of the duration of study.
- The list of all students who have requested “Registration Hold” will be forwarded to the Deans by the Registration Department every semester.

#### 9C.Discontinuation (from both Undergraduate & Master’s Programs)

- A student who does not register for a particular semester/term and fails to make a request for Registration Hold is considered “Discontinued” in the Registry’s records.
- A Discontinued student is liable to financial penalties if he/she apply for re-admission (Or re-registration).
- If the student’s “Discontinued” status exceeds two semesters/terms (continuous or separate) for undergraduate or Master’s programs then the student’s registration status will be considered “Cancelled.”
- The discontinued periods will be counted as part of the student’s duration of study.
- “Cancelled” students must apply for re-admission if the interruption of study period does not exceed 7 years for UG and 3 years for Master’s programs.

#### 9D.Withdrawal from Semester

- A student may request to withdraw from the semester at any time.
- If the request is approved by the Director/Dean, the student must withdraw from all registered courses. A “W” grade will be reported for these courses.
- The semester /term will be considered as Registration Hold.
- The refund policy stated in the Tuition and Scholarships Policy shall apply.

#### 9E.Withdrawal from the University

- A student may request to withdraw from the University or to cancel his/her enrollment at any time during the year.
- The student must first withdraw from all registered and incomplete courses during that semester/term. A “W” grade will be reported for these courses.
- The student must complete the “Withdrawal Clearance” Form and obtain signatures from the concerned Director/Dean.
- Withdrawn students will also be required to complete the “Discontinuing Students’ Exit Survey” which forms a basis for continuous improvement at UD.
- The refund policy stated in the Tuition and Scholarships Policy shall apply.
- A withdrawn student may be re-admitted to UD

#### 9F.Dismissal from the Program – Undergraduate & Master’s Programs

A student may be dismissed from the program in the following cases:

- Exceeded the number of permissible academic warnings / probations.
- Exceeded the maximum allowable duration of study listed in this policy.
- Failed a course three (3) times for (UG)

Exceptions may only be granted by the President upon the recommendation of the Provost.

## 10.Tuition Fees & Scholarships

### 10A.Schedule of Tuition and other fees 2018-2019 (Sept.2018 - Dec.2019)

Cost Description		2018-19	
		Local Students (AED)	International Students (USD)
<b>A.1 Tuition Fee for BBA / BS CIS ISS</b>			
Regular Students (per 3 CH )		5,800	-
Visiting (Short course) (per 3 CH )		6,600	1,800
<b>A.2 Tuition fee for Electrical Engineering CE</b>			
Engineering Courses ( per 1 CH )		2,300	-
Visiting Engineering students - General Education Course (per 3 CH)		6,600	
Visiting Engineering students - Engineering Courses (per 1 CH )		2,600	
<b>A.3 Remedial Courses for all programs -Fee per course - discount is not applicable</b>			
Foundation IELTS preparation (15-week)		5,800	
Advanced IELTS preparation (15-week)		5,800	
Pre-Math		5,800	-
<b>A.4 Internship/Industry Project for BBA / BS CIS ISS</b>			
Regular Students		11,600	-
Visiting (Short course)		13,200	3,600
<b>A.5 Internship/Industry Project for B.Sc. Electrical Engineering in Communication Engineering</b>			
Regular Students		10,000	
Visiting (Short course)		11,300	-
<b>A.6 Tuition fee for Lab courses</b>			
ITGN 115, ITGN 120, ITGN 230, ITGN 315, ITGN 350, BBUS 215, BBUS 400, GPHY 100, GPHY 150, ENAP 150, ENMA 200, ENDD 200, ENEC 200, ENEL 250, ENSS 300, ENMP 300, ENCS 300, CECN 400, ENPR 401, ENPR 402		= AED 1,000 /per Course	
Regular Students		5,800+1000 =6,800	-
Visiting (Short course)		=6,600+1,000 =7,600	2,050
<b>A.7 International Student Exchange Program as per MoUs</b>		-	As per MoUs or \$1,250
C. Miscellaneous Fees (Non-refundable)		(AED)	(USD)
C.1	Application fee	200	100
C.2	Transfer Application Fee ( Refundable after Course Registration)	300	
C.3	Admission Fees (includes Student ID card)	500	200
C.4	Re-Admission Fee	1,200	
C.5	English Placement Test (first time & each time a test is repeated)	300	See Notes
C.6	Math Placement Test (first time & each time a test is repeated)	300	
C.7	Change of Concentration	500	
C.8	Replacement of a lost ID	100	
C.9	Registration Fees - Fall/Spring	1,000	
C.10	Registration Fees - Short semester	500	
C.11	Late Registration Fee (per course)	500	
C.12	Late Registration Fee (Internship)	500	
C.13	Student Activity Fees - Fall/Spring	200	
C.14	Student Activity Fees - Short semester	100	
C.15	Each Post Dated Check (Max 3 in Fall & Spring & 1 in Short semester)	200	

Cost Description		2018-19	
C.16	Returned check (maximum 2 chances)	750	
C.17	Postponement of post-dated cheque	250	
D. Miscellaneous Course Related Fees (Non-refundable)		(AED)	(USD)
D.1	Change of Major (after 45 Credit Hours)	500	See Notes
D.2	Application for Incomplete/Make-up Exam (Mid-term/Final exams)	1,000	
D.3	Certificate (To Whom it May Concern)	100	
D.1	Transcripts	100	
D.5	Application for Reviewing Final Exam Sheet	500	
D.6	Professional Fee/Other - On time fee applied to Engineering Students	500	
D.7	Issuance of Degree Certificate Fee	350	220
D.8	Re-issuance of Degree Certificate	1,000	300
D.9	Attestation of True Copy Certificate	100	
D.10	Financial & Accounts statement's printing fee	100	See Notes
D.11	Graduation Fee*	2,000	
D.12	Course Syllabus - print & stamp fee (per course)	100	
D.13	Technology Fee (once only - at the time of enrollment)	700	

The university reserves the right to increase tuition fees up to 10% per academic year when deemed necessary<sup>4</sup>.

#### 10B. Discount policy

D. Discounts for all programs (not applicable for short course/visiting students)*		Percentage
D.1	UAE/GCC nationals	10%
D.2	For students working in: Government Departments	10%
D.3	Relatives (brothers/sisters/husband/wife)	10%
D.4	Employees of UD/DCCI	15%
D.5	UD Alumni and Sons/daughters/sister/brother of UD Alumni	10%
D.6	GPA of > 3.60 at the end of semester/term	20%

\*the maximum discount permissible per student is 30%.

#### 10C. Special Discount

New Students with 90% or above high school score will be entitled to get 50% discount on their tuition. Students are required to maintain a CGPA of 3.6 or above to continue receiving such discounts.

Continuing Students with CGPA  $\geq$  3.6 are eligible for 20% on the semester tuition fees (with the CAP of 30%).

#### 10D. Scholarships

##### 10D(i). High school merit scholarship

New students joining UD directly after High School with a score of 90% and above will receive a 50% discount on tuition fees.

<sup>4</sup> Notes to UD tuition fee and scholarship

- Miscellaneous fees (in AED) are applicable to International Students as well.
- Revised fees are applicable to new students registered for Fall 2017 onwards.
- Student Exchange Program fees are as per MoUs or \$1,250, whichever is lower. 5% VAT is applicable to the above given prices.
- \*Graduation fee is subject to change

#### 10D(ii).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.

#### 10D(iii).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.

#### 10D(iv).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.

#### 10E.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.

#### 10F.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.

#### 10G.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.

#### 10H.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.



## 10I.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.

## 11. Student Services

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.

### 11A.Advising

Students have the right to form clubs and organizations that may not be academic in nature **but which promote**

### 11B.Mentoring At-Risk Students

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

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

- 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.

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.

### 11C.Interactive Courses

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

### 11D.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.

## 11F. 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.

## 11G. Internship

UD's ICDC unit of UD provides this service to the students who require to undergo Regular Internships as part of their Bachelor Degree program. Some of the companies offer sponsorship opportunities providing students with a monthly allowance and other benefits such as internship and employment opportunities during and after university studies through their coordination with UD Students via ICDC.

### 11G(i) Regular Internship

The purpose of Regular Internship is to provide students with practical experience in an organizational setting where learning and doing are the chief objectives. 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 Regular Internship is offered

- to such students who completed 114 Credit Hours with a CGPA minimum of 2.25 (for Business Degree students)/2.0 for Computer Information Systems Students
- during the Fall & Spring semesters with working hours from either from 8.00/8.30AM to 2:00/2.30PM.

### 11G(ii) Industry Project

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.

## 11F. Internship Exchange

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

## 11G. International Internship Placement

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

## 11H. 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 resume 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.

## 11I. 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>

## 11J. Job Placement

ICDC unit organizes Company presentations, Job Fairs, providing UAE/GCC Countries based Public/Private Organizations' Job listings (from the contacts it has developed with the organizations) for part-time or full-time jobs.

As a primer to Job Fairs for the On-Campus Interviews, ICDC coordinates with the companies for the conduct of a short presentation to introduce the company, its products and services along with the current opportunities UD students and recent UD graduates can apply. To enable online access through the UD Students and UD Alumni (through their respective student's/Alumni's username and password and clicking on Job Search)) the current and latest job postings Information is made available through both on and off-campus jobs employing

- UD's CAMS software interface, and,
- [UD's](#) intra email

A mini Job Fair, Open days are held at the university premises to offer prospective employers an opportunity to meet UD students face-to-face for their recruitment needs; in addition to the companies being provided with opportunity to promote their products and services via their marketing paraphernalia and corporate giveaways, if any.

Furthermore, the university is also equipped with a video conference facility to enable off-site interview sessions.

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.

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

#### 11K.Student Conferences/Business Plan Competitions/International Trips

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.

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.

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.

#### 11L.Student Clubs

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

At the center of UD’s support for UD Students, social and cultural programs is our commitment to education. To support our belief that education is our future, UD’s Student Services Unit: 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.

Although not very exhaustive, some of the several Events organized by UD's Student Services unit SAA with the support of various students' clubs/cultural groups of UD, are as below, but not limited to:

- i. UAE National Day celebration
- ii. Ramadan Iftar gathering
- iii. International Festival
- iv. Barbeque trips
- v. Desert safari
- vi. Beach parties
- vii. Sports tournaments
- viii. Talent Night
- ix. Orientation Day – Bida'yaat
- x. Health awareness programs
- xi. Health screening programs
- xii. Community service programs
- xiii. Other Social & Cultural events

The purpose of UD's commitment to such events, as above, 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.

### 11M. Professional Clubs/Bodies

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.

The above is in addition to the Student Professional Body Affiliations of international repute such as IEEE, USA and others for which UD Faculty act as liaison between the Professional Body and the UD Students to promote an all-round professional development among UD students.

### 11N 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.

### 11O. UD 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.

#### 11P. University of Dubai Student Council (UDSC)

To develop a sense of belonging, foster an independent, UD's Student Services Unit: SAA promotes a pro-active and responsible student body that provides a range of social, cultural, sporting and recreational activities in which students can not only participate but sharpen their Even organizational skills.

The UDSC election is held in the beginning of each academic year (September/October) through UD's student services unit: SAA.

#### 11Q. Volunteering Programs

UD, to promote a positive impact on the community and improve the quality of life for others, provides opportunities to its students, staff and faculty via a participation in several social and public events that help raise the awareness of UD fraternity including its students who learn different perspectives of service to community.

#### 11R. Health Services

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.

For Minor ailments such as: headaches, not feeling well, or wish discussing any health related issue, one can walk into the Health center and see the nurse immediately.

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

#### 11S.Safety and Security

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 04-5566800 and inform 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.

#### 11T. 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.

#### 11U.Other Services

Following are a range of several other student services UD offers to its fraternity. Although the list is given below is exhaustive, the other services are not limited to:

- Dining
- Lost and Found
- Transportation
- Special Services to physically challenged personnel (including students)
- Book Store
- Student Lounge
- Prayer Rooms

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.

## 12. Student Rights and Responsibilities

### 12A Student Rights

#### 12A(i). Freedom of Expression

**Freedom of Speech** not only includes the right to express or disseminate information and ideas, but also the right to seek, receive and impart information and ideas. Moreover, there should be no University rule or policy that in any way abridges the rights of freedom of speech, expression, petition or appeal.

#### 12A(ii). Free Speech in Cyberspace

Students have the right to express themselves in technology platforms and social media such as email, blogs, creating webpages or hosting a chat room. These platforms, however, must be regulated by the University to ensure that no abuse or profane language is used.

#### 12A(iii). Dress Code

Students have the right to dress as they wish as long as they conform to the standards stipulated by the dress code of the University of Dubai.

#### 12A(iv). Freedom of Religion

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

#### 12A(v). Learning Environment

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

#### 12A(vi). Equal Protection and Discrimination

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

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

#### 12A(vii). Harassment

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

- Assaults or unwanted touching
- Theft or vandalism
- Threats of bodily injury
- Unwanted sexual advances

- Derogatory comments, slurs, or gestures

#### 12A(viii).Right to Privacy

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

#### 12A(ix).Students' Records: Privacy and Access

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

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

#### 12A(x).The Right to Education

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

#### 12A(xi).Class Attendance

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

#### 12B. Students' Responsibilities

- 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 objectives.

#### 12C. Code of Students 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

#### 12C(i).Code of Conduct During Examinations

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.

#### 12C(ii).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.

#### 12C(iii).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.
- All students who travel with University of Dubai's International 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

#### 12C(iv).Code of Conduct during the Program (including 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.

#### 12D. Code of Conduct during an International Trip

All the 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 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.

#### 12E. Jurisdiction on the Code of Student Conduct

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.

#### 12F. 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.

#### 12G. 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.

#### 12H. Non-compliance of the Code of Student Conduct: 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.

## 12I. 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.

## 12J. 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.

### 12J(i) 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

## 12K. Breach of the Code of student conduct: Disciplinary Sanctions

### 12K (i) 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.

#### 12K (ii) 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 12K(v).’

#### 12K (iii). 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).’

#### 12K(iv). 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

#### 12K(v). 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.

#### 12K(vi). Expulsion

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

#### 12K(vii). 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.

#### 12K(viii). 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.

#### 12K(ix). 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.

### 13.Student Grievance Policy and Procedures

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

#### 13A.Discipline and Grievance Procedures

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

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

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

#### 13B.Student Discipline Process

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

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

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

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

## 13C.Students Campus Violations and Fines at University Of Dubai

### 13C(i).Reporting a Student Violation

- Every UD employee is obliged to report any of listed below violation by completing the Student Campus Violation Report Form. This form will be available in UD website and with security officers. The form should be submitted to the Students and Alumni Affairs Department or the UD security officers.
- It is the responsibility of the security officers to monitor the students' behavior inside UD campus and report any student violations by completing the Student Campus Violation Report Form and submitting it to the Students and Alumni Affairs Department.
- All student's campus violations will be documented through students Warning letter issued and signed by the Student and Alumni Affairs Department Director.

### 13C(ii).Penalties under category (A) violations:

- First violation, student will receive a warning letter issued by the Student & Alumni Affairs Director. This letter will act as initial warning and it will be placed in his/her academic file on CAMS.
- Second violation the student will have to pay related fine. Failure to do that, a financial hold will be imposed on his/her academic file, until the payment is received.

### 13C(iii).Penalties under category (B) violations:

- First student violation, the student will receive a warning letter issued by the Student & Alumni Affairs Director. This letter will act as initial warning and it will be placed in his/her academic file on CAMS.
- For the second violation, the student will have to pay related fine. Failure to do that, a financial hold will be imposed on his/her academic file, until the payment is received
- If the violation is repeated for the third time, the student will be academically suspended for one academic semester.

### 13C(iv).Penalties under category (C) violations:

- These are violations of the Student Conduct Code and are subject to disciplinary sanctions by the university. Besides, these violations are reported to the police authority by the UD management.

### 13C(v).Categories of Violations

#### Category (A) violations

<b>Violation Description</b>	<b>Fine</b>
Using UD administration meeting rooms	200
Using UD facilities i.e. faculty and staff offices and classrooms on national holidays and	500
Smoking in Undesignated Areas	200
Disposing & sticking gum on the University furniture, electronics or/and walls	200
Polluting UD campus with trash, cigarettes and leftovers	200
Sitting on UD campus wall or/and balcony	500
Sitting on tables / placing feet on UD furniture.	500
Failure to show student ID card when asked.	250
Eating and drinking outside the designated areas	300



### Category (B) violations

Violation Description	Fine (AED)
Failure to park the car in designated parking slots	200
Parking in a handicap space	500
Parking on the pavement	250
Car noise within UD campus	500
Driving recklessly inside campus and over UD fences	1000
Writing on UD Campus walls , tables , doors and lockers	500
Damaging, destroying UD campus furniture and electronic devices	Buy new Furniture/
	Electronic devices
Damaging UD plants and trees	500
Throwing trash and damaging UD fountain	1000
Damaging the University transportation	Bear the damage cost
Inappropriate behavior between students inside UD campus that disrespect and offend UAE local culture.	500 Also, the student will be subject to disciplinary actions as per the Code of Conduct stated in the Student Handbook.
Being aggressive to UD security officers and/or cleaning staff.	
Students who exhibit dangerous behavior to self or others	

### Category (C) violations

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

### 13D.Grievances

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

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

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

## 13E. Searches on Campus and Law Enforcement

### 13E(i) Searches on Campus

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

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

### 13E(ii) Drug Tests

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

## 13F. 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:

- Misapplication or misinterpretation of the rule alleged to have been violated.
- Discovery of substantial new facts which were not available at the time of the hearing.
- Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- 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.

## 14. Student Academic Integrity Policy

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

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

### 14A. Student Academic Misconduct

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

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

#### 14A(i).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.

#### 14A(ii).Types of Plagiarism

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

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

For the above objective, Turnitin tool will be used by the faculty for all the graded assignments, exams, projects. The faculty has the right to make final decision in regards to the students’ grades work in determining the student work integrity based on the criteria and the faculty awareness of the students work level.

Students must ensure complying with UD plagiarism policy, repeated offenses receive higher penalties as stated in the table below

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

## 14B.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

## 14C.Fabrication

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

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

## 14D.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

## 14E.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

## 15.UD's Definition of Credit Hour/Unit

Credit Hour: The measurement unit which defines the student's overall effort towards attaining a qualification. 1 semester credit equals approximately 1 hour of time in class per week over a semester of 15 weeks or longer.

## 16.UD's Academic Terminology

### 16A.Definitions

Term	Definition
Concentration	Grouping of courses which represent a sub-specialization taken within the major field of study. For example a student majoring in electrical engineering can take a concentration in communication engineering.
Course	A course consists of a number of instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, number, credits, and expected learning outcomes in the institution's Catalog.
Curriculum.	The term refers both to the range of courses offered at University of Dubai (UD) consisting of a set of related courses in the area of specialization, such as the computer science curriculum or the civil engineering curriculum
Drop & Add period	Is normally for one week after the start of classes, during a regular semester/term, and for two days only during short semesters.
Major	The major is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs
Normal Study Load	For an UG student in "Good" standing ranges from 12 to 18 credit hours in a regular semester, and from 3 to 6 credit hours in a short session
Special / Non-degree Students	Special students are students who have obtained their undergraduate degrees from UAE-accredited universities and who are interested in taking courses of similar or higher levels at UD for credit but not toward a degree
Visiting student	is a student enrolled at another institution who wishes to take courses at UD for transfer back to his/her home university

## 16B.Credit Levels

The UD offers programs aligned to the National Qualifications Framework (QFE) of the UAE. The QFE uses a ten point scale to differentiate between the level of qualifications and their associated titles. The table below shows the ten levels and their associated qualification titles for Vocational, Higher and General education.

## 16C.National Qualifications Framework Emirates (QFE)

Level Descriptors: The QFE Level Descriptors consist of the 10 Levels described in the table below and the expected learning outcomes for each level described in five strands: Knowledge, Skills and three Competencies (Autonomy and responsibility, Role in context and Self-development). The ten levels and the five 'strands' of learning outcome statements define the Level Descriptors indicating the complexity of learning for each level, the expected level of achievement for each level and how each level relates to occupations in the world of work.

Level	Generic Name	Vocational Education and Training (VET)	Higher Education	General Education
10	Doctoral Degree		Doctoral	
9	Master Degree	(Applied)Master	Master	
8	Graduate Diploma	Applied Graduate Diploma	Post Graduate Diploma	
7	Bachelor Degree	(Applied)Bachelor	Bachelor	
6	Higher Diploma	Advanced Diploma	Higher Diploma	
5	Diploma/Associate Degree	Diploma	Associate Degree	
4	Certificate	Certificate 4		Secondary School Certificate (G 12)
3	Certificate	Certificate 3		
2	Certificate	Certificate 2		
1	Certificate	Certificate 1		

## 16D. Required Minimum Credit at each QFE Level

The following Table shows the minimum credits required at each QFE Level.

QFE Emirates level	General Education Commission (GEC) General Education (GE) sector  Qualification title - General Education	Commission for Academic Accreditation (CAA) Higher Education (HE) sector				Vocational Education and Training Awards Commission (VETAC) Vocational Education and Training (VET) sector							
		Qualification title - Academic / Institutional <sup>1</sup> HE	CAA Unique Credit value(s) assigned to each QFE Emirates level***	Minimum cumulative credit value	Total nominal cumulative contact hours	Based on the use of two (2) kinds of interrelated VET <sup>1</sup> qualifications**							
						^Minimum cumulative VET credit value* for			Total notional VET cumulative hours				
Level 10		Doctorate	54 or more	204	3,060	No qualification available at this level							
Level 9		Master	6 to 12	150 - 156	2,250 - 2,340	Applied Master	10	200	18	218	3,000	270	3,270
Level 8		Postgraduate Diploma*	24	144	2,160	Applied Graduate Diploma	30	190	16	206	2,850	240	3,090
Level 7		Bachelor	30	120**	1,800	Applied Bachelor	40	160	14	174	2,400	210	2,610
Level 6		Higher Diploma	30	90	1,350	Advanced Diploma	40	120	12	132	1,800	180	1,980
Level 5		Associate Degree	60	60	900	Diploma	20	80	10	90	1,200	150	1,350
Level 4	Secondary School Certificate (G 12)*					Certificate 4	20	60	8	68	900	120	1,020
Level 3	TBA					Certificate 3	20	40	6	46	600	90	690
Level 2						Certificate 2	10	20	4	24	300	60	360
Level 1						Certificate 1	10	10	3	13	150	45	195

## 17. Undergraduate Completion Requirements Policy

### 17A. Graduation Requirements

In order to graduate, students enrolled in the undergraduate programs must maintain a cumulative GPA of not less than 2.00 and complete 129 credit hours according to their academic plan within the maximum specified timeframe of seven (7) years.

### 17B. Honors System / Academic Distinction

#### 17B(i). Graduation (Commencement) Honors

Only students who have completed all degree requirements prior to the graduation ceremony are eligible to be considered for degree honors. The categories for academic distinction are based on the following scale which is based on the graduation/cumulative GPA:

- Summa Cum Laude: CGPA  $\geq$  3.90 through 4.0 (Excellent) – with Highest Honors
- Magna Cum Laude: CGPA  $\geq$  3.70 through 3.89 (Very Good) – with Great Honors
- Cum Laude: CGPA  $\geq$  3.50 through 3.69 (Good) – with Honors

This distinction shall appear on the student's transcript and diploma.

#### 17B(ii). Program Learning Outcomes – Alignment with QFE

In every Course of a Program (as well as at a Program level too), the program and all the courses of a program are so aligned during the design of the Program & Courses such that the courses within a program and program itself meet appropriate level of the QFE via an appropriate alignment of both the (i) the Program Learning Outcomes (PLOs) and (ii) the Concentration Learning Outcomes (CLOs).

## 18. 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.

### 18A. GUCR Learning Outcomes

Upon successful completion of the General Undergraduate Curriculum Requirements students will be able to:

1. Read and write English at a level demonstrating efficient and competent function at university/workplace level.
2. Communicate effectively and think critically and analytically.
3. Apply and interpret mathematical concepts and models.
4. Use information technology effectively.
5. Demonstrate understanding and appreciation of the contribution of humanities, and social, natural and applied sciences to human experience.

6. Plan their future directions and demonstrate awareness of the socio-cultural norms and relationships.

### 18B Course Learning Outcomes (CLOs)

Course learning outcomes (CLOs) are designed to support student success in achieving Program Learning Outcomes (PLOs) by the phased development of required knowledge, skills and competencies over the length of the program. As with PLOs, the CLOs are aligned to the level of the QFE appropriate to that of the course. For example in a typical four year 120 credit Bachelor program, the expected alignment would be:

CLOs	QFE Level	Number of Credits
Years 1 &2	5	60
Year 3	6	30
Year 4	7	30
Total Credits		120

## 19. Sequencing of Courses in Programs

A typical sequencing of the courses each Bachelor's Program are as given below:

### 19A. Bachelor of Business Administration in Accounting (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH	Code	Course Title	Sem.	Prerequisite	C.H	TECH
<b>Semester (1)</b>						<b>Semester (2)</b>					
ENGL 100	English I	1&2		3		BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
GISL 100	Islamic Thought (Arabic)	1&2		3		BECN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
GMAT 110	Mathematics for Business I	1&2		3		BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ITGN 115	Computer Applications	1&2		3		ENGL 105	English II	1&2	ENGL 100	3	
GISL 105	Islamic Thought (English)	1		3		GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3		ITGN 120	Internet Applications	1&2	ITGN 115	3	
<b>Natural And Applied Science Requirements</b>				<b>3</b>		GPUC 100	Planning for University and Career Success	1&2	ENGL 100(Co-req)	3	
				<b>18</b>	<b>18</b>					<b>21</b>	<b>39</b>
<b>Semester (3)</b>						<b>Semester (4)</b>					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3		BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BECN 225	Macroeconomics	1&2	GMAT 115 BECN 100	3		BBUS 215	Fund. Of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3		BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3		BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3		BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3						<b>15</b>	<b>72</b>
				<b>18</b>	<b>57</b>						
<b>Semester (5)</b>						<b>Semester (6)</b>					
BACC 301	Cost & Managerial Accounting	1	BACC 210	3		BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BSTA 200 BFIN 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3		BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 305	Business Law	1&2	ESPU 200	3		BMRK	Principles of	1&2	BECN 100	3	
BBUS 350	Business & Society	1&2	60C.H.	3							



BACC 313	Intermediate Accounting 1	1	BACC 210	3	
					<b>15 87</b>

200	Marketing				
BACC 424	Internal Auditing	2	BACC 313	3	
BACC 314	Intermediate Accounting 2	2	BACC 313	3	
					<b>15 102</b>

Semester (7)					
BACC 307	Accounting Information Systems	1	BBUS 215 BACC 301	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
BACC 420	Financial Statement Analysis & Valuation	1	BACC 313	3	
BACC 430	External Auditing	2	BACC 314	3	
	<b>Natural And Applied Science Requirements</b>			<b>3</b>	
					<b>15 117</b>

Semester (8)					
BACC 416	International Accounting	2	BACC 314	3	
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3	
BACC 465	Internship	1&2	114C.H.	3	
<b>BACC 470</b>	<b>Industry Project</b>	<b>1&amp;2</b>	<b>114C.H.</b>	<b>3</b>	
	<b>Humanities and Social Science Requirements</b>			<b>3</b>	
					<b>12 129</b>

19B. Bachelor of Business Administration in Entrepreneurship Management (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (1)					
ENGL 100	English I	1&2		3	
GISL 100	Islamic Thought (Arabic)	1&2		3	
GMAT 110	Mathematics for Business I	1&2		3	
ITGN 115	Computer Applications	1&2		3	
<b>GISL 105</b>	<b>Islamic Thought (English)</b>	<b>1</b>		<b>3</b>	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3	
	<b>Natural And Applied Science Requirements</b>			<b>3</b>	
					<b>18 18</b>

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (2)					
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BEEN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
					<b>18 36</b>

Semester (3)					
BBUS 215	Fund. Of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BEEN 225	Macroeconomics	1&2	GMAT 115 BEEN 100	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
					<b>18 54</b>

Semester (4)					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3	
BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	
BEEN 250	Money and Banking	1&2	BEEN 225	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
					<b>18 72</b>

Semester (5)					
BBUS 305	Business Law	1&2	ESPU 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BSTA 200 BFIN 200	3	
GPUC 100	Planning for University and	1&2	ENGL 100(Co-req)	3	

Semester (6)					
BMRK 200	Principles of Marketing	1&2	BEEN 100	3	
BMNG 445	Total Quality Management and Continuous Improvement	1&2	BMNG 310	3	
BBEM 310	Family Business (The Next Generation)	1	BBEM 300	3	
	<b>Natural And Applied Science Requirements</b>			<b>3</b>	

	Career Success				
BBEM 300	Principles of Entrepreneurship	2	63C.H.	3	
				18	90

<b>Requirements</b>						
					12	102

<b>Semester (7)</b>					
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBEM 307	Managing Venture Growth and Transition	1	BBEM 310	3	
BSCL 301	Supply Chain Operations	1	BMNG 310	3	
BFIN 335	Entrepreneurial Finance	2	BFIN 305	3	
	<b>Humanities and Social Science Requirements</b>			3	
				15	117

<b>Semester (8)</b>					
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3	
BBEM 303	New Products & Services Development	1	BBEM 310	3	
BBEM 402	International Entrepreneurship	2	BMNG 315	3	
BBEM 465	Internship	1&2	114C.H.	3	
BBEM 470	Industry Project	1&2	114C.H.	3	
				12	129

19C. Bachelor of Business Administration in Finance and Banking (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH
<b>Semester (1)</b>					
ENGL 100	English I	1&2		3	
GISL 100	Islamic Thought (Arabic)	1&2		3	
GMAT 110	Mathematics for Business I	1&2		3	
ITGN 115	Computer Applications	1&2		3	
GISL 105	Islamic Thought (English)	1		3	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3	
	<b>Natural And Applied Science Requirements</b>			3	
				18	18

Code	Course Title	Sem.	Prerequisite	C.H	TECH
<b>Semester (2)</b>					
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BEEN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
				18	36

<b>Semester (3)</b>					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BEEN 225	Macroeconomics	1&2	GMAT 115 BEEN 100	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
				18	54

<b>Semester (4)</b>					
BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3	
BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	
BEEN 250	Money and Banking	1&2	BEEN 225	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
				18	72

<b>Semester (5)</b>					
BBUS 215	Fund. Management Of Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BMRK 200	Principles of Marketing	1&2	BEEN 100	3	
BFIN 316	Financial Statements Analysis & Valuation	1	BFIN 305	3	
GPUC 100	Planning for University and	1&2	ENGL 100(Co-req)	3	

<b>Semester (6)</b>					
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BSTA 200 BFIN 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BFIN 317	International Finance & Banking	2	BFIN 305	3	
BFIN 335	Entrepreneurial Finance	2	BFIN 305	3	
	<b>Natural And Applied Science Requirements</b>			3	

	Career Success							18	90
<b>Semester (7)</b>									
BACC 301	Cost & Managerial Accounting	1	BACC 210	3					
BFIN 408	Investments Analysis	1	BFIN 316	3					
BFIN 431	Management of Banks & Other Financial Institutions	1	BFIN 317	3					
<b>Humanities and Social Science Requirements</b>								<b>3</b>	
								<b>12</b>	<b>117</b>

<b>Requirements</b>									
								<b>15</b>	<b>105</b>
<b>Semester (8)</b>									
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3					
BFIN 412	Managing Investment Portfolios (F&B Capstone)	2	BFIN 408	3					
BFIN 465	Internship	1&2	114C.H.	3					
BFIN 470	Industry Project	1&2	114C.H.	3					
BFIN 437	Risk Management	2	BFIN 431	3					
								<b>12</b>	<b>129</b>

19D Bachelor of Business Administration in Human Resource Management (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH
<b>Semester (1)</b>					
ENGL 100	English I	1&2		3	
GISL 100	Islamic Thought (Arabic)	1&2		3	
GMAT 110	Mathematics for Business I	1&2		3	
ITGN 115	Computer Applications	1&2		3	
GISL 105	Islamic Thought (English)	1		3	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3	
				<b>15</b>	<b>15</b>

Code	Course Title	Sem.	Prerequisite	C.H	TECH
<b>Semester (2)</b>					
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BECN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
<b>Natural And Applied Science Requirements</b>				<b>3</b>	
				<b>21</b>	<b>36</b>

<b>Semester (3)</b>					
BBUS 215	Fund. Of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BECN 225	Macroeconomics	1&2	GMAT 115 BECN 100	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
GCOMM 105	Communication Skills (English)	1&2	ENGL 105	3	
				<b>18</b>	<b>54</b>

<b>Semester (4)</b>					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3	
BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
				<b>18</b>	<b>72</b>

<b>Semester (5)</b>					
BBUS 305	Business Law	1&2	ESPU 200	3	

<b>Semester (6)</b>					
BMNG 310	Production & Services	1&2	BBUS 200 BSTA 200	3	

BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
BMNG 301	Human Resources Management	1	BBUS 225	3	
GPUC 100	Planning for University and Career Success	1&2	ENGL 100(Co-req)	3	
	<b>Humanities and Social Science Requirements</b>			3	
				15	87

	Operations Management		BFIN 200		
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BMRK 200	Principles of Marketing	1&2	BECN 100	3	
BHRM 307	Financial impacts of HR strategies	2	BACC 210 BMNG 200	3	
	<b>Natural And Applied Science Requirements</b>			3	
				15	102

Semester (7)					
BBUS 350	Business & Society	1&2	60C.H.	3	
BHRM 301	HR Training & Development	1	BMNG 315	3	
BHRM 303	Employment Law and Legal Aspects	2	BBUS 305 BMNG 315	3	
BHRM 404	Strategic HRM (HRM Capstone)	1	BMNG 301 BMNG 315	3	
				12	114

Semester (8)					
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3	
BHRM 402	Performance Management Compensation and Employee Benefits	1	BHRM 303 BACC 210	3	
BHRM 406	International HR Management	2	BHRM 303 BMNG 315	3	
BHRM 408	Employee Relations	2	BHRM 303	3	
BHRM 465	Internship	1&2	114C.H.	3	
BHRM 470	Industry Project	1&2	114C.H.	3	
				15	129

### 19E Bachelor of Business Administration in Management (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (1)					
ENGL 100	English I	1&2		3	
GISL 100	Islamic Thought (Arabic)	1&2		3	
GMAT 110	Mathematics for Business I	1&2		3	
ITGN 115	Computer Applications	1&2		3	
GISL 105	Islamic Thought (English)	1		3	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3	
	<b>Natural And Applied Science Requirements</b>			3	
				18	18

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (2)					
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BECN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
				18	36

Semester (3)					
BBUS 215	Fund. Of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BECN 225	Macroeconomics	1&2	GMAT 115 BECN 100	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
GCRT 200	Critical and Creative	1&2	ENGL 105	3	

Semester (4)					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3	
BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	

	Thinking				
GCOMM 105	Communication Skills (English)	1&2	ENGL 105	3	
				<b>18</b>	<b>54</b>

Semester (5)					
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
BMNG 301	Human Resources Management	1	BMNG 200	3	
BMNG 303	Advanced Organization Behavior	1	BMNG 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BSTA 200 BFIN 200	3	
				<b>15</b>	<b>87</b>

Semester (7)					
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BMNG 423	Leadership Development	1	BMNG 301	3	
BMNG 424	Change Management	1	BMNG 311	3	
	<b>Humanities and Social Science Requirements</b>			<b>3</b>	
				<b>12</b>	<b>117</b>

BECN 250	Money and Banking	1&2	BECN 225	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
				<b>18</b>	<b>72</b>

Semester (6)					
BBUS 350	Business & Society	1&2	60C.H.	3	
BMRK 200	Principles of Marketing	1&2	BECN 100	3	
BMNG 311	Management of Service Organizations	2	BMNG 310	3	
GPUC 100	Planning for University and Career Success	1&2	ENGL 100(Co-req)	3	
BBEM 300	Principles of Entrepreneurship	2	63C.H.	3	
	<b>Natural And Applied Science Requirements</b>			<b>3</b>	
				<b>18</b>	<b>105</b>

Semester (8)					
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3	
BMNG 445	Total Quality Management and Continuous Improvement	1&2	BMNG 310	3	
BMNG 465	Internship	1&2	114C.H.	3	
BMNG 470	Industry Project	1&2	114C.H.	3	
BMNG 416	Emerging Issues in Management	2	96C.H.	3	
				<b>12</b>	<b>129</b>

## 19F Bachelor of Business Administration in Marketing (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (1)					
ENGL 100	English I	1&2		3	
GISL 100	Islamic Thought (Arabic)	1&2		3	
GMAT 110	Mathematics for Business I	1&2		3	
ITGN 115	Computer Applications	1&2		3	
GISL 105	Islamic Thought (English)	1		3	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3	
	<b>Natural And Applied Science Requirements</b>			<b>3</b>	
				<b>18</b>	<b>54</b>

Semester (3)					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BECN 225	Macroeconomics	1&2	GMAT 115 BECN 100	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
GCOMM 105	Communication Skills (English)	1&2	ENGL 105	3	
				<b>18</b>	<b>54</b>

Semester (5)					
BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3	

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (2)					
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BECN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
				<b>18</b>	<b>36</b>

Semester (4)					
BBUS 215	Fund. Of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMRK 200	Principles of Marketing	1&2	BECN 100	3	
	<b>Humanities and Social Science Requirements</b>			<b>3</b>	
				<b>18</b>	<b>72</b>

Semester (6)					
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3	
BMNG 310	Production & Services Operations	1&2	BBUS 200 BSTA 200	3	

BBUS 305	Business Law	1&2	ESPU 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BMRK 301	Marketing Management	1	BMRK 200	3	
GPUC 100	Planning for University and Career Success	1&2	ENGL 100(Co-req)	3	
				18	90

Semester (7)					
BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
BMRK 412	Marketing Research	1	BMRK 321 BBUS 225	3	
BMRK 416	Advertisement & Promotion Management	2	BMRK 321	3	
BMRK 310	Professional Selling & CRM	2	BMRK 200	3	
	<b>Natural And Applied Science Requirements</b>			3	
				15	120

	Management		BFIN 200		
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BMRK 303	Marketing Channels	2	BMRK 200	3	
BMRK 321	Consumer Behavior	1	BMRK 200	3	
				15	105

Semester (8)					
BMRK 465	Internship	1&2	114C.H.	3	
BMRK 470	Industry Project	1&2	114C.H.	3	
BMRK 428	International Marketing Strategies	2	BMRK 301 BMRK 321 BMRK 412 BMRK 416 BMRK 303	3	
BMRK 432	Service Marketing	1	BMRK 301 BMRK 321	3	
				9	129

## 19G Bachelor of Business Administration in Supply Chain & Logistics Management (Total 129 C.H.)

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (1)					
ENGL 100	English I	1&2		3	
GISL 100	Islamic Thought (Arabic)	1&2		3	
GMAT 110	Mathematics for Business I	1&2		3	
ITGN 115	Computer Applications	1&2		3	
GISL 105	Islamic Thought (English)	1		3	
GEST 100	Emarati Studies	1&2	ENGL 100(Co-req)	3	
	<b>Natural And Applied Science Requirements</b>			3	
				18	18

Code	Course Title	Sem.	Prerequisite	C.H	TECH
Semester (2)					
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BECN 100	Microeconomics	1&2	GMAT 110 ENGL 105(Co-req)	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
				18	36

Semester (3)					
BBUS 215	Fund. Of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BECN 225	Macroeconomics	1&2	GMAT 115 BECN 100	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
GCOMM 105	Communication Skills (English)	1&2	ENGL 105	3	
				18	54

Semester (4)					
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	GMAT 115 BSTA 200	3	
BBUS 225	Research Methods	1&2	GCRT 200 BSTA 200	3	
BBUS 250	Business Negotiating Skills	1&2	GCRT 200 BMNG 200	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
				18	72

Semester (5)					
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BSTA 200 BFIN 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BSTA 200 BFIN 200	3	
BMRK 200	Principles of Marketing	1&2	BECN 100	3	
GPUC 100	Planning for University and Career Success	1&2	ENGL 100(Co-req)	3	
	<b>Humanities and Social Science Requirements</b>			3	
				18	90

Semester (6)					
BBUS 350	Business & Society	1&2	60C.H.	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BMNG 445	Total Management Quality and Continuous Improvement	1&2	BMNG 310	3	
BSCL 301	Supply Chain Operations	1	BMNG 310	3	
	<b>Natural And Applied Science Requirements</b>			3	
				15	105

Semester (7)					
BBUS 400	Strategic Management (Capstone)	1&2	105C.H.	3	
BSCL 304	Warehousing and	2	BSCL 301	3	

Semester (8)					
BSCL 311	Strategic Procurement and Sourcing	1	BMNG 310 BMNG 315	3	
BSCL 307	Global Supply Chain	1	BMNG 315	3	

	Materials Handling								
BSCL 404	SCLM Technologies and Information Systems	2	BBUS 215 BSCL 301	3					
BSCL 406	Modeling and Simulation of Supply Chains	2	BBUS 215 BSCL 301	3					
				12	117				
	Strategy and Design								
BSCL 402	Transportation and Distribution	2	BSCL 301	3					
BSCL 465	Internship	1&2	114C.H.	3					
BSCL 470	Industry Project	1&2	114C.H.	3					
								12	129

19H. Bachelor of Science in Computer Information Systems with Concentration: Information Systems Security

19I. Bachelor of Science in Electrical Engineering with Concentration: Communication Engineering

## 20. Undergraduate Course Descriptions

### 20A. 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  $\geq 400$ ; 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  $\geq 400$ ; 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

This 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

## 20B.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

### GCI 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

### 20C. 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

## 20D.Supporting Business Requirements (Dubai Business School)

### GCM 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; 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

#### 20E. 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), GMAT 110; 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; 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: EPU 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; 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

#### 20F.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

20G. 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.

#### 20H.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 bond 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, and swaps) for risk management of institutions.

Prerequisite: BFIN 431; Semester offered: 2

### 20I. 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.

### 20J. 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

### 20K.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

## 20L. 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

## 20M. 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

### 20N.IT Core Requirements (College of Engineering & Information Technology)

#### 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 230; 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 230; 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 235; 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, ITGN 315; 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 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

### 200.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 345; 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 345; 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: ITGN 345; Semester offered: 2

### 20P.Concentration: Communication Engineering

#### 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 Maclaurin 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 filters: Difference equations, 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, spectrogram, 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 hoc 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 Ycbr, 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

## 21 Academic Regulations

### 21A.Sanctions & Repeat Offenses

Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions to the President. A sanction refers to a decision made by the SIC in response to any student action not in compliance with the Code of Student Conduct thus is considered as a violation.



Sanctions should be proportionate to the nature, severity and regularity of the violation(s). These sanctions may fall into one or more categories. Students with repeat offenses receive higher penalties.

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

## 21B.Disciplinary Sanctions

### 21B(i).Warning Letter

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

### 21B(ii).Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator's instructions during an exam. Re-offence leads to 'Suspension (5)'.

### 21(iii).Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in. This is also the penalty for 'Repeating Courses (2)'.

### 21B(iv).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.

### 21B(v).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.

### 21B(vi).Expulsion

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

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

### 21C. Disciplinary Probation

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

### 21D. 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.

### 21F. Repeat Offenses

#### 21F(i). Failing a semester:

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

#### 21F(ii). Suspension:

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

#### 21F(iii). 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.

### 21G. Academic Standing

- After completing at least 15 credit hours, the academic standing of an undergraduate student (UG) is recorded on the transcript as either "Good" or "Probation". A student with a cumulative Grade Point Average (CGPA) of at least 2.0 will be considered to be in 'Good' academic standing.
- A student with a CGPA below 2.0 (after completing 15 credits) will be placed under academic probation (i.e. At -Risk) status, and will accordingly receive a first academic warning, that will show on his/her transcript and in the student's portal. The study load for a student on academic probation will be reduced to a maximum of 12 credit hours for each of 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 a "D or D+" grade were achieved, prior to registering for any new courses.
- The academic probation will be removed only when the student's CGPA reaches at least 2.0. However, the transcript will still show any academic warning in previous semesters. If a student fails to improve his/her CGPA sufficiently by the end of the following semester, he/she will stay on academic probation and will receive a second academic warning. If a student reaches the third consecutive academic warning, he/she shall be dismissed from the program. The President may decide to grant these students an additional period to adjust their CGPA on a case by case basis. This process is repeated anytime the CGPA drops below 2.0.

## 21H. Normal Study Load

- The normal study load for an UG student in “Good” standing ranges from 12 to 18 credit hours in a regular semester, and from 3 to 6 credit hours in a short session.
- A student may request to take less than 12 credits in a regular semester. Such cases are to be evaluated and approved on a case by case basis by the Program Director/Dean based on the recommendations of the Academic Advisor.
- A graduating student with a CGPA of at least 3.6 may be allowed to raise his/her study load to 21 credits with the approval of the student’s Advisor.
- A non-graduating student with a CGPA of at least 3.8 may be permitted to register 21 credits with the approval of the student’s Advisor.
- The maximum study load for a student on academic probation will be reduced to a maximum of 12 credit hours for each of the Fall and Spring semesters and three (3) credit hours for the short semester. The load is reduced by the advisor in order to address the student’s needs to improve his/her academic performance.
- A student with conditional admission may have a lower load.
- Other study load-related exceptions may be considered on a case by case basis based on the recommendations of the Academic Advisor with the approval of the Director/Dean and in concurrence with the Registrar.

## 21I. Study Plan – Sequence of Courses

- A student is expected to follow the UD-published plan of study which also outlines the pre-requisite courses, in coordination with his/her academic advisor.
- A student on “Probation” / “At Risk” must seek the advice of his/her academic advisor in planning his/her study plan every semester.
- A graduating student with a CGPA of at least 3.0 may be allowed to register in a pre-requisite specialization course(s) as a co-requisite(s). Such cases must be recommended by the student’s advisor and approved by the Program Director/Dean in concurrence with the Registrar. Other exceptions<sup>5</sup> may be considered on a case-by-case basis by the Program Director in concurrence with the Registrar.
- A student may be allowed to take some courses off-campus but this is subject to certain conditions.

## 21J. Attendance and Absenteeism Warnings

Attendance and participation in all classes and lab sessions are mandatory and essential to the process of education at UD. The University believes that class attendance ensures students’ involvement with their instructors and fellow peers, which is a vital component of the students’ academic preparation. For this reason, students are expected to attend classes regularly. An absence hinders progress for the individual as well as for the class, and affects students’ learning outcomes and grades.

### 21J(i). Undergraduate Programs:

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

- All credit courses are normally offered in two consecutive sessions of one hour and twenty minutes each. A twenty-minute break is given after the first session.
- Students’ attendance usually takes place at the beginning of the class and after students return from the break. The attendance should be recorded on CAMS. However, faculty members are highly recommended to record attendance manually as well to verify in cases of discrepancy.

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<sup>5</sup> This may include cases where the co-requisite course is not offered in the same semester.

- A student has access to information related to his/her course attendance through the Students' Portal (CAMS).
- A faculty member is allowed 24 hours to make amendments to the student's attendance record in CAMS. A faculty member may also request the Registration Department (RD) to modify a student's attendance up to the following lecture if there is a valid reason for the request. If the RD receives too many enquiries to modify the record by the same faculty member, then the RD should refer the matter to the Program Director/Dean for information and further appropriate action.
- A student is sent a warning through his/her UD e-mail and CAMS (portal) when his/her absences reach 10% of class time for a given course. A pop-up message notifying the student regarding his/her attendance status will show once he/she signs into the Students' Portal (CAMS).
- Once a student's absence in a course reaches 20% or 6 sessions of class time, he/she will be deprived from attending the midterm and/or the final exam. A grade of "FA" will be recorded for the course, and will count towards the student's CGPA. However, if a student's absence is for a UD-valid reason, then the student's "FA" status will be changed to "Withdrawn" from the course by the Registrar. A deprived student may not attend any further exams; however, he/she still has the right to attend the remaining classes.
- Late Arrival: A student who arrives within the first 10 minutes in each of the first and second sessions will be marked as having "Late Attendance". The system will automatically register one absence for each three "late attendances". A student who arrives later than 10 minutes in either session will be marked as absent.
- Absenteeism percentages are calculated according to Table below:

#### 21J(ii).Absence Decisions

Duration of Lecture	Program(s)	Number of Session Absences		
		10%	≥20% without valid Excuse (Deprived-FA)	≥20% with valid Excuse (Withdrawn)
1 hour 20 minutes	Under-graduate	3 Absences	≥ 6 Absences	≥ 6 Absences

- A UD-acceptable/ valid excuse (see Section 5) within the maximum limit does not nullify the absence, but will cancel any penalties normally imposed for absence in an assignment or group work.
- 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.

#### 21J(iii).Valid UD Excuses for Class Absence/ Missing Exams

- The UD-valid excuses include representing the UAE government on an official mission (e.g. competition/conference/exhibition), emergency in the Armed Forces or Police that necessitates the absence. In such cases, the students received a 50% discount on make-up exam fees.
- Other valid UD-excuses include a leave to fulfill UD assignments, death in the close family, or certified hospital admission. In such cases, the student is exempted from paying the make-up exam fees.
- Other exceptional cases, besides the aforementioned in 5.1 and 5.2, can be evaluated on a case by case basis by the Registrar. If approved, the student must pay the full exam fees.
- All excuses must be substantiated by evidence.
- Financial Penalties for make-up exams may be waived only by the UD President on a case by case basis.
- A list of approved makeup exams will be sent to the relevant college, which will be responsible for running makeup exams. All makeup exam results must be sent to the Registrar within 96

hours from the date of the make-up exam, which should be scheduled within one (1) month from the original examination date for the mid-term exam, and within one (1) month from the beginning of the following regular semester for the final exam.

- In all cases, the faculty members are financially compensated for makeup exams.

#### 21J(iv).Missing Exams / Quizzes Policy

- If a student misses a quiz for an excuse that is acceptable by the instructor, the student must arrange with the instructor to re-sit for the quiz at a suitable time before the final exam.
- Failing to Attend a Midterm Exam
  - Written valid excuses along with evidence/proof should be presented to the Registrar within seven days from the missed exam date.
  - All midterm make-up exams must be held by the colleges within one month from the original exam date. In short semesters, mid-term makeups must be done before the final exams.
  - Only one make up exam can be administered per course.
  - Exams must be held in a formal setting with the presence of a supervisor.
  - All make-up exams will be out of 100% (no deduction or penalty).
  - If the student does not attend the midterm make-up exam on the specified date, he/she will be deprived from any further midterm make-up exams even if he/she provides an acceptable excuse. In such a case, the grade for the midterm exam will be reported as zero. However, the student is still allowed to attend the remaining of the course.

#### 21J(v).Failing to Attend a Final Exam

- A student who misses the final exam of any course will normally receive an "F" grade for that course (even if his total grades are above the passing grade).
- Where there has been a documented UD-valid reason the student must submit the excuse /report to the Registration Dept. (RD) within four working days of the missed/scheduled exam. In such a case, the student with an accepted excuse will receive an Incomplete "I" grade, adjusted by the Registrar. Requests submitted at a later date will not be considered.
- Make-up final exams will be administered by the respective college soonest possible and before the completion of 30 days from the beginning of the following regular semester as scheduled by the RD.
- If the student fails to attend the make-up exam on the specified date, he/she will be deprived from any further make-up even if she/he provides an acceptable excuse. In this case she/he will receive an "F" for that course.
- The student's final grade for the "Incomplete" course will be considered as part of the result of the academic semester in which the student registered for the course.

#### 21K.Repeating Courses

A student who re-registers to repeat a course must attend all classes as a regular student and complete the required class work/homework/assignments/projects to earn the final grade for the course.

#### 21L.Failing Grade

- A student who fails in a non-elective course must repeat it. A student may not repeat a course more than twice<sup>6</sup>.
- A student who fails in a course three (3) times shall be dismissed from the program.

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<sup>6</sup> The Academic Advisor must closely monitor the performance of students with repeated failures in the same course.

- All grades shall appear on the transcript but only the passing grade is used to calculate the cumulative GPA.
- For elective courses, a student may repeat the same course or its substitute in accordance with the approved study plan, however only the passing grade is used in the calculation of the CGPA.
- Exceptions can be evaluated by the Provost/President based on the recommendations of the Program Director/Dean.

#### 21M. Passing Grade

- A student wishing to repeat a passed course in order to raise his/her grade/GPA, may not repeat that course more than twice.
- Both grades will appear in the transcript but only the higher grade will be counted towards the CGPA.

#### 21N. Drop & Add

- The Drop & Add period is normally for one week after the start of classes, during a regular semester/term, and for two days only during short semesters.
- During this period, a student may drop or add a course or more.
- A student who wishes to drop and add courses should normally consult his/her academic advisor and complete the Drop & Add form. At-Risk students cannot make any changes to their study plan without the approval of their advisors. For more information, refer to the section titled "Study Load" in this policy.
- There will be no financial penalties for Drop and Add activities in regular semesters. However, dropping a course in a short semester is liable to a financial penalty even if done in the first two days from the start of the semester

#### 21O. Student Appeals Policy and Procedures

The students may appeal a decision by following the procedure:

##### 21O(i). 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.

##### 21O(ii). 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:

- The sample answer sheet,
- The answer sheet of an A grade student, and
- The answer sheet of a B grade student.

This review must be completed within five working days upon receiving the appeal from the Registrar's office. The student must be informed in writing by the Dean of the results of the appeal within two days after the review. The Dean will report any change in the grade(s) to the Registrar's office using the "Grade Change Form". The decision is final.

## 22.Full Time Faculty

### A

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

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

**Arnaut, Marina**, PhD, Edinburgh Business School Heriott Watt, 2013; Assistant Professor in Management

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

### B

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

### E

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

### F

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

**Faizal, Kamarul**, PhD, Auckland University of Technology, New Zealand, 2012; Assistant Professor in Business Information Systems; Department Chair of Information Technology

### G

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

### H

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

### K

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

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

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

**Karathanasopoulos, Andreas**, PhD, Liverpool John Moores University, 2012; Associate Professor in Banking & Finance

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

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

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

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

### M

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

**Maydybura, Alina**, PhD, University of Wollongong,

Australia, 2015; Assistant Professor in Banking Finance

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

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

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

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

### N

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

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

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

### O

**Osman, Mohammed**, PhD, University of Massachusetts, 1998; Professor in Economics & Statistics; Director, MBA & PhD; Acting Dean, Dubai Business School

### P

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

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

## **R**

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

**Rao, Ananth**, PhD, University of Minnesota, USA, 1991; Professor in Finance; Director, External and International

Relations; Director, Center for Research & Consultancy

## **S**

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

## **T**

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

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

## **W**

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

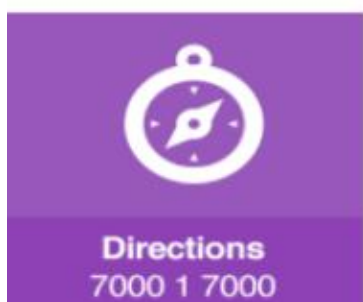
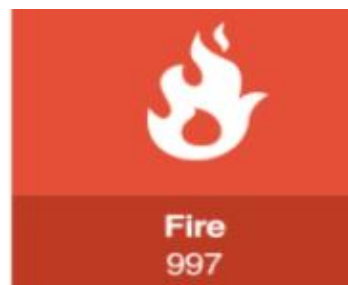
## **Z**

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



## APPENDIX-1: 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	hayounes@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
External and International Relations	04 556 6903	rsanjose@ud.ac.ae
Library	04 556 6830	aamour@ud.ac.ae
Marketing Department	04 556 6870	hbeaini@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



## APPENDIX-2: Dubai Business School (DBS)

### A2.1. Bachelor of Business Administration (BBA)

In order to graduate, the 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.

### A2.2. 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.

#### A2.2(i). BBA Program Objectives

1. Develop the ability to think critically and analytically, and behave and perform ethically across the areas of concentration.
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.
5. Demonstrate knowledge of concepts in business functions in a variety of organizational settings.
6. Synthesize information from the functional areas and apply business theory to practical decision making situations.

#### A2.2(ii). Accounting Learning Outcomes

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

#### A2.2(iii). Finance and Banking Learning Outcomes

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

#### A2.2(iv). Management Learning Outcomes

1. Achieve organizational goals by utilizing human resources, material resources, and financial resources of the organization in the most efficient and effective manner possible.
2. 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.
3. Perform managerial functions such as strategic planning, organizing, coordinating, leading, and motivating others to meet organizational goals.

4. 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.
5. Guide organizations to meet challenges of today's world and adapt to change.

#### A2.2(v).Marketing Learning Outcomes

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

#### A2.2(vi).Human Resources Management Learning Outcomes

1. Demonstrate skills in all areas of human resources management.
2. Analyze HR systems in the UAE and in international firms.
3. Formulate and Implement HR strategies for competitive positioning of the firm.
4. Evaluate HR systems.

#### A2.2(vii).Entrepreneurship Management Learning Outcomes

1. Demonstrate entrepreneurial skills to start small and medium-sized businesses.
2. Develop an effective business plan.
3. Implement and evaluate business plans.
4. Manage venture growth and transition.

#### A2.2(viii).Supply Chain and Logistics Management Learning Outcomes

Students with a BBA in Supply Chain and Logistics Management should be able to:

1. Demonstrate management of operations (value-adding) processes (i.e., manufacturing, service production and delivery, distribution, supply etc.)
2. Evaluate skill development that is focused on SCLM, i.e., TQM, continuous improvement, productivity enhancement, time-based competition.
3. Analyze operations decisions such as new product development, supply chain capacity planning, process technology planning, factory automation, and production systems planning.
4. Promote multi-disciplinary research and consultancy with the local business community through standard work-based projects and internship.

#### A2.2(ix).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.

### A.2.3.BBA Program Structure

The BBA program is structured such that students follow a prescribed sequence of course. This sequence begins from 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 later semester of the 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, students enrolled in the undergraduate programs must maintain a cumulative GPA of not less than 2.00 and complete 129 credit hours according to their academic plan within the maximum specified timeframe of seven (7) years.

## Bachelor of Business Administration Curricula

### A2.3(i).Bachelor of Business Administration – General Requirements

Course No.	Course Title	Prerequisite	Semester	C.H.
<b>1. General Educational Requirements – 27 CR. HRS</b>				
GIEC 100	Innovation, Entrepreneurship and Career Planning	-	1&2	3
ENGL 100	English I	-	1&2	3
ENGL 105	English II	ENGL 100	1&2	3
GMAT 110	Mathematics for Business I	-	1&2	3
GMAT 115	Mathematics for Business II	GMAT 110	1&2	3
ITGN 115	Computer Applications	-	1&2	3
ITGN 120	Internet Applications	ITGN115	1&2	3
GISL 100	Islamic Thought (Arabic)	GISL 100	1&2	3
GISL 105	Islamic Thought (E)	-	1	3
GEST 100	Emarati Studies	ENGL 100(Co-req)	1&2	3
ESPU 200	English for Special Purpose (Business)	ENGL105	1&2	3
<b>2.Humanities and Social Science Requirements- 6 CR.HRS</b>				
GUAG 100	UAE Government	ENGL100	1or2	3
GCUS 100	Culture & Society	ENGL100	1or2	3
GABU 100	Arabic for Business	-	1or2	3
GPSY 100	Psychology & Society	ENGL100	1or2	3
GSOC 100	Sociology & Society	ENGL100	1or2	3
GLAW 100	Law & Society	ENGL100	1or2	3
GEDU 100	Education & the Future	ENGL100	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	ENGL100	1or2	3
<b>3.Natural And Applied Science Requirements-6 CR.HRS</b>				
GSUS 200	Sustainability	45 C.H	1&2	3
GHSO 100	Health & Society	ENGL 100(Co-req)	1or2	3
GBIO 100	Biotechnology	ENGL 100(Co-req)	1or2	3
GHUB 100	Human Biology	ENGL 100(Co-req)	1or2	3
<b>4.Supporting Business Requirements-24 CR.HRS</b>				
GCOMM 105	Communication Skills (English)	ENGL105	1&2	3
BECN 100	Microeconomics	GMAT110	1&2	3
BECN 225	Macroeconomics	GMAT115 BECN100	1&2	3
BECN 250	Money and Banking	BECN225	1&2	3
GCRT 200	Critical and Creative Thinking	ENGL105	1&2	3
BSTA 200	Statistical Analysis	GMAT115	1&2	3
BBUS 225	Research Methods	BSTA200 / GCRT200	1&2	3
BBUS 250	Business Negotiating Skills	GCRT200 / BMNG200	1&2	3
<b>5. Business Core Requirements– 39 CR. HRS</b>				
BACC 205	Principles of Financial Accounting	ENGL105(Co-req)	1&2	
BACC 210	Principles of Managerial Accounting	BACC205	1&2	3
BBUS 200	Quantitative Methods for Business	BSTA200	1&2	3
BFIN 200	Principles of Financial Management	BACC205	1&2	3
BMNG 200	Management & Organization Behavior	ENGL105(Co-req)	1&2	3

Course No.	Course Title	Prerequisite	Semester	C.H.
BMRK 200	Principles of Marketing	BECN100	1&2	3
BBUS 215	Fund. of Management Information Systems	BMNG200 /ITGN120	1&2	3
BBUS 305	Business Law	ESPU200	1&2	3
BFIN 305	Corporate Finance	BACC210 /BFIN200	1&2	3
BMNG 310	Production & Services Operations Management	BBUS200	1&2	3
BMNG 315	International Business Management	BMNG200	1&2	3
BBUS 350	Business & Society	60 C.H	1&2	3
BBUS 400	Strategic Management (Capstone)	105 C.H	1&2	3

A2.3(ii).Bachelor of Business Administration – Accounting Concentration

<b>6. Accounting Major Requirements - 27 CR. HRS</b>				
Course Code	Course Title	Prerequisite	Semester	C.H.
BACC 301	Cost & Managerial Accounting	BACC210	1	3
BACC 307	Accounting Information Systems	BACC301/ BBUS215	1	3
BACC 313	Intermediate Accounting 1	BACC210	1	3
BACC 314	Intermediate Accounting 2	BACC313	2	3
BACC 416	International Accounting	BACC313	2	3
BACC 420	Financial Statement analysis & Valuation	BACC313	1	3
BACC 424	Internal Auditing	BACC313	2	3
BACC 430	External Auditing	BACC314	2	3
BACC 465	Internship	114 C.H	1&2	3
BACC 470	Industry Project	114 C.H	1	3

A2.3(iii).Bachelor of Business Administration – Finance & Banking Concentration

<b>6. Finance &amp; Banking Major Requirements - 27 CR. HRS</b>				
Course Code.	Course Title	Prerequisite	Semester	C.H.
BACC 301	Cost & Managerial Accounting	BACC210	1	3
BFIN 316	Financial Statement analysis & Valuation	BFIN305	1	3
BFIN 317	International Finance & Banking	BFIN305	2	3
BFIN 335	Entrepreneurial Finance	BFIN305	2	3
BFIN 408	Investment Analysis	BFIN200		
BFIN 431	Management of Banks & Other Financial Institutions	BFIN305		
BFIN 412	Management Investment Portfolios (F&B Capstone)	BFIN316	1	3
BFIN 437	Risk Management	BFIN317	1	3
BFIN 465	Internship	BFIN408	2	3
BFIN 470	Industry Project	BFIN431	2	3

A2.3(iv).Bachelor of Business Administration – Management Concentration

<b>6. Management Major Requirements - 27 CR. HRS</b>				
Course Code	Course Title	Prerequisite	Semester	C.H.
BMNG 301	Human Resources Management	BMNG200	1	3
BMNG 303	Advanced Organization Behavior	BMNG200 BMNG300	1	3
BMNG 311	Management of Service Organizations	BMNG310	2	3
BBEM 300	Principles of Entrepreneurship	63 C.H	2	3
BMNG 416	Emerging Issues in Management	96 C.H	2	3
BMNG 423	Leadership Development	BMNG301	1	3

BMNG 424	Change Management	BMNG311	1	3
BMNG 445	Total Quality Management and continuous Improvement	BMNG310	1&2	3
BMNG 465	Internship	114 C.H	1&2	3
BMNG 470	Industry Project	114 C.H	1&2	3

A2.3(v).Bachelor of Business Administration – Marketing Concentration

<b>6. Marketing Major Requirements - 27 CR. HRS</b>				
Course Code	Course Title	Prerequisite	Semester	C.H.
BMRK 301	Marketing Management	BMRK200	1	3
BMRK 321	Consumer Behavior	BMRK200	1	3
BMRK 303	Marketing Channels	BMRK200	2	3
BMRK 416	Advertisement & Promotions Management	BMRK301 /BMRK321	2	3
BMRK 412	Marketing Research	BBUS225 / BMRK321	1	3
BMRK 432	Service Marketing	BMRK321 /BMRK301	1	3
BMRK 310	Professional Selling &CRM	BMRK200	2	3
BMRK 428	International Marketing Strategies	BMRK303 / BMRK412 BMRK416	2	3
BMRK 465	Internship	114 C.H	1&2	3
BMRK 470	Industry Project	114 C.H	1&2	3

A2.3(vi).Bachelor of Business Administration – Human Resources Concentration

<b>6. Human Resources Major Requirements - 27 CR. HRS</b>				
Course Code	Course Title	Prerequisite	Semester	C.H.
BMNG 301	Human Resources Management	BMNG200	1	3
BHRM 301	HR Training & Development	BMNG315	1	3
BHRM 303	Employment Law and Legal Aspects	BBUS305	2	
BHRM 307	Financial Impacts of HR Strategies	BMNG315	2	3
BHRM 402	Performance Management Compensation and Employee Benefits	BMNG200	1	3
BHRM 404	Strategic HRM ( HRM Capstone)	BACC210	2	3
BHRM 406	International HR Management	BACC210	2	3
BHRM 408	Employee Relations	BHRM303	1	3
BHRM 465	Internship	BMNG301	1&2	3
BHRM 470	Industry Project	BMNG315	1	3

A2.3(vii).Bachelor of Business Administration – Entrepreneurship Management Concentration

<b>6. Entrepreneurship Management Major Requirements - 27 CR. HRS</b>				
Course Code	Course Title	Prerequisite	Semester	C.H.
BBEM 300	Principles of Entrepreneurship	63 C.H	2	3
BBEM 310	Family Business ( The Next Generation)	BBEM300	1	3
BSCL 301	Supply Chain Operations	BMNG310	1	3
BBEM 402	International Entrepreneurship	BMNG315	2	3
BFIN 335	Entrepreneurial Finance	BFIN305	2	3
BBEM 303	New Products & Services Development	BBEM301/ BEM310	1	3
BBEM 307	Managing Venture Growth and Transition	BBEM301/BBEM310	1	3

BMNG 445	Total Quality Management and Continuous Improvement	BMNG310	1&2	3
BBEM 465	Internship	114 C.H	1&2	3
BBEM 470	Industry Project	114 C.H	1&2	3

A2.3(viii).Bachelor of Business Administration – Supply Chain & Logistics Management Concentration

<b>6. Supply Chain &amp; Logistics Management Major Requirements - 27 CR. HRS</b>				
<b>Course Code.</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Semester</b>	<b>C.H</b>
BSCL 301	Supply Chain Operations	BMNG310	1	3
BSCL 307	Global Supply Chain Strategy and Design	BMNG315	1	3
BSCL 304	Warehousing and Material Handling	BSCL301	2	3
BSCL 402	Transportation and Distribution	BSCL301	2	3
BSCL 311	Strategic Procurement and Sourcing	BMNG310 /BMNG315	1	3
BSCL 404	SCLM Technologies and Information Systems	BBUS215 /BSCL301	2	3
BSCL 406	Modeling and Simulation of Supply Chains	BBUS215 /BSCL301	2	3
BBMG 445	Total Quality Management and Continuous Improvement	BMNG310	1&2	3
BSCL 465	Internship	114 C.H	1&2	3
BSCL 470	Industry Project	114 C.H	1&2	3

A2.3(ix).Bachelor of Business Administration – Customs Concentration

<b>6. Customs Major Requirements - 27 CR. HRS</b>				
<b>Course Code</b>	<b>Course Title</b>	<b>Prerequisite</b>	<b>Semester</b>	<b>C.H</b>
BCUS 200	Customs Theory & Practice	-	2	3
BCUS 210	HSN Classification & Custom Tariff	-	2	3
BCUS 300	International Agreements on Trade & Customs	BCUS200	2	3
BCUS 310	Customs Valuation & WTO Customs Valuation Agreement	-	2	3
BCUS 400	Customs Procedure & Facilitation of Trade	BCUS200	1	3
BCUS 410	Risk Management & Customs Intelligence	-	1	3
BCUS 420	Border Security & Inspection	-	1	3
BCUS 430	GCC Customs Law	-	2	3
BCUS 440	Customs Investigation & Law Enforcement		2	3
BCUS 465	Internship/Work Based Project in Customs	114 C.H	2	3

## APPENDIX-3: College of Engineering and Information Technology (CEIT)

### A3.1.BS in Computing and Information Systems Concentration in Information Systems Security (BS CIS ISS)

#### A3.1(i).CIS NEW Program Objectives (PO)

The CIS 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.

#### A3.1(ii).CIS Program Learning Outcomes (General) (PLO)

The 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.

#### A3.1(ii).CIS Program Learning Outcomes -Concentration in Information Systems Security

The program 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 Information systems security problem; identify and define the IS security setup and configuration 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. Apply contemporary techniques, skills, and tools necessary for secure information systems.
9. Understand the processes and policies that support the operational, tactical, and strategic aspects of modern Secure Systems.



A3.1(iv).BS CIS ISS Program Curriculum

Course Code	Course Title	Prerequisite	Semester	C.H.
<b>1. General Educational Requirements</b>		<b>27 Credit Hours</b>		
GIEC 100	Innovation, Entrepreneurship and Career Planning	-	1&2	3
ENGL 100	English I	-	1&2	3
ENGL 105	English II	ENGL 100	1&2	3
GMAT 110	Mathematics for Business I	-	1&2	3
GMAT 115	Mathematics for Business II	GMAT 110	1&2	3
ITGN 115	Computer Applications	-	1&2	3
ITGN 120	Internet Applications	ITGN115	1&2	3
GISL 100	Islamic Thought (Arabic)	GISL 100	1&2	3
GISL 105	Islamic Thought (E)	-	1	3
GEST 100	Emarati Studies	ENGL 100(Co-req)	1&2	3
ESPU 200	English for Special Purpose (Business)	ENGL105	1&2	3
<b>2. Humanities and Social Science Requirements</b>		<b>6 Credit Hours</b>		
GUAG 100	UAE Government	ENGL100	1or2	3
GCUS 100	Culture & Society	ENGL100	1or2	3
GABU 100	Arabic for Business	-	1or2	3
GPSY 100	Psychology & Society	ENGL100	1or2	3
GSOC 100	Sociology & Society	ENGL100	1or2	3
GLAW 100	Law & Society	ENGL100	1or2	3
GEDU 100	Education & the Future	ENGL100	1or2	3
GTOR 100	Leisure & Tourism in a Contemporary Society	ENGL100	1or2	3
<b>3. Natural And Applied Science Requirements</b>		<b>6 Credit Hours</b>		
GSUS 200	Sustainability	45 C.H	1&2	3
GHSO 100	Health & Society	ENGL 100(Co-req)	1or2	3
GBIO 100	Biotechnology	ENGL 100(Co-req)	1or2	3
GHUB 100	Human Biology	ENGL 100(Co-req)	1or2	3
<b>4. Business Requirements for IT Professionals</b>				
GCOMM 105	Communication Skills (English)	ENGL105	1&2	3
GCRT 200	Critical and Creative Thinking	ENGL105	1&2	3
BSTA 200	Statistical Analysis	GMAT115	1&2	3
BBUS 200	Quantitative Methods for Business	BSTA200	1&2	3
BACC 205	Principles of Financial Accounting	ENGL105Con	1&2	
BFIN 200	Principles of Financial Management	0	1&2	3
BMNG 200	Management & Organization Behavior	ENGL105Con	1&2	3
BMNG 310	Production & Services Operations Management	BBUS200	1&2	3
BMRK 200	Principles of Marketing	BECN100	1&2	3
<b>5. IT Core Requirements</b>		<b>48 Credit Hours</b>		
ITGN 215	Introduction to Information Systems	ITGN115	1 & 2	3
ITGN 230	Introduction to Programming	ITGN 115, GMAT 100	1 & 2	3
ITGN 235	Principles of Networking	ITGN 230	1 & 2	3
ITGN 250	Database Management Systems	ITGN 230	1 & 2	3
ITGN 256	Introduction to Operating Systems	ITGN 230	1 & 2	3
ITGN 260	IT Project Management	ITGN 215	1	3
ITGN 315	Object Oriented Programming	ITGN 230	1 & 2	3
ITGN 321	Object-Oriented Analysis & Design	ITGN 230	1 or 2	3
ITGN 323	Enterprise Architecture	ITGN 235	1 or 2	3
ITGN 340	Human Computer Interface	ITGN 230	2	3
ITGN 345	Information Systems Security	ITGN 235	1 & 2	3
ITGN 350	Web Design & Development	ITGN 250 & ITGN 315	1	3

ITGN 414	Strategic Issues in Information Systems	ITGN 323	2	3
ITGN 416	IT Audit and Control	ITGN 345	2	3
ITGN 440	Computing & Information Systems Project (Capstone)	99CH	1 & 2	3
ITGN 465	Internship	111CH	1 & 2	3
ITGN 470	Industry Project	111CH	1 & 2	3
<b>6. Concentration Requirements</b>		<b>15 Credit Hours</b>		
ITSS 450	Information Systems Security Management	ITGN 345	1 or 2	3
ITSS 451	Ethical Hacking & Network Defense	ITGN 345	1 or 2	3
ITSS 459	Digital Forensics & Investigation	ITGN 345	1 or 2	3
ITSS 456	Database Security & Auditing	ITGN 250 & ITGN 345	1 or 2	3
ITSS 458	Disaster Recovery Planning	ITGN 345	1 or 2	3

### A3.2.BS in Electrical Engineering with Concentration in Communication Engineering Electronics Engineering (BS EE CE)

#### A3.2(i).BS EE CE Program Outcome (PO)

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

- Apply knowledge of mathematics, science, communications and electronics systems.
- Design and conduct experiments as well as analyze and interpret data
- 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.
- Function effectively in multidisciplinary teams.
- Identify, formulate, analyze and solve CE & IE related problems.
- Understand professional, ethical and social responsibilities.
- Communicate effectively with a range of audiences.
- Analyze the impact of communications and electronic engineering solutions in global, economic, environmental, and societal contexts.
- Recognize the need for, and an ability to engage in life-long learning.
- Update knowledge of contemporary issues.
- Use techniques, skills, and tools necessary for communications and electronic engineering practice.

#### A3.2(ii).BS in Electrical Engineering with Concentration in Communication Engineering Electronics Engineering (BS EE CE)

Course No.	Course Title	Prerequisite	C.H.
<b>1.1 General Educational Requirements (30 CH GU CR)</b>			
ENGL 100	English I	-----	3
ENGL 105	English II	ENGL 100	3
GCOMM 105	Communication Skills (English)	ENGL 105	3
GEST 100	Emirati Studies	ENG 100 Co-req	3
GISL 100	Islamic Thought (Arabic) <b>OR</b>	-----	3
GISL 105	Islamic Thought (English)		
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
<b>2. Humanities and Social Science Requirements Choose any 1 out of 8 (3 CH GU CR) GIEC100 is a mandatory course as per CAA requirement</b>			
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
GCUS 100	Culture & Society	ENGL 100	3
<b>3.Natural And Applied Science Requirements (9 CH GUCR)</b>			
GECE 100	Chemistry -1		3
GPHY 100	General Physics -1*		3
GPHY 150	General Physics -2*	GPHY 100	3
<b>4.Supporting CE Requirements (12 CH)</b>			
ENIN 100	Engineering Innovation		3
BMNG 200	Management & Organization Behavior	ENG 100 Co-req	3
ENEE 300	Engineering Economics	EMTH 100	3
GIEC 100	Innovation, Entrepreneurship and Career Planning		3
<b>5. Communications Engineering Core Requirements (64 CH) * Lab Based Course</b>			
ENAP 150	Computer Algorithms & Programming*	-	3
ENEC 200	Electric Circuits - 1*	EMTH150,GPHY 150	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	ENSS 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*	≥ 102 CH	3
ENPR 402	Graduation Project - 2*	ENPR 401	3
ENIN 400	Graduate Trainee (GT) / Learn Earn And Progress (LEAP) Program	≥ 99 CH	1
<b>6. Major Technical Electives (Communications Engineering) Choose 4 out of 6 (12 CH)</b>			
CEOC 400	Optical communications	ENCS 300	3
CEWC 400	Wireless Communication	CECN 400	3
ENES 400	Embedded Systems	ENMP 300	3
CESC 400	Satellite Communication	ENCS 300	3
ENAI 400	Audio and Image Processing	ENDP 350	3
ENCE 400	Special Topics in Communications & Electronics	ENCS 300	3