



**Skyline University College**  
**Graduate Catalog**  
**Academic Year 2023-24**

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## I. SUC Founder's Message

Thank you for your interest in **Skyline University College**. We are pleased to welcome you in your second home.

It has been at the core of my vision to create a difference. In 1990 we were presented a noble opportunity to realize this vision, which we seized and took a big leap. We courageously accepted the responsibility and commitment to serve the society through providing quality education. We then first built the eminent foundation of Skyline University College under the patronage of *His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi*, Supreme Council Member and the Ruler of Sharjah, whose guidance, support, inspiration and direction have helped Skyline achieve all its goals along with its growth and advancement. We have come to realize that our societal role and contribution are twice as challenging but ten times more fulfilling and meaningful especially that we are working towards a significant cause.

Over the years, Skyline University College has remarkably progressed from a modest beginning of an institute conducting certification programs into an established University College, which has witnessed more than 12000 graduates. The learning experience since the start of this journey till present has been very fulfilling. Today, SUC is one of the leading universities in Northern Emirates with, well established School of Business and maturing School of Computing. Skyline also offers short courses through our Centre for Continuing Learning and have academic affiliations with various universities. SUC is a dynamic multi-cultural institution that copes and aligns itself to the current changes and future requirements locally and globally which includes digitalization. Learning that have been through bricks in the past has evolved through bricks and clicks recently. The current global situation enforced learning solely through clicks to stay safe at home. SUC took this challenge as an opportunity to strengthen and continuously upskill the competencies of our human resources at the same time upgrade our infrastructures to ensure being present relevant, safe, comfortable and future ready.

At Skyline, we are driven by our core mission to strengthen higher education through offering new programs and redesigning current programs, launching of new schools and innovating our teaching strategies online and on-site. We are working relentlessly towards international expansion at the same time, build and strengthen relationships with various universities, government institutions, corporates, professional linkages and networks globally. Equally, we are committed to give back to the society as much as we can.

Scarce of information has been the challenge of the previous generations. Back then, we worked very hard to acquire knowledge in order to be qualified to get an employment. Today, there are accessibly immeasurable information online with just a single click. Opportunities are limitless. The challenge is to identify which information to use, how we can use such information proactively and constructively and how to properly find or create opportunities from all the available information. Skyline will walk with you through this journey and beyond.

Have an exciting and remarkable journey with us.

*Kamal Puri*

*SUC Founder*

## II. Vice Chancellor's Message

It is my pleasure to welcome you to Skyline University College (SUC) in Sharjah. This is an important phase in its journey in the UAE, as it follows the completion of three decades of serving the UAE community in the field of academics. In spite of the current COVID19 situation, Skyline University College has successfully overcome the tough situation and continued to serve its students and other stakeholders through the online delivery of knowledge. This marks the 34<sup>th</sup> year of the long and exciting journey of academic excellence and quality education. Guided by its vision and mission, SUC grew from a tiny institution operating from a small apartment in the Sharjah Industrial Area to a forty acre purposefully built campus within the beautiful landscape of the University City of Sharjah. The SUC campus is fully equipped with state of the art resources serving our students' needs in all areas of curricular, co-curricular, and extra-curricular activities, all of which ensure the high quality of outcomes.

Both of SUC's schools (School of Business and School of Computing) play a fundamental role in carrying out the mission of imparting knowledge, developing professional skills and inculcating values. In a highly dynamic and fast changing world, playing this role in a traditional education environment would not be possible. At SUC, we have adopted innovation and creativity as major tools to ensure that we prepare our current students to acquire the knowledge and skills that will enable them to lead in all areas in the future.

To guide the development of academic programs that focus on the futuristic skills required by the job markets and to evaluate the effectiveness and relevancy of our existing programs, continuous and regular programs reviews are carried-out by SUC. In addition, the General Education department was recently established to give more focus on shaping the personality of our students during their years of university education. Moreover, and to ensure the relevancy of our programs, SUC faculty members and students are required to be engaged in academic and applied research. This engagement, both at national and international levels, provides a great opportunity for professional and skills development. It also gives our programs a competitive advantage.

In the year 2023, SUC has achieved the QS Star rating with an overall four star rating and five star ratings in four significant areas; namely academic development, teaching, employability and facilities. The School of Computing has obtained the international ABET accreditation for its

Bachelor of Science in Information Technology program. SUC continues its efforts in obtaining the international AACSB accreditation for the programs offered by School of Business and has made significant progress in the application process.

Through their learning journey, our students develop habits of the mind that provide them with the versatility needed to be successful in an ever more complex and volatile world environment. Our students relish the many opportunities and challenges provided to them through the varied media available to them at SUC.

Finally, the diversity of SUCs faculty, staff and students is a unique characteristic that ensures engagement in both the local and distant communities, which helps in bridging the gap between learning and doing. To learn more about SUC, I encourage you to explore our website to learn about the programs and opportunities that await you at SUC. We hope you consider joining us in our efforts to contribute to building the future pool of required skills and competencies.

*Prof. Mohammad In'airat*

*Vice Chancellor*

### **III. Message from the Dean School of Business**

Welcome to School of Business of Skyline University College, Sharjah!

At a time when many individuals, groups, institutions, corporates and governments are still adapting newer ways of growth and development in response to the current pandemic, the school of business has demonstrated very impressive resilience by not only implementing state-of-art technology, training to faculty, staff members and students, but also adopted new academic strategies, changed policies and procedures to ensure quality learning experience to the students with utmost care of their health and wellbeing.

Being more than three decades old, and founding school of the Skyline University College, the school offers Bachelor of Business Administration program in eight contemporary majors and Master of Business Administration program in seven topical concentrations. These flag-ship programs attract students from a range of academic backgrounds, professionals, nationalities, ethnicities and cultures, like our faculty members and academic support staff. The school provides intellectually stimulating, socially vibrant and culturally stimulating ecosystem conducive for developing global managers and leaders.

The economic and social impact of pandemic on businesses and business management trembled us to think about sustainability of our existing ventures and also to seize new opportunities. The school provides unique learning opportunities for developing knowledge, skills and competencies among students through diverse scholarly academic and practice faculty members, programs, events, activities and systems. Industry and technology integrated curriculum, effective academic strategies including case studies, projects, software, simulation, Dubai Financial Market lab, student's webinar, CEO lecture series, professional development program, guest lectures, industrial visits, internships, student's club events and activities etc. make the students learn and be ready to face any challenges professionally. Skyline Entrepreneurship and Innovation Center offers the opportunity and guidance to the students to unleash their creativity in developing innovative products and services and startup their own venture.

More than ten thousand alumni spread in several countries, active corporate affairs office of the university having agreements and partnerships with several corporate, government, universities and academic institutions in Gulf Cooperation Council, Asia, Europe and Africa provide ample opportunities to the students for placement, learning, projects, internships and exchange.

I invite you to be part of this dynamic, incredible and mission driven business school to become a skyliner.

*Dr. Naseem Abidi*

*Dean - School of Business*

#### **IV. Skyline University College Board of Trustees**

- 1. Dr. Ram Buxani**  
Chairman of the Board, Chairman of ITL-Cosmos Group
- 2. Mr. Kamal Puri**  
Founder and Board member, Skyline University College, UAE – Ex-officio
- 3. Mr. Nitin Anand**  
Board member, Skyline University College, UAE - Ex-Officio
- 4. Dr. Ghanem Mohammed Al Hajri**  
Board member, Chairman-Al Hawajer Group, Sharjah, UAE
- 5. Dr. Mouza Ghubash**  
Board member, Director, Al Rewaq Cultural & Charity Association
- 6. Mr. Ibrahim Barakeh**  
Board member, Principal, Al Shola Private School, Sharjah
- 7. H.E Khalid Jassim Al Midfa**  
Board member, Chairman of Sharjah Commerce & Tourism Development Authority (SCTDA)
- 8. H.E. Ali Salim Al Midfa**  
Board member, Chairman of Sharjah Airport Authority
- 9. Dr. Hani H. D-Almour**  
Board member, President, Al al-Bayt University, Mafraq, Jordan
- 10. Ms. Fatima Ghulam Murad Al Blooshi**  
Board member, Head of Awareness and Education department, General Department of Human Rights, Dubai Police
- 11. Dr. Blake Faulkner**  
Board member, Vice President of Online Education & Innovation, Career College Group, Toronto, Ontario, Canada

## V. Members of External Advisory Council

### A. School of Business

1. **Mr. Ashish Panjabi**  
CEO -JACKY'S Business Solutions
2. **Mr. Tarek El Sakka**  
CEO Dubai Refreshment
3. **H.E. Khalid Bin Butti Al Hajeri**  
Director, University City
4. **Ms. Leena Parwani**  
CEO LETS Plan Here Insurance
5. **Dr. Faisal Ikram**  
President, Pakistan Association Dubai
6. **Mr. Mohammad Al Khaja**  
President Alumni Association
7. **Ms. Elif Pekçetin**  
Founding Partner, Felix International L.L.C.
8. **Mr. Ahmed Al Khateeb**  
Parent Representative, Al Baraha Hospital Dubai
9. **Dr. Raed Abdallah**  
Principal - Taryam American Private School
10. **Dr. Lara Nabil Abdallah**  
School Executive Principal, Dubai Modern Education School
11. **Ms. Elena Cruz**  
CEO & Founder, Infinite Communities
12. **Dr. Mary Jane**  
CEO Prime Group

**13. Mr. Shafiq ur Rehman**

President, ICPAD- UAE CHAPTER (A Professional wing of PAD), Partner of AAA Group

**14. Prof. Firdaus Abdullah**

Dean -Faculty of Business & Management

**15. Mr. Abraham Kah**

CEO MAI Group

**16. Abdullah Al-Harmoozi**

DGCX Dubai Gold & Commodities Exchange Head of Outreach & Engagement

## **VI. Academic Affairs Council Members**

- 1. Prof. Mohammad In'airat**  
Professor, Vice Chancellor and Chair of Academic Affairs Council
- 2. Dr. Deepak Kalra**  
Associate Professor, Deputy Vice Chancellor
- 3. Dr. Osama Thawabeh**  
Associate Professor, Registrar
- 4. Dr. Shakir Al- Musili**  
Director - Institutional Research, Quality Assurance, Outreach and Accreditation
- 5. Prof. Naseem Abidi**  
Professor, Dean – School of Business
- 6. Prof. Ghassan Issa**  
Professor, Dean – School of Computing
- 7. Ms. Sunita Marwaha**  
Director-Academic Support Services
- 8. Mr. Firas Al Tabbaa**  
Director – Government and Public Relations
- 9. Mr. Rakesh Gaur**  
Director-Marketing and Communications

## **VII. Student Council Members**

The first Student Council of SUC has been established in this academic year with the following members:

- 1. Fozan Salim Fawzan Salim Alhammadi**  
President, SUC Student Council
- 2. Rami Waleed Abdalla Elsayed**  
Vice-President, SUC Student Council
- 3. Owais Naveed**  
General Secretary, SUC Student Council
- 4. Mehak Vasta**  
Council Treasury, SUC Student Council
- 5. Muhammad Saad Muhammad Asif Javed**  
Public Relations Officer, SUC Student Council

## VIII. Glossary of Terms

Academic Calendar	Detailed schedule of SUC academic activities during the academic year
Academic Standing	Determined by the quality and quantity of satisfactory academic work completed during the stay at the SUC
Academic Year	Consists of Fall, Spring and Summer semesters
Adding / Dropping	Addition or dropping courses from the course plan within two weeks of starting the semester
Admission	Process through which students undergo while being admitted in SUC
Articulation	Agreement or arrangement with other accredited universities/institutions
Alumni	Former students who have graduated from SUC
Cancellation	A student who wishes to discontinue the study for the semester
Capstone	A mandatory course offered to students after completion of all 600 level courses. Minimum pass 'B' grade and no Transfer of Credit will be allowed
Catalog	Comprehensive information about the admission and academic policy, programs offered, academic progression and course descriptions of courses offered in SUC
CGPA	Cumulative Grade Point Average
Credit Hours	Refer to one lecture hour per week for fifteen weeks supplemented by two hours of practical study per week
Curriculum	Set of courses offered for obtaining a degree with major or concentration
Concentration	A concentration in graduate program is recognized when a student completes at least 15 credits or equivalent in the area of specialization of the study inclusive of a thesis with 6 credits and 9 credits of other courses
Dissertation	Submission of Dissertation proposal in the selected area is a mandatory requirement for completion of the MBA program
GPA	Grade Point Average is determined by dividing total grade points earned by total hours attempted for each semester

Graduation	Recommendation for awarding degree by the Graduation Board on fulfilling the graduation requirements by the students	
Honors	Academic honors are awarded to students scoring as per the following:	
	Cum Laude	An average CGPA of 3.7 or higher
	Magna Cum Laude	An average CGPA of 3.8 or higher
	Summa Cum Laude	An average CGPA of 3.9 or higher
ID Card	A unique identification card issued to student	
Master of Business Administration Degree	An award of degree on completion of Graduation requirements for Master of Business Administration program	
Mentor	A faculty member with the closest expertise relevant to the student's field of study, assigned to the group of students	
Mitigation	Students seeking excuse for absence from examination on medical or emergency grounds as per SUC policy	
Postponement	Carrying over the course for the next semester	
Pre-Requisite	A Pre-requisite is a course which is required to be completed in order to study an advanced course. A student will not be eligible to take a course with pre-requisites unless the required pre-requisite is completed	
Probation	Academic standing of student falling below the qualitative & quantitative academic progression	
Protected	A course for which no Transfer Of Credit will be allowed	
Re-Registration	Postponed, cancelled, withdrawn students re-joining the program to complete the degree	
Resit Examination	Students with shortage of attendance, mitigation, grade improvement and failure students can re-take the examination	
SAP	Satisfactory Academic Progression	
SGPA	Semester Grade Point Average	
Semester	Period of time required to complete one set of course offering as per the study plan (Generally 15 weeks)	
SUC	Skyline University College	

Suspension	Academic standing of student failing to fulfill the qualitative and quantitative academic progression requirement even after the final warning
Tuition Fee	Charges paid for the attempted credits
Final Warning	Warning given to a student who is on probation and still unable to improve academic performance as per qualitative and quantitative requirements.
Full Time	Courses conducted during weekdays from Monday to Friday
Part Time	Courses conducted during weekends on Saturday and Sunday
Withdrawal	Student dropping the course after two weeks of starting the semester

## **IX. About UAE & Sharjah**

### **About UAE**

The United Arab Emirates is the constitutional federation of seven emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al-Quwain, Ras Al Khaimah, and Al Fujairah. It is stretched over 1448 Sq.km from the west coast of Persian Gulf and Gulf of Oman, where water and land overlap, to the Arabian Peninsula.

UAE economy was sustained by pearl industry for centuries, the coastline is studded with islands, coral reefs and ridges. Nearly 200 islands fall under the UAE territory on Arabian Gulf including Abu Dhabi Island, capital of United Arab Emirates, Das Island which is rich in Oil, Delma Island which is rich in pearls, Umm Al Nar Island, Saadyat Island, Hamra Island near Ras Al Khaimah, Abu Moosa Island, Greater Tunb Island, Lesser Tunb Island, and other islands which have left their mark on UAE.

UAE is the world's eighth largest oil producer and is the main driver of the economy. In the recent past, non-oil based share in the economy is on the rise. Few sectors that are thriving are retail, hospitality, financial, tourism, logistic and supply chain sectors. Being a free-market economy, it has made policy amendments to attract FDI in the Free Zone areas. UAE is one of the most politically stable and secure country in the region. As a result of this stability prosperity, harmony and modernity characterizes UAE. Its development and standard of living of its citizens is due to visionary leaders of UAE especially like Sheikh Zayed who focused on welfare of the country during the pre and post formation years. In the recent years UAE is credited to be pioneer in establishing ministry of happiness to ensure Quality life to their citizens in Asia.

Its place in the GCC is very important as second largest economy and the most tolerant towards different cultures and religions of the world. The United Arab Emirates is a founding member of the Cooperation Council for the Arab States of the Gulf, and a member state of the Arab League. It is also a member of the United Nations, Organization of the Islamic Conference, the OPEC, and the World Trade Organization.

The diversified economy of the country gives immense scope of progress and provides opportunities for the citizens in employment, self-employment, innovation and creativity. The leadership of UAE recognizes the importance of education, research and development is a key driver of its economy in the coming years, hence has a vision of making UAE a knowledge based economy.

### **About Sharjah**

A modern metropolis with over 6000 years of history, Sharjah is an incredible emirate with coastline on both the Arabian Gulf Coast and the Gulf of Oman. A natural extraordinary landscape, uniquely scenic man made lagoons, magical endless deserts, fascinating attractions, sophisticated iconic architecture and certainly one of the most diverse emirates in the region, with something for everyone.

Sharjah has rich and varied cultural and commercial achievements are based on solid foundations and traditional heritage. More than 20 museums and heritage sites provide the perfect platform to showcase the arts, crafts, traditions and importance of Islam in the lifestyle of the people in this most fascinating city.

Sharjah has transformed under the vision and guidance of His Highness Sheikh Dr. Sultan Bin Mohammed Al Qasimi into a vibrant and bustling metropolis while preserving the core values of Islamic tradition, heritage and culture.

His Highness Dr. Sheikh Sultan Bin Mohammed Al Qasimi has transformed Sharjah into a modern oasis of social and intellectual development by opening the doors of culture, learning and literature to all who wish to learn. Under his leadership, a new era has begun with the construction of many new schools, further education institutes, learning and research centers, libraries, clubs and cultural centers.

Education in the emirate started very simply with home-based Islamic studies in the early 1935 and became the first formal educational institute in Sharjah offering a larger curriculum and formal teaching arrangement.

Classical culture celebrated in the very architecture of the emirate. Islamic culture is at Sharjah's heart, great buildings house the leading educational institutions of Sharjah's University City, and theatre, music and visual arts are championed, in both traditional and modern forms.

Under the directives of the Ruler of Sharjah, University City got established in 1997. Today it is one of the most advanced education centers in the Middle East anchored by the American University of Sharjah, the University of Sharjah, the Higher Colleges of Technology, the Sharjah Police Academy, Skyline University College and the Judicial Studies and Training Institute. Students attend from all over the UAE and the wider Gulf region.

In His Highness Sheikh Sultan's, own words: "Culture is the cornerstone of the growth we seek. It is that vital element creates a balance between the cultural belonging and the spirit of the age. Culture creates a state of self-development and self-discipline and leads the human being to show the values of kindness, benevolence and brotherly relations with others. Education is the key to new horizons of development and progress".

Sharjah remains at the forefront of development through further investment in education and by building relationships with foreign universities. The list of courses available continues to expand. The emphasis on education in this emirate cannot be understated. Sharjah continues to be one of the most popular destinations for students from the region, with numbers expected to increase in the years to come.

The first newspaper in the region was launched in Sharjah in 1927 and the first cultural club, Islamic Forum, was established in 1936, followed by the Arabic Cultural Club in 1947. In 1956 Sharjah became the first emirate in the UAE to offer women an education, and in the early 1990 it was the first to run an MBA program.

Heart of Sharjah Area is a testament of Sharjah's dedication to preserving the cultural history of its predecessors. This is celebrated as the foundation of the accolade from UNESCO, which established Sharjah as the Cultural Capital of the Arab World.

In Heart of Sharjah Area, you will see handcrafted works of art and objects that date back to a time when local people relied solely on fishing and pearling. Trace the development of education, currency and the early postal system. Discover the traditional skills and crafts relating to making jewelry, costumes, herbal medicine, music and folklore.

Rich in history and culture; a land with a wealth of values, warm and friendly people, all year-round sunshine and distinctive blend of glorious past and bright present, the emirate is an attractive and safe destination offering the right ingredients for leisure and business alike. Having been crowned the "Cultural Capital of the Arab World" in 1998, the Islamic Culture Capital for 2014 and the Arab Tourism Capital for 2015, the smiling emirate of Sharjah has for generations, been welcoming visitors from around the world. It is a great place of learning for students and visitors.

## X. About SUC

### A. Overview

Skyline University College (SUC) was established in 1990 in Sharjah, under the patronage of H.H. Sheikh Dr. Sultan Bin Mohammed Al Qassimi, a member of the UAE Supreme Council and the Ruler of Sharjah. He has always supported SUC in its pursuit to offer quality education. SUC responds innovatively and effectively to train human resources in the fields like Human Resources, Public Administration, Innovation and Entrepreneurship, Aviation, Hospitality, Travel & Tourism, Information Technology & Systems, Marketing, International Business and Accounting. In order to internationalize the programs, SUC has obtained the international ABET accreditation for the Bachelor of Science in Information Technology program offered by its School of Computing and is in the process of acquiring AACSB accreditation for the programs offered by the School of Business. This will enhance SUC's reputation through better quality of education, ensures international recognition for graduates, and creates opportunities for international cooperation and partnership with recognized universities worldwide. SUC has achieved an overall four star QS star rating with a five star QS rating in Academic Development, Teaching, Employability and Facilities. SUC is actively pursuing benchmarking activities with Universities under EUMMAS (European Marketing and Management Association).

SUC has a School of Business offering undergraduate and graduate degrees in Business Administration and a School of Computing offering undergraduate degrees in Information Technology and Computer Science, which are fully-approved and accredited by the Ministry of Education (MOE), UAE.

The School of Business, offers Bachelor of Business Administration (BBA) in Accounting, BBA with concentrations in Human Resource Management, Innovation and Entrepreneurship, Tourism and Hospitality Management, International Business, Marketing and Retail Management and Public Administration and Master of Business Administration (MBA) Program.

The School of Computing, offers a Bachelor of Science in Information Technology program with concentration in Enterprise Computing In continuation with the progressive approach, SUC has introduced the Bachelor of Science in Computer Science program with concentrations in Artificial Intelligence and Software Engineering for meeting the future needs of the industry.

The campus of SUC is spread over 40 acres of land, which is located in University City of Sharjah. SUC has a well-equipped campus, which caters for its diverse student body needs. SUC also prepares its students to meet the challenges of the new century by acquiring relevant knowledge, skills and values appropriate for the market demands of UAE and the region.

SUC also provides additional learning opportunities and resources by way of a well-equipped library having a wide range of databases such as ProQuest, E-book Central, EBSCO and IGI Global, IEEE Computer Science Digital Library, SCOPUS and Online Learning Resources such as IGI and Springer Nature. In addition, SUC enables students to learn from various activities, which give them opportunities to apply their knowledge, skills and competencies by organizing and conducting co-curricular and extra-curricular events.

SUC has a well-developed Student care package, mentoring and feedback mechanism that helps students to improve their performance levels continuously. To begin with, SUC ensures all its international students inducted to the Freshman to be aware of the learning environment of SUC and the cultural environment of UAE through Student Care Package which caters to New International students (Bridging program) and academically weak SUC students (Student Tutorials). The mentoring system is aimed at guiding individual students in their academic and professional fronts. The continuous Student feedback mechanism adopted by SUC helps in understanding the needs and serve them better during their campus life.

SUC also has an active Corporate Affairs Office (CAO) that engages industry to share their experiences with students in the form of guest lectures, industry visits and CEO lectures. The CAO assists students in their internship and job placements.

SUC has a Teaching effectiveness committee which focuses on improving learning and teaching to facilitate students in preparing them for the required skills, values and competencies suitable to the industry demands through its diverse academic faculty with PhD. Apart from delivering a holistic education in the areas of specialization, SUC prepares its students with additional skills and competencies through its Professional Skills Development Program at all levels starting from Freshman to the Senior levels so as to hone student skills in communication, analysis and leadership.

The communication skills are further reinforced by the Toastmasters club activities to strengthen the communication skills, leadership skills and soft skills for the progressive career development of the students.

SUC also has a Research and Innovation department, which facilitates research activities among faculty, enables them to use their research knowledge to teach in classes and promotes research culture in the institution. In this pursuit, SUC faculty members have publications in Q1 to Q4 Scopus indexed journals. To, further enhance Research culture, SUC encourages collaborative Research with International Universities and Researchers.

SUC understands the importance of community engagement through its Community Service activities, which provides opportunities for students and employees to participate and contribute towards the welfare of the needy segments of the community.

The Institution has Memorandum of Understanding with various colleges/universities in Canada, UK, USA, Russia, Europe, Africa, Malaysia, Philippines, China, India and Pakistan, which facilitate the exchange of students for further study opportunities. SUC also maintains professional relationships with European Marketing and Management Association (EUMMAS), International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), International Council of Electronic Commerce Consultants (EC Council), ROBOROBO, IEEE, VIRDI, ORACLE Academy, CISCO and IDP IELTS.

## **B. Vision, Mission, Goals and Objectives**

### **i. Vision**

SUC envisions itself to be a globally renowned university that nurtures Creativity and Innovation with emphasis on diversity and cultural integration towards building a knowledge based society.

### **ii. Mission**

The Mission of Skyline University College (SUC) is to impart knowledge, develop professional skills in the field of Business, Science & Technology and inculcate values among students of diverse cultural backgrounds to serve the society. SUC provides opportunities for its students to achieve their academic and professional goals and facilitates the development of their overall personality in order for students to become effective and socially responsible professionals in a dynamic global environment. In pursuing this mission, SUC focuses on innovative and creative approaches in all areas of education, research, consultancy, community services and development of its employees to facilitate the learning environment for its stakeholders. SUC recognizes risk management in all aspects of its operations and ensures health and safety of its stakeholders.

### **iii. Goals and Objectives**

#### **a. Institutional Goal:**

To continue to serve with dedication in the field of higher education to meet the changing needs of society and develop responsible individuals without discrimination following ethical practices.

#### **Institutional Objectives**

1. To serve with dedication in the field of higher education, and prepare students to contribute to the betterment of society.
2. To offer quality education to a culturally diverse student body, globally, irrespective of race, color, gender, religion, physical disabilities and age.
3. To expand its higher education programs as per the needs of the dynamic global environment
4. To develop and maintain significant networks between SUC, alumni and industry

5. To continue to maintain a meaningful relationship with the community through socially responsible activities
6. To continue to pursue ethical conduct and a high order of integrity in all spheres of institutional functions
7. To continually assess the institutional risk and provide a safe and secured environment to the stakeholders

**b. Student Goal:**

To equip students with knowledge, skills and competencies, which build lifelong careers and creativity that contribute to the betterment of business and society

**Student Objectives**

1. To orient students with knowledge through undergraduate and postgraduate programs thereby preparing them for suitable career opportunities globally.
2. To equip students with creative and entrepreneurial skills suitable for lifelong career building
3. To integrate general education at the undergraduate level programs
4. To enhance higher order skills in problem solving, leadership, analysis and decision making among students
5. To develop the complete personality of the student through quality education and extra-curricular activities that will enable them to serve society optimally

**c. Employee Goal:**

To engage competent employees from diverse cultural background and ensure their welfare and facilitate development

**Employee Objectives**

1. To provide facilities that enhance long-term SUC employee welfare, satisfaction and growth
2. To facilitate a conducive research and consultancy environment for faculty to pursue scholarly activities
3. To conduct various faculty and staff development programs in order to prepare them to meet challenges posed by the dynamic global environment.

## **C. School of Business Vision and Mission**

### **i. Vision**

To be an innovative and leading provider of quality business management education to serve the society.

### **ii. Mission**

To impart knowledge, develop skills and inculcate values to develop responsible managers and leaders in the field of business management.

### **iii. Goals**

- a. To review and update academic programs as per the emerging national, regional and global trends.
- b. To provide knowledge, skills and competencies among students for managing various aspects of businesses.
- c. To ensure continuous improvement in the areas of teaching, research, and community services.
- d. To strengthen stakeholders' involvement in achieving the mission of the school.
- e. To develop ethically responsible business managers and leaders

## **D. Licensure**

Skyline University College, located in the Emirate of Sharjah, is officially licensed to operate as Higher Education Institution by the Ministry of Education of the United Arab Emirates until 14th of February 2024, renewable every five years for awarding the following undergraduate and graduate degrees through the School of Business and School of Computing:

### **School of Business**

#### **i. Undergraduate Programs:**

- a. Bachelor of Business Administration in Accounting
- b. Bachelor of Business Administration with concentrations in :
  1. Human Resource Management.
  2. Innovation and Entrepreneurship.
  3. International Business.
  4. Marketing and Retail Management.
  5. Public Administration.
  6. Tourism and Hospitality Management

#### **ii. Graduate Programs:**

- a. Master of Business Administration
- b. Master of Business Administration with focus area in Finance

### **School of Computing**

#### **i. Undergraduate Programs:**

- a. Bachelor of Science in Information Technology with Concentration in Enterprise Computing
- b. Bachelor of Science in Computer Science with Concentration in Artificial Intelligence
- c. Bachelor of Science in Computer Science with Concentration in Software Engineering

### E. Program Accreditation by Ministry of Education, UAE

The accreditation information for MBA program is given below:

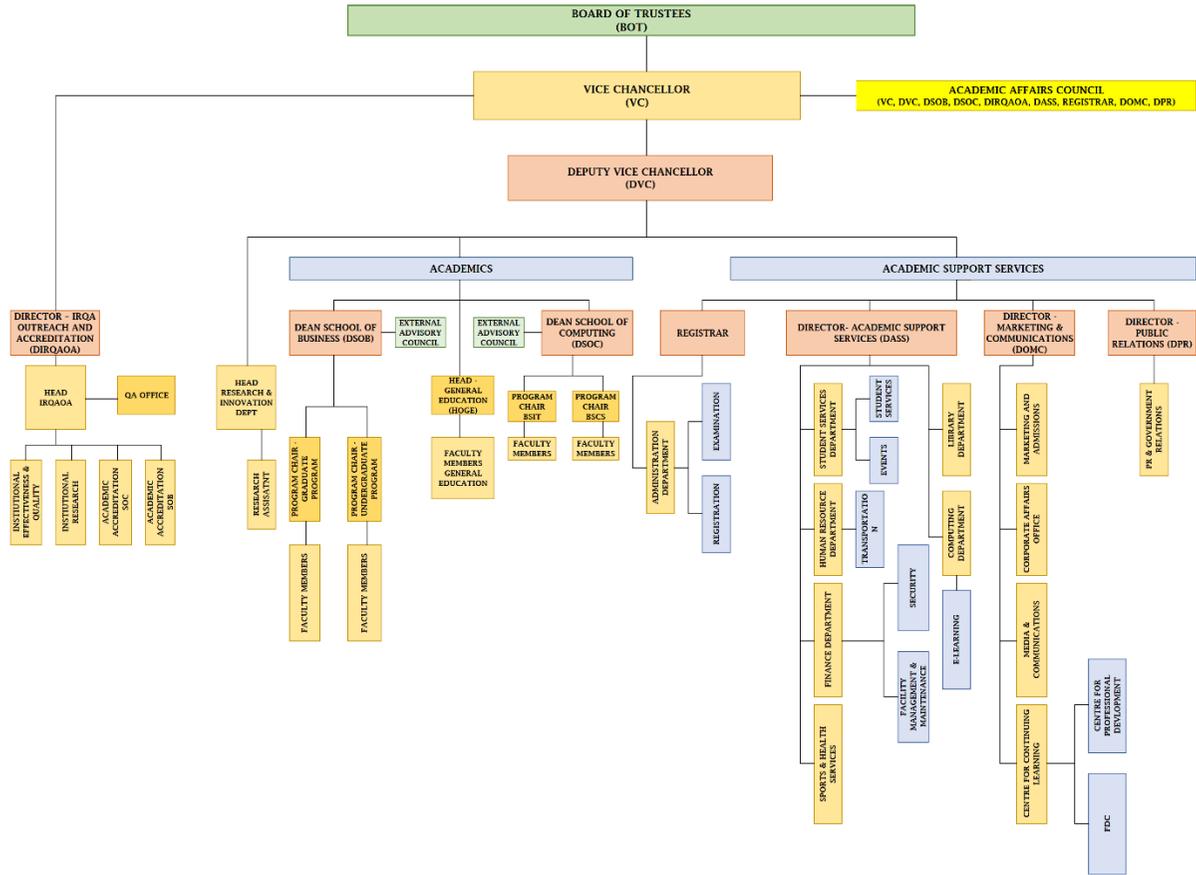
Program	Date of Initial Accreditation	Date of recent re-accreditation	Valid until
<b>School of Business - Graduate Programs</b>			
Master of Business Administration	November 1, 2007	February 10, 2019	February 10, 2024 *

\* Renewal of MBA Program Accreditation is due in Fall 2023

### F. International Rating

The globally renowned QS star rating agency has rated Skyline University College as a four-star institution. SUC has achieved a five-star rating in the categories of Academic Development, Teaching, Employability and facilities.

# G. Organization Structure



## H. Why Skyline?

### i. Institutional

- a. 34 years of commitment to the society for imparting knowledge, developing skills and inculcating values
- b. Among the first few universities to start in the UAE
- c. Approved and accredited by Commission of Academic Accreditation(CAA) of the Ministry of Education (MOE), UAE
- d. Overall 4 Star QS Rating of the institution, 5 star rating in Academic Development, Teaching, Employability and facilities
- e. Strong alumni base, well-placed in government and private sectors
- f. Multicultural student learning environment
- g. Affordable fee structure
- h. Articulation agreements with some of the top 400 international universities.
- i. In-house ERP to manage effective operations and quick decision making
- j. Innovative teaching methodologies that engage students in learning
- k. Educational programs integrated with professional certifications
- l. State of the art Learning Management System including SCORM for faculty and students
- m. Availability of Basic Clinical services within the campus

### ii. Academic Excellence

- a. Faculty and Staff from professional fields with diverse national and educational backgrounds
- b. Focused research environment to integrate scholarly work into curriculum development and delivery
- c. Regular curriculum update to meet industry requirement
- d. Innovative teaching methodologies used in the class room
- e. Achieved membership of International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), International Computer Driving License (ICDL), Society for Human Resource Management SHRM, EC Council, Oracle, RoboRobo, Institute of Financial Accounting (IFA)

**iii. School of Business**

- a. Offers specialized areas of study in Tourism and Hospitality Management, International Business, Marketing and Retail Management, Accounting, Public Administration, Innovation and Entrepreneurship and Human Resource Management at undergraduate level
- b. Offers Master of Business Administration program at graduate level
- c. Publishes refereed business journal, organizes international business and management conference and have dedicated case study center
- d. Application based learning through internship and industry interaction
- e. Opportunity to do professional certification courses along with degree programs available through globally certified bodies like IATA, CTH, EC Council, IDP IELTS, IFA, SHRM and ICDL.
- f. Student exchange and faculty exchange programs

**iv. School of Computing**

- a. Undergraduate Program offered in unique area of Enterprise Computing, Artificial Intelligence and Software Engineering under School of Computing
- b. Bachelor of Science in Information Technology program is internationally accredited by ABET Computing Accreditation Commission
- c. Simulation and practical learning environment to integrate theory with practice
- d. Application based learning through Live project center, internship and industry interaction
- e. State of the art computer laboratories
- f. Technology-integrated learning opportunities
- g. Opportunity to do professional certification courses through CISCO network academy, VIRDI, ORACLE Academy and EC Council
- h. Student exchange and faculty exchange programs

**v. Learning Support Services**

- a. Well-equipped IT infrastructure in the campus including classrooms and labs to support the technology integration into the academics

- b. Innovation lab to foster creativity
- c. Availability of interactive on-class facilities and online learning support services
- d. Library facilities equipped with rich physical and online resources
- e. User friendly Portal services for students to access course related information, e-learning resources, online request system and online fee payment facilities
- f. 24 x7 access through SUC Mobile APP for ease of communication with the institution, enhanced student tutor communication, online fee payments, and other items
- g. Self-check-in and checkout facility in the Library
- h. Skyline Innovation and Entrepreneurship Center to promote entrepreneurial skill among students

**vi. Student Development and Employment Opportunities**

- a. Training and testing center for IELTS, TOEFL and Cambridge English preparatory courses
- b. Professional Skills Development Programs to develop professional skills and abilities essential for career progression
- c. Toastmasters club which helps in strengthening communicative and leadership skills
- d. Enrollment in IEEE
- e. Student Care package which caters to new international students through a bridging program and to academically weak SUC students through student tutorials
- f. Counseling is provided to help student progress in their academic career.
- g. Corporate Affairs Department administers student's placement and industry networking opportunities like internship and placement opportunities
- h. Academic tours to various foreign countries
- i. Well-equipped Innovation Lab to foster creativity
- j. Opportunities for lifelong learning anywhere in the world with the articulation agreements
- k. Year round thematic community service and outreach activities
- l. Student clubs and committees focusing on overall personality development through various co-curricular and extra-curricular activities
- m. Student advising and professional development skills program

- n. On-campus career fairs
- o. Opportunity to showcase creative writing skills through contribution to SUC's Newline publication
- p. CEO Series and guest lectures by renowned industry speakers
- q. Orientation through guest lectures by Alumni speakers
- r. Emphasis on practical knowledge through industry visits
- s. Real life experience and exposure through internships

**vii. Infrastructure**

- a. Purpose built campus equipped with all facilities
- b. Hostel facility inside as well as outside campus available for international students

**viii. Sports Facilities**

- a. Two Cricket Grounds
- b. Multi Gym
- c. Football ground
- d. Basketball court
- e. Student Common Room

**ix. Financial Aid**

- a. Youth Empowerment, Girls and Young Women empowerment and Sports Scholarships offered to students based on outstanding achievement in academics and extra-curricular activities
- b. MOU based scholarships to employees of government and non-government organizations

## XI. Research Strategy of SUC

Items	KPI	Benchmark				
		AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26	AY 2026-27
Research Publications	Average Publication per BBA faculty in Scopus index journal	2 Research Articles	2.5 Research Articles	2.75 Research Articles	3 Research Articles	3.25 Research Articles
	Percentage of Q1 Category of Scopus Index Journals	15%	20%	25%	30%	35%
Research Support	Number of Faculty Development programs	At least 2 FDPs on Research				
	Number of Collaborative research projects	At least 1				
External Research income per academic staff	Income from Projects from External sources - Government or Corporates	At least 250000 AED				
Faculty Publication in collaboration with SUC students	Number of Joint Publications with Students	At least 2 publication				
Patents applied and awarded	Number of Patents Applied and awarded	At least 2	At least 2	At least 3	At least 3	At least 3

Items	KPI	Benchmark				
		AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26	AY 2026-27
International Conferences	Organization of Conferences in collaboration with Top 200 universities	1	1	1		1
Consultancy and projects	Income from Consultancy	Worth AED 50000	Worth AED 50000	Worth AED 100000	Worth AED 200000	Worth AED 500000
Case Studies	Number of case studies published	1	2	2	2	2
International Case workshop	Number of International Case workshop	2	3	4	5	6
Editorial Board Membership	Number of Editorial Board Membership	2	3	3	3	3
Funded Projects with local & external funding	Number of Funded Projects with local & external funding	At least 2 per year	At least 2 per year	At least 3 per year	At least 3 per year	At least 5 per year
Improve number of Citations	Percentage of increase in Citations (YoY)	10 % increase	15 % increase	15 % increase	15 % increase	20 % increase
Start-ups/Spin-Offs	Number of Start-ups	At least 1	At least 2	At least 2	At least 2	At least 2

## **XII. Programs Offered**

SUC has two schools; the School of Business and School of Computing and programs offered by each school are given below. Generally, the Schools offer on campus courses but in case of emergencies like COVID situations or any other conditions where the Ministry of Education / Ministry of Health, Risk and disaster Management directs the University is equipped to teach online or blended mode of lectures.

### **A. School of Business**

The School of Business offers following Undergraduate and Graduate programs:

- i. Bachelor of Business Administration in Accounting
- ii. Bachelor of Business Administration with concentrations in:
  - d. International Business
  - e. Marketing and Retail Management
  - f. Tourism and Hospitality Management
  - g. Public Administration
  - h. Human Resource Management
  - i. Innovation and Entrepreneurship
- iii. Master of Business Administration
- iv. Master of Business Administration with focus area in Finance

### **B. School of Computing**

The School of Computing offers following undergraduate and graduate programs:

- i. Bachelor of Science in Information Technology with Concentration in Enterprise Computing
- ii. Bachelor of Science in Computer Science with Concentrations in:
  - a. Artificial Intelligence
  - b. Software Engineering

### **XIII. School of Business Graduate Programs**

The School of Business is aspiring to achieve the International accreditation and hence it is in a process of reviewing and updating the systems, processes, and outcomes in order to meet the requirements of the international accreditation.

#### **A. MBA Program Information**

##### **i. MBA Program Overview**

MBA program focuses on providing knowledge, skills and competencies to become a strategic leader in corporate, private or government organizations. The focus is on developing leadership skills that enables students to craft, execute, and lead a defined strategy that sustains the business or organization in the dynamic changing scenario. The program provides an understanding about strategic risks and risk management to lead organizations proactively. The program equips the student to drive innovation and creativity in organizations, as well as plan and direct incremental and transformational changes for organizational excellence.

##### **ii. MBA Program Rationale**

The focus of UAE and the region on non-oil sector has started contributing in rapid growth to GDP from manufacturing, food, retail, real estate, automobile, airlines, ports, hospitality, medical, educational, financial services and other sectors. The efforts of government of UAE resulted in increased demand substantially for educated manpower in different positions in government, semi government, and private organizations specially after pandemic. Young Arabs along with the first and second-generation expats raised in the region are expected to gradually become the managers and responsible leaders and it is apparent that they need comprehensive understanding about management knowledge and skills. MBA program of the School is pursuing its ambition and goal to serve and educate the manpower of the region through well-structured curriculum that focuses on emerging attributes of knowledge, skills and competence to empower future business management professionals.

**iii. MBA Program Learning Goals:**

PLG1. Master management skills to succeed in competitive and diversified businesses.

PLG2. Foster global mindset for decision making in emerging business environment

PLG3. Create ethical values for sustainable business management

PLG4. Develop capacity for leading and implementing business strategies.

**iv. MBA Program Learning Outcomes (PLO):**

Students will be able to:

PLO1. Develop functional and applied knowledge to manage business organization.

PLO2. Enhance skills to take decisions in national, regional and global business environments

PLO3. Assess ethical frameworks, practices, economic, environmental and social sustainability of businesses

PLO4.1: Develop competency to lead and involve stakeholders in multicultural business organization.

PLO4.2 Conduct research, formulate and implement business strategies.

## B. Master of Business Administration Curriculum

### i. MBA Curriculum

Code	Course	Credits	Prerequisite
FIA6001	Managerial Accounting	3	None
MAT6001	Research Methods for Business Decision making	3	None
BUS6001	International Business	3	None
ECO6001	Managerial Economics	3	None
FIA6002	Financial Management	3	None
ORB6001	Organizational Behavior	3	None
MKT6001	Marketing Management	3	None
MGM7102	Strategic Management('C')	3	Successful completion of 6000 level Course
SML 7010	Leading Through Creativity & Innovation	3	None
SML 7012	Strategic Leadership	3	None
BUS 7220	Dissertation	6	All courses except Capstone course
<b>Select any 1 out of 3 elective courses</b>			
SML 7011	Strategic Risk Management	3	None
SML 7013	Managing Strategic Change	3	None
SML7014	Strategic Global Business Environment	3	None
<b>Total Credits required</b>		<b>39</b>	

\* C - Capstone

ii. **MBA with focus area in Finance curriculum**

Code	Course	Credits	Prerequisite
FIA6001	Managerial Accounting	3	None
MAT6001	Research Methods for Business Decision making	3	None
BUS6001	International Business	3	None
ECO6001	Managerial Economics	3	None
FIA6002	Financial Management	3	None
ORB6001	Organizational Behavior	3	None
MKT6001	Marketing Management	3	None
MGM7102	Strategic Management('C')	3	Successful completion of 6000 level Course
FIA7210	Corporate Finance	3	FIA6001, FIA 6002
FIA7212	Investment and Portfolio Management	3	FIA6001, FIA 6002
BUS 7220	Dissertation	6	All courses except Capstone course
<b>Select any 1 out of 3 elective courses</b>			
FIA7211	International Finance	3	FIA6001, FIA 6002
FIA7213	Management of Banks & Financial Institutions	3	FIA6001, FIA 6002
FIA7214	Islamic Banking and Finance	3	FIA6001, FIA 6002
<b>Total Credits required</b>		<b>39</b>	

\* C - Capstone

C. MBA Program - Mapping of Program Learning Outcomes with QF Emirates Level

Descriptors

i. MBA

Program Learning Outcomes	QF Emirates	
<p><b>PLO1.</b> Develop functional and applied knowledge to manage business organization.</p>	<p><b>Knowledge</b></p> <p>K1 - Functional Knowledge K2 - Applied Knowledge K3 - Ethical Awareness</p>	
<p><b>PLO2.</b> Enhance skills to take decisions in national, regional and global business environments.</p>	<p><b>Skills</b></p> <p>S1 - Contextual Intelligence S2 - ICT Skills S3 - Leadership skills S4 - Analytical skills S5 - Critical Thinking and Problem Solving Skills S6 - Decision Making Skills S7 - Research Skills S8 - Risk Management skills S15 - Innovative Skills S16 - Change Management Skills</p>	
<p><b>PLO3.</b> Assess ethical frameworks, practices, economic, environmental and social sustainability of businesses</p>	<p><b>Competency</b></p>	<p><b>Self-Development</b></p> <p>CSD1 - Integrity and Ethics CSD2 - Professional Competence CSD3 - Social Responsibility</p>
<p><b>PLO4.1:</b> Develop competency to lead and involve stakeholders in multicultural business organization</p>		<p><b>Autonomy and Responsibility</b></p> <p>CAR1 - Cultural Intelligence CAR2 - Corporate Governance CAR3 - Regulatory Insights CAR7 - Insights on Creativity and Innovation CAR8 - Social and Cultural Insights</p>
<p><b>PLO4.2</b> Conduct research, formulate and implement business strategies</p>		<p><b>Role in Context</b></p> <p>CRC1 - Business Insights CRC2 - Insight on Strategies CRC3 - Financial Insights CRC6 - Risk Management Insights</p>

ii. MBA with focus area in Finance

Program Learning Outcomes	QF Emirates		
<p><b>PLO1.</b> Develop functional and applied knowledge to manage business organization.</p>	<b>Knowledge</b>		K1 - Functional Knowledge K2 - Applied Knowledge K3 - Ethical Awareness
<p><b>PLO2.</b> Enhance skills to take decisions in national, regional and global business environments.</p>	<b>Skills</b>		S1 - Contextual Intelligence S2 - ICT Skills S3 - Leadership skills S4 - Analytical skills S5 - Critical Thinking and Problem Solving Skills S6 - Decision Making Skills S7 - Research Skills S8 - Risk Management skills
<p><b>PLO3.</b> Assess ethical frameworks, practices, economic, environmental and social sustainability of businesses</p>	<b>Competency</b>	<b>Self-Development</b>	CSD1 - Integrity and Ethics CSD2 - Professional Competence CSD3 - Social Responsibility
<p><b>PLO4.1:</b> Develop competency to lead and involve stakeholders in multicultural business organization</p>		<b>Autonomy and Responsibility</b>	CAR1 - Cultural Intelligence CAR2 - Corporate Governance CAR3 - Regulatory Insights
<p><b>PLO4.2</b> Conduct research, formulate and implement business strategies</p>		<b>Role in Context</b>	CRC1 - Business Insights CRC2 - Insight on Strategies CRC3 - Financial Insights

The QF Emirates Level 9 strands defined for MBA Program and MBA Program with focus area in Finance are given below:

<b>Knowledge</b>		<b>K1 - Functional Knowledge</b>
		<b>K2 - Applied Knowledge</b>
		<b>K3 - Ethical Awareness</b>
<b>Skills</b>		<b>S1 - Contextual Intelligence</b>
		<b>S2 - ICT Skills</b>
		<b>S3 - Leadership skills</b>
		<b>S4 - Analytical skills</b>
		<b>S5 - Critical Thinking and Problem Solving Skills</b>
		<b>S6 - Decision Making Skills</b>
		<b>S7 - Research Skills</b>
		<b>S8 - Risk Management skills</b>
		<b>S15 - Innovative Skills</b>
		<b>S16 - Change Management Skills</b>
<b>Competency</b>	<b>Self-Development</b>	<b>CSD1 - Integrity and Ethics</b>
		<b>CSD2 - Professional Competence</b>
		<b>CSD3 - Social Responsibility</b>
	<b>Autonomy and Responsibility</b>	<b>CAR1 - Cultural Intelligence</b>
		<b>CAR2 - Corporate Governance</b>
		<b>CAR3 - Regulatory Insights</b>
		<b>CAR7 - Insights on Creativity and Innovation</b>
		<b>CAR8 - Social and Cultural Insights</b>
	<b>Role in Context</b>	<b>CRC1 - Business Insights</b>
		<b>CRC2 - Insight on Strategies</b>
		<b>CRC3 - Financial Insights</b>
		<b>CRC6 - Risk Management Insights</b>

#### D. MBA Study Plan

Study Plan For MBA (Without Summer)			
Fall 1	Spring 1	Fall 2	Spring 2
FIA6001 - Managerial Accounting	MKT6001 - Marketing Management	SML 7012 - Strategic Leadership	MGM7102 - Strategic Management ('C')
ECO6001 - Managerial Economics	FIA6002 - Financial Management	1 Out of 3 Elective Courses	BUS 7220 - Dissertation
MAT6001 - Research Methods for Business Decision Making	BUS6001 - International Business	SML 7011 - Strategic Risk Management(E)	
ORB6001 - Organizational Behaviour	SML 7010 - Leading Through Creativity & Innovation	SML 7013 - Managing Strategic Change (E)	
		SML7014 - Strategic Global Business Environment(E)	

Study Plan for MBA (With Summer)			
Fall 1	Spring 1	Summer	Fall 2
FIA6001 - Managerial Accounting	MKT6001 - Marketing Management	SML 7012 - Strategic Leadership	MGM7102 - Strategic Management ('C')
ECO6001 - Managerial Economics	FIA6002 - Financial Management	1 Out of 3 Elective Courses	BUS 7220 - Dissertation
MAT6001 - Research Methods for Business Decision Making	BUS6001 - International Business	SML 7011 - Strategic Risk Management(E)	
ORB6001 - Organizational Behaviour	SML 7010 - Leading Through Creativity & Innovation	SML 7013 - Managing Strategic Change (E)	
		SML7014 - Strategic Global Business Environment(E)	

<b>Study Plan for MBA with Focus Area in Finance (Without Summer semester)</b>			
<b>Fall 1</b>	<b>Spring 1</b>	<b>Fall 2</b>	<b>Spring 2</b>
FIA6001 - Managerial Accounting	MKT6001 - Marketing Management	FIA7210 - Corporate Finance	MGM7102 - Strategic Management ('C')
ECO6001 - Managerial Economics	FIA6002 - Financial Management(P)	FIA7212 - Investment and Portfolio Management	BUS 7221 - Dissertation
MAT6001 - Research Methods for Business Decision Making(P)	ORB6001 - Organizational Behaviour	1 Out of 3 Elective Courses	
	BUS6001 - International Business(P)	FIA7211 - International Finance (E)	
		FIA7213 - Management Of Banks & Financial Institutions (E)	
		FIA7214 - Islamic Banking And Finance (E)	

<b>Study Plan for MBA With Focus Area In Finance (With Summer semester)</b>			
<b>Fall 1</b>	<b>Spring 1</b>	<b>Summer</b>	<b>Fall 2</b>
FIA6001 - Managerial Accounting	MKT6001 - Marketing Management	FIA7210 - Corporate Finance	MGM7102 - Strategic Management ('C')
ECO6001 - Managerial Economics	FIA6002 - Financial Management(P)	FIA7212 - Investment and Portfolio Management	BUS 7221 - Dissertation
MAT6001 - Research Methods for Business Decision Making(P)	ORB6001 - Organizational Behaviour	1 Out of 3 Elective Courses	
	BUS6001 - International Business(P)	FIA7211 - International Finance (E)	
		FIA7213 - Management of Banks & Financial Institutions (E)	
		FIA7214 - Islamic Banking And Finance (E)	

## E. MBA Academic Calendar

Activities	Fall 2023	Spring 2024	Summer 2024
Start of Course Registration	28-Aug-2023	08-Jan-2024	27-May-2024
End of Course Registration	08-Sep-2023	20-Jan-2024	08-Jun-2024
Commencement of Study	11-Sep-2023	22-Jan-2024	10-Jun-2024
Orientation Day	11-Sep-2023	22-Jan-2024	10-Jun-2024
Add/Drop Period	11 - 15 Sep-2023	22 - 26 Jan-2024	10 - 14 Jun-2024
Graduation Ceremony	02-Nov-2023	N/A	N/A
Advisory Presentation	29-Sep-2023	01-Feb-2024	18-Jun-2024
1st Advising Meet With Advisor [In Office]	24-29-Sep-2023	05-08-Feb-2024	20-21-Jun-2024
2nd Advising Meet With Advisor [In Office]	12-16-Nov-2023	8-12-Apr-2024	17-18-Jul-2024
Advisory Meet	16-Nov-2023	11-Mar-2024	19-Jul -2024
Semester Break	18-Dec-2023 to 29-Dec-2023	25-Mar-2024 to 05-Apr-2024	N/A
Eid-Al-Fitr Holidays	N/A	8-12-Apr-2024	N/A
Eid-Al-Adha Holidays	N/A	N/A	17-Jun-2024-20- Jun-2024
Exam Hall Ticket Collection	04-Jan-2024	07-Jun-2024	19-Jul -2024
Last Day of The Semester	12-Jan-2024	31-May-2024	23-Jul -2024
Final Exam Week	08-12-Jan-2024	27-31-May-2024	22-Jul-2024 - 23- July-2024
Deadline to submit the Dissertation/Internship/Internship Project/ Computing Project	12-Jan-2024	31-May-2024	27-Sep-2024
Dissertation/Internship Project / Computing Project - Viva	16-Jan-2024	31-May-2024	4-Oct-2024
Result Publication Of Final Exam	18-Jan-2024	12-Jun-2024	26- July-2024
Resit/Mitigation Exam	22-26-Jan-2024	03-07-Jun-2024	05-06-Aug-2024
Result Publication Of Resit/Mitigation Exam	31-Jan-2024	13-Jun-2024	09-Aug-2024

### **XIII. Facilities**

#### **A. Campus**

Skyline campus is fully-equipped with facilities such as classrooms with audio-visual equipment, computer labs, printing and photocopying center, internal hostel, library, lockers, gymnasium, multipurpose hall, new sports grounds (Cricket, Football and Basketball), and bulletin boards.

#### **B. Learning Resources and Facilities**

##### **i. BYOD Class Room**

SUC has 31 classrooms that are equipped with audio visual equipment and Internet connections. All Classrooms adopt Bring Your Own Device (BYOD) concept to cater to the student with multimedia resources, Learning Management Resources, Online Quizzes, SCROM, Online Assignment submission, Internet, Intranet etc. facilities are adequate to use online/offline resources for imparting knowledge and conducting various exercises to enhance the learning process. It is also used to enter online attendance so that transparency can be maintained. Access to Learning Management System (LMS) Moodle Portal and study material upload/downloads can be used for the benefit of the faculty and students.

##### **ii. Computer labs**

The SUC has three computer laboratories with around a total of 246 computers with different configurations to match the requirements of the curriculum. A total of 390 System are managed by Computing Department with the help of technical assistant. All the computers have multimedia with internet facility in the lab and are regularly updated for uninterrupted access by the students.

##### **iii. Physics Lab**

Physics lab at SUC is aimed at meeting the Physics courses at General Education level. The Lab provides basic understanding of physics and its application in the society. It also develops scientific temperament among the students to solve problems in a rational manner.

**iv. Printing & Photocopying center**

The SUC has six heavy-duty photocopiers and printers to serve students in taking photocopies, color printing and color scanning all study materials required for enhancing their learning outcome.

**v. Library**

The Library is dedicated to provide learning resources to academic programs and research activities for students and faculty. It is located at the first floor of the SUC building. The print collection consists of around 15,024 reference books with approximately 11,500 titles, 10 magazines 10,911 online journals. In addition to the reference books which are common to both the Undergraduate and Graduate requirement, a separate graduate section is developed to include books that are more specific to Graduate study. The library is well equipped with computers, discussion rooms and facilities for making presentations. The Library's online public access catalog system (OPAC) facilitates library users to access book titles, full-text journals. SUC has strategic tie-ups with other libraries for availing inter-library loan facility for library users. The Library is open with all facilities and services from 9.00 A.M to 10.00 P.M from Monday to Thursday and Friday from 2.30 PM to 10.00 PM and Saturday from 9:00 am to 5:00 pm and it will remain closed on Sunday & Public holidays.

**vi. Digital Library**

The Library is equipped with 23 Computer terminals with internet access. Stakeholder of SUC can access online databases subscribed by the SUC library. The subscribed database gives access to over 220,000 E-books and more than 10,900 e-journals.

**vii. Magazines**

SUC's Library subscribes to several magazines related to different subject areas mainly on global news, trends in Education, Tourism, Business, IT and selection is done by the Learning Resource Development Committee (LRDC) keeping in view of the authenticity and popularity of the magazines.

## **C. Sports and Recreational Facilities**

### **i. Multi-gym**

SUC has a well-equipped gym, which can be used by its students, faculty and staff under the supervision of the gym instructor. Students have to register their names with the sports department before using the gym facilities. All users of gym facilities must follow the displayed instructions of how to use equipment and the need for warm up activities. Students can use this facility between 11 AM to 7 PM from Monday to Thursday and 3PM to 7PM on Fridays, wherein the days allocated to male students and male faculty/staff are Monday, Wednesday, Friday and for female students /faculty/staff it is on Tuesday and Thursday. Male students and female students are not allowed to use the gym simultaneously.

### **ii. Student Common Room**

The Sports Department provides facilities for various games such as Table Tennis, Badminton, Chess, Carom, Billiards and Foosball facilities in the Student Common room, which can be utilized by the students between 9 AM to 10 PM during break time and afternoons.

### **iii. Playgrounds**

Two Football and four Cricket grounds are available for the use of students and to the community for healthy living.

### **iv. Hostel Recreation Facility**

There is a recreation room in the hostel, which has a television and a computer with internet connection for the hostellers. Billiards, Table Tennis, Video game and Foosball facilities are also provided in this recreation room.

### **v. Basketball/Volleyball Courts**

The Basketball and Volleyball Courts are available for the use of students and staff.

**D. Hostel**

SUC has hostel building located in the campus, which has 22 rooms with a capacity to accommodate 44 students, a kitchen facility, laundry room, common room, warden's room etc. SUC offers self-sufficient hostel rooms on a twin sharing basis where each room is equipped with study tables, chairs, single beds, cupboards, table lamps, curtains and other necessary equipment. Each room has a small working kitchen. Free internet facility is provided to all the hostel students. The in-campus hostel rooms are currently allotted to boys.

**E. Health Clinic**

The University College has a health clinic, which provides first aid and basic medical facilities to students and employees whenever required. However, in case of emergencies where immediate medical attention is required, the students are taken to the nearest medical centers, which have a tie up with Skyline University College. The University College also arranges for ambulance service in extreme situations.

**F. Health Campaigns**

The University organizes various health campaigns for its students, staff and faculty members. Medical practitioners and staff of renowned hospitals are called for providing free checkups to students and employees of SUC. BMI Tests are conducted twice a year.

**G. Other Facilities**

Other facilities include:

**i. Cafeteria**

The SUC has a cafeteria located at the ground floor wherein food is available at subsidized rates to the students.

**ii. Parking [Campus]**

Students who use their own transportation are requested to collect the car stickers from the Administration Department. Students are requested to park their cars on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises.

**iii. Mosque and Prayer Rooms**

Prayer room including ablution is located in the First Floor for men and women separately.

**iv. M- Hall (Multi-Purpose Hall)**

Multipurpose Hall is designated to students for the various activities, seminars, celebration of birthday or for conducting rehearsals for any upcoming events.

**v. Lockers**

Lockers; where the students can keep their respective belongings and the keys will be issued to the students through the sports department. Students leaving the SUC due to cancellation, transfer to other institution or graduation are requested to return the key to the concerned person.

## **XIV. Academic Support Services**

### **A. Admission Services**

On an enquiry about admission in SUC, the Marketing and Admissions Departments counsels the student regarding Undergraduate, Graduate, English Language Certificate Programs and academic progress, career opportunities and the importance of accredited degrees in the job markets. SUC also conducts aptitude tests to enable students identify their strengths and help them in deciding which program to enroll. In addition, the marketing personnel provide career counseling for helping the prospective student to choose the appropriate program suitable for the career growth. They also explain the opportunities of furthering higher studies in local and international universities articulated with SUC.

The Marketing and Admissions Department extends counseling services to the students in three stages:

- i. Pre Admission Services**
- ii. During Admission Services**
- iii. Post Registration Services**

#### **i. Pre - Admission Services**

The following pre -admission services are provided by the Marketing and Admissions Department while helping the prospective student to make the right choice of area of study to match their career opportunities:

- a. Interact with the prospective students and understand their areas of interest, strengths and weaknesses
- b. Explains the standing of the SUC and the importance of its accreditation by MOE and its acceptability in the job market and for pursuing higher studies locally and internationally. Explains the details of Undergraduate and Graduate programs, their duration, and the potential career opportunities offered in UAE and international market.
- c. Inform students about part-time placement/internship opportunities.
- d. Helps the prospect to choose suitable area of study to be pursued through the aptitude test
- e. Explains the admission requirements and fee structure
- f. Informs about documents to be submitted
- g. Explains the facilities available in SUC

- h. Verifies the documents to check the eligibility
  - i. Verifies the eligibility for transfer of credits, if applicable
  - j. Informing students regarding visa regulations
  - k. Inform student seeking SUC visa about the hostel facilities
  - l. Explains the refund policy
  - m. Information about Toastmasters Club
- ii. **During Admission Services**
- a. Helps in filling up of application forms
  - b. Helps students to complete the process of fee payment
  - c. In case the candidate takes the admission into the English Preparatory Courses and wishes to complete the English Proficiency test from outside and submits the pass certificate before the commencement of the main program, SUC will register the candidate into the main program in the next intake however, the fee of the English Preparatory Courses cannot be adjusted.
  - d. Inform student regarding courses approved for transfer of credits and graduation plan
- iii. **Post Registration Services**
- a. After a candidate fulfils the admission requirement the admission department verifies the validity of documents and formally registers into the program
  - b. Guides the enrolled students about the academic and academic support services through the orientation program
  - c. Guide the student and provide details of the main program and admission requirements for undergraduate and graduate program
  - d. Inform students about the commencement date of classes and use of portal services
  - e. Inform students about collection of the admission kit
  - f. Receive the students on the first day of classes and guide them to the orientation program
  - g. To help student get acquainted with facilities and services available at SUC a campus tour is organized by the Marketing and Admissions department.

## **B. Administrative Services**

### **i. Issuance of Identity Cards**

Students are issued with a SUC Identity card according to their admission status. For provisional students, the validity of the card is for one semester and for confirmed students, it is valid till the end of the program. Students need to carry their Identity cards at all times while being in the SUC Campus. Identity cards will be checked randomly

### **ii. Providing Admission Kit (Letters and Invoice)**

Once the student's admission is confirmed, a 'Letter of Admission' and 'Invoice' are issued. Students need to pay their SUC fees according to the Invoice raised.

*Note: It is the student's responsibility to report any discrepancies in invoice to the Administration Department within a maximum time frame of one month after the receipt of invoice is issued.*

### **iii. Issuance of Letters [Arabic / English]**

Recommendation letter, Bona-fide certificates Letters, Transcript, Provisional letter, Degree, Duplicate Certificate/transcript, Internship letter, Dissertation letter, Repeating course letter, conditional admission letter, No Objection letter, Accounts Statement for sponsors, Scholarship letter, DAC letter, Rewards letter, Topper letter, appreciation letter, Vice Chancellors List letter.

### **iv. Class Details**

Details of the classes along with the students list will be displayed on the notice board on the first day of the class.

### **v. Class Schedules**

Class schedules along with the class room number will be uploaded in student portal. The same will be displayed on the notice board as well. Assessment schedules along with the Final examination dates will be announced within two weeks from the start of the class and will be displayed on the SUC website and Student portal. No information on the above will be provided through telephone. The 'How to access student portal' attachment will be handed over to the students during 1st week.

**vi. LMS Portal Id**

Every student is issued a LMS portal ID and password through which they can access their class attendance, assessments and the results online. The academic profile, Academic Advisor / Mentor and the events of the SUC can also be accessed through the portal.

**vii. Lost and Found service**

Any lost and found items can be deposited in the Administration department who will register the item and keep it in safe custody under the Lost and found section. Students can report any missing belongings to Administration department as soon as possible so that the same can be returned to the student upon its receipt.

**viii. Mail Services**

All the mails addressed to the students are kept in the Administration Department. Students are requested to check their respective mails weekly.

**ix. Issuing car stickers for Parking inside the campus**

Students who use their own transportation are requested to collect the car stickers from the Administration Department. Students are requested to park their car on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises. Students who wish to use the college transport are requested to register with the Finance Department.

**x. SMS Services**

The administration also provides SMS services to inform the students of any emergency needs that might arise.

**xi. Wireless Services**

Wireless services are activated in the campus for accessing the internet services.

**xii. Online Services**

Students can avail the online services for their various requests

**xiii. Information / updates on Plasma Electronic Display**

A plasma monitor is placed in the campus premises for the updates about the campus activities.

**xiv. Information / updates on Bulletin Boards**

Bulletin boards are available at Skyline SUC for posting informational notices. Student Counseling Office is responsible for updating the bulletin boards. Notices may only be displayed on designated bulletin boards and for a period of time. No notices may be posted on glass doors or building walls.

**xv. Help Desk service**

A friendly staff member is assigned to help new intake students to be of assistance with regards to the campus whereabouts.

**xvi. Issuance of Graduation Plan**

Every student is issued with the graduation plan at the time of admission. The graduation plan helps the students to plan their studies accordingly.

**xvii. Issuance of Pro forma Invoice**

Pro forma invoice is an invoice generated and given to the student applicant at the time of admission and a copy is maintained in the student file. Pro forma invoice includes the following details:

- a. Application Fee
- b. First Installment Fee
- c. TOC Fees (If applicable)
- d. TOEFL Exam Fee (If applicable)
- e. TOEFL Book (If applicable)

**xviii. Issuance of Invoice**

After the student applicant fulfills the admission criteria, an invoice is generated for the Program fees mentioning the mode of payment on a monthly / semester basis.

A copy of this invoice is maintained in the student file.

**xix. Learning Management System(LMS) Portal Services**

Student can log into the SUC's LMS Portal to check the following:

- a. Attendance
- b. Information about the IELTS web sites suggested by the teacher
- c. Updated news and events
- d. Results
- e. All requests
- f. Car registration
- g. All kinds of letters
- h. Names of Advisor / Mentor
- i. Room allocation
- j. Class schedule

**C. Financial Services**

**i. Fee payments and refunds**

The Finance department collects all the fee payments from students through cash / cheque / bank card as per the fee payment policy. The department also provides refunds to those who apply for it as per the refund policy applicable.

**ii. Transportation**

SUC provides transport facilities to the students living in Sharjah, Dubai and Ajman. The transportation facilities are arranged with the Swift Line Transport Company.

**a. Rules for students using the transport facility**

1. Students who wish to avail transportation should fill up the registration form through possible means by providing the details of location of residence (if, possible landmarks near your location for easy identification) and phone contact number.
2. Based on the information available the transportation in charge prepares the route plan with time of pick up and drop. The drivers will communicate individual timings to the students where they will pick-up / drop off as required.
3. Students have to make sure that they report to the designated stops earlier than the timings given to them. The drivers under no circumstances will wait for a student, as their trips are time bound.

4. Students will be given the contact numbers of the drivers so that the student directly with the drivers can make co-ordination and further contacts.
5. Students should inform the Finance Department before the month ends if he/she want to discontinue the facility.

**b. Transportation fees and mode of payment:**

1. Transportation fees is not included in the tuition fees and students who would like to use transportation need to pay by 28<sup>th</sup> of every month.
2. Transportation fees should be remitted to the Finance Department as per the deadline. Students who have paid the transportation fee will be eligible to use the services.
3. Transportation fee is charged for the entire month. Even if a student avails the facility from the midst of the month, the fee shall be charged for the entire month
4. In case of cancelling, the transportation facility in the midst of the month, the transportation fee paid for the month will not be refunded
5. In case of student changing the route in between the month, the differential amount will be charged for the whole month
6. After the due date if the students do not comply by paying their transport fees, the transport facilities will be discontinued for such students.
7. In the event the driver is not able to pick up / drop off, the eligible student, such student has the right to arrange his conveyance to SUC or home and will be reimbursed after the confirmation from the driver that the student was being not picked up or dropped.
8. The reimbursement shall be approved by the authority, provided he / she has paid the transport fees till that month.
9. The University will not be responsible if the student does not report to the designated waiting place he/she is being given by the driver and in such cases the student will not be reimbursed their conveyance to the University.
10. Similarly, the buses will depart from the University at the stipulated time and the University will not be liable or held responsible for the same.

**c. Roles and responsibilities of students using the transportation services**

The students should always behave in an orderly manner causing minimal inconvenience to the other students. Any dispute in the bus or regarding transportation will be referred to the Sports department and the designated staff will try to reach an amicable solution. Any unruly acts in the University transportation will result in expulsion of the student from the vehicle and the facilities will be terminated till a further decision on the matter is decided.

1. For the pick-up, be ready and prepared for the bus at the time specified by the driver.
2. It is strictly not allowed for any student who is not registered in the bus to ride the bus. Registered students are not allowed to invite other students to ride the bus home with them in any circumstances
3. It is strictly not allowed for any student to ride a different bus from the bus he/she has been assigned. Students can only ride the bus in which they have been assigned.
4. It is strictly not allowed for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
5. The student must maintain proper conduct throughout the ride, any reported misconduct will be investigated and the DAC committee will take appropriate action.
6. Food and drinks are strictly not allowed in the bus.

**D. Computer Learning Resources**

**i. Software Centre**

Software center is controlled by the Computing Department which is responsible for developing in house software as per the requirements of various Academic and Academic Support Services departments of the SUC. They also take care of portal services of the SUC. It also oversees all the software development activities outsourced to external consultants.

**ii. Technical Services**

The Computing Department assesses the requirements of academic and academic support services to serve the needs of faculty, staff and student and provides updated resources at regular intervals facilitate them for improving the IT services to the users. Computing Department uses IT helpdesk ticketing system. The IT support requests are received by the department via calls, e-mail and WhatsApp.

**iii. Internet Services**

The internet facilities are provided to faculty, staff and students to enable them to communicate at regular intervals. The internet network for Staff is connected with 500 Mbps, Computer Lab internet is 500 Mbps, Class Room and Library 40 Mbps and Wi-Fi network is 500 Mbps all networks are fiber optics connections to provide adequate speed for enabling access to internet services throughout the campus. The internet facility is provided free of cost to its users 24x7, which enables the students to get global information from a worldwide network. In addition to this, the University provides an internet based mail server that offers mail services to the stakeholders to facilitate for internal and external communications.

**iv. Networking and Intranet Services**

The Computing Centre network is powered by high-speed fiber backbone. On this backbone a File-Server is connected, which enables the faculty and students to post their study materials on internal server and store their important data and files in safe place. SUC has two datacenters, on-premised which is exist inside the campus and the other one is on the Azure cloud.

**v. LMS Portal Services**

Students are given access to the portal services which enables them to get information about their attendance, grades, online appointment, registering online suggestions and complaints, HR services. Students can download course syllabus and study materials, Sharable Content Object Reference Model (SCORM), online quizzes, access online e-database/e-books, online request system, online department feedback to track student progression, class schedule, advising, courses enrolled for and results etc., and the students are issued individual username and passwords for using this facility.

SUC encourages its faculty to share all study material on the SUC Portal to facilitate student learning. SUC requires its entire stakeholder to respect the legal right to intellectual and creative property in all media. All SUC faculties will ensure that student material uploaded confirms with prevailing Intellectual Property Right law of UAE. Faculties will indemnify SUC Management against any Copyright Infringement that arises out of material they have uploaded.

**vi. Timings and Access to Computing Labs**

The Computer labs are available for students from 09:00 AM to 14:00 PM and from 17:30 PM to 22:00 PM on working days. The Computer labs are available for access from 14:30 PM to 22:00 PM on Friday and from 09:00 AM to 1700 PM on Saturday.

**vii. Turnitin Software**

Turnitin is a Plagiarism Detection Software which is integrated in the student's Learning Management System account for uploading their academic work. The Software enables the faculty members to identify any possible instances of plagiarism in the work submitted by students. Students should submit their work on or before deadline for evaluation by Faculty after ensuring it is original and free of all kinds of plagiarism. Students are allowed to make the submission only once in the Turnitin and there won't be any opportunity for resubmission.

**viii. Mobile Apps**

Students are given access to the Mobile Apps in both the platform (Android and iOS) which enables them to get information about their attendance, grades, online appointment, registering online, suggestions and complaints, Students can download course syllabus and study materials, assignment, SCORM, online quizzes, access online e-database/e-books, online request system, online department feedback to track student progression, class schedule, advising, courses enrolled for and results etc., and the students are issued individual username and passwords for using this facility.

**ix. Microsoft Teams**

Microsoft Teams which is a communicator app available through Microsoft Office 365 also act as collaboration tool for SUC faculty, staff, and students where all sorts of conversations, meetings, sharing documents, and notes can be accessed by everyone i.e. all in one place. Using this app students, can join their online classes, submit their class assignment and also request for arranging meeting with their concern department. Students can also access their recorded classes incase missed. The app is compatible with both IOS/Android based devices and using their credentials they can access this app on laptop and mobile devices.

**E. Library Learning Resources**

**i. Library Timings**

The Library is open with all facilities and services from 9.00 A.M to 10.00 P.M from Sunday Monday to Thursday and Friday from 2.30 PM to 10.00 PM and Saturday from 9:00 am to 5:00 pm. Library will remain closed on Sunday & Public holidays.

**ii. Library Services**

**a. Online Public Access Catalogue**

Patrons can access the Online Public Access Catalogue (OPAC) of KOHA through the Portal Service by entering their Students ID number and password provided by the Skyline University College.

**b. Internet / CD Rom Search Assistance**

This is service is available in the Electronic Library Area. Patrons can get the CD ROM search assistance on request basis.

**c. Online Resources**

A proper orientation will be given to all freshmen level Students of Undergraduate and Graduate about the Online Databases. Moreover, it will be given during the sessions which will be conducted by the Faculty members inside the library premises. The Library is equipped with 23 Computer terminals with internet access. Students can access online databases subscribed by the library here. This database gives access to more than 220,000 E-books and over 10,900 e-journals.

**d. Information Services**

Library provides all kinds of information services such as Current Awareness Service (CAS), Selective Dissemination of Information Services (SDI), Query Based Information Service (QBS), New Arrivals of the week, Research Support Information Service (RSIS), Table of Contents (TOC), Book Review of the Month, Good Reading Quotes etc.

**e. Newspaper Clipping Service**

The Library also subscribes to several newspapers and has a special service of newspaper clipping in which important news related to the subject areas is clipped and recorded for future reference. This is done by the Library staff with the help of faculty from different subject field on daily basis.

**f. Inter Library Loan**

SUC has an agreement of inter library loan facility with the University of Dubai (UOD), Amity University, Dubai (AU-Dubai), American University in the Emirates (AUE), City University College of Ajman (CUCA) and Institute of Management Technology, Dubai Campus (IMT, Dubai). The services of UOD, AUE, CUCA, IMT-Dubai can be availed both by the students and the faculty for the purpose of references, borrowing books and also use the online resources. The members of SUC who wish to avail this facility shall make a formal request to the Head Librarian of SUC with specific requests of the required material. The Head Librarian of SUC makes necessary arrangements and makes the material available to facilitate the faculty or student within two working days. The details of the website (<http://www.ud.ac.ae/library> & <http://library.amityeducation.ae/liberty/libraryHome.do> & <http://library.aue.ae/> & <https://www.cuca.ae/cuca-library/> & <http://library.imt.ac.ae/>) will be displayed on the LRC notice board for the references. SUC LRC also extends facility to enable students and faculty to visit the Sharjah University Library & Sharjah Public Library by showing their SUC Identity card.

**g. Research Zone with Discussion Rooms and Conference Room**

There are six rooms in the Research zone for discussions along with a one conference room inside SUC's library which can be used by the faculty or staff members for discussions or conducting meetings. The conference room can also be used by the students for their project work and presentations. Library also has an Alexa corner.

The rules and regulations for using the discussion rooms are as follows:

1. The rooms for students have to be reserved in advance. The group which wants to use the rooms for discussion should give their names and the time for use at least one day before the requirement.
2. These rooms are meant for self-study and group discussions.
3. If the group wants to use the presentation room for discussion they need a written permission from the faculty members.
4. The faculty members can use the rooms at their leisure.

**h. Training and Orientation**

Orientation will be given at the beginning of every semester to the Faculty Members, Students about the Library Resources, Policy and Procedures, Library Facilities and Library Services. A special training will provide for the Graduate students about the usage of e-resources through LMS and Pearson.

**i. Internship opportunity**

SUC library will provide the internship opportunity to the students on part time basis.

**F. Health and Safety Services**

**The Sports department provides following services related to health and safety related:**

- i. Provides the health services, which include first aid and medicines for minor illness.
- ii. Organizing Health and Safety awareness sessions.
- iii. Organizing First-Aid and Safety Training sessions.
- iv. Conducting Mock drills for Fire and Safety awareness.
- v. Maintenance of Fire and Safety equipment on a regular basis.

## **G. Sports Training**

**The Sports department provides following sports related services:**

- i. Provides coaching to the students in various games such as Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming.
- ii. Organizes various Inter-University and Inter-School sports events.
- iii. Selects and trains student teams to participate in various inter-university and intramural events.
- iv. Organizing Internal Sports Activities for staff and students
- v. Identifying sports persons from schools / college and recommending for Sports Scholarships.
- vi. Conduct sports activities for the corporate and government organizations.

## **H. Managing Hostel**

Sports department is responsible for managing students' internal and external hostel facilities. The Head of Sports department inspects hostel at regular intervals to ensure smooth functioning of the hostel and supports in organizing Hostel Students' picnic.

## **I. Corporate Affairs Office**

The Corporate Affairs Office is responsible for building long-term relationships with corporate establishments for the purpose of integrating the academics and industry for mutual benefit. It enters into agreements (MOUs) with the companies to explore possibilities of collaboration in the fields of enriching the curriculum, providing industrial inputs to the students, training for industry professionals, participating in panel discussions and community development. The Corporate Affairs Office provides internship and placement assistance to the students.

The Corporate Affairs Office engages with the Top 200 International Universities Approved by MOE, by signing MoU and Articulation Agreements to promote cooperation in various activities like Faculty and Students Exchange Program, Community Engagement, International Internship, Collaborative Research and Project Works etc.

Furthermore, the office always believes in the continuous lifelong learning process. With this belief and conviction, it engages the alumni throughout the year by inviting them in various panel discussions, seminars and international conferences, business meet, forums where they can share their views and nurture themselves as future leaders.

The Corporate Affairs Office is responsible for following activities:

**i. Articulation & Collaboration**

Corporate Affairs Office identifies reputed university of repute across the globe including Top 200 Universities approved by MOE and explore possibilities to work together for mutual benefit in terms of MOU and Articulation Agreements. This will include student exchange faculty exchange, transfer of credit hours, research collaboration and joint degree programs

**ii. Students Networking**

Corporate Affairs & Outreach Department facilitates students to develop networking with the corporate world by providing them an opportunity to participate in various summits and conferences in the UAE which will help students to network. The students will be oriented for the importance and approaches of networking and the desirable etiquettes during the event.

The current students will be able to network with the industry people by attending various forums organized by the Corporate Affairs & Outreach Department like:

- a. Seminars and Summits
- b. CEO Lecture Series
- c. Guest Lecture Series
- d. Industry Visits

The Alumni will benefit as there will be a continuous learning for them by attending various events organized by Corporate Affairs & Outreach Department.

- a. International conferences
- b. CEO Lecture series
- c. Alumni Lecture series

**iii. Conduct student activities**

Conduct CEO Lecture series, Technical Visits, Corporate Guest Lectures, for both School of Business and School of Computing in coordination with the respective Faculty

**iv. Coordinate and support for Alumni activities**

Corporate Affairs Office assists and supports SSD for Alumni Activities specially conducting Guest Lectures, invitation to CEO Lecture Series, webinars, corporate events, seminars, conferences, career fairs and HR forum. Corporate Affairs Office will also assist in conducting surveys and to increase membership of the Alumni. The Office will assist the Alumni for their placements and Internships.

**v. Coordinate and support for PSDP**

Corporate Affairs Office will coordinate and support with General Education Department for conducting PSDP program in the University. Shall assist in finding Corporate / Academic resources to deliver training or lectures.

**J. Media and Communications**

**i. Introduction**

Media and Communication Department (MCD) at Skyline University College (SUC) handles online and offline media related activities and transmits constant communication to relevant audiences. The department is under the Director - Marketing and Communications and is committed to strengthening the university's image and increasing brand awareness nationally, regionally, and internationally. It primarily plays a key role in disseminating and communicating the university's message to both internal and external audience. The department is divided into: Content, Design, Website, Portal, SMO and SEO, Videos offline and Online Campaign Management.

The department is responsible for creating a positive image and good representation of SUC in various offline and online channels. MCD provides information and news about the university's activities, events, and achievements; coordinates the public and media relations efforts; develops the university's main webpages; and ensures the proper usage of the university's brand in online and offline campaigns and in all social media channels.

**ii. Goals**

1. To represent Skyline with a positive image in all channels locally and internationally.
2. To create contents as required by the concerned department and circulate these contents internally and externally.
3. To create positive branding image offline and online
4. To plan and manage the Digital and Online Marketing for SUC
5. To monitor and report articles posted on the Knowledge updates section
6. Maintain media relation with print and online.

**K. Learning Centres at SUC**

**i. Skyline Case Study Center**

Business Education is always considered as solution to corporations. This contributes the practical aspects of Organizational activities. Teaching management sciences by way of case studies is still considered a competitive edge of Business Schools. Skyline University College a reputable education provider has also incorporated case based approach to provide quality management education in the UAE.

The purpose of this center is to develop Case studies on all domains of Business Management. This Center collaborates with corporations and offer them solutions through developing cases on regional and global contexts. This Case study center also enhance the competency level of Students and Faculty through case based learning. This Center focus to help UAE and GCC corporations to make better decisions in today's fast paced changing era.

**ii. Skyline Entrepreneurship and Innovation Center (SEIC)**

The Skyline Entrepreneurship and Innovation Center at Skyline University College is an initiative to encourage students to explore their entrepreneurial skills and prepare business plans which they wish to pursue as a career. The Centre also contributes toward entrepreneurial education and facilitates entrepreneur in starting their own business/es in UAE and the region. It supports a culture of entrepreneurship throughout the University and the region and further provides access to build entrepreneurial networks to promote businesses.

The highlights of SEIC are as follows:

- a. Mentoring from industry experts
- b. Networking events and SEIC access
- c. IT-facilities and Meeting Room
- d. Business Plan Software Usage
- e. Entrepreneurship Simulation
- f. Access of Global Business Directories

#### **L. Centre for Continuing Learning**

The Centre for Continuing Learning (CCL) is an auxiliary to the core functioning of SUC which undertakes providing training and development services to the professionals from various industries to enhance their skills and competencies in the field of business, management, leadership & IT respectively. The Centre for Continuing Learning provides specialized training courses offered by respective certification bodies such as IATA, CTH, SHRM, CISCO, ORACLE, EC COUNCIL, ICDL Arabia and VIRDI.

The Centre for Continuing Learning has five divisions:

*Future Digital Centre:* As nowadays training is undertaken remotely and on digital platforms. The Future Digital Center Chapter has been established to deliver both; virtual and online training programs through its Learning Management System. FDC will conduct training programs through three different delivery modes: Online, Virtual, and blended modes. This centre will offer training programs in collaboration with Future Digital Centre as a third party.

- a. **Online Training** is asynchronous Online programs (text-based and video-based) include text-based and pre-recorded sessions, combined with activities & exercises hosted on our state of the art learning platform that participants can work through in their own time, usually over a period of 8-12 weeks.
- b. **Virtual Training** is interactive live programs, featuring live webinars with experts, interactive discussions, exercises & activities designed to meet learning objectives of the training program.

- c. **Blended Training** is a combination of online and virtual training that participants focus on completing online coursework (80%) and attending live sessions (20%) with the trainer.

*Centre for Professional Development:* This division offers different professional courses which are internationally recognized and globally accepted. The division caters to the training needs of travel & tourism, finance & accounting, marketing, information technology and other related areas in the field of management.

*Centre for Executive Education:* This division designs and conducts training programs for the executives working in both private and government sectors. This division will conduct detailed training need analysis and will design and deliver the programs as per the requirements of the organization. SUC encourages and promotes its faculty members to organize Executive Development programs for the general public, government organizations, semi government and private organizations in the region. To ensure professional outlook is accorded to these programs and quality of the programs delivered is maintained an appropriate mix of academics and industry input is encouraged. The main goal of this division is to design and deliver customized executive development programs of quality in to different areas of management.

*Centre for Re-boot & Boot Camps:* The main objective of this division of CCL is to design and conduct certificate programs/boot camps/summer schools for school and college students across the globe. As part of the program the participants will also visit major tourist destinations in Dubai during the program.

*English Language Centre:* This division conducts a range of English Language qualifying courses such as IELTS with testing and some communication courses that are essential for eligibility in the undergraduate and graduate programs and personal development. The main objective of the Centre for Continuing Learning is to provide certification programs to both the students of SUC and the prospects from various industries and their executives to equip them with the transferable skills and knowledge to be more employable and prepared for career placement and enhancement.

**i. General Policies of Centre for Continuing Learning**

**a. General Admission Requirements**

**1. Minimum Qualification:**

Candidate applying for any of the courses offered under Centre for Continuing Learning should have a minimum qualification of Grade 10 from approved Schools within UAE or outside UAE.

**2. Minimum age criteria:**

Minimum 17 years of age is required for entry into any of the courses offered by the Centre for Continuing Learning.

**3. English Language Proficiency**

All candidates are required to have a basic knowledge of English language, writing, speaking and reading.

**4. Mathematics Proficiency**

For all professional courses conducted by CCL, mathematics is required to compute basic calculation during the course.

**5. Computer Proficiency**

The candidate enrolling for the courses in CCL must have a basic knowledge on computer skills using word, excel, internet browsing, etc.

**b. Application**

The Application is the enrollment form, which is the formal process of registering for the CCL courses. Each student fills up the enrollment form at the time of registration. The form lists the personal information, passport and visa details, the course the student has opted for, educational qualifications, work experience, registration payments, residential address, passport & emirates ID detail, Previous studied institution name, placement test details, work experience, Tuition fees, the terms and conditions on which the admission is given.

It contains the instruction of terms & conditions governing the course including those registration, student conduct, visa, refund policy, examination and fees schedule.

By signing the application, the applicants is accepting to comply with the rules and regulations of Centre for Professional Development and undertake that the documents submitted are genuine.

**c. Admission document requirements**

The candidate is required to submit the following documents along with the Fee applicable for the courses opted in to register for the CCL courses:

1. 2 Passport size photographs
2. Passport/Visa Copy

**M. Community Services**

Community Engagement is an important element of SUC's Vision and Mission. It is the manifestation of the SUC's commitment towards society and its social responsibility. The Community Services Committee at SUC is responsible for planning and conducting theme based community service activities. The Committee encourages all Faculty; Staff and Students of SUC to participate in these activities and awards them for their exceptional contribution in the community service activities.

## **XV. Student Services**

### **A. Orientation to Students**

The Student Services Department carries out orientation program for the new and continuing students registered for SUC Programs.

The orientation to new students enables them to understand the various facilities and services provided by SUC. It also familiarizes them with the policies and procedures of SUC so as to enable them in settling down comfortably in the new environment. The students are also provided with complete information on the Professional Skills Development Program embedded with their curriculum, Toastmasters club and student Care package.

The orientation provided to continuing students helps them to progress smoothly in their academics and attain good standing in academics. The students in the final year of the program are provided with orientation on the graduation requirements and are counseled on planning their careers.

### **B. Counseling Services**

The student Services department is aimed at comforting the students in the first month of joining the SUC by orientating them on various Academic and Academic Support Service aspects of SUC. The counseling continues throughout the tenure of the students in SUC on various dimensions of academic related issues, performance issues, career issues and graduation requirement. Student Counseling also helps students to take maximum benefit of facilities and services rendered by SUC as a student and as an Alumnus. The Academic Counseling at the Undergraduate level is carried out by the Academic Advisor, similarly Academic Counseling at the Graduate level is carried out by Academic Mentor.

#### **i. Counseling to New Students**

The various counseling services provided by the department to new students are as follows:

- a. Provisional Admission Counseling
- b. TOC Counseling

ii. **Counseling to Continuing Students**

The various counseling services provided by the department to continuing students are as follows:

- a. Provisional Admission Counseling
- b. TOC Counseling
- c. SAP Counseling
- d. Graduation counseling
- e. Withdrawal and repeating course counseling
- f. Low attendance counseling
- g. Low CGPA student counseling
- h. Exam Absentees Counseling
- i. Mitigation Counseling
- j. Resit Counseling
- k. Financial Outstanding Counseling
- l. Postponement and Reactivation Counseling
- m. Cancellation and Exit Interview Counseling
- n. Visa Student Counseling
- o. Hostel Student Counseling

**C. Mentoring to Graduate Students**

SUC has an effective academic mentoring scheme that has helped the academic performance of students in the past. The objective of academic mentoring is to help students achieve a higher degree of academic performance through the processes of planning and development of their study, growth, and a career that would lead to a prosperous future, while they are studying in SUC. A faculty member of SUC, who has the closest expertise relevant to the student's concentration, is assigned as a Mentor to a group of students. Every student is assigned to a Mentor at the time of admission. The Mentor provides the student with information about courses, accessing University facilities and academic support units, and guidance on how to perform better in their courses and programs of study.

#### **D. Alumni Relations**

The Student Services Department is responsible for developing and strengthening relations with SUC alumni through the formation of Alumni Association, involving them in events and activities and engaging Alumni in a continuous learning process by inviting them for International conferences, CEO Lecture series and Alumni Lecture series. The Student Services Department shall also organize Alumni Business Meet every year and invite all the alumni to participate in this event.

#### **E. Hostel and International Students**

The Head of Sports meets the hostel and international students regularly and resolves any major disciplinary issues in consultation with the Dean - Student Affairs. Dean - Student Affairs in coordination with Administration regularly counsels the international students on their visa status, passport submission status, outstanding fee and academic progression. The Student Services department coordinates with the international offices to maintain communications with guardians of international students for updating on academic progression, attendance, fee outstanding, disciplinary issues, hostel related issues, undertaking forms from guardians in case of disciplinary issues or financial outstanding as may be deemed necessary.

#### **F. Career Placement Services**

##### **i. Internship Assistance**

The internship program of Skyline University College assists students to work and learn in a professional environment and get prepared for embarking on employment careers. The internship facilitates students to be able to apply the knowledge gained in the classrooms in a work setting, this process enriches student learning experience and helps them transit into the work world.

Corporate Affairs Office coordinates with Corporate and identifies internship opportunities for the SUC students studying in the Undergraduate programs, provided the candidate successfully attends Professional Skills Development Program (PSDP) organized by Corporate Affairs Office.

Corporate Affairs Office offers career services which include arranging career fair, career counseling, placement drives, HR Network, CV Building exercises, Mock Interviews, Alumni Engagement Program, Graduate Management Network and University Job Portal Facility on the official website having multiple opportunities.

**ii. Placement Assistance**

Corporate Affairs & Outreach Department gives placement assistance to current and graduating student and Alumni of SUC. Any student who is enrolled in the programs offered by Skyline University College is automatically eligible for the placements, provided the candidate successfully attends Professional Skills Development Program (PSDP) organized by Corporate Affairs Office.

**iii. Campus Interviews**

Corporate Affairs & Outreach Department invites various companies, Business Houses, Banks and Government. offices to the University for Campus Recruitment of Management students and students who are pursuing short term programs.

**iv. Career Fair**

Corporate Affairs & Outreach Department organizes career fair for the placement of its graduating students. The career fair week is planned in the month of May and January after the completion of spring and fall semesters respectively.

**G. Class Representatives**

The Student Services Department (SSD) conducts the election of Class representatives from each class. The Class Representatives meet twice in every semester and provide their feedback on various concerns related to academic and academic support services offered by the institution.

SSD coordinates with the concerned academic and academic support services units at the institution and assists in resolving the issues reported by the Class representatives.

**H. Student Council**

SUC Student Council (SSC) is a student representative body, elected by the students of the university in order to conduct the business of student council in the best interest of the students within the university policy and procedure framework. SSC is involved in managing and coordinating with the student affairs department to execute academic and non-academic activities that promote student welfare and satisfaction of the student body and strive for their overall development during their learning journey. The purpose of the SSC is to foster a positive student culture and promote the general interest and welfare of students.

## **XVI. Events and Activities for Students**

### **A. Events**

Life on the campus of Skyline University College is marked with numerous public and official events each year. An event is an enthusiastic gathering of students, professionals, academicians or entertainers as per the nature of the specific event. It is conducted to keep the youth young and the old and new tied in a special bond of friendship and understanding.

#### **i. Why Skyline encourages students to participate in Events?**

Skyline borders on the belief that cultural integration and unity in a diverse atmosphere like in the UAE can be achieved through student interaction and participation in various events. The Administration at Skyline strongly backs the opinion and encourages students to participate in various events in order to make them comfortable in the new surrounding and help in the transition from school to university level.

#### **ii. How can students contribute towards various events?**

Students can contribute by way of enthusiastic planning and organization of various events. The Administration only acts as an advisor/mentor to students to conduct various events and leaves it to their discretion to put their best foot forward and make the particular event a success.

### **B. CEO Lecture Series**

The Corporate Affairs Office coordinates with the corporate sector and extends invitation to the President/CEO, generally having responsibility of entire Asia, Middle East and Africa region to attend the "CEO LECTURE SERIES" organized by SUC for its current students and alumni. During this event, the President / CEO provides a lecture on specific industry related topics.

### **C. Guest Lectures and Technical Visits**

The Corporate Affairs Office interacts with industry professional and organizes guest lectures and industry visits for students which will be focused on specific topics based on requests sent by the faculty members. The Guest lectures and Industry visits shall provide practical knowledge of the specific course and help the students in the better understanding of concepts studied in the classroom.

### **D. Student Clubs and Committees**

SUC focuses on the overall development of the students through essential extracurricular and co-curricular activities at various levels. Student Events Coordinator coordinates the formation of these committees and conducts the elections of student committee heads. New students are given a presentation about the committees, by Events Coordinator in the beginning of each academic year and interested candidates can fill up the committee registration form available with Student Events Coordinator or on the student portal. The committees' membership is offered on a nondiscriminatory basis and is open to all students.

#### **i. Student Events Clubs**

Following are the active clubs at Skyline University College:

##### **a. Performing Arts Club**

The Performing art club consists of following sub clubs:

##### **1. Dance and Music Club**

###### **1.1 Purpose of the Club**

The aim of the Dance Club is to provide an open and supportive environment for further enhancement of various dance/music forms, student choreography, and student performance. In addition, talent hunt would be conducted to discover new dancers/musicians.

It is an opportunity for all students to choreograph and perform dance pieces for their peers, faculty, and family. People of all backgrounds, cultures, majors, and genders are encouraged to participate.

## **1.2 Benefits of Joining the Club**

- 1.1.1 Participation in University College's events and competitions as a dancer.
- 1.1.2 Being in the spotlight!
- 1.1.3 Gaining additional skills and talents from other members by sharing.

## **2. Drama Club**

### **2.1 Purpose of the Club**

The aim of the Drama Club is to provide an opportunity for the students interested in theater to participate in all aspects of drama and enable them to stage dramas on their own. Students will be involved in all phases of play production such as performance, direction, design, technical support, backstage crafts, publicity, etc.

### **2.2 Benefits of Joining the Club**

- 2.2.1 Participate in the University College plays.
- 2.2.2 Develop and share your talent and skills in play production.
- 2.2.3 Build strong social ties with fellow club members.
- 2.2.4 Have fun!

## **b. Community Service Club**

### **1. Purpose of the Club**

The basic aim of this club is to enable students to give something back to the society in general. It will also help them to face reality and get a better understanding of the world around them thus helping in providing an overall education which does not limit itself just to classrooms. Since most of the events get media exposure it will also be a way to promote Skyline College's efforts and interest in helping the unfortunate.

### **2. Benefits of Joining the Club**

- 2.1 Participate in the University College plays.
- 2.2 An added benefit of learning something new outside university books.
- 2.3 A chance to feel the realities of the world.

- 2.4 An opportunity to feel responsible about someone else other than yourself.
- 2.5 An eye opening and life long experience.

**c. Toastmaster and Debate Club**

**1. Purpose of the Club**

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice: Members learn how to plan and conduct meetings. Members present one-to two minute impromptu speeches on assigned topics. Two or more members present speeches based on projects from manuals in Toastmasters' proven communication and/or leadership programs. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion.

Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement. 'Toastmasters' produces results. Around the world more than four million men and women of all ages and occupations have benefited from Toastmasters training. Thousands of corporations, community groups, universities, associations and government agencies now use Toastmasters training.

The purpose of the Debate Club is to provide opportunities for students to build communication skills through practice and participation in intramural and interscholastic speech and debate competitions; develop and pursue excellence in public speaking and oration in collegiate level. It aims to give club members practice in public speaking and to debate on various topics.

**2. Benefits of Joining the Club**

- 2.1 Learn to communicate more effectively.
- 2.2 Become a better listener.
- 2.3 Improve your presentation skills.
- 2.4 Increase your leadership qualities.
- 2.5 Become more successful in your career.

- 2.6 Build your ability to motivate.
- 2.7 Reach your professional and personal goals.
- 2.8 Increase your self-confidence.
- 2.9 Increase your leadership potential.
- 2.10 Builds self-confidence.
- 2.11 Enhances public speaking skills and debate techniques.
- 2.12 Develops decisive awareness and personality.

**d. Outdoor Adventure Club**

**1. Purpose of the Club**

The primary purpose of the Outdoor Adventure Club is to provide regular outdoor activities, promote interest in the outdoor activities, and encourage the practice of limited impact outdoor ethics for Skyline University students. Using adventure in its many forms, we aim to expand and diversify student experiences, and provide experiential education that accentuates lessons learned in the classroom.

**2. Benefits of Joining the Club**

- 2.1 Opportunity to experience outdoor activities.
- 2.2 Leadership development, relationship building and environmental responsibility.
- 2.3 Provide a place to plan out trips, meet new people, learn new skills, and try new types of activities.
- 2.4 Promote personal growth.

**e. Sports Teams**

The sports teams at SUC are established based upon the approval of the Vice Chancellor of SUC, the sports teams are governed by rules and as per the framework of SUC Sports department. The sports team is formed for each major sport. Each team must have a senior student who heads the team and takes the lead in organizing, executing and conducting sports events with the help of his team members.

Skyline University College has the following Sports Teams:

1. Football
2. Cricket
3. Table Tennis
4. Volleyball
5. Basketball
6. Throwball
7. Billiards
8. Chess

**ii. Student Academic Clubs**

**a. The Finance Club**

**1. About the Club**

The Finance Club in School of Business focuses on activities and events related to finance and financial management. It provides students opportunities to learn, network, and gain practical experience in the field of finance. The finance club plays a crucial role in enhancing students' understanding of finance, fostering connections in the industry, and providing opportunities for professional development. The club is a valuable resource for students pursuing careers in finance, investment banking, financial planning, and related fields.

**2. Objectives of the Club**

The club aims to become the key link between its members and the professional world. The club supports and prepares members to become professionals in the areas of finance through a wide range of career-oriented events and opportunities, including industry insights, training and interview preparation carried out by industry experts.

**The main objectives of the club are,**

- 2.1. To improve the practical knowledge of students through various activities.
- 2.2. To conduct events such as guest lectures, student competitions, finance games, simulations and visits to stock exchanges.
- 2.3. To support the learning process of students of courses related to Finance in discipline

**3. Scope of the Club**

Students having interest in finance can join the club and get opportunities to interact with people from across the industry. The club focusses of emerging trends in finance such as FinTech, Crypto currency, Trading, Merger and Acquisition, Asset Management and financial services etc. Club also provides member centric training opportunities such as financial modelling, mock-interview, panel discussions and company presentations, helping members to gain edge over the other students in job market. Club hosts a broad range of events on many different topics, where members can get in touch with alumni, students from other universities, and today's leaders.

**b. The Accounting Club**

**1. About the Club**

The Accounting Club at School of Business is a student club dedicated to fostering interest and knowledge in accounting-related topics and providing opportunities for students to develop their accounting skills and connect with professionals in the field. It serves as a valuable resource for students pursuing careers in accounting, auditing, taxation, and related fields. It offers a supportive community for accounting enthusiasts, facilitates learning and skill development, and provides a bridge to the professional world by establishing connections with established professionals and firms in the industry.

## **2. Objectives of the Club**

Following are the objectives of the accounting club

1. To become the key link between its members and the professional world.
2. To support members to become professionals in the areas of accounting.
3. To conduct career-oriented events such as industry insights, training, and mock interviews, seminar, workshops by industry experts.

## **3. Scope of the Club**

Students having interest in accounting can join the club and get opportunities to interact with people from across the industry. The club focusses on educational enrichment, professional development, networking, hands on learning, community engagement, accounting software proficiency, career exploration, mentorship programs, professional certifications and industry exposure etc. Club hosts a broad range of events on many different topics, where members can get in touch with alumni, students from other universities, and today's leaders.

## **c. Marketing Club- "RIDA ALEUMALA"**

### **1. About the Club**

The Marketing club offers wide range of activities to inculcate marketing skills among club members. The club provides holistic picture of marketing from theoretical aspects, through marketing games, industry interaction, guest lectures, group discussions, sales management techniques, sales acumen to name a few. In this competitive world, the RIDA ALEUMALA Club intends to groom marketing students to become techno savvy industry ready and also to embrace the changing marketing dynamics.

### **2. Objectives of the Club**

To sharpen and develop marketing skills through learning by doing.

- 2.1. To foster the acumen in the field of marketing.
- 2.2. To keep members updated about emerging trends in marketing.
- 2.3. To involve members to resolve marketing issues through creative marketing techniques.

2.4. To develop the practical knowledge of members through various activities such as guest lectures, student competitions, marketing games, and industry visits.

### **3. Scope of the Club**

Club will be a platform for planning and implementation activities to exercise the understanding of marketing in practical aspects to advance their career. Moreover, these activities will equip the members to face the competitive world by organizing events and participating in inter and intra college activities. This student-centric club engages marketing students for inclusive development, fun filled approach and enriches the professional competency.

### **d. Management Club**

#### **1. About the Club**

The management club provides a platform to the members to connect professionals from corporate, public and Not-for-Profit organizations. The club organizes activities and events for enhancing management skills and competencies of the members in multiple domains of management. Club also provides opportunities to the members to network and expose them for professional certifications.

#### **2. Objectives of the Club**

The Management Club operates with the following objectives:

- 2.1. To develop the practical knowledge and skills of management through various activities.
- 2.2. To conduct events such as guest lectures, student competitions, business games, and industry/ plant visits etc.
- 2.3. To support the members for domain specific networking, professional membership and certifications.

### **3. Scope of the Club**

All students of the school are welcome to this Club for developing their management skills and competencies. The scope of this club comprises of domains such as general management, public administration, operations management, innovation, entrepreneurship, economics, decision sciences, information systems etc. The club invites professionals, Alumni, entrepreneurs for sharing their knowledge and experience with club members. The club organizes industry/plant/government and non-government organizations visits, seminars, workshops etc. for club members to acquire managerial competencies.

#### **e. HR Club (Hayyakum Club)**

##### **1. About the Club:**

Hayyakum Club aims to develop students' educational, leadership and social skills in order to scaffold them to communicate effectively and participate in scholarly activities. It also provides the opportunity to practice valuable leadership and life skills.

**Meaning of Hayyakum :** The word Hayyakum is considered one of the most popular words in the Arab countries, which expresses a sincere welcome, especially for dear guests, and has been used since a long time.

This word can be used for HR Club as this discipline engages with people management and believes in welcoming people around the globe.

##### **2. Objectives of Hayyakum Club:**

- 2.1. To encourage students' participation in a variety of activities to improve their performance and develop their scientific and leadership skills.
- 2.2. To raise the spirit of cooperation among students and encourage them to take responsibility.
- 2.3. To provide support to new students by guiding and assisting them in their new academic life.
- 2.4. To conduct events focused on contemporary issues in Human Resources Management and Leadership.

### **3. Scope of Hayyakum Club**

3.1. This club welcomes all students of the university to learn and participate in developing interpersonal communication and leadership skills. The club invites leaders and HR managers and practitioners, Alumni, eminent personalities, entrepreneurs for sharing their knowledge and experience with club members. The club also organizes HR forums, CEO lecture series, seminars, workshops etc. for club members to acquire HR competencies

### **f. Coding Club**

#### **1. About the club**

Student Activities are an important element of learning process, in order to develop the students in a holistic manner, committees and clubs are formed to Plan, Organize and Conduct various activities throughout the academic year and helps students hone their managerial, leadership and IT skills.

The Skyline University Coding Club provides participating students an opportunity to learn the basics of computer programming in a team setting. The club's main focus will be to inculcate a culture of programming in Skyline University using different programming platforms.

#### **2. Objectives**

The Primary objective of this club is to inculcate a culture of programming at SUC.

2.1. Providing students with a platform where they can discuss and share their ideas with fellow students.

2.2. Building a group of students who are strong in programming who could represent our university in programming competitions.

#### **3. Why a Coding Club?**

Programming is a very essential skill to possess, especially in this day and age. This club will strive to help students start or advance their programming pathways. A coding club builds a network of programmers who can acquire and impart knowledge among each other. Moreover, the skills developed will help our IT students in their programming courses.

#### **4. Functions of the coding club**

- 4.1. To plan a yearly calendar of activities and inform the student community.
- 4.2. To conduct the planned activities
- 4.3. To review and provide feedback
- 4.4. To recommend appreciation for outstanding performance of the team members
- 4.5. To conduct pre and post activity meetings

#### **5. Activities**

Following are the activities associated with this club:

- 5.1. Offering programming boot camps open to all students.
- 5.2. Conducting competitive programming competitions within the university.
- 5.3. Participating in the competitions worldwide.
- 5.4. Conducting student seminars.
- 5.5. However, the club is not restricted to the above activities.

#### **g. SUC IEEE Student Chapter**

##### **1. About SUC IEEE student Chapter**

Skyline University College (SUC) Student Chapter of Institute of Electrical and Electronics Engineers (IEEE) is a student organization, which helps them to learn theory, practical applications in the engineering field including the computer science and information technology specialization. IEEE main purpose is to promote innovation in technology, which will benefit the society in general.

##### **2. Objectives of the Student Chapter**

- 2.1. To provide platform for students to enhance their technical skills in the areas of computer science and information technology
- 2.2. To conduct workshop and technical awareness programs for students
- 2.3. To encourage project activity among students
- 2.4. To prepare students to present papers in the IEEE international conferences

## **h. Hult Club**

### **1. Purpose of the Club**

The Hult Club at SUC is aimed at organizing an On-Campus competition under the name Hult Prize. This competition which is conducted annually challenges students to develop innovative solutions to address social and environmental challenges. The teams will work together to develop an innovative and scalable business idea. The event will feature a keynote speaker and a panel of expert judges from various industries, who will evaluate the teams' proposals and select the winning team. The winning team will advance to the next round of the competition and get a chance to compete for a \$1 million prize to fund their social enterprise.

## **i. Skyline Entrepreneurship and Innovation Club (SEIC)**

### **1. About the club**

Student's Skyline Entrepreneurship and Innovation Club is part of Skyline Entrepreneurship and Innovation Centre, which helps to promote innovation and entrepreneurial skills among the student community. It helps the students from generating ideas till preparing the business plan. It conducts regular training programs and guest lectures for the student community.

### **2. Objectives of the club**

- 2.1. To provide a platform to generate innovate ideas
- 2.2. To Promote entrepreneurial skills among the students
- 2.3. To help students in preparing business plan
- 2.4. To conduct competitions, and training programs in the areas of innovation and entrepreneurship for students

### **iii. Student Committees**

The 4 student committees at SUC are as follows:

#### **a. Events Committee**

Events committee is responsible to coordinate and organize year round events in the SUC. Also, this Committee will be responsible to coordinate the Inter - University activities and competitions. Committee head will be elected by the committee members and the chairperson would be the Events Coordinator.

The Events Coordinator along with the committee head (student) will be responsible for:

1. Allocating staff and student for various events throughout the year.
2. To prepare the basic structure of all the events and communicate the same to the respective event heads.
3. Monitoring and participating in the regular meetings of the committee members for various events.
4. Assisting the event heads in the smooth flow of the events.
5. Coordinating for student participation in various Inter - University competitions.

#### **b. News and Media Committee**

The News and media committee is responsible for contributing to all photography of events and student activities. It also contributes to the News Line Magazine.

The purpose of News and Media Committee is to provide the committee members with different opportunities for creative expression. The members of the committee will share their artistic skills with the school community through such projects as scenery work for university activities and banners/posters for various events. The committee presents students with an opportunity to practice their artistic abilities, express themselves through art, and contribute to the student life community.

This committee coordinates in developing SUC's annual publication "News line" magazine. This publication, which involves contributions from students and faculty members, highlights the year round activities. Students are permitted to work for the magazine for an academic year and re-appointment is subject to performance.

The committee shall comprise of:

1. Chairman (Faculty Member)
2. Students
3. English Faculty

4. Deputy Director - Administration Department
5. Computing department

The News Line Committee shall be responsible for:

1. The publication of the News line.
2. For collecting and contributing articles (report on events / general)
3. Encourage students to contribute articles
4. Select and edit manuscripts
5. Plan the page layout
6. Proof read the draft copy
7. Circulate/distribute the final copy

**c. Class Representative Committee**

The Class Representatives Committee consists of one representative elected once in a year from each class. Elected Class Representatives thereafter elect the President and Vice-President of the Class Representative Committee. The Class Representatives Committee also consists of HODs and Head of Advisor/Mentor.

Responsibilities of Class Representatives:

1. To discuss student affairs, academic and academic support services related matters.
2. Are solely responsible for the representation of respective student affairs and programs.

**d. Sports Committee**

Sports Committee is responsible for coordinating various indoor and outdoor sports activities at Intra University and Inter-University level. The committee is headed by the Head – Sports Department. The duties are as follows:

1. Holding regular meetings with the committee members as and when required
2. Declaring list of award winning students of the scholarship.
3. Preparing a calendar of the meetings and send a copy to Deputy Director - Administration Department.
4. Monitoring timely communications with students and staff related to various events around the year.
5. Coordinating with the finance department for Financial requirements of the committee

## **XVII. Student Requests**

Any student request which comes through the due process will be segregated by the Student Services Department and the request is sent to the respective departments to fulfill the student request within the policy framework of SUC will be responded to the students within 48 hours. Issues relating to external agencies the response time varies based on the time taken by the outside agency.

### **A. Leave Application**

Student who wants to avail leave during the ongoing semester should fill the leave request form available in student portal along with supporting documents. All leave applied must be approved by the Registrar.

### **B. Change of Class Timing**

Students willing to shift their classes from Morning to Evening or from Full time to Part Time or vice-versa should fill up the request form available on student portal/LMS citing reasons along with the evidence. Such request will be approved only according to the availability of the seat. The change of class shift will be entertained only during the first two weeks from the commencement of the semester and will be at solely subject to the availability or judgment of the Deputy Director - Administration Department.

### **C. Withdrawal of Course**

Withdrawal of a course/s can be done within the first week of commencement of a semester with a maximum number of two courses. The withdrawn course/s will not be reflected in the student's transcript for that semester. However, if the student withdraws any course/s after the first week, the withdrawal of the course/s will be reflected in his/ her transcript as a "W" and a repeating course fee of that particular academic year will be applicable whenever the student takes that course/s.

***Note:** The withdrawal of course is not applicable for students under SUC Visa / Visa Letter / Embassy Letter.*

#### **D. Addition of a Course**

Addition of a course is allowed only to those students who are not progressing as per the Graduation plan given to them initially. However, a student cannot exceed maximum load of 18 credits per semester. If a student opts for additional course/s, along with the regular course will have to apply for the same within two weeks of the commencement of the semester. An additional charge will be applicable to the student as per the policy.

#### **E. Postponement**

Student may postpone a semester only once in an academic year and maximum twice during the graduation program. The postponement form should be filled within two weeks of commencement of a semester only under mitigating circumstances. After the postponement of the semester, the student can join back the Program in which case the new academic plan will be applicable. All postponements will be effective only after the applicable fee is paid.

*Postponement is not applicable for students under SUC Visa / Visa Letter / Embassy Letter.*

#### **F. Cancellation**

A student has a right to cancel his admission anytime during the program for unavoidable reasons. In case of rejoining a new process of admission has to be followed.

In case, a student who does not attend classes for three weeks after registering in a semester, and in spite of making efforts to contact them they are not reachable, such students are placed under temporary cancellation by the Administration department.

If a student fails to respond even after one semester, then such students are put under deactivation or cancellation in which case student has to reactivate for enrolling in the courses.

#### **G. Reactivation**

The students who are in the category of Postponement, Temporary Cancellation, not meeting the academic standing in a particular semester are required to re-activate by enrolling in the courses offered in the next semester.

#### **H. Requests for Letters / Transcripts**

Besides the above, students also request for the following letters / transcript from the University:

- a. Bona-fide student letter (In English or Arabic)
- b. Letter mentioning dates of examination
- c. Copy of course syllabus / syllabi for course/s attended
- d. Transcripts
- e. Reference Letters
- f. Course Equivalency Letters
- g. Certificate Equivalency Letters
- h. No Objection Letters (Opening a bank account, applying for driving license, applying for visa)
- i. Letters for Government Departments
- j. Letters of Introduction for Internship / Dissertation
- k. Sponsor Request Letters
- l. Visa letters

Students willing to seek letters for various purposes from the SUC need to fill up the requisition form through portal. Any letter requested by the student must clearly state the purpose and its application SUC will issue the certificate or a letter when it is convinced. For issuing a letter from the College, a student must be having no dues from any of the departments.

Normal time to respond the request is mentioned below:

<b>Letter from SUC</b>	<b>48 hours</b>
<b>Course Syllabus</b>	<b>Three working days</b>
<b>Transcript</b>	<b>48 hours</b>
<b>Duplicate and Transcript request from external bodies</b>	<b>Timeframe for issuing the letter is subject to receiving request from the external agency.</b>

## **XVIII. Student Code of Conduct**

### **A. Student Dress Code**

Students are required to be dressed formally and follow dress codes in conformity with norms of civil society in the United Arab Emirates and particularly that of the Emirate of Sharjah. Personal hygiene is essential and requires continuous attention. Hair must always be well groomed. Short pants and short sleeves are not allowed as per the Sharjah law and if found, the student will be asked to leave the SUC.

### **B. Student Rights**

- i. Students have the right to freedom of expression in the classroom. It is the responsibility of the faculty member to ensure that each student in the classroom is provided an atmosphere which is conducive to freedom of expression by encouraging discussion and permitting exception to the views he/ she has presented.
- ii. Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in the classroom should contribute to the learning process.
- iii. Students will have the right of timely access to an assigned advisor, the right to receive pertinent and accurate information as needed for academic and career planning and the right to make their own decisions.
- iv. Students of SUC who believe they have been subjected to any form of discrimination or have been denied access to services, have the right to file their grievance with the Student Services Department
- v. Students have the right to appeal against marks or grades awarded which they are not satisfied.
- vi. Students have the right to participate in extra-curricular and co-curricular activities depending on their skills and capabilities

### **C. Student Responsibilities**

The student shall be responsible for conducting themselves as follows

- i. Students shall conduct themselves with reasonable consideration for all other persons within the SUC.
- ii. Students shall not indulge in any behavior likely to bring the SUC to disrepute.
- iii. Students shall comply with any reasonable instruction issued by any member of staff of the SUC.
- iv. No student will tender false or deliberately misleading information.
- v. Male and female students are not allowed to move together or sit together in class rooms.
- vi. A student shall not use, or incite others to use physical violence while in the SUC premises.
- vii. A student shall not damage, threaten to damage or incite others to damage any equipment or property of the SUC while on premises.
- viii. Students shall comply with the fee policy of the SUC.
- ix. Students shall comply with all regulations pertaining to the use of library and other SUC facilities.
- x. No student shall create excessive noise, write on walls, make rude remarks, and use abusive or unreasonable behavior in the SUC premises. Violators will be suitably punished.
- xi. Malicious or willful damage to SUC property or the property of any student or member of staff will lead to severe disciplinary action.
- xii. Students are supposed to switch-off pagers and mobile phones in the classrooms and handover to the security before entering for examinations.
- xiii. Students should adhere to the class timings as per the rules and regulations in force.
- xiv. Smoking is prohibited in SUC as per the UAE Law. Any violation will lead to fines.
- xv. Chewing of tobacco or any other form of betel etc. is prohibited. Anyone found to be violating this will be penalized.
- xvi. Writing and drawing on desks is strictly prohibited. Any violation will lead to fines.
- xvii. Eatables and drinks are allowed outside the SUC building or in the cafeteria only.
- xviii. Students using bus should strictly comply with the rules and regulations of transport.
- xix. Students shall not litter or throw rubbish. A littering fine as per fees applicable is imposed on violations.
- xx. Students shall not remove, deface or damage the premises, equipment or property belonging to the SUC.

- xxi. Students will be required to make good, in whole to the satisfaction of the Management of the SUC, any damage caused to the SUC property.
- xxii. The SUC accepts no responsibility to any private property being lost or damaged in the SUC premises.
- xxiii. Students bringing vehicles shall observe car-parking regulations in force as well as the speed within the college boundaries.
- xxiv. Students are not allowed to bring their friends / outsiders (except parents) to the SUC. In case of emergency they may contact the Administration Department for approval.
- xxv. Student must carry their SUC Identity Card when they are inside the campus.
- xxvi. Playing cards in any form in the SUC campus is strictly prohibited

## **XIX. Special Programs**

### **A. Student Care Package**

SUC Student Care Package is designed for catering new students through a Bridging program and academically weak SUC students through the Student Tutorials. It is a package to support and give assistance to students in the different capacities. The team in charge of each package serve to guide students in each category to an efficient orientation/induction into the culture at play in the University and the host community as well as improving their Academic standing/quality of students respectively.

These packages will run concurrently and will be closely monitored for the expected outcomes which is to build well-adjusted and academically sound students.

## **XX. Student Grievance**

### **A. Addressing Grievance:**

The SUC realizes the importance of having a system in order to address and deal with student dissatisfaction. Constant efforts are taken to minimize errors and avoid repetitions of problems related to academic and non-academic services.

For any suggestion or complaint, a student is required to fill in a complaint/suggestion form on the student portal/LMS. The form is then duly forwarded to or discussed with the concerned Department head. Any remedial action required, is taken immediately and conveyed through a written reply to the student. Student grievance/complaints & suggestions are also addressed at the Class Representatives' meetings held twice a semester.

### **B. Types of Student Grievances:**

#### **i. Academic grievances**

These are usually complaints or appeals against academic decisions. They include but are not limited to

- a. Academic progression decisions.
- b. Errors/discrepancies in the declared grades.
- c. An unreasonable decision of a member of academic staff that affects an individual or a group of students.
- d. Content and structure of academic programs, nature of teaching, and assessment criteria.

#### **ii. Academic Support Services grievances**

These relate to decisions and actions associated with administrative or academic support services units. They include but are not limited to:

- a. Administration of policies, procedures and rules by central administrative and student support groups, faculty members and departments
- b. A decision by an administrative staff that affects an individual or groups of students
- c. Access to SUC resources and facilities

## XXI. Student Appeal

### A. Appeal against Marks / Grades Awards

#### i. Grounds of Appeal

The student may appeal only against the marks/grade awarded in a course under the following circumstances.

- a. Procedure is not in accordance with the current approved regulations.
- b. Material and significant administrative error has taken place.
- c. Unfair discrimination
- d. Inconsistency of the decision
- e. Disagreement with marks or a grade cannot itself constitute ground for appeal.

It is important for students to understand the status of numerical marks/grades assigned to pieces of work. Assessors make their judgments on individual student performance within the assessment regulations of a program which outline the objectives of study and standard to be obtained. Assessment is a matter of judgment. Academic judgments of this type cannot in themselves be questioned or over turned.

#### ii. Time Duration of Appeal

An appeal must be logged with the office of Deputy Director - Administration department within five working days of communication of a result. The appeal addressed to the Deputy Director - Administration department must be requested online student portal/LMS, explaining – the appellant's case and highlighting the grounds on which the appeal is being made. Documentary evidence if available must be uploaded to support the appellant's case.

##### a. Appeal Hearing

When there are sufficient grounds for an appeal the arrangement is done to call for an appeal board.

Appeal board will consist of:

1. Vice Chancellor
2. Registrar
3. Dean of respective schools
4. Deputy Director - Administration department
5. Advisor / Mentor
6. Faculty Concerned
7. Recording Secretary

At least three members are required to be present to constitute forum for a board. The student will be allowed to present his case. The board will communicate through the chair the decision of the appeal board in writing to the student. Decisions of the appeal board cannot be challenged or subjected to review.

## **B. Appeal in Mitigating Circumstances**

- i. Plea for Consideration of Mitigating Circumstances for Class Assignments, Tests, Etc.**  
Deputy Director-Administration Department may exercise his / her judgment based on new calendar deadlines whether to accept the plea for mitigating circumstances for continuous modes of assessments and may administer make up assessments if convinced by his /her genuineness and relevance of the circumstances leading to the student's missing such assessments. Appeals for consideration of mitigating circumstances for continuous assessment modes must be made within 24 hours of conduct or submission deadline of the assessments. Documentary evidence to substantiate such plea must be provided by students. Appeals after the expiry of 24 hours deadline will be considered as time barred. Such decisions will lie on the Registrar and will be assessed after discussion with Vice Chancellor and concerned faculty.
  
- ii. Plea for Consideration of Mitigating Circumstances for Final Examination (First Sit)**  
If a student is unable to take a scheduled first sit examination due to sickness, accident, death in family, a telephonic intimation of the circumstances must be made, by the student, his friend or relative before or on the day of the examination prior to its commencement to the Administration Department. A medical certificate attested by ministry of health, documentary evidence of the circumstances affecting the student must be submitted within 2 working days of conduct of the examination. Appeals after the expiry of 2 working days deadline will be considered as time barred.

Plea for consideration of mitigating circumstances will be forwarded to Deputy Director-Administration Department along with necessary documentary evidence.

The Deputy Director-Administration along with Registrar based on their best judgment will decide whether to accept or reject such an appeal. The decision of the Deputy Director-Administration department in this case cannot be challenged or subject to review.

Students must understand that successful consideration of appeal will result in their taking the re-sit examination for a course on first sit basis. Such students will forfeit the rights of a re-sit examination. No mitigating circumstances will be considered for re-sit examination and students failing to undertake re-sit examination will have to repeat the course.

Students, who absent themselves from courses for prolonged period of time, must understand that they cannot redeem their prolonged absence by claiming mitigating circumstances and such students will be required to retake courses at the first available opportunity.

Mitigation policy to excuse the absence of students that result from the following causes only:

- a. Accident
- b. In case of death of Immediate Family Member
- c. Hospitalization of self
- d. Religious (Only for Hajj)

***Note:** Student is required to use mitigating circumstance form available in the portal to file their appeal for consideration of mitigating circumstances along with necessary documentation.*

## **XXII. SUC Publications**

### **A. Skyline Business Journal (SBJ):**

Skyline Business Journal is published by Skyline University College. It is one of the prominent business journals in UAE that has made inroads into those segments of industry and economy that are integral, but often underplayed. SBJ moves away from the beaten track of unloading high volumes of cumbersome information onto weary readers. Instead it endeavors to be concise yet complete in its contents. The journal attempts to bring to its readers, important events and happenings both locally and globally and keeps them abreast with the ever-changing business world.

Skyline Business Journal was launched in the year 2006 and today it has positioned itself as one of the leading journals of UAE and covers a wide array of business research areas. The journal provides invaluable information in order to broaden the readers' perspective and also to aid them in their decision-making process.

### **B. Newslines**

The SUC publishes an in-house magazine called "Newslines" once in a year in addition to the Graduation Compendium. This publication, which involves contributions from students and faculty members, highlights the year round activities. The publication of the magazine is by the efforts of "Newslines" committee and the student coordinator. Regular meetings are convened for compiling and publishing this magazine.

### **C. Knowledge Updates**

Knowledge @ Skyline is the interactive platform for communicating knowledge with SUC stakeholders, industry and outside world on the pattern of leading business schools of the world. It helps in branding of SUC as a leading institution and encourages faculty, students and others to create and contribute under different streams of knowledge. As a pivot point for sharing knowledge pertaining to different arena, it acts as a catalyst to learning and sharing the knowledge.

### **XXIII. Study Abroad**

SUC has established articulation agreements with universities spread over UK, US, Canada and Asian countries. These agreements facilitate exchange of students between Skyline and other universities thus providing SUC students with the opportunity to pursue their higher studies abroad.

Skyline University College has signed Memorandum of Understanding with various Universities to promote cooperation with these universities through exchange of expertise, exchange of faculty, exchange of students, exchange of information and best practices, conference participation, collaborative research and scholarly activities, etc. Some of the universities with whom SUC has signed such partnership agreement have been listed below:

1. Africa Technical University College - Ghana, Africa
2. Canterbury Christ Church University - United Kingdom
3. Business and Technology University, Georgia
4. Faculty Management, Comenius University, Slovakia
5. Dublin Business School - Ireland
6. Eastern Mediterranean University - Cyprus
7. European University of Business - Poland
8. Firebird Institute of Research in Management - India
9. Georgian College - Canada
10. Gift University- Pakistan
11. IFIM Business School- India
12. Institute of Management Sciences - Pakistan
13. International Management Institute – Switzerland
14. Jaipuria Institute of Management - India
15. Jinan University - China
16. Kalinga Institute of Industrial Technology - India
17. Kano State Polytechnic – Nigeria
18. Kirloskar Institute of Management, India
19. Kwame Nkrumah University of Science and Technology- Ghana - Africa
20. Leyte Normal University, Philippines
21. Lovely Professional University – India
22. Ljubljana School of Business, Slovenia
23. Mats University, India

24. Noida Institute of Engineering and Technology - India
25. Northwest University - Nigeria
26. Nirma University, Institute of Management - India
27. Ramon Magsaysay Memorial College- Philippines
28. Sheridan College - Institute of Technology and Advance Learning, Ontario - Canada
29. Shoolini University - India
30. St. Cloud State University- Minnesota, United States of America
31. Skyline University Nigeria, Nigeria
32. The University of Findlay, Ohio - USA
33. The London Graduate School - United Kingdom
34. The University of Mindanao - Philippines
35. Taylor University, Malaysia
36. Turku University, Finland
37. Ural Federal University- Russia
38. University of Development Studies - Ghana, Africa
39. University Sains Malaysia
40. University Kawazulu Natal, South Africa
41. University Management Technology, Pakistan
42. University Information Technology Mara, Malaysia
43. Varna University of Management - Bulgaria
44. GL Bajaj Institute of Research - India
45. INTI International University - Malaysia
46. Universiti Sultan Zainal Abidin - Malaysia
47. Global Institute of Business Studies - India
48. Dayananda Sagar Business Academy - India
49. Notre Dame of Dadingas University - Philippines
50. GIBS University India
51. Aditya Institute of Management India
52. FIIB India
53. Belgrade Institute of finance & Banking Serbia
54. University Sains Malaysia
55. GANPAT University India
56. KCC Institute of Legal and Higher Education India
57. Comenius University Bratislava Slovakia
58. AESB University India
59. IIMS University India

60. Dayanand Sagar Business Academy
61. INTI University Malaysia
62. PENN WEST USA
63. University of Economics & Human Sciences Warsaw Poland
64. University of Economy Katowice Poland
65. Norte Dam Philippines
66. Ashoka School of Business India
67. Petroleum Gas University Romania
68. UNIMY Malaysia
69. IPE India

Upon signing of Memorandum of Understanding, the Corporate Affairs Office at Skyline University College coordinates with partner institutions for identifying collaborative projects which can be undertaken mutually. The main purpose of establishing Memorandum of Understanding is to initiate the articulation agreements between the two institutions after fulfilling all the academic requirements for equivalency of courses which is approved by the respective Deans and Vice Chancellor at SUC. The agreements are sent to Ministry of Higher Education for seeking their necessary approvals.

## **XXIV. Admission Requirements for Graduate Programs**

### **A. Direct Entry Requirement- Graduate**

All admissions in SUC are guided by Ministerial Decrees # 200/yr. 2004 and 133/yr. 2005; The Standards for Licensure & Accreditation 2019.

An applicant seeking admission for Graduate program is required to fulfill the following two conditions:

- i. Bachelor Degree
- ii. English Language Proficiency
- iii. Personal Interview

Details of the above two requirements are as follows:

#### **i. Bachelor Degree Grade**

- a. Bachelor's degree earned in a discipline appropriate for the prospective graduate degree, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent

#### **ii. English Language Proficiency Requirement (TOEFL/IELTS/EmSAT)**

Prospective MBA student is required to fulfill any one of the following requirements for admission as given below:

- a. A minimum score of 550 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP)
- b. A minimum score of 6.0 on International English Language Testing System (IELTS - Academic)
- c. A minimum score of 1400 in EmSAT Achieve English (Emirates Standardized Test)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MOE.

**Table -3 English Proficiency Score Range for Direct Entry to Graduate Program**

S. No.	IELTS [Academic]	TOEFL - ITP	EmSAT Achieve English	Enrollment Status
1	>=6	>=550; >=79 [IBT]; >=213[CBT]	>=1400	Direct Entry to MBA Program

**NOTE:**

1. A native speaker who has completed his / her undergraduate education in an English-medium institution may not be required to provide certification in English Language Proficiency
2. Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable.
3. Requirements are applied regardless of educational system or country where student is coming from.
4. The English proficiency qualifying result should be submitted within 1 week of the commencement of the program
5. Transfer student need to have English proficiency eligibility upon registration failing which they will have to undergo the preparatory courses as given in above table-3
6. If a student joins graduate program immediately upon completion of the SUC undergraduate program, the English proficiency scores obtained at the time of admission to undergraduate program can be accepted for admission to the graduate program provided s/he meets requirements given in above table-3. Otherwise the student has to submit a new IELTS / TOEFL / EMSAT score as per requirement.

**iii. Personal Interview**

Prospective student is required to pass the personal interview set by the institution

## B. Conditional Admission Requirement- Graduate

The VC reserves the right to admit a prospective graduate student on condition under following circumstances where the student does not satisfactorily meet the admission criteria as per MOE.

The requirements for conditional admission have been detailed below:

### i. Conditional Admission to Business Graduates

Candidates seeking admission in Graduate Program of SUC and are short of meeting CGPA or English language proficiency criteria are categorized in the following table and such cases will be considered under conditional admission.

Category	UG-CGPA	English Proficiency Requirement		
<b>Case-BA</b>	≥ 3 on scale of 4 or its equivalent	IELTS [Academic] 5.5-5.9	TOEFL - ITP 530-549	EmSAT Achieve English 1250 - 1399
<b>Case-BB</b>	2.50 to 2.99	Meets the criteria (refer English Proficiency criteria)		
<b>Case-BC</b>	2.00 to 2.49	Meets the criteria(refer English Proficiency criteria)		

Case-BA: Candidates Having CGPA ≥ 3.0 on 4.0 Scale not Meeting English Proficiency Requirement

English Proficiency Requirement			Enrollment Status
IELTS [Academic]	TOEFL - ITP	EmSAT Achieve English	
5.5-5.9	530-549	1250 - 1399	Conditionally enrolled candidates in the Graduate Program with a maximum of 2 courses to be taken in the first semester and must complete the 2 courses with a minimum CGPA of 3.0 on a scale of 4.0 within one semester and undergo 45 hours of English preparatory course or be subject to dismissal

Case-BB: Candidates Having CGPA Between 2.5 to 2.99

Case BB

- a. Must achieve an overall grade point average of 3.0 on a 4.0 scale within first semester, or its established equivalent, in the first 9 credit hours of credit-bearing courses studied for the MBA program in first semester of Full time program or first two semesters of Part time program or be subject to dismissal.

Case-BC: Candidates Having CGPA Between 2.0 to 2.49

Case BC

- a. Must complete a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (These remedial courses are not for the credit within degree program).
- b. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale within first semester, or its established equivalent, in nine credits hours of remedial courses in order to progress to the graduate program or be subject to dismissal

ii. **Conditional Admission to Non-Business Graduates**

Candidates seeking admission in Graduate Program of SUC and are short of meeting CGPA or English language proficiency criteria are categorized in the following table and such cases considered under conditional admission.

UG-CGPA	English Proficiency	
Case-NA	≥ 3.0	Meets the criteria (refer English Proficiency criteria)
Case-NB	2.50 to 2.99	Meets the criteria (refer English Proficiency criteria)
Case-NC	2.00 to 2.49	Meets the criteria(refer English Proficiency criteria)

Case NA: Candidates Having CGPA  $\geq 3.0$  on 4.0 Scale

**NA -1 with English Proficiency**

Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course within first semester or be subject to dismissal

Case NB: Candidates having CGPA between 2.5 to 2.99

**NB -1 with English Proficiency**

- a. Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course within first semester or be subject to dismissal
- b. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in nine credits hours of courses in the first semester of the graduate program or subject to dismissal

Case NC: Candidates having CGPA between 2.0 to 2.49

**NC -1 with English Proficiency**

- a. Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course in first semester or be subject to dismissal
- b. Student also must achieve a minimum CGPA of 3.0 on a 4.0 scale in second semester, or its established equivalent, in six credits hours of remedial courses in order to progress to the graduate program or be subject to dismissal (These remedial courses are not for the credit within degree program)

**C. Transfer Admission Requirements for Graduate Programs**

SUC accepts students who are transferring from a federal or licensed institution in the UAE or a foreign institution of higher learning based outside the UAE and accredited in its home country, are eligible for transfer admission.

A maximum of 9 credit hours can be accepted as transfer into the MBA Program of SUC provided these credit hours are adequate to meet the requirements for Transfer of credits (TOC) procedures:

Transfer of credit is granted under the following conditions:

- a. Students seeking transfer to the Graduate (MBA) program must meet the Graduate Admission requirements of SUC
- b. The course contents mentioned in the Course Syllabus of the previous institution should match to a minimum of 75% of the SUC Syllabus of the corresponding course.
- c. The student must attend a minimum of 30 credit hours of their study plan including 6 credit hours of the Dissertation course at SUC. In other words, maximum 3 courses or 9 credits can be transferred to the program.
- d. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- e. Must have passed the course with a minimum of 'B' grade or equivalent and overall CGPA of 3.0 on a scale of 4.0
- f. Maximum credits awarded for transfer admission will be limited specified courses at SUC. In case credits earned at the original institution are less than those at SUC, the lower credits will be awarded as transfer.
- g. Transfer of credits cannot not be awarded to the Dissertation course, Capstone courses and protected courses.
- h. Once TOC is granted and the graduation plan is signed by the student, the student cannot challenge the TOC decision during the progression of course.
- i. Students of SUC may be permitted to pursue courses outside only in extreme circumstances with prior approval from Administration and VC.
- j. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- k. The grade points of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- l. TOC processing fee is non-refundable (as per applicable fee structure)
- m. Once the acceptable transfer of credits is decided, the student is informed about the applicable fee based on the courses accepted for transfer of credits and the student can then proceed for registration

### **A. Documents Required**

Transfer admission students have to fulfill the following requirements / conditions:

Documents Required:

- a. The official transcript from accredited institutions
- b. Detailed syllabi (Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
- c. An official letter from the previous institution
- d. All documents mentioned in the admission requirements
- e. Applicable processing fee (non-refundable) must be paid for evaluation
- f. Once a student will change his/her emphasis, process will be treated as new, thus, additional fee will be applicable as per published fees structure

### **B. Criteria for Approval of Institutions for Accepting Transfer Admissions**

SUC will accept transfer of credits only from the Institutions, which fulfill any of the following criteria:

- a. Accredited by the Ministry of Education, UAE
- b. Accredited by the Central or Regional accreditation bodies in the United States of America
- c. Accredited by the UGC Grants Commission of India
- d. Accredited by the HEC Grants Commission of Pakistan
- e. Approved by the Quality Assurance Agency in Education, U.K.
- f. Accredited/recognized by the Ministry of Higher Education for all other countries from where the student is seeking admission

#### **Note:**

1. *For transfer from one school to other school within SUC, the TOC policy shall remain same. However, the fee structure of the new school to which the student is transferred shall be applicable.*
2. *In case the student was granted any scholarship / fee waiver, the percentage of scholarship / fee waiver shall remain same. However, the amount of discount shall be calculated based on the new fee structure applicable for the specific school.*

#### **D. Admission to People of Determination**

SUC admits People of determination after a due process of understanding the learning abilities and the approaches of teaching to them is clearly understood. SUC facilitates the special needs student by allocating extra time to help them learn without sacrificing the syllabus and the rigor required in it.

Upon meeting the admission requirements, the candidates shall be interviewed by the concerned teaching faculty members under the guidance of a committee, which shall be formed as and when required and the outcomes of the interview are recorded and communicated to the candidate and the Vice Chancellor for necessary actions.

The interview shall be focused on:

- i. To understand the nature of shortcomings
- ii. To understand the learning abilities, assessment modes, additional time required for completion
- iii. To understand the learning abilities through computer
- iv. To understand their skill levels in assessing

#### **E. Admission Requirements for an Additional Master's Degree**

##### **i. Additional Master degree**

Students who have earned a Master's degree in SUC with a Cumulative Grade Point Average (CGPA) of 3.0 or above, are eligible to earn an additional Master's degree from the same institution by completing additional 15 credits from other major or program in the related field which are distinct from the first degree. For the additional Master's degree program, the student must complete Thesis / dissertation / projects applicable for the additional degree opted. Thesis / dissertation / projects/ completed in the first degree will be not be considered as a substitute for the additional Master's degree requirement.

##### **ii. Additional degree application requirements**

Students who are interested in obtaining an additional degree should submit the following:

1. Fill an application for admission to additional degree
2. Submit the transcript / degree certificate
3. Pay the applicable fee for obtaining additional degree

## F. Joint Degree Requirements

In SUC joint degree program students study at two or more institutions, and upon completion of the program receive a single degree certificate issued by all the participating institutions. A joint degree program is a program that is designed and delivered in conjunction with one or more partner institutions. The partner(s) may or may not be based in the UAE. Typically, a joint degree program will be established to access the partner institution's specialized knowledge and experience.

The partner institutions for joint degree programs abide by the following requirements:

- i. Each institution in the partnership is recognized and/or accredited as a HEI in the higher education system in which they operate.
- ii. Institutions offering programs jointly with other institutions based outside the UAE assume primary responsibility for the programs' compliance with the SPA, while also meeting the requirements of the partner institutions.
- iii. Each partner HEI should be legally allowed to offer the joint program, even if the joint degree is to be awarded by a partner.
- iv. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership.
- v. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications.
- vi. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution.
- vii. If the courses offered by the partner institution are delivered through e-learning or distance teaching, an appropriate portion of each course is delivered face-to-face by a qualified faculty member.
- viii. A *Quality Assurance Manual*, or a section within a *Manual*, that clearly describes how all quality assurance activities are integrated into a single system to continually appraise and improve the institution as a whole, and specifically any joint programs.
- ix. Faculty of the partner institution are involved in program development and evaluation, utilizing both formal and informal mechanisms to gain information to evaluate the program. Students visiting a partner institution, as part of the joint degree program, must offered same learning experience and safeguards.
- x. Students visiting a partner institution, as part of the joint degree program, are afforded the same learning experience and safeguards as detailed in the SPA.

- xi. Visiting faculty from main campuses and partner institutions are available for an adequate period of time on campus to facilitate an appropriate level of interaction with students outside of the classroom.
- xii. The joint degree is awarded in accordance with the legal frameworks governing the awarding institutions, and is recognized as a joint degree in the higher education systems of the awarding institutions.

## **G. Recognition of Prior Learning and Advanced Standing Policy**

### **i. Introduction**

The National Qualification Authority defines Recognition of Prior Learning as: “the assessment of previously unrecognized skills and knowledge achieved outside the formal education and training system”. SUC RPL and Advanced Standing policy assesses the previously attained unrecognized knowledge and skills against the requirement of formal qualification in terms of outcomes to be achieved (Program or course learning outcomes).

RPL and Advanced Standing regulations apply to all forms of recognition of prior learning, including transfer of academic credit and admission with advanced standing. The RPL and Advanced Standing applicant will be awarded credit when they have demonstrated that they have successfully met the learning outcomes and assessment criteria of the program.

### **ii. The Policy**

This policy is aimed at awarding exemption, or seeking equivalency or recognition of prior learning to avoid repetition of courses for which the learner is skillful and competent to demonstrate and continue further studies based on the experiential learning. It also avoids duplication of studies by the student who has acquired knowledge and skills from non-recognized or accredited bodies.

Exemption is granted to the courses after the candidate exhibits the ability based on the evaluators recommendation. The exempted courses will appear on the transcript without any credit score or value.

Recognition of prior learning is the acceptance of non-credited learning certificate or experience certificate for partial or full credited course or courses in the area of specialization, the recognized credits / courses are reflected in the transcript without any credit score or value being reflected. The RPL for a program will be based on specific certifications, diplomas, work experiences in the related fields and equivalency will be awarded upon verifying the validity and authenticity of issuing authority or its equivalency approved by CAA or NQA.

**iii. Requirements**

Prior learning certificate, or diploma or any other means of document that establishes the validity and reliability of the prior learning acquired by the learner including the work experience.

Submission of the documents with proper attestations to authenticate the level of the certificate, and portfolio of work experience along with evidences of achievements if any which can be considered for validating the experiential learning.

**iv. Guide for applying for the program**

- a. RPL and Advanced Standing applicants also needs to submit an evidence-based portfolio of the work experience or competencies acquired through certificates and work experience attested by approving agency of that country.
- b. Job descriptions of the work or statements of work, roles and responsibilities or projects done
- c. Reference letters detailing relevant skills and competencies connected to the program applied
- d. Submit attested testimonies of certificates at the time of application
- e. SUC RPL and Advanced Standing committee will assess RPL and Advanced Standing application and the Portfolio, to verify whether the applicant has achieved the learning outcomes including knowledge, skills and competences required for a particular course that the applicant applied.
- f. A challenge examination will be conducted on courses to assess the level of learning and the ability to meet the academic rigor requirements of undergraduate or graduate programs.

- g. Minimum grade for consideration is 'C+' grade with grade point 2.5 over 4 scale.
- h. Prospective students who are seeking credit based on formal and/or non-formal prior learning need to submit the application with requisite fee.
- i. No grades will be assigned for transferred credited courses.
- j. The result of assessment will be formally communicated to the applicant by the RPL and Advanced Standing committee
- k. No more than 50 % of the total program credits will be awarded for any RPL and Advanced Standing application, in case of graduate program no more than 25% of the credits are transferable.  
Issue a letter of admission

**v. RPL and Advanced standing committee**

The RPL and Advanced Standing committee consists of Dean of school and subject experts in the domain of skill sets or competency as deemed necessary, quality unit representative and administration/ registration office representative. The committee evaluates as per the assessment form requirements and recommends or rejects the student on the grounds of meeting of non-meeting the admission requirement. The committee shall review the RPL and Advanced Standing application as per the assessment form and award partial or full credits to be transferred to SUC program without any value of credit being transferred in the transcript. Criteria for evaluation can be decided by the evaluators consisting of Dean, Quality unit and administration department - it could be a challenge exam/s, followed by demonstration of skills in the form of small project work that can assessed and an interview. Upon satisfaction the evaluators can recommend credit transfers - minimum grade required to qualify is 'C +' that is 2.5 on a scale of 4 points awarded by the evaluators. SUC grading policy would be used for evaluation.

vi. **Criteria for awarding toc for RPL and advanced standing**

S.No.	Nature of Certificate (Diploma / Certificate) mapped with Level 6 and 5 of QF Emirates	Number of years of work experience	Issuing authority	Maximum Transfer of credits awarded by SUC
1	Diploma	5 years	Approved by MOE	50% of total credits
2	Certificate - Level 5	10 years	Approved by MOE	50% of total credits

vii. **Public Disclosure**

This policy would be displayed in the public disclosure sources with giving details about method of claiming RPL and Advanced Standing procedures to be followed, exams to be undertaken, the maximum limit of courses in the program that can be awarded as mentioned in the policy, display of credits score in the transcript.

**Public disclosure and guidance:** Apart from the display of the RPL and Advanced Standing policy the intending learner can visit the dean of school or the registration department for further details or send mails to clarify any further details.

The method of awarding exemption, equivalency and recognition of prior learning and Advanced Standing is stated in the policy for any further details the candidate can consult registration department.

viii. **Appeal Process**

The candidate after receiving the communication from the administration department may accept or challenge the decision of the committee by appealing through mail. In case of challenge the candidate must follow the below process.

- a. Make an appeal in one week time from the date of receipt of the communication from SUC.

- b. Upon receiving the appeal from the candidate the committee shall review the concerns and if necessary will address the issue and communicate the decision to the candidate within 10 days with proper reasons for declining or revoking of the earlier decision and revised communication.
- c. The candidate must refer to the case and the issue in clear terms through a letter.
- d. Appeals can be made with necessary fee for consideration.
- e. The candidate may submit any further documents as evidences to support in case of decline and the reasons are clearly specified.
- f. All appeals must be made to the Dean for consideration.

The candidate upon receiving the revised communication on prior learning exemptions can accept or appeal to the Dean for second time for any further clarification and is required to follow the instructions given by the Dean for any further consideration else it can be considered as final word from the dean. The candidate is also free to give his comments or feedback through mail after the process is completed.

## XXV. Preparatory Courses

### A. MBA Qualifying Program (MQP)

A candidate who is seeking admission with a Bachelor's Degree (3 years and above) obtained from a non-business discipline is required to undergo the MQP by taking the following seven courses. In case candidate has already completed any of the MQP courses in the Bachelor degree, he may be exempted from such courses provided an official transcript for evaluation at the time of admission is submitted by them. However, the decision for the exemption will be made jointly by the Dean and VC upon reviewing the course contents as per SUC TOC policy.

The following are the courses required to complete the MQP so as to establish the required knowledge for a student is acquired before enrolling into the MBA program.

Code	Courses
FIA5001	Accounting Principles & Practice
ECO5002	Economics Principles & Practice
MAT5003	Fundamentals of Quantitative Methods
FIA5004	Principles of Finance
MGM5005	Principles of Management
MKT5006	Principles of Marketing
MGM5007	Operations Management

All these courses are equivalent to 3 credit hours at BBA level. These credits cannot be used for replacing any of the MBA level courses as these will be treated non-credit bearing courses and are only for the purpose of completing MQP and no transcript shall be issued. Most of these courses are offered at the SUC BBA program enabling the aspirants to pick up any of these courses during the regular semesters of the BBA program or opt for MQP schedule.

#### i. MQP Transfer of Credit Policy

- a. TOC will be granted to courses with a grade C at the Undergraduate level with overall CGPA above 2
- b. Fill up the MQP TOC application form in SUC
- c. Submit the following TOC Admission entry requirement documents:
  1. The official transcript from accredited institutions

2. Detailed syllabi (Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
  3. Processing fee of AED 525/- (non-refundable) must be paid for evaluation
- d. **Non-Business Undergraduate Students** must complete all seven courses of Foundation bridging program (MBA Qualifying Program – MQP). Transfer of credits can be granted for up to maximum 5 courses out of 7 courses of the MBA Qualifying Program as per MQP TOC policy

ii. **Challenge Exam for Non- Business Graduates with External MQP:**

Non-Business graduates who have completed MQP Program from an MOE approved institution will have to undergo a challenge exam at SUC

Students taking challenge exam must abide by following guidelines:

- a. They need to achieve minimum 'B' grade in all seven MQP challenge exam to qualify and join the MBA program without undergoing MQP.
- b. A handbook for each course of challenge exam will be provided to the student.
- c. Student is required to pay the applicable challenge exam fees for each course
- d. Students needs to pass the challenge exam in the first attempt. There will be no second attempt provided.
- e. If the student fails to appear for the challenge exam on the scheduled date, the student can take the challenge exam on a new date by paying the exam fees again.
- f. If the Student fails to clear challenge exam, he has to undergo MQP by paying the applicable fee for MQP.

iii. **Remedial Courses**

a. **Business Graduates**

A candidate seeking admission to the MBA program with a recognized Bachelor's degree in Business discipline and a minimum cumulative grade point average (CGPA) of 2.0 to 2.49 on a 4.0 scale or its established equivalent, should register for 9 credit graduate level remedial courses given below. These remedial courses are not for credit within the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent within first semester in the following remedial courses in order to progress to the graduate program or be subject to dismissal.

**b. Non-Business Graduates**

A candidate seeking admission to the MBA program with a recognized Bachelor's degree in Non-Business discipline and a minimum cumulative grade point average (CGPA) of 2.0 to 2.49 on a 4.0 scale or its established equivalent, should complete the MBA qualifying program and then register for any two 6 credit graduate level remedial courses from the courses listed below. These remedial courses are not for credit within the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent within first semester in the following remedial courses in order to progress to the graduate program or be subject to dismissal.

**c. MBA Remedial courses offered at SUC**

The list of remedial courses are as follows:

Code	Courses
RHR6001	Human Resource Management
RQT6001	Quantitative Methods for Decision Making
ROM6001	Operations Management

**B. IELTS Exam Preparatory Course for Graduate Admission**

**i. Course Introduction**

The IELTS Preparatory Course is designed for students whose proficiency levels are inadequate to be accepted for admission into the Graduate Program of SUC. The admission of the student in IELTS preparatory course is determined on the basis of grades obtained in placement exams.

**ii. Qualifying Criteria for Graduate Programs:**

Students will get into 45-hour or 90 hour IELTS Preparatory Course as per scores obtained in one of the English Proficiency tests approved by MOE. They may attend this program during May intake, September intake or January intake. The students are required to score 6.0 in this test to be eligible to get into Graduate program.

### **iii. Flow of Activities**

#### **a. Admission Followed by Orientation:**

IELTS Preparatory course student takers are given a thorough orientation about the course books, internal tests, test format, practice test, mock exam and the final exam pattern.

#### **b. Mock Test**

During the mock test the students are given ample scope to experience the real test environment and the scores are given to them along with feedback sessions

#### **c. Final Test**

The students appear for the final exam at SUC on the stipulated date.

#### **d. Result Analysis**

The results are analyzed and recorded systematically by the exam department this analysis gives a clear idea about their scores in each section.

#### **e. Counseling**

After a thorough analysis of the results, the students are well counseled with the next course of actions. Upon achieving the qualifying score for admission to Degree programs, students are encouraged to take admissions in the Main Program. Non-qualifying students are counseled to take one of the following courses of action:

1. To reappear for the IELTS exam
2. To repeat the IELTS Preparatory Program

### **C. Academic & General Training on IELTS**

The Academic IELTS preparatory course (as per the need of the students or the general public) is designed for students whose proficiency levels are inadequate to be accepted for admission into the Undergraduate or Graduate Programs of SUC. The qualifying score for admission is 6.0 out of 9.0 bands for Graduate Program and 5.0 out of 9 for Undergraduate. General Training IELTS preparatory course is designed for those who are going to English speaking countries for secondary education, work experience or training programs. It is also a requirement for migration to Australia, Canada, New Zealand and the UK. The test focuses on basic survival skills in broad social and workplace contexts.

**i. Preparatory Test**

During the Preparatory test the students are given ample scope to experience the real test environment and the scores are given to them on request in a day or two.

**ii. Admission Followed by Orientation:**

Student undergoing this course are given a thorough orientation about the course books, internal tests, test format, practice test, mock exam and the final exam pattern.

**iii. Mock Test**

During the mock test the students are given ample scope to experience the real test environment and the scores are given to them along with feedback sessions.

**iv. Final Test**

The students appear for the final exam at SUC on the stipulated date.

**v. Result Analysis**

The results are analyzed and recorded systematically by the exam department this analysis gives a clear idea about their scores in each section.

**vi. Counseling**

After a thorough analysis of the results, the students are well counseled with the next course of action. Upon achieving the qualifying score for admission to Degree programs, students are encouraged to take admissions in the Main Program. Non-qualifying students are counseled to take one of the following courses of action:

- a. To reappear for the IELTS exam
- b. To repeat the IELTS Preparatory Program

## XXVI. Application

### A. Contact us

For more information on SUC programs, please call +971 6 544 11 55 or email [admissions@skylineuniversity.ac.ae](mailto:admissions@skylineuniversity.ac.ae).

### B. Application Procedure

- i. Fill-up the application form in capital letter
- ii. Student information should be accurate and correct [especially date of birth, nationality, photo, gender]
- iii. Signature of applicant, guardian and registration officer is mandatory
- iv. In the event that students would like to avail visa letter from SUC, visa letter fee structure will be applicable
- v. Medical insurance is mandatory for international students
- vi. Student is eligible only for one type of fee waiver / scholarship throughout the study period.
- vii. Scholarship recommendation letter must be submitted within 30 days of registration; noncompliance will forfeit the scholarship awarded.
- viii. Fee waiver will be adjusted in the 2<sup>nd</sup> semester for MBA students. If student wishes to get this included in monthly installment (subject to approval from the finance department) and cancels his registration in between the semester, the fees will be calculated as per the original fee structure and the fee waiver granted will be revoked.
- ix. Graduation fee will be additional and be applied in final year.
- x. Transportation fee will be applicable if the student is staying in hostel outside the SUC campus.
- xi. Transportation fee is as a minimum period of one month.
- xii. Hostel fee is in 2 installments (for students availing SUC hostel facility)
- xiii. Undertaking letter/form is mandatory in case of any missing document
- xiv. Placement test/entrance exam date
- xv. Work experience to be mentioned if availing scholarship
- xvi. TOC details to be mentioned if TOC applicable

- xvii. Student type to be mentioned (local candidate own visa/students seeking visa, visa letter, embassy letter/international students)
- xviii. Parent / guardian details (address, email id, contact number to be provided for international students)
- xix. Local guardian details such as emirates id, tenancy contract and contact number, email id for international students who are staying outside SUC accommodation
- xx. Student declaration of authenticity of submitted documents is required. If found fraudulent, the university holds the right to revoke the degree at any point of time.
- xxi. Student must read and understand the general terms and conditions governing the program fee structure
- xxii. Student must comply with the rules and regulations of SUC
- xxiii. Student must declare that the information provided is correct and complete

### **C. Documents required to be submitted along with application**

The authenticity of documents submitted is the sole responsibility of the student, failure to adhere will lead to cancellation of admission during the tenure of study as well as withdrawal of degree, with no responsibility of university to issue documents/transcripts and/or refund of fees. Prospective student is required to submit attested documents for the completion of the admission as per the below list:

#### **i. Local Graduate Candidates with Own Visa**

- a. National Security Services clearance certificate for UAE Nationals effective from 2014.
- b. 2 Passport size colored photographs (not Polaroid) along with a digital copy
- c. Passport Copy with minimum six months validity
- d. UAE National ID
- e. Attested copy of Bachelor's Degree Certificate along with marks sheet (as applicable)
  - 1. For students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
  - 2. Students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, and their certificates should be attested by the University & Ministry of Higher Education, UAE.

3. Students from overseas universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
4. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
- f. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or the equivalent score on another standardized test approved by the Ministry of Education (MOE).

**ii. Local Graduate Candidates Seeking SUC Visa/Visa Letter/Embassy Letter**

- a. National Security Services clearance certificate for UAE Nationals effective from 2014
- b. 2 Passport size colored photographs (not Polaroid) with white background along with a digital copy
- c. Passport copy with minimum eight months validity.
- d. Attested copy of Bachelor's Degree Certificate along with marks sheet i.e.
  1. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
  2. Students from foreign universities operating in UAE and approved by the Ministry of Higher Education-UAE, certificate should be attested by the University & private Department in Ministry of Higher Education – UAE.
  3. Students from overseas universities, certificate should be attested by the university, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
  4. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.
- e. Proof of English Language proficiency as per admission criteria such as TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet- Based test, IELTS score of (6.0) or the equivalent score on another standardized test approved by the Ministry of Education (MOE).
- f. PDC for the academic year

**iii. Visa Graduate Students (Overseas)**

- a. 2 Passport size colored photographs (not Polaroid) with white background along with a digital copy.
- b. Passport Copy with minimum eight months validity.
- c. Police clearance certificate, if applicable
- d. Medical certificate from any registered hospital, if applicable
- e. Attested copy of Bachelor's Degree Certificate along with marks sheet i.e.
  1. Students from UAE Universities, certificate should be attested by the university and Ministry of Higher Education, UAE.
  2. Students from foreign Universities operating in UAE and approved by the Ministry of Higher Education, UAE, and certificate should be attested by the University & Ministry of Higher Education, UAE.
  3. Students from overseas Universities, certificate should be attested by the University, Ministry of Higher Education, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin.
  4. All foreign certificates must have an equivalency certificate from the Ministry of Higher Education, UAE, at the time of admission or latest by before the completion of the semester.

**D. Application Fees Payment**

Prospective student is required to pay a non-refundable application fee of as applicable + VAT, as per the published fees structure for the respective Academic Year within 48 hours. Failure to do so will lead to cancellation of the application process, and student needs to reapply from the beginning. Student applying for TOC or Direct Entry are required to pay the required fees as per the published fees policy for the respective Academic Year.

**E. Application Deadlines**

Program	Application Deadline (Full Time)			Application Deadline (Part Time)		
	Fall	Spring	Summer	Fall	Spring	Summer
MBA	10-Sep-2023	26-Jan-2024	14-Jun-2024	14-Sep-2023	01-Feb-2024	20-Jun-2024

## **XXVII. Admission Procedure**

### **A. Verification of Documents for Admission**

The admission file for each student including application documents is send to Administration Department to audit the file for the fulfillment of documents required for confirming the admission of candidate into SUC's program. The Administration Department audits the student file to verify if the application documents are complete and they indicate that all the requirements for admission are met as per policy. Upon verification, the Administration department approves the student file and submits to Registrar for confirmation of admission. In case of documents being incomplete or not submitted the file is returned to Marketing and Admissions department for following up with the candidate to fulfill the requirement as per policy.

### **B. Rejection of Admission**

If a candidate does not fulfill the basic entry requirement for the degree program, the admission will be rejected.

The admission will also be rejected under the following conditions:

- i. In case of non-submission of documents required by the institution or government authorities
- ii. In case of submission of any forged documents for admission
- iii. In case of non-attestation of degree certificates submitted for admission
- iv. Any information received from the parent organization regarding the irregularities in the documents submitted.
- v. Criminal charge(s) are proved against the student at the time of admission.

## XXVIII. Registration of Students

### A. Registration of Students into Class

The Administration department upon verification of admission documents registers each student in respective class. Each student is assigned a unique Student ID and the personal information and academic details for the students are entered into the system.

### B. Post Registration

#### i. Issuance of Student Kit

##### a. New Students:

The kit gives the student a clear idea about his/her admission status, academic program, class shift, guidance on portal usage, Portal username and password, car sticker details, ID card, tab description and fee payment plan.

The following materials will be issued to students based on the entrance examination result:

##### 1. Admission Letters & Invoice [Confirmed Admission]

Once the student's admission is confirmed, he/she is issued a 'Letter of Admission' & 'Invoice'. Students need to pay their SUC fees according to the Invoice issued.

**Note:** It is the student's responsibility to report any discrepancies in invoice to the Administration department within a maximum time frame of one month after the receipt of invoice.

##### 2. Admission Letters & Invoice [Conditional Admission]

When a student is admitted conditionally, he/she is issued a 'Conditional Letter of Admission' & 'Invoice'. Student will be issued a confirmation letter once he/she fulfilled all the requirement as per the deadline. Students need to pay their SUC fees according to the Invoice issued.

**Note:** It is the student's responsibility to report any discrepancies in invoice to the Administration department within a maximum time frame of one month after the receipt of invoice.

##### 3. Identity Cards

Students are issued with a SUC Identity card according to their admission status (Provisional / Confirmed). Students need to carry their Identity cards all the time while being in the SUC Campus. Identity cards will be checked randomly.

**4. Portal ID**

Every student is issued a portal ID and password through which they can access their class attendance, assessments and the results online. The academic profile, academic advisor and the events of the SUC can also be accessed through the portal.

**5. Graduation Plan**

Every student is issued with the graduation plan, which will help them to plan their studies accordingly.

**6. RFID**

Students who use their own transportation are issued the RFID car stickers along with the kit.

**7. Handbook**

It is a ready reckoner that guides the student to understand the academic and academic support service policies and procedures, semester wise course plan, examination calendar, Institutional calendar and whom to approach for services.

**b. Continuing Students:**

The kit gives the student a clear idea about his/her Progression status, academic program and fee payment plan.

The following materials will be issued to students based on the progression status:

**1. Admission Letters & Invoice**

Once the student's progression is confirmed, he/she is issued a 'Letter of Admission' & 'Invoice'. Students need to pay their SUC fees according to the Invoice issued.

*Note: It is the student's responsibility to report any discrepancies in invoice to the Administration Department within a maximum time frame of one month after the receipt of invoice.*

**2. Graduation Plan**

Every student is issued with the graduation plan, which will help them to plan their studies accordingly.

## **XXIX. Institutional Policies**

### **A. Student Information Release Policy**

SUC accords all rights of privacy to its students. SUC will not disclose any information about the student's academic and nonacademic records without the consent of the student. The exceptions could be the following:

1. Vice Chancellor and Dean of respective Schools
2. CAA & MOE Officials
3. Another University / College where student might be interested in joining, on student's request.
4. Person(s) or organization(s) providing financial support
5. Accreditation Agencies
6. Judicial Orders
7. Academic Advisors/Mentors

Information regarding name, age, address, telephone number, date & place of birth, major field of study, degrees awarded, and participation in extra-curricular activities etc. may be provided at the discretion of the SUC. A student may withhold the release of the above information through a written request to the administration.

### **B. Academic Terms and Policies**

#### **i. Credit Hours**

Credit hours refer to one lecture hour of contact time with the students, a minimum of 3 lecture hours lasting for fifteen [15] weeks amounts to 45 lecture hours. The lecture hour includes all in class activities, exercises and assessment time. Each academic year consists of two semesters and each semester consists of 16 weeks including teaching and examination. SUC may arrange for a summer semester, which is a 9 weeks. During the summer session, a student can earn a maximum of 6 credits.

#### **ii. Full Time Student**

To be considered full-time, a student must carry a minimum course load of 12 credit hours per semester with the average being 15 to 18 credit hours.

iii. **Maximum period of study and maximum credits**

Students enrolled for a Full time MBA Program shall complete within a maximum of 27 months and those enrolled for a Part time MBA Program shall complete within a maximum of 42 months. Student can earn 39 credits in normal case or by attempting maximum of 57 credits.

iv. **Grade Point Average**

Grade Point Average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each Semester (Semester GPA), for all hours attempted at the SUC (cumulative GPA). All students are evaluated at the end of each Semester. A student is placed on probation as per the academic standing and points A & B mentioned of this manual.

**Table 4 - GPA/CGPA Calculation**

Grade Points		Credit Hours		Total
A - 4	x	3	=	12.0
B+ - 3.5	x	3	=	10.5
C - 2	x	3	=	06.0
		<b>9</b>		<b>28.5</b>

$$\text{GPA/CGPA/SCGPA} = \frac{\text{GradePoints x Credit hours}}{\text{Total Credit Hours}}$$

$$\text{GPA/CGPA/SCGPA} = \frac{28.5}{9} = 3.16$$

$$\text{CGPA} = 3.16$$

GPA - Grade Point Average

CGPA- Cumulative Grade Point Average

SGPA- Semester Grade Point Average

v. **Student Evaluation & Grading System**

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4.00	Excellent
B+	85-89	3.5	Very Good
B	80-84	3.00	Good
C+	75-79	2.5	Satisfactory
C	70-74	2.00	Pass
F	Below 70		Fail
I	Incomplete		
W	Withdrawal		

- a. Pass grade for the MBA program Capstone course is B. Students achieving lower than B grade in capstone course will be considered as fail (F Grade).
- b. Minimum grade of C for individual courses is considered as pass grade. However to meet the graduation requirement an overall CGPA of 3 is required.
- c. "W" grade indicates that a course has been withdrawn (Dropped) by the student. Any withdrawn course must be re-taken to fulfil graduation requirements. A "W" grade does not affect the CGPA, but will remain in the student's records.
- d. When a student does not complete a particular course enrolled for a semester due to any reason where he /she has partially completed the assessments but not fully, an Incomplete "I" is denoted in the transcript. Incomplete is a temporary and exceptional grade which may be given at the faculty member's discretion to a student whose completed coursework has been satisfactory but who has been unable to complete all course requirements before the end of the semester due to illness or other circumstances beyond his/her control. In such cases, a student may opt for resit exam and if he still continues to be unable to appear for the exam faculty may seek permission from the Dean to conduct the Final exam at a later date. Only upon completing the academic requirements for the course grade I can be changed.

- e. An Incomplete grade “I” is assigned temporally to the following cases only:
  1. Absence from Final exam
  2. Incomplete Internship requirements
  3. Incomplete Senior/Graduation/Computing Project requirements
  4. Incomplete Dissertation or Thesis requirements

**Conditions for assigning ‘Incomplete’ grade:**

The following conditions must be met at all times when assigning an Incomplete Grade:

- a) Proper excuse (Medical or otherwise) must be submitted and approved before the commencement of the next semester.
- b) Student attendance must be acceptable as per the attendance policy until the date of the execution of the Incomplete.
- c) The accumulative marks of the course to date must show that the student can pass the course once the incomplete is completed.
- d) An “I” grade is not to be awarded in place of a Failing grade “F”

**vi. Academic Standing**

All students enrolled at SUC shall be monitored very carefully for the quality and quantity of satisfactory academic work completed during their study. A student will be evaluated at the end of every spring Semester for the following:

**a. Qualitative Requirements (Quality Of Academic Work Completed)**

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 – 9	2.50
2	10 – 18	2.60
3	19 – 27	2.75
4	28 and above	3.00

Depending on the number of credit hours attempted, the student is expected to maintain a cumulative grade point average as per the above table.

**b. Quantitative Requirements (Quantity Of Academic Work Completed)**

Student must complete at least 67% of all credit hours attempted. An attempted credit hour is defined as, any course that the student has enrolled for, in the Semester. Successfully completed credit hours refer to the hours in which the student has received a letter grade of A, B+, B, C+ or C. For Capstone courses, a student needs to receive a minimum of 'B' grade or above.

For calculating the completion rate of academic work, F grade is calculated as not completed; however, for the purpose of CGPA calculations, the F grade will be taken into account. 'W' grade will be treated as attempted but not completed, however, it is not counted for the purpose of CGPA calculations.

**c. Probation / Warning**

Student is placed on probation at the end of a given Semester if s/he does not meet the minimum requirements as per the information provided in sections (i) & (ii) above; the student is expected to improve his academic performance during the next Semester. In case the student does not improve, he is put into suspension for the next Semester.

**d. Suspension**

In case the student is unable to improve the performance in spite of the probation, he/she will be placed on academic suspension.

Students on suspension status will be counseled by their respective mentors to appeal with the Student Services Department for allowing them to continue their studies during the suspended Semester. The Satisfactory Academic Progression (SAP) committee may allow the student to repeat courses according to their academic profile to provide the student an opportunity for grade improvement with a relaxed pace. The suspension period must be used for extra help to the student in form of tutorials to achieve 'Good Standing' as per sections (i) & (ii) above.

**e. Dismissal**

In case the student has not achieved 'Good Standing' as per section (i) & (ii) above after the suspended Semester, the student shall be dismissed.

**vii. Academic Integrity And Plagiarism Policy**

**a. Introduction**

The main purpose of Academic integrity and Plagiarism Policy is to foster a culture of academic honesty and enrich institutional repository with high quality original and genuine work. It also aims to empower the learners to write an academic article free of all kinds of plagiarism and unfair means and maintain academic integrity as per national/ international standards.

**b. Plagiarism**

Plagiarism is an adoption or incorporation of other's work/idea without proper attribution of the source and associated references. Students may indulge in the act of plagiarism while completing their, Assignment(s), Case study(s), proposal(s), term paper(s), project(s), dissertation, thesis or any other academic submission related to the course. It is the obligation of the student to read, understand and comply with the policy of academic integrity and plagiarism. In case of any clarification approach to concerned faculty member/academic supervisor/advisor.

In brief, the following acts will be covered under plagiarism:

- i. Paraphrasing materials or ideas of others without identifying the sources.
- ii. Using sources of information (published or unpublished) without identifying the source.
- iii. Directly quoting the words of others without using quotation marks or indented format to identify them.
- iv. Verbatim quotation without proper referencing
- v. Cut and paste from any electronic/print media without proper referencing
- vi. Inaccurate citation
- vii. Auto-plagiarism- author reuses significant portions of his or her previously published work without attribution
- viii. Chat GPT or any other similar AI based applications

**c. Academic submission and plagiarism detection**

SUC has integrated Turnitin Plagiarism Software, Code Plagiarism Checker available and integrated in Learning Management System, thus enabling the faculty members to identify possible instances of plagiarism and /or similarity detection. Following are general information and rules related to submission of all academic work of the students:

1. **Turnitin** (Plagiarism Detection Software): is integrated in the student LMS, and students have to upload their submissions on or before deadline for evaluation. Students will be allowed to make the submission only once in the Turnitin (Plagiarism Detection Software) which is integrated in the students' LMS as per the details provided to them by the respective faculty members. There won't be any opportunity for resubmission. As such, students are expected to be sure from very beginning that their work is totally original and free of all kinds of plagiarism.
2. In case of Lab Assessments involving software codes, **Code Plagiarism Checker** such as Codequiry and or Staunch will be used by faculty members to check the similarity of source codes, and its syntax.
3. Students must upload only their assessments (no playing with fonts, changes of spelling, usage of spinning software, inserting image file, etc.) to obtain similarity index reports.
4. Students will be required to make submissions only once and strictly before the submission deadline. Any submission afterwards will not be accepted by the faculty members, and student's submission will be deemed as non-submission.

**d. Acceptable academic work and applicable penalty**

Students are expected to follow the submission rules, instructions and the timeline set by the respective faculty members. Non-compliance of the set rules and instructions would lead to penalties deemed appropriate for an academic work. Further details on use of Artificial Intelligence (AI) and acceptable similarity index for plagiarism and penalties applicable are as follows:

1. Any assessment prepared by using AI tools such as ChatGPT etc. is an academic misconduct and shall not be considered as an acceptable submission by the faculty member. Faculty will award zero marks to such assessments.
2. Submitted Assessments with an aggregate Similarity Index exceeding 10% excluding citations and references shall not be considered as acceptable submission by the faculty member.
3. Any submission of academic work with more than 10% of Similarity Index by Turnitin software or Code Plagiarism Checker will be awarded ZERO marks.
4. It should be noted that an extremely small similarity index value (e.g. 0 or 1%, and likewise) will be subject to thorough investigation by the faculty for a faulty/manipulated submission, and by asking for submission of original assessment for verification and investigation.
5. In case extremely small similarity index value or over 10% similarity index, concerned faculty member should provide feedback to the student/group and take necessary action.
6. Students violating the guidelines related to similarity index will be subject to penalties, and faculties need to report the same in the Academic Management System, so that violation is logged, and is visible to other faculty members in students' academic profile.
7. Second violation of the set rules, related to similarity index, within the course or semester will be subject to investigation and further action by Disciplinary Action Committee.

**e. Appeal for plagiarism**

Students who have any kind of valid grievances pertaining to their similarity issues or penalties can appeal for a reevaluation/reconsideration to respective faculty members through their account in Learning Management System, explaining the entire issue and seek reprieve for the situation. The concerned faculty member will be responsible for looking into the issue ensuring fairness is maintained all throughout, and if required may refer to Disciplinary Action Committee (DAC) for further investigation and verification. The members of DAC can be referred in the Disciplinary Action policy. The decision of DAC will be final.

**f. Other academic offenses**

The following are other students' academic offenses recognized by SUC.

**1. Presenting False Credentials**

Student getting the academic work done by an outsourced agency or individual and submitting as his own work.

**2. Cheating**

- 2.1. Using material not permitted by the faculty during exams, including stored information on electronic devices.
- 2.2. Copying answers from another student on exams or assignments.
- 2.3. Altering graded exams or assignments and submitting them for re-grading.
- 2.4. Submitting the same paper for two classes.
- 2.5. Altering exam answers and requesting that an exam be re-graded.
- 2.6. Cooperating with or helping another student.
- 2.7. Fabricating information such as data for a computer lab exam.
- 2.8. Other forms of dishonest behavior, such as having another person take an exam in your place.

**3. Facilitating Academic Dishonesty**

- 3.1. Allowing another student to copy an assignment or problem set that is supposed to be done individually.
- 3.2. Allowing another student to copy answers during an exam.
- 3.3. Taking an exam or completing an assignment for another student.

**4. Collusion**

- 4.1. The work that has been done with others is submitted and passed off as solely the work of one person.
- 4.2. Working with others without permission from your faculty to produce work, which is then presented as your own independent work.

## **5. Fabrication Of Data**

- 5.1. The falsification of data, information, or citations in any formal academic exercise.
- 5.2. This includes making up citations to back up arguments or inventing quotations. Fabrication predominates in the natural sciences, where students sometimes falsify data to make experiments "work". It includes data falsification, in which false claims are made about research performed, including selective submitting of results to exclude inconvenient data to generating bogus data.

## **6. Deception**

Providing false information to faculty concerning a formal academic exercise – e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

## **7. Sabotage**

Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

All the above defined academic offenses should be reported by the concerned faculty to the DAC. The DAC will investigate and decide on the action to be initiated against the student. The following is the normal flow of such a process.

### **g. Inquiry case of suspected other academic offenses (as mentioned above)**

1. When a student is suspected of other academic offenses, the respective Head/Program Chair/Dean arrange an initial investigation and may refer the case to DAC.
2. The allegation is fully explained and the student is allowed to have his/her say to defend himself / herself in order explain the Academic Offense.
3. The DAC will submit its recommendation along with the minutes of investigation to the office of respective Dean for implementation of the decision.

4. Student may submit an appeal to the Vice Chancellor within a week. The decision of the Vice Chancellor will be binding to the student and cannot be further reviewed or challenged.
5. Students having a record of unfair means will not be included in the toppers or Dean's list.
6. Report will be placed in the student file, logged in Academic Management System, and will be communicated to faculty and Academic Advisor.

**h. Recommended actions based of DAC**

1. In case of first offense, a strict warning is issued to the student against committing offense.
2. In case of second offense in any component, all the assessments will be awarded zero and 'F' grade will be recorded in the transcript and student will have to repeat the course.
3. In case of third offense, student will be awarded 'F' Grade in all the courses of the current semester.
4. In case of fourth offense, student will be dismissed from the University and Dismissal will be reflected in their transcript with no refund of any of the Fees Component.
5. Student will not be re-admitted and no appeal will be accepted.
6. All the details of offense will be recorded in the Student File, and in their Academic Profile.

**i. Training for students on plagiarism**

1. All the students will be provided an orientation session on academic integrity and plagiarism in the beginning of their first semester organized by Students Services Department.
2. The faculty members need to orient the students about the plagiarism policy and its consequences in the relevant assessment components.

**j. Review of the policy**

The Plagiarism policy shall be reviewed every year or as and when deemed appropriate by the Deans.

**viii. Repeating Courses**

1. A student who scores less than 'A' grade in any course will be allowed to repeat that course. In this case the better of the two grades shall be used for the purpose of CGPA calculation.
2. A student is allowed to repeat the course only twice.
3. Students who repeat the course will not be included in the toppers list.

**ix. Re-Sit/Mitigation Final Examinations**

1. Re-Sit Final examinations will be based on comprehensive syllabus.
2. Re-Sit final examinations will be normally held after 1 week of declaration of first-sit results. Regular classes will not be suspended for such examinations.
3. Only students with grade 'C' who will benefit with grade improvement or students with grade F who benefit from re-sit will be allowed to re-sit the final examinations, based on their performance in the continuous modes of assessments.
4. These examinations will be conducted as per the pre-released schedule.

**x. Graduation Requirements-MBA**

A student will be awarded the Masters of Business Administration degree upon fulfilling the following requirements:

- a. Students enrolled for a Full time Graduate Program must have completed the program within a maximum duration of 27 months and attempted not more than 57 credits. Those enrolled for a Part time Graduate program must have completed the program within a maximum duration of 42 months and attempted not more than 57 credits
- b. The successful completion of 39 credit hours
- c. Achievement of CGPA not less than 3.00 in the following:
  1. Overall 39 credits earned
  2. Capstone course [CGPA of 3 on a scale of 4]
  3. Dissertation / Thesis [CGPA of 3 on a scale of 4]
- d. Students are required to fill the graduation application along with fee as applicable.
- e. Recommended for graduation by Graduation Board

**xi. Provisional Certificate**

Provisional certificate is the letter containing the successful completion of the graduation requirement by the student; it is issued to serve an interim purpose before the award of the degree on the graduation ceremony. The provisional certificate is valid for 1 year from the date of issue.

**xii. Graduation Board**

The Graduation Board consists of Vice Chancellor, DIRQAOA, Dean of respective Schools, Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean’s List. The Graduation Board also confirms eligible students for final Toppers and Graduate Honors as per the Procedure for Toppers / Awards.

**xiii. Graduation Honors**

Upon meeting the Graduate Program completion requirements, students who have attained academic excellence will be awarded certificate of honors to recognize their academic excellence. To be eligible for these honors, a student must have a Cumulative Grade Point Average (CGPA) on credits earned at SUC program as per following:

Cum Laude	An average of 3.70 – 3.79
Magna Cum Laude	An average of 3.80 – 3.89
Summa Cum Laude	An average of 3.90 or higher

**B. Disciplinary Policy**

Any violation of the code of conduct as specified in the student handbook is liable for punishment. Some of the specific violations could be:

- a. Any misbehavior or misconduct, which may distort the image of the SUC.
- b. Breach of Research ethics in Research work
- c. Misconduct in classroom, computer lab, or library.
- d. Any insult to faculty or staff members.
- e. Any damage to SUC property.
- f. Any misconduct during exams.
- g. Moving around as couples.

- h. Dress code
- i. Fighting.
- j. Theft.

In order to make fair decisions on any misconduct/ misbehavior or violation of a student, a disciplinary committee called Disciplinary Action Committee (DAC) is in place. The objective of this committee is to hear from the student and the complaint involved in such an act in order to decide the course of action to rectify such misbehavior / misconduct in the future. The Administration department will present the case to the committee at the time of meeting /hearing. The DAC consists of:

1. Vice Chancellor
2. Chairman of DAC Committee
3. One faculty member teaching the student who has been called for hearing
4. Registrar
5. DASS
6. The Advisor of the student
7. Class Representative
8. Deputy Director-Administration

The decisions made by this committee is communicated to the student concerned, copy of the written decision is filed in the student's file and the punishment decided by the committee should be served by the student.

### **Levels of Disciplinary Action, Responsible Authority**

- i. Verbal warning - Administration
- ii. Written warning – Administration (Maximum 2 written warnings)
- iii. Depriving the student of some privileges – Admin (1 to 2 weeks)
- iv. Preventing the student from attending SUC – Temporary Admin (Suspension not exceeding 7 working days)
- v. Suspending the student for more than 7 working days – DAC\*
- vi. Permanent expulsion from SUC - DAC\*
- vii. Canceling registration the academic degree given to the student
- viii. SUC Management can cancel the degree in case of any falsification or deceit information or records is discovered after the completion of degree

The level of disciplinary action will depend on the number of, and/or the extent of violation. Registrar carries the right to apply any level of punishment depending on the seriousness of indiscipline act committed by the student.

*\*Disciplinary Action Committee.*

### **C. Student Attendance Policy**

Attendance is mandatory for students in all the classes during the conduct of a course. Absence from classes prevents a student from getting full benefit of a course. Accordingly, absence can result in lower grades due to missed continuous assessment.

The SUC acknowledges that individual circumstances may prevent a student from attending class or classes. It is the University's policy to excuse the absence of students that result from the following causes:

1. Illness of the student
2. Accident
3. Death in family
4. Compelling circumstances beyond the student's control.
5. National /military services
6. Representation/involvement in SUC approved events

However, the attendance of a student to appear for the final examination/assessment of the semester/term MUST be at least 75% or above, of the total hours allocated to a course with mitigated absence.

The minimum attendance required to appear for the final examination/assessment in a course is 75% of total credit hours for both Undergraduate and Graduate students. Student having less than 75% attendance in a course have to repeat the course in next offering by paying applicable fee.

The student is responsible for all materials covered and announcements made during his/her absence. Students claiming mitigated absence may apply to the Student Service Department with copy to the concerned faculty members in writing and furnish documentary support of their assertion that absence resulted from one of the above-mentioned causes. However, all absence mitigation is restricted up to a maximum of 25% of the total hours allocated to a course.

Enforcement of the class attendance policy lies with the faculty. However, the decision of a faculty to withdraw a student from class due to poor attendance will be as per SUC policy.

**i. Absence and Appeal**

Student is expected to attend all classes but in case his/her attendance is between 65% to 74.9% due to unavoidable circumstances (mentioned above) may apply for waiver with necessary documentary proof to the Student Services Department at least 10 days before start of final examination/assessment. A committee consisting of Registrar and Director-Academic Support Services in consultation with Dean of respective school will review such cases and appropriate decision will be taken subject to approval of Vice Chancellor of the University. Only approved cases will be allowed to appear in final examination/assessment. Unapproved cases need to repeat the course in next offering by paying applicable fee.

**ii. Eligibility for Final and Re-sit Examination**

Student having 75% or above attendance and approved cases (of 65%-74.9%) will be eligible for appearing in final and/or resit examination/assessment. All other cases will be required to repeat the course in next offering by paying applicable fee. .

If the student does not attend all courses in a particular semester his/her name will be cancelled from the SUC and has to apply for the re-registration and in such case new academic policy (if applicable) will be applied

#### **D. Health and Safety Policy**

The Health and Safety Policy provides a framework for the management of health and safety throughout SUC's undertakings. It is a specific requirement that all Departments and Sections have clear allocation of responsibilities in place for managing health and safety, and detail their organizational arrangements and processes for identifying hazards, assessing and controlling risks, and ensuring compliance with the Policy. This includes:

- i. Implement measures to prevent accidents and injuries
- ii. Conduct risk assessments and take appropriate action on findings
- iii. Provide and maintain safe environment and equipment
- iv. Ensure safe systems and methods of work
- v. Provide arrangements for safe handling, transportation and storage of articles and substances
- vi. Provide information, instruction, training and supervision as appropriate
- vii. Provide and maintain a safe working environment for employees and students, ensuring adequate facilities and welfare arrangements are in place
- viii. Provide personal protective equipment in line with risk assessments and safe systems of work
- ix. Ensure adequate emergency arrangements are in place
- x. Ensure consultation and communication on health and safety matters is undertaken timely
- xi. Provide sufficient funds and resources to meet all stated objectives and to meet legal compliance requirements for health and safety
- xii. Conduct regular inspections and audits of Departments, Services, and Sections to ensure compliance with health and safety requirements.

This Policy is readily available to all Faculty members, staff and students, through various media formats such as notice boards, induction, training and the SUC intranet site.

The Policy is reviewed annually to monitor its effectiveness and to ensure that it reflects changes in legislation or corporate requirements. Interim reviews will also be undertaken as appropriate.

For all Health and Safety Policies, the custodian is the Head-Sports of SUC.

*Please refer Student Handbook for further details*

## **C. Financial Policies**

### **i. Fee Structure**

SUC policy with regards to the Tuition Fee and other Miscellaneous Fee is implemented after the approval from Board of Trustees.

Tuition Fee charged per credit remains the same for the students once they register with the university however, the students should continue and complete the program without any postponement or break in between. If student postpones officially for one semester only, then the tuition fee remains the same. Not attending classes beyond one semester will be considered as new admission and published Tuition Fee for the new admissions will be applicable. Tuition Fee is subject to change annually and will be applicable for new admissions only.

Miscellaneous and Additional Fee is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. The changes in the Miscellaneous and Additional Fee changes will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook well in advance. Students are required to take note of such changes and clarify with appropriate officials if needed. Students are required to take note of such changes and clarify if needed. Student is required to pay additionally the VAT charges as applicable in the financial year.

*Please refer Annexure D - Fee Structures for more details*

### **ii. General terms & conditions for graduate program fee payment**

- a. Application Fees is non-refundable.
- b. First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Proficiency test as per MOE requirements or awaiting result.
- c. Student registering after commencement of the program will not be eligible for any refund.
- d. Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).
- e. Students joining the Graduate Program are required to undergo an English Proficiency test approved by MOE.

1. In case the student is unable to clear the English Proficiency test, they must undergo the English Foundation Program as per the admission criteria mentioned in the Graduate Catalog & additional fees is payable as per the published fees structure.
  2. Students undergoing an English Foundation Program must pass the examination within the current semester; else the scholarship / fee waiver will be forfeited.
- f. Students enrolled for the MBA Qualifying Program (MQP) / MSIT Qualifying Program (MSQP) must successfully pass the program (as specified in the Graduate Catalog) before embarking into the main Graduate Program.
  - g. Transfer of Credits: Students applying for Transfer of credits needs to complete the application form and submit all the necessary documents as per published admission policy and pay the required fees as per the published Fees Structure. Once the Transfer of Credits are approved, student will be eligible for a fee waiver of 50% on per credit as per the published Tuition Fees for the approved courses only.
  - h. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of admission with no refund of fees, and release of records.
  - i. Students are required to deposit postdated cheque(s) or avail direct debit facility at the time of application and before the commencement of each semester. Post Dated Cheque(s) can be exchanged in lieu to Cash Payments, 5 days prior to the date of the cheque (s). If the student avails direct debit facility the payment date cannot be altered.
  - j. If student wishes to postpone to the next semester of the current academic year, postponement charges as per the published fee structure will be applicable. If a student postpones from one semester to another falling in subsequent academic year, the postponement fees and tuition fees as per the new academic year will be applicable. In case student does not join in the upcoming semester, it will result in cancellation of admission, with no refund of fees.
  - k. In case student abstain from scheduled classes beyond one month, and doesn't initiate formal postponement process, their admission stands cancelled, thereafter a student wishes to rejoin, new admission process with latest published fees structure will be applicable.

- l. Tuition Fees is non-transferable & is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. Any changes in the Tuition Fee will be communicated to students through either SMS or emails and will be published on the website, portal, catalog, notice board and student handbook at the beginning of each academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
- m. If student defaults on any of the payments and it is overdue by 1 (ONE) month, student's admission will be deactivated, and the portal access will be blocked. If the student defaults beyond 2 (TWO) month, the student's admission will be cancelled. If student wish to join back the reactivation policy will be applicable.
- n. All the Miscellaneous Fees as per the published Fees Structure is applicable and is subject to change annually.
  1. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
  2. Transportation fee of minimum period of one month will be applicable to the students availing the facility including hostel students staying outside the SUC Campus.
  3. Graduation fee of AED 3,250/- + VAT will be additional and will be applicable in the final year.
- o. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.
- p. Students are required to pay a predefined deposit as per the published fee structure at the time of admission. These deposits are refundable at the time of exiting the institution after any deductions, which may be applicable due to dues arising out of damages, or pending fees payable during the duration of the students stay in the university.
- q. Medical Insurance is mandatory for students opting for University visa.
- r. Student availing hostel facilities will have to stay for a minimum period of one academic year.

**iii. Fee Payment Policy**

Student is required to pay the fees before 10th of each month failing to do so the student will be charged AED 10 per day. Later than one week, access to portal will be blocked. Refer Student Handbook for penalties imposed in case of further delays.

**a. Modes of payment**

1. Cash, cheque, online and debit / credit card authorization with updated details. No exchange of cheques are allowed. If cash against cheques is to be paid, it should be made 5 days prior to the date of the cheque.
2. Post Dated Cheque (PDC) for next Academic Year (AY) should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY.
3. All cheques should be made payable to SKYLINE UNIVERSITY COLLEGE LLC and the date mentioned on the cheques
4. Cheques issued in other's names must have authorization letter from the owner of the cheque along with Emirates ID.
5. Applicable penalty for bounced cheque shall be paid by students

**b. Fee changes**

1. Fee waivers and scholarship amounts will be adjusted in the last final two years of academic program
2. Students enrolling for repeating courses only must pay fees for the repeating course vide cash / cheque within the semester for which the student is enrolled

**iv. Fee Collection**

- a. Student is required to submit postdated cheques, credit card or bank transfer authorization as per the fee payment plan issued to the student at the time of the admission. The fees should be paid before 10th of the month and no exchange of cheques are allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques. Post Dated Cheque (PDC) for next Academic Year (AY) should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY. Once paid the 1st installment for the next AY will be non-refundable.
- b. Enrolled students at SUC must choose one of the following payment options & finalize the arrangements with the Finance Department
  1. Post Dated Cheques (PDC) to be issued in name of:

### **Skyline University College LLC**

2. Credit card authorization for each Academic year
  3. Full Academic year payment in Cash
- c. Students who fail to make payment of tuition fees within the first ten days will be charged AED 10/- per day from the 11<sup>th</sup> of the due month till the payment is received.
  - d. Student whose fees are outstanding for 2 weeks after due date, their portal services will be blocked and activated only on clearing their dues.
  - e. Student having one-month outstanding will be deactivated and they will be withdrawn from the semester. Students having tuition fee due will have their academic record withheld and would not be allowed to proceed the semester as well as not to register for the next semester by paying the required reregistration fees.
  - f. Student will be notified for non-payment of fees will be sent to the student. The notice will specify the amount of the debt and the date at which the termination becomes effective. The student may have the choice of re-admittance provided the entire dues to the SUC is paid; SUC has the right to impose a re-registration fees which will be payable in a manner specified by SUC at that time. A re-registration fees of AED 6,500/- will be applicable in order to reactivate the student.
  - g. Any change due to acceleration, SAP status, postponement, reactivation, re-registration will be notified through a revised invoice accordingly.
  - h. Fee waiver/Scholarship will be adjusted in the final two years. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure and the fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
  - i. In the event that student would like to avail visa letter from SUC, policies pertaining to Visa letter will be applicable. Visa letter will be issued only for a period of one year upon submission of documents and including current and postdated cheques as per the fee structure.
  - j. In case of postponement the charge on the credit card will be deferred to the next semester.
  - k. In case of cancellation of admission, the University has the right to charge the fees accrued till the date of cancellation and subsequently the bank will be informed to cease further debits.
  - l. The payment of miscellaneous fee needs to be paid including tax before the services are availed.
  - m. Student enrolling for repeating courses:

1. Students enrolling for repeating courses only must pay fees for the repeating course vide cash / cheque within the semester for which the student is enrolled. Students enrolling only for repeating course. In a semester will not be charged for the tuition fees for that particular semester and the student will be issued a revised invoice with the new graduation plan upon successful progression to the next semester.
  2. Students enrolling for normal subjects and repeating course: In this case, the tuition fees needs to be paid as per the invoice along with repeating course either by cash / cheque which needs to be paid within the semester for which the student is enrolled.
- n. In line with the Federal Decree-Law No. 8 of 2017 issued on Value Added Tax (VAT) will be effective as of 1st January, 2018

**The following procedures will have to be abided by the students who choose the recurring payment authorization:**

1. In the Debit / Credit card authorization (Recurring Payment Authorization) form the details of the card and the card owner and the tuition fees for the full academic year will be mentioned as per the student fee details. If the student is using the card details of anyone else, then letter authorizing the owner of card to pay for the student fees along with valid identification (Emirates ID) is to be furnished.
2. If a prospective student is unable to furnish the details of his card at the time of admission, the same needs to be furnished to finance department within 5 working days.
3. If the credit card / debit card expires between his periods of study, new card details to be furnished before the next debit cycle.
4. If the student wishes to replace the card details, the same has to be furnished 15 days before the next debit cycle.
5. Deferment of fees will not be allowed for any student.
6. If the student wishes to pay the tuition fees in advance by cash, they need to inform the finance department 10 days in prior to stop the recurring debit for the month/s.
7. In the event of a card being dishonored, the student will be considered as a willful defaulter and the University's policy of late fee charges will apply.
8. In case of postponement the charge on my credit card will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

**The following procedures will have to be abided by the students who chose to pay the tuition fees by postdated cheques:**

1. All cheques should be made payable to **Skyline University College LLC** and the date mentioned on the cheques should not be latter than the 10th of the month. Any exception should be ratified by the concerned official.
2. If the student is issuing cheques which is not from their account, then letter authorizing the owner of cheque to pay for the student fees along with valid identification (Emirates ID) is to be furnished.
3. No exchange of cheques is allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques.
4. In the event of a cheque being dishonored, the student will be considered as a willful defaulter and the University's policy of cheques return charges will apply.
5. Each student should ensure the honoring of their cheques as the state laws ensures maximum penalty for cheques which are returned unpaid. In the event of a cheque being dishonored the student will be penalized with a cheque return charge of AED 500/- and further acceptance of cheques from the student will be denied.
6. In case of postponement the cheques will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

**v. Miscellaneous Fee**

**a. Convocation fee**

Convocation fee of AED 3,675/- VAT will be payable additionally to the total fee and will be applicable in the final year.

For international students, Graduation fee of USD 1,000/- will be payable additionally to the total fee and will be applicable in the final year.

**b. Hostel Fee payment policy**

1. The payment schedules for new and existing students will be announced by the Finance Department every year. Hostel fee for the academic year 2020 - 21 will be **AED 21,000/-**. The hostel fee shall not include mess charges.

2. Hostel fee should be remitted to the Finance Department in two installments. (AED 10,500/- x 2 = 21,000/-) It is mandatory that a student who avails the hostel facility should continue to stay in the hostel for minimum one year and till the end of the academic year.
3. A caution deposit of AED-1000/- has to be remitted in the finance department at the time of admission. This amount will be refunded to the students from the finance department at the time of checkout with the approval of the warden.

**c. Transportation Fee payment policy**

Transportation fees should be remitted to the Accounts Department on or before the 10th of each month, where he / she will be issued with a bus pass when they pay for their transport fees.

**vi. Fee Change Policy**

The Marketing and Admissions Department along with the Finance Department after careful study of the market conditions, fees charged by competitors and general feedback from the students enrolled in the last Academic Year, recommends changes in the fee structure. The same is forwarded to the Dean for review and seek approval from BOT.

Once approved by the BOT, the new fee structure will be implemented and corresponding changes will be published in the website, catalog and all other internal and external published documents before the start of the academic year. The new fee will be applicable to the students admitting into the program.

Tuition fee for the continuing student shall remain same as per the fee structure issued at the time of admission. The miscellaneous fees are subject to change annually and is updated in the system and all publication of SUC before starting of the new academic year.

**vii. Graduate Program Refund Policy**

*Please refer Annexure E - Refund Policy*

### **viii. Scholarships & Fee Waiver**

SUC scholarship funds helps to provide the means to attend University College and the opportunity to realize the dreams of students who are not in a position to bear the total expenses of Undergraduate or graduate programs. SUC offers scholarships approved by the scholarship committee. The members of the scholarship committee are as follows:

1. Vice Chancellor
2. Registrar
3. Director of Marketing and Communication
4. Deputy Director - Finance Department
5. Deputy Director - Administration Department

#### **a. Scholarship for current students**

Students who are pursuing their full time Undergraduate / Graduate Program at SUC are termed as current students, a current student becomes eligible for the above scholarships only once the registration fee is cleared and students joins the program. Current students can avail scholarships in the under mentioned categories:

##### **1. Need based scholarship**

Need based scholarships are awarded to continuing students, who are from educationally, socially disadvantaged backgrounds. An applicant must show financial need and must produce adequate and supporting evidence to claim the same. Need based scholarship awards range from AED 3,500/- to AED 5,000/- (working scholarships) and AED 2,500/- to AED 3,500/- for (non- working scholarships) and is applicable only for one academic year. The award should be renewed every academic year as long as the student is in good academic standing and continues to demonstrate financial need and is subject to the approval of the committee. Students admitted to a full time degree course, will be eligible for this type of scholarship.

## **2. Toppers award**

Students who top in their specific major / concentration each academic year are awarded the Toppers award. The maximum amount that can be offered to each candidate is AED 2,500/-. The criteria for toppers award is based on the academic standing of the student in an academic year. The evidence of this is the toppers list published by Administration Department and transcripts issued by them.

- 2.1. A student in his / her study duration is eligible for either a fee waiver or scholarship.
- 2.2. Fee waiver is granted only before commencement of the intake and is a onetime grant.

## **3. Sports scholarship**

The SUC Sports Scholarship has been conceived for students who have shown the ability in sporting and academic performance prior to joining SUC and who wish to fulfill their sporting and academic ambitions while pursuing their academic career in SUC. The students are rewarded for their success in the various categories of sport achievement at various levels and are open to both Undergraduate and Graduate students. The scholarships granted are reduction in their tuition fees at SUC and are generally for the full duration of study (subject to academic performance and other requirements).

### **3.1. Eligibility Criteria**

There are several criteria, which must be met – academic qualification for a course must be achieved and the recipient of a scholarship must be prepared to commit him/herself to involvement in the respective SUC sports club.

The scholarship student must represent SUC and only SUC in competition. A satisfactory level of academic and sporting progress is essential, if the scholarship is to be renewed on annual basis.

The student needs to consistently keep a satisfactory level of academic standing and other criteria which are:

- 3.1.1. The student must duly apply for sports scholarship.
- 3.1.2. 3 CGPA for graduate program
- 3.1.3. Minimum 70% attendance in all classes (Proposed 60%)
- 3.1.4. The student should not have any disciplinary proceedings against himself / herself.
- 3.1.5. Performance of the student in a particular game. A report from the coach will be taken.
- 3.1.6. Attendance during the training sessions
- 3.1.7. Support given to the Sports Department
- 3.1.8. The student should not be recipient of any other scholarship offered by SUC

Apart from the above, the following supporting documents should also be furnished:

- 3.2.1. Sports Department (Head-Sport's and Coach's Report)
- 3.2.2. Staff Sports Committee Clearance
- 3.2.3. Transcript Clearance
- 3.2.4. Fee Clearance
- 3.2.5. DAC Clearance
- 3.2.6. List of Achievements
- 3.2.7. Recommendation Letter from Advisor, HOS, Vice Chancellor

4. **Scholarship for Merit Students**– Students who are enlisted in the Dean's list after completion of one academic year will have to apply for the merit scholarship by completing the formalities availing scholarship. The scholarship award will be decided by the scholarship committee. For the details please refer to the student's handbook. However, if the student has been granted a scholarship under any category, they will not be considered for any other waivers.

## **5. Procedure for Awarding Scholarships**

- 5.1. Duly filled form (which needs to be taken from finance department after the start of classes, i.e. Fall every year (July & Sept intakes))
- 5.2. A request letter detailing the need to avail the scholarship fund.
- 5.3. Marks/Grades of the last exam undertaken.
- 5.4. Salary certificate of the parent/guardian who is to Support the student.
- 5.5. Bank statement of the parent/guardian showing the accounts of the last six months.
- 5.6. Recommendation letter from Vice Chancellor regarding status of the student.
- 5.7. The selected forms are scrutinized by the scholarship committee and recommend the amount and the duration of the scholarship.

### **Note:**

1. No scholarship will be carried forward to the next intake if unutilized.
2. Scholarship is on merit basis

### **General guidelines:**

1. Student is eligible only for one type of fee waiver/scholarship throughout the period of their studies.
2. In case of Transfer of Credits (TOC) a maximum of 15% scholarship can be availed.
3. All undertakings and documents mentioned in the application checklist for local and international students should be completed within the first semester, non-compliance will forfeit the scholarship applied.
4. Scholarship recommendation letter must be submitted within 30 days of class commencement; non-compliance will forfeit the scholarship applied. Once the scholarship is approved the student will have to replace the cheque(s) as per the invoice issued.
5. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure before the fee waiver/scholarship. Any fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
6. If student is unable to maintain the required CGPA, scholarship will be scaled down as per the Scholarship Matrix for the remaining period of their studies and will not be reverted back to initially applied scholarship.

Sr.No.	Scholarship Percentage On The Tuition Fees	CGPA Requirement	Graduate - CGPA To be Maintained			
		[At the Time of Admission]	[Full Duration of Study Period]			
		Graduate	CGPA 3.0 and Above	CGPA 2.75 to 2.99	CGPA 2.50 to 2.74	CGPA Below 2.49
1	50%	3.00	50%	25% / 30% / 35%	15%	0%
2	35%/30% for specific MOUs	2.75 - 2.99	-	25%	15%	0%
3	25%					
4	15%	2.50 -2.74	-	-	15%	0%

**Documents required:**

1. Copy of Transcript (High School Cert. for undergraduate program & Degree Cert. for Graduate program),
2. Valid Identification Cards/Documents (UAE ID, Passport Copy & Valid Visa)
3. Letter confirmation for merit base scholarship of the student from School "Signed by Authorize Signatory" within 30 days of closing of batch.
4. Equivalency from the Ministry of Education, UAE within first semester
5. Student has to maintain CGPA at Skyline as per the below criteria's to continue availing the scholarship applied at the time of application.
6. If the student is unable to maintain CGPA requirement his/her scholarship will be awarded as per the above matrix.
7. In the event the CGPA is below 2.0 for undergraduate program or CGPA below 2.5 for graduate program forfeiture of scholarship will be applied.
8. Once the scholarship category drops down in lower level, it cannot be reinstated to the higher level even if the student's CGPA improves.

*Please refer Annexure F-Scholarship/FEE Waiver for more details*

### XXX. Faculty Members and their Credentials

#### A. School of Business Full time Faculty Members

S. No	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution	Research interest	Experience
1	Prof. Mohammad In'airat	Professor	MBA (Finance)	D. Phil in Management	Keele University	Finance and Financial Management, Accounting, Economics	Finance and Financial Management, Accounting, Economics
2	Dr. Sudhakar Kota	Professor	Masters of Business Administration in Marketing	Doctorate of Philosophy in Economics	Bharatkullah University	Marketing and International Business	Economics
3	Prof. Naseem Abidi	Professor	Master of Science in Operational Research	D. Phil (Future Studies)	Devi Ahilya Vishwavidyalaya	Operations Research, Planning, Management	Operations Research, Planning, Management
			Master of Technology in Future Studies and Planning				
4	Dr. Gouher Ahmed	Professor	Master of Arts in Industrial Relations	D. Phil (Management Science)	Dr. Babasaheb Ambedkar Marathwada University	Management Science, Project Management	Management Science, Project Management
			Master of Management Science				
5	Dr. Joghee Shanmugan	Professor	Masters of Business Administration	Doctorate of Philosophy in Management	Bharthiar University	Marketing and International Business	Business Administration
6	Dr. Paul Katose	Associate Professor	Masters of Commerce (Business	D. Phil (Business Administration)	Mohan Lal Sukhadia University	Business Management	Business Management

			Administration )				
7	Dr Channaganu Paramaiah	Associate Professor	Master of Arts in Economics	Doctor of Philosophy in Economics	Andhra University	Economics	Economics
8	Dr. Nizar M.F. Sahawneh	Professor	Master of Arts (Economics)	D. Phil (Cooperation)	Maharaja Sayajirao University of Baroda	Economics	Economics
9	Dr. Belal Shneikat	Associate Professor	Master of Business Administration	D. Phil (Business Administration)	Eastern Meditarnean University	Human Resources Management	Business Administration
10	Dr. Deepak Kalra	Associate Professor	Master of Business Administration	Doctor of Philosophy in Management	Banasthali University	Management	E Commerce and E Marketing
11	Dr. Haitham Mohammad Musa Alzoubi	Professor	Master in Business Administration	Doctor of Philosophy (Management)	Amman Arab University	Operations & Quantitative Techniques	Management
12	Dr. Kakul Agha	Associate Professor	Master in Public and Personnel Management	Doctor of Philosophy (Business Administration)	Aligarh Muslim University	Human Resources Management	Human Resources Management
13	Dr Jalal Rajeh Mohammad Hanaysha	Associate Professor	Master of Science in Management	Doctor of Philosophy in Management	University Utara Malaysia	Marketing	Marketing
14	Dr. Sharon Mendoza Dreisbach	Assistant Professor	Master in Public Administration	Doctor in Management (Human Resources Management)	Notre Dame of Dadiangas University	Public Administration	Human Resources & Public Administration
15	Dr. Amer AL Kassem	Associate Professor	Master of Public Administration	Doctor of Philosophy in Social; Sciences	University of Rajasthan	Tourism & Hospitality Management	Social Sciences, Human Resources Management

							& Tourism Management
16	Dr. Rahul Sharma	Associate Professor	Master of Commerce	Doctor of Philosophy in Commerce	DR. B. R. Ambedkar University	Accounts, Law & Finance	Finance
17	Dr. Ramakrishna Yanamandra.	Associate Professor	M. Phil (Management)	Doctor of Philosophy (Management Science)	Jawaharlal Nehru Technological University	Operations Management & Quantitative Techniques	Management
			M.SC in Technology (Geo-Physics)				
18	Dr. Robinson Joseph	Lecturer	Master of Business Administration (Finance)	Doctor of Philosophy (Commerce)	Madurai Kamaraj University	Accounting	Finance & Commerce
			Master of Commerce in Finance				
			Master of Philosophy in Management				

## **XXXI. Professional and Collaborative Relationships**

The Institution has Memorandum of Understanding with various colleges/universities in Canada, UK, USA, Russia, Africa, Malaysia, Philippines, China, India and Pakistan, which facilitate the exchange of students for further studies.

SUC also maintains professional relationships with European Marketing and Management Association (EUMMAS), International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), International Council of Electronic Commerce Consultants (EC Council), ROBOROBO, IEEE, VIRDI, ORACLE Academy, CISCO and IDP IELTS.

## XXXII. Annexure

### A. Master of Business Administration Course Descriptions

<b>FIA6001</b>	<b>Managerial Accounting</b>	<b>3 Credit</b>
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This course provides a comprehensive understanding of managerial accounting. The course deals with the use of accounting data in the managerial decision-making process and in planning and controlling business enterprises. Emphasis is on using cost and other management accounting information in making sound decisions, its effect on managerial behavior, and its use in formulating strategy. Enables students to analyze issues of design and operation of management control systems including the intended and unintended consequences of performance measurement.

*Pre-requisite: None*

<b>MAT6001</b>	<b>Research Methods for Business Decision making</b>	<b>3 Credit</b>
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The course aims to provide knowledge and skills to the students to carry out a research for effective business decision making. In this course, the students will gain an understanding of research process, methodology, design, required to collect relevant data and analyze it with applicable qualitative or quantitative techniques specifically to provide insights to solving a relevant business problem. Students will be able to learn, to prepare business research proposal, ethical issues in conducting research, analyzing data and preparing report following steps of scientific research.

*Pre-requisite: None*

<b>BUS6001</b>	<b>International Business</b>	<b>3 Credit</b>
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The course equips students to understand theories of international business and the tools that enable businessmen to take effective decisions in global business environment with regards to functional areas of business. The course enables students to understand the environment of international business, political economy, cultural & ethical foundations of global business today. The course covers the operations of international business and impacts of financial and monetary systems, risk and uncertainties that are encountered by international business entities. It also enables students to evaluate the entry and risk mitigation strategies by managing resources effectively.

*Pre-requisite: None*

<b>ECO6001</b>	<b>Managerial Economics</b>	<b>3 Credit</b>
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Managerial Economics aims to help students to understand economic theory and analyze business problems rationally with respect to market forces and the competitive environment. The course equips students with techniques in forecasting demand and supply, reaching cost efficiencies, determining output & prices under different market conditions. Further, it polishes their analytical skills to interpret the data from the competitors and macroeconomic variables so as to arrive at viable decisions that lead to optimization of economic interests of business enterprises and reduce their risk and uncertainty. The student will be able to apply the knowledge of managerial economics in their work environment.

*Pre-requisite: None*

<b>FIA6002</b>	<b>Financial Management</b>	<b>3 Credit</b>
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The course aims to provide understanding of theories of financial management and its applications to financial decisions relevant to the businesses. All decisions which managers make have a financial aspect to it. Strong financial management within the organization helps ensure the long-run viability of the firm. This course has a focus on the management of a firm's financial resources given a wealth maximization decision criterion. All basic and important areas of financial management are covered in this course. Students will understand the importance of investment and financial decisions in creating and capturing value for businesses, as well as in obtaining sustainable competitive advantage.

*Pre-requisite: None*

<b>ORB6001</b>	<b>Organizational Behavior</b>	<b>3 Credit</b>
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The course helps students in understanding human behavior at work. It provides students to get insights into various concepts and theories related to human behavior at individual level, group level and organizational level. By studying the course students will understand themselves and other people at work and will be able to learn how to create effective work groups to be successful in life. Students will also study about various leadership styles, conflict management strategies used in organizations while creating a sustainable organizational culture to handle issues related to organizational change.

*Pre-requisite: None*

<b>MKT6001</b>	<b>Marketing Management</b>	<b>3 Credit</b>
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This Course enables students to learn various tools & techniques for analyzing Internal & External environment so as to reach the right market segment. This course focuses on learning the process of segmentation, targeting and positioning of products in the markets. Further students are prepared to use marketing mix elements in developing appropriate marketing plans & strategies in relation to competitors. While developing various products and promotional strategies student gets hands on experience in identifying, analyzing, designing and evaluating a marketing plan that aims to acquire, retain and develop the consumers and business buyers.

*Pre-requisite: None*

<b>MGM7102</b>	<b>Strategic Management ('C')</b>	<b>3 Credit</b>
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The tasks of crafting and implementing company strategies are the heart and soul of managing a business enterprise. The strategic management course prepares the students to understand why managers must carefully match company's strength both to industry, competitive conditions and company resources and capabilities. This course demonstrates the importance of tailoring strategy to fit the circumstances of a company industry and competitive environment. Given its nature, strategic management requires a holistic approach and it draws upon functional modules previously studied in areas such as marketing, finance, operations and human resource management, and it integrates the skills and knowledge they provide to enable students to develop realistic responses to strategically important issues. It is intended to enhance the students' understanding of corporate issues and of the increasingly international context of corporate activity

*Pre-requisite: Successful completion of 6000 level Course*

<b>SML7010</b>	<b>Leading Through Creativity &amp; Innovation</b>	<b>3 Credit</b>
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Creativity and innovation are essential for success in business world in the age of technologies becoming fast obsolete and knowledge industries at the forefront. This course will enable students to understand nature and process of creativity and its nurturing of innovation in organizations. The course will help students to learn approaches, techniques, models and frameworks used by innovators in the self-rejuvenating business organizations. This course will help students develop career competence in leading and sustaining creativity and innovation in business and industry.

*Pre-requisite: None*

<b>SML7012</b>	<b>Strategic Leadership</b>	<b>3 Credit</b>
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Strategic leadership course is designed to develop individuals to lead and manage organizations effectively. This course will help the students in understanding different strategies being used by leaders in managing business, Government and social organizations. It enables students to focus on various issues and challenges a leader encounters in managing organizations. An understanding of these different strategies, along with an exploration of one's own strengths and weaknesses will be part of this course. In this course students will examine leadership strategies of successful organizations and apply strategic and leadership models towards the success of an organization.

*Pre-requisite: None*

<b>BUS7220</b>	<b>Dissertation</b>	<b>6 Credit</b>
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The dissertation course will cover basic research skills and concepts needed to plan, conduct, and analyze data from a research project. Skills including performing literature searches, questionnaire development, scale construction, data cleaning and management, data manipulation and analysis, and interpretation and dissertation report writing will be taught. Students will use survey and statistical software throughout the course, and the lab will specifically focus on hands-on activities. The final project will involve proposing a research question, finding and analyzing data to evaluate this question, and writing a report.

*Pre-requisite: All courses except Capstone course*

<b>SML7011</b>	<b>Strategic Risk Management</b>	<b>3 Credit</b>
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This course is intended to furnish students with clear understanding of strategic risks faced by organizations. It also develops competency in students to strategically manage corporate risks and equips them with intellectual clarity and practical approaches of risk management techniques. The course encompasses the theories and concepts of risks and risk management within strategic spheres of both commercial and public organizations. The key focus of the course is on context and definition of risks of strategic significance, principles and application of risk management, and practices of strategic risk management in organizations.

*Pre-requisite: None*

<b>SML7013</b>	<b>Managing Strategic Change</b>	<b>3 Credit</b>
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Change is all around us. We are continually asked to manage change in our own lives and organizations. This course on Managing Strategic Change is designed for participants to understand the foundations of change in organizations and its significance, balance between theory and practice to enable in examining of key theories on change and their applications. The course will expose students to recognition and diagnosis of change with use of different models, highlight the importance of mentoring, coaching, training and development in managing change process including resistance. The student will be able to evaluate role of leadership and modes of intervention in shaping strategic change in an organization.

*Pre-requisite: None*

<b>SML7014</b>	<b>Strategic Global Business Environment</b>	<b>3 Credit</b>
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Change is all around us. We are continually asked to manage change in our own lives and organizations. This course on Managing Strategic Change is designed for participants to understand the foundations of change in organizations and its significance, balance between theory and practice to enable in examining of key theories on change and their applications. The course will expose students to recognition and diagnosis of change with use of different models, highlight the importance of mentoring, coaching, training and development in managing change process including resistance. The student will be able to evaluate role of leadership and modes of intervention in shaping strategic change in an organization.

*Pre-requisite: None*

<b>FIA7210</b>	<b>Corporate Finance</b>	<b>3 Credit</b>
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The course aims to provide understanding of theories of financial management and its applications to financial decisions relevant to the businesses. All decisions which managers make have a financial aspect to it. Strong financial management within the organization helps ensure the long-run viability of the firm. This course has a focus on the management of a firm's financial resources given a wealth maximization decision criterion. All basic and important areas of financial management are covered in this course. Students will understand the importance of investment and financial decisions in creating and capturing value for businesses, as well as in obtaining sustainable competitive advantage.

*Pre-requisite: FIA6001, FIA 6002*

<b>FIA7212</b>	<b>Investment and Portfolio Management</b>	<b>3 Credit</b>
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This course provides an understanding of theoretical and practical issues related to investment management from the perspective of individuals and institutions. It deals with investment theory, review of institutions, and financial instruments available to investors. It also deals with the analysis and valuation of securities. The course enables the students to identify attractive investments that match risk appetite and return requirements and build a balanced diversified portfolio. The student also develops the ability to time the market.

*Pre-requisite: FIA6001, FIA 6002*

<b>BUS7220</b>	<b>Dissertation</b>	<b>6 Credit</b>
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The aim of this course is to develop the student's ability to conceive, plan and execute an individual research in the field of business and management. The course will equip the students with knowledge and skill to prepare a research proposal by connecting theory and practice, develop research methodology including research design and sampling design, collect relevant data and apply techniques for analysis, interpret results following ethical standards. This course enables the students to obtain professional skills to prepare a research report (dissertation) and present it.

*Pre-requisite: All courses except Capstone course*

<b>FIA7211</b>	<b>International Finance</b>	<b>3 Credit</b>
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This course provides knowledge and skills to comprehend the dynamics of international financial markets and the impact of exchange rates on international business. This course covers the issues in financial management that arise as firms do business in an international setting. It also enables students to understand the exposure to foreign exchange risks in addition to asset risks while making investment and financing decisions and developing skills to make smart decisions.

*Pre-requisite: FIA6001, FIA 6002*

<b>FIA7213</b>	<b>Management of Banks &amp; Financial Institutions</b>	<b>3 Credit</b>
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This course deals with the major institutional characteristics of the banking system and the financial market. The course envisages developing the knowledge and skills required to manage banks and financial institutions, focusing on skills and competencies for the regional financial sector. The course also discusses technological developments and their impact on the financial service industry and how the industry adapts and stays competitive.

*Pre-requisite: FIA6001, FIA 6002*

<b>FIA7214</b>	<b>Islamic Banking and Finance</b>	<b>3 Credit</b>
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This course covers the principles and practices of Islamic banking and finance and critically evaluates their effectiveness against conventional banking and finance. It covers the structure of major products and services, with particular emphasis on the local Islamic banking and finance industry. The course also identifies risks related to each product type, explores ways to mitigate them, and examines how regulators regulate and supervise Islamic banking and finance operations. On completion of the course, students should understand and be able to appraise key theoretical, regulatory, and practical aspects of Islamic banking and finance and their impact on economic justice, financial stability, and economic development.

*Pre-requisite: FIA6001, FIA 6002*

## B. MBA Qualifying Program Course Descriptions

<b>ECO5002</b>	<b>Economics Principles &amp; Practice</b>	<b>3 Credit</b>
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This course is designed to make students with no prior theoretical background of Economics to understand the underlying principles and techniques of micro and macroeconomics. The basic understanding of this course helps students to relate the dynamics of market forces, laws of production, comparative advantages in the international trade and the decisions made in businesses under different market conditions so as to maximize the profits and minimize the cost. It further equips students to understand the influences of macroeconomics on individual businesses and its ability to sustain in the competitive environment.

<b>FIA5001</b>	<b>Accounting Principles &amp; Practice</b>	<b>3 Credit</b>
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This is an introductory course in accounting which aims at giving an extensive understanding of the principles, concepts and methods of accounting to students from non-business background. The delivery would focus in imparting sufficient understanding and knowledge of the principles and concepts of accounting, and applying the principles and methods in a limited scale.

<b>FIA5004</b>	<b>Principles of Finance</b>	<b>3 Credit</b>
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This course aims at giving an extensive understanding of the principles, concepts, techniques and models of finance to students from non-business background. The delivery would focus in imparting sufficient understanding and knowledge of the principles and concepts of finance and applying the techniques and models in a very limited scale.

<b>MAT5003</b>	<b>Fundamentals of Quantitative Methods</b>	<b>3 Credit</b>
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This course focuses on the importance of basic statistical procedures and quantitative methods in a business environment, as well as the application of statistical techniques in order to derive conclusions about various situations. It is application-oriented, with emphasis on the fields of Business and Economics. This course teaches essential elements of data collection, use of statistical and quantitative analytical tools using excel based applications and drawing inferences based on the data.

<b>MGM5005</b>	<b>Principles of Management</b>	<b>3 Credit</b>
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This course focuses on the fundamental aspects management concepts for non-business major students who are pursuing MBA program. It Covers theories and practices of management in business and organizational settings and provides a balanced, comprehensive overview of the traditional management functions in planning/decision making, organizing, leading, and controlling.

<b>MGM5007</b>	<b>Operations Management</b>	<b>3 Credit</b>
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Operations management course enables students to understand the principles of producing goods and services in a competitive environment. This course aids in understanding the role of operations in improving productivity. The study of operations management emphasizes on capacity planning, MRP, MRP-II, JIT, TQM, managing competitive capabilities, process technology, scheduling, product design and quality planning and control etc.

<b>MKT5006</b>	<b>Principles of Marketing</b>	<b>3 Credit</b>
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This course is designed to introduce students to the fundamentals of marketing and prepare them to understand how organizations adopt and design different marketing approaches to acquire, retain and develop customers with the use of appropriate marketing mix.

### C. Remedial Course Descriptions

#### **RHR6001 Human Resource Management**

This course enables students to understand the various functions of Human Resource Management which will help in understanding the importance of managing people at workplace to achieve organizational goals. This course also gives insights into various issues that are being faced by modern HR managers in the global business context. This course also lays emphasis on the practical application of the core concepts in real life business situations. The course covers different topics which business students need to know. Human resource planning, recruitment and selection, training, career development, performance appraisal, and compensation management are some of the topics that you need to study.

*Pre-requisite: None*

#### **ROM6001 Operations Management**

Operations Management course enables students to understand the principles of producing goods and delivering services and their distribution in a competitive environment. This course aids in understanding the role of operations to improve the productivity of the organization. The course emphasizes on topics such as Concepts, Principles and Strategies involved in Operations Management, Product Development and Process Design, Productivity and Performance Management, Product Design, Capacity Management, Total Quality Management, Inventory Planning and Control, Enterprise Resource Planning, Supply Chain Management, Lean and Agile Operations and emerging trends.

*Pre-requisite: None*

#### **RQT6001 Quantitative Methods for Business Decision Making**

Operations and supply chain management course enables students to understand the use of quantitative techniques in improving the decision making process. This course equips students in using appropriate concepts, tools and techniques in quantitative business decision-making. The course enable students to analyze the data using software on decisions related to investment, forecasting and managing inventories. Students are also exposed to network analysis, project management and assignment of resources and finish products to various markets using linear programming and transportation models.

*Pre-requisite: None*

## D. Fee Structures

### i. MBA Full time Fee Structure For Non-Visa Applicant (In AED)

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	1,050.00	49,350.00
	1 <sup>st</sup> Installment Fee	6500	325	6825	1	6825.00	
	1st Semester Fees	7070	353.50	7423.50	3	22,270.50	
Second	2nd Semester Fees	7070	353.50	7423.50	4	29,694.00	29,694.00
Third	3rd Semester Fees	7070	353.50	7423.50	4	29,694.00	29,694.00
Fourth	4th Semester Fees	7070	353.50	7423.50	3	22,270.50	29,641.50
	4th Semester Fees	7020	351.00	7371.00	1	7,371.00	
Net Total MBA Fees With VAT						119,175.00	119,175.00

### Fee Payment Terms

- 1) For all payments against Tuition fees, miscellaneous fees and fine fees refer to General Terms and Conditions 2023-2024.
- 2) Graduation fee of AED 3,800 + vat 5% will be additional payable in the final year of the program
- 3) Initial Fees payable at the time of admission is as follows:

Fees	Amount (in AED)	VAT 5 %	Total
Application Fee (Non-refundable)	1,000.00	50.00	1,050.00
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	6,500.00	325.00	6,825.00
Toast Master/ IEEE	550.00	27.50	577.50
<b>Total First Payment</b>	<b>8,050.00</b>	<b>402.50</b>	<b>8,452.50</b>

ii. MBA Part time Fee Structure For Non-Visa Applicant (In AED)

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	1,050.00	21,231.00
	First Installment Fee	6500.00	325.00	6825.00	1	6825.00	
	First Semester Fees	4240.00	212.00	4452.00	3	13,356.00	
Second	Second Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Third	Third Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Fourth	Fourth Semester Fees	4240.00	212.00	4452.00	3	13,356.00	13,356.00
Fifth	Fifth Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Sixth	Sixth Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Seventh	Seventh Semester Fees	4240.00	212.00	4452.00	3	13,356.00	13,356.00
Net Total Fees With VAT						119,175.00	119,175.00

Fee Payment Terms

- 1) For all payments against Tuition fees, miscellaneous fees and fine fees refer to General Terms and Conditions 2023-2024.
- 2) Graduation fee of AED 3,800 + vat 5% will be additional payable in the final year of the program
- 3) Initial Fees payable at the time of admission is as follows:

FEES	Amount (in AED)	VAT 5 %	Total
Application Fee (Non-refundable)	1,000.00	50.00	1,050.00
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	6,500.00	325.00	6,825.00
Toast Master / IEEE	550.00	27.50	577.50
<b>Total First Payment</b>	<b>8,050.00</b>	<b>402.50</b>	<b>8,452.50</b>

iii. **MBA Full time Fee Structure For Visa Applicant/ Visa Embassy Letter case (In AED)**

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	Application Fees	1000.00	50	1050.00	1	1,050.00	26,460.00
	First Installment Fee	6500.00	325.00	6825.00	1	6,825.00	
	1 <sup>st</sup> Cheque	17700.00	885.00	18585.00	1	18,585.00	
Second	2nd Cheque	17700.00	885.00	18585.00	1	18,585.00	37,170
	3rd Cheque	17700.00	885.00	18585.00	1	18,585.00	
Third	4th Cheque	17700.00	885.00	18585.00	1	18,585.00	37,170
	5th Cheque	17700.00	885.00	18585.00	1	18,585.00	
Fourth	6th Cheque	17500.00	875.00	18375.00	1	18,375.00	18,375.00
<b>Net Total Fees With VAT</b>						<b>119,175.00</b>	<b>119,175.00</b>

**Fee Payment Terms**

- 1) For all payments against Tuition fees, miscellaneous fees and fine fees refer to General Terms and Conditions 2023-2024.
- 2) Graduation fee of AED 3,800 + vat 5% will be additional payable in the final year of the program
- 3) Initial Fees payable at the time of admission is as follows:

Fees	Amount (in AED)	Vat 5 %	Total
Application Fee (Non-refundable)	1000.00	50.00	1050.00
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	6,500.00	325.00	6,825.00
Visa Fee (Applicable for a 1 year visa) Fully Non-refundable once visa is filed)	2,500.00	120.00	2,625.00
Visa Deposit (Refundable)	7,500.00	0	7,500.00
UAE National ID	525.00	26.25	551.25
1st Cheque Payment (Non-refundable)	17,700.00	885.00	18,585.00
IELTS Exam Fee	1,076.00	53.80	1,129.80
IELTS Book	1,000.00	50.00	1,050.00
Hostel Fees 1st Installment	11,000.00	0	11,000.00
Hostel Deposit (Refundable)	1000.00	0	1000,00
Medical Insurance ( 1 Years)	1,125.00	56.25	1,181.25
Toast Master / IEEE	550.00	27.50	577.50
<b>Total First Payment</b>	<b>51,476.00</b>	<b>1,598.80</b>	<b>53,074.80</b>

iv. **MBA Full time Fee Structure for International Visa students (in USD)**

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	1 <sup>st</sup> Installment	7774	388.70	8162.70	1	8162.70	8162.70
Second	2 <sup>nd</sup> Installment	7774	388.70	8162.70	1	8162.70	8162.70
Third	3 <sup>rd</sup> Installment	7774	388.70	8162.70	1	8162.70	8162.70
Fourth	4 <sup>th</sup> Installment	7774	388.70	8162.70	1	8162.70	8162.70
<b>Net Total Fees with Vat</b>						<b>32,650.80</b>	<b>32,650.80</b>

**Fee Payment Terms**

- 1) For all payments against Tuition fees, miscellaneous fees and fine fees refer to General Terms and Conditions 2023-2024.
- 2) Graduation fee of AED 3,800 + vat 5% will be additional payable in the final year of the program
- 3) Initial Fees payable at the time of admission is as follows:

Fees	Amount in AED)	VAT 5 %	Total
First Installment Fee (First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.)	7,774.00	388.70	8,162.70
Visa Fee (Applicable for a 1 year visa) Fully Non-refundable once visa is filed)	685.00	34.25	719.25
Visa Deposit (Refundable)	2,055.00	0	2,055.00
UAE National ID	144.00	7.20	151.20
IELTS Exam Fee	295.00	15.10	317.10
IELTS Book	274.00	14.75	309.75
Hostel Fees 1st Installment	3,014.00	0.00	3,014.00
Hostel Deposit (Refundable)	274.00	0.00	274.00
Medical Insurance ( 1 Years)	308.00	15.40	323.40
Toast Master / IEEEE	151.00	7.55	158.55
<b>Total First Payment</b>	<b>14,974.00</b>	<b>481.55</b>	<b>15,455.55</b>

**Note:**

1. Tuition fees, miscellaneous fees are non-transferable and is subject to change annually by maximum of 10%. Any changes in the Tuition fees and Miscellaneous Fees will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook at the beginning of the academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
2. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.
3. Continuing students understand that they must complete their semester Re-Registration process 30 days before the final examination of the ongoing semester. refer to "Enrolment to New Semester" Policy.
4. In case of cancelation/Postponement, refer to Refund Policy.
5. Students shall be responsible for all signed undertakings even if the same has been signed by the parent/local guardian. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of conditional admission with no refund of fees, and release of records.

## E. Refund Policy

- i. Application Fee – AED 1,000/- + VAT 5% - Non-refundable / Non transferable
- ii. First Installment Fee including VAT is refundable before the commencement of the program the student has enrolled. No refund is applicable after the commencement of the program even if the student has not attended the class or is yet to give an English or result is still awaited. A student registering after the commencement date of the intake, in such cases there will be no refund applicable under any circumstances.

### iii. Main Program

- a. Tuition Fee: The tuition fee will be calculated until the date of official cancellation by the student or their guardian. If a student fails the English Preparatory exam after the commencement of the class and wishes to discontinue, no refund will be applicable. b.

#### **Preparatory Course**

- 1. PASS: If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will transferred.
  - 2. PASS: If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded
  - 3. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form and the student has to pay the postponement fee as per the published Miscellaneous Fee Structure and the new fee structure will apply.
  - 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
  - 5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester in such case student's conditional admission will be canceled with no refund.
- b. **Postponement:** If the student wishes to postpone to the next intake before the commencement of the program, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone after batch commencement if even the student has not

attended any class the student has to pay the postponement fee as per the published Miscellaneous Fee Structure and new fee structure will apply. [Not applicable for visa, visa-embassy letter & international students]. If the student transfers his registration to the next intake and decides to cancel his registration in such cases no refund will be applicable on the first installment fees.

- c. **Scholarship/Fee Waiver/Recommendation:** If the student is on any scholarship / waiver, the same is applicable only if the student completes the degree. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents.

**iv. Visa Students – Local**

- a. **Tuition fees:** If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents. If a student cancels before the commencement of the degree program the fee paid towards tuition (installments) will be refunded. However, no refund is applicable for the First Installment fee. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.
- b. **Visa:** If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the Application fee (AED 1,000/-) + AED 500/- as service charges from the visa fees and refund the remaining fees. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the Application fee, first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay and the rest of the fees (Passport Guarantee & 1st Cheques Payment) will be refunded. If the student cancels, the degree program after the visa is applied there will be no refund of visa fee as well as the Application fees & First Installment fees. Visa charges are fully non-refundable once the visa is filed to Immigration Authorities  
(Subject to change as per Government rules and regulations). Postponement to the next intake will not be allowed.

**c. Preparatory Course**

1. Pass: If a student successfully passes the Preparatory Course and wishes to join the degree program the first installment fee will be transferred.
2. Pass: If a student successfully passes the Preparatory Course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.
3. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay the postponement fee as per the published Miscellaneous Fee Structure and the new fee structure will apply.
4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases no refund will be applicable to the First Installment fees.
5. Fail: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement within the first semester, in such case student's conditional admission will be canceled with no refund.

**v. Visa-Embassy Letter Case**

- a. **Tuition Fees:** If the student wishes to cancel the program in between, fees accrued until the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents. If a student cancels before the commencement of the degree program the fee paid towards tuition, (installments) will be refunded. However, no refund is applicable for the First Installment fee. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.
- b. **Preparatory course**
  1. Pass: If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will be transferred.
  2. Pass: If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.

3. The first installment fee can be transferred to one subsequent intake only, if the student officially fills-up postponement form with an applicable fee however, the new fee structure will apply.
  4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
  5. Fail: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement within the first semester, in such case student's conditional admission will be canceled with no refund.
  6. First Cheques Payment: English Preparatory course - In case, the student fails any of the placement tests, the first cheques payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the first installment fee of the Main Program.
- c. **Visa:** If the student is granted a visa based on the letter issued by SUC, no refund of fees paid till the First Semester is applicable. If the letter is issued to the student when the student got the visa under their sponsorship, in such cases, the SUC will inform the concerned Immigration Authorities for the cancellation of student's admission in order to get the visa canceled and no refund of first semester fees. If the visa is rejected and the student wishes to discontinue and returns the original visa/embassy letter issued by SUC, the fees paid excluding the First Installment Fee will be refunded. Once a visa letter issued by SUC has been used, postponement to the next intake will not be allowed. If the student does not attend any class for 3 consecutive weeks from the commencement of the class, SUC has the right to cancel/revoke the letter issued with the concerned authority.
- d. In case the minimum class size policy is not being met and students wish to cancel the admission on or before the last day of admission, only application fees will be deducted and remaining amount will be refunded. However, if the student agrees to join/shift to another major/concentration and wish to cancel thereafter, no refund will be applicable.

**vi. Visa Students – Overseas**

- a. **First Installment Fee:** (as per the fee structure) Nonrefundable / Nontransferable.
- b. **Tuition Fee:** If a student cancels before the commencement of the degree program the fee paid towards tuition, (installments) will not be refunded. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable. The first installment fee can be transferred to one subsequent intake only. if the student officially fills-up postponement form with the applicable fee. However, a new fee structure will apply. Once the student has come & attended the class, no postponement will be allowed. If the student fails the English Preparatory exam and wishes to discontinue, SUC will retain the first installment fee along with visa and entrance exam fee and refund the remaining fees (passport guarantee & hostel deposit).
- c. **Preparatory course**
  1. **Pass:** If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will transferred.
  2. **PASS:** If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee will not be refunded.
  3. The first installment fee can be transferred to one subsequent intake only, if the student officially fills-up postponement form with an applicable fee however, the new fee structure will apply.
  4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
  5. **Fail:** If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will be canceled with no refund. Any outstanding fee has to be cleared.
  6. In case, the student fails the English preparatory program and placement exam, the first installment payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the first installment fee of the Main Program.

- d. **Visa Fee:** Visa fee including VAT is non-refundable / Non-transferable. If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the first installment fee and refund the remaining fees. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay. The rest of the fees (Passport Guarantee & 1st Cheque Payment) will be refunded. Visa charges are non-refundable once the visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to the next succeeding intake, the visa postponement charge as per the published Miscellaneous Fee Structure applies. If the student cancels the degree program after the visa is applied there will be no refund of the visa fee as well as the First Installment fees
- e. **Hostel:** Once the hostel is booked and the student wishes to cancel, the student is liable to pay for the complete year.
- f. **Postponement:** Once the student has come & attended the class, no postponement will be allowed.
- g. **Scholarship/Fee Waiver:** If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before release of any academic & non-academic documents.

**vii. Refund when Class Size Policy is not met**

- a. **If class size is not met at the beginning of the batch/ Cohort:**
  - 1. Student will be shifted to another major / concentration as per the undertaking form signed by the student at the time of admission in which case the fees paid will be adjusted
  - 2. If the student, after shifting to another program at SUC, wishes to cancel his admission within one week of commencement of the semester, fees paid will be refunded.

**b. If class size is not met at any stage during the conduct of the program:**

1. If the class size policy is not met at any stage during the conduct of the program, the student will be shifted to another major/concentration as per the undertaking form signed by him at the time of admission. After joining the new major / concentration and if the student is not satisfied and decides to cancel within one week of the commencement of the semester, fees paid for the semester will be refunded. However, if he cancels after one week of commencement no refund will be applicable.
2. Student may cancel his admission and transfer to any other University. In such case the required letters will be given by SUC to the student at no additional charges. The transcript for the completed courses will be given provided no dues are outstanding.
3. In case the courses are not available in other university and the number of students are more than five but less than 10, Dean may request VC's permission to conduct the class. In case if it is less than 5, SUC may request the MOE for offering independent study and upon approval from MOE, the student can continue at SUC. In this case there could be a possibility of some delay till the MOE approval is received.

## F. Scholarship / Fee Waiver

The fee waiver considered for students joining MBA program will be as follows:

Scholarship / Fee Waiver - MBA					
Local					
1. SUC UG Student					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
15.00%	113,500	5,675	119,175	11,671	107,504
Requirements		1. Attested Bachelor Degree Certificate			
2. Sibling					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
15.00%	113,500	5,675	119,175	11,671	107,504
Requirements		1. Passport copies of the students proving the relationship (Only applicable to direct relations only) 2. Any other document to prove the relationship.			
3. Industry					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
10.00%	113,500	5,675	119,175	7,781	111,395
Requirements		1. Labor Card or Employment Card			
4. Government / Bank					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
UAE Local Applicant - 10%	113,500	5,675	119,175	7,781	111,395
Expatriate Applicant - 10%	113,500	5,675	119,175	7,781	111,395
Requirements		1. Scholarship Sanction Form			

		2. Letter of Recommendation from the Government / Bank			
		3. Certificate of Employment			
		4. Copy of Transcript (Bachelor's Degree)			
		5. Signed Undertaking (Form #: MKTG-030)			
		6. Proof of Identity (UAE ID, Passport Copy & Valid Visa)			
5. MOU Agreement [Consulate / Embassy / Club / Church / Corporate/ Government / Bank / Associations]					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
15%	113,500	5,675	119,175	11,671	107,504
25%	113,500	5,675	119,175	19,451	99,724
30%	113,500	5,675	119,175	23,342	95,834
35%	113,500	5,675	119,175	27,232	91,943
50%	113,500	5,675	119,175	38,903	80,273
Requirements		1. Scholarship Sanction Form			
		2. Letter of Recommendation from the Government / Bank / Consulate / Private / Club			
		3. Certificate of Employment (Applicable for working students)			
		4. Copy of Transcript (Bachelor's Degree)			
		5. Signed Undertaking (Form #: MKTG-030)			
		6. Proof of Identity (UAE ID, Passport Copy & Valid Visa)			
6. Merit Based					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
10.00%	113,500	5,675	119,175	7,781	111,395
Requirements		1. CGPA OF 3.5 & Above			
7. Need Based					

Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
10.00%	113,500	5,675	119,175	7,781	111,395
Requirements		1. Upon approval from Committee Member			
International					
1. MOU Agreement [Schools /Scholarship Boards / Agents ]					
Percentage	MBA Program Fees	VAT 5%	Net Fees	Fee Waiver	Total Fees After Discount
15%	31,096	1,555	32,651	3,197	29,453
25%	31,096	1,555	32,651	5,329	27,322
Requirements	1. Scholarship Sanction Form 2. Letter of Recommendation from the School / Scholarship Board / Agents 4. Copy of Transcript (High School) 5. Signed Undertaking (Form #: MKTG-029) 6. Proof of Identity (Passport Copy )				

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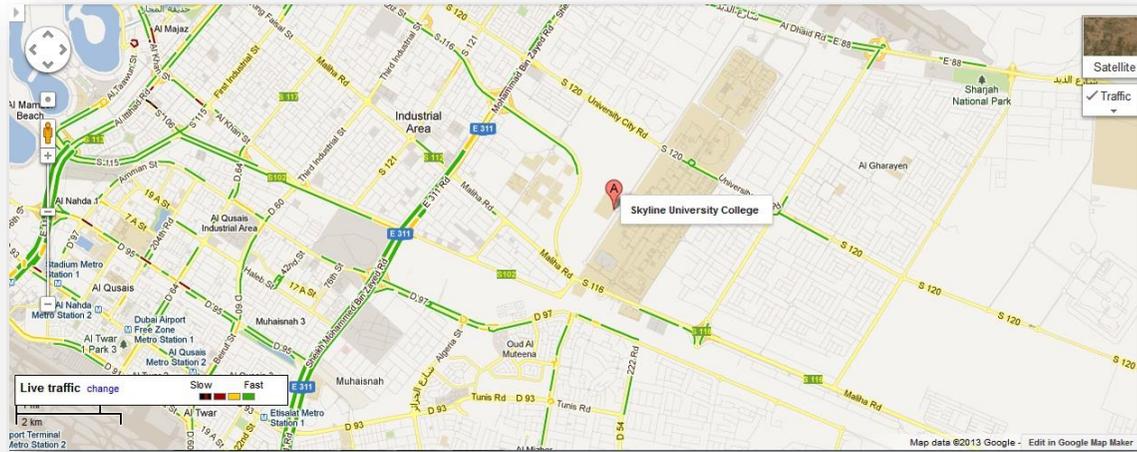
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	Mr. Lucky Chigbu	Support Staff		
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	Mr. Sara Jallow	Support Staff		
	Mr Ishmeal Bah	Support Staff		
	Mr. Baijul Haque	Electrician		
	Ms. Joleta Fernandez	Support Staff		

## XXXIV. Location Map



### List of Abbreviations

Abbreviation	Full Form
<b>BBA</b>	Bachelor of Business Administration
<b>BOT</b>	Board of Trustees
<b>BSIT</b>	Bachelor of Science in Information Technology
<b>CAA</b>	Commission for Academic Accreditation
<b>CLO</b>	Course Learning Outcomes
<b>DAC</b>	Disciplinary Action Committee
<b>DSOB</b>	Dean - School of Business
<b>DSOC</b>	Dean - School of Computing
<b>DOMC</b>	Director-Marketing & Communications
<b>DPR</b>	Director - Government And Public Relations
<b>DASS</b>	Director -Academic Support Services
<b>DVC</b>	Deputy Vice Chancellor
<b>DIRQAOA</b>	Director - Institutional Research, Quality Assurance, Outreach and Accreditation
<b>FDP</b>	Faculty Development Program
<b>HRD</b>	Human Resources Department
<b>HOGE</b>	Head - General Education
<b>IRQAOA</b>	Institutional Research Quality Assurance Outreach & Accreditation
<b>KPI</b>	Key Performance Indicator
<b>LRC</b>	Learning Resource Committee
<b>MBA</b>	Master of Business Administration
<b>MOE</b>	Ministry of Education
<b>PSDP</b>	Professional Skills Development Program

<b>SBJ</b>	Skyline Business Journal
<b>SOB</b>	School of Business
<b>SOC</b>	School of Computing
<b>SUC</b>	Skyline University College
<b>TOC</b>	Transfer of Credit
<b>VC</b>	Vice Chancellor