SKYLINE UNIVERSITY COLLEGE
UNIVERSITY CITY OF SHARJAH

STUDENT HANDBOOK

BACHELORS OF SCIENCE IN INFORMATION TECHNOLOGY
AY 2023-2024

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MESSAGE FROM THE VICE CHANCELLOR

Welcome to Skyline University College (SUC) in Sharjah.

In preparation to upgrade its status into a fully-fledged university, SUC has recently diversified by the inception of its new School of Computing, which is now renamed as School of Computing. Both of SUCs 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 ensure preparedness for the future needs in terms of knowledge, skills and competencies, SUC gives a proper focus on academic and applied research and consultancy. This engagement in research, both at national and international levels, provides a great opportunity for professional development. It also gives our programs a competitive advantage.

SUC remains committed to the development of professionalism, leadership qualities, innovation and entrepreneurship attributes among its graduates. SUC recognizes that one of the most important implications of the fourth industrial revolution is the transformation of the concept of knowledge from "knowledge in the minds" to "knowledge in the hands". Therefore, our faculty members play the role of facilitators to help our students to learn how to learn and how to select the most pertinent knowledge that they need in order to master their skills, abilities, and competencies.

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. In striving to predict future human intellectual resources needs, SUC is continuously engaged in the process of developing new programs and reviewing existing programs. This ensures the use of the state of the art technology to facilitate a student centered learning methodology.

The diversity of SUCs faculty, staff and students is a unique characteristic that ensures engagement in both the local and distant communities and thus helps in bridging the gap between learning and doing.

At SUC, our strongest assets include our students, alumni, faculty, staff, community partners, and well-wishers, and I look forward to working collaboratively with all as we fulfill our goals. Many of our alumni go on to serve throughout the world making positive contributions to managerial professions. Through numerous educational experiences, research and community service, our students and faculty find opportunities to grow, both personally and professionally.

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.

Dr. Mohammad In'airat
Vice Chancellor

MESSAGE FROM THE DEAN – SCHOOL OF COMPUTING

Welcome to Skyline University College (SUC) in Sharjah.

It gives me great pleasure to welcome you to the School of Computing (SOC), which is part of Skyline University's vibrant and dynamic environment with a clear vision of becoming a leading university that is internationally recognized.

At the School of Computing, one of our goals is develop and offer sound academic Information Technology and Computer Science programs that adhere to national and international standards, and that are always in line with emerging industries and global trends. The Bachelor of Science in Information Technology (BSIT) program offered by the School of Computing is accredited by the American Accreditation, ABET.

At the School of Computing, we continually study the local and global markets for new programs especially in areas that are part of the UAE Vision. We also focus on offering our students the best available learning recourses to make learning and teaching an enjoyable and fruitful experience.

Students can take advantage of the library, the open computer labs, the innovation center, the IEEE student Club, and can participate in numerous curricula and none curricula activities. In addition to the Student Professional development program - which is an excellent idea - to prepare students for their future careers and helping them find the best jobs in the market.

In addition to what I just mentioned, at skyline university we highly value our students and we cater to them the best of education with a flexible scheduling system that accounts for working students thus offering evening and weekend classes. This is coupled with an excellent student follow-up system that monitors and guide students systematically from the day they join skyline until graduation. Of course, once students are graduated we still keep in touch with them through our comprehensive alumni system.

At the School of Computing, we make sure that our faculty members are always at the top of their profession, and that they continue to develop themselves professionally, in research, and even in community service.

Our faculty members work hard not just to deliver their courses using the best teaching and learning Pedagogies, but they also keep close contact with the community, industry, and other local and international top universities.

In conclusion, I thank you for choosing the School of Computing at SUC.

Dr. Ghassan Issa
Dean – School of Computing

SUC 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.

SUC 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.

SUC GOALS AND OBJECTIVES

i. **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

    a. **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

ii. **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

    a. **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

iii. **EMPLOYEE GOAL:**

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

a. **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

1. To conduct various faculty and staff development programs in order to prepare them to meet challenges posed by the dynamic global environment.

SCHOOL OF COMPUTING VISION AND MISSION

i. **VISION**
To be an internationally recognized school that nurtures academic excellence, innovation, research and emerging ICT skills.

ii. **MISSION**
To serve industry and society by offering futuristic academic programs in the fields of Computing Sciences and Information Technology that are carefully planned, executed, and continuously improved for stimulating excellence, creativity, innovation and leadership in related areas of research and education for faculty as well as students, and to prepare graduates who will be successful professionals, be engaged in lifelong learning, and who will be committed to serve their community.

SCHOOL OF COMPUTING GOAL

GOAL
To continue to serve with dedication in the fields of Computing Sciences and Information Technology education to meet the changing needs of society and to develop responsible professionals, who are engaged in lifelong learning and community service.

SCHOOL OF COMPUTING OBJECTIVES

1. To develop and offer academic programs in Information Technology and Computing Sciences that adhere to national and international standards in line with emerging industries and global trends.
2. To use continuous improvement procedures in academic programs, research, learning resources and learning environment, and community service.
3. To develop graduates who are professionally ready to compete in local and global job markets, and who are capable of continuing their education and research activities.
4. Encourage students to use their effective communication skills, innovative thinking, and technical background to conduct themselves in a professional and ethical manner to provide services that support the community and the region.
5. To strengthen stakeholder's involvement and extend the collaboration with top worldwide educational and research institutions as well as industry leaders and government agencies to

arrive at an eco-system that fosters innovation and research, academic excellence, and industrial expertise for both students and faculty.

ACADEMIC ADVISORS

BSIT FULL TIME STUDENTS

SENIOR STUDENTS

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DR. MOHAMMED ADNAN		
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WHOM TO CONTACT

QUERIES, DEPARTMENTS INVOLVED AND STAFF INCHARGE			
QUERY ABOUT	**TO BE ANSWERED BY**	**PERSON TO CONTACT**	
Academic Concerns	Academic Advisor	Academic Advisor	
Student Orientation	Registrar / Director – Academic Support Services	Registrar / Director – Academic Support Services	
Degree Plan/Choosing a Major	Advisement/Counseling	Academic Advisor	
Developmental Studies/ Tutorials	Faculty Members	Faculty members	
Books/Other Supplies	Bookstore / LSS	Mr. Manivel Balasubramaniam	
Transferring Credits	Student Services Department	Ms. Tsetsei	
ID Card, New/Replace Requesting Transcripts	Student Services Department	Ms. Anood Dia	
Dropping a course / Change of timing	Student Services Department	Ms. Anood Dia	
Grade Appeal	Student Services Department	Ms. Anood Dia	

Course Registration	Administration Department	Mr. John Michel Cruz	
Graduation (Filing for)	Administration Department	Ms.Hanane Chmani	
Internship Registration	Student Services Department	Ms. Roukhiya Tasneem	
Tuition Fees/Refunds/etc.	Finance Department	Mr. Elvin Miranda	
Scholarships and Financial Aid	Student Services Department	Ms. Tsetsei	
Graduation gown, sashe	Student Services Department	Ms. Tsetsei	
Library Services and Issues	Library	Mr. Manivel Balasubramaniam	
Computer Labs	Computing Department	Mr. Ahmed Farah	
Internet Access	Computing Department	Mr. Ahmed Farah	

Passport / Visa Issues	Human Resource Department	Mr. Abdullah	
Complaint/Grievance	Student Services Department	Mrs. Sunita Marwaha	
Issues related to CRs	Student Services Department	Ms. Tsetsei	
Student Clubs / Organizations	Student Services Department	Ms. Hanin Diya	
Employment Opportunities	Placement Cell	Mr. Rasheed	
Placement Tests	Marketing & Admissions Department	Mr. Rakesh	
Students with Disabilities Services	Marketing & Admissions Department / Student Services Department	Mr. Firas / Mrs. Sunita Marwaha	
Posting Signs / Notices on Campus	Media & Communication Department	MCD/HODs	
Personal Concerns	Counsellor	Ms. Tsetsei	
Reporting an Accident/Misconduct/ Disciplinary issues	Administration Department	Dr. Harish / Security	
Sports related issues	Sports Department	Dr. Sanjay Benjamin	
Cafeteria Services	Marketing & Admissions Department	Mr. Firas	

Printing & Photocopying	Computing Department	Mr. Faiz	
Request System Online	Computing Department	Mr. Ahmed Farah	
Parking issues	Administration Department	Dr. Harish / Security	
General Cleanliness	Maintenance Department	Mr. Ravi	
Other/Not Sure What I Need	Student Service Department	Mrs. Sunita Marwaha	
	Reception Desk	Ms. Amani Humaid Al Ali	
Academics (School of Business)	Dean - School of Business	Dr. Naseem	
Academics (School of Computing)	Dean - School of Computing	Dr. Ghassan	
Academic Support Services	Director – Academic Support Services	Ms. Sunita Marwaha	
Overall Academics & Academic Support Services	Vice Chancellor/DVC	Dr. Mohammed Inairat/Dr. Deepak Kalra	

www.skylineuniversity.

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

BSIT PROGRAM DETAILS

OVERVIEW

Skyline University College undergraduate program leading to the award of Bachelor of Science degree is equipped to meet the needs of dynamic information technology environments. The program focuses on providing graduates with competencies and skills required to design, build, test and apply information technology solutions for organizations.

RATIONALE

Around the globe, organizations are increasingly becoming more connected, both internally and with other stakeholders like suppliers, customers and government authorities. Information Technology is playing a critical part for achieving excellence; develop product and service mix, enhancing decision making, and achieving sustainable competitive advantage in the organization at the global level.

At the national level, UAE's 2021 Vision aims at developing knowledge based and highly productive economy through innovation and research in science & technology. The UAE is investing heavily in adopting and implementing Information and Communication Technology (ICT) in its government and private sectors. As per the UAE government initiatives like smart governance, m-governance, open innovation, open data infrastructure, drives ICT sector growth in UAE. The increase in both scale and sophistication of the UAE ICT sector has drawn many international IT organizations to locate their office and development center in UAE.

This requires trained man power to meet the requirement of business organizations for implementing IT initiatives at the global and national level.

BSIT – PROGRAM GOALS

i.   To improve skills in professional communication, problem solving, and numerical capabilities for decision making.
ii. To develop an understanding of the theory and complexities of information technology towards application and benefit of the organization and society at large
iii. To develop an understanding of the legal, ethical and security issues associated with information technology in the workplace and in society.
iv. To develop higher order thinking and competitive skills and competencies of students through meaningful industry interaction, thereby improving their employability.
v.   To provide a conducive value based learning environment to the students during their study and inculcate a habit of lifelong independent learning for continuous growth and development.

BSIT PROGRAM LEARNING OUTCOMES (LO)

At the end of the program student will be able to:

PLO1: Apply communication, mathematical, logical thinking, analytical, critical enquiry and research, innovation and entrepreneurial skills in a variety of professional contexts.

PLO2: Demonstrate an understanding of various concepts of Information Technology and its applications.

PLO3: Evaluate security, legal, ethical, and professional responsibilities to make informed decisions in IT practices.

PLO4: Function effectively as a member or a leader of a team with autonomy and responsibility in IT related activities/projects.

PLO5: Demonstrate the ability to design, develop, test, implement and evaluate solutions for complex and unstructured IT problems.

PLO6: Use systemic approaches to select, develop, apply, integrate, and administer Information Systems to accomplish goals.

PLO7 ECT: Use specialized technical knowledge and professional practices from different sources in the field of Enterprise Computing, to develop innovative and sustainable solutions.

BSIT PROGRAM EDUCATIONAL OBJECTIVES

The BSIT Program will enable its graduates after a few years of graduation to:

a. Work collaboratively and communicate effectively to integrate new technologies in the workplace and community, ensuring a superior and productive experience for the user and the organization's functions.
   (Teamwork and Communication)

b. Apply to understand of system integration, development, and operation, and also deploy, and manage IT services and platforms that meet the business goals and objectives of the organization.
   (Professional Career)

c. Use expertise in implementing a wide range of innovative and sustainable IT solutions to support the community.
   (Community support)

d. Recognize social responsibilities and perform duties professionally and ethically.
   (Social Responsibility and Ethics)

e. Engage in professional and personal development through life-long learning and continuing education.
   (Life-Long Learning)

CURRICULUM REQUIREMENTS

The curriculum provides the student with General Education, core study in information technology and a concentration field of study.

All students pursuing a Bachelor of Science in Information Technology (BSIT) Program must complete the following requirements:

	No. of Credits	No. of Courses
General Education	36	12
Core Courses	57	19
Internship	6	1
Enterprise computing	21	7
Total Requirements	**120**	**40**

ADMISSIONS ENTRY REQUIREMENT – BSIT PROGRAM

DIRECT ENTRY REQUIREMENT FOR BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM

All admissions in SUC are guided by Ministerial Decrees # 200/year 2004 and 133/year 2005, MOE Decision 519/year 2022, Ministerial Decision #30 / year 2023, MOE letter received on March 28, 2023; and MOE-CAA Standards for Licensure & Accreditation 2019.

An applicant seeking admission for the Bachelor of Science in Information Technology program is required to fulfill the following conditions:

i. High School Qualification

ii.   English Language Proficiency
iii. Mathematics Proficiency
iv.   Proficiency in one Science subjects:
    a.   Physics
    b.   Chemistry
    c.   Biology
    d.   Natural Science
v.   Personal Interview

Please refer to below sections for details of the above requirements:

i.   High School Qualification

a.   Applicant should have minimum 60% marks in the secondary school of UAE or its equivalent as per the International Grade Conversions published by World Education Services Inc. (www.wes.org) and www.classbase.com. Student having any equivalent qualification from an institution in UAE must get the documents attested by the Ministry of Education and Youth. For qualifications obtained outside UAE, attestation is required from the relevant authorities of that country

b.   As per MOE Decision 519/year 2022, students are required to submit one of the following documents as applicable for public or private schools within and outside the country:

    1.   Certificate of completion of the secondary school education, attested by the Ministry of Education or the Emirates Schools Establishment for high school qualification acquired from the public schools within the country.

    2.   An equivalency issued by the Ministry of Education for a certificate of completion of secondary school studies acquired from the private schools within the country

    3.   An equivalency issued by the Ministry of Education for a certificate of completion of secondary school education acquired from the schools outside the country.

    4.   In case a student is unable to get the equivalency due to the delay in obtaining final transcripts and shows evidence that the application for equivalency is under process, the University can admit him without equivalency for one semester and the student is required to submit the equivalency within this time.

    5.   Student is required to sign an undertaking, that his / her admission is conditional and it may be cancelled in case the student fails to submit equivalency document with no liability whatsoever towards the University.

c.   IGCSE/GCSE/GCE (O-Level): All documents require attestation from the competent authorities.

    1.   13 Years Of Schooling
        1.1.   Student class no. 10 – should pass 5 "O level " (grade A to E)
        1.2.   Student class no. 11 – should pass "2 AS level " or "1 A level" (grade A to D)
        1.3.   Student class no. 12 – should pass : 2 AS level" or "1 A level " (grade A to D)

1.4. Student should submit the school transcript to confirm the year of studies

1.5. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade

1.6. In addition, student needs to provide Equivalency for completing their admission requirements.

2. **12 Years Of Schooling**
   2.1. Student class no. 11 – should pass 5 "O level " (grade A to E)
   2.2. Student class no. 12 – should pass "2 AS level " or "1 A level" (grade A to D)
   2.3. Student should submit the school transcript to confirm the year of studies
   2.4. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
   2.5. In addition, student needs to provide Equivalency for completing their admission requirements.

d. **American Diploma after 12 years of schooling**
   1. Minimum 5 courses in each grade 10, 11 and 12 with minimum passing mark of 60% or equivalent in International standard
   2. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade.
   3. As per MOE guidelines, SUC accepts Students with American Diploma under any one of the below mentioned categories:

   3.1. **IB Diploma:**
      3.1.1. Students are required to study six subjects from different academic areas of which three are studied at higher level and three at standard level.
      3.1.2. Student must receive a minimum score of 24 points across 6 subjects with at least 12 points from higher level subjects and a minimum of 9 points from standard level subject

   3.2. **IB Certificate**
      3.2.1. IB certificates are considered as American Diploma and are equalized by Ministry of Education
      3.2.2. Students with IB certificate must obtain a minimum grade of 22 points.
   3.3. **IB Career:**
      3.3.1. IB Career is considered as Vocational (Technical School)
      3.3.2. Students with IB Career must obtain a minimum grade of 26 points

e. **Indian Board(CBSE)**

Higher Secondary certificate, which is equivalent to 60% of UAE entry requirement as per classbase.com

f. **Pakistan Board**

Higher Secondary certificate, which is equivalent to 60% of UAE entry requirement as per classbase.com

ii. **English Language Proficiency**

Prospective student is required to fulfill any one of the following English Proficiency requirements for admission to Bachelor of Science in Information Technology program as given below:

a. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)

b. A minimum score of 500 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP), (or 61 in TOEFL iBT or 173 in TOEFL CBT) (certificates will be accepted upon verification by the ETS)

c. A minimum score of 5.0 on International English Language Testing System (IELTS - Academic)

d. Any other equivalent English proficiency tests approved by the Ministry of Education.

Table 1: English Proficiency Score Range for Direct entry to Bachelor of Science in Information Technology program

S.No	EmSAT Achieve English	IELTS [ACADEMIC]	TOEFL – ITP	Enrollment Status
1	>=1100	>=5	>=500 or 61 in iBT, or 173 in TOEFL CBT	Direct entry to Bachelor of Science in Information Technology 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 apply 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 will follow above category

6. In case, a student is transferring from an internationally accredited university approved by relevant academic regulatory authority of the country of origin, and has completed at least 30 credits taught in English medium; such students can be directly admitted into the undergraduate

program upon submission of IELTS / TOEFL score which was already submitted to the previous university at the time of admission.

iii. Mathematics Proficiency

Prospective student is required to fulfill any one of the following Mathematics Proficiency requirements for admission to Bachelor of Science in Information Technology program as given below:

a. A minimum score of 700 in Emirates Standardized Test-EmSAT Achievement Mathematics Test
b. A minimum score of 520 in Mathematics proficiency tests approved by the Ministry such as SAT
c. A minimum grade of B in the Mathematics subject studied at school with centralized examinations
d. A minimum score of 70% in the MOE approved Mathematics placement test conducted at SUC

iv. Proficiency in One of the Science Subjects (Physics / Chemistry / Biology / Natural Science)

Prospective student is required to fulfill any one of the following Proficiency requirements in one of the following science subjects:

1. Physics
2. Chemistry
3. Biology
4. Natural Science

For admission to the Bachelor of Science in Information Technology Program as given below:

a. A minimum score of 700 in the Emirates Standardized Test - EmSAT Achievement in: either Physics or Chemistry or Biology or Natural Science.
b. A minimum score of 520 in the SAT with achievement in either: Physics or Chemistry or Biology or Natural Science.
c. A minimum score of 60% or "C' grade in either:
    1. Physics
    2. Chemistry
    3. Biology
    4. Natural Science in school systems that use standardized and/or centralized examinations (such as the British, the International Baccalaureate, or the Emirati School system).
d. A minimum score of 60% in any one of the following Proficiency tests offered by SUC and approved by the Ministry of Education
    1. Physics Proficiency test
    2. Chemistry Proficiency test
    3. Biology Proficiency test
    4. Natural Science Proficiency Test

v. Personal Interview

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

CONDITIONAL ADMISSION REQUIREMENT FOR BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM

As per MOE Decision 519/year 2022, Student can be accepted on conditional admission to the Bachelor of Science in Information Technology program under the following circumstances:

i. If the applicant does not obtain the attested certificate of completion or equivalency stipulated in High School Requirements (Section i), then student is required to submit Letter of No Objection for Conditional Admission issued by the Ministry of Education containing the following details:
   a. Eligible preparatory courses
   b. Duration of the conditional admission
   c. All the preparatory courses offered as per Letter of No Objection for Conditional Admission are considered as zero credit courses and not included in CGPA calculations.

ii. In case the student is enrolled under conditional admission, the student will be accepted for final admission if he fulfills one of the following conditions during the conditional admission period:
   a. Submission of the attestation or the equivalency mentioned in Section **i.** High School qualification.
   b. Passing the preparatory courses mentioned in the Letter of No Objection for Conditional Admission issued by MOE with a minimum **grade B**, or successfully completing at least twenty-four (24) credit hours of the program in which the student is enrolled.

iii. In case, the student does not fulfill the conditions stipulated in the Article 5 of MOE Decision 519/year 2022 during the conditional admission period, SUC may take one of the below decisions:
   a. Cancellation of conditional admission and not allowing the student to complete the study.
   b. Extending the conditional admission period for one semester only beyond the period stipulated in the conditional admission letter issued by the Ministry of Education.

iv. In case student has a score of 4.5 in IELTS or its equivalent in the English Proficiency exam approved by Ministry of Education as mentioned in Section-ii, the student may be accepted conditionally only for One Semester, and needs to:
   a. Enroll into English Preparatory Course, and achieve a score of 5.0 and above in IELTS or equivalent exam as approved by Ministry of Education. In case student fails to submit the desired score within the semester, their Conditional admission will be cancelled.
   b. During the Conditional Admission, student may register for a maximum of three General Education Courses during Fall/Spring Semester.

TRANSFER ADMISSION REQUIREMENT

SUC accepts students who wish to transfer 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.

Transfer of credit is granted under the following conditions:

1. Students seeking transfer to the BSIT program must meet the Undergraduate Admission requirements of SUC.
2. The student must be in good academic standing and still eligible to return to the current or former institution.
3. Students who are not in good standing may get transfer only to a different major / concentration from the one from which the student is transferring

4. 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 thereby ensuring similarity in the course learning outcomes.
5. The student must attend a minimum of 50% of the credit hours of their study plan at SUC in other words, only up to 50% of the courses offered in SUC can be offered as transfer of credits transferred to the program.
6. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
7. The students must have passed the course with a minimum of 'C' grade or equivalent.
8. Maximum credits awarded for transfer admission will be limited to 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.
9. No transfer can be awarded for Capstone and protected courses of SUC.
10. 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.
11. A student is progressed to the Senior Level only after completing all the remaining courses at the junior level.
12. Incase student changes the area of study the student will have to re-apply for TOC. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
13. The grades of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
14. The processing fees of TOC is non-refundable and is charged (as per applicable fee structure).
15. Transfer admission students will not be included in the toppers list.
16. Once the TOC is granted, it will be informed to student along with the graduation plan for review & consent with signature.
17. Once a student will change his/her major / concentration, process will be treated as new, thus, additional fee will be applicable as per published fees structure.
18. Once a student has joined the SUC and wish to enroll external course/s, these courses should be approved by Administration Department before starting the course; otherwise TOC will not be granted along with applicable fees.
19. This TOC process once approved is applicable only for the mentioned intake.
20. TOC students understand that even if they are left with less number of courses at any level, they cannot be granted courses from next level unless and until they have successfully completed level which they are in, as per SUC policy.
21. 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

i. **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

  ii. **Criteria for Approval of Institutions for accepting Transfer Admissions**
SUC will accept transfer of credits only from the Institutions, which fulfills 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:***
>
> *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.*
>
> *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.*

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

ADMISSION REQUIREMENTS FOR AN ADDITIONAL UNDERGRADUATE DEGREE

  i. **Additional Undergraduate degree**
Students, who have earned an undergraduate degree in SUC with a Cumulative Grade Point Average (CGPA) of 2.0 or above, are eligible to earn an additional undergraduate degree from SUC by completing additional 30 credits from other undergraduate program in the related field, which is distinct from the first degree. For the additional undergraduate degree program, the student must complete Thesis / dissertation /

projects/ internship applicable for the additional undergraduate degree opted. Thesis / dissertation / projects/ internship completed in the first degree will be not be considered as a substitute for the additional 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

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:

a. Each institution in the partnership is recognized and/or accredited as a HEI in the higher education system in which they operate.

b. 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.

c. Each partner HEI should be legally allowed to offer the joint program, even if the joint degree is to be awarded by a partner.

d. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership.

e. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications.

f. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

ACADEMIC POLICIES

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 six credits.

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.

MAXIMUM PERIOD OF STUDY AND MAXIMUM CREDITS

Students enrolled for a Full time Undergraduate Program shall complete within a maximum of 6 years and those enrolled for a Part time Undergraduate program shall complete within a maximum of 7.5 years by attempting maximum of 180 credits.

STUDENT EVALUATION AND GRADING

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4	OUTSTANDING
B+	85-89	3.5	EXCELLENT
B	80-84	3	VERY GOOD
C+	75 -79	2.5	GOOD
C	70-74	2	VERY SATISFACTORY
D+	65-69	1.5	SATISFACTORY
D	60-64	1	PASS
F	Below 60	0	FAIL
I	Incomplete		
W	Withdrawal		

a. Pass grade for the Capstone course is C. Students must repeat all capstone courses with grades less than (C) to qualify for graduation.
b. Minimum grade of D for individual courses is considered as pass grade. However to meet the graduation requirement an overall CGPA of two 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".

GRADE POINT AVERAGE [GPA]

Grade Point Average is determined by dividing total grade points earned by total credits attempted. GPA is calculated for each semester (SGPA) and Cumulative Grade Point Average (CGPA) is calculated for all credits attempted at SUC (Transfer of Credits from other Universities is not included in CGPA calculations).

GPA/CGPA Calculation

Grade Points		Credits			Total
A – 4	x	3	=		12.0
B+ – 3.5	x	3	=		10.5
C+ – 2.5	x	3	=		07.5
D – 1	x	3	=		03.0
F – 0	x	3	=		00.0
		15			**33.0**

GPA/CGPA/ SGPA	(Grade Points x Credit Hours) ÷ Total Credit Hours
GPA/ CGPA /SGPA	33.0 ÷ 15
CGPA	**2.2**

1. To be eligible for graduation a student must achieve the following:
    a. an overall CGPA of 2.0 or greater
    b. a GPA of 2.0 or greater in concentration courses

ACADEMIC STANDING

All students enrolled at SUC shall be monitored very carefully for the qualitative and quantitative 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**

Qualitative requirement is completion of minimum credits with CGPA as per the below table:

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 – 30	1.50
2	31 – 45	1.70
3	46 – 60	1.85
4	61 and above	2.00

b. **QUANTITATIVE REQUIREMENTS**

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 'C' grade or above.

For calculating the completion rate of academic work, D+, D and F grades are 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 Spring 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 summer and fall semesters. In case the student does not improve, he is served with a final warning for the next semester to be considered as final probationary semester.

d. **FINAL WARNING**

Student is placed on final warning at the end of Spring Semester if s/he is unable to perform well and meet the requirements during probation period and the student is expected to improve his academic performance during summer and fall semesters. In case the student does not improve, he is served with a suspension for the next semester.

e. **SUSPENSION**

In case the student is unable to improve the performance in spite of the final warning on probation, student will be placed on academic suspension [Suspension-1 & Suspension-2].

Suspension-1 means when student does not achieve the required CGPA during the suspension status will be automatically placed in suspension-1; even after being in suspension-1 if the student does not improve the CGPA then he will be placed in suspension-2 in the next semester.

Students on suspension status are required to file an appeal with the

administration department for allowing them to continue their studies in the following semester. The Satisfactory Academic Progression (SAP) committee may allow the students to take the courses according to their academic profile with the following condition:

1. **Suspension 1**
   Case 1
   Student is allowed to take 1 to 3 courses ['F'grade or new course], if his/her CGPA greater than 1.5.
   Case 2
   Student is allowed to take 1 to 3 courses ['F' grade or 'D' Grade only], if his/her CGPA between 1 & 1.5.
   Case 3
   Student is allowed to take 1 to 2 courses ['F' grade or 'D' Grade only], if his/her CGPA less than 1.

2. **Suspension 2**
   Student is allowed to take 1 to 2 courses ['F'grade or 'D'Grade only], students in suspension-2 must improve their performance to good standing otherwise, again, they will fall under suspension and will not be allowed to enroll in the courses for a period of one semester. Such student needs to apply for provisional readmission after the semester. However, the SAP committee reserves all the rights to take the decision.
   Example:
   The committee gives the student a chance to improve his CGPA by taking up one or two repeating courses and also decides the grades to be scored by the student.
   Case 1
   The student scores the above grades decided by the committee at the end of this semester if the student achieves a good standing at the end of this semester, he has to appeal to the committee and the above process will continue till he achieves the good standing.
   Case 2
   The student does not score the above grades decided by the committee at the end of this semester the student will be suspended for one semester and may be provisionally readmitted to classes after one semester of suspension to improve their CGPA. The student may take the courses in which they have secured a 'D' or an 'F' grade.

3. **DISMISSAL**
   In case the student has not achieved 'Good Standing' as per section (i) & (ii) above at the end of Suspension-2 semester, the student shall be dismissed and dismissal will be reflected in his transcript. In this case No refund of fees is allowed.

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:

1. Paraphrasing materials or ideas of others without identifying the sources.
2. Using sources of information (published or unpublished) without identifying the source.
3. Directly quoting the words of others without using quotation marks or indented format to identify them.
4. Verbatim quotation without proper referencing
5. Cut and paste from any electronic/print media without proper referencing
6. Inaccurate citation
7. Auto-plagiarism- author reuses significant portions of his or her previously published work without attribution
8. 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 revaluation/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

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

3. Facilitating Academic Dishonesty

a. Allowing another student to copy an assignment or problem set that is supposed to be done individually.
b. Allowing another student to copy answers during an exam.
c. Taking an exam or completing an assignment for another student.

4. Collusion

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

5. **Fabrication Of Data**
    a. The falsification of data, information, or <u>citations</u> in any formal academic exercise.
    b. 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
a. 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.
b. 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.

INTERNSHIP POLICY

A. Introduction
The Internship is an important component of the undergraduate program of School of Computing at Skyline University College. It's an experiential learning which provides an opportunity for the student to apply the theoretical concepts learnt in the class room in an organization. It enables the student to interact with various decision makers of the organization across all domain areas of management. The student develops multi-dimensional decision-making skills and learns the art of facing the day-to-day challenges involved in running an organization smoothly and successfully.

By working in an organization during the internship, the student gets exposed to the real-time professional work environment, acquires both technical and soft skills and develops self-learning capability. It also provides the opportunity for the student to explore the areas of his / her interests in pursuing future career.

B. OBJECTIVES OF INTERNSHIP
i.   To provide an opportunity for the students to apply the concepts learnt in real life situations.
ii.   To make them aware of the organizational culture and practices
iii.   To create an awareness among students about their strengths and weaknesses in the work environment.
iv.   To provide students a platform to take up on the job training and develop a network that will be useful in enhancing their career prospects.
v.   To equip the student with the knowledge of actual functioning of the organization and problems faced by them for exploring feasible solutions and suggestions.
vi.   To provide an opportunity to get involved in research / project conducted by the organization / company

C. BSIT INTERNSHIP COURSE LEARNING OUTCOMES
i.   Apply computing knowledge and skills to produce IT solutions in real-world environment.
ii.   Demonstrate the ability to identify IT problems, undertake a critical enquiry and communicate effectively through written and oral means.
iii.   Demonstrate the ability to work with diverse teams of professionals, exhibit ethical and social responsibility in making informed decisions in computing practices.
iv.   Evaluate assigned work processes, and recommend IT solutions to improve work effectiveness..

D. CRITERIA FOR SELECTING INTERNSHIP SITE
SUC follows the below criteria for selecting the internship site to place the students for

internship during the study period. Upon satisfying the criteria, students will be oriented

   i.   The legal status of the company
   ii.   Verification of the company to the compliance of UAE labor laws
   iii.   Collection of Internship task description
   iv.   Assignment of onsite supervisor responsible to guide the student
   v.   Letter of agreement for accepting internship

E. INTERNSHIP FEEDBACK FROM STUDENTS

Students are required to provide a feedback on specific parameters that would help in analyzing the way the internship was conducted and in identifying the areas of improvement that will further help in the overall improvement of the internship course. The feedback focuses on following areas:

   i.   Necessary documents including labor laws of UAE
   ii.   Evaluation guidelines
   iii.   Orientation on the internship course
   iv.   Support provided by the University
   v.   Support provided by the internship organization
   vi.   The nature and scope of learnings are in line with the internship learning outcomes
   vii.   Highlight the key areas of learning
   viii.   Any difficulties or challenges faced during the internship
   ix.   Suggestion for improving internship
   x.   Overall experience of the internship

F. INTERNSHIP ORGANIZATION SUPERVISOR FEEDBACK

The Internship Organization Supervisor provides overall feedback about the internship focusing on the following areas:

   i.   Communication and coordination of SUC staff with the organization
   ii.   Proper information on the internship Guidelines and evaluation criteria
   iii.   Appropriate application of knowledge and skills by the intern in accomplishing the jobs assigned
   iv.   Personality Traits and Attitude of the intern
   v.   Communication Skills and General Performance of the intern

G. MAPPING OF BSIT PROGRAM LEARNING OUTCOMES WITH INTERNSHIP COURSE LEARNING OUTCOMES

CLOs	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8
CLO1: Apply computing knowledge and skills to produce IT solutions in real-world environment.								P
CLO2: Demonstrate the ability to identify IT problems, undertake a critical		P		P				

enquiry and communicate effectively through written and oral means.								
CLO3: Demonstrate the ability to work with diverse teams of professionals, exhibit ethical and social responsibility in making informed decisions in computing practices.					**P**	**P**		
CLO4: Evaluate assigned work processes, and recommend IT solutions to improve work effectiveness.		**P**						

H. INTERNSHIP CREDITS & DURATION

The internship is of three credits for a duration of 16 weeks. Students will not be allocated any other course during the period of internship.

I. TYPES OF INTERNSHIPS

Skyline University College offers two types of internships one for non-working students and the other for working students. The non-working students are expected to pursue the Internship and submit an Internship Report. The working students are expected to submit an Internship Project

J. INTERNSHIP FACULTY SUPERVISOR WORK LOAD

Each intern allocated to the faculty supervisor will be considered as 0.25 credit hours of work load in the allocated semester. Number of allocated internship students will be multiplied by per student credit hours to arrive at the total internship workload of the faculty.

A. PROCEDURE OF INTERNSHIP: NON-WORKING STUDENTS

The non-working students should pursue an internship and submit an Internship Report as per the guidelines below
  i. Students enrolled for academic internship have to fill the online internship form (see Annexure-A).

ii.   Corporate Affairs Office will communicate internship opportunities to the students through student's portal and other means of communication.
iii. Students need to go through the internship details and discuss with corporate office.
iv.   Students need to discuss the internship details with the concerned supervisor.
v.   Students should then make a decision whether to apply or not to apply for the internship.
vi.   Once student sends a written consent to corporate office, he has to appear for the interview.
vii. If after giving consent, a student does not appear for the interview it will be considered as chance taken.
viii. A student is given only two interview opportunities.
ix.   Once the internship of the student is approved from the provider (company), the Corporate Affairs Office issues the Internship Kit to the intern, which consists of internship handbook.
x.   The Student Handbook consists of all the guidelines, processes and evaluation criteria and formats of reports (Initial, Interim and Final) to be submitted by the intern along with the timelines.
xi.   Students are provided with a Faculty Supervisor based on the major area of internship to guide the intern.
xii. Throughout the internship, the intern is expected to be in constant touch with faculty and organization / company supervisor.
xiii. The Faculty Supervisor is also available through online platform based on the weekly schedule of internship prepared and communicated to the intern and faculty supervisor by the Administration Department

B. PROCEDURE OF INTERNSHIP – WORKING STUDENTS

The working student may pursue the internship in the same organization in which he / she is currently working and submit an internship project as per the guidelines below.

i.   Students are required to fill an online registration form.
ii. Corporate Affairs Office issues the Internship Kit to the intern which consists of internship handbook and other relevant documents
iii. The Student Handbook consists of all the guidelines, processes and evaluation criteria and formats of reports (Initial, Interim and Final) to be submitted by the intern along with the timelines.
iv. Students are provided with a Faculty Supervisor based on the major area of internship to guide the intern.
v.   Throughout the internship, the intern is expected to be in constant touch with faculty and organization / company supervisor.
vi. The Faculty Supervisor is also available through online platform based on the weekly schedule of internship prepared and communicated to the intern and faculty supervisor by the Administration Department.

C. RESPONSIBILITIES OF COMPANY, COMPANY SUPERVISOR, FACULTY SUPERVISOR AND STUDENTS

i. RESPONSIBILITIES OF COMPANY AND COMPANY SUPERVISOR:

The employer where the intern registers for the internship will have following responsibilities

1. The Company issues a signed agreement and letter of acceptance of internship to the student indicating the a) Start Date and b) End Date
2. Company will develop a detailed job description for the student intern; discuss requirements with the student intern.
3. Inform managers/supervisors/employees of the company of the internship program. Company/organization will allocate dedicated Internship Supervisor to the student who will evaluate student at the end of the Internship.

4. Company and Industry Supervisor will inform immediately to Faculty Supervisor and SUC regarding any absenteeism of students.
5. Company will provide an orientation to the student and introduce the student to the organization, the employee and the physical layout.
6. Give the intern the opportunities to apply education and skills. Assign duties (jobs) that include elements of planning, designing, evaluating and reasoning.
7. The intern is provided with the opportunity to learn and progress
8. Company will provide opportunities for the intern to ask questions and discuss progress.
9. Provide an evaluation of the student's performance.

ii. **RESPONSIBILITIES OF FACULTY SUPERVISOR**
a. Faculty Supervisor of School of Computing will assist the student with the selection and planning of a suitable and manageable Internship title / topic / Task / Activity.
b. Faculty Supervisor will conduct initial orientation for the student and handover the internship kit to the student which includes;
   1. Internship Guideline
   2. Internship Formats
   3. Internship Evaluation Criteria
   4. Meeting Schedule
   5. Attendance Requirement
c. Faculty Supervisor will be accessible to the student for consultation and discussion of the student's Internship progress and research as per meeting schedule.
d. Faculty Supervisor will respond to student on internship work by regularly providing constructive suggestions for improvement and continuation on the work submitted. The feedback time for comments on work submitted should not normally exceed one week.
e. Faculty Supervisor will be responsible for evaluating the student's internship report as per the mentioned evaluation criteria and submit the result to examination department as per the schedule.

iii. **RESPONSIBILITIES OF STUDENT**
a. Students have to fill requisite form on line stating all the information required (Their area of interest, industry they are preparing to enter in, industry they bar from internship, location preference, and Visa detail.
b. Once company internship finalized, students will be allocated to SUC Supervisor and they have to meet them as per agreed schedule until internship report is submitted. They are required to participate in Internship orientation.
c. Students have to strictly adhere to the policy and timing along with Assignment entrusted to them by organization. They have to report to industry mentor on direction of SUC guide.
d. Students have to religiously work in organization and contribute along with learning. It's to be reminded that they are brand ambassador of SUCs and carry and maintain the high image of SUCs.
e. Students are expected to pursue their internship as per the Job Description (JD) specific to their major / concentration
f. Students have to submit all the required reports and annexures as per the Internship Student Handbook.
g. Students should present a summary of their internship at the end of it.
h. Student must catch up and meet deadlines related to internship of SUC.
i. Confidentiality of both organizations to be maintained by student to maintain high ethical standards.

D. **GENERAL GUIDELINES AND PROCESS OF INTERNSHIP**

i. **Criteria for selecting Internship Company:**
The following criteria are used in order to select the right type of organization for student internships:
   a. The company profile
   b. The professional growth of the company
   c. The company's national and international operations
   d. The stability of the company
   e. The size and operations of the company

ii. **Process of Internship**
   a. During the Internship, the organization / company will assign a task/project / activity to the student
   b. At the end of internship, the student will submit a detailed report to the Faculty Supervisor, School of Computing, Skyline University College.
   c. The report should reflect in depth study of micro problem, ordinarily assigned by the organization where student undergoes Internship.
   d. The average size of Internship Report ordinarily will be 25 to 30 typed pages in standard Times New Roman font size (12) and single spacing. The report will be typed in A-4 size paper.
   e. The detailed formats of Initial, Interim and Final Reports are provided in this handbook. Please refer to each section for more details
   f. One spiral bound hardcopy along with softcopy of the internship report as per the Internship Report Format need to be submitted to the faculty supervisor for review and approval.
   g. After the approval of the report by the faculty supervisor, THREE hardbound copies of internship report (One Student Copy and Two Copies to Faculty Supervisor for institutional purpose) shall be submitted for evaluation purpose and record.

E. **INTERNSHIP STRUCTURE AND EVALUATION CRITERIA**

Students who have spent 16 weeks of time at workplace as per SUC attendance policy will be qualified for Internship Evaluation. Overall Internship will be evaluated in three phases.
Phase – I: Initial Report (Weightage-10%)
Phase – II: Interim Report (Weightage–40%)
Phase – III: Final Report (Weightage–40%),
            Presentation and Viva (Weightage-10%)
The intern should give a presentation followed by a viva voce in the presence of an evaluation committee consisting of a panel of faculty members.

Break-up of Internship Evaluation Criteria

Evaluation Component	Weightage	Learning Outcomes	Evaluator
Initial Report	10%	LO1: 10%	Faculty Supervisor
Interim Report (Mid Evaluation)	20%	LO1-10%	Company Supervisor
	20%	LO2-10% LO3-15% LO4-5%	Faculty Supervisor
Final Report (Final Evaluation)	40%	LO2-10% LO3-15% LO4-15%	Faculty Supervisor

Presentation and Viva	10%	LO2: 5% LO4: 5%	Faculty Panel
Total	**100%**		

Grading of internship report will be done as per the policy of Skyline University College. The details of each of the above mentioned three reports are as follows:

F. INITIAL REPORT (To be submitted in Week-2) (Weightage: 10%)

An intern should submit an Initial Report after joining in the company and commencing the internship task / project / work in the format as per **Annexure – C** to the Faculty Supervisor along with the appointment letter issued by the organization / company.

G. INTERIM REPORT (To be submitted in Week – 9) (Weightage: 40%)

Interim Report is a document submitted after the completion of the half of the internship. This report should be submitted to the Company Supervisor and the Faculty Supervisor in the following format. This report will be evaluated individually by both the Company Supervisor and Faculty Supervisor.

It carries a weightage of total **40%** (Company Supervisor: **20%** and Faculty Supervisor: **20%**).

The contents of Interim Report should be as mentioned below:

a. **Title Page** – title of report, your name, place of Internship, training supervisor's name and date, and Faculty Supervisor's Name
b. **Table of Contents**
c. **Introduction**
   The introduction section of Interim Report should have the following contents
   1. Title of Internship
   2. Objectives of the Project / Tasks given to you
   3. Purpose of your study / research
   4. Company Profile (Vision, Mission, Goals, Objectives, Organization Structure)
   5. Products, Services and Nature of Business
   6. Industry Profile and Competition / Organizational Performance

d. **Main Body of Interim Report**
   The main body of the interim report should have the following contents
   1. Nature of your work in the organization
   2. Activities and tasks completed by you till the Interim Report
   3. Methodology of completing the assigned tasks
   4. Literature Review (from Research Articles / Newspaper articles / Web References / Databases)
   5. Challenges and learnings by the intern
   6. Value-addition to you
   7. Value-addition to the company
   8. Action Plan for completing the remaining work

e. **References** (only in APA format)

H. FINAL REPORT (Weightage: Report-40%, Viva and Presentation-10%)

The final report is submitted to the Faculty Supervisor by the intern after the completion of internship. It is evaluated for **50% (Report: 40%, Presentation and Viva: 10%).**

The Final Report should have the following contents.

i. Title Page – title of report, your name, place of Internship, training supervisor's name and date, and Faculty Supervisor's Name
ii. Table of Contents
iii. Latest CV
iv. Initial Report
v. Certificate and Letter of Appointment from the Organization / Company
vi. Acknowledgement
vii. Consolidated Weekly Report
viii. Introduction
ix. Details of Work / Project
x. Methodology / Approach
xi. Analysis and Interpretation
xii. Conclusions
xiii. Recommendations / Suggestions
xiv. References (In APA Format)

Students will be given 10 minutes to present their internship report through a PowerPoint presentation (Maximum 10 slides) followed by a viva for approximately 10 minutes. Faculty Supervisors will guide the interns on contents of the presentation.

I. DETAILED GUIDELINES FOR WRITING FINAL REPORT

All interns need to submit an internship report at the end of their Internship. The report should be of minimum 3500 words.
The Final Report of Internship should be prepared as per the following format

i. **Title Page** – title of report, your name, place of Internship, training supervisor's name and date, and Faculty Supervisor's Name
ii. **Table of Contents**
iii. **Latest CV**
iv. **Initial Report**
v. **Certificate and Letter of Appointment from the Organization / Company**
vi. **Acknowledgement**
vii. **Consolidated Weekly Report**
viii. **Introduction**
    The Introduction section should cover the following contents.
    a. Objectives of the Project / Tasks given to you / Title of the project
    b. Purpose of your study / research
    c. Company Profile
    d. Products, Services and Nature of Business
    e. Industry Profile and Competition

ix. **Details of Work / Project**
    This section should contain the following information
    a. Task(s) assigned to you
    b. Objectives of these tasks and your overall internship
    c. Details of Responsibilities of the department assigned to you

x. **Methodology / Approach**
    a. Identification of Problems / Issues in the Organization / Company
    b. Literature Review (if required) from Research Articles / Newspaper articles / Web References / Databases
    c. Application of theoretical concepts studied by you
    d. A brief description of methodology adopted by you for completing the tasks assigned to you.

xi. **Analysis and Interpretation**
   a. Comparative Financial Performance of Organization / Company
   b. Business Strategies of the Organization / Company
   c. Analysis and Interpretation
   d. Applications Technologies / Software
   e. Creative and Innovative Practices
   f. HR practices and Work Environment
   g. Positive and the negative aspects of the Internship
   h. Challenges faced during your internship

xii. **Conclusions**
   The conclusions of your internship work should be written here. These conclusions should match with your internship title, objectives and purpose.

xiii. **Recommendations / Suggestions**
   The student should provide the recommendations / suggestions for further improvement of issues involved during the internship

xiv. **Internship learnings and Takeaways**
   The student should list out the learnings and takeaways from the internship

xv. **References (In APA Format)**
   Please refer Internship Manual for further details

POSTPONEMENT POLICY

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.***

PROCEDURE:

Step 01: Apply for postponement through the student portal within two weeks of commencement of semester

Step 02: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 03: The Application will be sent to Registrar for his approval

Step 04: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 05: Student pays the amount debited to his account, if applicable

Step 06: Approved application will be forwarded to registration officer for postponing the semester for which a student is enrolled

Step 07: The status of the application will be communicated to the student, faculty, advisor and Dean

Step 08: A revised graduation plan and invoice are issued to the student who postpones

Step 09: Application copy with approval status will be placed in the student file

Step 10: the student's name will be forwarded to the re-activation status sheet for the forthcoming semester for the follow-up

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.

A. 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.

B. 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.

REPEATING COURSES POLICY

A student who scores less than 'A' grade in any course will be allowed to repeat that course and better of the two grades shall be considered for calculating the CGPA. A student is allowed to repeat the course only twice. Students who repeat the course will not be included in the toppers list.

PROCEDURE:

Step 1: Apply for repeating course through the student portal within two weeks of commencement of semester

Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 3: The Application will be sent to Registrar for his approval

Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 5: Student pays the amount debited to his account, if applicable

Step 6: Approved application will be forwarded to registration officer for postponing the semester for which a student is enrolled

Step 7: The status of the application will be communicated to the student, faculty, advisor and Dean

Step 8: A revised graduation plan and invoice are issued to the student who postpones

Step 9: Application copy with approval status will be placed in the student file

DUPLICATED COURSES POLICY

In order to avoid candidates duplicating their studies by repeating the courses that contain similar knowledge or skills which have been acquired either by certificates or diploma or work experiences, SUC provides for accommodating students with prior learning through their RPL policy. Refer Recognition of Prior Learning policy for more details.

The courses, which have been exempted or equated with the prior learning, will not be awarded any credits but such courses will appear on the transcript without credit value.

A duplicate course is one that student have received credit for before, but have to retake due to failure or to improve the grades. For example, student might need to repeat a course less than "A" grade to get a better grade. Student will not get credit, but he/she can use the new grade to meet program requirements.

If student complete the duplicate course, his/her new grade will not replace the old grade. Instead, both grades will show on his/her transcript and higher grade will be used in any GPA calculations.

If student registered in a duplicate course, a note will be added to the course after the term has begun. It will appear on student transcript as "R"

There can be situations in which the student may end up with duplicate credit in any of the following ways:

i.   By wrongly enrolling in courses and completing, a course for which they have already been awarded external credit (via transfer, away, departmental or advanced placement credit).
ii.   By enrolling in and completing a course that they have previously completed for credit

Duplicate credits are resolved in the following ways:
i.   In the first case mentioned above, the external credit shall be deleted.
ii.   In the second case of duplicate credit, the repeated course credit shall be considered for calculation of the Grade Point Average as well as to the student's total number of credits. However, credits of both courses will be reflected in the transcript.

LEAVE APPLICATION

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

Step 1: Apply leave application through the student portal
Step 2: submit the supporting document [proof] to Administration Department
Step 3: The document will be forwarded to Registrar for approval
Step 4: The status of the application will be communicated to the student, faculty and advisor
Step 5: Application copy with approval status will be placed in the student file

CHANGE OF CLASS TIMING

Students willing to shift their classes from Morning to Evening or Full time to Part time or vice-versa should fill up the request form available with the Administration Department 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 of Administration Department.

Step 1: Apply change of class timings through the student portal

Step 2: Submit the supporting document [proof] to Administration Department

Step 3: The document will be forwarded to Deputy Director of Administration Department for the approval

Step 4: Approved application will be forwarded to registration officer for shifting of class timing.

Step 5: The status of the application will be communicated to the student, faculty and advisor

Step 6: Application copy with approval status will be placed in the student file

CHANGE OF CONCENTRATION

Students may change their concentration by filling the transfer form available with student portal along with the applicable fee.

Change of Concentration is permissible only until the fourth semester subject to availability of seat in the respective Concentration and after paying the applicable fee. The change of Concentration is not granted as a right but will be submitted to the Dean and Vice Chancellor for approval.

It is advised that the change of Concentration should be done at the freshman level. Only under mitigating circumstances, the case can be considered in the sophomore year of the study.

Step 1: Apply for the change of Concentration through the student portal

Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 3: The Application will be sent to Dean for his approval

Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 5: In case of a TOC student, the same procedure as above will be applicable for any change in Concentration; in addition student will have to reapply for TOC for the new Concentration.

Step 6: Student pays the amount debited to his account

Step 7: Approved application will be forwarded to registration officer for changing the Concentration.

Step 8: The status of the application will be communicated to the student, faculty and advisor

Step 9: A new ID card, revised graduation plan and fee schedule is issued to the transferred student

Step 10: Application copy with approval status will be placed in the student file

CHANGE FROM ONE PROGRAM TO ANOTHER WITHIN THE INSTITUTION

SUC students, who would like to change from one program to another for example at the same level of study within the institution, may apply for the same to the Administration department using the student request form. The program to which they intend to change may be either from the same school or from different school in SUC.

Following are the terms applicable for change from one program to another in different scenarios:

A. In case of program change requests done before commencement of classes for current program:

    i. The student needs to cancel his admission from the current program before the commencement of classes for the new program.

    ii.   The student shall be eligible for any refunds if applicable for the current program as per SUC's refund policy

    iii.   The student needs to register again for the new program to which he intends to be transferred to by paying the required application fee. The registration fee paid for the current program shall be transferred to the new program.

    iv.   The fee structure of the new program to which the student is transferred shall be applicable.

    v.   Scholarship / fee waiver will be grant as per the school policy, which the program is offered.

B.   In case of program change requests done after the commencement of classes for current program:

    i.   The student needs to cancel his admission from the current program.

    ii.   The student shall not be eligible for any refunds for the current program

    iii.   The student needs to register again for the new program to which he intends to be transferred to by paying the applicable fee as per policy

    iv.   The student shall be awarded transfer of credits for the new program as per TOC policy.

    v.   In case the student was granted any scholarship / fee waiver, it will not be transferred to the new program.

    vi.   Scholarship / fee waiver will be grant as per the school policy, which the program is offered.

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.

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

Step 1: Apply withdrawal application through the student portal

Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 3: The Application will be sent to Registrar approval

Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 5: Student pays the amount debited to his account if applicable

Step 6: Approved application will be forwarded to registration officer for course/s withdrawal

Step 7: The status of the application will be communicated to the student, faculty, advisor and Dean

Step 8: A revised graduation plan and invoice are issued to the student who withdraws

Step 9: Application copy with approval status will be placed in the student file

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.

Step 1: Apply for addition of course/s through the student portal within first two weeks of commencement

Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 3: The Application will be sent to Registrar approval

Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 5: Student pays the amount debited to his account if applicable

Step 6: Approved application will be forwarded to registration officer for adding course/s

Step 7: The status of the application will be communicated to the student, faculty, advisor and Dean

Step 8: A revised graduation plan and invoice are issued to the student applying for addition of course/s

Step 9: Application copy with approval status will be placed in the student file

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:

a. Vice Chancellor and Dean of respective Schools
b. CAA & MOE Officials
c. Another University / College where student might be interested in joining, on student's request.
d. Person(s) or organization(s) providing financial support
e. Accreditation Agencies
f. Judicial Orders
g. 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.

CANCELLATION POLICY

Cancellation is a process where a student willingly discontinues the graduation Program by cancelling his enrollment from the Program.

General cancellation procedure for Non-Visa students

Step 01: Apply for cancellation of registration through the student portal within two weeks of commencement of semester

Step 02: The student will be initially counseled to understand the student's need for cancelling the Program and extend appropriate guidance and assistance to help student continue the Program.

Step 03: If the counseling does not help the student, then he is sent for an exit interview with the Student Counselor and the report is sent to IR Office for further analysis

Step 04: Application will be sent to Registrar for approving the cancellation

Step 05: Upon approval, the form is sent to various departments for getting no dues clearance

a. Marketing & Admissions Department for their comments.
b. Finance department for checking whether the student's account is cleared.
c. Library to check for any pending books to be returned.
d. Computing department will de-activate the portal and email address.
e. Human Resource Department for the verification of the student visa status.
f. Administration department for the comments and pass credit note if applicable.

Step 06: The form along with no due clearance is sent to Finance for determining the financial status of the student and make necessary collections / payments (Refund).

Step 07: Approved application will be forwarded to registration officer for cancellation of registration

Step 08: The cancellation status will be communicated to the student, faculty, advisor, Dean and all concerned departments

Step 09: The form will then be returned to the administration department for updating student database.

Step 10: Cancellation form along with supporting documents shall be placed in the student file

Step 11: A cancelled student if he wishes to join back will have to undergo the process of re-registration

In addition to the above general cancellation procedure for Non-Visa students, the Visa students have to submit the following documents at the time of cancellation:
a. Emirates ID (Original)
b. Passport
c. Ticket Copy
d. Visa Cancellation Letter from Immigration

In addition to the above general cancellation procedure for Non-Visa students, the Visa letter and Embassy Letter students have to submit the following documents:
a. Visa Cancellation Letter from Immigration

RE-ACTIVATION POLICY

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

Step 1: Student will fill up the re-activation form

Step 2: The student will be initially counseled for graduation plan and applicable fee

Step 3: Application will be sent to Registrar for approval of reactivation

Step 4: Deputy Director of Administration Department will issue new graduation plan and invoice to the student

Step 5: Approved application will be forwarded to registration officer for the re-activation.

Step 6: The student name will be forwarded to the concerned departments

PROGRESSION & RETENTION POLICY

Progression is an indication of semester wise academic progress of the student based on successful completion of qualitative and quantitative requirement in each semester, failing which the student is retained in the semester and is not allowed to progress to the next semester as per academic standing policy.

POLICY ON INTENSIVE MODES OF COURSE DELIVERY

i. **Introduction**

According to the MOE 2019 standards, The term ―intensive modes of delivery refers to courses that are offered over a shorter duration than the generally accepted period of a standard ―semester‖ (15 to 17 weeks) or ―weekend‖ (9 to 12 weeks).

The academic courses conducted under intensive modes of delivery should be for 6 to 8 weeks and a maximum of two courses can be offered for both graduate and undergraduate level programs. It is important to ensure sufficient time for preparation, reflection, analysis, and the achievement of learning outcomes are adequately met through student learning engagement activities. The classes will

be as per the standard duration of 1 hour per class and total number of credit hours are completed within the stipulated intensive mode of conducting the program.

  i.   Students are fully informed of any modifications that may have been made in operations or the delivery of its academic programs in order to accommodate the shortened duration of the course or program;

 ii.   Students in courses offered through intensive modes of delivery have comparable duration of class contact time, and comparable expectations for out-of-class study time, as in the same courses offered during the regular semester or term;

iii.   The full content of the approved syllabi will be taught during the condensed period;

iv.   Learning outcomes of the courses and programs are achieved by all enrolled students;

 v.   SUC's academic support services (Student services, Administration, Finance), learning support services (library and IT) and other facilities (canteen, health and sports facilities) are available during the shortened term

vi.   Faculty workload will include the courses which are conducted under the intensive mode of delivery

GENDER SEGREGATION POLICY

INTRODUCTION

This policy aims at providing an effective active learning environment to meet UAE needs associated with preparing a knowledgeable, conscious and refined generation in an academic and social context proper to the society.

Based on the instructions issued by the MOE, the university has adopted mixed-gender education policy as follows:

  i.   The SUC infrastructure, facilities and services are adequate to support the implementation of this policy.

 ii.   The SUC applies the policy of complete separation in the classrooms and labs and all other areas designated for the students.

iii.   The SUC provides equal facilities and education opportunities for both the genders.

iv.   The University believes in the positive impact of cultural, gender and linguistic diversity in the enrichment of its intellectual and social environment.

STUDENT 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:

  a. Vice Chancellor
  b. Chairman of DAC Committee
  c. One faculty member teaching the student who has been called for hearing
  d. Registrar
  e. DASS
  f. The Advisor of the student
  g. Class Representative
  h. 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 - Admin
  ii. Written warning – Administration (Maximum 2 written warnings)
  iii. Depriving the student of some privileges – Administration (1 to 2 weeks)
  iv. Preventing the student from attending SUC – Temporary   Administration (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.

RECOGNITION OF PRIOR LEARNING AND ADVANCED STANDING POLICY

A. 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.

B. 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.

C. 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.

D. GUIDE FOR APPLYING FOR THE PROGRAM

i. RPL and Advanced Standing applicants are required 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.

ii. Job descriptions of the work or statements of work, roles and responsibilities or projects done

iii. Reference letters detailing relevant skills and competencies connected to the program applied

iv. Submit attested testimonies of certificates at the time of application

v. 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.

vi. 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.

vii. Minimum grade for consideration is 'C+' grade with grade point 2.5 over 4.0 scale.

viii. Prospective students who are seeking credit based on formal and/or non-formal prior learning need to submit the application with requisite fee.

ix. No grades will be assigned for transferred credited courses.

x. The result of assessment will be formally communicated to the applicant by the RPL and Advanced Standing committee

xi. 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.

xii. Issue a letter of admission

E. 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.

F. 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

G. 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.

H. APPEAL PROCESS

The candidate after receiving the communication from the administration office 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.

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

STUDENT RIGHTS

a. 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.

b. 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.

c. 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.

d. 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

e. Students have the right to appeal against marks or grades awarded which they are not satisfied.

f. Students have the right to participate in extra-curricular and co-curricular activities depending on their skills and capabilities

STUDENT RESPONSIBILITIES

Students shall be responsible for conducting themselves as follows:

a. Students shall conduct themselves with reasonable consideration for all other persons within the SUC.

b. Students shall not indulge in any behavior likely to bring the SUC to disrepute.

c. Students shall comply with any reasonable instruction issued by any member of staff of the SUC.

d. No student will tender false or deliberately misleading information.

e. Male and female students are not allowed to move together or sit together in classrooms.

f. A student shall not use, or incite others to use physical violence while in the SUC premises.

g. A student shall not damage, threaten to damage or incite others to damage any equipment or property of the SUC while on premises.

h. Students shall comply with the fee policy of the SUC.

i. Students shall comply with all regulations pertaining to the use of library and other SUC facilities.

j. 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.

k. Malicious or willful damage to SUC property or the property of any student or member of staff will lead to severe disciplinary action.

l. Students are supposed to switch-off pagers and mobile phones in the classrooms and handover to the security before entering for examinations.

m. Students should adhere to the class timings as per the rules & regulations in force.

n. Smoking is prohibited in SUC as per the UAE Law. Any violation will lead to fines.

o. Chewing of tobacco or any other form of betel etc. is prohibited. Anyone found to be violating this will be penalized.

p. Writing & drawing on desks is strictly prohibited. Any violation will lead to fines.

q. Eatables & drinks are allowed outside the SUC building or in the cafeteria only.

r. Students using bus should strictly comply with the rules and regulations of transport.

s. Students shall not litter or throw rubbish. A littering fine as per fees applicable is imposed on violations.

t. Students shall not remove, deface or damage the premises, equipment or property belonging to the SUC.

u. 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.

v. The SUC accepts no responsibility to any private property being lost or damaged in the SUC premises.

w. Students bringing vehicles shall observe car-parking regulations in force as well as the speed within the college boundaries.

x. Students are not allowed to bring their friends / outsiders (except parents) to the SUC. In case of emergency, they may contact the Administration & Examination Department for approval.

y. Student must carry their SUC Identity Card when they are inside the campus.

z. Playing cards in any form in the SUC campus is strictly prohibited.

CLASS SIZE POLICY

INTRODUCTION

The Class Size is based on a number of factors like areas of study (namely general education, business courses and majors), number of enrollments, nature of the course delivery (lecture, lab session), class seating capacity, number of cancellations/ dropouts

/ postponements, progression rate, teaching load of faculty and operational & financial feasibility.

The Class Size policy at SUC is subject to changes due to variations in internal resources availability and external factors in the region. The changes in the class size are carried out through the process as established in this policy document.

The AAC determines the class size based on the above factors. Any amendments in the existing class size policy are done after receiving inputs from the Administration, Finance, Library, Computing and Student Services Department. The information is initially sent to VC, which is then placed in the BOT meeting for approval. Upon approval by the BOT, VC forwards the information to the departments for planning the operations.

PROCESS FLOW FOR FORMULATING AND AMENDING CLASS SIZE POLICY

INPUTS FROM DEPARTMENTS

AAC

VC

VC SUBMITS TO BOT FOR APPROVAL

APPROVAL BY BOT

DISSEMINATED TO DEPARTMENTS
FOR PLANNING AND OPERATIONS
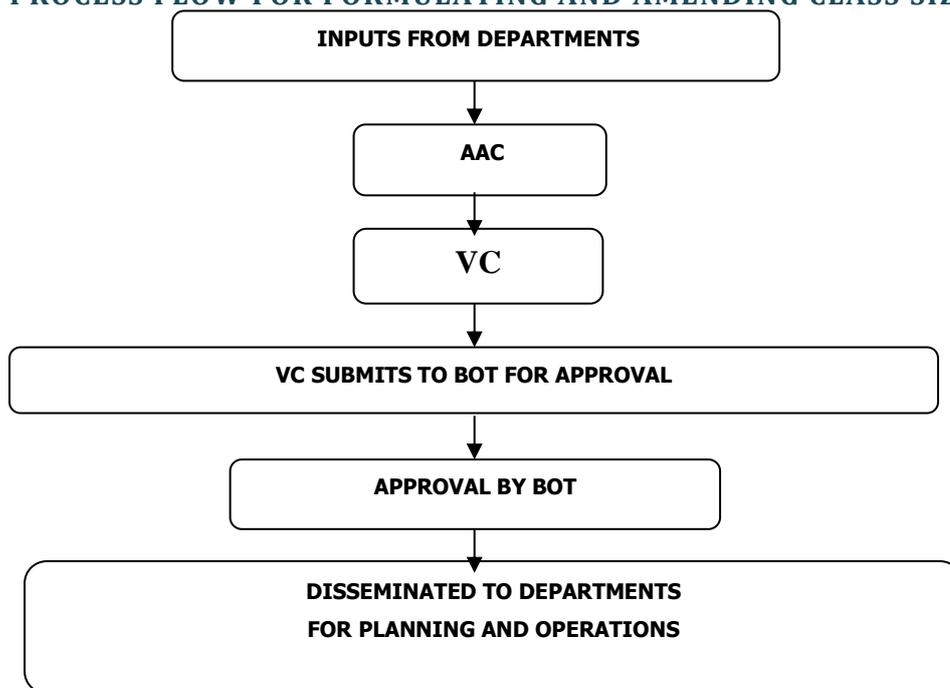
CLASS SIZE LIMITS

The Class Size policy encompasses both the lower and upper limits of the number of students in each class.

i.   Undergraduate Class Size Limit

The minimum and maximum class size for lecture and lab sessions for General, Business and Major courses is given below:

Areas of study	Minimum class size	Maximum class size	
		Lecture	Lab session
General Education courses	10	50	40
Core courses	10	50	40
Concentration courses	6	40	40

IMPLEMENTATION OF CLASS SIZE POLICY

Number of students in each class should follow Class size limit mentioned in Section III above. Following measures are adopted by SUC, when the class size falls out of the permitted limits:

i. Students are required to sign an undertaking at the time of admission by giving specific choice for any one additional major / concentration from amongst those offered at SUC which will be considered in case the class size policy is not met

ii. In case, number of students exceeds the maximum class size for undergraduate or graduate courses, the class will be further divided into smaller sections to meet the class size policy.

iii. In case number of students falls below the minimum class size for undergraduate or graduate courses, SUC provides following options to the concerned students:

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 5 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 until the MOE approval is received.

c. **If Class Size is Not Met for Graduating Students**
   In case minimum class size is not met for graduating students, the student can complete the remaining courses from other University by seeking transfer of credits from SUC.

INDEPENDENT STUDY POLICY

SUC offers Independent study for courses, which are not offered or scheduled so as to facilitate students to complete the graduation requirement as per the course plan. SUC shall offer an independent study to undergraduate students under following conditions:

1. The batch does not meet the minimum class size policy or the student unable to attend the regular class due to medical reasons or emergency duties of the government or in attendance of the parental obligations
2. SUC is unable to offer the course as a regular class
3. A student/(s) who is/are graduating within the academic year
4. Student is in good standing with the required CGPA to graduate
5. A maximum of 3 credits can be offered
6. In case a student is left with more than 3 credits to complete the degree program and those courses are not available during that semester, then a student may apply for a permission to the Vice Chancellor. The VC will send a request for approval from CAA in such special circumstances and will allow the student to take the courses only after prior approval is received from CAA
7. Faculty member shall be allocated to the independent study students
8. Minimum of 15 contact hours for a three credit course needs to fulfilled as per schedule

The conduct of the course should maintain the same level of academic rigor, assessments and evaluation that fulfills the CLO requirement of the courses offered as a regular course.

STUDENT STUDY MODE POLICY

This policy intends to classify the student mode of study between full-time and part-time and to be identified during the enrollment. This study mode will reflect in student transcript. Except to the extent that a contrary intention is expressed, this policy binds the SUC, staff, students and affiliates.

CREDIT POINTS AND STUDENT WORKLOAD

i. The full-time credit load for undergraduate student is between 12 to 18 credits per regular semester
ii. The full-time credit load for graduate students is between 9 to 12 credits per regular semester.
iii. Students undertaking less than 12 undergraduate or 9 graduate credits per regular semester will be considered as studying part-time.
iv. In Full time mode students can undertake less than 12 undergraduate or 9 graduate credits per regular semester in case student is in last semester and less no. of credits required for graduation.
v. Students cannot normally be allowed to undertake more than 6 credits in the summer term.
vi. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term.

POLICY AND PROCEDURE

i. Program conducted on weekends for undergraduate and graduate is considered as part-time.
ii. If a student's program of study is offered on either full-time or part-time basis, He/She cannot change his/her mode of study from full-time to part-time during his/her studies.
iii. If a student's program of study is offered on part-time basis, He/She cannot change concentration during the course of their studies.

iv. Maximum number of courses offered to the part time students will be 9 for undergraduate and 6 for graduate program
v. Part time mode will be reflected in the student transcript.
vi. All other policies will remain same.

START DATES AND APPLICATION DEADLINES
The application process is the same regardless of whether you are applying for a full-time or part-time for undergraduate and graduate program (Refer SUC undergraduate and graduate requirement policy). There is, however, a difference in application deadlines for FT and PT program.

UNDERGRADUATE ADMISSIONS
The Undergraduate Admissions policies and procedures support employees with undergraduate admission processes. This is continually updated and includes latest advice and guidance from MOE.

MODE OF PAYMENT
Mode of payment and registration to semester will be as per SUC policy.

REGISTRATION POLICY
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. In case of documents being incomplete or not submitted the file is returned to Marketing & Admissions department for fulfilling the requirements.

REGISTRATION CHECKLIST

DOCUMENTS REQUIRED FROM ALL STUDENTS
a. Candidates applying for undergraduate admissions are required to submit one of the following documents as applicable:
   1. Certificate of completion of the secondary school education, attested by the Ministry of Education or the Emirates Schools Establishment for high school qualification acquired from the public schools within the country.
   2. An equivalency issued by the Ministry of Education for a certificate of completion of secondary school studies acquired from the private schools within the country
   3. An equivalency issued by the Ministry of Education for a certificate of completion of secondary school education acquired from the schools outside the country
   4. Letter of No Objection for Conditional Admission issued by MOE if unable to obtain Certificate of completion or equivalency at the time of admission
b. Dully Filled- Up Registration Form with Signature of Applicant / Marketing Officer
c. Passport copy (Minimum 6 Months Validity)
d. Visa Page (Minimum 6 Months Validity)
e. Emirates Id
f. IELTS [A]/ EmSAT /TOEFL
g. Student Name in the Registration Form Vs Passport
h. Initial Payment
i. Visa/Embassy Letter [Submission of Post-Dated Cheque]

j.   Placement Form
k.   Proof - If Placement Test Not Required
l.   Financial Rules & Regulation Form – Signature
m. Visa Documents
n.   Guardian Tenancy Contract/Emirates Id Card/PP & Visa Copy/Undertaking
o.   Accreditation of the University/School
p.   SAT/Diploma Verification
q.   High School Mark sheet for undergraduate admissions or Bachelor's degree transcript for graduate admissions
r.   IGCSE/O-Level/A-Level/As-Level/Other Curriculum
s.   Student Personal Detail
t.   Student Visa / Letter Processing Request Form

ADDITIONAL DOCUMENT FROM LOCAL STUDENTS

a. Submission of National Security Services clearance certificate for UAE Nationals effective from 2014.

ADDITIONAL DOCUMENTS REQUIRED FROM INTERNATIONAL STUDENTS

a.   Visa Documents
b.   Undertaking Form for non-submission of Visa page
c.   Visa Student Detail Forms
d.   Hostel Forms
e.   Guardian Details Form
f.   Visa Processing Form
g.   Guardian Authorization Letter
h.   Accreditation of the University/School
i.   Police Clearance (Nigerian Student)

DOCUMENTS GIVEN TO STUDENTS [COUNTER SIGNED]
a.   Duly Attested High School Credentials or / Diploma if Applicable

FULL UNDERTAKING LIST
a.   Undertaking -Visa Page
b.   Undertaking -Passport Page
c.   Undertaking - Non Submission Of Attested 12th Standard UAE Secondary School Certificate
d.   Undertaking - Non Submission Of UAE National ID
e.   Undertaking - Non Submission Of equivalency from IGCSE/GCE/GCSE Board certificate
f.   Undertaking -12th Standard from Abroad
g.   Undertaking -12th Standard from Private Institution in the UAE
h.   Undertaking -Attested High School Certificate
i.   Undertaking -Non submission of TOFEL/IELTS/EmSAT
j.   Undertaking -Non submission of Maths (SAT/ Diploma), EmSAT Result
k.   Undertaking -IB Diploma
l.   Undertaking –Equivalency
m. Undertaking for BSIT Scholarship / Fee Waiver/Recommendation grant

TRANSFER OF CREDITS IF APPLICABLE

a. Dully Filled-Up Application form For Transfer of Credits
b. The Official Transcript
c. Detailed Syllabi (Credit Value, Level, Course Content Etc.)
d. Official Letter from Previous Institution
e. Paid Processing Fees

VISA CASE IF APPLICABLE

a. Visa Undertaking Forms
b. Student Detail Forms
c. Hostel Forms
d. Guardian Details Form
e. Visa Processing Form
f. Guardian Authorization Letter
g. Guardian Tenancy Contract/Emirates Id Card/PP & Visa Copy/Undertaking

VISA/EMBASSY LETTER

a. Submission of 3 Postdated cheques
b. Old Visa Copy Page

PRE- REGISTRATION PROCEDURE FOR NEW STUDENTS

AUDIT OF FILES FOR NEW AND TRANSFER STUDENTS

After receiving the admission file from the Marketing & Admissions department the registration department audits the file for the fulfillment of documents required for registration into SUC. The registration department registers the students with all the necessary documents as per the available registration checklist (Annexure_1). In case of documents being incomplete or not submitted, the file is returned to Marketing & Admissions department for fulfilling the requirements.

Registration department will verify the following:

a. Student information is dully filled in
b. Photograph is scanned
c. Signature of the enrollment officer & student
d. All necessary documents for the registration including copies of certificate
e. All undertaking forms dully filled in if applicable
f. All visa documents if applicable
g. Placement test form
h. TOC application with relevant documents if applicable
i. Payment receipt
j. MOU / Scholarship / discount letter or undertaking if applicable
k. Personal Interview form
l. Checklist

REJECTION OF ADMISSION/ REGISTRATION

If a candidate does not fulfill the basic entry requirement as per the registration checklist the admission / registration will be rejected.
The admission / registration 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.

i. **AUDIT OF ADMISSION REQUIREMENTS**

 a. As per the policy of Skyline University College

 b. Undertaking only for one semester [**Attestation**]

 c. Copy of certificate is must during the admission [if there is an undertaking student have to submit the copy of the certificate on the first day of the class commencement]

 d. TOEFL / EmSAT/ IELTS Academic is mandatory

 e. National Id Card Copy is compulsory

 f. Equivalency Certificate Undertaking[If Required]

ii. **STUDENT FILE VERIFICATION**

Registration officer should verify the documents before forwarding to administration:

 a. Student Information, Photograph and Signature

 b. Enrollment Documents are Verified

 c. Academic Documents are Attached

 d. Placement Documents are Available

 e. All The Admission Requirements are Met

 f. Financial Clearance

 g. All Undertaking Letters are attached if applicable

 h. Toc Documents are attached if applicable

 i. Visa Related Documents are attached if applicable

iii. **STUDENT FILES MANAGEMENT**

 a. Student Files to be maintained as Per the Serial Number.

 b. Student file includes Student application form, registration documents, progression data, student correspondence, DAC report, financial report, fee status, re-sit, medical reports, etc.

 c. Postponement/Cancellation forms submitted by the students should also be enclosed in the Student File. Any email sent by the student for postponement/ cancellation cannot be considered as a record and kept in the student file.

 d. File should also be created for rejected admissions to maintain the evidence for rejection

 e. All student files are maintained in the Administration, Registration and Examination Department.

 f. If any Old Postponement / Cancellation Student Who Want To Re-Activate; New File Should Be Created With The Serial No. & Student has to submit New Documents. [*Old Documents Should Not Transfer To The New File Since We Have To Keep The Records Of The Old Files].*

iv. **E-FILING**

Once the final registration of a student is completed, all the student records are scanned and a soft copy of the same is maintained in the Administration, Registration and Examination department and the backup is stored at the appropriate secured places as per backup policy, to enable SUC retrieve the information during emergency contingency.

v.   **ENROLLMENT DATA**

All students are enrolled in the Administration and Examination registration system. All their personal, registration, academic details, curriculum, graduation plan, TOC status (If applicable) are entered in the system and this comprises of the Enrollment Data.

vi.   **GENERAL**

a.   Please Do Not Mention Any Name of the Staff / or Any Other Comments on the Application Form. Please Use Separate Sheet for the Same If Required.

b.   All Discounts & Fee Policies to be followed as per the Skyline University Policy with the supporting document.

c.   All discounts will be approved after submitting the attested copy of previous school/university certificate and successful completion of placement test.

d.   Signature of authorization is required for all the discounts.

e.   Student has to appear for the placement test within 1 week of registration.

f.   Collections of kit & registration payment to be done with in 1 week of result publish.

g.   Police Clearance & Medical Certificate Required Form International Nigerian Students

POST REGISTRATION PROCEDURE

AUDIT OF FILES (CONTINUING STUDENTS)

Registration department regularly audit the files for continuing students
The checklist for carrying out the audit is as follows:

- Submission of necessary documents as per the Undertaking form submitted at the time of Admission
- Verification of all student personal information data
- Expiry date of Visa, passport and emirates ID

The Administration department informs the concerned students regarding the pending submissions of documents as per the undertaking letter provided and the validity status of documents at least 6 months before the date of expiry.

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 [Provisional Admission]:** Once the student's admission is provisional, he/she is issued a 'Provisional Letter of Admission' & 'Invoice'. Student will be issued a confirmation letter once he/she fulfilled all the requirements 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/LMS ID:** Every student is issued a portal/LMS 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. **Placement Results :** Result copy of the placement test

8. **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.

- **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.

b. **Procedure for the kit preparation:**
Review the Department Checklists [as mentioned in the registration checklist]
Attach the fees structure as per admission requirement

1. **If no discount**
   - Forward the file to finance department along with the updated checklist
   - Finance department will approve the fees structure and update their checklist
   - Administration department receive the approved file and process the kit

2. **If discount is applicable**
   - Forward the file to finance department along with the updated checklist
   - Finance department will approve the fees structure and update their checklist
   - Administration will forward the file to verification department for the discount approval
   - Administration department receive the approved file and process the kit

ENROLLMENT INTO MAIN PROGRAM FOR NEW, TRANSFER & CONTINUING STUDENTS

A. INTRODUCTION

This policy outlines the approval authorities and principles for setting student tuition fees and other fees, collecting fee payments and granting fees refunds and remission of debt at Skyline University College.

This policy is written for students who are considering or are already undertaking a relevant course of study at Skyline University College. Once registered at the University, all students, regardless of funding source and fee status, are liable for their fees for the relevant degree course. From Academic year 20-21, Skyline University College will follow this new policy for the enrollment of students into each semester; Students must consider this policy in conjunction with the terms and conditions outlined in their letter of offer.

This policy will be reviewed annually and may be revised for the new cohort of students. If, exceptionally, any change is made to it, which relates to existing students, such change will be made and notified to you in accordance with your Terms and Conditions.

B. PROCESS FLOW & PROCEDURE

STEP 01
All students are required to fill-up the semester course registration form one month prior to the start of each semester.

STEP 02
All active students need to submit postdated cheques or credit/debit authorization / full upfront cash payment of the semester or yearly fees prior to the enrollment to the new semester.

STEP 03
All the students need to clear (Zero balance) his/her complete fees for the previous year / semester to be eligible to enroll to the new semester and the pending fees will not be carried forward to next semester.
Registration department enroll students for the academic program and courses

STEP 04
Students can access their respective semester class schedule in LMS / Mobile App.

NEW **STUDENTS**

The registration department enrolls the students with all the necessary documents as per the admission requirements and registration checklist.

Registration department will verify the following before completing the enrollment process:

a. Student information, photograph and signature
b. Enrollment documents are verified
c. Academic documents are attached
d. Placement documents are available
e. All the admission requirements are met
f. Financial clearance
g. All undertaking letters are attached if applicable
h. TOC documents are attached if applicable
i. VISA related documents are attached if applicable

Students seeking admission, need to pay Application Fees, and the 1st installment after acceptance of their application through Credit/Debit Card or in Cash and can opt for Semester Fees payment using:

a. Cash
b. Postdated Cheques dated on or before 10th of every month.
c. Recurring Secure Bank Payment Transaction method using Credit/Debit Card, the student needs to submit a Security Cheque, which will be returned at the end of each semester once the semester monthly fees installments are paid in full.

In case the issued Cheque is "Returned" or Recurring payment is "Declined" for any reason, SUC has the right to penalize by charging fine of AED 550/- (+ 5% VAT), in addition to Late Fees Fine of AED 10/- per day, till the outstanding amount is cleared in full, as mentioned in the Miscellaneous Fees Policy.

TRANSFER & CONTINUING STUDENTS:

Transfer & Continuing Students will be enrolled as per their Graduation plan.

Registration department will verify the following before completing the enrollment process:

a. Verify the graduation plan
b. Check the progression and status of the student
c. Financial clearance
d. SAP status
e. Re-activation status
f. Repeating course
g. Pre-requisite met
h. Undertaking status of the student if any

Continuing Students needs to complete their semester registration 30 days before the commencement of new semester on their LMS portal. The semester registration, and commencement dates will be notified to students by Administration department 30 days in advance. In case the student fails to complete their semester registration during the notified time and doesn't submits semester postponement request, the student status will be changed from Active to Temporary Cancelled, changing the status back to Active, student needs to pay Re-Activation Fees published in Miscellaneous Fees Policy. During the semester registration process, the first installment needs to be paid in Cash or using Credit/Debit Card. For remaining Semester Fees, students can opt for one of the following payment mode:

a. Cash
b. Postdated Cheques dated on or before 10th of every month.
c. Recurring Secure Bank Payment Transaction method using Credit/Debit Card, the student needs to submit a Security Cheque, which will be returned at the end of each semester once the semester monthly fees installments are paid in full.

In case the issued Cheque is "Returned" or Recurring payment is "Declined" for any reason, SUC has the right to penalize by charging fine of AED 550/- (+ 5% VAT), in addition to Late Fees Fine of AED 10/- per day, till the outstanding amount is cleared in full, as mentioned in the Miscellaneous Fees Policy.

Registration department enroll students for the academic program and courses.

Note: Students who fail to complete the semester registration as per deadline will be automatically placed on temporary cancellation as per SUC policy.

PREPARATORY COURSES

A. IELTS EXAM PREPARATORY COURSE FOR UNDERGRADAUTE ADMISSION

i. COURSE INTRODUCTION

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

ii. QUALIFYING CRITERIA FOR UNDERGRADUATE PROGRAMS:

Students, will get into 45-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 5.0 in this test to be eligible to get into Undergraduate program.

B. FLOW OF ACTIVITIES

i. 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.

ii. 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

iii. FINAL TEST

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

iv. 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.

v. 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 AND 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 to the Graduate Programs is 6.0 on IELTS

(academic), 550 on TOEFL ITP and 1400 on EmSAT Achieve English. The qualifying score for admission into the Undergraduate Programs is 5.0 on IELTS (academic), 500 on TOEFL ITP and 1100 on EmSAT Achieve English.

The General Training IELTS preparatory course is designed for those who will be entering 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 within 1 – 2 days.

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 [IELTS]**
The students appear for the final exam at SUC on the stipulated date. Registration and payment for this exam must be completed 4 days before the test date. This exam may be paper-based or computer-based. In either scenario, the format of the test is the same. Registration and payment for the computer-based exam can be done via https://my.ieltsessentials.com/.

The test time limit is 2 hours and 45 minutes, broken into sections for the 4 tested skills. The listening section of the test is 30 minutes, the reading section is 1 hour, the writing section is 1 hour and the speaking section is 15 – 20 minutes.

Results will be declared 13 working days after the paper-based test and 5 – 7 working days after the computer-based test. In either scenario, results can be viewed online and a SMS will be sent to the student.

v. **RESULT ANALYSIS**
The results are analyzed and recorded systematically by the exam department. This analysis gives the student a clear idea about their scores in each section.

vi. **COUNSELING**
After a thorough analysis of the results, the students are well counseled as to their 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.

STUDENT RECORDS

The documents maintained in SUC normally fall in three categories viz:
  i. Administrative records
  ii. Academic records

iii.   Financial records

ADMINISTRATIVE RECORDS

Administrative records comprise of the personal profile of each and every student of SUC and consist of the following:

a. **Enrolment Form:** Each student fills up the enrollment form at the time of registration. The form lists the personal information, passport and visa details, the major area of the program the student has opted for, educational qualifications, work experience, registration payments, the terms and conditions on which the admission is given. Once the result of the entrance examination is available, the administration department updates the file. This document is maintained only till the student qualifies for and attends the graduation ceremony.

b. **Directory Information:** The directory information consists of data regarding the address, telephone number, mobile number, email address etc. This record is stored electronically soon after the student is registered. It is also available as a hard copy in the enrolment form. The record is updated as and when the student informs of a change. Normally, this information is also updated every year by floating an address update form.

c. **Record of Entry Level Qualifications:** A copy of the higher secondary school certificate is maintained in the personal file of the student. While accepting this document, the student is required to show the original certificate to SUC officials, who verify and attest the copy of the certificate.

d. **Results of Personality and Interest Tests: (Optional):** A record of the results of the personality and interest tests are kept in the Administration Dept. The record will be maintained till the student graduates.

e. **Record of Discipline:** In case the student has been involved in any incidents of indiscipline, a record of the incident is kept in the student's personal file.

f. **Attendance Record:** The student's attendance is recorded in the system through software.

g. **Letter of Admission:** A copy of the letter of admission and the fee payment schedule is filed in the personal records of the student.

h. **Copy of Passport:** A copy of the passport along with the visa information is filed in the personal record of the student.

i. **Miscellaneous Documents:** Copies of letters issued to the student, proof of mitigation, DAC letter and any other correspondence with the student, are also filed in the personal file of the student.

j. **Graduation Information and Copies of Transcript:** Copies of all transcripts issued to the students, grade warnings, letters of probation and suspension if any, and the graduation information forms a part of the academic profile, which is filed in the personal file of the student.
    Transcripts and Degree completion authentications are securely stored with defined access rights, either in soft or hard copy, and are accessible for a period of not less than fifty (50) years

k. **Accessibility to The Records:** Only the following personnel have an access to the records unless specified by the student:
1. Vice Chancellor
2. Registrar
3. DASS
4. Dean – School of Business
5. Dean – School of Computing
6. Deputy Director-Administration
7. Administrative Officers
8. Filing Clerk in the Administration Department
9. MOE Officials

ACADEMIC RECORDS

The Administration Department maintains the academic records of each student. The records Comprise of the following:

a. **Curriculum Requirement:** Students enrolled each year follow a particular curriculum. The administration department keeps a record of the applicable curriculum. The record is transferred to the electronic archive after the student graduates.

b. **Details of Transfer of Credits:** All documents related to the transfer of credits such as the transcripts, course description, and the details of accepted transfers, are kept with the administration department for each such student. The details of transfer of credits accepted are transferred to the student's electronic records.

c. **Details Of Courses Undertaken And The Grades Awarded:** As and when the student takes the courses, and, appears for the examinations, his/her profile is updated in the software. The details of credits undertaken and the grades awarded, the GPA and the CGPA of the student is available through the software. The record is transferred to the electronic archive once the student graduates. These records are very important since the student's performance and graduation depends on the accuracy of such records. It is the responsibility of the Administration and Examination Department to maintain accurate records.

d. **Hard Copies of Transcripts Issued, and the Degrees Awarded:** A grade report is issued to each student at the end of every semester. A consolidated grade report is filed in the student file at the end of the academic year. Official transcript will be issued only with the Degree. However, a student may request for interim transcripts by paying the necessary fees. A copy of every issued transcript is kept in the student's personal file. The hard copies of degrees are retained by the administration department for a period of four years after the student graduates from the SUC, thereafter, the copies are destroyed. However, the electronic copies are retained for at least a period of 50 years.

e. **Copies of Coursework / Examination Scripts:** The Examination Department retains the examination scripts for a period of four years after the declaration of the results after which they are destroyed.

f. **Accessibility To The Records**
Only the following personnel have an access to the records unless specified by the student:
1. Vice Chancellor
2. Registrar
3. DASS

4. Dean – School of Business
5. Dean – School of Computing
6. Deputy Director-Administration
7. Administrative Officers
8. Filing Clerk in the Administration Department
9. MOE Officials

FINANCIAL RECORDS

Records of all financial affairs related to a student including the total fees payable, installments paid, any fee reductions, scholarships awarded, and the current balances are maintained by the Finance Department. The main document related to the student is the ledger that is stored electronically and transferred to electronic archives as a permanent record.

i. **Accessibility To The Records**
    Only the following personnel have an access to the records unless specified by the student:
    1. Vice Chancellor
    2. Registrar
    3. DASS
    4. Dean – School of Business
    5. Dean – School of Computing
    6. Deputy Director-Administration
    7. Administrative Officers
    8. Filing Clerk in the Administration Department
    9. MOE Officials

METHOD OF KEEPING AND DESTROYING RECORDS

Documents such a graduation requirement records, transcripts and degree certificates related to students are kept in fireproof cabinets with proper locking system for a period of four years after the student graduates from the SUC thereafter, the hard copies are destroyed after scanning the copies, which will be retained as electronic copies for at least a period of 50 years. All documents that need to be destroyed are put through paper shredder.

OFF-SITE CONTINUOUS BACKUP OF ELECTRONIC DATABASE

All student records including the student directory, course information, attendance, assessment records, transcripts and degree certificates are kept in electronic format in a centralized manner. The accessibility of these records is limited to SUC's administrative staff with an access password. SUC has an off-site continuous electronic backup for all student records. An automatic back-up of these records shall be taken on a daily basis, which is stored in the Cloud Server / Off-Site Server. These records will be kept for a period of 50 years.

FILE SCANNING

All files of registered students of SUC are maintained as soft copy. Once the final registration is complete the student records are scanned and a soft copy of the same is maintained and the backup is stored at the appropriate secured places as per backup policy, to enable SUC retrieve the information during emergency contingency.

UPDATING STUDENT DATA

Any change in the student's personal details should be updated by filling up by student data update form. This form is available in student portal upon student request the data is updated in the computer as well as student personal file. The students are solely responsible in providing the updated data. This data is mostly used for the communication between SUC and the students. Dependent & Non-Dependent students must submit the correct guardian details to the SUC.

STUDENT VISA/PASSPORT/EMIRATES ID EXPIRY CHECK

Registration department regularly carries out verification of data in order to assess the expiry dates of documents required to stay in the country so that renewal of these documents can be undertaken within the specified time limits. The registration department informs the concerned department and students regarding the status at least 6 months before the date of expiry.

RECONCILIATION OF ACTIVE STUDENT LIST

Registration department reconciles the active student list with the finance department on a monthly basis so as to assess the exact number enrolled in SUC and follow-up for the necessary action.

ADMINISTRATION PROCEDURES

STUDENT REQUEST

Any student request which comes through SSD will be segregated and the request is send to the respective departments to fulfill the student request within the policy frame work 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.

LETTERS /TRANSCRIPT FROM THE SUC
a. Bona-fide student letter (In English or Arabic)
b. Letter mentioning dates of examination
c. Copy of Course Syllabus for course/s attended
d. Transcripts
e. Reference Letters
f. Course Equivalency Letters
g. Certificate Equivalency Letters
h. No Objection Letters
i. Letters for Government Departments
j. University Reference Letters
k. Letters of Introduction for Internship
l. Sponsor Request Letters
m. 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. To apply for the letters from the college, student must follow the below given procedure:
Step 1: Student should fill up the request through student portal
Step 2: A clearance from the Finance Department is required to process this necessary before proceeding to the next step. This is done to verify that the student does not have any outstanding fee against his account
Step 3: After the clearance from Finance Department, the Administration Department prepares the letters as requested by the student

Step 4: The original letter is given to the student and a copy is maintained in the student's personal file

Normal time to respond the request is mentioned below:

Various Requests	Clearance Required	Processing Time
Class shift change	From Faculty after 2 weeks of commencement	2 Working Days
Program transfer	From Advisor & Finance	2 Working Days
Withdrawal	From Advisor	2 Working Days
Postponement	From Advisor & Finance	2 Working Days
Cancellation	From Advisor	2 Working Days
Re-activation	From Advisor & Finance	2 Working Days
Repeating course	From Finance	2 Working Days
Class schedule	Nil	2 Working Days
Letters	From Finance	2 Working Days
Graduation plan	From Finance	2 Working Days
Passport issuance	From Finance	2 Working Days
Mitigation circumstances	Nil	2 working days
Appeals against grade awarded	From Finance	3 working days
Grade improvement	From Finance	2 working days
Student process form	NIL	2 working days
Student personal data update	NIL	2 working days
Graduation application	From finance	2 working days
Provisional students	NIL	2 working days
ID cards	NIL	Start of the semester
Admission kit	NIL	Start of the semester
Provisional certificate	From Finance	1 month after resit result of final semester
Degree certificate	From Finance	Graduation ceremony
Short course certificate	From Finance	As per availability
Transcript / Course Syllabus	From Finance	3-5 working days

ATTENDANCE SHEET

Registration department prepares the attendance sheet for each batch and includes a student's name in this list after his enrollment in that batch. The attendance sheet is meant for keeping track of the attendance of each student. The attendance sheets for all students are available on the system which can be printed by the concerned faculty on weekly basis.

PLACEMENT TESTS CONDUCTED AT SUC

TOEFL TEST

a. **TOEFL TEST CENTRE AT SUC**
SUC is an authorized IBT center, which conducts the TOEFL tests regularly according to the published calendar. The duration of IBT TOEFL test is 1 hour and 55 minutes. Undergraduate students take Mathematics test before the TOEFL test. Generally, timings are 6:15PM – 7:15PM (Math Test) and 7:30PM – 9:25 PM (TOEFL test). Students may opt for different dates for appearing TOEFL and Math tests.

b. **TEST DETAILS**
TEST STRUCTURE: Test of English as a Foreign Language has 3 sections:

TEST STRUCTURE		
Listening comprehension	50 questions	30-40 minutes
Structure and written expression	40 questions	25 minutes
Reading comprehension	50 questions	55 minutes

1. **Section-1 (Listening Comprehension):** This section measures the ability to understand English as it is spoken in North America as given below:
   - 3-4 mini talks, 60-90 seconds long with 3-5 questions each
   - 2-3 extended conversations, 60-90 seconds long with 3 to 5 questions each
   - 30-40 dialogues, 5-15 seconds long with 1 question each

2. **Section-2 (Structure and Written Expression):** This section measures the ability to recognize language that is appropriate for standard written English as given below:
   - (1-15) 15 multiple choice questions based on the structure of the sentence
   - (16-40) 25 questions – 4 parts of the sentence are underlined –incorrect one has to be chosen and the corresponding letter to be written on the answer sheet

3. Section-3 (Reading Comprehension): This section measures the ability to understand short passages similar in topic and style to academic texts used in colleges and universities, as given below:

   - 5 passages from academic texts, 250-350 words each, with 10 questions per passage
   - Most of the questions are multiple choices
   - Make every effort to complete each section; Data indicate that most candidates get higher scores if they attempt all the questions

c. **SCORING**
Scores for the listening and structure sections range from 31-68. For reading, the range is 31-67. The average of the three scores is taken and multiplied by 10, to give a total score of between 310 and 677. The students are required to get 500 to be eligible for the admission into Undergraduate program and 550 for Graduate program of SUC.
   1. The IBT TOEFL is a standardized test of English. To do well on this test, the examinees should therefore work in these areas.
   2. They must work to improve their knowledge of the English language skills that are covered on the paper version of the TOEFL test.
   3. They must understand the test taking strategies that are appropriate for the paper version of the TOEFL test.
   4. They must take practice tests with a focus on applying their knowledge of the appropriate language skills and test taking strategies.

d. **IMPORTANT INSTRUCTIONS**
   1. The students must report to the SUC on time. No one will be admitted to the examination room after the test has begun.

2. The students must not carry any food or drinks, no disturbance will be permitted while test is in progress, cellular phones and beepers must be handed over to the common room, there will be no rest break during the test.
3. Watch alarms, including those with flashing lights or alarm sounds, are not permitted.
4. The students must not take books, dictionaries, bags, recording and photographic devices, or note papers of any kind into the testing room.
5. Each section of the test has a time limit. As per the instruction of invigilator, during each time period, you may read or work only on the section of the test you are told to work on.
6. If one section is finished early, the students should not go on to the next section unless told by the Invigilator. Failure to follow this rule will be considered as cheating, and the scores will be cancelled.
7. The students have to answer the test questions in areas identified in section1, section 2 and section 3 on the answer sheet.
8. The students are solely responsible for marking answers properly on the answer sheet.
9. The students should not forget to write their Name, Student Number, Date of Birth, Native Country Code and Native Language Code in the answer sheet.
10. They have to fill the circle completely with a heavy, dark mark.

e. **IDENTIFICATION**
1. Students must provide their original, valid and signed passport in addition to their other I.D.
2. Students who wear a scarf or cover the face are required to uncover during the exam. The students face must be visible at all times during testing.
3. No other forms of identification will be accepted.

f. **STATIONERY REQUIRED**
1. The students must carry 2 sharpened, medium-soft (#2 or HB) and, black lead pencils.
2. The students should not use a pen, a pencil with colored lead, or a liquid lead pencil to mark your answers.
3. The students must carry a good quality of eraser.
4. Pencils and erasers will not be supplied by the SUC.

g. **CHEATING & UNACCEPTABLE BEHAVIOR:** SUC has the full right to cancel the paper of anyone who:
1. Takes a test book or answer sheet from the testing room
2. Attempts to take the test for someone else
3. Gives or receives assistance during the test
4. Fails to follow instructions given by the Invigilator
5. Makes any marks or underlines words in the test book or makes notes in the test book or on the answer sheet
6. Takes dictionaries, other books, notes or other devices into the testing room
7. Creates a disturbance or behaves inappropriately
8. Copies test questions or answers
9. Malpractices in any other way

h. **ADMISSION FOLLOWED BY ORIENTATION**
TOEFL test takers are given a brief orientation about the test format followed by a mock test. These orientation classes are held as per the prescribed calendar. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

i. **TEST FORMAT & STUDY MATERIAL**
The test format is clearly explained to them with the help of TOEFL Navigator and TOEFL Longman's book. TOEFL Navigator is made available to them on the official website of SUC.

j. **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 on request in a day or two.
  1. **Final Test**
  The students appear for the final exam at SUC on the stipulated date. They receive their scores within three working days.
  2. **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.

k. **Counseling**
After a thorough analysis of the results, the students are well counseled with the next course of actions. Students who succeed in achieving the qualifying score for admission to Degree programs are encouraged to take admissions in the Main Program. For those who do not qualify for the Main Program are counseled appropriately for taking one of the following courses of action:
  1. To reappear for the TOEFL exam
  2. To undertake IELTS training Program if they qualify for it based on their TOEFL scores
  3. To undertake Cambridge English: Preliminary (PET)if they do not qualify for the IELTS training Program

IELTS TEST
a. **IELTS TESTING VENUE AT SUC**
Prospective students of SUC or general candidates appearing for IELTS Exam can register at SUC either in person or through online. The registration office operates in liaison with IELTS –IDP. It organizes IELTS tests (both Academic and General Training) at regular intervals at SUC. It functions twice a week- Mondays and Wednesdays, 10 am to 1:30 pm.
b. **IELTS EXAM REGISTRATION REQUIREMENTS**
  1. 2 passport photographs
  2. A copy of valid passport / UAE National ID /UAE Labor card issued by the Ministry of Labor and Social Affairs along with a UAE driving license
      • Passport photo specifications:
      • Two identical passport size photographs
      • Not older than six months
      • Head should be fully shown - looking straight at the camera and without spectacles
      • Photos must have a blue or black background
      • You have to sign on the reverse of the photographs

c. **IELTS TEST DETAILS**
The Academic module of IELTS consists of four components.
  1. **Listening:** The students are expected to listen to an audio recording produced by the native speakers of English. They listen to academic dialogues and

monologues; non-academic dialogues and monologues. They are expected to answer the questions as they listen. Ten minutes are given at the end for the candidates to transfer the answers.

2. **Academic Reading:** The students have to read 3 passages on topics of general interest; one of these texts contains a detailed logical argument. They are expected to answer a variety of questions. 40 questions should be answered in one hour. No extra time will be given to transfer the answers.
   General Training reading texts are taken from notices, advertisements, newspapers etc. Third section involves reading more extended texts.

3. **Academic Writing:** This module consists of 2 tasks. In task1, the students are expected to look at a diagram or a graph and present the information in their own words (150 words). In task 2, the students are assessed in their ability to present a solution to the problem, present and justify an opinion, compare and contrast evidence and evaluate and challenge ideas etc. They are expected to write in an appropriate style. (250 words).One hour is given for both the tasks.

4. **General Training Writing**: In task 1, candidates are asked to respond to a given situation with a letter requesting information or explaining the situation. In task, 2 candidates are presented with a point of view and they are assessed on their ability to provide general factual information and present a solution.

5. **Speaking:** In this module, the student is expected to introduce himself/herself in an oral interview. Later he/she has to talk on a particular topic for 2 minutes. The examiner gives the topic (and one minute is given for preparation).After that he/she has to participate in a discussion for 4-5 minutes. This module assesses the fluency, lexical resource, grammatical range, accuracy, and pronunciation of the students.

6. **On the test day:** Students should carry their original passport /labor card to the examination centre, without which they are not entitled to write the exam. The test announcements start at 8 am. Registration starts at 8.15 am. Exam starts at 9 am. Anyone who arrives late will not be admitted to the test.

7. **Results declaration:** Test Report Form (TRF) is published in a fortnight from the date of the test. Students can collect the TRF from the administration department of SUC. They can also check their results online using their candidate number. The TRF is valid for two years from the date of the test.

d. **ADMISSION FOLLOWED BY ORIENTATION:**
   IELTS test takers are given a brief orientation about the test format followed by a mock test. These orientation classes are held as per the prescribed calendar. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

e. **TEST FORMAT & STUDY MATERIAL**
   The test format is clearly explained to them with the help of IELTS Pathfinder. IELTS Pathfinder is made available to them on the official website of SUC.

f. **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 on request in a day or two.

g. **FINAL TEST**

The students appear for the final exam at SUC on the stipulated date. They receive their scores with in fifteen days.

h. 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.

i. COUNSELING

After a thorough analysis of the IELTS 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 undergo IELTS Training Program if they qualify for it based on their IELTS scores

EXAMINATION

SUC has examination section under the administration department, the section assists faculty to conduct continuous mode of assessments and conducts centralized midterm and final exams. The section is responsible in all the preparations leading to a smooth conduct of exams, quality check, evaluation of scripts, processing, conducting exam board meetings, finalizing and declaring the results. Any appeals for the grades are also managed by this section.

EXAMINATION POLICY

A. EXAMINATION COMMITTEE:

Examination Committee (EC) shall oversee the planning, and conduct of Final and Re-sit Examination/Assessment and preparation of result for declaration in each semester/term. The final assessment may be any one of the following (Refer SUC-Assessment and Grading Policy)

1. End Term Examination
2. Individual Project including Presentation
3. Business Plan including Presentation
4. Term Paper including Presentation
5. Dissertation Final Report with Viva Voce
6. Internship Final Report with Viva Voce
7. Any other, prior approved, assessment tool as per CAA/MOE standards

The examination committee shall be comprised of DSOB, DSOC, DASS, Head-General Education, one senior faculty member from each of the school, Registrar and Deputy Director – Administration. The examination committee is appointed by the Vice Chancellor for a period of two years.

B. PLANNING AND CONDUCT OF FINAL AND RE-SIT EXAMINATION/ASSESSMENT:

The Examination Committee is responsible for all planning and conduct of Final and Resit Examination. Deputy Director – Administration prepares the calendar and schedules for Final and Resit Examination and make all the arrangements for the smooth conduct of the examination. These include Answer Booklets. Supplementary sheets, seating arrangements in the classrooms and labs, list of invigilators, printing and safe custody of the question papers etc. The Examination Committee reviews the planning and execution of examination related activities before, during and after the Final and Resit Examination. The courses, which do not have End Term Examination and does not require question paper to be prepared, Deputy Director –

Administration, will coordinate with–concerned faculty members to conduct final assessment in assigned week/duration.

The Examination Committee in coordination with Registrar will communicate to the students about the process and procedure of the final examination and the required discipline to be maintained during the examination. It also highlights unfair means, cheating and compliance to the instructions of the invigilators during the examination. Refer Academic Integrity and Plagiarism Policy.

C. QUALITY OF QUESTION PAPER:
Deputy Director – Administration in coordination with respective Deans and Head-General Education will ensure that the main and re-sit both question papers for all courses scheduled for End Term Examination are received as per schedule after quality check by IQRMC (refer Assessment and Grading Policy) to be prepared well in advance for the examination.

D. DURATION OF FINAL TERM AND RE-SIT EXAMINATION:
Duration for Final Term and Re-sit Examination for all courses of undergraduate and graduate programs are **Two Hours.**

E. INVIGILATION GUIDELINES:
Deputy Director–Administration in coordination with respective Deans and Head-General Education will prepare the Invigilation duty and viva/presentation schedule for End Term and Re-sit examination and present to the Committee for approval and then dissemination to all concerned. Deputy Director–Administration facilitate faculty members having Viva-Voce and project presentation as final assessment by allocating classrooms for presentation and inform the students for scheduling and conducting these assessments in designated examination week. Following guidelines will be followed for allocation of invigilation duty.
   A. Prepare invigilation schedule based on the availability of Full time and Part time faculty members during the examination period.
   B. Invigilation schedule will be presented to the Committee for review and approval.
   C. Part time faculty members will be allocated invigilation duty on the days of their class schedule.
   D. Disseminate the role of invigilators to concerned faculty members
   E. Orient the invigilators about examination responsibilities
   F. Invigilation schedule to be sent to all the invigilators at least 1 week before the exam.
   G. Any adjustments in the invigilation duty are considered if request is received by the committee at least 3 days in advance.
   H. In case the assigned invigilator is unable to invigilate due to unavoidable or emergency circumstances, the same should be notified to the Dean of the concerned School well in advance so that the Dean can request the Deputy Director–Administration to arrange for an alternate invigilator.
   I. Faculty members having presentation schedules will not be allocated the invigilation duties.

F. ROLE OF THE EXAMINATION COMMITTEE:
   A. Examination Calendar
      a. To cross check and verify the exam week/dates with the institutional calendar
      b. To assess the courses that require exams, viva, presentation etc.
      c. To plan Main and resit Exam schedules for all the Courses.
      d. The exam schedule is sent for approval from the Vice Chancellor

e. Upon approval, the schedule is disseminated to finance, computers, administration and faculty at least 2 weeks in advance

B. Invigilation Schedule
a. Any genuine requests from the faculty members for adjustments in invigilation schedule to be assessed and take appropriate action
b. Preparation, approval and dissemination of invigilation schedule of end term and resit exams
c. Invigilation schedule is prepared as per the teaching load assigned to full time and part time faculty members
d. Proper orientation for invigilators to be carried out

C. Schedule for Viva & Project Presentation
a. Courses that require viva, or presentation are identified for the semester
b. Coordination with conerned faculty members for arranging venue (classroom, lab) and preparing schedule for Viva/presentations
c. Facilitation is carried out in coordination with the faculty member
d. Coordination with faculty and respective Deans for any orientation/logistical support.

D. Submission of Question Paper
a. Ensures the question paper for end term and re-sit examinations are submitted to the examination office as per the timelines and Assessment and Grading Policy of the University.
b. Ensure availability of relevant question paper in the examination hall.

E. Printing of Question Paper
i. Printing of proof read, approved question papers

F. Onsite Exams
i. The institutional calendar is the source of drawing exam schedule, examination office follows the exam schedule
ii. Administration department announces semester-wise End Term Examination schedule by the first week of the start of each semester.
iii. The schedules will be available on the Examination Notice Board as well as on the student portal.
iv. As per the exam schedule the faculty is informed about the submission of question papers, refer Assessment and Grading policy of the university.
v. Each faculty member is required to submit two sets of question papers one for the main exam and one for the Re-sit exam.
vi. Registrar is responsible to keep the question papers under safe custody till the exam is conducted.
vii. All the approved formatted question papers will have to be proof read by the concerned faculty member to check for final correction and sign for confirmation.
viii. All the approved question papers are printed 48 hours before the exam; sets are packed in envelope and are handed over to the Registrar for security and safety.
ix. All involved and concerned are required to keep strict confidentiality of the exam papers

x. On the day of the exams, the sealed papers are handed over to the invigilators 15 minutes before the exam.

xi. Two weeks before the exams eligible students' hall tickets are handed over to finance department to handover to the students who have completed all the formalities.

G. Online Assessment and Examination (If Applicable)

Regular trainings are provided to the faculty members to create online assessments using LMS and online examination server so that they can create & conduct the assessments as per the examination schedule, if applicable (Refer to **Online Exam Conduct and Assessment Guide**). If applicable, faculty members should conduct formative and summative assessments as per the Course Syllabus. E-learning committee in consultation with Examination Committee, and Head-Computing department and Administration department ensure the safety sanctity of online assessment and examination. Following initiatives have already been taken,

a. Online Exam server upgraded with Moodle System and Safe Exam Browser in order to conduct online examination.

b. Use of E-Proctoring system to verify the integrity of the examination.
   1. For secure and monitor the environment to prevent cheating.
   2. locks the operating system and prevents unauthorized access to other pages, software or communication tools.[Safe Exam Browser]
   3. monitors all exam activity in real-time and will detect fraud attempts and report them to the administrator.[using MS-TEAMS]

c. Faculty members are provided with regular training to conduct online examination

d. Monitoring & Exam schedule are prepared and communicated to all concerned by administration department well in advance.

e. Maximum number of students for examination at a time will be restricted to manage and utilize IT resources effectively.

f. E-circular is sent to the students for online exams by administration department

H. Notification of Exams

i. Final exam schedule is notified to the students at least 2 weeks before the exams.

ii. The notification is displayed on the notice boards and student portal.

iii. The information is also displayed in the classroom notice boards.

iv. Information to collect the hall ticket, clearance of all the dues including fee is clearly stated and communicated to students by the administration department.

I. Post Exam Activities

i. The examination committee is responsible to distribute the answer scripts to the concerned faculty members

ii. Along with the answer scripts a list of students appeared in the exam will be handed over to the faculty members

iii. Examination Committee will coordinate with faculty members to ensure timely evaluation and submission of marks and grades by the faculty members.

iv. All evaluated answer scripts, dissertation and project works need to retained by the faculty members for preparation of course files.

v. Submit a report at the end of examination in each semester

J. Re-Sit Examination

i. Re-Sit will be conducted only for courses of End Term Examinations based on comprehensive syllabus. All other final assessments will have no re-sit examination.

ii. Re-Sit of end term examinations will be normally held after 1 week of declaration of first-sit results.

iii. Students secured F (Fail) grade or D grade (in undergraduate course); C grade (in graduate course) will be eligible for appearing in re-sit of end term examination, based on their performance in the continuous modes of assessments. Otherwise, students will be counseled to repeat the course.

iv. Re-sit examinations will be conducted as per the pre-released schedule.

v. Eligible students for Re-sit examination must apply for re-sit by paying applicable fee during the mentioned time period.

vi. Students failed in main examination and not applied for res-it or failed in re-sit need to repeat the course.

K. Eligibility of the Student to Appear for Exam:

i. Administration department finalizes the list of eligible students for the exam based on the requirement of minimum 75% attendance for undergraduate and graduate students as per the attendance policy.

ii. All cases with exemptions will also be allowed to appear in final assessment, refer attendance policy of the university.

iii. Students not allowed to appear in final examination/assessment need to repeat the course.

iv. Students who do not meet the requirement will be notified through email.

v. Students who have short comings with necessary requirements (other than attendance) for appearing for the exam will be informed to fulfill the requirements two weeks before the exam.

vi. Students having completed all the requirements and a clearance from finance will receive a hall ticket.

vii. Only students with valid hall ticket & ID card will be permitted into the exam.

L. Repetition of Course

In any one of the following condition, student have to repeat the course, when available by paying applicable fee, which may also delay his/her graduation.

i. Student failed in Final Assessment and did not appear in Re-sit or Re-sit is not applicable.

ii. Student failed in Final Assessment and Re-sit examination

iii. Student not allowed to appear in Final Assessment.

iv. Student missed the Final Assessment and does not appeal by applying for re-sit/reconsideration within a week.

v. Student missed the Final Assessment and his/her appeal for re-sit/reconsideration is denied by the Examination Committee.

M. Hall Ticket

The hall ticket contains instructions, rules, and regulations a student has to follow during the examination

Hall ticket is the exam admission slip issued for the students to appear in End Term or Re-sit exam

Student has to carry the hall ticket and produce on demand in the examination hall. It contains Student name, program, Date of Birth, gender, photo, course ID, student ID, Exam date, course code and course name.

N. Invigilation

Administration department assist Examination Committee in the smooth conduct of examinations including VIVA & scheduling of project presentations.

i. Procedure for Invigilation Schedule

Step 1: Check the examination schedule to assess the invigilators requirement for the smooth conduct of exam

Step 2: Verify the availability of Full time & Part time faculty.

Step 3: Assign the invigilation duty as per the teaching load assigned for the week. For the Part time faculty members, the assignment of the invigilation duty is on the days of their class schedule.

Step 4: Disseminating the role of invigilators duty

Step 5: Orientation of the examination to be carried out

Step 6: Invigilation schedule to be sent to all the invigilators 1 week before the exam.

Step 7: Any adjustments in the invigilation duty should be informed to the examination committee before the schedule is published

Step 8: In case of emergency the faculty member should inform examination committee or arrange for an alternative invigilator

O. General Instructions for Students during Examination

i. Students must ensure they are aware of the dates and timings of all their examinations. Students have to collect the Examination Hall Tickets from the Finance Department, after having cleared any outstanding amount due to them.

ii. No student shall be permitted into the Examination hall/room without the Examination Hall Ticket and Student Identity Card.

iii. Students must note carefully his/her seat/examination hall/room number before beginning of each examination session from details at which are available in student's examination hall tickets.

iv. Students must sit for their examination at the desk bearing their number only.

v. Students must bring their own Pen, Pencils, Erasers, pencil-sharpeners, and Calculators. Borrowing these things from others will not be allowed.

vi. Students should deposit the mobile phones, all electronic gadgets, and handbags at the designated room before entering the Examination hall/room.

vii. Language dictionaries [book] may be allowed but will be checked by invigilators for notes. Electronic language dictionaries/translators will not be allowed.

viii. Students will be permitted to enter the Examination hall and occupy their seats 15 [Fifteen] minutes prior to the start of the examination.

ix. All students should be seated and ready to begin three to four minutes before the commencement of the examination so that any instructions from the invigilator can be noted. An attempt will be made by invigilators to complete examination verification process before the start of an examination.

x.   Students can leave the examination hall only after 60 minutes from the starting time if they complete their exam.

xi. Students must maintain silence at all times. If they need to draw the attention of the invigilator, they shall do so by raising their hand.

xii. Students must ensure that they are attempting the correct examination paper. For this, they need to check the subject & version number of question in the paper carefully.

xiii. The student shall enter her/his name, Enrollment ID number, and Course ID number on the examination answer scripts as reflected on her/his identity card/ examination hall ticket.

xiv. Students must comply with all the instructions on both the title page of the answer book and the rubric of the examination question paper(s). In particular, a candidate should ensure that he/she:

1. Writes his/her name on the title page of the answer book(s).
2. Write using pen for all examinations, on both the sides of the answer booklets.
3. Enters distinctly in the margin the number of the question being answered if required.
4. Does not scribble or write on the desk or on any form of scrap paper whatsoever.
5. Does not remove pages from the question booklet / answer book.
6. Does not take question / answer booklet outside the Examination hall / room.
7. Clearly indicates any rough work in the answer book and strikeout by a single diagonal line to avoid any confusion.
8. Any candidate caught in the act or believed to be using unfair or dishonest means shall be informed by the invigilator. The invigilator shall endorse and withdraw the answer book and the candidate will be issued a new answer book to continue the examination. If the candidate refuses and rebels, the Administration and Security shall be informed.

Note: The previous [first] answer script(s) will be treated void. The decision to whether to evaluate the subsequent [second] answer script or not will be made by the Examination Committee and will be communicated to the students in writing. Such decision of the Examination Committee cannot be challenged or overturned.

P. Students are strictly restricted from the following to avoid Punishments:

i.   To communicate or enter into any conversation with other students. whilst in the examination hall before, during or after the examination, under any circumstances whatsoever.

ii.   To answer, under any circumstances what so ever, communications from other students.

iii. To copy from one another under any circumstances.

iv.   To be involved in misconduct of any kind.

v.   To leave their seats without the permission of an invigilator.

vi.   To carry any written material, slips, papers, etc. whether relevant or not into the examination hall.

vii. Any student requiring special arrangements or seating should put in an application to the Student Services Department at least 48 hours before the examination.

Q. Security of Examination Centre and Process:

CCTV surveillance is activated to monitor security guards, locks, access control, fire protection, automatic fire equipment, alarm systems and other systems assigned to protect persons, property and process of examination.

R. Moderation and Publication of Results

i. At the end of the each semester/term examination

1. The examination committee is responsible for declaration of the result as per the schedule after comparing the grades of the all courses of a cohort for any significant deviations. In such cases, examination committee will coordinate with IQRMC to resolve the issue or recommend an appropriate decision for approval from Vice Chancellor.

2. The examination committee also coordinate with IQRMC for review and moderation of student assessments (refer Assessment and grading policy of the university).

3. Examination Committee reviews and finalizes the grades of all courses of each cohort and submits to the Vice Chancellor for approval before declaration of result.

4. The Examination Committee reviews the grade appeals by the students and genuine cases will be sent for the necessary action

ii. Preparation of grade report at the end of an academic year

Examination Committee reviews the grade reports prepared by Administration department and submits to the Vice Chancellor for disseminating to departments for records and display in Fact book and annual report

APPEAL AGAINST MARKS / GRADES AWARDS POLICY

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.

TIME DURATION OF APPEAL

An appeal must be logged with the Administration department within five working days of communication of a result. The appeal addressed to the Registrar must be in appeal form highlighting the grounds on which the appeal is being made. Documentary evidence if available must be enclosed to support the appellant's case.

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:

a. Vice Chancellor
b. Registrar
c. DASS
d. Dean of respective school
e. Deputy Director-Administration
f. Advisor
g. Faculty Concerned
h. 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 though 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.

APPEAL IN MITIGATING CIRCUMSTANCES

i. **Plea for Consideration of Mitigating Circumstances for Class Assignments, Tests, Etc.**
Deputy Director-Administration Department along with Registrar may exercise their 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 & 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 Registrar 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 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.

Note: Students are required to use mitigating circumstance form available with the student portal to file their appeal for consideration of mitigating circumstances along with necessary documentation.

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

1. Accident
2. In case of death of Immediate Family Member
3. Hospitalization of self
4. 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.

BSIT GRADUATION REQUIREMENT

Bachelor of Science in Information Technology degree is awarded to a student upon fulfilling the following requirements:

i. Students enrolled for a Full time BSIT Program must have completed the program within a maximum duration of 6 years and attempted not more than 180 credits. Those enrolled for a Part time Undergraduate program must have completed the program within a maximum duration of 7.5 years and attempted not more than 180 credits

ii. The successful completion of 120 credit hours

iii. The number of credit hours as specified in the as specified in the core and concentration

iv. Achievement of CGPA not less than 2.00 in the following:
   a. Overall 120 credits earned
   b. In Concentration Courses

v. Students must attain a minimum of "C" grade in every Capstone course

vi. Students are required to fill the graduation application along with fee as applicable.

vii. Recommended for graduation by Graduation Board

GRADUATION HONORS

Upon meeting the Undergraduate 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 3.50 – 3.69
Magna Cum Laude	An average of 3.70 – 3.89
Summa Cum Laude	An average of 3.9 or higher

i. **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.

ii. **Procedure:**

Step 1: Graduating students file to be prepared by Administration, which includes the following:
1. Copy of attested high school / O level certificate
2. Copy of TOEFL / IELTS / PET Academic/ Cambridge
3. Copy of the transcripts
4. Copy of TOC confirmation
5. Final Statement of Account
6. Candidacy sheet containing clearance from all departments
7. Graduation Application form

Step 2: Graduation Board will verify the following components are met:
1. Entry requirements
2. Academic requirements
3. Graduation Requirements
4. Financial Requirements
5. Departmental clearance
6. Signing on certificates

Step 3: Certificate Preparation process
1. Place chips on the Degree and hologram on the transcript
2. Sort the degrees major-wise
3. Academic excellence letter is placed in the folder
4. Toppers list /scholarship letter if applicable is placed in the folder
5. Medals are placed in the graduation kit as per graduation honors list

DEAN'S LIST

Dean's List is a list of students who have achieved an overall CGPA 3.5 above in a particular semester completing minimum of 12 credits for Undergraduate students and minimum 9 credits for Graduate students. This list is prepared by the administration at the end of each semester. Dean's List students will be awarded a certificate of appreciation.

PROCEDURE

Step 1: After the declaration of result in each semester, students with 3.5 and above CGPA are selected for the Dean's List
Step 2: Student should have completed minimum of 12 credits and should not have failed/repeated in any course or withdrawn any course
Step 3: Student should not have been penalized by DAC for any in disciplinary activities
Step 4: The list is sent to Vice Chancellor for approval
Step 5: The list will be sent to computing Department for portal and plasma updates, advisor and faculty
Step 6: Enlisted students will be issued a certificate

Step 7: Copy of the certificate will be placed in the student file for records

TOPPERS LIST

Toppers list is a list of students who have topped the respective concentration of the program in an academic year. Toppers will be awarded a certificate of appreciation and a cash reward as per the policy.

PROCEDURE FOR YEARLY TOPPERS LIST

Step 1: After the declaration of result in each academic year, toppers in each concentration are identified based on the percentage

Step 2a: Only students completing minimum 30 credits in an academic year can be considered for toppers list [Undergraduate students]

Step 2b Only students completing minimum 18 credits in an academic year can be considered for toppers list [Graduate students]

Step 3: Students with TOC, Reactivation, failed /repeated, withdrawal and / or penalized by DAC for any in disciplinary activities are not eligible for the Toppers list

Step 4: The list is sent to Vice Chancellor for approval

Step 5: The approved list is sent to Finance for completing formalities towards awarding merit-based scholarships

Step 6: The list will be sent to computing Department for portal and plasma updates, advisor and faculty

Step 7: Enlisted students will be issued a certificate

Step 8: Copy of the certificate will be placed in the student file for records

PROCEDURE FOR OVERALL TOPPERS LIST / AWARDS

Step 1: Toppers in each concentration are identified based on the percentage after completing the Graduation requirements

Step 2: Students with TOC, Reactivation, failed /repeated, withdrawal and / or penalized by DAC for any in disciplinary activities are not eligible for the Toppers list

Step 4: The list is sent to Vice Chancellor for approval

Step 5: The approved list is sent to Finance for completing formalities towards awarding certificates, shields and discount offer letters for pursuing higher studies

Step 6: The list will be sent to computing Department for portal and plasma updates, advisor and faculty

Step 7: Enlisted students will be awarded a cash prize, certificate and a certificate during Graduation Ceremony

Step 8: Copy of the certificate will be placed in the student file for records

DEGREE CERTIFICATE POLICY

PROVISIONAL CERTIFICATE

Provisional certificate is given on the request of the student only after the successful completion of the graduation requirement by the student; it is issued as an interim certificate before the award of the degree during the graduation ceremony. The provisional certificate is valid from the date of issue till the award of degree certificate in the graduation ceremony.

Procedure

a. Student to submit an Application along with the necessary fees
b. Clearance form signed by all the departments to be submitted
c. Registrar audits the graduation candidacy sheet
d. Upon clearance and authentication, the Registrar signs the letter
e. Administration Informs the student the status of the letter within 48 hrs.
f. Signed copy of the letter is filed in the student file.

GRADUATION BOARD

The Graduation Board consists of VC, Dean-School of Business / Dean- School of Computing, 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 degree. Qualified students are also placed in the list of graduation honors and the Dean's List. The Graduation Board also confirms the final Toppers list and Graduate Honors List.

Graduation Board meeting will be conducted in the month of February each year to approve graduating students completing the requirements in Fall semester, and in the month of October each year to recommend graduating students completing the requirements in Spring semester and Summer semester respectively.

Degree certificate template which includes design text, name of the university, logo, concentration / area, signing authorities and date of graduation board, and the same will be reviewed every year.

Graduation ceremony will be conducted once in a year [November], in which all students from each board will be awarded with their degree certificate.

CERTIFYING CRITERIA FOR DEGREE CERTIFICATE

BSIT DEGREE

Bachelor of Science in Information Technology degree is awarded to a student upon fulfilling the following requirements:

i. Students enrolled for a Full time BSIT Program must have completed the program within a maximum duration of 6 years and attempted not more than 180 credits. Those enrolled for a Part time Undergraduate program must have completed the program within a maximum duration of 7.5 years and attempted not more than 180 credits

ii. The successful completion of 120 credit hours

iii. The number of credit hours as specified in the as specified in the core and concentration

iv. Achievement of CGPA not less than 2.00 in the following:
   a. Overall 120 credits earned
   b. In Concentration Courses

v. Students must attain a minimum of "C" grade in every Capstone course

vi. Students are required to fill the graduation application along with fee as applicable.

vii. Recommended for graduation by Graduation Board

Procedure:
   a. Graduating students file to be prepared by Administration which includes the following:
      1. Copy of attested Graduate level certificate or Equivalency if required
      2. Copy of TOEFL / IELTS /EMSAT
      3. Copy of the transcripts
      4. Copy of TOC confirmation (if applicable)
      5. Final Statement of Account
      6. Candidacy sheet containing clearance from all departments
      7. Graduation Application form

    b. Graduation Board will verify the following components are met:
1. Entry requirements
2. Academic requirements
3. Graduation Requirements
4. Financial Requirements
5. Departmental clearance
6. Signing on certificates

    c. Certificate Preparation process
1. Place chips on the Degree and hologram on the transcript
2. Sort the degrees Concentration Wise
3. Academic excellence letter is placed in the folder
4. Toppers list /scholarship letter if applicable is placed in the folder
5. Medals are placed in the graduation kit as per graduation honors list

DUPLICATE DEGREE / TRANSCRIPT

Duplicate degree is issued only to the students whose degree is lost / damaged due to any reason

Procedure
- **a.** Students need to apply for the duplicate degree/transcript paying necessary fees
- **b.** Submit the evidence of loss and police complaint copy and a photocopy of the certificate/transcript (if available)
- **c.** Administration will refer to the original graduation candidacy sheet to establish the authenticity of the degree completion status
- **d.** Administration prepares the duplicate degree /transcript within 1 week time.
- **e.** The necessary signatures from the respective signatories for the degree/transcript is taken
- **f.** Administration Inform the student the status of the Degree/transcript within 48 hrs.
- **g.** Signed copy of the Degree/transcript is filed in the student file.

STUDENT SERVICES SECTION

INTRODUCTION

Student Services Department (SSD) develops, coordinates and provides comprehensive support services for the continual growth and development of the students. It coordinates with Academic and Academic Support Services departments of SUC to assist and provide all information and document requirements of the students as and when necessary. It facilitates in shaping the student to be a responsible professional through counseling, ensuring smooth academic progress of students in the programs.

SSD also supports and promotes student-centered environment by encouraging student-faculty interaction at regular intervals to solve various academic and career development issues. Students are encouraged to participate in various extra-curricular, co-curricular, student club/committee activities for their overall development through the SSD orientations carried out at regular intervals.

FACILITIES AND SERVICES

A. 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.

B. LETTERS [ARABIC / ENGLISH]

Recommendation letter, Bonafide 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, Rewardship letter, Topper letter, appreciation letter, Deans List letter.

C. LOCKERS

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

D. LOST AND FOUND

Lost and found items will be kept in Student Services Department; Students are encouraged to report of any missing items as soon as possible. Any lost and found items are notified by the Students Services Department by displaying on the notice board in the lost and found section.

E. RFID

Students having their own transport are issued with an RFID card to avail the facility of parking the car inside the SUC campus at designated areas for students. Students should 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.

F. SMS SERVICES

The Student Services department provides SMS services to inform the students of all updates on a regular basis and also for any emergency needs that might arise.

G. ONLINE SERVICES

Students can avail the online services for their various requests.

H. COMMON ROOM

Common room is meant for students for extra-curricular activities such as indoor games, conducting rehearsals for any upcoming events and birthday celebrations.

I. HELP DESK

Help desk is maintained at the first day of the semester to assist new intake students with regards to the campus whereabouts.

J. ALUMNI REGISTRATIONS

Student Services Department registers the Alumni students at the time of filling the graduation form and also provides this facility through online registration. Further it coordinates with the Corporate Affairs Office and Events Committee to keep them updated about the events organized for the benefit of Alumni.

K. SCHOLARSHIP

SSD conducts meeting to recommend the eligible candidates for scholarship under various criteria. The various scholarship options provided by the University are need based scholarships, merit based scholarships, etc. SSD orients the students on the document required to apply for these scholarships.

SSD encourages the students to be active in the campus by means of giving them rewardship points. The students interested in receiving this rewardship and those who enjoy extra-curricular activities receive booklets to note down the hours they spent towards extra-curricular activities. At the end of the academic year the booklets are returned and the top 10 students with the highest score receive rewardship scholarship.
Process Flow

STEP 1
The dates to receive and finalize the scholarship should be announced to all students through their portal and calendars

STEP 2
Advisors have to notify the students about the dates and T&C for these scholarships

STEP 3
coordinate with Sports department in evaluating the sports scholarship applications as per the sports policy.

STEP 4
Scholarship committee meets as per the calendar and finalizes candidates for scholarship. Upon receiving approved list; Admin. will prepare letters to be issued to students.

L. CLASS REPRESENTATIVES

SSD conducts the election of Class representatives from each class. SSD meets the Class Representatives twice in every semester and receive their feedback related to issues faced by students with different academic and academic support service units.

SSD disseminates the feedback to different units and assists in resolving any issues. SSD-In-Charge will prepare the minutes of the meetings with response to their suggestions or requirements from different departments and send it back to CRs.

PROCESS FLOW STEP 1
Planning of schedule for different activities

STEP 2
Election of CR's (one academic and one nonacademic)

STEP 3
Conduct meetings as per scheduled.

STEP 4
Prepare MOM and send them to different departments to get the feedback.

STEP 5
Get back to CR's and provide them with answers to all their comments and queries.

M. HOSTEL (INTERNAL AND EXTERNAL HOSTELS) & INTERNATIONAL STUDENTS

Head of Sports meets the Hostel students regularly and reports any major disciplinary issues related to hostel and international students to DASS. DASS meets the Hostel students in case of any major issues reported by Head of Sports. In addition, DASS meets the Hostel and International Students along with the Head of Sports twice in every semester on the scheduled dates and interact with them to find out any issues faced by them. Director of Academic Support Services in coordination with SSD regularly counsel the international students on their visa status, passport submission status, outstanding fee and academic progression.

N. COORDINATION WITH INTERNATIONAL OFFICE

SSD coordinates with the international office to maintain communications with guardians of international students for updating them 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.

O. CONDUCT OF ORIENTATIONS AND TRAINING
ORIENTATION TO NEW STUDENTS

Orientation to the new students from the School of Business & School of Computing is given jointly by the VC, DASS, Registrar and the Dean of the respective Schools. Administration is responsible for coordinating this activity as per the schedule.

This orientation covers various aspects of their academic tenure and familiarizes them with the different institutional activities. In the event of face-to-face restrictions, orientation can be facilitated via online platforms- Micro-Soft Teams & zoom in line with safety measures.

i. Orientation by Vice Chancellor:

a. **Institution**: Vice Chancellor welcomes the new students and provides them complete information on vision, mission and purposes of the institution, the various academic standards that they need to abide by, role of Quality Assurance and requirements of QF Emirates to be met by the Institution.

b. **Departments and their services:** Students are introduced with different departments and updated on various services provided by them and also how they can avail a specific service of a department.

c. **Academic culture:** Students are made aware about the expected academic culture, rigor and participation in academic activities for lifelong learning. Networking through LinkedIn and other professional membership need for soft skills and compatibility with the industry.

d. **Awards and scholarships:** Vice Chancellor also motivates the students to strive for academic excellence by informing them about the different awards and scholarships given by the institution.

e. **Feedback:** Students are informed to provide timely feedback on various academic and academic support services provided by the institution, which would help the Institution in enhancing the quality of services being provided.

f. **Student Grievance redressal:** The Vice Chancellor informs the students about the procedure for redressal in case they would like to report any grievance.

ii. Orientation by Registrar includes the following:
a. **Administrative Services**

a. **Change of Program/Concentration:** Students are informed that they can opt to change their major at any point of time within the first three years of their four-year course.

b. **Addition/Dropping of course:** Students are informed about adding a course from another program to the existing regular courses and the option to drop a course in a particular semester.

c. **Advisor/mentor:** Students are informed about the academic advisors or mentors assigned to each one of them who will help them resolve all their academic issues. SSD ensures that all advising and mentoring activities are conducted as per schedule. The department follows up with advisors/mentors and get their feedback about the academic standing of the students.

b. **Examination Orientation**

The Registrar provides the students with the details of various examination and the related rules and regulation which include Mitigation/Re-sit, stopping from exams due to various reasons including financial non clearance, Mitigation policy, Academic integrity, role of Disciplinary Action Committee, Result declaration, appeal, award board, etc.

Flow

- **Step 1:** Calendar for the orientations is prepared by Admin.
- **Step 2:** Orientation presentations are prepared by DASS, Registrar and Deputy Director of Administration, then verified and approved by Director of IRQAOA and VC.
- **Step 3:** All materials will be uploaded in Students portal
- **Step 4:** The admission kit will be explained in details to new students.
- **Step 5:** IT to ensure that admission kit is available online

iii. **Orientation by DASS**

a. **SSD Services**

1. **Various online requests & time for response:** Students are also informed how they can make various online requests and also the time that will required for responding to these requests.

2. **Complaint and suggestion**

   Students are also informed how they can make various complaint forms and suggestion forms and also the time that will required for responding to these requests.

3. **Cancellation:** The procedure to cancel the registration is explained to the students

4. **Temporary Cancellation:** In case of a prolonged absence of about three weeks, students are placed on temporary cancellation.

5. **Re-activation:** Student placed in temporary cancellation have to pay the registration fee for reactivation of their admission.

6. **Postponement:** Student may postpone one semester in an academic

year subject to approval only under mitigating circumstances.

7. **New student's scholarships:** orient students with scholarship to adhere to all the deadline to submit all necessary documents or the scholarship will be cancelled

8. **Scholarship:** DASS also informs them about the various scholarship options like need based scholarships, merit based scholarships, etc. which are provided by the University. They are also informed about the document required to apply for these scholarships.

9. **Visa/Embassy Letter:** Students are informed that they can apply for VISA/embassy letter before 24 hours in the portal.

10. **Manage class representatives:** supervise the election for CR's Academic and Non Academic, prepare a schedule for meetings and send MOM for different authorities and departments to get their feedback.

11. **Hostel and international student:** conduct different orientations as per the schedule, form international student council, have regular meetings with international students, coordinate with sports department to manage events and disciplines for hostel students. Properly counsel the international students about their academic standing.

    i.   **Orientation**   **by** DSOC/DSOB *Please refer policy manual* **for** DSOC/DSOB *for details*

ORIENTATION TO CONTINUING STUDENTS
The continuing students are oriented on progression and career development
Orientation is also provided specifically to the Junior and Senior Students of the Undergraduate Program from School of Business & School of Computing. This orientation is comprised of the following:
    i. **Orientation by Registrar**
    a. **Academic Services**
        The Registrar provides orientation to the continuing students on the program and, graduation formalities, change of Major, Visa/Embassy Letter, deposit for visa after graduation, outstanding fee fine after the graduation, registration fees for repeating courses, Maximum duration for completing program, Registration of SAP students, Transfer admission students and completion requirements, locker facility details etc.
        Besides these, the orientation to continuing students includes the below information which is also provided to new students
        1. Various online requests & time for response
        2. Addition/Dropping of course
        3. Cancellation
        4. Temporary Cancellation

5. Re-activation
6. Postponement
7. Scholarship [applying for the scholarship & required documents]

Flow

Step 1 Calendar for the orientations is prepared by Admin

Step 2 Level wise Orientations are prepared by Registrar and Deputy Director of Administration

Step 3 All orientations will be uploaded in Students portal

b. **General flow of Orientation session for New and Continuing students**
1. Orientations are conducted twice a year for new students, one in Fall and another in Spring.
2. For continuing student's orientations are conducted once a year, in Fall
3. For continuing students, the Registrar provides orientation while for the new students the orientations are conducted jointly by the VC, Registrar and Dean of the respective school. For new students the orientations are given on the first day of the academic year.

II. NEW FACULTY

Orientation to the new Faculty from the School of Business & School of Computing is given by Registrar, schedule will be provided by HR.

This orientation covers various aspects of their academic tenure and familiarizes them with the different institutional activities, policies and procedures, DASS will emphasize on the following areas:

- Introduction of the department.
- Goal of SSD
- The concept of CARE
    - Bridging
    - Tutorials
- Academic Advising and Mentoring.
    - Goals of academic advising and mentoring.
    - Process flow of advisory and mentoring
    - Advisors responsibilities
- Class Representatives CRs, purpose and objectives of the committee.
- Hostel and international students.
- Functional Areas of SSD.
- Counselling areas
- Events, committees and clubs
- Scholarships and reward points
- How to fill a Scantron?
- Dress Code at SUC

III. NEW STAFF"

Orientation to the new staff from the School of Business & School of Computing is given by DASS, schedule will be provided by HR.

This orientation covers various aspects to familiarize them with the different institutional activities, policies and procedures, DASS will emphasize on the following areas:

- Introduction of the department.
- Goal of SSD
- The concept of CARE
  - Bridging
  - Tutorials
- Academic Advising and Mentoring.
  - Goals of academic advising and mentoring.
  - Process flow of advisory and mentoring
  - Advisors responsibilities
- Class Representatives CRs, purpose and objectives of the committee.
- Hostel and international students.
- Functional Areas of SSD.
- Counselling areas
- Events, committees and clubs
- Scholarships and reward points
- How to fill a scantron
- Dress Code at SUC
4. TRAINING TO FACULTY / STAFF (NA)

STUDENT ACTIVITIES POLICY

A. **Introduction**

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 and leadership skills.

B. **Formation of Committees and Clubs**

Formation of student activity committees and clubs is initiated by the SSD by giving a presentation about the various committees and clubs, their formation, roles, responsibilities and functions. The SSD invites interested students to register online through their portal for membership of various committees and clubs based on their areas of interest, after receiving the nominations SSD conducts an election to constitute a formal body of elected members to execute the functions of the committee. The committees and clubs have an executive body comprising of head, core members and chaired by faculty or staff members only to provide guidance and assistance when required. The chairs of the committees are nominated by DASS and approved by the VC. The duration of the committee is one academic year.

C. **Functions of Committees and Clubs**
   i. To plan a yearly calendar of activities and inform the student community.
   ii. To prepare the budgets and get approvals
   iii. To coordinate for necessary infrastructural support to conduct activities
   iv. To conduct the planned activities
   v. To review and provide feedback
   vi. To recommend appreciation for outstanding performance of the team members
   vii. To conduct pre and post activity meetings

A. Process Flow

i. Students are informed about the importance of committees, clubs, membership, roles and responsibilities

ii. Members are enrolled in various committees

iii. Heads are elected

iv. Activities and budgets are planned

v. Activities are reviewed and feedbacks provided

vi. Activities are conducted

vii. Reports are recorded and Disseminated to the VC

B. Tenure and Authority

Responsibility to form a committee or club	Responsibility to inform and conduct election	Responsibility to conduct student activities and prepare budgets	Responsibility to form, amend committees and approval of budget	Tenure of the committees and clubs
DASS & SSD	DASS &SSD	DASS &SSD and the Chair of Student Clubs and Committee	VC	One academic year except CR which is semester wise

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. Budget will be allocated for each clubs/committees. Each committee is chaired by a Faculty member or Staff member. Student Events Coordinator is responsible for organizing the year round extracurricular activities on campus and coordinating for intercollegiate activities. Responsibilities include:

1. To plan a yearly calendar of events and activities.
2. To coordinate for necessary event-based technical and monetary support to students.
3. To inform the Administration & Examination Department about attendance mitigation cases as per the institutional policy for students participating in extracurricular activities.
4. To acknowledge student effort.

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

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.
6. Coordinating with the Finance Department for financial requirements of the Committee.

C. Flow

STEP 1: The students' events coordinator will give orientations to all students in their class rooms explaining the importance of these committees.
STEP 2: Allocating budget for each club.
STEP 3: Events coordinator will ensure that all details of the committees are uploaded in student's portals.
STEP 4: Events coordinator should coordinate with IT department to make sure that online registration is activated.

D. Responsibilities of Student Interested in Membership

1. To fill up the online committee membership form before deadline.
2. To read various announcements related to events and activities on notice boards, portal and poster on a regular basis.
3. To apply for participation in any event well before the announced deadline.
4. To contact the Events coordinator if interested to get a platform to showcase their talent in any field.
5. To take prior permission from the Administration Department to use any of the SUC facilities for any extracurricular activities.
6. To take prior permission from the Administration Department to miss any classes in order to practice for any event.
7. To take prior permission from the Administration Department to stay back in SUC during afternoon break for any extracurricular activities.

STUDENT CLUBS AND COMMITTEES

A. INTRODUCTION
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 and leadership skills.

B. FORMATION OF COMMITTEES AND CLUBS
Formation of student activity committees and clubs is initiated by the SSD by giving a presentation about the various committees and clubs, their formation, roles, responsibilities and functions. The SSD invites interested students to register online through their portal for membership of various committees and clubs based on their areas of interest, after receiving the nominations SSD conducts an election to constitute a formal body of elected members to execute the functions of the committee. The committees and clubs have an executive body comprising of head, core members and chaired by faculty or staff members only to provide guidance and assistance when required. The chairs of the committees are nominated by DASS and approved by the VC. The duration of the committee is one academic year.

C. FUNCTIONS OF COMMITTEES AND CLUBS
a. To plan a yearly calendar of activities and inform the student community.
b. To prepare the budgets and get approvals

c. To coordinate for necessary infrastructural support to conduct activities
d. To conduct the planned activities
e. To review and provide feedback
f. To recommend appreciation for outstanding performance of the team members
g. To conduct pre and post activity meetings

D. PROCESS FLOW

a. Students are informed about the importance of committees, clubs, membership, roles and responsibilities
b. Members are enrolled in various committees
c. Heads are elected
d. Activities and budgets are planned
e. Activities are reviewed and feedbacks provided
f. Activities are conducted
g. Reports are recorded and Disseminated to the VC

E. Tenure and Authority

Responsibility to form a committee or club	Responsibility to inform and conduct election	Responsibility to conduct student activities and prepare budgets	Responsibility to form, amend committees and approval of budget	Tenure of the committees and clubs
DASS & SSD	DASS &SSD	DASS & SSD- In-Charge and Event Coordinator	VC	One academic year except CR which is semester wise

SUC focuses on the overall development of the students through essential extracurricular and co-curricular activities at various levels. SSD 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. Budget will be allocated for each clubs/committees. Each committee is chaired by a Faculty member or Staff member. Student Events Coordinator is responsible for organizing the year round extracurricular activities on campus and coordinating for intercollegiate activities. Responsibilities include:

1. To plan a yearly calendar of events and activities.
2. To coordinate for necessary event-based technical and monetary support to students.
3. To inform the Administration & Examination Department about attendance mitigation cases as per the institutional policy for students participating in extracurricular activities.
4. To acknowledge student effort.

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

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.
6. Coordinating with the Finance Department for financial requirements of the Committee.

F. FLOW

STEP 1: The students' events coordinator will give orientations to all students in their classrooms explaining the importance of these committees.
STEP 2: Allocating budget for each club.
STEP 3: Events coordinator will ensure that all details of the committees are uploaded in student's portals.
STEP 4: Events coordinator should coordinate with IT department to make sure that online registration is activated.

G. RESPONSIBILITIES OF STUDENT INTERESTED IN MEMBERSHIP

1. To fill up the online committee membership form before deadline.
2. To read various announcements related to events and activities on notice boards, portal and poster on a regular basis.
3. To apply for participation in any event well before the announced deadline.
4. To contact the Events coordinator if interested to get a platform to showcase their talent in any field.
5. To take prior permission from the DASS office to use any of the SUC facilities for any extracurricular activities.
6. To take prior permission from the Dean's office to miss any classes in order to practice for any event.
7. To take prior permission from the DASS office to stay back in SUC during afternoon break for any extracurricular activities.

H. STUDENT EVENTS CLUBS

Following are the active clubs at Skyline University College:

a. Performing Arts Club

The Performing art club consists of three (3) sub – clubs which are Dance and Music, and Drama.

b. Dance and Music Club

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.

2. Benefits of Joining the Club

2.1. Participation in University College's events and competitions as a dancer.

2.2. Being in the spotlight!

2.3. Gaining additional skills and talents from other members by sharing.

c. Drama Club

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. Benefits of Joining the Club

2.1. Participate in the University College plays.

2.2. Develop and share your talent and skills in play production.

2.3. Build strong social ties with fellow club members.

2.4. Have fun!

d. 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.

e. Toastmaster & 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.

f. **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 trips, meet new people, learn new skills, and try new types of activities.
       2.4 Promote personal growth.

g. **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

I. STUDENT ACADEMIC CLUBS

i. 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,
1. To improve the practical knowledge of students through various activities.
2. To conduct events such as guest lectures, student competitions, finance games, simulations and visits to stock exchanges.
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.

ii. The Accounting Club

a. 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.

b. 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 supports 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.

c. 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.

iii. Marketing Club- "RIDA ALEUMALA"

a. 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.

b. Objectives of the Club

To sharpen and develop marketing skills through learning by doing.
1. To foster the acumen in the field of marketing.
2. To keep members updated about emerging trends in marketing.
3. To involve members to resolve marketing issues through creative marketing techniques.
4. To develop the practical knowledge of members through various activities such as guest lectures, student competitions, marketing games, and industry visits.

c. 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.

iv. Management Club

a. 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.

b. **Objectives of the Club**

The Management Club operates with the following objectives:

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

c. **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.

v. **HR Club (Hayyakum Club)**

a. **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.

b. **Objectives of Hayyakum Club:**

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

c. **Scope of Hayyakum Club**

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

vi.   **Coding Club**

a. **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.

b. **Objectives**
The Primary objective of this club is to inculcate a culture of programming at SUC.
1. Providing students with a platform where they can discuss and share their ideas with fellow students.
2. Building a group of students who are strong in programming who could represent our university in programming competitions.

c. **Why a Coding Club?**
Programming is a very essential skill to possesses, 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.

d. **Functions of the coding club**
1. To plan a yearly calendar of activities and inform the student community.
2. To conduct the planned activities
3. To review and provide feedback
4. To recommend appreciation for outstanding performance of the team members
5. To conduct pre and post activity meetings

e. **Activities**
Following are the activities associated with this club:
1. Offering programming boot camps open to all students.
2. Conducting competitive programming competitions within the university.
3. Participating in the competitions worldwide.
4. Conducting student seminars.
5. However, the club is not restricted to the above activities.

vii.   **SUC IEEE Student Chapter**
a. **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.

b. **Objectives of the Student Chapter**
1. To provide platform for students to enhance their technical skills in the areas of computer science and information technology
2. To conduct workshop and technical awareness programs for students
3. To encourage project activity among students

4. To prepare students to present papers in the IEEE international conferences

viii. **Hult Club**
   a. **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.

ix. **Skyline Entrepreneurship and Innovation Club (SEIC)**
   a. **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.

   b. **Objectives of the club**
   1. To provide a platform to generate innovate ideas
   2. To Promote entrepreneurial skills among the students
   3. To help students in preparing business plan
   4. To conduct competitions, and training programs in the areas of innovation and entrepreneurship for students

J. 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 Newsline Magazine.

The purpose of the News and Media club is to provide 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 though art, and contribute to the student life community.

The SUC publishes "Newsline" magazine once in a year. This publication involves contributions from students & faculty members and also 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
5. In-house IT department

The Newsline Committee shall be responsible for:
1. The publication of the Newsline.
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 Heads of Departments 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

STUDENT COUNCIL POLICY

A. INTRODUCTION

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.

B. OBJECTIVES

i. To execute the functioning of SSC in a fair and democratic manner as per SSC manual.
ii. To serve the student body in enhancing their welfare.
iii. To promote an environment conducive to educational and personal development of students.
iv. To promote affinity towards the university, and foster professional culture and mutual respect among student fraternity.
v. Create a sense of ownership of the university and its activities amongst the student population
vi. To represent the student body and communicate the views of the students on matters of general concern that enhances knowledge, skills and competencies to the management of SUC.
vii. To table students' views on academic program needs and other facilities that are relevant, have currency in the market and enables them to find placements in the job market.
viii. To promote interaction with student councils of other universities.
ix. To promote student business ideas and to create awareness on campus about student-owned businesses, once reviewed by the Board.
x. To assist in organizing and promoting student clubs' and committee' activities in collaboration with the Student Services Department (SSD).
xi. To participate in curricular and co-curricular competitions and showcase their talents.
xii. To organize events that enhances the values, ethics; and network with peers, alumni and industry to become valuable citizens of the larger community.

C. KEY FUNCTIONS

i. To uphold the student body position in high esteem and execute the roles and responsibilities as specified in the manual of the student council, and upkeep the dignity of the position.

ii.   To call for agenda from student body members and communicate the date of meetings well in advance.

iii.   To conduct meetings of the student body as per the protocols on the pre-defined calendar dates, record the minutes of the meeting in a structured manner, communicate the proceedings/decisions and report to the student body and the student support service in charge.

iv.   Planning activities, preparing budgets and seeking approval of budgets and activities for the academic year.

v.   Communicate with the management on matters relating to students' views, concerns, suggestions and recommendations.

vi.   Promoting formal communications within the university to keep the student body informed of activities through Student Council notice boards, emails, SUC social media platforms, SUC website, producing regular campus newsletters or any other means of communication that is easily accessible to students.

vii.   Supporting the academic, socio-cultural development of students that fosters the development of overall personality and preparedness to meet the societal needs.

viii. Participating in the IE committees and contribute towards improving the services rendered to students for their benefit.

ix.   Assisting in the induction and/or mentoring process for freshman students

x.   Assisting the university clubs and committees and enabling clubs to execute as per the established calendar for the academic year.

xi.   Promote the culture of a competitive environment by facilitating student participation in external and internal competitions.

D.   STUDENT COUNCIL BODY

i.   Formation of Student Council body

The student council body is formed through secret ballot election. In case of students not coming forward for submission of candidature, another notification will be sent and if no one comes forward, nomination of office bearers will be based on merit or selection by the SCAC.

The student body will be oriented on the process and procedure of forming the student council and the process of election, criteria for election, eligibility for different positions and the decorum to be maintained while conducting campaigns.

ii.   Orientations on Student Council Purpose & Process of Election

a.   Orientation on formation of student council

b.   Orientation on electoral purpose

c.   Orientation on electoral process

d.   Orientation on the role and responsibility of the student council

e.   Orientation on campaign focus

1.   Campaigns must focus on the welfare of students, development of activities, and participation and contribution to achieve SUC mission and vision.

2.   Campaigns can be done through meetings, speeches, posters and any other acceptable means of communications approved by the electoral committee.

The student council body comprises of the elected office bearers and other elected members of the committees, class & hostel representatives and any other approved members nominated by the VC.

a. President
b. Vice President
c. General Secretary
d. Council Treasurer
e. Public Relations Officer

- President and Vice President of all active clubs and committees in the university – including class representatives from all batches.
- International students representatives (if applicable)
- Hostel students representatives (if applicable)

E. PROCESS OF STUDENT COUNCIL ADVISORY FORMATION

i. Formation of the electoral committee
   a. 3 members should make up the committee- Events Coordinator, active student (nominated by SSD) & full time faculty (nominated by VC).
   b. Tenure for 1 academic year

F. FUNCTIONS OF STUDENT COUNCIL ADVISORY COMMITTEE

ii. Meeting to define the process of student council formation
iii. Decide dates of submissions of applications, finalizing list of applicants, election dates and result publication
iv. Guiding student council in executing their functions
v. Resolve disputes amongst student council and various student bodies.
vi. Responsible for maintaining discipline and order amongst office bearers
vii. Receiving appeals from students, faculty members and other stakeholders on functioning of office bearers
viii. Investigating cases against members of student council, by the Disciplinary Committee (DAC)
ix. After the findings of the DAC, SCAC shall issue a letter of warning to student council members or expel/impeach them from the student council office (in a written format)

G. CRITERIA FOR STUDENT COUNCIL FORMATION

To be a part of the student council member, one has to be an elected member for the respective position based on secret ballot.

To participate in the elections, the following criteria must be followed;

i. Be an active student of SUC, having at least 1 academic year before graduation, and registered for the current semester.
ii. Minimum CGPA of 2.5 (undergraduate student) & 3.0 (graduate student). Incase upon election student does not qualify for the CGPA requirement; they will be on probation for a semester until they are able to attain it.
iii. Should have a clean record in academics, discipline matters and high standard of conduct without any legal issues.

   Requirements for each designation:
   a. President: Senior level (priority) and Junior students
   b. Vice President: Junior Level and above
   c. General Secretary: Sophomore and above
   d. Council Treasurer: Sophomore and above
   e. Public Relations Officer: Sophomore and above

To be elected for the student council the following procedures must be followed;

i. Candidates intending to contest for each of the post must submit the application
ii. The candidate must fulfill the eligibility criteria and submit a formal application expressing his/her intent in prescribed form request
iii. Submit all documents establishing his/her registration for the semester and academic standing within stipulated electoral deadlines.
iv. All applications will be scrutinized for the eligibility, and only eligible candidates are declared to be in the race for elections
v. After declaring the list of eligible candidates for the election, sufficient time will be awarded to decide to remain or withdraw from the race for elections.
vi. If more than 1 candidate is eligible for the position then elections will be held on the due date to elect the candidates for the positions.
vii. For all the positions, all eligible student body of SUC will have the right to cast their votes upon showing their SUC Student ID (which will be verified based on the list of eligible students provided by the Administration department.
viii. 1 day of election will be held for each morning, evening and Part time students
ix. There will be separate online voting sheets for morning, evening and Part time students
x. Voting will be done online via student LMS portal.
xi. Election will be held for each student council position.
xii. Students can only vote once – monitored by their unique student ID
xiii. The secret ballot votes are counted in front of the electoral candidates by the electoral committee
xiv. Once elected members have been announced, there can be no change unless deemed necessary by the Board
xv. Candidate(s) with majority votes will be declared elected for the position.
xvi. In case of a tie, the finalization of the elected candidate will be decided on by a coin-toss in front of the student body, and the decision will be final.
xvii. In case of a dispute in counting, a re-counting will take place and the winning candidate will be decided on the second counting, and the decision will be final.
xviii. Upon election, members will hold office positions for a period of one year

H. ORIENTATION TO ELECTED STUDENT COUNCIL

Orientation will be on the purpose, objectives, roles and responsibilities of the student council in furthering the vision and mission of SUC.
Orientation on abiding by the guidance from the Student Council Advisory committee.
Orientation on abiding by the SUC policy & procedures on integrity and an understanding of the electoral by-laws.

I. STUDENT COUNCIL BY-LAWS

Tenets:
Student Council Advisory Committee (SCAC) members shall be responsible to abide by the university policy & procedures and refrain from politicization, or explicitly demonstrating affinity towards any political lobbying or engage student council or student body towards any ideology that contravenes the law of the land.

It should also promote integrity, ethical behavior, fairness and remain non-discriminant towards any class, creed, gender, race, religion, economic status, nationality and take oath to maintain the code of conduct.

Defining the positions:

- President: Is the head of the student council body and is responsible for keeping the body united, and conduct the business of the council in a fair and rational manner without any biases to achieve the objectives of the student council.
- Vice-president: is the second in command in authority and is responsible for conducting the business of student council on behalf of the president in his/her absence or as assigned.
- General Secretary: the position is responsible for planning, organizing, conducting and recording minutes of meetings and communicating with other stakeholders. He/she is also responsible for conducting the business of student council on behalf of the president in his/her absence or as assigned.
- Council treasurer: the position is responsible for managing the financial books of the student council, and responsible to report on financials on regular intervals to the student council body and the SCAC.
- Public Relations Officer: the position is responsible for disclosing information to the media and other stakeholders on the activities of the student council.

J. DUTIES OF STUDENT COUNCIL MEMBERS

- **PRESIDENT**
  - Addressing views and concerns of the student body and communicating the same with the Board.
  - Propose new strategies for changes in the university
  - Responsible for presiding over meetings of the council
  - Prepare the agenda for each meeting along with the secretary
  - Where a vote is held at a Council meeting, and the votes are divided equally, the Chairperson(president) generally has the casting vote
  - Review proposed activity plans by Clubs and Committees and present to the Board *(Annexure 1)* for approval
  - Serves as the primary contact between the student body and management.
  - Represents the student body on issues regarding all university academic and non-academic programs and events.
  - Shall be the representative and spokesperson of the student body.
  - Reports on SSC work to members and update the Vice Chancellor during or otherwise, the monthly meeting.
  - Holds full executive authority of the SSC and chairs meetings.
  - Monitor duty allocations and strengthen the spirit of partnership and teamwork between students, administration, faculty and staff members of the institution.
  - Ensures complete Alumni registration and connects with the Alumni and coordinates all relationships and possible events for them.
  - Ensures all Academics related issues are tabled to the concerned bodies.
- f. **VICE PRESIDENT**
  - Assisting the President in carrying out his/her duties
  - Assuming the role of the President if absent

- o Assisting core members in the day to day decisions and follow ups with clubs and committees
- o Implement deadlines and overview the activities on the consolidated calendar
- o Represents the SSC on on-campus committees in the absence of the President or when required. In addition, he/she will be in direct contact with students to solve their non-academic problems and raise them with the proper authorities.
- o Responsible for informing the President on the progress of council initiatives.
- o Ensure student feedbacks are taken and shared with relevant departments.

g. **GENERAL SECRETARY**
- o Prepare the agenda for each meeting along with the President
- o Circulate agenda to the council members in advance or at the start of the meeting
- o Include 'Any other agenda' during council meetings
- o Keep record/minutes of Council meetings and any decisions taken by the Council.
- o Maintain and manage the consolidated calendar of activities of clubs and committees
- o Maintain record of all Council meeting attendees
- o Maintain the archives of documents and paperwork regarding visits, inaugurations, activities, events, etc.

h. **COUNCIL TREASURER**
- o The Treasurer is responsible for managing the Student Council budget, and keeps a complete account of all expenditures.
- o Any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a faculty/staff designated for this purpose.
- o The council treasurer may advise and assist club & committees with their assigned annual budget
- o For proposed new club & committee activities, the budget will first be reviewed and amended, if required, by the Council Treasurer before it is presented to the President
- o Be responsible for collecting, managing, and distributing funds for and from the various events and activities organized by the SSC.

i. **PUBLIC RELATIONS OFFICER**
- o Responsibility for promoting good communications between the Council and the student body
- o Responsible for informing the students about any Open Council meeting scheduled via portal, posters on campus, social media posts etc.
- o Responsible for promotion of any Student Council events or activities along with the Media Committee
- o Assist secretary in all internal communications regarding scheduled meetings, agendas and decisions made
- o The Public Relations Officer shall be the primary contact between the SSC and all parties outside the University.
- o He/she shall be responsible for dealing with all external parties with whom the SUC collaborates.
- o The Public Relations Officer will ensure that transparency is maintained in communication with off campus entities and promote the institution's image.

K. **DECLARATION OF ELECTION RESULTS**

The SCAC declares the elected body, and based on their submission of results, the VC approves the formation of the student council. Thereafter there is a communication on approved results to the student body via established SUC formal communication channels.

L. INDUCTION OF NEW STUDENT COUNCIL MEMBERS

The SCAC and SSD will conduct the student council induction as follows;

- Oath taking ceremony- administering oath by VC or any person assigned by the VC
- Brief orientation on various roles and responsibilities
- Handover of the student council manual

M. CONDUCT OF MEETINGS

- Student council meetings will be held twice in a semester or as and when necessary
- Council meetings open to the general student body will be held once a semester
- The meetings will be led by the President and Vice President based on the agenda provided by the General Secretary
- During meetings, any grievances, policies or infrastructure changes, that are not under the direct authority of the council, must be noted and shared with the Board
- Council members will lead all events initiated by them or proposed by the student body

STUDENT PUBLICATION POLICY

i. **Introduction**
Students Publication Policy is aimed at developing the written communication skills among the students and inculcates the habit of writing articles, composing poetry, news items and exhibit artistic and photographic talents. The policy focuses on mobilizing and motivating students to Plan, Collect, Edit and Publish articles in internal and external publications.

ii. **Formation of the committee**
The formation of publication committee is by the approval of the VC. The chair of the committee is nominated by DASS and approved by the VC and has tenure of two years. The chair of the committee initiates co-opting members of the publication committee. The internal publication committee is formed by registering students and electing the Editorial Board for the academic year. The committee comprises of faculty member as the chair of committee, English faculty member to provide guidance, Editor in Chief, Editors, Reporters, Proof Readers and Designers.

iii. **Functions of the committee**
   a. To encourage and mobilize students to write original articles, composing poetry and news items for internal and external publications
   b. To Plan and design the structure of the internal publications
   c. To collect, edit and publish internal publications
   d. To maintain originality and ethical practices in publications
   e. To generate funds for the internal publications
   f. To review and provide feedback about the quality of the publications

iv. **Process flow of the committee**
   a. Chair of Publication Committee invites the candidatures of students interested to be members of the publication committee
   b. The Editorial Board is elected
   c. The roles and responsibilities of Student Editors, Reporters, Proof Readers, Designer and other members are assigned by the Editor in Chief
   d. The planning, designing and structure of internal publication is prepared
   e. Preparation of budgets

f. Information is disseminated to student body, faculty members and other stakeholders to contribute the written/artistic piece of work to the editorial board

g. Review the works for originality and quality of the works within the publication ethics

h. Selecting, composing, designing and editing the works for the internal publication.

i. Finalizing, Coordinating and executing the publications

j. Distributing the publication to the stakeholders

k. Submitting the feedback and financial report on the publication activity.

v. Tenure and authority

TABLE 3.9.1

Responsibility to form the publication committee	Responsibility to inform and conduct election	Responsibility to publish and prepare budget	Responsibility to form, amend committees and approval of budget	Tenure of the student members
Vice Chancellor	Chair of publication committee	Publication Committee	Vice Chancellor	One academic year

STUDENT COUNSELING POLICY

A. Introduction

Student Counseling Policy 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.

B. Formation of Academic Advising /Mentoring Committee

The structure of student counseling is divided into Academic and Academic Support Services Counseling. The Academic Counseling is carried out by academic advisors/mentors (faculty members) appointed by the respective dean of school based on the closest expertise relevant to the student's major field of study. The coordination of Academic Advising/Mentoring activity is the responsibility of Academic Advising Committee headed by a chair who is also appointed by the VC. The Academic Support Services counseling is provided by the SSD.

C. Counseling for Academic issues

The Academic Counseling Services carried out by Advisors/Mentors is aimed at assisting students to resolve their issues related to Academic Progression, Performance, Satisfactory Academic Progression (SAP), Graduation Requirements, Change of Majors and any issues related to Academics. Also in case of any students with special needs, additional counseling is provided by the faculty and staff in addition to SSD. Academic Counseling is extended to assist students in reducing test/exam anxiety, improve study habits and help involve in active learning to attain academic goals. The Academic Counseling also involves allocation of additional time, personal and peer coaching within the working time frames of SUC. Academic advising calendar is followed to carry out counseling and orientation on a semester basis.

D. Counseling for Academic Support Service issues

Academic Support Service Counseling by SSD is aimed at informing the students about the sources and procedures of resolving student's issues relating to the academic support services. In case of Academic and academic support service issues are overlapping with each other the Advisors/Mentor will be consulted for resolving the issues.

E. Orientation

A detailed orientation is carried out in the first week as per the SUC policy. It also makes students aware of the availability of various learning resources, IT, sports facilities and other student development activities. The counseling also aims at the student's awareness about various policies, procedures and the hierarchy of the authorities they can approach to smoothly resolve their issues.

The counseling continues at the sophomore, junior and senior levels. Counseling at sophomore level is aimed at orienting students about acceleration program, changes in fee payment structure, GPA requirements and the process of enrolling for the program. The counseling at senior level is aimed at meeting graduation requirements, career counseling including placement and pursuing higher studies, alumni relations, internship, capstone course and the academic awards.

F. Confidentiality

All matters related to students' Counseling information are sensitive therefore all efforts will be taken to maintain confidentiality of the matters and the privacy of the student is maintained and protected. Information would be revealed only to concerned authorities involved in decision making in relation to that matter. In case of any external agency like Police, Court, Ministry Officials require this information may be provided on request and due consideration.

G. Tenure and authority

Responsibility to form the Academic advising committee	Allocation of students to the advisors/Mentor	Counseling academic support services issues	Responsibility of carrying out academic advising /mentoring (providing feedback and report)	Responsibility to compile the overall academic advising/mentoring report with recommendation to VC
Vice Chancellor	Registrar	SSD	Advisor/Mentor	Academic advising committee chair (Registrar)

H. Counseling process

Flow

Step 1 Checklist of different counseling's will be prepared by Admin
Step 2 Calendar is prepared by Administration taking care of the progress of the semester
Step 3 Data is accessible online or can be obtained from Administration when required
Step 4 All forms and letters should be signed by students and uploaded in their portal
The counseling process at Skyline University College includes addressing the student needs for academic and career development. SUC ensures to maintain confidentiality of the interactions with students and helps them resolve or cope with problems and developmental concerns.

I. Counseling to New Students

i. **Provisional Admission Counseling**
If students fail to provide all the admission related documents within the first two weeks of admission at Skyline then he/she is granted Provisional admission until they submit the complete documents as per the admission policy. Such students are counseled by Administration in order to encourage them to submit all the necessary documents and secure a confirmed seat for the course.
Counsel the new stduets about the importacnce of submitting all necessary documents for their scholarship as per what they have have signed in the underatking letter , inform them that if the doecuments or admission requirements are not met ; their scholaship will be cancelled .
(Refer Provisional Admission letter)

ii. **TOC Counseling**
SSD counsels students who joined SUC as Transfer of Credit from other university. These students are counseled on one to one base regarding the academic requirement, the SAP policy, graduation requirement and the learning resource facility. A complete graduation plan is also given to them based on the subjects approved by the Dean after considering the TOC courses awarded from the previous university. The department counsels the student on the progress of courses at each level along with the prerequisite information. Later on, every year the academic progress of the student is monitored by Administration .
(Refer TOC application form)

J. **Counseling to Continuing Students**
i. **Provisional Admission Counseling**
If students fail to provide all the admission related documents within the first two weeks of admission at Skyline then he/she is granted Provisional admission until they submit the complete documents as per the admission policy. Such students are counseled by SSD in order to encourage them to submit all the necessary documents and secure a confirmed seat for the course.
(Refer Provisional Admission letter)

ii. **TOC Counseling**
SSD counsels students who joined SUC as Transfer of Credit from other university. These students are counseled on one to one base regarding the academic requirement, the SAP policy, graduation requirement and the learning resource facility. A complete graduation plan is also given to them based on the subjects approved by the Dean after considering the TOC courses awarded from the previous university. The department counsels the student on the progress of courses at each level along with the prerequisite information. Later on, every year the academic progress of the student is monitored by Administration .
(TOC application form)

iii. **SAP Counseling**
SAP counseling is carried out to those students who have low satisfactory academic progress levels as per the qualitative and quantitative standards required under the SAP policy.
Satisfactory Academic Progress (SAP) is measured by way of qualitative progress (grade-point average) and quantitative progress (hours earned) as per the SAP poilicy. SAP is monitored during the Spring semester for all students with low CGPA. SSD receives the list of students not meeting the SAP requirements from administration department at the end of each semester. Each student is called individually by the Student Counseling Coordinator and the impending situation is explained. Necessary improvement measures are pointed out to the student in order to increase his/her GPA.

iv. **Graduation counseling**

Students are provided with graduation counseling around two semesters prior the graduation date.

Students are counseled for graduation on the following points:

1. Number of credits completed
2. Number of remaining subject in order to graduate.
3. Review of CGPA, GPA of Capstone course, GPA of Major course and any repeating courses or failure course.
4. PSDP is compulsory for students in their fourth year.

Note: If the student does not meet the above criteria then Administration counsels student further.
Refer Exit interview form

v. **Withdrawal & repeating course counseling**

During the first week of the semester only a student can withdraw the course without payment. It will not reflect in the transcript but if the students wishes to withdraw the course after one week of the commencment, then he/she will be charged for the course as per the policy and it will be reflected in the transcript as 'W' (Withdrawn) and the students will have to repeat the course next semester if it is offered.

Administration will review the graduation plan of the withdrawn/failed student on receiving the list from administration. This process is carried out each semester to help students reduce the financial and academic burden. SSD counsels the students who have failed or a student wanting to increase his/her CGPA to repeat the course. Students are allowed to repeat the course only twice during the program.

vi. **Low attendence counseling**

Student with less than 50% attendance by the end 3rd week of are called to the SSD to discuss the reasons for their low attendance and the consequences for not maintaining the required attendance. They are made aware of the importance of regularity in attending classes and coordinate with advisor/mentors and class teachers to further counsel the student so as to cope up with the academic requirements. They will also be informed of not being allowed to attend the final examination and the cost and time impligation in completing the course.

vii. **Low CGPA student counseling**

The SSD receives the list of students having a low GPA from the Administration. The Students Services Department will call these students and counsel them to improve their GPA and if required a meeting is arranged with advisor/mentor and concerned faculty for additional counseling.

Students are also made aware of the fact that if they do not reach the benchmarks set for the course for that particular year then student will go through probation, final warning and suspension or is advised to repeat the entire course.

viii. **Exam Absentees Counseling**

List of students who miss the mid-term or final exams is forwarded by the Administration department to SSD at the end of the examination session on day to day basis. SSD calls these students and tries to understand and evaluate the reasons which caused them to remain absent during the exam.

In case a serious issue is prevelant, students are encouraged to fill the mitigation form and the process is explained.

ix. **Mitigation Counseling**

SSD contacts the students who miss an examination and is called for mitigation counseling. The student is asked to submit necessary documents proving his/her

reason to have missed the exam. The documents are forwarded to the adhoc Mitigation committee who decides the possibility of retaking the exam. The student is also made aware of the possibility of rejecting the mitigation appeal by the committee if the circumstances and the evidences of the proof not convincing.

Mitigation is applicable in case of
1. Accident
2. Death of immediate family
3. Hospitalization
4. Religious reason (Haj)

(Mitigating Circumstances Form)

x. **Resit Counseling**
If the student fails in the Final examination, the student Counseling Coordinator calls and motivates the student to appear for a resit exam and explains the consequences in failing to do so.
(Resit application form from Administration Manual)

xi. **Financial Outstanding Counseling**
Finance department forwards to SSD a list of students with a financial outstanding before the start of the mid-term exam. SSD then counsels the students to pay their outsatnding fees before the mid term examintation.
Students with outstanding fees of two months and above are encouraged to pay monthly fees in installments and the same applies for the final exam as well.

Students are encouraged and advised to discuss any financial issues with SSD so that necessary steps and measures can be taken. SSD makes such students aware of the various scholarship opportunities available at SUC to help them through their academic year.In order to support them further, their resume are forwarded to the Corporate Affairs Office to help them secure part time or full time jobs.

xii. **Postponement & Reactivation Counseling**
SUC policy allows a Student to postpone his/her studies by one semester once in an academic year.

Postponements are allowed in the following cases-
1. Death in the family
2. Financial problems
3. Work pressure
4. Travelling out of country
5. Hospitalized
Students intending to postpone a semester have to approach the SSD who will handover them the postponement application form, ask them to meet their advisor/mentors and assist them in completing the application form.

The SSD will also follow up with the students who have postponed a semester at the end of the semester and encourage to reactivate his program. They are given the reactivation form which is forwarded to Finance for the new fee structure applicable and then to the Administration depratment for the new graduation plan.
Refer Postponement Form & Reactivation Form

xiii. **Cancelation & Exit Interview Counseling**
When a student approaches the SSD for admission cancelation he/she is thoroughly counseled and the reasons behind cancelation is understood. Once he signs the cancelation form, SSD forwards the same to various other departments like Finance,

Administration, Library and HR. Upon successful clearance from all the departments the students' admission is considered to be cancelled.

Exit interview is carried out where the student is asked to answer a questionnaire. The student is given full confidence of confidentiality of the information he/she supplies. The purpose of the exit interview is for departmental improvement.

Refer STUDENT CANCELLATION FORM & Exit interview form

xiv. **Visa Student Counseling**
Students who have opted for university VISA are counseled by the SSD to complete the course within the stipulated time. Students on university VISA are continuously counseled throughout their academic period for low GPA, low attendance and date of graduation and VISA renewal.

The Human Resource Department sends the list of Visa students whose visa renewal is due to the Administration . The Administration issues a letter detailing out information on the Visa charges, documents and provide the application form to be filled up for completeing the renewal process. All the required documents along with the duly filled application form is forwarded by Administration to the finance department and later on to the HR department. A list of graduating Visa students is sent by the Administration department to the SSD, who will send them a letter informing about the cancellation of their visa post completion of their graduation.

xv. **Hostel Student Counseling**
The Student Counseling Coordintor visits the Hostel students atleast thrice a year wherein they are encouraged to speak freely about the various issues they face. Purpose of the meeting is to relax the students and give them a homely feel. The suggestion and/or issues discussed by the students are noted down by the SSD, who then follows up on the requests made and issues described. The SSD is supported by Sports department for the counseling of hostel students.

xvi. **Career Counselling**
a. **Introduction**

The purpose of Career Counseling is to counsel the students who are seeking internship and placements. The orientations are carried out to facilitate students and give them tips on the internship and placements. As per policy, students are facilitated with internship opportunities only once. Similarly, placement facilities are provided to students wherever opportunities are available.

b. **Purpose of Career Counseling**

1. To provide career counseling and outreach to students, alumni and faculty.
2. To provide career development and job search counseling to University students and alumni in both individual and group settings, decided and undecided students
3. To develop a general knowledge and understanding of the related professions represented by Skyline programs in the Colleges and School and maintain familiarity with the education, training and career opportunities and expectations
4. To conduct regular outreach efforts including workshops and presentations to classes, student clubs and organizations

5. To develop strong relationships with chairs, department heads and faculty in the Colleges and School; target key faculty for employer recruitment opportunities
6. To develop and maintain an advertising strategy specifically designed to attract more students to the on-campus recruiting schedule and on-line career services
7. To disseminate employment and internship opportunities to appropriate faculty, organizations, and students
8. To participate in employer development activities including employer visitations, advisory boards and on-campus recruiting, and the development of job and internship leads
9. To identify online resources for a variety of career issues, academic majors and career fields
10. To facilitate planning and coordination of career outreach and programs such as job fairs, career programs, and employer panels
11. To enhance awareness and visibility of the Career Development.
12. To encourage faculty to maintain equitable opportunities for students by posting jobs and internships sent directly to department from the Career Gear database
13. To provide consultation and organization assistance to departments in their development of major specific career related events
14. To maintain ongoing professional development via involvement with relevant professional associations
15. To collaborate on the development and enhancement of Career Development of SSD portal and coordinate with Computing for Career Gear software; integrate technology into daily operations, programs and presentations.
16. To provide career assessment and interpretation to undecided students through services offered by the Peer Career Program (training is provided)
17. To organize and plan seminars and workshops on career planning or career development.
18. To evaluate students' background, education, and training, to help them develop realistic goals
19. To guide students through making decisions about their careers, such as choosing a new profession and the type of degree to pursue
20. To help students in job search skills, interviewing and networking
21. To assist students in locating and applying for jobs, by teaching them strategies to find openings and how to write a résumé
22. To advise students on how to resolve problems in the workplace, such as conflicts with bosses or coworkers.

c. **Coordination with other units**
   The Career counselor shall carry out the activities in coordination with other departments as follows:

1. **Corporate Affairs department**
   CAD and the career counselor will work together on setting up workshops and fairs to enhance employability and increase industry involvement of SUC students.

2. **Events Coordinator**
   Events and the career counselor will work on the makeup of events centering around student's involvement in the fairs and the organization of out of campus career promoting activities.

3. **Teaching effectiveness committee (TEC)**

The career counselor will coordinate with the members of the teaching effectiveness committee in order to suggest the needed Professional Skills Developments PSDP's to students, the career counselor will also support the TEC in designing the schedule and conduct such skills developments to students.

4. **Internship, workshop & training**

The Course Syllabus of SUC's internship will be explained to the Career counselor by Admin. He/she will handle the process of resume building and verification, collaborate with Corporate affairs on readiness of students for interviews and post-employment.

Workshops and training are to be carried out on a semester-by-semester basis. Career counselor will be in charge of the materials and presentation of career related topics/issues to educate, improve and sharpen the skills of students as regards their employability.

SSD COORDINATION WITH INTERNATIONAL OFFICES

SSD 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.

A. PROCESS FLOW

i. Marketing representatives will send a mail immediately to DASS and the student counselor whenever a student is enrolled; the mail should include the **contact details of the parents.**
ii. Marketing Admin, PRO, Hostel and finance should coordinate with SSD when a student is coming to UAE.
iii. When the student reach UAE; he should be introduced to the counselor /SSD /DASS
iv. The counselor / DASS will contact the parents to inform them that their son/daughter is settled and in safe hands.
v. During the first three weeks; the students should be in touch with SSD.
vi. SSD will contact the parents one week before MT to inform them about the performance of their son/daughter.
vii. MT results and academic progression will be shared with parents after the MT results declaration.
viii. One week before finals, parents will be contacted.

CARE PACKAGE

A. INTRODUCTION

SUC Care Package is a creation of the SSD to cater for new students (Bridging program) and academically weak SUC students (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 properly link students to key departments vital to the success of their degree completion as well as improving their Academic standing and quality of students respectively.

These packages will run concurrently and will be closely monitored for outcomes that have been predicted; which is to build well-adjusted and academically sound students.

B. **OBJECTIVES**

   i. BRIDGING PROGRAM

     1. Integration of new students to SUC culture & prepare them for university life.
     2. Ensuring proper and wholesome orientation of new students.
     3. Introducing students to various contact persons and departments handling their academic and social development.
     4. Creating a platform for feedback and correspondence between student and the University.

   ii. STUDENT TUTORIALS

     1. Improve the academic standing of SUC students
     2. Give opportunity for more flexible and relatable learning environment.
     3. Provide students with extra academic support
     4. Give students the opportunity to experience, explore their leadership potentials and get financial compensation.

C. **SUC BRIDGING PROGRAM**

Program for new joinees for integration, induction and orientation. Program will be initiated at the first week of enrolment (after all enrolment is cleared) and will run with foundation courses or freshmen courses according to the enrolment status of the student. These activities and meetings with key departments will span from orientation week till the third week of the semester.

Each department will have a scheduled day for their meeting and orientation; and will organize fun activities with the students.

   a. TEAM/COMMITTEE

- **SSD/EVENTS** –orientation and activity coordination
- **ADMIN** –calendar of program.
- **SUC representatives**- Older students

SUC CARE PACKAGE TEAM
(Bridging Programme)

| ADMIN | EVENTS | SUC REP. | SSD |

   b. WELCOME PACKAGE

Students will be welcomed by a team of (DASS, Registrar, Administration, Student Services Department & Marketing) and ushered in for registration and given a welcome kit collection alongside other new joinees. After the general welcoming and orientation, new students will be given a special itinerary for the Bridging Program.

   c. INTRODUCTION TO SUC CULTURE

This will be a blend of orientation to the academic and social aspects of schooling in SUC. Older students will have a mix with new students in a social settings sharing experiences and information about the happening/events & activities that can be enjoyed in the University. Events department will plan the introduction party for freshmen and induct new students to the campus life officially.

d. SSD & EVENT INDUCTION/INTERACTION

Various social activities (sports, get-together & fresher's bash) will be organized by the Events personnel as well as SUC students mix. These activities will induct new students into the student life and socials of the University. It will also be an avenue for various University clubs to pitch their activities and register new students. SSD will also help facilitate some of the activities and induction process.

e. KNOW YOUR FACULY & ADVISORS:
A day with faculty members and both DSOB & DSOC, giving due orientation on the various courses they will take along their degree program and potential projects that will be engaged in (teasers on what to expect in each course).

Advisors meet with their advisees for brief introduction and exchange of contact.

f. A DAY WITH THE ADMIN TEAM:

The HOD gives a brief orientation of requirements for graduation, ministry requirements, discount policy, TOC & other areas of concerns.

Sensitization on exam etiquettes and appeal of marks.

g. KNOW YOUR FINANCE:

Students will be meeting with the Deputy Director of Finance to discuss the various payment plans and instalment for both Local & International students. Finance will be briefing students on common issues students face and ways to avoid such.

There will be a short orientation of how to manage finance & list of charity organizations/ agents students can approach in case of financial shortfalls during their program.

h. BE WELL, BE HEALTHY:

Head of Sports will have a day with the new intakes to do some basic exercises that can help students de-stress. Discussion will be based on healthy lifestyle and how to maintain a positive mind.

Orientation on gym etiquettes and the various sports club available for practice/competition. Students will also have their vitals taken and a mini match (football or basketball) will be held as an icebreaker.

i. TIMEOUT AT THE LIBRARY & TOASTMASTER ORIENTATION:

Students will be engaged in the library and oriented on library resource and library etiquette. Fun activities based on ways to fully utilize the library and build a reading culture will be explored.

Students will also be introduced to Toastmasters' club and given an orientation on its usefulness; alongside taking registrations for those interested in joining.

j. MEET THE CORPORATES & PSDP ORIENTATION:

The corporate affairs team will introduce their various services and give orientation on the process of internship/ job application.

Students will be given an orientation on how their professional skills will be groomed all-through their degree program, through workshops and corporate visits.

Brief career counseling will be carried out to give students an overview of what their chosen degrees can afford them in the world of work.

DETAILS OF SUC STUDENT TUTORIALS

This program is tailored to assist SUC students at all levels and Degrees on SAP status and Repeating Courses Status. The program will be run by a committee of Faculty, Administration & SSD. The modality of the package entails fellow students tutoring other students in core courses that are challenging. The main duty of the Student Tutor is to disseminate course content in a more flexible and understandable form to student; considering learning from a student's view point.

A. TEAM/COMMITTEE

1. **SSD** – feedback, monitoring/supervising attendance of both tutors & tutored
2. **ADMIN** –calendar of program, faculty allocation, tutors rostering & course structure
3. **FACULTY**- handling courses/mentoring student tutor
4. **STUDENT TUTOR**- academically sound students from all levels & degrees

SUC CARE PACKAGE TEAM (Student Tutorial)

SSD	FACULTY	ADMIN	STUDENT TUTOR
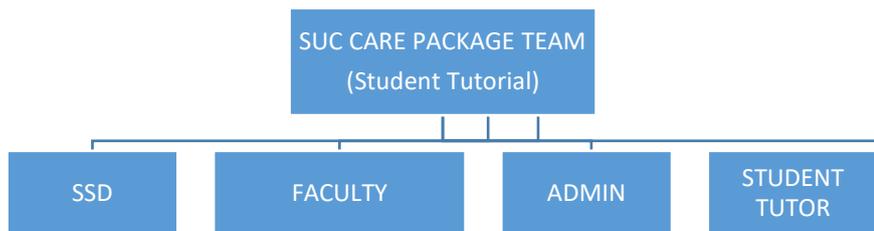
B. APPOINTMENT OF TUTORS & CONTRACT

1. Student tutors are to be chosen from academically sound students with acceptable CGPA.
2. Registration of such students will be done after their names have been forwarded by their Class Representatives.
3. Such registration will undergo further investigation and verification by the SUC Care Committee. Student tutors will be appointed after all assessment and interview has been done by committee members. HR will draw up contracts that entail what is expected of tutors as regards- attendance, input, tutorial hours and the compensation package. The contract signifies the student tutors' commitment to the package and the responsibility to given sound/quality support to students allocated to him.

C. ORIENTATION OF TUTORS BY MENTORS & SSD

1. Student tutors will undergo an orientation to understand their responsibility and task at tutoring other students to a better understanding and increased academic performance. Academic advisors will serve as mentors to tutors guiding/supervising their delivery and coaching tutors on how best to cover the course content.

D. SCHEDULING OF CLASSES & ALLOCATION OF TUTORS

The scheduling of classes and allocation of courses to tutors will be done by Faculty and Administration. This will be done for a balance in workload; and allocation according to academic strength and understanding of student tutors. Courses to be taking will also accommodate popular demanded courses. The rostering of tutors will be done by the Administration as well as attendance collation of both tutor and tutored.

E. CONTROL & TRACKING PERFORMANCE OF BOTH TUTOR & TUTORED

The control and tracking of both student tutors and the tutored will be done by both SSD and Admin. SSD will ensure all tutors are efficiently performing up to standard and will receive regular feedbacks from both tutors and tutored on the impact of the package and the progress made.

F. FEEDBACK

1. Various feedback will be employed in the package-
2. Student tutor- on the response of student, class participation and contribution.
3. Student tutored- on teaching effectiveness of tutors, effectiveness of the package.
4. Academic advisor- assessment of tutor's performance and the level of understanding of the tutored.
5. SSD- on the overall performance of the package.

G. FOLLOW UP SESSIONS

This will entail the various meetings to be held to keep track of and monitor the whole SUC Care Packages (Bridging program & Student tutorial). The various committees are to meet at stipulated times; bi-weekly or monthly as the case may be. All committee members will give feedback and take decisions together on the progress of the package.

POLICY & PROCEDURES FOR STUDENT TUTORIALS

A. FACULTY IN-CHARGE OF COURSES

There will be assigned faculty to each course to be handled by student tutors. These tutors will also be linked with the faculty heading the course for which they have been chosen to take. This is for guidance and quality control of the delivery of each course.

B. TEAM OF STUDENT TUTORS

Tutors will be registered through their class representatives and will undergo screening before allocated to courses. These tutors will undergo training and orientation with the faculty in charge. Student tutors will also be registered on the University's portal. Tutors are to focus on the following in the tutorials: -
  i. Revision
 ii. Solving problems
iii. Solving assignments

C. STUDENTS FOR THE TUTORIALS

This will include all SAP & Repeating students of all levels and degrees. They will be registered in the system with their academic status and courses to be repeated. They will be offered the various technical courses and attendance for the same will be required.

D. PAYMENT PACKAGE OF TUTORS

Student tutors will be offered an amount dictated by the HR and Finance. A contract will be signed for the same and failure to comply will lead to the termination of such offer. However, one of the main criteria is for tutors to have minimum number of students attending.

E. SCHEDULING OF TUTORIALS

This will be prepared by the Administration and HR; which will include: - timing, duration and rostering of tutors. Scheduling will be done at the beginning of each

semester to cater to the availability of tutors and courses for the semester. However, the proposed timing includes; Morning students- 1:15pm- 2:30pm and evening students- 5:30pm-7:00pm. The proposed start date is 2 weeks before the main exams (Mid Terms and Finals) - 3 days in a week.

F.   PUBLICITY & ONLINE PRESENCE OF TUTORS
Student tutors will make themselves known to students by conducting class-to-class as well as online campaigns; highlighting the courses, they will be handling. Tutors will also engage in running a blog that will showcase their works.

G.   CERTIFICATIONS TO BE GIVEN
All student tutors will be awarded certificates for their stewardship.

POLICY & PROCEDURES FOR BRIDGING PROGRAM

A.   FACULTY IN-CHARGE OF COURSES
The faculty in charge of the courses are to be full time and persons with the ability to create a relaxed and warm delivery of the courses. They are to majorly guide International students in the right perception of the culture of both the UAE and Skyline University.

B.   SCOPE OF THE COURSES AND ACTIVITIES
The courses to be offered in this program are - UAE Culture & SUC Culture. These courses are to be strictly handled by the faculty assigned to this program. Along with the courses will be other extra-curricular activities such as excursions to places of historical and cultural interests, social mix with other students & friendly matches.

C.   REGISTRATION/ORIENTATION OF ELIGIBLE STUDENTS
This program is designed strictly for International students and they will be automatically registered into the program after their enrolment for the semester. All orientations for International students irrespective of the departments involved, are to be casual and in a relaxed atmosphere.

D.   WELCOME PACK
All registered International students will receive a welcome pack arranged by the Marketing team and this will include: - a SUC branded notebook, pen, bag & mug.

E.   FACULTY AND DEPARTMENTS INVOLVED
The following departments will be involved in the induction and correspondence on International students' matters: - Administration, SSD, Events, Marketing, Library, Sports & Academics. They will be present at various points in the students' journey and will need to adequate communicate to students, their role and how they can assist them.

F.   SCHEDULING OF THE PROGRAM/ COURSE DELIVERY
The scheduling of this program will be fixed by the Administration and courses will run in the morning and evening. Classes will start after late joinees' orientation and will run for one full month. A schedule will be handed to all students registered for the program.

G.   CERTIFICATIONS TO BE GIVEN

All students who register and finish attending the courses in this program will qualify to receive a certificate at the end of the program. Certificates will be coordinated by the Administration department.

ADVISING SERVICES POLICY

i. **INTRODUCTION**

SUC has an effective academic advising scheme that has helped the academic performance of students in the past. The objective of academic advising 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 major field of study, is assigned to the group of students as 'Advisor '. Every student is assigned to an Advisor at the time of admission. The advisor 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.

The following are the goals of the Academic Advising:
   i. Monitoring the progress of the students continuously.
   ii. Implementing and communicating information about academic policies, procedures and graduation requirements.
   iii. Assisting students in clarifying their academic goals and objectives.
   iv. Providing individual and/or group advising opportunities to assist students in achieving academic success.
   v. Making referrals and directing students to appropriate academic support units and resources.
   vi. Demonstrating a high level of professionalism and consistently maintaining confidentiality in advising/ counseling matters.
   vii. 5% of attendance is reserved to the academic meeting with the advisor

   a. **Student's Rights**

   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.

   b. **Student's Responsibilities**

   The following are the responsibilities of the students to make the scheme work effectively for their optimum benefit:

   1. Make an effort to get to know their advisor.
   2. Maintain an academic advising and career-planning file.
   3. Know the degree requirements and other relevant academic policies and procedures.
   4. Complete academic requirements in a timely manner.
   5. Initiate timely career and academic inquiries and discussions with advisor.
   6. Make regular progress in appointments and meet advisor for assistance when questions or problems arise.
   7. Prepare a list of questions or concerns prior to meeting with the advisor.

8. Be considerate to the advisor's schedule of advising appointments and arrive promptly.
9. Take responsibility of their decisions.
10. Provide regular feedback of Academic Advising scheme and the advisor.

c. Student Feedback

60% attendance is required for the feedback.

Flow

Step 1 Allocating Advisors by the Advisory committee

Step 2 Administration will allocate the advisees to different advisors and mentors.

Step 3 IT and Administration will make sure that the name of the advisor is reflected in the students' portal

Step 4 IT will ensure that the Advisory list for each advisor is uploaded in the advisor's advisory system

Step 5 The chair will send the details of different advisory meet

Step 6 SSD will ensure that All Advisors are keeping their advisory hours on their notice boards of their offices

Step 7 The chair will send the advisors all points he wants them to raise during the first/second Advisory meet and ask them to send their feedback

Step 8 Advisors will present the progress of their advisory to the Chair during MT exam week

Step 9 Final report and presentation will be submitted by advisors to the chair

Step 10 Taking the feedback from the IRO office

Step 11 The feedbacks are discussed with Advisors / mentors during their annual evaluation meeting

ii. New Students

a. Each undergraduate student is assigned a faculty who will act as their advisor and guide them regularly for their academic and career progression. Similarly, each graduate student is assigned a faculty member who acts as their mentor and guides them for their academic and career progression. These advisors or mentors provide proper orientation to all their advisees and the primary purpose of this orientation is to familiarize with them and inform them who their advisors / mentors are. During this session, they are also notified about their duties and responsibilities as advisee, importance of academic progression and academic quality assurance. All advisees have to update their personal details with the advisors / mentors to enable the ease of communication between the two and timely provision of advising services to them.

b. The advisors or mentors inform their respective advisees on the various academic services like provision of Course Syllabus including assessment tools, study material, grade improvement policies. Students are also informed on the usage of portal services for checking attendance, assessment marks, grades and for various other requests, making online requests and interacting with faculty to understand their progress in the course. Students are told that any issues faced by them on the above academic matters should be immediately addressed to the concerned advisors who will help in resolving them at the earliest.

c. At the same time they are made aware of the requirements of various academic support services units which include document submission to different department for completing the admission formalities, collection of rental books and timely return, payment of fees on schedule & late payment fees , Checking of statement of account, de-activation process adopted by various department,

locker usage and timely return of key, use of sports facilities and participation in Co-curricular & Extra-curricular activities.

d. Students are informed about the procedure for appealing in case of any grievance with regards to grades, late submission, attendance, re-quizzes and portal activation.

iii. **Continuing Students**

The advisors / mentors provided an orientation to the TOC students who start their Programs at the intermediate stage similar to the new Students. (Refer section II-A above). They are also oriented on the study material, Course delivery package, assessment and usage of portal services to access their attendance information, assessment marks, and grades and also to make various online requests. TOC students are encouraged to interact with the faculty for course progress by using their official id.

The information on the alumni club and its activities is provided to the **junior** and **senior students**.

The advisors focus on re-enforcing academic services/issues faced by the continuing students related to Course Syllabus & Assessments, Grade Improvement, Online request, etc. They provide information on the requirements for Internship/Internship Project

The advisors / mentors also focus on re-enforcing academic support services / issues faced by continuing students with regards to submission of relevant documents required by various departments. The advisors / mentors orient them on the requirements of program, graduation, Internship/Internship Project, Scholarship, Reward-ship.

The advisors / mentors remind them about the collection of rental books and returning on time, timely payment of fees & late payment fees, checking of statement of account, de-activation process by various department, usage of locker and returning key on time, use of sports services and participation in Co-curricular & Extra-curricular activities.
Students are informed about the grievance and appeal procedures related to grades, late submission, attendance and re-quizzes and portal activation.

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.

STUDENT GRIEVANCE POLICY

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 and submit to the Student Services Department. 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.

The student grievance resolution procedures of the SUC are based on the following principles:

1. Procedures used to review and resolve complaints or grievances should be fair and conclusion drawn after hearing each point of view.
2. Confidentiality will be respected, unless the use of the information is authorized by law.
3. Complaints or grievances will be handled in a timely manner with achievable deadlines specified for each stage in the evaluation process.
4. The decision will be communicated to Students coordinator who in-turn communicates to the student.

All concerned parties to the complaint or grievance is regularly informed on the progress of the matter.

Procedure

Step 1: To fill the compliant suggestion form in the administration department regarding the issues giving the facts of the issue and the nature of the grievance

Step 2: Attempts made by the student to resolve the issue to the concerned faculty/staff and the response.

Step 3: The administration gathers information about the issue from the concerned parties.

Step 4: The administration arranges a meeting between the aggrieved parties; if it is resolved the matter is recorded and closed.

Step 5: If it is not resolved in the first meeting then administration request the Registrar to call DAC meeting and presents the case, afterwards the DAC conducts the enquiry and suggest the solution, if it is resolved the matter is recorded and closed.

Step 6: if it is not resolved the matter will be referred to VC by the Registrar, the decision of the VC will be final and binding for resolving the issue.

Step 7: Still the matter is not resolved the student may be allowed to take necessary steps to resolve within the SUC framework or UAE legal framework.

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, academician 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.

iii. **Orientation**
    New and Continuing students are provided orientation on various events in the following manner:

a. Orientations are conducted twice a year for new students, one in Fall and another in Spring semesters.
b. Fall presentation to new students is being given on the first day of the academic year.
c. For continuing student's orientations are conducted once a year in Fall semester.

The department provides orientation on various events and activities of the University as specified below:
a. Events: Students are informed about the various events that will be conducted throughout the academic year.
b. Student Clubs & Committees: There are many interesting clubs at SUC which will help the students in their overall personality development by providing them opportunity to showcase their hidden talents.
c. Rewardship: Students are encouraged to be active in the campus by mean of giving them rewardship points. The students interested in receiving this scholarship and those who enjoy extra-curricular activities receive booklets to note down the hours they spent towards extra-curricular activities. At the end of the academic year, the booklets are returned and the top 10 students with the highest score receive rewardship scholarship.
d. Internship orientation: For working and non-working student's internship, orientation is conducted thrice a year during each semester. They are oriented on various methods and manners, briefed about the company they are joining and various professional etiquettes, which must be adhered to before joining their internship assignment.
e. Placement Orientation: The placement orientations are given once a year from second year onwards.

Process Flow

STEP 1: The students' events coordinator will give orientations to all students in their class rooms explaining the number of events and the importance of these events.
STEP 2: Events committee will be finalized by the Events coordinator.
STEP 3: The events coordinator approaches all departments to explain the rewardship program for active students.
STEP 4: Events coordinator will discuss the allocated budget with Deputy Director of Finance and take necessary approvals.
STEP 5: Events coordinator will send the details and checklist to the VC office one month before the conduct of the event.
STEP 6: After the event, press release and pics to be sent to media and communication department.
STEP 7: Taking the feedback from IR Office
STEP 8: Implementing corrective actions based on the feedback

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT

HEALTH AND SAFETY

A. **INTRODUCTION**

Under the UAE Health & Safety Code, we are committed to undertake proactive measures to maximize safety performance at SUC. This objective is in compliance with SUC's legal obligations. 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.

B. FACILITIES
    i.   Fire Extinguishers
    ii.   Fire Alarms
    iii. Emergency Exit Plans

C. SERVICES
    i.   First-Aid facilities and Medical Room
    ii.   Multi-Gym
    iii. Health Tips
    iv. Mock drill
    v.   MOU with medical centers
    vi. Implement measures to prevent accidents and injuries
    vii. Provide information, instruction, training and supervision as appropriate
    viii. Provide and maintain a safe working environment for employees and students, ensuring adequate facilities and welfare arrangements are in place
    ix. Conduct regular inspections and audits of Departments, Services, and Sections to ensure compliance with health and safety requirements.

D. VICE CHANCELLOR'S RESPONSIBILITY –HSE COMMITTEE
Vice Chancellor is responsible for the planning, development and implementation of SUC Health and Safety Management Policies.

Vice Chancellor fully accept that the effective management of health and safety is fundamental to enable SUC to minimize the impact of accidental loss on our activities and will assist us to meet our budget targets and the quality and efficiency of our performance. To support this commitment, we will regard legal or statutory requirements as setting the minimum standard we must achieve and health and safety needs will take precedence over all other operational activities. Where required, unsafe activities will be suspended until appropriate control actions are implemented.

To assist us in managing health and safety, the Head Sports Department of SUC has been appointed as University Health and Safety Head to co-ordinate health and safety and ensures that management objectives are an integral part of our activities and continuous improvement programs.

We ensure that, SUC employs a competent staff as Head of Health and Safety to support the management team and staff by providing health and safety management assistance, and where necessary, additional support is provided through external consultants. We will ensure that a number of competent persons are appointed to assist Management in meeting their responsibilities.

While it is a principle duty of all Managers to actively maintain and improve health, safety and welfare of all persons in their area of accountability; success in achieving this goal, and maintaining appropriate standards of health and safety, can only be achieved through the full co-operation and commitment of all concerned, whether manager, safety representative or employee.

All personnel have a responsibility never to perform a task that they believe to be dangerous or for which they have not received appropriate instructions, training and the correct equipment in order to carry out the task safely.

E. 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 Vice Chancellor of SUC.

F. **SAFETY IN CLASSROOMS AND LABS**
SUC classrooms and computer labs are well equipped with safety equipment and has proper exits so as to meet any eventuality. For example, if there is fire, regularly refilled fire extinguishers are available and faculty, staff and students are given regular training on handling fire incidents. In case of short circuit of electrical gadgets, MCB trippers are installed and smoke detectors and sprinklers are installed.
Seating arrangements in the labs and classrooms are designed ergonomically to safe guard from the computer usage related health issues.
This Policy is issued to all members of staff and students, and is readily available to all through various media formats such as notice boards, induction, training and the SUC intranet site. It is also freely available to external parties.
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.

i.   **SAFETY DO's AND DON'Ts**

DO's	DON'Ts
1. You should know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.	1. Do not eat or drink in the computer lab, avoid stepping on electrical wires or any other internet cables.

2. You should read and understand how to carry out an activity thoroughly before coming to the laboratory.	2. Do not open the CPU/Monitor/Keyboard particularly when the power is turned on.
3. You should report in case of fires or accidents to your faculty members / computer lab technician immediately.	3. Do not insert metal objects such as clips, pins and needles into the CPU/Monitor/Keyboard.
4. You should report any exposed electrical wires / internet cables or broken plugs to your faculty members / computer lab technician immediately.	4. Do not remove anything / touch the system / connect or disconnect any plug or electrical wire without faculty / technician's permission.

G. EVALUATION OF HEALTH AND SAFETY

i. Health and safety Policy is displayed in the Sports notice board and in the students & staff portals
ii. Emergency evacuation plan is displayed for the attention of staff & students
iii. Fire Exits, Fire Extinguishers, Fire Hose reels, Assembly points etc. are displayed
iv. These policies are adhered and orientations are given to staff & students at the start of each semester
v. Fire & Safety training is conducted for staff & students
vi. Periodical audits are conducted as per calendar, to ensure that the health & safety standards are maintained
vii. Any gaps identified in the audit will be rectified immediately
viii. An external agency is also contracted for auditing and maintaining the fire & safety equipment.

H. ACTION PLAN IN THE EVENT OF FIRE

i. Raise the Alarm; by operating the fire alarm system
ii. Call Fire Brigade; follow procedure. (Call 997 from a mobile number)
iii. Fight the fire; if safe to do so, by using an appropriate fire extinguisher
iv. Evacuate; the building using the nearest available exit. DO NOT USE LIFTS
v. Proceed; to the designated assembly point
vi. Do not re-enter; until told it is safe to do so

I. MEDICAL EMERGENCY MANAGEMENT

i. Scene survey; Check if there is any danger. Make sure the scene is safe and if unsafe remove any danger if safe to do so
ii. Assess response; Treat the patient in the position found. Call ambulance if required. (Call 998 from a mobile number)
iii. Shout for help; and do a secondary survey if trained to do so
iv. Open Airway
v. Check breathing; if breathing is normal, manage life-threatening conditions. If appropriate, place patient in recovery position and call for an ambulance. (Call 998 from a mobile number)
vi. Summon help; Send or go for help. Ask for an AED. If alone call for ambulance first
vii. Give CPR if trained and; if required
viii. Continue CPR until help/ambulance comes or till the patient breath normally.
ix. Manage any other life threatening situations.

EQUIPMENT AND SOFTWARE REPLACEMENT POLICY

A. EQUIPMENT AND SOFTWARE REPLACEMENT POLICY

The computing department Laptop, All-in-one PCS, (A10),Desktop Computer (PC), network, storage & other IT related asset equipment replacement and upgrade policy for SUC in order to utilize the benefits of next-generation office environments, simplify technical support issues, and increase SUC's ability to deploy new solutions to business problems.

Laptop & Desktop computers, by their nature are relatively inexpensive computing devices that have a limited life compared to other office equipment. The rule of thumb for obsolescence of laptop/ desktop computers is 3-4 years. However, changing business practices, new technology and new software applications can impose increased demands on computing power that can force a more frequent replacement cycle for staff / student affected by the changing business practices or those using the new technology or software.

Guidelines & procedures are required to maintain a replacement cycle of personal computer equipment within the useful and expected lifetime of the equipment, while preventing a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems.

i. Upgrading is expensive because, more often than not, multiple system components must be upgraded in order to achieve the intended performance improvement.
ii. The purchase price of the various hardware components needed to accomplish an upgrade will exceed the purchase price of a new computer.
iii. The cost of labor to install an upgrade to existing hardware will far exceed the cost of labor to install a new PC.
iv. Upgraded PCs have uncertain maintenance profiles and support costs.
v. There is no increase in residual value of upgraded PCs.
vi. Upgrading PCs tend to increase the overall complexity in the installed hardware base.

The following is a general guideline for replacing Laptop/PCs & IT assets. All departments should consult with computing department for assistance in determining their specific replacement needs. Replacement schedules vary according to ageing policy.

The ageing table facilitates the department in taking decision regarding replacement of old stock and purchase of new stock. Expired or damaged stocks are listed for discarding from the stocks after due approval from the finance department after proper audit is carried out. On approval, the list of discarded items are forwarded to CRDC and Vice Chancellor for their approval. Technology equipment often contains parts, which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, Tonner, Cartridge, speaker, mice, keyboards, printers, scanners, backup tapes, PC, Monitor and any computer/technology equipment or peripheral devices. Therefore, IT department calls disposal item collection agency such as (Beea'h) to collect from University campus.

DATA SECURITY

Data Security policy guidelines of SUC are aimed at maintaining security of information regarding its Students, Faculty and Staff. It also provides guidelines on the security of institutional data relating to its policy, procedures and operations. This policy outlines the responsibility of authority of data generation, recording, and modification, accessing, publishing and discarding the data. The policy guideline envisages appropriate procedures for the Protection of Confidentiality, Availability, Privacy, and Integrity of information at SUC. The policy also includes physical security of equipment's where information is processed and

stored, sources of maintaining the regular backup to avoid loss of data due to intentional, accidental, or natural causes that may affect the normal functioning of the institution.

A. RESPONSIBILITY OF MAINTAINING DATA SECURITY

Responsibility of maintaining security of data related to the institution and its stakeholders primarily rests with the Vice Chancellor. The authority to give access to data is with the Vice Chancellor. The Vice Chancellor authorizes the respective Department Heads and the staff involved in operations to have access to the data for the day to day Planning, Executing, Evaluating and reporting the operations.

The custody of data is with the Head of the Department relating to their department and the authority to share the information with the other operational department is limited to the extent of meeting the institutional requirement. This information can be transferred through electronic, verbal or documentary forms.

Certain critical data recording, maintenance, modification requires approval from the Vice Chancellor.

B. ACCESSIBILITY TO THE DATA

Data type	Authority to Maintain data	Authority to access	Authority to approve to access data
Students			
Administrative records	Administration & Examination	1.Vice Chancellor 2. Program Coordinator 3. DASS 4.DIRQAOA 5. Deputy Director – Administration and staff of Administration	Vice Chancellor
Academic records	Administration	1. Vice Chancellor 2. DSOB, DSOC 3. Registrar 4. Deputy Director – Administration and staff of Administration	Vice Chancellor
Financial records	Finance and Administration	1.The Vice Chancellor 2. Deputy Director – Administration and staff of Administration 3. Deputy Director of Finance and Finance department staff	Vice Chancellor
Faculty and Staff	Human Resources Department	1. Vice Chancellor 2. Registrar 3 HR In charge 4. HR department staff	Vice Chancellor
Operational data	Head of Concerned department	1. Vice Chancellor 2. DSOB, DSOC 3. Head of Concerned department 4. Staff of concerned department	Vice Chancellor

Institutional level data	IRQAOA department	1. Vice Chancellor 2. DSOB, DSOC 3. IRQAOA department staff	Vice Chancellor

Note: The above data can be accessed by BOT, MOE officials & their representatives and law enforcing officials upon the permission of Vice Chancellor. Authority to amend data security policy rests with VC.

C. METHOD OF KEEPING AND DESTROYING RECORDS

Documents such a graduation requirement records, transcripts and degree certificates related to students are kept in fireproof cabinets with proper locking system for a period of four years after the student graduates from the SUC thereafter, the hard copies are destroyed after scanning the copies, which will be retained as electronic copies for at least a period of 50 years. All documents that need to be destroyed are put through paper shredder.

D. OFF-SITE CONTINUOUS BACKUP OF ELECTRONIC DATABASE

All student records including the student directory, course information, attendance, assessment records, transcripts and degree certificates are kept in electronic format in a centralized manner. The accessibility of these records is limited to SUC's administrative staff with an access password. SUC has an off-site continuous electronic backup for all student records. An automatic back-up of these records shall be taken on a daily basis, which is stored in the Cloud Server / Off-Site Server. These records will be kept for a period of 50 years.

APPROPRIATE USE OF TECHNOLOGY RESOURCES

The Computing Department provides information technology resources at SUC to the students such as portal services and email services. SUC student can use their personal devices like Laptop, iPad, iPhone, Kindle etc. in the SUC campus as per following guidelines.

1. The SUC will provide assistance to on-campus students connecting personal computers to the SUC campus network.
2. The SUC will not install operating systems or application software on student systems other than that required to gain access to SUC's networks.
3. SUC does not take the responsibility of repairing any student-owned equipment, software, or operating system files.
4. Students are responsible for keeping personal computers virus-free. Students who are knowingly or unknowingly propagating viruses on the SUC network will be disconnected from the network.
5. Student should not use the external storage media such as USB/CD/DVD/Pen Drive etc. on the SUC network without the approval of concerned faculty member, staff or Computing Department.
6. Student should not use SUC printing resources from their personal devices such Laptop, iPhone, iPad, Blackberry etc. without approval of Computing Department.

A. GUIDELINE ON SUC NETWORK USAGE WITH STUDENT OWNED DEVICES

   i.   Acceptable Devices

   Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

   ii. Content Filtered

   Access through Cyberoam (as per SUC's Internet Access Policy) to the Internet will be provided for student owned devices.

iii.   **Personal Responsibility**
The SUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.

iv.   **Security**
Students shall not impair the security of the SUC network. This expectation includes but is not limited to:
1. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the SUC student wireless network. Devices without up to date security programs may be denied access to the network of SUC.
2. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords every fortnightly. Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.
3. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

v.   **Inappropriate Use**
The SUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the SUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate SUC policy or UAE law. These include but are not limited to:
1. Students are allowed to use only approved online academic/business games through SUC network.
2. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
3. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
4. Conducting for-profit business.
5. Using hacking tools on the network or intentionally introducing malicious code into the SUC's network.
6. Conducting any activity that is in violation of SUC policy or UAE law.
7. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
8. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

vi.   **No Expectation of Privacy**
The SUC can and does monitor internet access and activity on the SUC's network, including but not limited to sites visited, content viewed and email sent and received. The SUC may examine a student's personal device and search its contents if there is a reason to believe that SUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

vii.   **Disruptive Activity**
Students should not intentionally interfere with the performance of the student wireless network and the SUC's overall network.

viii.   **Unauthorized Networks**

Students may not create unauthorized wireless networks to access SUC's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

Unauthorized copying computer program(s) from the SUC Computer System is prohibited.

ix. Consequences of Inappropriate Use

Students who misuse SUC's student wireless network will be subject to discipline, which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the SUC Policy.

B. SUC ISSUED SIM CARDS POLICY

i. Introduction

The purpose of this policy is to facilitate the marketing, PRO, Corporate Affairs, Finance, CCL & IT staff (eligible upon approved of management) in their jobs by increasing communication within the organization and especially amongst each other and to prevent them from the hassle of purchasing SIM Cards/Hand Sets.

ii. Objective

This policy has been introduced to:

a. Clearly define who is entitled to a mobile line (SIM card) issued and how the costs of purchasing the asset plus ancillary equipment, and the rental and call costs will be met;

b. streamline statement administration and payment, and the reimbursement of the costs of business calls;

iii. Scope

This policy covers the usage of a mobile phone by permanent Skyline University College staff (eligible upon approved of management) where the regular use of a mobile phone is necessary or useful to meet the requirements of the job.

iv. Responsibility

The preparation of this policy, procedure, forms, letters, and its revision along with justification & obtaining approval from the Management and its implementation and monitoring is the responsibility of Finance Department.

v. Rules

The University College will provide the official SIM to all entitled employees of Marketing, PRO, Corporate Affairs, Finance, CCL & IT staff (eligible upon approved of management) after they have signed an Agreement. This SIM card must be returned upon transfer / discontinuation of the services with the University College.

This facility is provided for official purpose. Monthly Billing Statement would be received at the Finance Department. Any bill exceeding the entitled limit would be debited from the respective monthly salary of the concerned employee.

vi. Mobile Call Limits

SUC shall provide allowances to specific employees for making business calls based on their departmental requirement ranging from Dhs. 30 to Dhs. 300 (As per individual agreement). The business call expenses are exclusive of international incoming roaming calls, international outgoing calls and international data and sending international SMS. In case the call expenses exceed beyond this range, the staff has to bear the excess amount. The staff may either pay this amount in cash to Finance department before 20th of every month or Finance shall deduct the excess amount from his/ her salary. We hope

that this would not only improve the coordination and communication amongst the team members, but also would result in better organizational management.

a. Apart from the above, any additional bill/invoice in a particular month which exceeds the threshold level of individual agreement with employee will pay the amount in cash to the Finance Department before 20th of every month or Finance Department may deduct the amount from their monthly salary.

b. For any international calls for the purpose of marketing activities, the employee will use through their mobile phone only.

c. The local and international call, SMS and data package from the SUC provided mobile line should be utilized for official purposes.

d. Any billed amount exceeding the provided plan will be payable by the individual users.

e. Any staff traveling on international assignment will not be paid any additional per diems for calls and if the University College or vice versa wishes to get in touch on emergency will be done through this line.

f. The safeguard use of handset and SIM issued is responsibility of the individual. Report any damage or loss will be paid or shouldered by the individual.

g. In case of loss of SIM card, the employee must inform the University College as soon as possible to avoid any misuse of the SIM and will be replaced SIM card or pay the amount as per actual to replace the lost SIM card.

h. I acknowledge that I have read and understood the terms and conditions of this agreement and further agree to abide by all the terms and conditions set forth herein.

(Signature of the User)   Finance Department / Signature & Stamp

Details of the asset are given below:

vii. **Delivery Note**
   Description of the SIM Card: ---, Mobile No ---, Serial No ---
   I have received the above stated items and I am satisfied with their working condition.
   Issued by/ Name   **Issued to / Name**
   Signature / Date   **Signature / Date**

C. **LAPTOP / DESKTOP USAGE POLICY**
   All the employee of SUC agrees to the following conditions for using the laptop provided by the university college:

   a. SUC provides Laptop / Desktop to all the staff of SUC Campus office & International office.

   b. I will only use the laptop for University-related, educational purposes. I will not install and/or download any unauthorized software and/or applications.

   c. I will use the laptop on the Skyline University Server only in the University Campus.

   d. I will abide by the University's Acceptable Computer Use Policy (see attached).

   e. I will notify the LSS (Computing Dept.) immediately if I experience any problems with the laptop.

   f. Whenever I will go for annual vacation, I will submit the Laptop / Desktop to the IT Department for maintenance / upgrade / services.

   g. When I return the laptop, I will power on the laptop in front of a staff member in order to ensure that the laptop is in working condition. Failure of laptop to power on at the time of return will result in a call to the Help Desk. Check-in will be suspended and/or a note will be added to my file until the problem is identified and resolved.

h. We are highly recommending to the all the employee not to store or saving personal data and if they are storing or saving personal data SUC IT Department has no liability if the Hard Disk damaged. It is user's responsibility to take care of their personal data.

i. I accept all responsibility for the laptop computer, power cord, and network card between the time I accept possession and the time I return the same. I understand that failure to comply will result in loss of privileges and/or other sanctions it may even result in withdrawal of service provided.

j. If loss or damage to equipment occurs, I agree to pay any repair and/or replacement costs, which are incurred. NOTE: The Computing Dept. is responsible for determining market value and/or damages, and for the collection of costs, if necessary. (if any internal / external damage employee will pay for the actual cost.

k. I will save all work on my D-drive. Any work saved on the laptop other than D-Drive will be deleted once the laptop is returned. If you save in C-Drive LSS is not responsible for loosing data.

l. I understand that I am solely responsible for the security of laptop while it is checked out to me and I will not leave it unattended at any time.

m. I will, along with a staff member, inspect the laptop for any visible damage(s) and make note of any problems such as the examples listed below: Keyboard, Power Cord, Screen, USB Drive, Mouse & Other.

n. The laptop issued is a Skyline University College property the same can be requested for use for other purposes without causing any hindrance in any individual works.

o. Laptop should be used for only official purposes, as it will contain official data. The laptop can be carried home over weekend or holidays.

p. Computer access is provided only for activities that support education, research, administrative processes, and other University-sanctioned pursuits. All internet activities must be consistent with this purpose.

q. All current faculty, staff, and students may access Skyline University College's computer systems by obtaining proper University authorization. When a staff/Faculty is no longer registered, that individual's account will be deleted from the system. Users are expected to refrain from deliberately performing acts that will impair the operation of any facet of the computing resources of the University or the resources of any recipient of the information. Such acts include permeating computer viruses, sending excessively large mailings, large print jobs, batch programs, and "junk mail" including chain letters.

i. **Violations include but are not limited to:**
1. Commercial activities for personal gain.
2. Knowingly creating, displaying or transmitting threatening, racist, sexist, obscene or harassing language and/or materials, including electronic mail (email)
3. Games
4. Copyright and licensing violations,
5. Violation of personal privacy,
6. Disclosing/sharing one's access code/password,
7. Vandalism and mischief that incapacitates compromises or destroys University resources and/or violates federal and/or provincial laws.
8. Procedures for dealing with violations: Violations of this policy are subject to policy-defined disciplinary action as decided by the committee. Policy review: This policy will be reviewed annually to account for changes in technology and University planning.

D. **ARCHIVING OF PHOTOGRAPH & VIDEO POLICY**
The SUC photograph and video resource will be safeguarded / protected. As an institutional asset, photograph and video resource will be protected from deliberate, unintentional, or

unauthorized alteration, destruction and/or inappropriate disclosure or use in accordance with established institutional policies and practices.

The SUC photograph and video resource will be shared based on institutional policies, are not owned by a particular individual, unit, department, or system of the University. The photograph and video resource will be made accessible to all authorized users and systems.

The SUC photograph and video resource will be managed as an institutional resource. Photograph and video resource organization and structure will be planned on functional and institutional levels. Photograph and video resource usage and photograph and video resource sources will be managed through centralized server.

E. GAINING REMOTE ACCESS OR USING THIRD PARTY SOFTWARE

Remote access involves setting up a VPN (Virtual Private Network) connection between the remote PC/Laptop using Dell SonicWall (SRA 4600) VPN client software and a special gateway router that allows access to the university network over the internet. This remote access requires a high-speed connection to the internet via an ISP. Access is granted to users by login, using an account name and password combination. when actively connected to the SUC network, all the traffic to and from the remote attached PC/Laptop is through the VPN secure tunnel, excluding internet browsing so users will not above to access internet browsing such as checking mails, searching in google & other activities.

SUC provides remote access so that authorized personnel have access to SUC network services from outside the campus. Remote access is strictly controlled and made available only to Administrators (Head-Computing department), IT Staff, and faculty & authorized personnel with a defined official work needs, at the discretion of the Vice Chancellor's approval.

Any other employee wants to access the system remotely has to take the written approval from Vice Chancellor's office. All the employees are responsible for adhering to all of IT policies and procedures, not engaging in illegal activities, and not using remote access for interests other than those for SUC.   It is the remote access user's responsibility to ensure that the remote worksite meets security & configuration standards. This includes configuration of personal PC/Laptop, routers and Wi-Fi- networks.

i. Rules and Regulations of VPN Access

a. VPN access is provided through the IT Dept. no other department may implement VPN services.

b. Only the VPN client software (Dell SonicWall SRA 4600) distributed by IT may be used.

c. VPN account names and passwords will be assigned by an IT administrator or authorized delegate.

d. It is the responsibility of employees and third parties with VPN privileges to ensure that unauthorized users are not allowed access the SUC network.

e. All network activity during a VPN session is subject to SUC policies and may be monitored for compliance.

f. Dual (split) tunneling is NOT permitted during VPN sessions to the SUC network.

g. All computers connected to the SUC network via VPN or any other technology must use the most up-to-date anti-virus software that meets or exceeds the corporate standard. Proof of compliance may be required prior to the assignment of a VPN account.

h. VPN users will be automatically disconnected from the SUC network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.

i. The VPN gateway is limited to an absolute connection time of 24 hours.

j. Users of computers that are not SUC-owned equipment must configure the equipment to comply with SUC's VPN and Network policies.

k. By using VPN technology with personal equipment, users must understand that their machines are in fact SUC network, and as such are subject to the same rules and regulations that apply to SUC-owned equipment.

l. SUC employees must discuss the viability of remote access with their immediate supervisor. If the supervisor approves, enter a request for VPN services via portal services request form for Faculty and Staff upon request, provide proof of anti-virus compliance to the IT network administrator.

m. The IT network administrator or delegate will provide the software and setup instructions. Install the VPN software on the target computer as instructed. A computer capable of providing appropriate network connectivity.

n. Broadband connection to the Internet via a local Internet Service Provider (ISP)

o. Internet interface device (provided by and connects to the ISP network)

p. Ethernet network interface in computer (connects to ISP interface device)

q. VPN Client Software (provided by IT) and installation instructions

Any employee found to have violated this policy may be subject to disciplinary action as per HR policy guidelines.

EQUIPMENT AND SOFTWARE TECHNICAL SUPPORT

A. COMPUTER AND NETWORK USAGE POLICY

The purpose of the computer and network usage policy is to plan, implement & maintain IT infrastructure to support the academic and academic support service departments in providing teaching, learning, research and departments to extend services to the SUC community. This usage policy codifies what is considered appropriate usage of computers and networks within SUC and determines the rights and responsibility of the users and the Computing Department.

i. Procurement of Hardware & Software

SUC procures only authorized licensed hardware and software from certified vendors as per the requirements and the directions of strategic plan arising after assessments made at the end of academic year.

ii. Regulations for using Information Resources

SUC community users must respect the rules & regulations of Computing Department in order to optimize the computing services.

a. Modification or Removal of IT Equipment

Users must not attempt to modify or remove computer equipment, software or peripherals that are installed in the system. Any such attempts will consider breach of regulations and the individual would be subjected to disciplinary action.

b. Access and Use of Other's ID

All users must use only their personal id and passwords. Any unauthorized means of accessing SUC's computers, networks or other information technology resources is liable for disciplinary action.

c. Email

The email services provided by SUC must be used only for official purposes in communicating with faculty, staff & student and external stakeholders. Any misuse of email services by users or sending chain-letters, unsolicited bulk electronic mail either locally or off-campus is prohibited and is considered as breach and strict action may be initiated on the defaulters.

d. Repro-graphics

Repro-graphic services are provided to faculty, staff & students to facilitate in accomplishing the academic and academic support service activities. The repro-graphics must be used for all the legal documents. Using repro-graphic services for un-authorized and illegal material is strictly prohibited. SUC users are requested to use eco-friendly approaches while printing and photocopying.

e. Unauthorized Or Destructive Programs

All computer users of SUC must not intentionally develop or use programs which may disrupt computer networks. The use of any unauthorized or destructive program may lead to disciplinary action.

f. Unauthorized Access

Computer users of SUC must refrain from gaining access to unauthorized information resources, which are prohibited by law in UAE. Giving password to others and enabling them to access is considered unauthorized access and such persons will be liable for disciplinary action.

g. Reporting Problems

All the users of SUC IT services are responsible to provide information to the computing department regarding the problems encountered with respect to the network, security and other IT services. This will enable to the department to rectify the problems and provide uninterrupted service to the users.

h. Password Policy

Users are requested to avoid misuse of personal email id, portal, classroom & ERP id. The users are advised to change their password at regular intervals. If the user is not changing the password within 30 days, the system may force the user to change the password (Password must be minimum eight (8) characters with first letter capital followed by any four alphabetic and numeric characters each).

i. Monitoring

Computing Department technician reserves the right to examine all data stored in the machines with Internet connection to ensure compliance with all regulations and policies. The network / system administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

j. BYOD Smart Classroom

The computing department provides smart classroom to enhance e-learning in the classroom. This facility will enable the faculty & students to use the IT resources effectively in improving the presentation skills and display of information from other sources stored.

k. Assignment of IP address to faculty, staff & student

The computing department assigns static IP address to all the staff and faculty members in order to resolve issues which may arise in case of any dispute. Some dynamic IP addresses are also maintained by the computing department for assignment to part time faculty members as per the requirement. For the student's Wi-Fi access dynamic IP address are issued automatically in the Firewall and router.

B. INTERNET AND WI-FI POLICY

Faculty, staff and students of the SUC are provided with User ID and password, which enables them to access computer resources.

i. Academic Use

Internet resources are made available to students to support their studies. It is inappropriate for students to use these resources for personal gains.

ii. **Authorized Access**

Faculty, staff and students are provided with the computer resources. All computers (PC's and Notebooks) in the SUC are interlinked with the Ethernet and / or Wireless Local Area Network (WLAN). The SUC Internet service is accessed via a Cyberoam Firewall, which monitors sites and restricts those, which may be in breach of the following rules:

a. Each student can gain access to internet access with data transfer facility to a maximum limit of 20 GB every month for academic purpose. On reaching the maximum limit the student may avail additional data transfer limit with the permission of Head Computing Department.

b. Each user issued with a unique id and password to use internet facility.

c. The students can also access the SUC Wi-Fi network within the campus from their personal Laptops/ iPhone/ iPad/ Tablets etc.

d. Improper use of SUC network by any student will be subjected to the SUC disciplinary action.

e. The SUC management reserves the right to withdraw certain Internet sites and services for any reason and may from time to time gain access to the search history of individual information may be used as evidence in disciplinary or legal proceedings.

f. SUC does not install jammers, robots as per the UAE's internet policy however students are requested to use mobile phones judiciously without disturbing the proceeding of the class / learning environment of the SUC.

g. Wi-Fi Policy Inside Classroom: The students can also access the SUC Wi-Fi network inside the classroom as per the requirements of learning environment within the classroom from their personal Laptops/ iOS/ iPad/Any Android, devices or Tablets etc. Student can access as per the faculty's guidelines inside the classroom to access the internet to meet the deadline of assignment, quizzes, online quiz (SCORM), project work etc.

C. **STUDENTS INTERNET USAGE**

Internet facility is provided to the students only for educational purpose. The following policy require strict adherence. Any infraction thereof could result in disciplinary action as per SUC policy & such users will be debarred from use of the information technology services of SUC. Unacceptable conduct includes the following and liable for disciplinary action including those are staying in the SUC premises boy's hostel:

Users who engage in:

1. The site falls under the prohibited content categories of the UAE's internet access management policy.

2. Obscene & criminal activities which are against the local laws and abusive in nature to gender, race, religion & community.

3. Misrepresenting themselves or needlessly revealing their email address, personal contact information, financial information or phone / mobile / fax numbers of oneself, fellow students, colleagues or SUC in any of the web registrations, email or chat.

4. Blogging, posting anonymous messages, accessing or exploring on-line locations and instant messaging or downloading any music videos, movie trailers or videos of any type or violating copyright law including unauthorized downloading of software from the Internet, including games, music files or commercial screensavers.

5. Downloading / transmission of any material violating any national or international law or SUC policy, this includes, but is not limited to, copyrighted materials, licensing

agreements, threatening materials, materials protected by trade secret or educational material.

6. Commercial activities, productive advertisement, political issues, gambling, coaching, observing or using internet for personal financial or commercial gain or falsifying permission, authorization or identification documents or do commercial activities including purchasing products or services through internet.

7. Intentionally wasting finite resources, e.g., on-line time, unauthorized chatting etc.

D. COMPUTER LAB USAGE POLICY

Rules and regulations for using SUC computer Lab (All the users should strictly abide by the below specified guidelines)

i.   Computer Labs should be used exclusively for the benefit of SUC community to create an environment of learning and speed of services.

ii. Do not allow his/her id & password to be used by anyone other than Computing Department staff.

iii. Do not damage any of the equipment in the computer

iv. Do not download and store culturally undesired/unwanted files in the system.

v.   Do not modify the configuration of equipment, until the permission of Computing Department staff is obtained.

vi. Do not bring any pirated software and install on any of the workstations in the computer lab.

vii. Do not bring any eatables or drinks inside the computer lab.

viii. Do not use mobile phones inside the computer lab.

ix. The students must comply with the instructions from a member of Computing Department staff.

x.   Uses of mobile phones / smoking are strictly prohibited in computer lab.

xi. Deliberate damage to, or loss of, materials, equipment or furniture is a breach of these regulations, will brought to the notice of Vice Chancellor. Under such circumstances the student may be required to pay for any damage to the property he/she has caused then they should compensate the SUC for any loss it may have suffered.

The SUC accepts no responsibility for personal property lost or damaged at the SUC premises, including in computer lab.

E. GUIDELINE ON SUC NETWORK USAGE WITH STUDENT OWNED DEVICES

a. Acceptable Devices

Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

b. Personal Responsibility

The SUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.

c. Security

1. Students shall not impair the security of the SUC network. This expectation includes but is not limited to:

2. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the SUC student wireless network. Devices without up to date security programs may be denied access to the network of SUC.

3. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords on regular basis.

Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.

4. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

d. Inappropriate Use

The SUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the SUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate SUC policy or UAE law. These include but are not limited to:

1. Students are allowed to use only approved online academic/business games through SUC network.
2. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
3. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
4. Conducting for-profit business.
5. Using hacking tools on the network or intentionally introducing malicious code into the SUC's network.
6. Conducting any activity that is in violation of SUC policy or UAE law.
7. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
8. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

e. No Expectation of Privacy

The SUC can and does monitor internet access and activity on the SUC's network, including but not limited to sites visited, content viewed and email sent and received. The SUC may examine a student's personal device and search its contents if there is a reason to believe that SUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

f. Disruptive Activity

Students should not intentionally interfere with the performance of the student wireless network and the SUC's overall network.

g. Unauthorized Networks

Students may not create unauthorized wireless networks to access SUC's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices. Unauthorized copying computer program(s) from the SUC Computer System is prohibited.

h. Consequences of Inappropriate Use

Students who misuse SUC's student wireless network will be subject to discipline, which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the SUC Policy.

F. OFFICE 365 POLICY

Office 365 includes Office Online and works with Office desktop programs. user can also use Office 365 to share and collaborate with people inside and outside SUC on documents

stored in OneDrive. Use Office Online to view and edit Word, Excel, PowerPoint, and OneNote files in a web browser. Store documents in Office 365 and access them seamlessly in Office desktop applications as old as Office 2007. User can stream Office desktop applications to PC/Laptop without a download. Access and edit documents from your phone, tablet, or other mobile device. Collaborate on Word, Excel, PowerPoint, and OneNote files, including simultaneous co-authoring. User are provided with 50 GB storage in Microsoft Office 365 (Mail Exchange 2013) and 25 GB storage in the OneDrive.

CAMPUS

Skyline campus is fully-equipped with facilities such as class rooms 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.

LEARNING SUPPORT CENTERS

LEARNING RESOURCES AND FACILITIES

a. **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.

b. **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.

c. **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.

d. **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.

e. **Library**
   The Library is dedicated to provide learning resources to the 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 14153 reference books with approximately 11349 titles, 10 magazines 15311 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 the Graduate study. The library is well equipped with computers, discussion rooms and facility for making presentations. 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 the 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.

f. **Research Zone with Discussion rooms & 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.
The rules and regulations 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. The rooms are for studies and group discussions purpose only.
3. If the group wants to use the bigger room for discussion, they need a written permission from the faculty members.
4. The faculty members can use the rooms at their leisure.
5. Alexa Corner

g. **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. This database gives access to more than 189495 E-books and more than 15311 e-journals.

h. **Magazines**
SUC's Library subscribes to several magazines related to different subject areas mainly on global news, trends in Education, Tourism, Business, IT and The selection is done by the LRDC keeping in view the authenticity and popularity of the magazines.

i. **Newspaper and Clipping Service**
SUC Library has subscribed to 10 Newspapers including 5 in Arabic Language and 5 in English language. Moreover, Library has a special service of newspaper clipping in which important news related to the subject areas is clipped and recorded for future reference.

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. Self-check-in and checkout facility in the Library
g. Skyline Innovation and Entrepreneurship Center to promote entrepreneurial skill among students

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

FINANCIAL SERVICES

FEE PAYMENTS & 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.

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.

i. **Rules for students using the transport facility**
a. 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.
b. 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.
c. 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.
d. 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.
e. Students should inform the Finance Department before the month ends if he/ she want to discontinue the facility.

ii. **Transportation fees and mode of payment:**
a. Transportation fees is not included in the tuition fees and students who would like to use transportation need to pay by 28th of every month.
b. 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.
c. 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

d. In case of cancelling, the transportation facility in the midst of the month, the transportation fee paid for the month will not be refunded

e. In case of student changing the route in between the month, the differential amount will be charged for the whole month

f. After the due date if the students do not comply by paying their transport fees, the transport facilities will be discontinued for such students.

g. 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.

h. The reimbursement shall be approved by the authority, provided he / she has paid the transport fees till that month.

i. 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.

j. 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.

iii. 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.

a. For the pick-up, be ready and prepared for the bus at the time specified by the driver.

b. 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

c. 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.

d. 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.

e. The student must maintain proper conduct throughout the ride, any reported misconduct will be investigated and the DAC committee will take appropriate action.

f. Food and drinks are strictly not allowed in the bus

SCHOLARSHIP AND 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:

i. Vice Chancellor
ii. Director Academic Support Services
iii. Director of Marketing and Communication
iv. Deputy Director of Finance Department

v.   Deputy Director of Administration Department

a. Sponsorship Programs for Prospective Students
1.   Youth Empowerment –Sponsorship initiative for high school graduates
Skyline University has launched the new Youth Empowerment Sponsorship program that aims to empower young students of all nationalities and make them obtain the best higher education in the UAE. We at Skyline University College are committed to providing high-quality education to young students for a bright future.

This Youth Empowerment Scholarship program is available to all young students who have successfully completed their twelfth standard and meet the admission criteria required by the Ministry of Education.

2.   Girls and Young Women Empowerment
Skyline University College has launched the Girls and Young Women Empowerment through Education Program on April 19, 2022, with an aim of providing a five million dirhams fund that will be granted as sponsorship for the AY 22-23 to 100 expatriate female students residing in UAE.

The program is open to girls and young women of any nationality - expatriates residing in the UAE. It also entails assisting students in finding employment while completing their studies

3.   Sports Sponsorship
Skyline University College (SUC) has launched a new initiative for budding sports talent boys and girls through Sports Sponsorship Program in AY 22-23.
AED 5 million (Five million) is allocated in the form of sponsorship to 100 Expatriate students of all nationalities residing in UAE.
Sports Sponsorship Program is open to 100 expatriate students residing in UAE for the AY 2022-2023 who has been an active member of the school team for any sports activity. The student must have competed and represented the school team in an inter-school level sports competition at the local or international level. Through this initiative, SUC wants to recognize sports talent and enable them to also pursue their higher education along with their passion for sports. SUC will also provide students an opportunity to compete at the local and regional level of various sports competitions as a port of SUC team and coaching facility for selected sports activities

b. 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. Only students who are admitted to the University College doing a full time degree course will be considered 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, Registration and Examination 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. 2.5 CGPA

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 and 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 to initially applied scholarship.

COMPUTER LEARNING RESOURCES

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.

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.

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, an internet based mail server that offers mail services is extended to the stakeholders to facilitate for internal and external communications.

NETWORKING & 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 exists inside the campus and the other one is on the Azure cloud.

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.

TIMINGS & 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.

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.

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 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.

LIBRARY LEARNING RESOURCES

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. LRC will remain closed on Sunday & Public holidays.

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 189495 E-books and 15311 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. **(List of newspaper is given in the appendix)**

f. **Inter Library Loan**
    SUC has an agreement of inter library loan facility with the University of Dubai (UOD), 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, and IMT-Dubai can be availed by both the students and the faculty for the purpose of references, borrow 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.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 & 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.
The rules and regulations 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 & 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**
SUC library will provide the internship opportunity to the students on part time basis.

MEDIA AND COMMUNICATIONS

A. **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 content management is the department's responsibility of providing necessary contents to concerned departments. Contents created, edited, and conceptualized by the department are press releases, social media posts, website contents, and marketing material contents. The department circulates these contents to a targeted platform—online media and offline media, university website, and social media channels.

The designing responsibility is also under the department's domain of work where it provides artwork and design collaterals to all departments and international offices that need assistance internally and externally. The department conceptualizes ad materials for both online and offline media, executes website design development, and creates structure and design of the university publication and e-newsletter. It also handles design-related duties of various university activities and events such as banners, invitations, and posters.

The department ensures that the university's online presence is strong in various social media channels through Social Media Optimization (SMO) and maintains an increased number of website traffic by means of Search Engine Optimization (SEO). It is responsible for listing the website in different sites and improving the website ranking in several search engines.

MCD is also responsible for creating videos and HTML online campaigns for branding marketing purposes. Videos are created as per request of various departments related to SUC and its activities throughout the academic year.

The department is also responsible on updating the SUC Mobile Application, to ensure that its user friendly and all the sections are working properly.

In summary, 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.

B. 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.

SUC PUBLICATIONS

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 to aid them in their decision-making process.

NEWSLINE

The SUC publishes an in-house magazine called "Newsline" once in a year in addition to the Graduation Compendium. This publication involves contributions from students & faculty members and highlights the year round activities. The publication of the magazine is by the efforts

of "Newsline" committee and the student coordinator. Regular meetings are convened for compiling and publishing this magazine.

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.

LEARNING CENTRES AT SUC

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 & 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 & GCC corporations to make better decisions in today's fast paced changing era.

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 & SEIC access
c. IT-facilities & Meeting Room
d. Business Plan Software Usage
e. Entrepreneurship Simulation
f. Access of Global Business Directories

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.

Goals:

i. To develop corporate linkages of SUC for brand awareness and knowledge exchange
ii. To provide career services for placement and networking opportunities for skyline university college students and alumni
iii. To enter into agreements with MOE approved universities for research collaboration, student and faculty exchange

A. 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

B. 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.

The functions of Corporate Affairs & Outreach Department with regards to placement are as follows:

1. Conducting workshop every semester on Resume Writing and Mock Interviews.
2. Identifying employment opportunities for our SUC students in the national, regional and international market.
3. Maintaining and updating the database of potential employers.
4. On receipt of placement opportunities from the employers, the detail of the opportunities will be displayed in various locations like, Career Portal plasma, portal and SMS depending upon need and urgencies.
5. Coordinating with employers to complete their **Need Analysis Form** and **Student Placement Request Form** and then accordingly send the appropriate CVs.

6. To carry out JD based workshop for students with the help of a faculty.
7. Organizing campus interviews/placement week.
8. Corporate Affairs & Outreach Department will complete placement report semester wise with complete details of the organization, student, position join for and starting salary.
9. Maintaining a data of placement activities in the form of monthly and yearly reports.

iii. **Campus Interviews**
Corporate Affairs & Outreach Department invites various companies, Business Houses, Banks and Govt. 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.

v. **How can students apply for the jobs?**
1. Corporate Affairs office on receipt of placement opportunities from the employer will display it on plasma, student portal, and inform by SMS depending upon need and urgencies.
2. Students need to go through the job description and discuss with corporate office.
3. Students need to discuss the job details with the concerned Advisor also.
4. Students should make a decision whether to apply or not to apply for the said placement opportunity.
5. Once student sends a written consent to Corporate Affairs Office then he has to sit for the interview.
6. If after giving consent, a student does not appear for the interview he will be debarred from the interview and automatically be out of the placement process.
7. To come back into the system, he has to write an application and get it signed by his mentor or advisor.
8. Workshop will be conducted by the faculty to prepare the students for the interview.
9. The student has to sit through the entire selection process.
10. Once selected Corporate Affairs will ensure the selected students gets an offer letter.

vi. **Expectations from the students**
1. Students need to attend the Professional Skills Development Program sessions.
2. Use the standard format for writing the resumes.
3. If the format is not correct then his resume will not be forwarded to the company.
4. The resume should have a photograph of the students on the top right side.
5. Students should prepare themselves appropriately for the interview.

C. 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:
i. Seminars and Summits
ii. CEO Lecture Series
iii. Guest Lecture Series

> iv.   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.
> i.   International conferences
> ii.   CEO Lecture series
> iii.   Alumni Lecture series

D. 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

E. 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 & OUTREACH DEPARTMENT will also assist in conducting surveys and to increase membership of the Alumni. The Office will assist the Alumni for their placements and Internships.

F. 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.

STUDENT EXCHANGE POLICIES AND PROCEDURES

A. Introduction

As part of our vision and pursuing its goal of internationalization, SUC encourages both inbound and outbound student exchange in order to gain international exposure of the institution, provide exposure to international best practices and enable students to learn from experienced faculty members in foreign universities. This process will enhance learning experience to the students.

Student exchange between the partnering universities can be in the form of inbound and out bound movement of the faculty members, permitted by respective universities, to go and teach for a semester or two.

B. Inbound Student:

i.   Definition

Students from outside the country, who are enrolled for a semester or for a year at the undergraduate or graduate level at Skyline University College, at onsite campus are considered as inbound students under student exchange program.

ii.   Selection process for students under inbound student exchange program:
1. Announcing the opening of study exchange program to students with details
2. Defining the eligibility requirement for student exchange program
3. Receiving Letter of intents from students
4. Evaluating requirements of the admission to semester in the Skyline University College
5. Verification of documents as per admission requirements shortlisting

6. Dean/nominee to have a brief discussion /interview with the student
7. Selection of appropriate candidate
8. Explaining academic policies and socio-cultural aspects of the country
9. Getting the consent of the sponsor or parent
10. Ensuring funding for the stay

iii. **Eligibility criteria for inbound students:**
1. Students from international universities fulfill admission requirements to study at the Skyline University College
2. Admission requirement at the undergraduate or graduate level
3. Payment of the required fee
4. Letter of permission for student exchange program from the host university
5. Letter of admission from Skyline University College
6. Demonstrating the ability to bear the expenses in the host country

iv. **Roles of SUC departments**
a. **Role of Human Resources Department**
1. Requesting documents for visa processing and processing visa
2. Provide support in opening bank account in UAE
3. Requesting Contact points at home country
4. Pick from and drop to airport
5. Boarding facility in the hostel or a pre designated location
6. Providing accommodation and transportation
7. Any health conditions that need to be informed or a medical report
8. Provide health insurance
9. Ensuring availability of basic facility on occupying the accommodation
10. Orientation of the university and departments, academic policies
11. Orientation on the socio cultural aspects
12. Requesting contact point of local guardian or mentor and back at home
13. Providing arrangement for sim card and basic shopping
14. Showing nearby prayer places depending on their faith

b. **Role of SUC Dean**
1. Allocation of semester courses to the student
2. Sending approved syllabus
3. Induction of the associate dean, discipline leader and faculty members
4. Providing orientation on use of academic related ERP and LMS
5. Orienting on academic policies
6. Orientation on teaching pedagogy and modes of assessment and grading
7. Introducing to learning support services Library
8. Introducing to learning support services labs and software
9. Orienting on labs and available software on the workstation

c. **Role of Student Services Department**
1. Orientation of the university and departments
2. Orientation on clubs and committees
3. Advisory orientations
4. Introducing to the class

5. Arranging a Peer mentor
6. Providing assistance for printing and photocopying or typing

d. Role of Administration department
1. Submission of documents as per Admission Requirements:
2. Preparing schedule for the student
3. Explaining examination process
4. Orienting on the general policies of SUC

A. Outbound Students:

i. Definition

Students from Skyline University College, who go outside the country, to study at undergraduate or graduate level of a partnering university, at onsite campus are considered as outbound students under student exchange program.

ii. Selection process of Outbound Students from Skyline University College :
a. Announcing the opening of study exchange program to students with details
b. Defining the eligibility requirement for student exchange program
c. Receiving Letter of intents from students
d. Evaluating requirements of the admission to semester in the host university
e. Verification of documents as per admission requirements in the host university and shortlisting candidates
f. Dean/nominee to have a brief discussion /interview with the student
g. Selection of appropriate candidate
h. Explaining academic policies and socio-cultural aspects of the host university
i. Getting the consent of the sponsor or parent
j. Ensuring funding for the stay

iii. Information required from outbound students:
a. Intent to study for a semester or a maximum of 1 year
b. Submission of academic credentials
c. Submission of documents related to qualifications
d. Any health conditions that need to be informed or a medical report
e. Submitting Contact points back home

iv. Commitment of host university to facilitate outbound students from SUC
a. Requesting documents for visa processing and visa processing
b. Providing support in opening bank account
c. Pick from and drop to airport
d. Contact points at home country
e. Provide health insurance
f. Boarding facility in the hostel or a pre designated location
g. Provide internal transportation
h. Informing the allocation of semester courses to the student
i. Handing over the approved syllabus for the semester
j. Induction of the associate dean, discipline leader, faculty members and introducing to the class
k. Providing orientation on the availability of academic related ERP and LMS
l. Orienting on academic policies of host University

    m. Orientation on teaching pedagogy and modes of assessment and grading in host university
    n. Providing a Peer mentor
    o. Providing Academic guidance and support

CONTINUOUS EDUCATION AND LIFELONG LEARNING

A. INTRODUCTION

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

Centre for Continuing Learning Department coordinates with Corporate Affairs Office to identify internship opportunities and career placement assistance for CCL students studying professional courses.

B. PROCESS:
    i. CCL during the orientation will inform the students regarding the internship and career placement assistance program.
    ii. Student then will orient regarding the requirements
        a. Updated CV/Resume
        b. Contact details
    iii. CCL will inform the CAO regarding the application of the student
    iv. Students will attend workshop on Resume Writing and Mock Interviews scheduled by the CAO;

C. 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 & VIRDI.

The Centre for Continuing Learning has five divisions:

Future Digital Academy: 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 Academy as a third party.

1. **Online Training** is asynchronous Online programs (text-based and video-based) include text-based ands 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.

2. **Virtual Training** is interactive live programs, featuring live webinars with experts, interactive discussions, exercises & activities designed to meet learning objectives of the training program.

3. **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 divison 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.

D. GENERAL POLICIES OF CENTRE FOR CONTINUING LEARNING
  i. **General Admission Requirements**
     a. **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.

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

c. **English Language Proficiency**
   All candidates are required to have a basic knowledge of English language, writing, speaking and reading.
d. **Mathematics Proficiency**
   For all professional courses conducted by CCL, mathematics is required to compute basic calculation during the course.
e. **Computer Proficiency**
   The candidate enrolling for the courses in CCL must have a basic knowledge on computer skills using word, excel, internet browsing, etc.

ii. **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.

iii. **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:

a. 2 Passport size photographs
b. Passport/Visa Copy

STUDENT DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES

a. 5 Star QS rating on employability
b. Training and testing center for IELTS, TOEFL and Cambridge English preparatory courses
c. Professional Skills Development Programs to develop professional skills and abilities essential for career progression
d. Toastmasters club which helps in strengthening communicative and leadership skills
e. Enrollment in IEEE
f. Student Care package which caters to new international students through a bridging program and to academically weak SUC students through student tutorials
g. Counseling is provided to help student progress in their academic career.
h. Corporate Affairs Department administers student's placement and industry networking opportunities like internship and placement opportunities
i. Academic tours to various foreign countries
j. Well-equipped Innovation Lab to foster creativity

k. Opportunities for lifelong learning anywhere in the world with the articulation agreements
l. Year round thematic community service and outreach activities
m. Student clubs and committees focusing on overall personality development through various co-curricular and extra-curricular activities
n. Opportunity to showcase creative writing skills through contribution to SUC's Newsline publication
o. CEO Series and guest lectures by renowned industry speakers
p. Orientation through guest lectures by Alumni speakers
q. Emphasis on practical knowledge though industry visits
r. Real life experience and exposure though internships

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.

SPORTS SECTION

SPORTS TRAINING

The Sports department provides following sports related services:

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

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. **HOSTEL**
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. Skyline has authorised staff member to manage the Hostel. The apartments are fully furnished with provision for self-cooking. Maintenance and housekeeping are managed by the Maintenance Department. The policies of the hostel contribute to the healthy environment, commitment and discipline among the students. Students on Skyline visa whose parents are not in UAE should stay in the accommodation provided by the SUC. The students are encouraged to develop community life and inculcate the spirit of tolerance, thus taking care of their psychological and emotional

problems and shape themselves to be better citizens. It is in this spirit that the rules and regulations are framed for the orderly and peaceful living. The accommodation facility is extended to the employees and other university students from the University City of Sharjah, as well on approval by the management and subject to the availability.

SPORTS CLUBS

A. INTRODUCTION

The Sports Department works actively throughout the academic year and arranges sports camps during summer vacations. Yearly time table is prepared by the Sports Department where male students and female students are engaged in various sports activities during the academic year.

The Department aims at achieving the highest participation and also selects suitable players for SUC team that can bring laurels at the national level. SUC offers coaching facilities in Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming. Students who do not participate in Inter-University athletics will have the opportunity to compete in intra-mural and club sports at SUC. Student participation in any athletic program is voluntary. The Sports Department has a policy in place to encourage students and organize sports events

SPORTS & 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 and Friday and for female students and female 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

B. SPORTS SERVICES

i. To provide coaching to the students in various games such as Soccer, Basketball, Volleyball, Table Tennis, Badminton, Cricket and Swimming.

ii. To organize various Inter-University sports events.
iii. To select and train teams to participate in various inter-university and intramural events.
iv. To provide exposure to students in Community Service Activities.
v. To provide health services which include first aid and medicines for minor illness.

C. **RULES AND REGULATIONS**
   i. The schedule of Sports Department should be followed very strictly.
   ii. No intentional damage should be caused to the equipment, facilities and structures of the Sports Department, else the student will have to replace it or compensate the damage.
   iii. Smoking is not allowed in the sports arena.
   iv. Eatables are not allowed in the inside sports arena.
   v. No chewing gum or spitting inside the sports hall and gym area.
   vi. No fighting or disorderly behavior is permitted.
   vii. Good sportsmanship is expected always in the playing area.
   viii. Students are not allowed to play a game for more than one hour during rush hours.
   ix. Sports clothes are required at all times when using sports facilities.
   x. No friend or outsiders are allowed to use the sports facilities.
   xi. Noise level should be kept to a minimum.
   xii. Violation of any of the above rules may result in suspension from using the sports facilities.

D. **SPORTS EVENTS**

SUC organizes the following inter-collegiate, government, corporates, social and intra-mural sports activities during an academic year during Fall and Spring semesters. Sports department promotes all the Sports events conducted in SUC with the support of Marketing & Admissions department, Media & Communication department and Corporate Affairs Office.

The Sports Department also conducts various activities for the faculty and academic support service staff members to promote a healthy and friendly atmosphere amongst them.

i. **Inter-Collegiate/Inter-university Events**
   a. Skyline Inter-University Cricket Tournament (Male students): This is a pioneer event of Skyline and is conducted for last 18 years. Students from various universities actively participate in this event.
   b. Inter-University Sports Festival (Male students & Female students): Skyline also conducts Inter-University sports festival annually where students from different universities from UAE come to participate in different games like Football, Basketball, Table Tennis, Throw ball, Volleyball etc. which are conducted during this festival.

ii. **Skyline Inter-School Sports Festival (Male students & Female students):** Skyline Inter-School Sports Festival is an event organized for the schools in UAE to promote sports activities and to give a platform for school students to showcase their talent inter-school level. This event also aims at identifying outstanding sports persons and supporting them with Sports Scholarships for pursuing higher education in SUC.

iii. **Faculty Staff and Students Sports Festival:**
This event is organized exclusively for SUC employees and students in order to provide them an opportunity to get physically active and mentally relaxed. It also enables them to participate fun filled sports & team building activities.

iv. **Fitness Challenge**
The sports department plans and organizes various fitness challenges for SUC employees in coordination with the HR department and reward winners to motivate all SUC employees to remain fit and healthy.

v. **Corporate Cricket Tournament:**
SUC Sports department organizes this tournament for the corporate companies in UAE to participate in some sort of sports activity. This is also an opportunity for the Corporates to interact with each other and to have fun.

vi. **Diplomat/Govt. Tournament:**
The department organizes a Diplomat / Government Tournament for bringing various consulates or government offices under one umbrella and for developing a good relationship & comrade among the expatriate diplomat community and government officials

E. **ELIGIBILITY CRITERIA FOR PARTICIPATING IN SPORTS EVENTS**

i. Inter-University Sports Events
a. The Inter-University sports program is conducted according to the rules of the Inter-University Athletic Conference and the Higher Education Sports Federation (UAE).
b. The participating teams (Universities/Colleges) should be accredited by the Ministry of Higher Education as well as the Universities operating in the Academic City/Knowledge Village (Dubai).
c. The Universities/Colleges invited are eligible for participation.
d. Acceptance of teams will be based on submitting entry forms within the due date.
e. All participating players' list must be duly attested by the Head of the Institution.
f. Corporates; Players must be the employees and visa holders of the same company.

ii. **Intra-mural Sports Activities**

a. All bonafide students of SUC enrolled for Undergraduate and Graduate programs in School of Computing & School of Business and also the students enrolled for the courses offered by CCL and FDC under the Centre for Continuing Learning are eligible to participate in the activities. The intramural sports activities will help in selecting SUC team.
b. Students wishing to participate in the Intra-mural sports activities should make sure to clear any outstanding fees before they register for the intra-mural sports activities.

F. GENERAL GUIDELINES

i. Intramural competitions are held between the students of the undergraduate programs from both Schools, students from different emphasis of Graduate program from Business Schools and also the short course students from Centre for Professional Development.

ii. The winning team receives a rolling trophy for the overall Championship which is then handed over to the new winning team in the next year. However, if a team wins for 3 consecutive years, the trophy remains with them.

iii. International Federation rules and regulations of games will be followed. The rule book will be available with the technical committee at all times.

iv. The technical committee decision will be final and is not subject to any review or challenge.

v. All protests will only be received by the Faculty head for each major / emphasis either one hour before or within one hour post completion of the match.

vi. Each participant must play for their respective teams formed on the basis of their majors or emphasis in any activity; he/she should not switch to another team for the duration of that sport season.

vii. Any individual who participates in more than one discipline during any sport season shall be suspended from participation in that semester.

viii. Any team captain who uses a player participating under an assumed name shall be suspended from participation for a minimum of one game.

ix. Any individual who participates in an intramural sports activity under an assumed name shall be suspended from participation for the one academic year similar to the guidelines provided for repeat disciplinary committee. In addition, the falsely used I.D. will be confiscated and reported to Administration department for further action.

G. SUC TEAM SELECTION PROCEDURE

i. In the initial months of Fall (September) and Spring (January), the Sports department conducts orientation and provides information regarding various games, team selection and trial schedules is informed. The interested students have to register their names for being selected in the teams. Head sports department with the help of sports committee conducts the trials to test fitness and participation of students and later declare the team to represent the SUC. Information pertaining to the same will be displayed on the notice board and copies sent to concerned students.

GAME	MALE/FEMALE
Basketball	Male/Female
Volleyball	Male/Female
Throw ball	Female
Soccer	Male

Table Tennis	Male/Female
Cricket	Male
Badminton	Male/Female

ii.   The Head of Sports Department will assign a coach to each team. A playing squad list will be compiled by the assigned coach and submitted to the Sports Department for approval. The Head of Sports will remove all ineligible students as prescribed in the regulations of SUC and submit the lists to the administration office.

iii.   Practice for all athletic teams are normally scheduled from 1400 to 1800 hours from Monday to Friday, or as announced by the coach with approval by the Head sports department. Selected students for respective teams will have to attend all scheduled practices sessions unless excused by the coach or Head sports department. Students are required to attend all the pre-scheduled practice sessions and matches by obtaining permission from respective faculty whose class they will be missing.

iv.   The Head of Sports Department will provide required equipment for the players subject to budgetary limitations.

v.   All sports seasons shall be conducted in conformity with Higher Education Sports Federation regulations.

H.   PARTICIPATION IN TOURNAMENTS

Department sends the SUC teams for different Inter-collegiate/Inter-University competitions. The department organizes Inter-discipline competition between students from different majors of study and selects prominent players from SUC team. Coaching camps are conducted for these players before finalizing the team. The Head of Sports Department will authorize the number of inter-university contests in which each team may participate, within the guidelines set by the Sports Committee. Acceptance of invitations to tournaments is selected based on the strengths of the college team, exams schedules, major college events and budgetary limitations.

I.   CODE AND CONDUCT

i.   Once the SUC players join the team they need to fill up the form given by the Head of Sports, giving commitment that they will play the entire intercollegiate, Interuniversity and invitation tournaments. In case without notice if they miss the match, he/she will be debarred from the SUC team.

ii.   It is compulsory that the players must attend all the practice sessions arranged for the SUC team.

iii.   During the practice sessions or tournament (Internal/External) all the members should maintain discipline to uphold the name of the SUC.

iv.   The players representing the SUC team should maintain a highest code of conduct in all their inter-collegiate sports events to maintain the dignity of the University in practice and spirit.

v.   In case of any disciplinary activity in the sports field, during Sports activities within the University or while representing the University in external events; the

student will be stopped with immediate effect from participating in any training sessions, representing SUC in tournaments/matches and using SUC facilities. He / She will also be referred to the Disciplinary Action Committee. The decision of the Committee will be informed to the student in written. If the student is unhappy, he / she may appeal to the Vice Chancellor through the SUC grievance redressal procedure through the SSD. After the Vice Chancellor reviews the appeal the decision of the Vice Chancellor will be final and intimated to the student and the department and the necessary punishment will be implemented.

J. RESPONSIBILITIES OF THE STUDENTS
   i. All the rules of Sports Department should be strictly followed.
   ii. Good sportsmanship is expected always in the playing area.
   iii. The player/member/student is responsible for any equipment issued for practice. It will be used only for practice or competition in the sport for which it is provided.
   iv. The players/students must listen to the instructions given by the coach.
   v. Student is responsible for all his/her belongings and the department is not responsible any lost or stolen valuables.
   vi. Any accidents or injuries occur during the practice or play is the responsibility of the individual player. SUC will provide first-aid and take the responsibility of taking the injured player to the hospital with which SUC has signed an MOU.

K. RESPONSIBILITIES OF THE COACH
   i. To train Skyline team to develop skills, tactics and to equip the students to play at inter-university level.
   ii. To conduct selection trials to form the team
   iii. Conduct intramural matches
   iv. Support the Sports Department during major Skyline Sports Events
   v. To manage the team when participating in external tournaments
   vi. To maintain the discipline of players during training and matches
   vii. Report to the Head-Sports, about the progress of the team
   viii. Recommend outstanding players for Sports Scholarships

L. BUDGETING AND PURCHASING
Annual budget for the Sports Department is prepared by the Finance Department after taking necessary recommendations from the Head-Sports. Every events and purchases for a particular academic year are budgeted well in advance for the smooth functioning of the departmental activities.

Purchases are generally done two times a year; before the start of the Fall and Spring semesters. All purchases and maintenance are done as per the plan and requirement.

M. DEVELOPING AND MAINTAINING FACILITIES
As per the strategic plan, developments of facilities are initiated by the Sports department. The students' requirements are surveyed before planning any new facility. SUC signs MOUs with approved companies for the developmental works and maintenance. All periodical maintenance of the existing and new facilities are taken care by the Sports Department.

N. SPORTS SCHOLARSHIP POLICY

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 students from the School of Business as well students from the School of Computing. 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, which will be reviewed every semester).

i. SPORTS SCHOLARSHIP COMMITTEE

A Sports Scholarship Committee will be formed in each academic year. The decision of this committee shall be final. The committee's decision shall be approved by the Vice Chancellor. The committee comprises of the following members:

a. Registrar- Chair of Sports Scholarship Committee
b. DASS
c. Head of Sports Department
d. Head of Finance Department

ii. 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:

a. The student must duly apply for sports scholarship.
b. Minimum 2.5 CGPA
c. Minimum 70% attendance in all classes
d. The student should not have any disciplinary proceedings against himself / herself.
e. Performance of the student in a particular game. A report from the coach will be taken.
f. Attendance during the training sessions
g. Support given to the Sports Department
h. 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:

1. Sports Department (Head-Sport's and Coach's Report)
2. Transcript
3. Fee Clearance
4. DAC Clearance
5. List of Achievements
6. Recommendation Letter from Advisor, HOS, Vice Chancellor

iii. NUMBER OF SCHOLARSHIPS IN EACH SEMESTER

SL NO.	GAME	10%	15%	25%	50%
1	Football	2 Student	2 Student	2 Student	1 Student who will be the best of all / An all-rounder
2	Basketball	2 Student	2 Student	2 Student	
3	Cricket	2 Student	2 Student	2 Student	
4	Table Tennis	1 Student	1 Student	1 Student	
5	Volleyball	2 Student	2 Student	2 Student	
6	Badminton	1 Student	1 Student	1 Student	

Scholarship will not be awarded if there are no students who meet the eligibility criteria in any game.

HEALTH & SAFETY SERVICES

The Sports department provides following services related to health & safety related:
1. Provides the health services, which include first aid and medicines for minor illness.
2. Organizing Health and Safety awareness sessions.
3. Organizing First Aid and Safety Training sessions.
4. Conducting Mock drills for Fire & Safety awareness.
5. Maintenance of Fire & Safety equipment on a regular basis.

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.

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.

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, Registration & Examination 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.

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.

BSIT ACADEMIC CALENDAR

i.   FULL TIME 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

ii. PART TIME 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	15-Sep-2023	26-Jan-2024	14-Jun-2024
Orientation Day	15-Sep-2023	26-Jan-2024	14-Jun-2024
Add/Drop Period	15 – 16 Sep-2023	26 – 27 Jan-2024	14 – 15 Jun-2024
Graduation Ceremony	02-Nov-2023	N/A	N/A
Advisory Presentation	29-Sep-2023	02-Feb-2024	21-Jun-2024
1st Advising Meet With Advisor [In Office]	29-30-Sep-2023	02-03-Feb-2024	21-22-Jun-2024
2nd Advising Meet With Advisor [In Office]	17-18-Nov-2023	12-13-Apr-2024	19-20-Jul-2024
Advisory Meet	17-Nov-2023	15-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	13-Jan-2024	1-Jun-2024	24-Jul -2024
Final Exam Week	10-13-Jan-2024	29 May -1-Jun-2024	22-Jul-2024 – 24-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