



Skyline University College
School of Business Graduate Catalog
Academic Year 2024-25

University City of Sharjah
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I. SUC Founder's Message

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

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

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

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

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

Have an exciting and remarkable journey with us.

Kamal Puri

SUC Founder

II. Vice Chancellor's Message

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

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

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

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

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

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

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

Prof. Mohammad In'airat

Vice Chancellor

III. Message from the Dean School of Business

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

School of Business is nurturing academic excellence in management education from past 34 years as founding school of the Skyline University College, Sharjah. The school offers Master of Business Administration, Master of Business Administration with focus area in Finance, Bachelor of Business Administration in Accounting, and Bachelor of Business Administration in six contemporary concentrations. These flag-ship programs of the school attract students from a range of academic backgrounds, professionals, nationalities, ethnicities and cultures. The school provides intellectually inspiring, socially vibrant and culturally stimulating ecosystem conducive for developing global managers and leaders.

The school provides unique learning opportunities for developing knowledge, skills and competencies among students through diverse scholarly academic and practice faculty members, programs, events, activities and systems. Industry and technology integrated curriculum, effective academic strategies including case studies, projects, software, simulation, Financial Market Lab, student seminars, CEO lecture series, professional development program, guest lectures, industry visits, dissertation/internship, student's club events and activities etc. make the students learn and be ready to face any challenge professionally.

Skyline University College, having 5 Star QS rating in Teaching, Academic Development, Employability and Facilities, and being on the brink of achieving international accreditation for School of Business are the testimonies for its quality in higher education. More than ten thousand alumni spread in several countries, active corporate affairs office of the university having agreements and partnerships with several corporate, government, universities and academic institutions in Gulf Cooperation Council, Asia, Europe and Africa provide ample opportunities to the students for placement, learning, projects, internships and exchange.

Join this dynamic, incredible and mission driven business school to become a proud skyliner.

Prof. Naseem Abidi
Dean - School of Business

IV. Skyline University College Board of Trustees

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

V. School of Business External Advisory Council Members

1. **Mr. Tarek El Sakka**
CEO, Dubai Refreshment
2. **Mr. Shafiq ur Rehman**
President, ICPAD- UAE Chapter
3. **Mr. Abdullah Al-Harmoozi**
CEO, Dubai Gold & Commodities Exchange
4. **Ms. Leena Parwani**
CEO, LETS Plan Here Insurance
5. **Dr. Raed Abdallah**
Principal, Taryam American Private School
6. **Dr. Lara Nabil Abdallah**
Educational Consultant
7. **Dr. Mary Jane**
CEO, Prime Group
8. **Ms. Elena Cruz**
CEO & Founder, Infinite Communities
9. **Ms. Elif Pekçetin**
Founding Partner, Felix International L.L.C.
10. **Mr. Abraham Kah**
CEO, MAI Dubai
11. **Prof. (Dr.) Firdaus Abdullah**
Dean -Faculty of Business & Management, UTM
12. **Mr. Saqib Iqbal**
CEO, SA Consultants

13. Mr. Mohammad Al Khaja
President, Alumni Association

14. H.E. Saeed Ali Mohamed Abdalla Alhammadi
Director of Coordination and Follow up, Sharjah Digital Department

VI. Academic Affairs Council Members

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

VII. Student Council Members

The Student Council members for the academic year 2024-25 are as follows:

- 1. Farouk Mouslemani**
President, SUC Student Council
- 2. Fahad Mustafa**
Vice-President, SUC Student Council
- 3. Talal Akram Almsallam**
Public Relations Officer, SUC Student Council
- 4. Sohana khan**
Council Treasurer, SUC Student Council
- 5. Alia Almarri**
General Secretary, SUC Student Council

VIII. Glossary of Terms

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

Elective Courses	Elective Courses are courses which are not mandatory for students. Students can choose the required number of elective course/s out of the predefined list of courses to meet the curriculum requirements of an undergraduate or graduate program						
Dissertation	Submission of Dissertation proposal in the selected area is a mandatory requirement for completion of the MBA program						
GPA	Grade Point Average is determined by dividing total grade points earned by total hours attempted for each semester						
Graduation	Recommendation for awarding degree by the Graduation Board on fulfilling the graduation requirements by the students						
Honors	Academic honors are awarded to students scoring as per the following: <table border="1" data-bbox="526 603 1267 708"> <tr> <td>Cum Laude</td> <td>An average CGPA of 3.7 or higher</td> </tr> <tr> <td>Magna Cum Laude</td> <td>An average CGPA of 3.8 or higher</td> </tr> <tr> <td>Summa Cum Laude</td> <td>An average CGPA of 3.9 or higher</td> </tr> </table>	Cum Laude	An average CGPA of 3.7 or higher	Magna Cum Laude	An average CGPA of 3.8 or higher	Summa Cum Laude	An average CGPA of 3.9 or higher
Cum Laude	An average CGPA of 3.7 or higher						
Magna Cum Laude	An average CGPA of 3.8 or higher						
Summa Cum Laude	An average CGPA of 3.9 or higher						
ID Card	A unique identification card issued to student						
Master of Business Administration Degree	An award of degree on completion of Graduation requirements for Master of Business Administration program						
Mentor	A faculty member with the closest expertise relevant to the student's field of study, assigned to the group of students						
Mitigation	Students seeking excuse for absence from examination on medical or emergency grounds as per SUC policy						
Postponement	Carrying over the course for the next semester						
Pre-Requisite	A Pre-requisite is a course which is required to be completed in order to study an advanced course. A student will not be eligible to take a course with pre-requisites unless the required pre-requisite is completed						
Probation	Academic standing of student falling below the qualitative & quantitative academic progression						
Protected	A course for which no Transfer Of Credit will be allowed						
Re-Registration	Postponed, cancelled, withdrawn students re-joining the program to complete the degree						
Resit Examination	Students with shortage of attendance, mitigation, grade improvement and failure students can re-take the examination						

SAP	Satisfactory Academic Progression
SGPA	Semester Grade Point Average
Semester	Period of time required to complete one set of course offering as per the study plan (Generally 15 weeks)
SUC	Skyline University College
Suspension	Academic standing of student failing to fulfill the qualitative and quantitative academic progression requirement even after the final warning
Tuition Fee	Charges paid for the attempted credits
Final Warning	Warning given to a student who is on probation and still unable to improve academic performance as per qualitative and quantitative requirements.
Full Time	Courses conducted during weekdays from Monday to Friday
Part Time	Courses conducted during weekends on Saturday and Sunday
Withdrawal	Student dropping the course after two weeks of starting the semester

IX. About UAE & Sharjah

About UAE

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

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

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

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

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

About Sharjah

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

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

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

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

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

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

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

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

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

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

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

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

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

X. About SUC

A. Overview

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Vision, Mission, Goals and Objectives

i. Vision

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

ii. Mission

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

iii. Goals and Objectives

a. Institutional Goal:

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

Institutional Objectives

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

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

b. Student Goal:

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

Student Objectives

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

c. Employee Goal:

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

Employee Objectives

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

C. School of Business Vision and Mission

i. Vision

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

ii. Mission

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

iii. Goals

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

D. Licensure

Skyline University College, located in the Emirate of Sharjah, is officially licensed from 10th May 2024 to 14th February 2029 by the Ministry of Education of the United Arab Emirates to award degrees in higher education:

The SUC programs accredited by the Ministry of Education are as follows:

- a. Bachelor of Business Administration
- b. Bachelor of Business Administration in Accounting
- c. Bachelor of Science in Information Technology
- d. Bachelor of Science in Computer Science
- e. Master of Business Administration
- f. Master of Science in Data Analytics

E. Program Accreditation by Ministry of Education, UAE

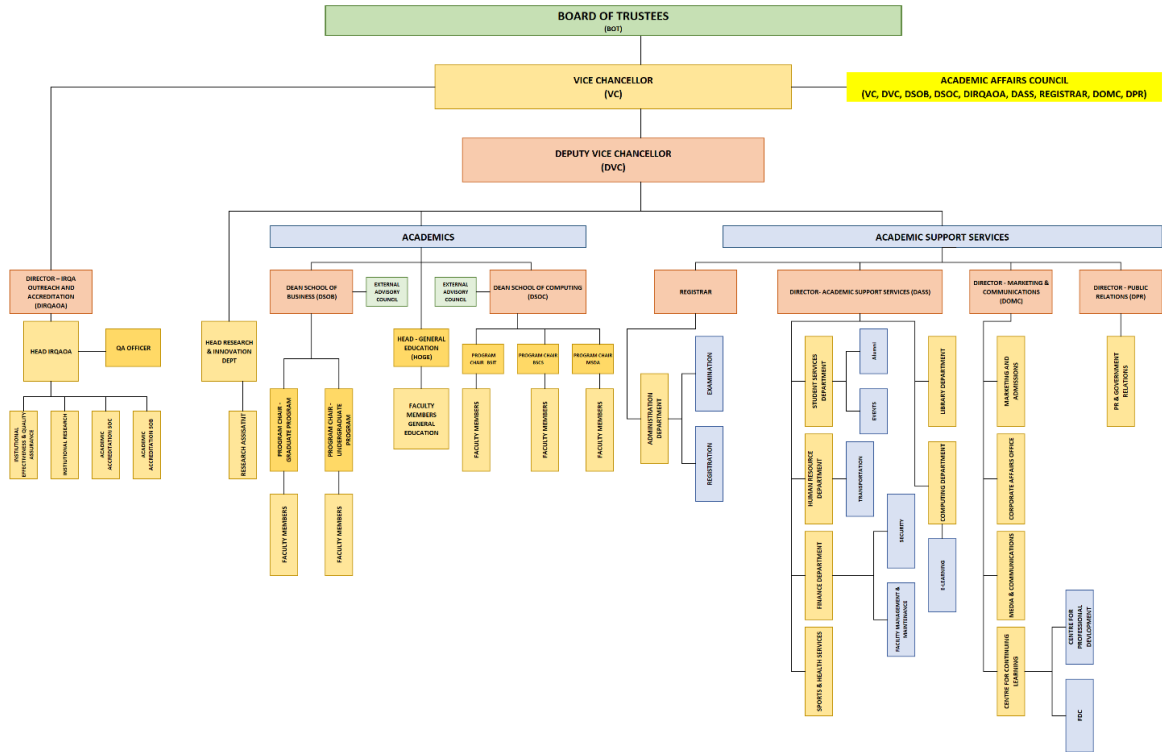
The accreditation information for School of Business Graduate program is given below:

Program	Date of Initial Accreditation	Date of recent re-accreditation	Valid until
School of Business - Graduate Programs			
Master of Business Administration	November 1, 2007	May 10, 2024	February 10, 2029

F. International Rating

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

G. Organization Structure



H. Why Skyline?

i. Institutional

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

ii. Academic Excellence

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

iii. School of Business

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

iv. Learning Support Services

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

v. Student Development and Employment Opportunities

- a. Training and testing center for IELTS, TOEFL and Cambridge English preparatory courses
- b. Professional Skills Development Programs to develop professional skills and abilities essential for career progression
- c. Toastmasters club which helps in strengthening communicative and leadership skills
- d. Enrollment in IEEE
- e. Student Care package which caters to new international students through a bridging program and to academically weak SUC students through student tutorials
- f. Counseling is provided to help student progress in their academic career.
- g. Corporate Affairs Department administers student's placement and industry networking opportunities like internship and placement opportunities
- h. Academic tours to various foreign countries
- i. Well-equipped Innovation Lab to foster creativity
- j. Opportunities for lifelong learning anywhere in the world with the articulation agreements
- k. Year round thematic community service and outreach activities
- l. Student clubs and committees focusing on overall personality development through various co-curricular and extra-curricular activities
- m. Student advising and professional development skills program
- n. On-campus career fairs
- o. Opportunity to showcase creative writing skills through contribution to SUC's Newline publication
- p. CEO Series and guest lectures by renowned industry speakers
- q. Orientation through guest lectures by Alumni speakers
- r. Emphasis on practical knowledge through industry visits
- s. Real life experience and exposure through internships

vi. Infrastructure

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

vii. Sports Facilities

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

viii. Financial Aid

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

XI. Research Policy of SUC

A. Research policy

Skyline University College (SUC) research philosophy fosters the production, integration, and application of knowledge through research and scholarly activities in order to create positive impact on society, whereby research and intellectual contribution of its faculty members and students become the university's primary strategic goals. The faculty members are encouraged to be actively engaged in order make a remarkable impact in academic, industry, and social research by publishing in peer-reviewed journals, international conference presentations, participating in seminars, and collaborative work in the form of research projects, filing patents, and offering their consultancy services to industries, educational establishments, and research organization across UAE, MENA and rest of the World.

B. SUC Research strategy

Items	KPI	Benchmark				
		AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26	AY 2026-27
Research Publications	Average Publication per SUC faculty in Scopus index journal	2 Research Articles	2.5 Research Articles	2.75 Research Articles	3 Research Articles	3.25 Research Articles
	Percentage of Q1 Category of Scopus Index Journals	15%	20%	25%	30%	35%
Research Support	Number of Faculty Development programs	At least 2 FDPs on Research	At least 2 FDPs on Research	At least 2 FDPs on Research	At least 2 FDPs on Research	At least 2 FDPs on Research
Research Collaboration	Number of Collaborative research projects	At least 1	At least 1	At least 1	At least 1	At least 1

Items	KPI	Benchmark				
		AY 2022-23	AY 2023-24	AY 2024-25	AY 2025-26	AY 2026-27
External Research income	Income from Projects from External sources - Government , or Corporates (AED)	At least 250000.00	At least 250000.00	At least 250000.00	At least 250000.00	At least 250000.00
Faculty Publication in collaboration with SUC students	Number of Joint Publications with Students	At least 2 publication	At least 2 publication	At least 2 publication	At least 2 publication	At least 2 publication
Patents applied and awarded	Number of Patents Applied and awarded	At least 2	At least 2	At least 3	At least 3	At least 3
International Conferences	Organization of Conferences in collaboration with Top 200 universities	1	1	1		1
Consultancy and projects	Income from Consultancy	Worth AED 50000.00	Worth AED 50000.00	Worth AED 100000.00	Worth AED 200000.00	Worth AED 500000.00
Case Studies	Number of case studies published	1	2	2	2	2
International Case workshop	Number of International Case workshop	2	3	4	5	6
Editorial Board Membership	Number of Editorial Board Membership	2	3	3	3	3
Funded Projects with local & external funding	Number of Funded Projects with local & external funding	At least 2 per year	At least 2 per year	At least 3 per year	At least 3 per year	At least 5 per year
Improve number of Citations	Percentage of increase in Citations (YoY)	10 % increase	15 % increase	15 % increase	15 % increase	20 % increase
Startups/SpinOffs	Number of Start-ups	At least 1	At least 2	At least 2	At least 2	At least 2

XII. Programs Offered by School of Business

The School of Business at SUC offers following undergraduate and graduate programs. Generally, these programs are offered on campus but in case of emergencies like COVID situations or any other conditions where the Ministry of Education / Ministry of Health, Risk and disaster Management directs the University is equipped to teach online or blended mode of lectures.

- i. Bachelor of Business Administration
- ii. Bachelor of Business Administration in Accounting
- iii. Master of Business Administration

XIII. School of Business Graduate Program

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

A. MBA Program Information

i. MBA Program Overview

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

ii. MBA Program Rationale

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

iii. MBA Program Learning Goals:

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

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

PLG3. Create ethical values for sustainable business management

PLG4. Develop capacity for leading and implementing business strategies.

iv. MBA Program Learning Outcomes (PLO):

Students will be able to:

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

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

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

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

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

B. Master of Business Administration Curriculum

i. MBA Curriculum

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

* C - Capstone

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

Code	Course	Credits	Prerequisite
FIA6001	Managerial Accounting	3	None
MAT6001	Research Methods for Business Decision making	3	None
BUS6001	International Business	3	None
ECO6001	Managerial Economics	3	None
FIA6002	Financial Management	3	None
ORB6001	Organizational Behavior	3	None
MKT6001	Marketing Management	3	None
MGM7102	Strategic Management('C')	3	Successful completion of 6000 level Course
FIA7210	Corporate Finance	3	FIA6001, FIA 6002
FIA7212	Investment and Portfolio Management	3	FIA6001, FIA 6002
BUS 7221	Dissertation	6	All courses except Capstone course
Select any 1 out of 3 elective courses			
FIA7211	International Finance	3	FIA6001, FIA 6002
FIA7213	Management of Banks & Financial Institutions	3	FIA6001, FIA 6002
FIA7214	Islamic Banking and Finance	3	FIA6001, FIA 6002
Total Credits required		39	

* C - Capstone

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

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

The QF Emirates Level 9 strands defined for MBA Program are given below:

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

D. MBA Study Plan

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

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

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

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

E. MBA Academic Calendar

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

XIII. Facilities

A. Campus

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

B. Learning Resources and Facilities

i. BYOD Class Room

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

ii. Computer labs

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

iii. Physics Lab

Physics lab 1 & 2 at SUC is aimed at meeting the Physics courses at General Education level. The Labs provide basic understanding of physics and its application in the society. It also develops scientific temperament among the students to solve problems in a rational manner.

iv. Printing & Photocopying center

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

v. Library

The SUC Library is dedicated to providing valuable resources for students and faculty to support their academic and research needs. Located on the first floor of the SUC building, the library offers a diverse collection of approximately 15,000 reference books, 11,500 titles, 3 magazines, and 10 newspapers. A dedicated graduate section includes specialized books for advanced studies. The library is equipped with computers, discussion rooms, and conference room facilities.

The Library's Online Public Access Catalog (OPAC) system makes it easy to find book titles, while the Learning Management System provides seamless access to full-text journals and ebooks. Additionally, strategic partnerships with other libraries enable inter-library loans. The library is open Monday to Thursday from 9:00 A.M. to 10:00 P.M., Friday from 2:30 P.M. to 10:00 P.M., and Saturday from 9:00 A.M. to 5:00 P.M. It is closed on Sundays and public holidays.

vi. Digital Library

The SUC Library is equipped with 23 computer terminals with internet access. Stakeholders of SUC can access online databases subscribed by the library, providing access to over 77,000 ebooks and more than 29,000 e-journals & e-magazines.

C. Sports and Recreational Facilities

i. Multi-gym

SUC has a well-equipped gym, which can be used by its students, faculty and staff under the supervision of the gym instructor. Students have to register their names with the sports department before using the gym facilities. All users of gym facilities must follow the displayed instructions of how to use equipment and the need for warm up activities. Students can use this facility between 11 AM to 7 PM from

Monday to Thursday and 3PM to 7PM on Fridays, wherein the days allocated to male students and male faculty/staff are Monday, Wednesday, Friday and for female students /faculty/staff it is on Tuesday and Thursday. Male students and female students are not allowed to use the gym simultaneously.

ii. Student Common Room

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

iii. Playgrounds

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

iv. Hostel Recreation Facility

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

v. Basketball/Volleyball Courts

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

D. Hostel

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

E. Health Clinic

The University College has a health clinic, which provides first aid and basic medical facilities to students and employees whenever required. However, in case of emergencies where immediate medical attention is required, the students are taken to the nearest

medical centers, which have a tie up with Skyline University College. The University College also arranges for ambulance service in extreme situations.

F. Health Campaigns

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

G. Other Facilities

Other facilities include:

i. Cafeteria

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

ii. Parking [Campus]

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

iii. Mosque and Prayer Rooms

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

iv. M- Hall (Multi-Purpose Hall)

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

v. Lockers

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

XIV. Academic Support Services

A. Student Admission Counseling Services

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

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

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

i. Pre - Admission Services

The following pre-admission services are provided by the Marketing Department while helping the prospective student to make the right choice of program concentrations or focus to match their career opportunities, the Marketing Officers:

- a. Interact with the prospective students and understand their areas of interest, strengths, and weaknesses.
- b. Explains the standing of the SUC and the importance of its accreditation by MOE and its acceptability in the job market and for pursuing higher studies locally and internationally.
- c. Explain about SUC's international accreditations, ratings and affiliations
- d. Explain the details of undergraduate & graduate programs, brief students on the class timing offered full-time (weekday) and part-time (weekend) schedule, and the potential career opportunities in UAE and international market.
- e. Inform students about part-time placement/internship opportunities.
- f. Inform students regarding the visa regulations
- g. Inform students seeking SUC visas about the hostel facilities
- h. Inform Students about Toastmasters Club / IEEE
- i. Guide the prospective students to choose a suitable area of concentration to be pursued through the Personality Assessment

- j. Explain the admission requirements, Equivalency and any other NOC requirements to be submitted at the time of Admission
 - k. To explain the fee structure along with PDC for payment of Fees
 - l. Explains the admission related policies including class size, change of program and financial policies including fee payment and refund policy
 - m. Explains the facilities available in SUC
 - n. Verifies the documents to check the eligibility
 - o. Verifies the eligibility for transfer of credits, if applicable
 - p. Complete the Application Process
 - q. To follow up with the student to complete his/her Admission Process if an Offer Letter is issued
- ii. **During Admission Services**
- a. Helps in filling up of Admission Forms
 - b. Re-orient about the placement test requirement as per the admission policy / provide sample papers
 - c. Inform the date and time of the test if applicable
 - d. Help students complete the process of fee payment
 - e. Inform about the placement test results and organize retest, if applicable
 - f. In case the candidate fails English and/or Math Math or science, the counselor advises the candidate to enroll in Preparatory Courses based on score attained
 - g. For TOC cases - Inform student regarding courses approved for transfer of credits and graduation plan
 - h. Inform Students about the Batch Commencement and Orientation Date
 - i. To ensure PDC are submitted at the time of admission, or semester fee is paid in advance
- iii. **Post Registration Services**
- a. Guide the enrolled students about the academic and academic support services through the orientation program
 - b. Inform students about the commencement date of classes and use of portal services
 - c. Inform students about the collection of the admission kit
 - d. Receive the students on the first day of classes and guide them to the orientation program

- e. To help students get acquainted with the facilities and services available at SUC a campus tour is organized by the marketing department.
- f. Encourage students to use LMS to know about class schedule and other updates
- g. Encourage student to use request management system and contact student services department for any further information or concern.

B. Administrative Services

i. Issuance of Identity Cards

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

ii. Providing Admission Kit (Letters and Invoice)

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

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

iii. Issuance of Letters [Arabic / English]

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

iv. Class Details

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

v. Class Schedules

Class schedules along with the class room number will be uploaded in student portal. The same will be displayed on the notice board as well. Assessment schedules along with the Final examination dates will be announced within two weeks from the start of the

class and will be displayed on the SUC website and Student portal. No information on the above will be provided through telephone. The 'How to access student portal' attachment will be handed over to the students during 1st week.

vi. LMS Portal Id

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

vii. Lost and Found service

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

viii. Mail Services

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

ix. Issuing car stickers for Parking inside the campus

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

x. SMS Services

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

xi. Wireless Services

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

- xii. Online Services**
Students can avail the online services for their various requests
- xiii. Information / updates on Plasma Electronic Display**
A plasma monitor is placed in the campus premises for the updates about the campus activities.
- xiv. Information / updates on Bulletin Boards**
Bulletin boards are available at Skyline SUC for posting informational notices. Student Counseling Office is responsible for updating the bulletin boards. Notices may only be displayed on designated bulletin boards and for a period of time. No notices may be posted on glass doors or building walls.
- xv. Help Desk service**
A friendly staff member is assigned to help new intake students to be of assistance with regards to the campus whereabouts.
- xvi. Issuance of Graduation Plan**
Every student is issued with the graduation plan at the time of admission. The graduation plan helps the students to plan their studies accordingly.
- xvii. Issuance of Pro forma Invoice**
Pro forma invoice is an invoice generated and given to the student applicant at the time of admission and a copy is maintained in the student file. Pro forma invoice includes the following details:
- a. Application Fee
 - b. First Installment Fee
 - c. TOC Fees (If applicable)
 - d. TOEFL Exam Fee (If applicable)
 - e. TOEFL Book (If applicable)
- xviii. Issuance of Invoice**
After the student applicant fulfills the admission criteria, an invoice is generated for the Program fees mentioning the mode of payment on a monthly / semester basis.
A copy of this invoice is maintained in the student file.

xix. Learning Management System(LMS) Portal Services

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

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

C. Financial Services

i. Fee payments and refunds

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

ii. Transportation

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

a. Submission of Transportation request form

In order to avail the transport service for any specific month, students have to submit the **Transport request Form** online through the LMS before 5th of the month, in which they require the transportation service.

While submitting the online request, students must choose his/her Pick Up and Drop-off location and the specific month for which the SUC transport service is required. The applicable fees based on the location chosen must be paid to ensure reservation of their seat in the bus for the specific month

b. Transportation fees and mode of payment:

1. The applicable transportation fees is calculated based on the pick-up and drop off location chosen by the student and it will be displayed on LMS after submission of the Transportation request form on LMS.
2. Student is required to pay the fees amount displayed on LMS.
3. The fees can be paid through one of the following two options A) Online Payment. B) Off Line Payment
4. In case of Option A, Student is required to make the online payment for transportation fees through Debit/Credit Card.
5. In case of Option B, Student is required to pay the transportation fees to SUC's Finance Department within 24 hours of the submitting the online request on LMS.
6. Failure to make the transportation fee payment within the stipulated time will result in automatic cancellation of the online request and an email notification of the cancellation will be sent to the student.
7. The Deputy-Director of Finance will verify the successful receipt of transportation fee payments either online or offline as mentioned above.
8. A seat will be reserved in the Bus for all students whose payment of Transportation fees has been received and confirmed by the Deputy-Director of Finance.
9. Registered Student will receive an email notification including details of the Bus number, Pickup as well as Drop off Location and Driver's Contact Number

c. Roles and responsibilities of students using the transportation services

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

1. For the pick-up, be ready and prepared for the bus at the time specified by the driver.

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

d. Terms and conditions for using transportation service

1. The booking will be cancelled automatically If payment is not done within 24hrs of submitting the online request and the student will receive an email notification regarding the cancellation.
2. In case of route change, student has to pay the difference in the amount based on the new pickup and drop off location
3. The student must submit the form by the cut-off date otherwise, the system will not accept the request for that month.
4. The transportation fees is payable for the entire month even if the request is submitted in the middle of the month.

D. Computer Learning Resources

i. Software Centre

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

ii. Technical Services

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

iii. Internet Services

The internet facilities are provided to faculty, staff and students to enable them to communicate at regular intervals. The internet network for Staff is connected with 2.7 Gbps, Computer Lab internet is 900 Gbps, Class Room and Library 2.7 Gbps and Wi-Fi network is 2.7 Gbps 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.

iv. Networking and Intranet Services

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

v. LMS Portal Services

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

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

vi. Timings and Access to Computing Labs

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

vii. Turnitin Software

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

viii. Mobile Apps

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

ix. Microsoft Teams

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

B. Library Learning Resources

i. Library Timings

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

ii. Library Services

a. Online Public Access Catalogue

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

b. Online Resources

New students will receive a comprehensive orientation about the library services, facilities, and collection. The SUC library is equipped with 23 computer terminals with internet access for students to access online databases subscribed by the library. These databases offer access to more than 77,000 ebooks and over 29,000 e-journals and e-magazines.

c. Information Services

The library offers a variety of information services to support students and faculty in their academic and research activities. These include 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,

and Good Reading Quotes. These services are aimed at keeping patrons informed, assisting with personalized information needs, showcasing new additions to the collection, providing research support, and promoting good reading habits.

d. Current Awareness Service

The library offers a Current Awareness Service, delivering timely news articles from local, regional, and international media sources directly to users via email. This service ensures that users stay informed about current events and developments across various topics and regions.

e. Inter Library Loan

SUC has established agreements for inter-library loan facilities with several institutions, including the University of Dubai (UOD), Amity University Dubai (AU-Dubai), American University in the Emirates (AUE), City University College of Ajman (CUCA), Institute of Management Technology Dubai (IMT-Dubai), and British Applied College Umm-Al-Quwain (BACU). Students and faculty of SUC can utilize these services for referencing, borrowing books, and accessing online resources. To avail of this facility, members of SUC need to submit a formal request to the Head Librarian with specific material requirements. The Head Librarian arranges the material within two working days. Details of these library resources can be obtained from the SUC library desk and their respective websites, such as <http://www.ud.ac.ae/library>, <http://library.amityeducation.ae/liberty/libraryHome.do>, <http://library.aue.ae/>, <https://www.cuca.ae/cuca-library/>, <http://library.imt.ac.ae/>, and <https://www.bacu.ae/>.

f. Research Zone with Discussion Rooms and Conference Room

Inside SUC's library, there are six rooms in the Research Zone designated for discussions, along with a conference room available for use by faculty, staff members, and students for meetings, project work, and presentations. The conference room and discussion rooms are intended for self-study and group discussions. To ensure availability, users are required to reserve the conference room at least a day in advance. Additionally, users are kindly requested not to bring food items into the group discussion and conference rooms.

g. Training and Orientation

At the beginning of every semester, orientation sessions are conducted for new users to familiarize them with the library's resources, policies, procedures, facilities, and services. Additionally, ad-hoc trainings are periodically offered on topics such as the usage of subscribed e-resources and e-textbooks to further support the academic and research needs of students and faculty.

h. Internship opportunity

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

E. Health and Safety Services

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

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

F. Sports Training

The Sports department provides following sports related services:

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

G. 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.

H. Corporate Affairs Office

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 through Knowledge Partnership which get into Memorandum of Understanding and includes the following collaborations: Internships and Placements, Guest Lecture & Technical Visits, Corporate & School (Non – Arab) Scholarship Program, Participation in Management Development Program (MDPs), Local and International Conferences, Schools and Universities Educational Fair, School Career Fair, Curriculum Enhancement, Students Industrial Inputs, Industry Professional Trainings, Panel Discussions and Community Development Immersion. Also, engages in identifying the Industrial Training Needs and Knowledge, Skills & Competencies expected from the student’s employability.

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

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

The Corporate Affairs Office is responsible for following activities:

i. Articulation & Collaboration

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

ii. Students Networking

Corporate Affairs Office 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 Office like:

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

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

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

iii. Conduct student activities

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

iv. Coordinate and support for Alumni activities

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

v. Coordinate and support for PSDP

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

I. Media and Communications

i. Introduction

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

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

ii. Goals

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

J. Learning Centres at SUC

i. Skyline Case Study Center

Case Study Center in Skyline University College (SUC) develops high-quality case studies and provides full support for the various types of teaching projects in SUC. Relying on the expertise of professors and supported by top management of SUC, this center links theory with practice and collaborates with corporations and higher education institutions to enable the use of research and case teaching. The center promotes the improvement and global dissemination of UAE's local management theory. The center also cooperates with regional and international institutions, and participate in case study exchanges with these institutions.

ii. Skyline Innovation and Entrepreneurship Center (SIEC)

The Skyline Innovation and Entrepreneurship Center at Skyline University College is established with a purpose to transform the traditional teaching and research-based universities into innovation-led 'entrepreneurial universities'. Such a paradigm shift in the assigned role for the university is expected to reposition its image from being perceived as a marginal or a peripheral actor to a central player of the innovation arena.

The Center engages group members in various entrepreneurial activities through:

- a. **Challenge:** to challenge the students and other participants by conducting regular innovation competitions, and incubation meets attended by Corporate and Government sectors
- b. **Inspire:** to encourage corporate and governmental stakeholders to provide for their unmet needs and inspire students and other participants to design disruptive and innovative solutions. The best solution is eligible for the Skyline Innovator of the year award and the concept of the solution can be incubated.
- c. **Support:** to financially support disruptive and innovative concepts, business plans, and go-to-market strategies for deserving startups.
- d. **Engage & Network:** to engage members to participate in various entrepreneurship and innovation workshops and widen their network with business and governmental stakeholders.

The three pillars of the Center are:

- a. Training: Training is an essential step towards creativity, innovation, and entrepreneurship. The Center creates a learning module of entrepreneurship for simulation-based learning.
- b. Producing: The Center provides the avenues for prototype production. Courses from the Business and IT schools are enlisted where students will benefit from a nurturing environment and mentorship. Business development and software development experts will also guide students. The Center also facilitates its incubates through its strong connections with the local industry.
- c. Launching: The Center provides avenues for workshops, social events, and delivering pitch decks to the target audience, such as the investors and participants from the local industry.

Refer Policy on Innovation and Entrepreneurship Centre for details

K. Centre for Continuing Learning

SUC, through its Centre for Continuing Learning, offers participants with the opportunity to earn a diverse range of certifications, including Certificates issued by the Centre for Continuing Learning (i.e. Certificate of Attendance, Certificate of Completion) and accredited certificates and diplomas issued by renowned International Awarding Bodies. These partnerships have been established with esteemed international bodies including International Air Transport Association (IATA), Society for Human Resource Management (SHRM), Confederation of Tourism and Hospitality (CTH), ICDL Arabia, EC-Council, Institute of Financial Accountants (IFA), CISCO Academy, Coursera, and Awards for Training and Higher Education (ATHE). These collaborations ensure that the certifications offered by SUC are recognized and held in high regard within their respective industries.

i. Objectives

1. To offer a comprehensive range of continuing education programs and courses that align with the academic disciplines and career aspirations of students, alumni, and the public.
2. To support participants in obtaining professional certifications and credentials that enhance their professional standing and career prospects.
3. To provide flexible learning options, including online and blended formats, to accommodate individual schedules and preferences.
4. To offer non-degree courses to individuals who wish to enroll in undergraduate and graduate courses offered by Skyline University College.
5. To foster a culture of lifelong learning and professional development among students, alumni, and the public.

ii. Continuous Education and Lifelong learning programs

a. Training Offerings

1. SUC will develop and offer a diverse portfolio of continuing education training programs and short courses designed to meet the evolving needs of participants.
2. The training offerings will be developed in collaboration with faculty, industry experts, professional associations, and academic partners to ensure relevance and currency.
3. The training programs may include short-term workshops, seminars/webinars, SUC's certificate programs, executive education, and other forms of professional development opportunities.

b. Professional Certifications and Career Advancement

1. SUC will actively support and guide participants in pursuing professional certifications and credentials recognized by relevant professional bodies and organizations, such as, International Air Transport Association (IATA), Society for Human Resource Management (SHRM), Confederation of Tourism and Hospitality (CTH), ICDL Arabia, EC-Council, Institute of Financial Accountants (IFA), CISCO Academy, Coursera, and Awards for Training and Higher Education (ATHE).
2. SUC will provide resources, guidance, and preparation materials to help participants prepare for certification exams and meet the necessary requirements.

3. Career counseling services, job placement assistance, networking events, and alumni connections will be facilitated to support participants in securing career advancement opportunities.

c. Non degree courses

Non-degree courses are offered to individuals, who wish to enroll in undergraduate and graduate courses delivered by the schools at Skyline University College, to enhance their skills, acquire knowledge in specific areas, or explore academic interests. A certificate of completion and a transcript will be awarded as per the Non-degree student enrollment policy.

iii. Admission requirements and financial policies

Refer to CCL Policies and procedures manual for Admission requirements and Financial policies related to each program.

L. Community Services

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

XV. Student Services

A. Orientation to Students

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

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

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

B. Counseling Services

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.

i. Counseling to New Students

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

- a. Provisional Admission Counseling
- b. TOC Counseling

ii. Counseling to Continuing Students

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

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

C. Mentoring to Graduate Students

SUC has an effective academic mentoring scheme that has helped the academic performance of students in the past. The objective of academic mentoring is to help students achieve a higher degree of academic performance through the processes of planning and development of their study, growth, and a career that would lead to a prosperous future, while they are studying in SUC. A faculty member of SUC, who has the closest expertise relevant to the student's concentration, is assigned as a Mentor to a group of students. Every graduate student is assigned to a Mentor at the time of admission and a maximum of 30 students are assigned to each Mentor. The Mentor provides the student with information about courses, accessing University facilities and academic support units, and guidance on how to perform better in their courses and programs of study.

D. Alumni Relations

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

E. Hostel and International Students

The Head of Sports meets the hostel and international students regularly and resolves any major disciplinary issues in consultation with the Director of Academic Support Services. Director of Academic Support Services with SSD regularly counsels the international students on their visa status, passport submission status, outstanding fee and academic progression.

The Student Services department maintains communications with parents/guardians of international students for updating on academic progression, attendance, fee outstanding, disciplinary issues, hostel related issues, undertaking forms from guardians in case of disciplinary issues or financial outstanding as may be deemed necessary.

F. Career Placement Services

i. Internship Assistance

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

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

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

ii. Placement Assistance

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

iii. Campus Interviews

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

iv. Career Fair

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

G. Class Representatives

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

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

H. Student Council

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

XVI. Events and Activities for Students

A. Events

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

i. Why Skyline encourages students to participate in Events?

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

ii. How can students contribute towards various events?

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

B. CEO Lecture Series

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

C. Guest Lectures and Technical Visits

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

D. Student Clubs and Committees

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

i. Student Events Clubs

Following are the active clubs at Skyline University College:

a. Performing Arts Club

The Performing art club consists of following sub clubs:

1. Dance and Music Club

1.1 Purpose of the Club

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

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

1.2 Benefits of Joining the Club

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

2. Drama Club

2.1 Purpose of the Club

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

2.2 Benefits of Joining the Club

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

b. Community Service Club

1. Purpose of the Club

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

2. Benefits of Joining the Club

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

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

c. Toastmaster and Debate Club

1. Purpose of the Club

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

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

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

2. Benefits of Joining the Club

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

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

d. Outdoor Adventure Club

1. Purpose of the Club

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

2. Benefits of Joining the Club

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

e. Sports Teams

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

Skyline University College has the following Sports Teams:

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

ii. School of Business Student Academic Clubs

a. The Finance Club

1. About the Club

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

2. Objectives of the Club

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

The main objectives of the club are,

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

2.3. To support the learning process of students of courses related to Finance in discipline

3. Scope of the Club

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

b. The Accounting Club

1. About the Club

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

2. Objectives of the Club

Following are the objectives of the accounting club

1. To become the key link between its members and the professional world.
2. To 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.

3. Scope of the Club

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

c. Marketing Club- "RIDA ALEUMALA"

1. About the Club

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

2. Objectives of the Club

To sharpen and develop marketing skills through learning by doing.

- 2.1. To foster the acumen in the field of marketing.
- 2.2. To keep members updated about emerging trends in marketing.
- 2.3. To involve members to resolve marketing issues through creative marketing techniques.
- 2.4. To develop the practical knowledge of members through various activities such as guest lectures, student competitions, marketing games, and industry visits.

3. Scope of the Club

Club will be a platform for planning and implementation activities to exercise the understanding of marketing in practical aspects to advance their career.

Moreover, these activities will equip the members to face the competitive world by organizing events and participating in inter and intra college activities. This student-centric club engages marketing students for inclusive development, fun filled approach and enriches the professional competency.

d. Management Club

1. About the Club

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

2. Objectives of the Club

The Management Club operates with the following objectives:

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

3. Scope of the Club

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

visits, seminars, workshops etc. for club members to acquire managerial competencies.

e. HR Club (Hayyakum Club)

1. About the Club:

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

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

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

2. Objectives of Hayyakum Club:

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

3. Scope of Hayyakum Club

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.

iii. Student Committees

The 4 student committees at SUC are as follows:

a. Events Committee

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

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

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

b. News and Media Committee

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

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

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

The committee shall comprise of:

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

4. Deputy Director - Administration Department
5. Computing department

The News Line Committee shall be responsible for:

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

c. Class Representative Committee

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

Responsibilities of Class Representatives:

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

d. Sports Committee

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

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

XVII. Student Requests

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

A. Leave Application

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

Step 1: Apply leave application through the student portal

Step 2: submit the supporting document [proof] to SSD

Step 3: the document will forward to registrar for the 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.

B. Change of Class Timing

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

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

Step 2: Submit the supporting document [proof] to SSD

Step 3: The document will be forwarded to Deputy Director of Administration 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.

C. Change of Major / Concentration

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

Application should be submitted before the 4th week of the semester; after which applications will be denied. The form must be submitted online to SSD for necessary processing. Change of Program is permissible only till the fourth semester subject to availability of seat in the respective program and after paying the applicable fee. The change of major / concentration is not granted as a right but will be submitted to the Dean of respective schools and Vice Chancellor for approval.

It is advised that the change of major / 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 program 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 of the respective school 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 program; in addition, student will have to reapply for TOC for the new major.

Step 6: Student pays the amount debited to his account

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

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

D. Withdrawal, Cancellation, Postponement and Re-activation

i. Introduction

Every year, students are accepted to complete their studies in the academic institutions, but in return some students' may withdraw courses, postpone their studies or leave the

institution without completion due to mitigating circumstances. This policy aims to administer student's cases during course withdrawal, postponement of studies, cancellation from the institution, and re-activation transitions.

ii. Course Withdrawal

a. Course withdrawal within add/ drop period

Withdrawal of a course/s can be done within the add/drop period of a semester (within first week of semester commencement) with a maximum number of two courses provided that they must undertake a minimum of 12 undergraduate or 9 graduate credits in any regular Semester. Only under exceptional circumstances, the Schools Dean may allow student's credit load to drop below the required credits (refer Student Study Mode/Load Policy).

Course/s withdrawn within the add/drop period will not be reflected in the student's transcript for that semester.

All course withdrawal cases are subject to payment of full tuition fees for that semester and no refund will be applicable.

b. Course withdrawal after add/ drop period

If the student withdraws any course/s beyond the add/drop period (after first week of semester commencement) and upto the 8th week, a withdrawal status 'W' will be reflected in the student's transcript. A repeating course fee will be applicable whenever the student undertakes the withdrawn course/s. 'W' status will not impact the computation of student's Grade Point Average (GPA).

A student may submit withdrawal form online only against mitigating circumstances such as Excessive Study Load, Work-Study Conflict, and Academic Standing. The course withdrawal is not applicable for students under SUC Visa / Visa Letter / Embassy Letter.

Student/s withdrawn from any course will be called for counseling by the Student Services and further discuss the case with the Academic Advisor, Course Instructor and, a Student Counsellor to assess the need for course withdrawal and provide necessary guidance. The student should be aware that withdrawal from a course may have an impact on their studies and timely progression towards graduation.

All course withdrawal cases are subject to payment of full tuition fees for that semester and no refund will be applicable.

c. **Management of course withdrawal transitions**

Once course withdrawal request is approved, a new graduation plan is to be shared with the student upon receipt of the applicable repeating course fee. All course withdrawals cases have to ensure that students graduation is completed within the stipulated length indicated for program completion such as Maximum 36-months for the graduate program and Maximum 6 years for the undergraduate program.

Course withdrawal is not applicable for Capstone Courses, Internship, Dissertation, and Graduation Project. An updated graduation plan will be shared with the respective student by the Administration. Academic records of the course withdrawal cases will be updated on the system accordingly.

All course withdrawal cases are subject to payment of full tuition fees for that semester and no refund will be applicable.

d. **Course withdrawal Procedure**

Step 1: Request Course Withdrawal online through student portal or through Course Withdrawal Request Form available at Student Services

Step 2: The Student will be called for Repeating Course Counseling by the Student Services and further discussed with the Academic Advisor, Course Instructor and, a Student Counsellor to assess the need for course withdrawal

Step 3: The Course Withdrawal Form will be sent to **Registrar** for approval

Step 4: Upon approval, applicable Repeating fees invoice will be generated and payment deadline will be communicated to the student

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

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

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

Step 8: A revised graduation plan is issued to the student.

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

iii. **Postponement**

A student may postpone a semester only once in an academic year and maximum two non-consecutive semesters during the program duration. Students are permitted to submit postponement request **within the first two calendar weeks of the semester** only under **mitigating circumstances** such as Financial Issues, Family Relocation, Work

related issues, National Service Duty, Severe Medical Conditions, Family Emergency, Intention of Changing University, Administrative Drop, and Academic Standing.

a. Postponement within two weeks of commencement of semester

A student must be in a good academic standing to be able to apply for a postponement. He/She will be called for counseling by the Student Services and further discuss the case with the Academic Advisor, Course Instructor and, a Student Counsellor to assess the need for semester postponement and provide necessary guidance.

The student must complete Postponement Form online or submit the form at Student services within the stipulated timeline. The postponement request must be approved by the Registrar. A postponement can interrupt a student's studies and timely progression through graduation, and all such cases must ensure the degree requirements to be fulfilled within the stipulated length indicated for program completions such as Maximum 36 months for the graduate program and Maximum 6 years for the undergraduate program.

A postponement fee is applicable immediately once student submits the postponement form, and a new graduation plan will be shared. Refund will be given for that semester. However, if the student submits the postponement request after two weeks of the semester commencement, no refund of the semester fees will be applicable.

Failure to rejoin after postponement period, the student will be notified for reactivation counseling, otherwise, the student's case will be treated as an Informal Withdrawal from the Institution (refer to Section IV-C).

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

b. Postponement Procedure

Step 01: Apply for postponement through the student portal or through Postponement Form at Student Services within two weeks of commencement of the semester

Step 02: Student will be called for a counseling meeting by Student Services, the Academic Advisor, and Student Counsellor to assess the need for postponement and provide necessary guidance.

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

Step 04: Upon approval, applicable postponement invoice will be generated and payment process needs to be completed

Step 05: Approved application will be forwarded to administration for postponing the semester.

Step 06: The status of the application will be communicated to the Student, Academic Advisor and Dean of respective School

Step 07: A revised graduation plan are issued to the student

Step 08: Application copy with approval status will be placed in the student file

Step 09: The student's name will be forwarded to the re-activation status sheet for the forthcoming semester for follow-up.

iv. Withdrawal / cancellation from the Institution

A student may voluntarily withdraw and cancel his/her enrollment from the institution by submitting an online request for cancellation and complete the clearance process. As a part of this process, the Student will follow the following guidelines:

Student/s who submits a withdrawal request will be called for counseling by the Student Services and further discuss the case with the Academic Advisor and, a Student Counsellor to assess the reasons for withdrawal and provide necessary guidance.

a. Withdrawal from the institution before commencement of a semester

In case student withdraws before the commencement of a semester, the tuition fees paid by the student will be refunded excluding the first installment fee, Application fees, and miscellaneous fees (if applicable) along with VAT. In addition as per the original fee structure, and the fee waiver/scholarship/sponsorship granted to respective student will be revoked and a refund will be processed accordingly. Academic transcript will be issued to the students with the details of all the courses completed by the time of withdrawal from the institution in accordance with the withdrawal procedure as indicated in section. D below.

b. Withdrawal from the institution during the semester

If student withdraw his/her studies within the add/drop period (within first week of semester commencement) , the fees paid by the student for that semester will be forfeited as per the original fee structure, and the fee waiver/scholarship granted to respective student will be revoked and a refund will be processed accordingly. In

case, the student submits the withdrawal / cancellation request beyond the add/drop period (after first week of semester commencement), no refund of the semester fees will be applicable. Institution has the right to charge the proportionate tuition fees accrued till the date of submission of withdrawal request and subsequently the bank will be informed to cease further debit Student accounts. Academic transcript will be issued to the students with the details of all the courses completed by the time of withdrawal from the institution in accordance with the withdrawal procedure as indicated in section. D below.

c. Informal withdrawal from the institution

Students leaving the institution before completion of the degree program without withdrawing formally will be called for reactivation counselling if possible, otherwise, such cases will be dealt with in accordance with section VI. Dismissal and no refund will be applicable.

d. Withdrawal / cancellation procedure

Following are the steps to be undertaken by students who decides to voluntarily withdraw and cancel his/her enrollment from the institution:

Step 01: Apply for withdrawal from the Institution by submitting the Cancellation Form either through the student portal or at Student Services

Step 02: Student will be called for a counseling meeting by Student Services, the Academic Advisor, and Student Counsellor to assess the reason for withdrawal from the institution and provide necessary guidance.

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: The Cancellation Form will be sent to Registrar for his approval

Step 05: The approved form is then sent to various departments for getting no dues clearance

- 1. Marketing & Registration Department for their comments.*
- 2. Finance department for checking whether the student's account is cleared.*
- 3. Library to check for any pending books to be returned.*
- 4. Computing department will de-activate the portal and email address.*

5. *Human Resource Department for the verification of the student visa status if applicable.*
6. *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 administration for withdrawal from the institution

Step 08: The status of the application will be communicated to the student services, academic advisor, and Dean of respective Schools

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

Step 10: Application copy with the withdrawal status will be placed in the student file by Administration

Step 11: The student's name will be recommended for re-activation as per student's consent for follow-up

In addition to the above procedure, the Visa, Visa letter and Embassy Letter 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

v. **Re-Activation of admission**

Reactivation of admission is applicable for Postponement/Withdrawal / cancellation, provided that:

1. The revised graduation plan complies with the stipulated length indicated for program completion such as Maximum 36 months for the graduate program and Maximum 6 years for the undergraduate program.
2. There should not be any outstanding amount in student ledger.
3. New Fees payment plan as per the current academic year will be applicable.

4. Student must pay the applicable re-activation fees, as specified in the miscellaneous fees payment schedule

a. Reactivation procedure

Step 1: Student will fill up the Re-Activation Form online or at the Student Services

Step 2: In case the curriculum remains unchanged at the time of re-activation, all the courses successfully completed by the student will be transferred and a revised graduation plan along with revised fee structure applicable for the academic year will be provided to the student.

However, if the curriculum has changed at the time of reactivation, the student needs to submit a TOC application and transfer of credit will be granted to the courses successfully completed as per the TOC policy. The new graduation plan and revised fee structure applicable for the academic year will be provided to the student.

Step 3: Reactivation Application will be sent to Registrar for approval

Step 4: Upon approval of application and payment of applicable fees, the form will be forwarded to the Administration department for re-activation.

Step 5: The student's details will be communicated to the Student's Academic Advisor and Dean of respective School

vi. Dismissal

Dismissal is a process where a student was given discontinuation from the graduation Program due to the following reasons:

1. Failure to meet graduation completion requirements as per Undergraduate and Graduate Completion Requirement Policies
2. Poor academic standing as per Academic Progress / Academic Standing Policy
3. Low attendance as per Student Attendance Policy
4. Disciplinary Action as per Student Discipline Policy
5. Informal Withdrawal from the Institution
6. Failure to pay tuition fees

All dismissal cases will be provided with the academic transcript reflecting only completed courses.

All dismissal cases have to undergo the financial clearance process, and no refund of either the Tuition fees, miscellaneous fees, transport and hostel fees is applicable.

a. General dismissal procedure for students

Step 01: Administration notifies student regarding dismissal

Step 02: Student will be called to discuss regarding the financial dues, refund, and clearance procedure.

Step 03: Student will then be sent for an exit interview with the Student Services

Step 04: Dismissal Student Case File will be submitted to REGISTRAR for approval

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

a. Marketing & Registration 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 if applicable.

f. Administration department for the comments and pass credit note if applicable.

Step 06: The clearance 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 Dismissal Student Case File will be forwarded to administration for cancellation of registration

Step 08: The dismissal status will be communicated to the student, academic advisor, Dean of respective Schools and all concerned departments

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

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

In addition to the above procedure, the Visa, Visa letter and Embassy Letter students have to submit the following documents together with the Clearance Form:

a. Emirates ID (Original)

b. Passport

- c. Ticket Copy
- d. Visa Cancellation Letter from Immigration

E. 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 for 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 of the respective school.

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

F. Requests for Letters / Transcripts

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

- a. Bona-fide student letter (In English or Arabic)
- b. Letter mentioning dates of examination
- c. Copy of course syllabus / syllabi for course/s attended
- d. Transcripts
- e. Reference Letters
- f. Course Equivalency Letters
- g. Certificate Equivalency Letters

- h. No Objection Letters (Opening a bank account, applying for driving license, applying for visa)
- i. Letters for Government Departments
- j. Letters of Introduction for Internship / Dissertation
- k. Sponsor Request Letters
- l. Visa letters

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

Normal time to respond the request is mentioned below:

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

XVIII. Student Code of Conduct

A. Student Dress Code

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

B. Student Rights

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

C. Student Responsibilities

The student shall be responsible for conducting themselves as follows

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

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

XIX. Student Care Package

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

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

XX. Student Grievance

A. Addressing Grievance:

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

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

B. Types of Student Grievances:

i. Academic grievances

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

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

ii. Academic Support Services grievances

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

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

XXI. Student Appeal

A student can initiate an academic appeal process when he/she is dissatisfied with the marks assigned by the faculty / instructor in the continuous mode of assessment or final exam grades in any course/s.

A. Grounds of Appeal

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

1. Material and significant administrative error has taken place.
2. Disagreement with marks or grade obtained in a course
3. Evident discrimination in assignment of grades as per rubrics

It is important for students to understand the allocation of marks/grades to each mode of assessment is based on the Assessment and grading policy.

B. Appeals related to Continuous assessment

- i. In case of student concerns related to continuous assessment of individual tests or other assessed work that are components of the final grade in a particular course, the student must first approach the respective faculty member in a timely manner to address their concern.
- ii. If a resolution cannot be reached, the student may approach the Dean of the respective School who will review the relevant justifications / evidences presented by the student and may refer the matter to the Moderator for an informed decision.
- iii. The marks for any continuous mode of assessment can only be reviewed and finalized before conducting the final exam

C. Appeals related to Final exam

- i. In case of student concerns related to the Final exam, he /she can initiate a formal appeal process by submitting the Grade Appeals form to the Administration department within 2 working days of the results publication.
- ii. The appeal form must highlight the grounds on which the appeal is being made. Documentary evidence, if available, must be enclosed to support the Student's appeal case
- iii. Student must pay the applicable Grade Appeals fee to the Finance department

- iv. Administration department will verify the duly filled form and required documents based on the grounds of appeal and forward it to the respective School
- v. A Grade Appeals committee formed by the school shall review the appeal and take an appropriate decision
- vi. The decision of the Grade Appeals committee shall be final

D. Appeal hearing

A Grade Appeals committee is formed by the respective School constituting the following members:

- a. Dean of respective school (Chair)*
- b. Registrar
- c. A faculty member other than the concerned faculty from the same discipline assigned by the Dean

* Deputy Vice Chancellor to replace the Dean in case the course under consideration is delivered by the Dean.

- i. The committee shall review the Grade appeal form along with necessary documents and take an appropriate decision within three (3) working days of receiving the form from the respective School.
- ii. The committee may request the views of the concerned faculty member.
- iii. The Committee will communicate through the Chair its decision to the Administration department. Decisions of the appeal committee are deemed as final. Administration department shall implement the required actions and communicate the Committee's decision to the concerned student within two working days.

E. Plea for Consideration of Mitigating Circumstances for Final Examination (First Sit)

Refer Examination policy in Student handbook for details

XXII. SUC Publications

A. Skyline Business Journal (SBJ):

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

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

B. Newslines

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

C. Knowledge Updates

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

XXIII. Study Abroad

Skyline University College has established collaborative agreements with various Universities spread over UK, US, Canada and Asian countries to promote cooperation with these universities through exchange of expertise, exchange of faculty, exchange of students, exchange of information and best practices, conference participation, collaborative research and scholarly activities, etc. The Student exchange programs provide SUC students with the opportunity to pursue their higher studies abroad.

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

XXIV. Admission Requirements for Graduate Programs

A. Direct Entry Requirement- Graduate

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

An applicant seeking admission for School of Business Graduate program is required to fulfill the following conditions:

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

Details of the above requirements are as follows:

i. Bachelor Degree Grade

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

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

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

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

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

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

NOTE:

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

iii. Personal Interview

Prospective student is required to pass the personal interview set by the institution. The applicant is evaluated based on the desire and ability to learn, verbal communication, career goal clarity, general knowledge, subject knowledge and overall personality.

B. Conditional Admission Requirement- Graduate

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

The requirements for conditional admission have been detailed below:

i. Conditional Admission to Business Graduates

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

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

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

English Proficiency Requirement			Enrollment Status
IELTS [Academic]	TOEFL - ITP	EmSAT Achieve English	
5.5-5.9	530-549	1250 - 1399	May be conditionally enrolled in the Graduate Program and may only be enrolled in no more than 2 courses, excluding intensive English courses and pass with a minimum CGPA of 3.0 on a scale of 4.0. Furthermore, they must submit a minimum EmSAT score of 1400, or

			equivalent, by the end of the first semester of their study or be subject to dismissal
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Case-BB: Candidates Having CGPA Between 2.5 to 2.99

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

Case-BC: Candidates Having CGPA Between 2.0 to 2.49

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

ii. Conditional Admission to Non-Business Graduates

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

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

Case NA: Candidates Having CGPA ≥ 3.0 on 4.0 Scale

NA -1 with English Proficiency

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

Case NB: Candidates having CGPA between 2.5 to 2.99

NB -1 with English Proficiency

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

Case NC: Candidates having CGPA between 2.0 to 2.49

NC -1 with English Proficiency

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

C. MBA Qualifying (Bridging) Program (MQP)

Refer section [XXV.A. MBA Qualifying \(Bridging\) Program](#) for details

D. Transfer Admission Requirements for Graduate Programs

i. Transfer of Credit (TOC) Committee Structure

Committee	Chair	Members
Transfer of Credit	Registrar	DSOC, DSOB, Subject Expert related to TOC Request, Deputy Director - Administration

The TOC committee consists of the above mentioned members to facilitate the TOC students receiving appropriate mapping with the existing courses of SUC as per the requirements given below.

ii. Objectives of TOC Committee

1. To review mapping of the course and TOC Application
2. To review and approve TOC Application
3. To issue the final TOC approval letter to students

iii. Transfer Admission Requirements for Graduate Programs

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

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

Transfer of credit is granted under the following conditions:

- a. Applicants seeking transfer to SOB-Graduate-MBA program offered at SUC must meet the direct entry requirements for admission to SOB-Graduate-MBA program
- b. Applicants seeking Transfer admission cannot be conditionally admitted under any circumstances
- c. 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.
- d. The student must attend a minimum of 75% of the credit hours of their study plan at SUC.

- e. The credit hours completed must be equivalent to or higher than the corresponding courses offered at SUC.
- f. Must have passed the course with a minimum of 'B' grade or equivalent and overall CGPA of 3.0 on a scale of 4.0
- g. Transfer of credits cannot not be awarded to the Thesis, Capstone courses and protected courses.
- h. Once TOC is granted and the graduation plan is signed by the student, the student cannot challenge the TOC decision during the progression of course.
- i. Students of SUC may be permitted to pursue courses at any other Higher Education Institution only in extreme circumstances with prior approval from Administration and VC.
- j. SUC does not credit twice for substantially the same course taken at two different institutions.
- k. The grades of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- l. TOC processing fee is non-refundable (as per applicable fee structure)
- m. Once the acceptable transfer of credits is decided, the student is informed about the applicable fee based on the courses accepted for transfer of credits and the student can then proceed for registration

iv. Documents Required

Transfer admission students must submit following documents:

- 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 concentration, he/she must reapply for the TOC with applicable fee.

v. 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:

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

vi. Transfer Admission Process

Transfer admission applicants must submit the TOC application form along with supporting documents at least 4 working days before the application deadline published on SUC's website. The TOC committee shall review the TOC application along with supporting documents and award credits to the courses from the previous institution which are equivalent to SUC courses based on the transfer admission requirements for respective program. The TOC application is processed and the committee's decision is communicated to the applicant within 4 working days of receiving the application.

i. Process Flow

Step 1

Marketing & Admissions department receives the TOC applications for admission and forwards to the TOC committee.

Step 2

The committee processes the applications as per the TOC policy and forwards the approved applications to the Administration department.

Step 3

The Administration department issues the tentative TOC granted form to the student based on the approval by the TOC committee

Step 4

After verification of required documents and registration requirements, administration department prepares the graduation plan and issues the final TOC letter.

Step 5

Administration registers the students in respective courses offered in the same semester or different semesters based on the availability of courses during semester.

E. 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

F. Admission Requirements for an Additional Master's Degree

i. Additional Master degree

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

ii. Additional degree application requirements

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

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

G. Joint Degree Requirements

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

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

- i. Each institution in the partnership is recognized and/or accredited as a HEI in the higher education system in which they operate.
- ii. Institutions offering programs jointly with other institutions based outside the UAE assume primary responsibility for the programs' compliance with the *SPA*, while also meeting the requirements of the partner institutions.
- iii. Each partner HEI should be legally allowed to offer the joint program, even if the joint degree is to be awarded by a partner.

- iv. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership.
- v. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications.
- vi. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution.
- vii. If the courses offered by the partner institution are delivered through e-learning or distance teaching, an appropriate portion of each course is delivered face-to-face by a qualified faculty member.
- viii. A *Quality Assurance Manual*, or a section within a *Manual*, that clearly describes how all quality assurance activities are integrated into a single system to continually appraise and improve the institution as a whole, and specifically any joint programs.
- ix. Faculty of the partner institution are involved in program development and evaluation, utilizing both formal and informal mechanisms to gain information to evaluate the program. Students visiting a partner institution, as part of the joint degree program, must offered same learning experience and safeguards.
- x. Students visiting a partner institution, as part of the joint degree program, are afforded the same learning experience and safeguards as detailed in the SPA.
- xi. Visiting faculty from main campuses and partner institutions are available for an adequate period of time on campus to facilitate an appropriate level of interaction with students outside of the classroom.
- xii. The joint degree is awarded in accordance with the legal frameworks governing the awarding institutions, and is recognized as a joint degree in the higher education systems of the awarding institutions.

H. Recognition of Prior Learning and Advanced Standing Policy

i. Introduction

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

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

ii. The Policy

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

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

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

iii. Requirements

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

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

iv. Guide for applying for the program

- a. RPL and Advanced Standing applicants also needs to submit an evidence-based portfolio of the work experience or competencies acquired through certificates and work experience attested by approving agency of that country.
- b. Job descriptions of the work or statements of work, roles and responsibilities or projects done
- c. Reference letters detailing relevant skills and competencies connected to the program applied
- d. Submit attested testimonies of certificates at the time of application
- e. SUC RPL and Advanced Standing committee will assess RPL and Advanced Standing application and the Portfolio, to verify whether the applicant has achieved the learning outcomes including knowledge, skills and competences required for a particular course that the applicant applied.
- f. A challenge examination will be conducted on courses to assess the level of learning and the ability to meet the academic rigor requirements of undergraduate or graduate programs.
- g. Minimum grade for consideration is 'C+' grade with grade point 2.5 over 4 scale.
- h. Prospective students who are seeking credit based on formal and/or non-formal prior learning need to submit the application with requisite fee.
- i. No grades will be assigned for transferred credited courses.
- j. The result of assessment will be formally communicated to the applicant by the RPL and Advanced Standing committee
- k. No more than 50 % of the total program credits will be awarded for any RPL and Advanced Standing application, in case of graduate program no more than 25% of the credits are transferable.
- l. Issue a letter of admission

v. RPL and Advanced standing committee

The RPL and Advanced Standing committee consists of Dean of school and subject experts in the domain of skill sets or competency as deemed necessary, quality unit representative and administration/ registration office representative. The committee evaluates as per the assessment form requirements and recommends or rejects the student on the grounds of meeting of non-meeting the admission requirement. The committee shall review the RPL and Advanced Standing application as per the

assessment form and award partial or full credits to be transferred to SUC program without any value of credit being transferred in the transcript. Criteria for evaluation can be decided by the evaluators consisting of Dean, Quality unit and administration department – it could be a challenge exam/s, followed by demonstration of skills in the form of small project work that can assessed and an interview. Upon satisfaction the evaluators can recommend credit transfers – minimum grade required to qualify is ‘C +’ that is 2.5 on a scale of 4 points awarded by the evaluators. SUC grading policy would be used for evaluation.

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

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

vii. **Public Disclosure**

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

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

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

viii. Appeal Process

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

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

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

XXV. Preparatory Courses

A. MBA Qualifying (Bridging) Program (MQP)

i. MBA Qualifying (Bridging) Program (MQP) Courses

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

The following are the courses required to complete the MBA Qualifying (Bridging) Program (MQP) to establish the required knowledge for a student before enrolling into the MBA program.

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

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

- i. MBA Qualifying (Bridging) Program Transfer of Credit procedure**
 - a. TOC will be granted to courses with a grade C at the Undergraduate level with overall CGPA above 2
 - b. Fill up the MBA Qualifying (Bridging) Program TOC application form in SUC
 - c. Submit the following TOC Admission entry requirement documents:
 - 1. The official transcript from accredited institutions
 - 2. Detailed syllabi (Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
 - 3. Processing fee of AED 525/- (non-refundable) must be paid for evaluation
 - d. **Non-Business Undergraduate Students** must complete all seven courses of Foundation bridging program (MBA Qualifying Program – MQP). Transfer of credits can be granted for up to maximum 5 courses out of 7 courses of the MBA Qualifying Program as per MBA Qualifying (Bridging) TOC policy.

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

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

Students taking challenge exam must fulfill the following conditions:

- a. Achieve minimum 'B' grade in all seven MQP courses challenge exam to qualify and join the MBA program without undergoing MQP.
- b. Pay the applicable challenge exam fees for each course
- c. Pass the challenge exam in the first attempt. There will be no second attempt provided.
- d. If the student fails to appear for the challenge exam on the scheduled date, the student can take the challenge exam on a new date after paying the exam fees again.
- e. If the Student fails to clear challenge exam, he/she has to undergo MQP by paying the applicable fee for MQP.

iii. Remedial Courses

a. Business Graduates

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

b. Non-Business Graduates

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

c. MBA Remedial courses offered at SUC

The list of remedial courses are as follows:

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

B. IELTS Exam Preparatory Course for Graduate Admission

i. Course Introduction

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

ii. Qualifying Criteria for Graduate Programs:

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

iii. Flow of Activities

a. Admission Followed by Orientation:

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

b. Mock Test

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

c. Final Test

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

d. Result Analysis

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

e. Counseling

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

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

C. Academic & General Training on IELTS

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

i. Preparatory Test

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

ii. Admission Followed by Orientation:

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

iii. Mock Test

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

iv. Final Test

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

v. Result Analysis

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

vi. Counseling

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

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

XXVI. Application

A. Contact us

For more information on SUC programs, please call +971 6 544 11 55 or email admissions@skylineuniversity.ac.ae.

B. Application Procedure

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

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

C. Documents required to be submitted along with application

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

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

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

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

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

iii. Visa Graduate Students (Overseas)

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

D. Application Fees Payment

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

E. Application Deadlines

Program	Application Deadline (Full Time)			Application Deadline (Part Time)		
	Fall	Spring	Summer	Fall	Spring	Summer
MBA	30 August 2024	11 January 2025	1 June 2025	6 September 2024	16 January 2025	29 May 2025

XXVII. Admission Procedure

A. Verification of Documents for Admission

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

B. Rejection of Admission

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

The admission will also be rejected under the following conditions:

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

XXVIII. Registration of Students

A. Registration of Students into Class

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

B. Post Registration

i. Issuance of Student Kit

a. New Students:

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

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

1. Admission Letters & Invoice [Confirmed Admission]

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

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

2. Admission Letters & Invoice [Conditional Admission]

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

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

3. Identity Cards

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

4. Portal ID

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

5. Graduation Plan

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

6. RFID

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

7. Handbook

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

b. Continuing Students:

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

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

1. Admission Letters & Invoice

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

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

2. Graduation Plan

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

XXIX. Institutional Policies

A. Semester Registration policy

i. Introduction

This policy outlines the guidelines for the registration of continuing students into every new semester and the collection of student tuition and other fees at Skyline University College.

This policy applies to continuing students, who are already undertaking courses as per their graduation plan at Skyline University College for enrolling in every new semester. Once registered, all students are liable for payment of their semester fees applicable for the relevant degree program.

Students must abide by the guidelines provided in this policy in conjunction with the terms and conditions outlined in the admission letter.

ii. Registration of Continuing Students into a new semester

Continuing Students must register for a new semester as per their Graduation plan.

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

- a. Verify the graduation plan.
- b. Check the progression and status of the student.
- c. Financial clearance
- d. SAP status
- e. Postponement/Informal withdrawal status
- f. Duplicated Course
- g. Pre-requisite met.
- h. Undertaking the status of the student if any

Continuing Students need to complete their semester registration as per the semester registration and payment dates announced through LMS and Mobile App before the commencement of the new semester by filling out the Semester registration form on the LMS. The semester registration and commencement dates will be notified to students by the

Administration department in advance. Students failing to complete their semester registration as per the given timeline, and wishes to rejoin:

- a. **Within Add/Drop period:** Late Semester registration fees as defined in miscellaneous fees structure will be applicable, along with regular semester fees.
- b. **After Add/Drop period:** The student will be moved to the category of “informal withdrawal from the institution”. They must refer to the Reactivation section in the “**Withdrawal, Cancellation, Postponement, and Re-activation Policy**” to continue their study at SUC.

Students intending to postpone a semester or cancel their admission due to unforeseen circumstances, must submit the request for postponement/ cancellation within stipulated timelines as per the “**Withdrawal, Cancellation, Postponement, and Re-activation policy**”. Refund if any will be applicable as per the above-mentioned policy. The students can pay the semester fees through one of the following payment modes:

- a. Cash-full amount upfront.
- b. Postdated Cheques dated on or before the 10th of every month.
In case, the issued Cheque is “Returned”, or the payment is “Declined” for any reason, “Cheque bounced charges” will be applicable as mentioned in the Miscellaneous Fees.
- c. Pay it Wallet.

iii. **Process Flow**

Step 01

All students are required to fill up and submit the semester registration form on the LMS thirty days before the commencement of the new semester.

Step 02

All active students need to submit a postdated Cheque or pay the full upfront semester fee amount before enrollment to the new semester.

Step 03

Any outstanding fee payments must be cleared by the students to be eligible for enrollment into the new semester.

iv. Postponement of a semester

Please refer to the “**Withdrawal, Cancellation, Postponement, and Re-activation policy**”.

v. Review of policy:

This policy will be reviewed annually and may be revised for the new academic year if required.

B. Student Information Release Policy

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

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

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

C. Academic Terms and Policies

i. Credit Hours

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

ii. Full Time Student

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

iii. Maximum period of study and maximum credits

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

iv. Grade Point Average

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

Table 4 - GPA/CGPA Calculation

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

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

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

$$\text{CGPA} = 3.16$$

GPA – Grade Point Average
 CGPA- Cumulative Grade Point Average
 SGPA- Semester Grade Point Average

v. **Student Evaluation & Grading System**

The grading system for School of Business Graduate program is given below

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

- a. Pass grade for the Graduate-MBA program Capstone course is B. Students achieving lower than B grade in capstone course will be considered as fail (F Grade).
- b. Minimum grade of C for individual courses is considered as pass grade. However to meet the graduation requirement an overall CGPA of 3 is required.
- c. "W" status indicates that a course has been withdrawn (Dropped) by the student. Any withdrawn course must be re-taken to fulfil graduation requirements. A "W" status 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 status which may be assigned 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, status "I" can be changed.

- e. An Incomplete status "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:

- i. Proper excuse (Medical or otherwise) must be submitted and approved before the commencement of the next semester.
- ii. Student attendance must be acceptable as per the attendance policy until the date of the execution of the 'Incomplete' status.
- iii. An "I" status is not to be assigned in place of a Failing grade "F"

vi. Academic Standing

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

a. Qualitative Requirements (Quality Of Academic Work Completed)

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

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

b. Quantitative Requirements (Quantity Of Academic Work Completed)

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

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

c. Probation/Warning

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

d. Suspension

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

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

e. Dismissal

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

vii. Academic Integrity and Plagiarism Policy

a. Introduction

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

b. Plagiarism

1. Understanding Plagiarism:

A learner or researcher is expected to use available and existing work of other researchers or individuals or AGI (using generative artificial intelligence tools) only with proper attribution and acknowledgment, in the form of references and citations. Otherwise, it is considered plagiarism.

2. Examples:

- 2.1. Copying work produced by a person or generative AI tools.
- 2.2. Using the words, images, source code, ideas, or any work created by someone else or generative AI tools without acknowledgment.
- 2.3. Every source and tool used in a paper must be identified in the list of references.

Plagiarism is an adoption or incorporation of another's work/idea without proper attribution or citation 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. The student must 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.

3. Scope of Plagiarism:

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

- 3.1. Paraphrasing materials or ideas of others without identifying the sources.
- 3.2. Using sources of information (published or unpublished) without identifying the source.
- 3.3. Directly quoting the words of others without using quotation marks or indented format to identify them.
- 3.4. Verbatim quotation without proper referencing
- 3.5. Cut and paste from any electronic/print media without proper referencing
- 3.6. Inaccurate citation
- 3.7. Auto-plagiarism- the author reuses significant portions of his or her previously published work without attribution.
- 3.8. Chat GPT or any other similar generative AI-based applications.

c. Academic Submission and Plagiarism Detection

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

1. **Turnitin** (Plagiarism Detection Software): This is integrated into the student LMS, and students must upload their submissions on or before the deadline for evaluation. Students will be allowed to submit only once in the Turnitin (Plagiarism Detection Software) which is integrated into 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 the very beginning that their work is original and free of all kinds of plagiarism.
2. In case of Lab Assessments involving software codes, **Code Plagiarism Checkers** such as Codequiry and or Staunch will be used by faculty members to check the similarity of source codes and their syntax.
3. Students must upload only their assessments (no playing with fonts, changes of spelling, usage of spinning software, inserting image files, etc.) to obtain similarity index reports.
4. Students will be required to make submissions only once and strictly before the submission deadline. Any submission afterward will not be accepted by the faculty members, and the 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 with the set rules and instructions would lead to penalties deemed appropriate for academic work. Students violating the guidelines related to the Plagiarism/similarity index will be subject to penalties, and faculty need to report the same in the Academic Management System so that the violation is logged and visible to other faculty members in students' academic profiles. A second violation of the set rules will be subject to investigation and further action by the Disciplinary Action Committee as specified in clause no. G and H.

Further, the process to achieve Zero tolerance including Artificial Intelligence (AI) and acceptable similarity index for plagiarism, is as follows:

1. Submitted Assessments with plagiarism shall not be considered as acceptable submissions by the faculty member.
2. 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.
3. Any submission of academic work with identified plagiarism or Similarity Index by Turnitin software or Code Plagiarism Checker will be awarded ZERO marks. However, to implement a zero-tolerance policy for Plagiarism, before final submission, the faculty would encourage:
 - a. Encourage students to paraphrase, re-write, and use their (student's) own words by themselves.
 - b. The student to acknowledge and attribute references and give citations while paraphrasing in one's own words.
 - c. Provide APA citations as applicable to text or image-generated AI tools used.
 - d. Identify the similarity of seminal words, definitions, 'coined terms' codes, and common terminologies that cannot be changed and classify and judge it as "similarity without any alternatives" using the Faculty's judgment.

e. Appeal for Plagiarism

Students who have any kind of valid grievances about their similarity issues or penalties can appeal for a reevaluation/reconsideration to respective faculty members through their account in the Learning Management System, explaining the entire issue and seeking reprieve for the situation. The concerned faculty member will be responsible for looking into the issue ensuring fairness is maintained throughout. Otherwise, the faculty member may refer the case to the respective Head/Program Chair/Dean for further action.

f. Other Academic Offenses

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

1. Presenting False Credentials

Students get the academic work done by an outsourced agency or individual and submitting as their work.

2. Cheating

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

3. Facilitating Academic Dishonesty

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

4. Collusion

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

5. Fabrication Of Data

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

g. Role of the Disciplinary Action Committee

All the above-defined academic offenses should be reported by the concerned faculty to the Disciplinary action committee (DAC), which consists of following members:

1. Chairman of DAC Committee-Registrar
2. A faculty member who is not involved in the case
3. DASS
4. The Advisor of the student
5. Class Representative
6. Deputy Director-Administration

The DAC shall investigate the academic offense/ misconduct committed by a student; verify relevant evidences and make fair decisions on the action to be initiated as specified in Section i. The Committee has the right to seek input from whomever it deems appropriate. Following is the process flow.

h. 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 arranges an initial investigation and may refer the case to DAC if not resolved at this level.
2. The allegation is fully explained and the student is allowed to have his/her say to defend himself/herself to explain the Academic Offense.
3. The DAC will submit its recommendation and decision along with the minutes of investigation to the office of the respective Dean for implementation.
4. Student may submit an appeal to the Vice Chancellor or Deputy Vice Chancellor within five working days of receiving the DAC decision. The decision of the Vice Chancellor or Deputy 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. The report will be placed in the student file, logged in the Academic Management System, and will be communicated to the faculty and Academic Advisor.

i. Recommended Actions Based on DAC

1. In the case of a first offense, a strict warning is issued to the student against committing an offense.
2. In case of a second offense in any component, all the assessments will be awarded zero and an ‘F’ grade will be recorded in the transcript and the student will have to repeat the course.
3. In case of a third offense, the student will be awarded ‘F’ Grade in all the courses of the current semester.

4. In case of a fourth offense, the 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 the offense will be recorded in the Student File, and their Academic Profile.

j. Training For Students on Plagiarism

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

k. Review of the Policy

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

viii. Repeating Courses

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

ix. Re-Sit/Mitigation Final Examinations

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

x. Graduation Requirements-MBA

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

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

xi. Provisional Certificate

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

xii. Graduation Board

The Graduation Board consists of Vice Chancellor, DIRQAOA, Dean of respective Schools, Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the

approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean’s List. The Graduation Board also confirms eligible students for final Toppers and Graduate Honors as per the Procedure for Toppers / Awards.

xiii. Graduation Honors

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

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

D. MBA Dissertation policy

i. Introduction

The Dissertation in the MBA program is a mandatory partial requirement allocated 6 credits for the fulfilment of the MBA degree. A student must submit the Dissertation Form which includes a proposed abstract during Semester 3 of his study to express his/her research interest and for Supervisor allocation before the commencement of the Dissertation Semester. The submitted Dissertation should demonstrate that the student is competent in identifying problems/issues suitable for research, articulates; a research proposal including research objectives, literature review and methodology, implements a research plan, collects data, and is expected to carry out appropriate analysis, draw meaningful conclusions and make relevant recommendations.

ii. Dissertation manual

The Dissertation manual is given to the students which guides them through the complete dissertation process It includes details such as learning outcomes, guidelines for proposal writing components and final dissertation, as well as submission requirements and evaluation process. It also encompasses dissertation research ethics.

- iii. **Registration of students to Dissertation**
MBA program students who are provisionally eligible for a dissertation in the forthcoming semester must submit the 'MBA Dissertation Form' 8 weeks before the Commencement of the dissertation semester.

- iv. **Selection of Faculty supervisor**
The Program Chair convenes meetings with the Dean and faculty members from respective disciplines and allocates faculty supervisors to all students eligible for Dissertation. The faculty supervisors allocated for Dissertation must be full-time faculty having a terminal degree, appropriate qualification, an extensive record of research, including recent refereed publications or equivalent output appropriate to the discipline, and experience in the field including project and/or dissertation supervision as per the "**Employment policy**" and "**Professional Requirements for Teaching policy**" related to the graduate program.

- v. **Dissertation process in brief**
At the outset, each student must prepare and submit a dissertation proposal in the area of discipline in the prescribed structure. The dissertation proposal would act as a road map and a planning document to prepare a final dissertation. The dissertation proposal needs to be prepared in the selected areas of the same discipline with the help of the supervisor. The supervisor would guide the students through the process of preparing a dissertation proposal.
The detailed process can be referred to in the "**Dissertation manual.**"

- vi. **Copyright and Intellectual property rights (Reference "**Copyright and Intellectual Property policy**")**
The Dissertation submitted by students will be considered as the intellectual property of SUC as well as the student.
Refer to "**Copyright and Intellectual Property policy**" for details.

- vii. **Research support available to Dissertation students**
Research grants are awarded by SUC as support to the research or development work of those individuals involved in creating publications, which are highly valued to

academia, society and/or industry. These grants can be in the form of sponsorships, rents, expenditure reimbursements, and fellowships, and are awarded internally from SUC or external corporate and government bodies.

Research grants are awarded on a competitive basis, as per the research grant policy under the following categories:

- a. Internal Research Grant (IRG) to support internally funded projects.
- b. Interdisciplinary Research Grant (IDG) to support Interdisciplinary projects.
- c. External Research Grant (ERG) to support internal or Interdisciplinary projects/Consulting projects.

viii. Supervision of Dissertation

- a. Allocated supervisors meet prospective student(s), to know about their proposed idea and guide and orient them for dissertation and refinement in proposal.
- b. The supervisor discusses improvements in each section of the research proposal (in writing) as per QF Emirates level 9 and keeps the record for each student.
- c. Student submits updated research proposal to his/her supervisor for review.
- d. Student incorporates all suggestions and develops data collection proposals to discuss with his/her supervisor.
- e. Student takes approval for data collection instrument and approach from his/her supervisor for suitable analysis.
- f. The student collects the data and starts preparing the final dissertation report.
- g. The Concerned Program Chair convenes a meeting with supervisors to review progress.
- h. Student discusses analysis, results, and presentation in the final dissertation report.
- i. Student submits a first draft of the final dissertation report to the supervisor.
- j. Supervisor provides written suggestions for improvement in the final dissertation report.
- k. The student incorporates all suggestions and takes approval and the certificate of completion from his/her supervisor.
- l. The Program Chair convenes meetings with supervisors to review and issue certificates of completion to respective students.

- m. Student submits hard and soft copies of dissertations as per guidelines to his/her supervisor.
 - n. Once the dissertation is accepted internally by the Supervisor, it will be submitted to external evaluators one week before the presentation.
 - o. The Program Chair sends the dissertation to the External Evaluator for assessment and the prescribed form/templates.
 - p. The supervisor convenes the Final Dissertation Open Presentation by the student to a panel involving an External Evaluator, an Internal Supervisor from the same discipline and the Chair-MBA as an observer.
 - q. The Program Chair submits all students' evaluation reports to the Dean-SOB with the outcome to check the completion status.
- ix. Compensation for External evaluators for assessing Dissertation.**
The external evaluators will be remunerated AED 500 for evaluating each Student's Dissertation
- x. Faculty workload for supervision of Dissertation**
SUC recognizes that guidance and supervision provided by faculty for Dissertations will be accounted for in faculty workload calculations. SUC policy establishes a faculty workload allocation for Dissertation supervision that is included in calculation of workloads and states limits for student supervision and advising being part of the normal teaching load. The workload for the faculty member for supervision of dissertation will be calculated as one credit for each student per semester, or half credit for each student if the dissertation is split over two semesters. The faculty member may be allocated a maximum of 6 students at a time for dissertation supervision.
- xi. Evaluation and Grading**
- a. Evaluation**
The Research Proposal and final Dissertation submitted by the students will be first evaluated by the Supervisor and then forwarded to the internal and external evaluators one week prior to the presentation. Each evaluator is expected to submit, on the presentation day, a dissertation preliminary report along with a listing of relevant areas of concern.

The Final Dissertation Open Presentation by the student will be evaluated by an evaluation panel comprising the External Evaluator, Internal Evaluator, and Supervisor.

The dissertation of each student will be evaluated (Total 100 marks) as per the QF Emirates at different stages on established rubrics and weights mentioned in Table 1

Table-1 Dissertation Evaluation Components and Methods of Evaluation

Evaluation Component	Timeline	Weightage	Type of evaluation	Evaluation Panel
Research Proposal	Week 2 of the Dissertation Semester	20 %	Written Research Proposal	Supervisor and panel members with a consensus
Dissertation	Week 14 of the Dissertation Semester	50 %	Evaluation of Dissertation (<i>hard and soft Copy</i>)	Average of Supervisor and External evaluator
Final Open Presentation	Week 16 of the Dissertation Semester	30 %	Verbal Presentation and Response/Justification to Questions Asked	Average of External Evaluator and Supervisor

The evaluation panel will deliberate the outcome of the presentation and may recommend one of the following decisions:

1. Accept the Dissertation with no change.
2. Accept the Dissertation with Minor Suggested Changes
3. Accept the Dissertation with Major Suggested Changes
4. Reject the Dissertation

A dissertation accepted with Minor suggested changes will be re-submitted by the student to the Supervisor within 2 weeks, whereas a Dissertation accepted with Major suggested changes will be re-submitted within 4 weeks. In case a dissertation is rejected, the student has to repeat the dissertation in one full semester. Based on the outcome mentioned above, the Supervisor convenes the final dissertation open presentation by

the student to be evaluated by the panel including an External Evaluator, Supervisor, and Chair-MBA as an observer.

a. Grading

Refer Dissertation Grading scale available in the Dissertation manual.

A total of three evaluation components will be used to evaluate the dissertation (refer Table 1). The student must pass (secure more than 70% marks) in each component of evaluation individually. Overall marks on the dissertation including all assessments (proposal submission, dissertation submission and final open presentation) will be out of marks 100 and accordingly students will be evaluated as per the grading scale given in Table 2.

Table 2- Dissertation Grading Scale

Marks Range	Assigned Grade
90% and above	A
Below 90% to 85%	B+
Below 85% to 80%	B
Below 80% to 75%	C+
Below 75% to 70%	C
Below 70%	F

b. Appeal

Students, who fail in Dissertation may apply for review of grade as per the SUC's "Student Appeals Policy."

E. 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:

- i. Acts that violate the college's regulations or tampering with its facilities, including hacking SUC's electronic information system and adversely affecting SUC's reputation through social media platforms
- ii. Every act or statement that affects religious beliefs or the state's reputation or violates good conduct, behavior and established etiquette.

- iii. Violation of the rules of academic honesty and academic conduct by any means, within the SUC campus premises whether the violation occurred by the student alone or in association with others.
- iv. Impersonating a college student.
- v. Any cheating or attempted cheating in the exam, and disrupting the orderly conduct of the exam
- vi. Refraining from or inciting non-attendance to lectures or practical training in workshops, laboratories, internships, or other activities that are part of the program requirements
- vii. Providing incorrect data or information in official papers or various means of communication, whether written or electronic, or any forgery in official documents related to SUC, or obtaining them illegally, or using them with knowledge of their forgery.
- viii. Any infringement on the intellectual rights of others, whether by copying, quoting, or through various means.
- ix. Any assault, insult, or abuse directed by a student towards a faculty and staff members, or students.
- x. Issuing or distributing flyers, newspapers, or magazines, or sending them via e-mail or various social media, or collecting funds or signatures, before obtaining prior written approval from the competent authority of the college, or misusing the approval granted to practice any of these activities.
- xi. Smoking inside SUC' campus
- xii. Everything that contradicts with public taste in dress and appearance.
- xiii. Bringing or using narcotic and prohibited substances of all kinds inside the college buildings and facilities.
- xiv. Theft or attempted theft within the college campus, whether in kind (money, equipment, tools, devices...)
- xv. Any attack (piracy) on the college's website and its official electronic accounts, or any electronic violation of privacy for all college members.
- xvi. Provoking tribal or sectarian strife, inciting them, or stoking strife by all means.

In order to make fair decisions on any misconduct/ misbehavior or violation of a student, a disciplinary committee called Disciplinary Action Committee (DAC) is in place. The objective of this committee is to hear from the student and the complaint involved in such an act in

order to decide the course of action to rectify such misbehavior / misconduct in the future. The administration department will present the case to the committee at the time of meeting /hearing. The DAC consists of:

1. Chairman of DAC Committee-Registrar
2. A faculty member who is not involved in the disciplinary violation case
3. DASS
4. The Advisor of the student
5. Class Representative
6. Deputy Director-Administration

The Committee has the right to seek input from whomever it deems appropriate. 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 - Admin (Maximum 2 written warnings)
- iii. Depriving the student of some privileges - Admin (1 to 2 weeks)
- iv. Preventing the student from attending SUC - Temporary Admin (Suspension not exceeding 7 working days)
- v. Suspending the student for more than 7 working days - DAC*
- vi. Permanent expulsion from SUC - DAC*
- vii. Canceling registration the academic degree given to the student
- viii. SUC Management can cancel the degree in case of any falsification or deceit information or records is discovered after the completion of degree

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

**Disciplinary Action Committee*

The student has the right to appeal in case of non-academic violations to the Vice Chancellor or Deputy Vice Chancellor within five working days of receiving the DAC decision.

F. Student Attendance Policy

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

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

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

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

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

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

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

i. Absence and Appeal

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

ii. Eligibility for Final and Re-sit Examination

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

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

G. Health and Safety Policy

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

- i. Implement measures to prevent accidents and injuries
- ii. Conduct risk assessments and take appropriate action on findings
- iii. Provide and maintain safe environment and equipment

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

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

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

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

Please refer Student Handbook for further details

H. Student Finance

i. Fee Structure

SUC Student Finance policy deals with Tuition Fees and all other Miscellaneous Fees. This policy is implemented after the final approval from the Board of Trustees.

a. Tuition Fees

Tuition Fees are charged per credit and remains the same for the students once they register with the university. A payment plan is developed for each student to cover his / her program tenure.

b. Miscellaneous Fees

Miscellaneous fees refer to all the applicable fees and services except for Tuition Fees, such as Convocation fee, Hostel fees, Transportation fees, re-examination fees, etc. Full list of all Miscellaneous fee particulars are available in the Miscellaneous Fee Structure included as Annexure and is provided in the LMS.

c. Fee changes

Tuition Fees are charged per credit and remains the same for the students once they register with the university provided that they continue and complete the program. Any case of postponement will be dealt with according to Section III. A of the "Withdrawal Cancellation Postponement and Re-activation policy". Tuition Fees & Miscellaneous Fees is subject to change annually and once changed is applicable for new admissions and continuing students.

Miscellaneous & Additional Fees are subject to change annually and are applicable from the start of the New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. The changes in the Miscellaneous & Additional Fees will be communicated to students through either SMS or emails and will be published on the website, catalog, and notice board before the start of each academic year. Students are required to take note of such changes in their Learning Management System under Financial Section.

ii. Fees Collection

a. General Terms & Conditions

1. Students will be issued Fees Payment Plan upon their admission and will form the base for their payment schedule. Any change in the student's graduation plan due to, Satisfactory Academic Progression (SAP) status, postponement, reactivation, and late re-registration will result in change of Fees Payment Plan.
2. Students are required to pay fees using Wallet/ Online/ Cash/Postdated Cheque, as per the fee payment plan issued to the student at the time of the admission. The

- fees should be paid before 10th of the month. Payment against the Cheque(s) can be done 5 days prior to the date of the presenting the Cheque(s).
3. Continuing Students have to complete their semester registration as per the Semester registration policy.
 4. Students with outstanding dues will have their academic records withheld and will not be allowed to register for the next semester (Refer to Semester Registration Policy).
 5. Scholarships and Fee waiver discounts will be applicable from the first semester onwards. If students cancel their admission before completion of the program, the fees will be calculated as per the original fee structure and the scholarships and Fee waiver granted will be revoked and refund, if applicable, will be processed as per the Refund terms and conditions given below.
 6. In the event that student would like to avail visa letter from SUC, Fees Payment Plan for VISA Letter will be applicable. Visa letter will be issued only for a period of one year upon submission of all required documents.
 7. Miscellaneous fees need to be paid in advance before the necessary service is availed (Refer Miscellaneous Fees Structure).
 8. Student enrolling for repeating course(s) (maximum up to 5 in a semester):
 - 8.1. Must pay in advance for the repeating course fees as mentioned in the Miscellaneous Fees Structure using Wallet/Online/ Cash / Postdated Cheque.
 - 8.2. A new graduation plan will be provided upon successful completion of the repeating course(s).
 - 8.3. Along with regular semester courses (as per program teach-out plan) will be charged with semester fees as per the Fees Payment plan, along with the repeating course fees as mentioned in the Miscellaneous Fees Structure, to be paid as per clause (h.1 above)
 9. In line with the Federal Decree-Law No. 8 of 2017 issued , the Value Added Tax (VAT) will be effective on all Tuition and applicable Miscellaneous fees as of 1st January, 2018

The following procedures will have to be abided by the students, who choose to pay the tuition fees by Post-dated Cheques:

1. All Cheque(s) should be made payable to **SKYLINE UNIVERSITY COLLEGE LLC** and the date mentioned on the Cheque(s) should not be later than the 10th of every month.
2. If the student is submitting Cheque(s) not from their account, then an authorization letter from the issuer must be furnished along with issuers valid Emirates ID.
3. No exchange of Cheque(s) is allowed, however, cash payment against a cheque can be done 5 days prior to the date of the Cheque.
4. In the event of a Cheque being dishonored, the student will be charged with Cheque Return charges as mentioned in the Miscellaneous Fees Structure and further acceptance of Cheque(s) from the student will be denied.
5. In case of postponement (as per WCPR policy) the Cheque(s) will not be returned but will be deferred to the next semester.
6. In case of cancellation (as per WCPR policy), the fees accrued till the date of cancellation will be charged, future date Cheque(s) will be returned, and further debits as per the Fees Payment Plan will be stopped.

b. Introduction of VAT

As per the UAE Ministry of Finance executive regulation for the federal decree law no. (8) Of 2017 Value Added Tax (VAT) of 5% will be introduced in the country with effect from January 01, 2018. The Regulation defines VAT as the 5% tax imposed on the import and supply of goods and services at each stage of production and distribution, including what is a deemed supply, with the exception of specific supplies subject to the zero rate and what is exempted as specified in the Decree-Law.

iii. Refund terms and conditions

a. Refund terms and conditions for the Undergraduate Programs

i. Non-Visa Applicant

1. Application fees are nonrefundable. However, if students wish to cancel their admission before commencement of the program, other fees including deposited post-dated Cheque(s) will be refunded.
2. If a student is not meeting the admission criteria before commencement of the batch, the conditional admission will be cancelled. The application fee is nonrefundable and remaining fee paid including PDC will be refunded.

3. The tuition fees will be calculated until the date of official cancellation by the student or their guardian, outstanding fee if any has to be paid before issuance of any academic or nonacademic documents. (Refer WCPR policy)
4. If a student transfers his/her application to the next semester and then decides to cancel thereafter, A.i.2 will be applicable.
5. If a student wishes to postpone after commencement of the semester (even if the student has not attended any class), postponement fee as per the published Miscellaneous Fee Structure of current academic year will be applicable.
6. If a student wishes to cancel his/her admission after commencement of the semester (even if the student has not attended any class), the first installment fees are non-refundable and Tuition fees is prorated until the date of cancellation.

ii. Visa Students - Local

Students availing visa facility staying within UAE and meet the admission requirement may join the main program directly. However, in case of refund below terms are applicable

1. Application fees are nonrefundable. However, if students wish to cancel their admission before visa application and commencement of the program, other fees including deposited post-dated Cheque(s) will be refunded
2. If a student cancels his / her admission after the visa is applied and before commencement of the program, there will be no refund of the visa fee, and the first Installment. , Additionally, the visa cancellation fees () shall be paid by the student as per the government charges. (Refer WCPR policy)
3. If a student wishes to cancel their admission after visa approval and commencement of the program, the visa cancellation fees, tuition fees accrued until the date of cancellation (excluding scholarship/fee-waiver granted), and any other miscellaneous fees due, must be paid before the release of any academic & non-academic documents. Postdated Cheque(s) submitted towards the fee of the next semester, will be refunded after deductions of any outstanding dues. (Refer WCPR policy)

4. If a student doesn't meet the admission criteria before commencement of their program, their conditional admission will be revoked and there will be no refund of visa fee and the first Installment. Additionally visa cancellation fees () shall be paid by the student as per the government charges.
5. If visa is rejected by the Immigration and Naturalization authorities, SUC will deduct AED 1,000.00+ VAT as service charges from the visa fees and refund the remaining fees.
6. If visa of the student is rejected on health grounds by the Immigration and Naturalization Authorities, the first installment fee & visa fee will be non-refundable.
7. If a student does not attend any class for 2 consecutive weeks from the commencement of the class, SUC has the right to cancel the visa and no refund is applicable, visa cancellation charges has to be paid by the student.
8. Postponement to the next intake is not allowed after commencement of the semester. (Refer WCPR policy)

iii. Visa-Embassy Letter Case

Students availing visa letter facility and meet the admission requirement may join the main program directly. However, in case of refund below terms are applicable

1. Application fees are nonrefundable
2. If the student wishes to cancel before commencement of the semester and issuance of visa letter AED 1,000/- plus VAT will be deducted.
3. If the visa is rejected before the commencement of classes and the student wishes to discontinue and returns the original visa/embassy letter issued by SUC, the fees paid excluding the First Installment Fee will be refunded.
4. In case student wishes to cancel his admission after receiving the letter from SUC and before commencement of the semester, , SUC will inform the concerned Immigration Authorities for the cancellation of student's admission, with no refund of semester fees.
5. If the student wishes to cancel his admission after commencement of the program, fees accrued until the month of cancellation excluding

scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents. Postdated Cheque(s) submitted towards the fee of the next semester, will be refunded after deductions of any outstanding dues.

6. If the student does not attend any class for 2 consecutive weeks from the commencement of the class, SUC has the right to cancel/revoke the letter issued with the concerned authority, no refund is applicable.
7. Postponement to the next intake is not allowed after commencement of the semester.
8. If a student is not meeting the admission criteria before commencement of the semester, the conditional admission will be cancelled. There will be no refund of the application fees and first Installment. SUC will inform the concerned Immigration Authorities for the cancellation of student's admission. Postdated Cheque(s) submitted towards the fee of the next semester, will be refunded only once student submits, within 15 days, the proof of visa cancellation.

iv. Visa Students - Overseas

SUC provides visa to international students as per its policy and subject to all student meeting the admission requirements. However, in case of refund below terms are applicable:

1. If a student wishes to cancel before visa application & commencement of the semester, application fees are nonrefundable and remaining amount will be returned back, deducting the bank transfer charges.
2. If a student cancels their admission after the visa is received but before commencement of the program and arrival to UAE, there will be no refund of visa fee and the first Installment. Additionally visa cancellation fees shall be paid by the student as per the government charges.
3. If the student wishes to cancel his admission after arrival to UAE (Visa approved) and commencement of the program, the tuition fees accrued until the date of cancellation (excluding scholarship/fee-waiver granted), the hostel fees for one semester (if applicable) are nonrefundable. Miscellaneous fees (Visa Deposit & Hostel Deposit), if applicable, will be refunded. Postdated Cheque(s) submitted towards the fees of the next

semester, will be refunded after deductions of any outstanding dues. (Refer WCPR policy). SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled, visa cancellation charges has to be paid by the student.

4. Students not meeting the admission placement test requirements before commencement and after arrival to UAE, will have their conditional admission revoked, and they will be advised to join the English preparatory classes (refer Miscellaneous Fees structure). In case student decides to cancel, then the first installment & Hostel fees (for one semester) is non-refundable whereas miscellaneous fees (Visa Deposit & Hostel Deposit), if applicable, will be refunded. SUC will inform the concerned Immigration Authorities for the cancellation of students admission in order to get the visa canceled, visa cancellation charges has to be paid by the student.
5. If the student's visa is rejected by the Immigration and Naturalization authorities, SUC will deduct USD 500.00 as service charges from the visa fees and refund the remaining fees.
6. If the student's visa is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the first installment fee & visa fee will be non-refundable. The hostel fees (if applicable) will be calculated until the last day of his/her stay and miscellaneous fees (Visa Deposit & Hostel Deposit) if applicable, will be refunded, after deduction of any other outstanding fee.
7. If a student does not attend any class for 2 consecutive weeks from the commencement of the class, SUC has the right to cancel the visa and no refund is applicable, visa cancellation charges has to be paid by the student.
8. Postponement to the next intake is not allowed after commencement of the semester. (Refer WCPR policy)

Refund terms and conditions for Graduate Foundation program students will be dealt with according to **GRC/MQP Refund Policy**

- b. Refund terms and conditions for Students enrolled with Scholarship/Fee Waiver**
1. Scholarships and Fee waiver discounts will be applicable from the first semester onwards. If students cancel their admission before completion of the program, the fees will be calculated as per the original fee structure and the scholarships and Fee waiver granted will be revoked and refund, if applicable, will be processed on prorated basis.
 2. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents.
- c. Hostel fees**
- For International students, hostel facility is for a minimum duration of one academic year. In case student wishes to move out of the campus due to any reasons, a prior notice of one semester needs to be given. (Refer Hostel policy).
- d. Transportation fees**
- Transportation fee as per the published Miscellaneous Fee Structure of the current academic year, to be paid in advance for a minimum period of one month and no refund is applicable if the student wishes to cancel it in the middle of the month.
- e. Miscellaneous Fees**
- Miscellaneous fees is nonrefundable, and needs to be paid in advance to initiate the service process.
- f. Refund in Case Class Size Policy is not Met**
1. **If class size is not met at the beginning of the program:**
 - 1.1. 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
 - 1.2. If the student, after shifting to another major / concentration at SUC, wishes to cancel his/her admission within one week of commencement of the semester, fees paid will be refunded.

2. If class size is not met at any stage during the conduct of the program:

- 1.1. If the class size policy is not met at any stage during the conduct of the program, the student will be given an option to shift to another major/concentration without any financial charges.
- 1.2. After joining the new major / concentration and if the students are not satisfied and decide to cancel their registration, then the “Withdrawal, Cancellation, Postponement and Re-activation policy (WCPR)” will be applicable.

g. Refund in Case of course withdrawal, postponement, cancellation/ dismissal from the institution

Refer to “Withdrawal, Cancellation, Postponement and Re-activation policy (WCPR)” for details

iv. Scholarship / fee waiver

Refer to Scholarship policy for details.

I. Scholarship policy

i. Introduction

SUC wishes to pay back to society its achievements by extending scholarships to various schools, associations, social clubs, embassies, consulates, government, and private organizations which will not only help students who are financially unstable to fulfill their educational goals but will also benefit high achieving students. The Scholarship policy provides information on the allocation of scholarship fund along with the guidelines to students who wish to avail the Scholarship / fee waiver granted by SUC.

ii. Purpose

The purpose of Scholarships and Fee Waiver is to provide financial support to local and international students who are:

- a. High achieving students
- b. On MOU Scholarship
- c. Sports enthusiasts to pursue their academic journey
- d. Youth Empowerment Scholarship

Scholarships go further than being financial aid for many students they reward deserving students with the ability to afford higher education.

iii. Scholarship Fund allocation

This fund is allocated and distributed to the schools, government & semi-government entities, corporates, social clubs & associations, embassies and consulates. Scholarships are awarded to UAE citizens and residents on merit, and under youth empowerment programs. Moreover, MOU based scholarships are available for all employees as well as their immediate family members/prospective students from various government departments, Consulate and Embassies, Social Clubs, Schools, and corporate sectors. At the undergraduate level scholarships are offered up to 75% on tuition fees only. Students seeking admission with a transfer of credits in the undergraduate will receive a maximum of 15% (exempt from Sharjah HRD where the student is eligible for a 25% scholarship with TOC) fee waiver only. SUC also offers sports scholarships for students who have shown excellent ability in sports before joining SUC up to 50% scholarships on tuition fees only. At the graduate level scholarships are offered up to 50% on tuition fees only. A 100% scholarship may be awarded on an exceptional basis for specific government entities, this will be decided by SUC on a case-to-case basis. For international students' scholarships up to 50% on tuition fee is offered for undergraduate & graduate program.

iv. General Guidelines to Students availing Scholarship / fee waiver

The scholarship/ fee waiver shall be awarded to students at the time of registration as per terms and conditions given below.

- a. The approval of the scholarship application is subject to meeting the admission criteria and submission of the supporting documents.
- b. The MOU signed with an organization for granting scholarship /fee waiver shall be effective from the date of signing by both parties
- c. Any previous academic year scholarship proposal/MOU will be treated as null and void
- d. In case of termination of the Scholarship / Fee waiver proposal/ MOU by either party before the expiry of the agreement, the students who are continuing their studies with SUC will be honored by both parties. Both parties can terminate the scholarship MOU for any valid reason with written notice of sixty (60 days).
- e. In case of any revision in the fee structure, the scholarship will be applicable on the revised fee.

- f. No encashment of scholarships is allowed.
- g. Transfer admission Students applying for Scholarship / fee waiver excluding prospective students from Sharjah HRD are eligible for a maximum Fee waiver of 15% only
- h. Students will be entitled to avail only one type of scholarship throughout their study term with Skyline.
- i. Students enrolled in a degree program must complete the program to retain the Scholarship /fee waiver granted to them.
- j. Students will be issued a fee payment plan along with the scholarship / fee waiver granted to them at the time of admission upon fulfilling the admission requirements and completing the registration formalities. The student must complete the admission requirements before the commencement of the semester otherwise scholarship granted will be forfeited and the regular fee structure of the academic year will be applicable.
- k. Student must complete their admission process by depositing the semester fee in cash or Postdated cheque(s) (excluding the first installment), at the time of admission. Please refer to Student Finance Policy for more details.
- l. Continuing Students must complete their semester registration process (as per the Semester Registration Policy), and ensure the regularity in their payment in order to retain the scholarship/fee waiver.

v. Scholarship Criteria

a. Graduate Program - UAE & International

Programs	Scholarship Percentage on Tuition Fees	Marks at the Time of Admission	
		Non-SUC Graduate	SUC Graduate
School of Business Graduate Program	50%	3.00% and Above	3.00% and Above
	25%	2.75% - 2.99%	2.50% - 2.99%
	15%	2.50% - 2.74%	2.00% - 2.49%

vi. Documents required to be submitted along with the Scholarship application

- a. Copy of attested Transcript and Degree Certificate for graduate program before the commencement of the semester
- b. Valid Identification Cards/Documents (UAE ID, Passport Copy & Valid Visa)
- c. "Letter of confirmation" for applicants of merit-based scholarship which must be "Signed by Authorize Signatory" within 30 days of closing of the semester, if required
- d. Equivalency or No Objection Certificate from the Ministry of Education, UAE before commencement of the semester.

Please refer Annexure E-Scholarship/Fee Waiver for more details

XXX. School of Business Faculty Members and their Credentials

A. School of Business Full Time Faculty Members

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution	Research interest	Experience
Prof. Mohammad In'airat	Professor	MBA (Finance)	D. Phil in Management	Keele University	Finance and Financial Management, Accounting, Economics	Finance and Financial Management, Accounting, Economics
Prof. Naseem Abidi	Professor	Master of Science in Operational Research	D. Phil (Future Studies)	Devi Ahilya Vishwavidyalaya	Operations Research, Planning, Management	Operations Research, Planning, Management
		Master of Technology in Future Studies and Planning				
Dr. Gouher Ahmed	Professor	Master of Arts in Industrial Relations	D. Phil (Management Science)	Dr. Babasaheb Ambedkar Marathwada University	Management Science, Project Management	Management Science, Project Management
		Master of Management Science				
Dr. Joghee Shanmugan	Professor	Masters of Business Administration	Doctorate of Philosophy in Management	Bharthiar University	Marketing and International Business	Business Administration
Dr. Channaganu Paramaiah	Associate Professor	Master of Arts in Economics	Doctor of Philosophy in Economics	Andhra University	Economics	Economics
Dr. Nizar M.F. Sahawneh	Professor	Master of Arts (Economics)	D. Phil (Cooperation)	Maharaja Sayajirao University of Baroda	Economics	Economics
Dr. Belal Shneikat	Associate Professor	Master of Business Administration	D. Phil (Business)	Eastern Meditarnean University	Human Resources Management	Business Administration

			Administratio n)			
Dr. Deepak Kalra	Associate Professor	Master of Business Administration	Doctor of Philosophy in Management	Banasthali University	Management	E Commerce and E Marketing
Dr. Haitham Mohammad Musa Alzoubi	Professor	Master in Business Administration	Doctor of Philosophy (Management)	Amman Arab University	Operations & Quantitative Techniques	Management
Dr. Kakul Agha	Associate Professor	Master in Public and Personnel Management	Doctor of Philosophy (Business Administration)	Aligarh Muslim University	Human Resources Management	Human Resources Management
Dr Jalal Rajeh Mohammad Hanaysha	Associate Professor	Master of Science in Management	Doctor of Philosophy in Management	University Utara Malaysia	Marketing	Marketing
Dr. Sharon Mendoza Dreisbach	Assistant Professor	Master in Public Administration	Doctor in Management (Human Resources Management)	Notre Dame of Dadiangas University	Public Administration	Human Resources & Public Administration
Dr. Rahul Sharma	Associate Professor	Master of Commerce	Doctor of Philosophy in Commerce	DR. B. R. Ambedkar University	Accounts, Law & Finance	Finance
Dr. Ramakrishna Yanamandra	Associate Professor	M. Phil (Management)	Doctor of Philosophy (Management Science)	Jawaharlal Nehru Technologic al University	Operations Management& Quantitative Techniques	Management
		M.SC in Technology (Geo-Physics)				
Dr. Robinson Joseph	Lecturer	Master of Business Administration (Finance)	Doctor of Philosophy (Commerce)	Madurai Kamaraj University	Accounting	Finance & Commerce

		Master of Commerce in Finance				
		Master of Philosophy in Management				
Ms. Asfarin Qureshi	Senior Instructor	Masters in Commerce	Masters in Commerce	Indira Gandhi National University, Delhi	Accounting	Audits, Accounts & Chartered Accountant
		Masters in Chartered Accountant	Masters in Chartered Accountant	Institute of Chartered Accountant, India		
Dr. Azzam Hannon	Associate Professor	Masters in Accounting	Doctor of Philosophy (Accounting)	The Arab Academy for Banking & Financial Sciences Amman, Jordan.	Sustainability, Taxation, Financial Disclosure, Corporate Governance, AIS, FinTech, Environmental Disclosure, Financial Inclusion, Financial Market Return, Entity Growth, Board of Directors Composition	Accounting & Finance
Dr. Alex Jones	Associate Professor	Masters in International Business	Doctor of Philosophy (Leadership)	Alliant School of Leadership	Leadership, Training & Development, Critical Thinking & Creativity, Effective Communication	Leadership, Organizational Behaviour, HR, Strategic Management, Entrepreneurship, Business Administration

XXXI. Professional and Collaborative Relationships

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

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

XXXII. Annexure

A. Master of Business Administration Course Descriptions

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: Successful completion of 6000 level Course

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

Pre-requisite: None

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

Pre-requisite: None

BUS7220 / BUS7221	Dissertation	6 Credit
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The dissertation will cover demonstration of research skills and concepts needed to plan, conduct, and analyze data from a research project. The dissertation will begin with preparation and submission of research proposal which will include clear scope, rationale, objectives, methodology with expected analysis and outcomes. Upon approval of research proposal, student will work on performing detailed literature review, questionnaire development, data collection, data analysis through relevant software, interpretation, drawing insights, making recommendations based on identified objectives. Student must prepare and submit dissertation, and make presentation as per the manual.

Pre-requisite: All courses except Capstone course

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

Pre-requisite: None

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

Pre-requisite: None

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

Pre-requisite: None

FIA7210	Corporate Finance	3 Credit
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This course covers the principles and techniques corporations use to make their investment, financing, and dividend decisions. The course aims to enable students to comprehend and analyze the theories and propositions relating to corporate finance and the controversies and criticisms surrounding them.

This course attempts to develop the skills and competencies necessary for making investment and financing decisions and dividend proposals in different situations.

Pre-requisite: FIA6001, FIA 6002

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

Pre-requisite: FIA6001, FIA 6002

FIA7211	International Finance	3 Credit
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This course provides knowledge and skills to comprehend the dynamics of international financial markets and the impact of exchange rates on international business. This course covers the issues in financial management that arise as firms do business in an international setting. It also enables students to understand the exposure to foreign exchange risks in addition to asset risks while making investment and financing decisions and developing skills to make smart decisions.

Pre-requisite: FIA6001, FIA 6002

FIA7213	Management of Banks & Financial Institutions	3 Credit
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This course deals with the major institutional characteristics of the banking system and the financial market. The course envisages developing the knowledge and skills required to manage banks and financial institutions, focusing on skills and competencies for the regional financial sector. The course also discusses technological developments and their impact on the financial service industry and how the industry adapts and stays competitive.

Pre-requisite: FIA6001, FIA 6002

FIA7214	Islamic Banking and Finance	3 Credit
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This course covers the principles and practices of Islamic banking and finance and critically evaluates their effectiveness against conventional banking and finance. It covers the structure of major products and services, with particular emphasis on the local Islamic banking and finance industry. The course also identifies risks related to each product type, explores ways to mitigate them, and examines how regulators regulate and supervise Islamic banking and finance operations. On completion of the course, students should understand and be able to appraise key theoretical, regulatory, and practical aspects of Islamic banking and finance and their impact on economic justice, financial stability, and economic development.

Pre-requisite: FIA6001, FIA 6002

B. MBA Qualifying (Bridging) Program Course Descriptions

ECO5002	Economics Principles & Practice	3 Credit
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This course is designed to make students with no prior theoretical background of Economics to understand the underlying principles and techniques of micro and macroeconomics. The basic understanding of this course helps students to relate the dynamics of market forces, laws of production, comparative advantages in the international trade and the decisions made in businesses under different market conditions so as to maximize the profits and minimize the cost. It further equips students to understand the influences of macroeconomics on individual businesses and its ability to sustain in the competitive environment.

FIA5001	Accounting Principles & Practice	3 Credit
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This is an introductory course in accounting which aims at giving an extensive understanding of the principles, concepts and methods of accounting to students from non-business background. The delivery would focus in imparting sufficient understanding and knowledge of the principles and concepts of accounting, and applying the principles and methods in a limited scale.

FIA5004	Principles of Finance	3 Credit
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This course aims at giving an extensive understanding of the principles, concepts, techniques and models of finance to students from non-business background. The delivery would focus in imparting sufficient understanding and knowledge of the principles and concepts of finance and applying the techniques and models in a very limited scale.

MAT5003	Fundamentals of Quantitative Methods	3 Credit
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This course focuses on the importance of basic statistical procedures and quantitative methods in a business environment, as well as the application of statistical techniques in order to derive conclusions about various situations. It is application-oriented, with emphasis on the fields of Business and Economics. This course teaches essential elements of data collection, use of statistical and quantitative analytical tools using excel based applications and drawing inferences based on the data.

MGM5005	Principles of Management	3 Credit
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This course focuses on the fundamental aspects management concepts for non-business major students who are pursuing MBA program. It Covers theories and practices of management in business and organizational settings and provides a balanced, comprehensive overview of the traditional management functions in planning/decision making, organizing, leading, and controlling.

MGM5007	Operations Management	3 Credit
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Operations management course enables students to understand the principles of producing goods and services in a competitive environment. This course aids in understanding the role of operations in improving productivity. The study of operations management emphasizes on capacity planning, MRP, MRP-II, JIT, TQM, managing competitive capabilities, process technology, scheduling, product design and quality planning and control etc.

MKT5006	Principles of Marketing	3 Credit
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This course is designed to introduce students to the fundamentals of marketing and prepare them to understand how organizations adopt and design different marketing approaches to acquire, retain and develop customers with the use of appropriate marketing mix.

C. Remedial Course Descriptions

RHR6001 Human Resource Management

This course enables students to understand the various functions of Human Resource Management which will help in understanding the importance of managing people at workplace to achieve organizational goals. This course also gives insights into various issues that are being faced by modern HR managers in the global business context. This course also lays emphasis on the practical application of the core concepts in real life business situations. The course covers different topics which business students need to know. Human resource planning, recruitment and selection, training, career development, performance appraisal, and compensation management are some of the topics that you need to study.

Pre-requisite: None

ROM6001 Operations Management

Operations Management course enables students to understand the principles of producing goods and delivering services and their distribution in a competitive environment. This course aids in understanding the role of operations to improve the productivity of the organization. The course emphasizes on topics such as Concepts, Principles and Strategies involved in Operations Management, Product Development and Process Design, Productivity and Performance Management, Product Design, Capacity Management, Total Quality Management, Inventory Planning and Control, Enterprise Resource Planning, Supply Chain Management, Lean and Agile Operations and emerging trends.

Pre-requisite: None

RQT6001 Quantitative Methods for Business Decision Making

Operations and supply chain management course enables students to understand the use of quantitative techniques in improving the decision making process. This course equips students in using appropriate concepts, tools and techniques in quantitative business decision-making. The course enable students to analyze the data using software on decisions related to investment, forecasting and managing inventories. Students are also exposed to network analysis, project management and assignment of resources and finish products to various markets using linear programming and transportation models.

Pre-requisite: None

D. Fee Structures

i. MBA Full time Fee Structure For Non-Visa Applicant (In AED)

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	1,050.00	49,350.00
	1 st Installment Fee	6500	325	6825	1	6825.00	
	1st Semester Fees	7070	353.50	7423.50	3	22,270.50	
Second	2nd Semester Fees	7070	353.50	7423.50	4	29,694.00	29,694.00
Third	3rd Semester Fees	7070	353.50	7423.50	4	29,694.00	29,694.00
Fourth	4th Semester Fees	7070	353.50	7423.50	3	22,270.50	29,641.50
	4th Semester Fees	7020	351.00	7371.00	1	7,371.00	
Net Total MBA Fees With VAT						119,175.00	119,175.00

ii. MBA Part time Fee Structure For Non-Visa Applicant (In AED)

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	Application Fees	1000	50	1050	1	1,050.00	21,231.00
	First Installment Fee	6500.00	325.00	6825.00	1	6825.00	
	First Semester Fees	4240.00	212.00	4452.00	3	13,356.00	
Second	Second Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Third	Third Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Fourth	Fourth Semester Fees	4240.00	212.00	4452.00	3	13,356.00	13,356.00
Fifth	Fifth Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Sixth	Sixth Semester Fees	4240.00	212.00	4452.00	4	17,808.00	17,808.00
Seventh	Seventh Semester Fees	4240.00	212.00	4452.00	3	13,356.00	13,356.00
Net Total Fees With VAT						119,175.00	119,175.00

iii. **MBA Full time Fee Structure For Visa Applicant/ Visa Embassy Letter case (In AED)**

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	Application Fees	1000.00	50	1050.00	1	1,050.00	26,460.00
	First Installment Fee	6500.00	325.00	6825.00	1	6,825.00	
	1 st Cheque	17700.00	885.00	18585.00	1	18,585.00	
Second	2 nd Cheque	17700.00	885.00	18585.00	1	18,585.00	37,170
	3 rd Cheque	17700.00	885.00	18585.00	1	18,585.00	
Third	4 th Cheque	17700.00	885.00	18585.00	1	18,585.00	37,170
	5 th Cheque	17700.00	885.00	18585.00	1	18,585.00	
Fourth	6 th Cheque	17500.00	875.00	18375.00	1	18,375.00	18,375.00
Net Total Fees With VAT						119,175.00	119,175.00

iv. **MBA Full time Fee Structure for International Visa students (in USD)**

Semester	Description	Installment	Vat (5)%	Total	No Month	Total	Net total Level Wise
First	1 st Installment	7774	388.70	8162.70	1	8162.70	8162.70
Second	2 nd Installment	7774	388.70	8162.70	1	8162.70	8162.70
Third	3 rd Installment	7774	388.70	8162.70	1	8162.70	8162.70
Fourth	4 th Installment	7774	388.70	8162.70	1	8162.70	8162.70
Net Total Fees with Vat						32,650.80	32,650.80

Note:

1. Tuition fees, miscellaneous fees are non-transferable and is subject to change annually by maximum of 10%. Any changes in the Tuition fees and Miscellaneous Fees will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook at the beginning of the academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
2. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.
3. Continuing students understand that they must complete their semester Re-Registration process 30 days before the final examination of the ongoing semester. refer to "Enrolment to New Semester" Policy.
4. In case of cancelation/Postponement, refer to Student Finance Policy-Refund terms and conditions
5. Students shall be responsible for all signed undertakings even if the same has been signed by the parent/local guardian. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of conditional admission with no refund of fees, and release of records.

E. Scholarship / Fee Waiver

The fee waiver considered for students joining MBA program will be as follows:

Local					
Percentage	MBA Fees	VAT (5%)	Net Fees	Fee Waiver	Total Fees After Discount
15.00%	114,250	5,713	119,963	11,671	108,292
25.00%	114,250	5,713	119,963	19,451	100,511
30.00%	114,250	5,713	119,963	23,342	96,621
35.00%	114,250	5,713	119,963	27,232	92,731
50.00%	114,250	5,713	119,963	38,903	81,060

International					
Percentage	MBA Fees - USD	VAT (5%)	Net Fees	Fee Waiver - USD	Total Fees After Discount
15%	31,301	1,565	32,866	3,197	29,669
25%	31,301	1,565	32,866	5,329	27,537
50%	31,301	1,565	32,866	10,658	22,208

XXXIII. Directory

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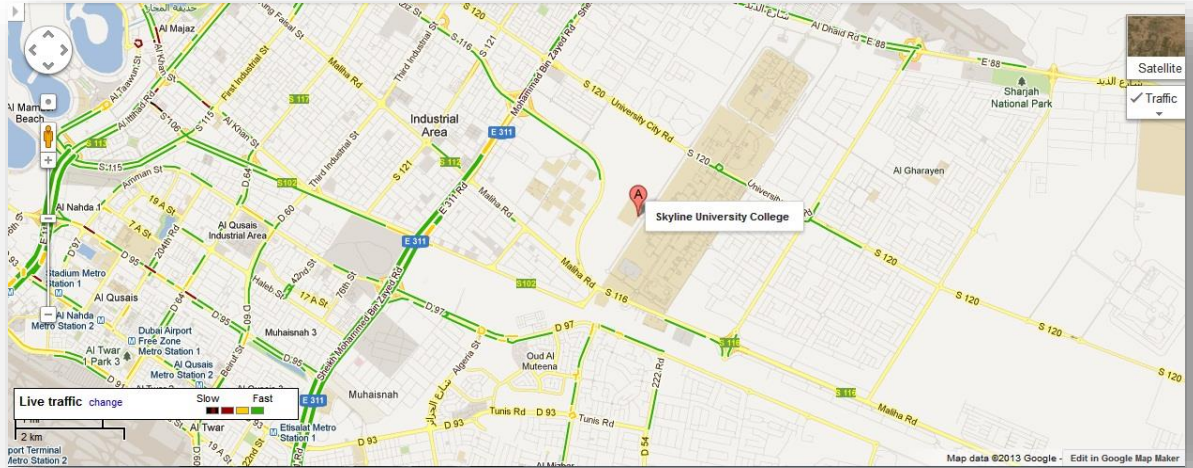
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	Mr Ishmeal Bah	Support Staff		
	Mr. Baijul Haque	Electrician		
	Ms. Elizabeth Musalia	Support Staff		
	Mr. Homore Bessan	Support Staff		

XXXIV. Location Map



List of Abbreviations

Abbreviation	Full Form
BBA	Bachelor of Business Administration
BOT	Board of Trustees
BSIT	Bachelor of Science in Information Technology
CAA	Commission for Academic Accreditation
CLO	Course Learning Outcomes
DAC	Disciplinary Action Committee
DSOB	Dean - School of Business
DSOC	Dean - School of Computing
DOMC	Director-Marketing & Communications
DPR	Director - Government And Public Relations
DASS	Director -Academic Support Services
DVC	Deputy Vice Chancellor
DIRQAOA	Director - Institutional Research, Quality Assurance, Outreach and Accreditation
FDP	Faculty Development Program
HRD	Human Resources Department
HOGE	Head - General Education
IRQAOA	Institutional Research Quality Assurance Outreach & Accreditation
KPI	Key Performance Indicator
LRC	Learning Resource Committee
MBA	Master of Business Administration
MOE	Ministry of Education
PSDP	Professional Skills Development Program

SBJ	Skyline Business Journal
SOB	School of Business
SOC	School of Computing
SUC	Skyline University College
TOC	Transfer of Credit
VC	Vice Chancellor