

Student

Handbook
2010 | 2011



جامعة دبي
UNIVERSITY of DUBAI



CIS Program
www.abet.org



The Best Business Schools
www.aacsb.edu

Disclaimer

The academic requirements of University of Dubai are under continual examination and revision to maintain local and international accreditation standards. It is the student's full responsibility to comply with the academic and policy requirements as stated in the UD Catalog and Student Handbook. Students will be duly notified of any possible changes via their UD e-mail accounts.

The information contained in this handbook is complementary to the UD Catalog 2010. Students are responsible for reading both official publications.

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Dear Student:

Welcome to the academic year 2010/2011 at the University of Dubai.

We strive to provide you with the best all-round education possible to equip you with a much needed edge in today's competitive working environment. We follow an American system of education and all our degree programs are internationally accredited.

The College of Business Administration offers Bachelor of Business Administration (BBA) degrees in Management, Marketing, Finance & Banking, Accounting, Supply Chain & Logistics Management, Business Economics, Human Resources Management and Entrepreneurship Management, which are accredited by The Association to Advance Collegiate Schools of Business (AACSB) - AACSB International, 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602 - Telephone: (813) 769-6500. Only 5% of business schools worldwide hold this prestigious international accreditation, including Harvard Business School. The University of Dubai is the only private university (not government) in the UAE that is accredited by AACSB International. To be sure of what I am writing, see www.bestbusinessschools.com.

The College of Information Technology offers a Bachelor of Science degree (BSc) in Computing and Information Systems (CIS) with additional concentrations in Information Systems Security and Electronic & Mobile Commerce. The CIS program is accredited by the Computing Accreditation Commission (CAC) of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 - telephone (410) 347-7700. The Computing and Information Systems program is also the only program accredited by CAC-ABET in the UAE. To be sure of what I am writing, see www.abet.org.

These two international accreditations position the University of Dubai as the first and only private university recognized by the UAE Ministry of Higher Education and Scientific Research to earn both international accreditations.

As we begin the new academic year, we look forward to a year of many more achievements at the university. To help achieve this goal, we have invested time and resources in improving our services and facilities (such as our library, our IT services department and the admission and registration department), as well as in developing the number and variety of student life activities. Our highly



professional and qualified faculty members who are PhD holders from western universities will provide you with the extra support you may need in your courses. Please make use of their office hours to contact them. You may approach the administrator concerned if you have any complaints or queries, or if you need information and assistance.

I strongly encourage you to take advantage of the effective services and programs provided by the Internship & Career Development Center (ICDC) which will equip you with the knowledge, skills and experience needed to obtain part/full-time jobs and be successful in your chosen career path. Furthermore, ICDC serves as a link between the business community and the university by exposing you, as students and future graduates, to prospective employers who are interested in recruiting UD students. You are also encouraged to take advantage of the various activities organized by the Department of Student Services held throughout the year. Participation in such events will help in your personal growth and develop your skills which in turn will benefit you in your professional and personal life. In addition, I would like to let you know that I have a "no appointment/walk-in" policy, allowing you or your parent(s) to see me anytime. I am available in my office from 7:00 a.m. until after 7:00 p.m.

This student handbook is designed to provide you with all the information you may need during your studies at the university. You are requested to read the Student Code of Conduct and abide by the rules and regulations of the university. Our aim is to provide a safe and pleasant learning environment for all our stakeholders.

Once again, I welcome you to the University of Dubai and wish you success in your chosen path of study.



M. Omar Hefni

President

MESSAGE FROM THE DEPARTMENT OF STUDENT SERVICES

Dear Student,

When you read through this handbook, you will get information about policies, procedures, university services, and useful resources that will help you lead a successful academic life. This handbook also provides a good feel of what it is like to learn at the University of Dubai and helps you understand your rights and responsibilities. Having an understanding of the study environment, and the guidelines that affect your academic journey is one quality of successful student leaders. Another important quality is to respect the rules and policies, which oversee the interactions with classmates, faculty, staff, and other friends on campus.

The frequently asked questions we get through our interactions with students can simply be answered by browsing different sections of this handbook. If you do not know what to do when you miss a class, or how to run for President of the Student Union, or what happens if you fail to attend the final exam, kindly take a few minutes to review the index which directs you to an alphabetical listing of topics. Yes, academics come first but there is more to university life than studying. At UD, we offer a wide range of engagement opportunities inside and outside the classroom that meet diverse interests and needs. We believe that through engagement you will be challenged to think critically and act creatively and responsibly. You will also learn to appreciate diverse perspectives, and improve your interpersonal skills.

We hope you continue to browse the rest of this handbook and we look forward to working closely with you to make this unique university a better place. Please do not hesitate to stop by our office located on the 3rd floor of Al Masood Building or drop us a line any time at: dss@ud.ac.ae.

Good luck, get engaged, and have a good start to the academic year.

Ahmed Fares

Department of Student Services

Tel: 04 207 2631

EDUCATIONAL RESPONSIBILITIES

The syllabi, course project/assignment descriptions, project/assignment evaluation guidelines, project/assignment report format, and examples of student projects/assignments show how students engage in challenging learning experiences and how they satisfy course learning outcomes. Such items should be part of the course file for each course taught.

Please pay special attention to the following points related to your responsibilities as a student:

- Higher education provision is a collaborative venture between the provider (university) and the recipient (student).
- Students, as the recognized beneficiaries of higher education, have an obligation to actively participate in their educational experiences. Without the intentional engagement of students little, if any, learning will take place.
- Students play an important active role in the creation of high quality education. They cannot be passive, nor can their participation be superficial.
- The outcomes of the learning process in the form of projects, assignments, papers, presentations, examinations and other demonstrations of learning should show clear evidence of significant student engagement.
- In-depth learning requires performance over time and continued accumulation of knowledge and skills. Short-term experiences and engagement with the subject matter should not make up the whole of students' experiences. Some program requirements develop depth of knowledge through extensive learning over time, and reflected in students' learning that includes an understanding of context and relationships, not just applications of methods.
- Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
- Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the learning objectives.

ACADEMIC POLICIES

ACADEMIC STANDING

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

Students with a CGPA below 2.0 will be placed under academic probation and will accordingly receive a first academic warning. The maximum study load for students on academic probation will be reduced to 12 credit hours for the fall and spring semesters and 3 credit hours for winter and summer semesters. Priority must be given to retaking either failed courses or courses where only a "D" grade was achieved, before registering for any new subject courses.

The academic probation will be removed only when the student's CGPA reaches at least 2.0. However, the transcripts will still show any academic probation in previous semesters. If a student fails to improve his/her CGPA sufficiently by the end of the following semester, s/he will stay on academic probation and receive a second academic warning. If a student reaches the third consecutive academic warnings s/he will be dismissed from the university. A dismissal ruling may be overturned by the UD president if deemed appropriate.

This process is repeated anytime the CGPA drops below 2.0.

Note: This change took effect as of the fall semester of the academic year 08/09 and is applied to all student intakes from 2006 onwards.

ATTENDANCE AND ABSENTEEISM

Attendance and participation in all class and computer lab sessions are essential to the process of education at UD since students benefit from discussions with their instructors and fellow students as well as from lectures. For this reason, students are expected to attend classes regularly. Absences hinder progress for the individual as well as the class, and affects students' learning outcomes and grades.

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

- All courses are offered in two consecutive sessions of one hour and twenty minutes each. A twenty minute break is given after the first session, except for morning classes where the break is for only 10 minutes.

Note: Courses that embed Lab sessions are conducted in 2 hour + 2 hour class format.

- Students are sent warnings when their absences reach 10% and 20% of class time for a given course.
- Once a student has been absent for 25% of class time for a course, s/he will be deprived from attending the final exam. A grade of "FA" will be recorded for the course and counts (negatively) towards the student's GPA. If a student's absence is for a valid reason that is deemed acceptable by the Registrar, the student is considered to be "Withdrawn" from the course(s). Deprived students may not attend any further exams; however, they still have the right to attend the classes.

- Late Arrival: The 10 minute grace period is granted only in the first session attended by the student. Students who arrive between 10 & 20 minutes late will be marked as having "Late Attendance" and the system will automatically register one absence for each four such attendances.
- Absenteeism percentages are calculated according to the table below:

Duration of Lecture	No. of Absences		
	10%	20%	25% (Deprived)
1 hour 20 minutes	3 Absences	6 Absences	8 Absences
1 hour 20 minutes (Intensive Math)	6 Absences	12 Absences	15 Absences
1 hour 20 minutes (Intensive English)	12 Absences	24 Absences	30 Absences

- An accepted valid excuse does not nullify the absence but will cancel any penalties normally imposed for absence at a quiz, midterm or final exam. See under Missing Exam Policy.
- Warnings are issued to the student irrespective of the validity of his/her absence excuse.
- Absence is recorded from the first class session following course registration/adding date.
- The Registrar notifies students of their "absence status" through their UD e-mail accounts.

The absence of a student in the following cases is considered an absence with an excuse and is not included in calculating the absence rate: Representing the government on an official mission; Students are sent to represent their country, by taking part in a sports competition; Emergency in the Armed Forces or Police necessitates the absence. Even in cases where this absence is based on prior permission being given, it must nevertheless be substantiated by evidence, proving that the student was contributing to the general welfare of the UAE.

CHANGE OF MAJOR/DEGREE

Students seeking to change their major or degree at UD must complete the appropriate form from the Admission and Registration Department. Requests for a change of major/degree must be submitted to the office of Admission & Registration two weeks before the end of the semester, at the latest.

DURATION OF STUDY

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

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

GRADE POINT AVERAGE

Semester Grade Point Average

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

Example:

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

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed using the same concept as above but for all grades received during past semesters (excluding all transferred courses from outside UD) and including the one completed last. All courses and grades obtained by the student are recorded in the student's transcript. An asterisk (*) is noted opposite the grades that are omitted while calculating the cumulative GPA. When calculating the CGPA, all fail (F) grades that are not replaced by a pass grade will be counted in the computation.

Example:

Course	CH	Grade		C.H. X Grade Points	Semester / Cumulative GPA
		Code	Points		
1st Academic Semester					
English I	3	A	4	12	Total Points ÷ Credit Hours
Math. for Business I	3	B	3	9	
Computer Applications	3	C	2	6	
Islamic Thought	3	A	4	12	
	12			39	Semester GPA=39÷12 = 3.25
2nd Academic Semester					
English II	3	A	4	12	Total Points ÷ Credit Hours
Math. for Business II	3	C+	2.5	7.5	
Internet Applications	3	B+	3.5	10.5	
UAE Society	3	A	4	12	
	12			42	Semester GPA=42÷12=3.50
Total	24 (12+12)			81 (39+42)	Cumulative GPA=81÷24=3.38

GRADUATION REQUIREMENTS

In order to graduate, students must maintain a cumulative GPA of not less than 2.25 and complete 129 credit hours according to their academic plan.

The University of Dubai confers degrees during its annual commencement (or graduation) ceremony on students who have completed, or are expected to complete, their graduation requirements within the same academic year (i.e. between September 1st and prior to August 31st of the following year).



HONORS SYSTEM

Commencement Honors

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

- Cum Laude: G.P.A 3.2 through 3.49
- Magna Cum Laude: G.P.A 3.5 through 3.79.
- Summa Cum Laude: G.P.A 3.8 through 4.0.

Dean's List

To be eligible for the dean's list, a student must have completed a minimum of 30 credit hours, discounting course work taken for pass-fail credit.

- Dean's Honors: G.P.A. 3.2 through 3.49
- Dean's High Honors: G.P.A. 3.5 through 3.79
- Dean's Highest Honors: G.P.A. 3.8 through 4.0

MISSING EXAM POLICY

Failing to Attend a Midterm Exam/Quiz

- Excuses should be made to the Admission & Registration Department within seven days of the last day of absence for which an excuse is necessary.
- All medical certificates should be stamped by the Ministry of Health (Department of Health and Medical Services).
- All midterm make-up exams are held only once - during the 13th week of the fall & spring semesters and on the 13th day of the winter/summer. Make-up quizzes can be arranged anytime with the instructor.
- Students will receive only 80% of the grade achieved in the midterm exam. Exceptions may be granted by the UD president.
- If the student does not attend the midterm make-up exam on the specified date, s/he will be deprived from any further midterm make-up exams even if s/he provides again an acceptable excuse.

Failing to Attend a Final Exam

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

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

Incomplete Grade

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

Students will receive only 80% of the grade for the final exam.

The student's final grade for the "Incomplete" course will be considered part of the result of the academic semester in which the student registered for the course.

Penalties may be waived by the UD president upon submission of a valid and substantiated reason.

REGISTERING FOR COURSES OFF-CAMPUS

For the purpose of quality assurance, students are not permitted to take any college level courses (General, Support and Core) or major courses outside UD (with the exception of exchange programs approved by UD). Exceptions are made for only one college / major course (other than Capstone and Internship) where the student is graduating in the same academic year / semester / term and the course is not offered at UD.

A list of universities approved by UD may be obtained from the Registrar. Courses registered at any other institution without prior approval will not be transferred.

The total number of off-campus courses may not exceed two courses during the whole study period.

The following conditions must be satisfied:

- The course is part of the student's curriculum;
- The student must be in good academic and disciplinary standing;
- The student must complete an application form available from the Admission & Registration Department and receive prior approval from his/her Dean.
- The course should be equivalent to the UD course with at least 80% of the content. Students should provide a course description and course syllabus.
- Only a course with a "C" grade or higher will be credited (equivalent to a GPA of 2.0 / Minimum 70%).
- Regulations regarding transfer of credits apply.

REPEATING COURSES

Failing Grade

If the student fails in a course and repeats it only once, the second grade obtained in the course will appear on the transcript. If the student fails a course for the second time, then the maximum grade



s/he might get is a C. Students who fail required courses must repeat them. For elective courses, students may repeat the same course or its substitute in accordance with the approved study plan.

Passing Grade

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

STUDENT CLEARANCE

Students who intend to cancel their enrollment at UD will have to fill out a clearance form. The clearance form is intended to ensure that the student has cleared any pending balance with the accounting office, returned borrowed books to the library, returned any rented locker keys to Student Services and submitted contact information to the ICDC, etc. The clearance form may be collected from the Admission and Registration Department (ARD) or from its website.

Student Evaluation and Grading System

The total grade received for a course reflects the student's work during the semester and performance in the mid-term and final exams. The following is the grading system followed at UD:

Total Grade	Letter Grade	GradePoints
90-100	A	4.00
85-89	B+	3.50
80-84	B	3.00
75-79	C+	2.50
70-74	C	2.00
65-69	D+	1.50
60-64	D	1.00
<60	F	0.00
Fail (Absent)	FA	0.00

Other Grades	Acronym
Pass	P
Not Pass	NP
Incomplete	I
Exempt; credit counted	EX
Transfer; credit counted	TC
Withdrawal	W
Audit	AU
In Progress	IP

Withdrawal from the University

If a student withdraws from the university, the appropriate form must be submitted to the Admission & Registration Department. The refund policy stated in the Tuition, Registration & Other Fees section of the UD catalog will apply.

ADVISING

Advising is provided in the form of student orientation, tutoring assistance at the learning center or during office hours, career advising (ICDC), and academic advising. Below is a complete list of advising services available to assist students during their academic journey.

ACADEMIC ADVISING

To facilitate students' successful completion of their degree programs, UD has developed an online Academic Advising System, which is tailored to accommodate students' individual goals and needs. An automated Academic/Graduation Plan is developed individually and designed for students based on the respective curriculum logic & structure and taking into account the sequence of courses, and the previously completed course work. The plan briefs students on their courses of study during each subsequent semester.

Advising Objectives

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

The Model

The following tables show the program structure and breakdown across a 4-year period of study, of each of the curriculum components required for the completion of the degree. This study plan is structured for an average student with a GPA between 2.00-2.50; however, variations will occur. Courses under HSS and NSS may be taken by the students at their discretion in a different year.

Table1: BBA Program Structure (Credit Hours)

Area	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
General Education	24			3	27
Humanities & Social Sciences (HSS)		6			6
Natural & Applied Sciences (NSS)	3			3	6
Supporting Business	6	9	9		24
Core Business		15	12	12	39
Major/Concentration			12	15	27
Total	33	30	33	33	129

Table 2: CIS Program Structure (Credit Hours)

Area	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
General Education	21	6	-	-	27
Humanities & Social Sciences (HSS)	-	3	-	3	6
Natural & Applied Sciences (NSS)	3	-	3	-	6
Supporting IT	9	15	9	6	39
Core IT	3	12	12	3	30
Major/Concentration	-	-	6	15	21
Total	36	36	30	27	129

Based on the Academic Advising Plans, full-time students will take an average of five courses (15 credit hours) per semester. At risk students and those on academic probation plans are modified by the advisors in order to address the student needs to improve his/her academic performance. The course load for such students is reduced to a maximum of 3-4 courses.

Assigning Advisors

All students with 30 CH or less will be advised by the General Undergraduate Curriculum Requirements (GUCR) faculty. All other students will be advised by faculty members from their own discipline.



Advising Procedures

Currently, groups of students at UD Colleges are automatically assigned an advisor through the advising system while taking into account the student's major as well as breakdown described in Tables 1 & 2. The advisor's role is to monitor the student's progress while the system will ensure that the courses are taken in the appropriate sequence and following the appropriate curriculum.

Further, the curricula at the Colleges have been drawn in such a way that pre-requisites must be completed by students before moving on to advanced courses. Advisors must ensure a planned systematic progression of students from lower level courses to intermediate, advanced and then to major courses. This systematic progression in courses helps students in effectively learning and accumulating the knowledge in stages over time. This also helps students perform well in the comprehensive examination and online competency test in capstone course in the last semester of their program.

CAREER ADVISING

Students have personalized interactive resources available for guidance in choosing and pursuing career paths. (Please refer to Internship and Career Development section covering Career Advising and Job Placement in this handbook). This is further enhanced during the Career Exploration course.

MENTORING AT-RISK STUDENTS

Students with CGPA below 2 are considered at-risk. The assigned advisor shall advise the student to retake courses with low performance (i.e. "F" & "D" grades) in order to improve the CGPA. At-risk students are not allowed to register for more than 4 courses during fall/spring semesters and not more than 1 course in winter/summer terms.

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

At-Risk Detection

At the beginning of each semester, a list of at-risk students is requested by the Deans of Colleges from the Registrar's office. The Deans will advise department Chairs to draw corrective actions.

Remediation Plan

This plan is executed at the departmental level and would include:

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

Progress Report

Deans of Colleges will request from department Chairs/Faculty a feedback report on the performance record of each at-risk student from course instructor(s). The progress is to be monitored through special forms.

STUDENT ORIENTATION

At the beginning of each semester, the Department of Student Services organizes an orientation program for all newly admitted students. The program aims to help new students familiarize themselves with the academic policies, the academic advising and registration procedures, as well as an overview of recent developments at UD. Students will get oriented about the English, General Education, and core components forming their curriculum. Attendance is mandatory for all new students. An Orientation Survey form will be filled and returned by all new students for assessment purposes.

In addition, the University of Dubai offers a First-Year Experience Course. The purpose of this course is to assist new students toward a successful transition to university life and a positive integration into the campus community. The course seeks to provide new students with effective practices for academic success, enriched opportunities for reflection on personal values and understanding of different cultures and life perspectives.

TUTORING ASSISTANCE**Interactive Resources**

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

Office Hours

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

Learning Center

Teaching Assistants are available to assist students who need remedial help or who need more than normal aid to compensate for shortcomings in preparation. Tutoring personnel are able to assist students with language learning difficulties, Math/ Quantitative skills, and IT needs. In addition to the Learning Center support staff and TA's, faculty members from the Business and IT colleges have taken the initiative of having tutoring hours in the learning center.

Faculty-Student Council

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

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

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

Students are requested to make the most of this council by providing their feedback to their Year Representative. For more information, students in the CBA may contact Dr. Washika Haak-Saheem on wsaheem@ud.ac.ae and students in the CIT may contact Ms. Shafaq Khan on skhan@ud.ac.ae



LOGIN AND EMAIL ACCOUNTS

UD offers its community 24 hours internet connection and wireless access network with 4MB bandwidth. The university provides every student, faculty, and staff with an e-mail account during their study/service at the university.

ACCESSING UNIVERSITY E-MAIL

In order to access your University's email, do the following:

- Visit the UD website at www.ud.ac.oe
- Log in with your username and password in 'My Account' frame on the left side of the Home page.
- After logging in click on the Web Mail icon.
- Type your username and password to access the emails.

MICROSOFT WINDOWS LOGIN

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

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

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

ONLINE REGISTRATION

ACCESS TO ONLINE REGISTRATION - PROCEDURE

Enter the UD website at www.ud.ac.ae

- 1 Enter user name and password (which have previously been sent to the student's UD e-mail account) at the top of the home page.
- 2 Select "Online Registration" from the "My Account" page.
- 3 Select "Profile" from the menu on the left, (if the user wishes to change the user name and password), and then click on "Save."

Note: At-Risk students may not use online registration. They must register through their advisor.

BOOKING ONLINE - PROCEDURE

- 1 Click on Online Registration
 - A page divided into 3 sections will appear:
 - The first section gives academic details about students.
 - The second section shows the student's academic advisor's name.
 - The third section shows the semesters available for registration.
- 2 Select the semester.
- 3 Click on the course name. (**Only courses highlighted in blue are allowed**). A small window will appear containing all the sections offered for the selected course.
- 4 Click on the course code to select the section required. **"The section no. has been selected"** will appear at the bottom of the page in a small window.
- 5 Close this window. (The courses selected will be highlighted in green.)
- 6 Remove the tick (✓) from the box to deselect a course.
- 7 Select **"Save Booking"** at the bottom of the booking page. (A message will appear confirming the booking which is then reserved for a period of 36 hours.)
- 8 Click on the **Print** command, which appears in the confirmation message, and print two copies of the registration form.

Re-taking a course

If you wish to register for a course that was taken previously, you should complete the registration procedures through the Registration Office.

Incomplete Booking

If you try to register in less than the minimum number of courses normally allowed, an "Incomplete booking" screen will appear. This screen notifies you that the booking is temporary until department chair approval is obtained. This form should then be printed and given to the relevant department chair to sign. The department chair will approve the courses appearing on the incomplete booking form if there are no other suitable choices. Otherwise, he will recommend certain courses on the form, but he should specify the reasons for this as well as signing it.

Confirming the Booking

After completing the online booking, you must do the following in order to confirm the booking.

Pay the tuition (and other) fees at the Accounting Department, Al Masood building.

Collect the class schedule from the Registration Department, Al Masood building.

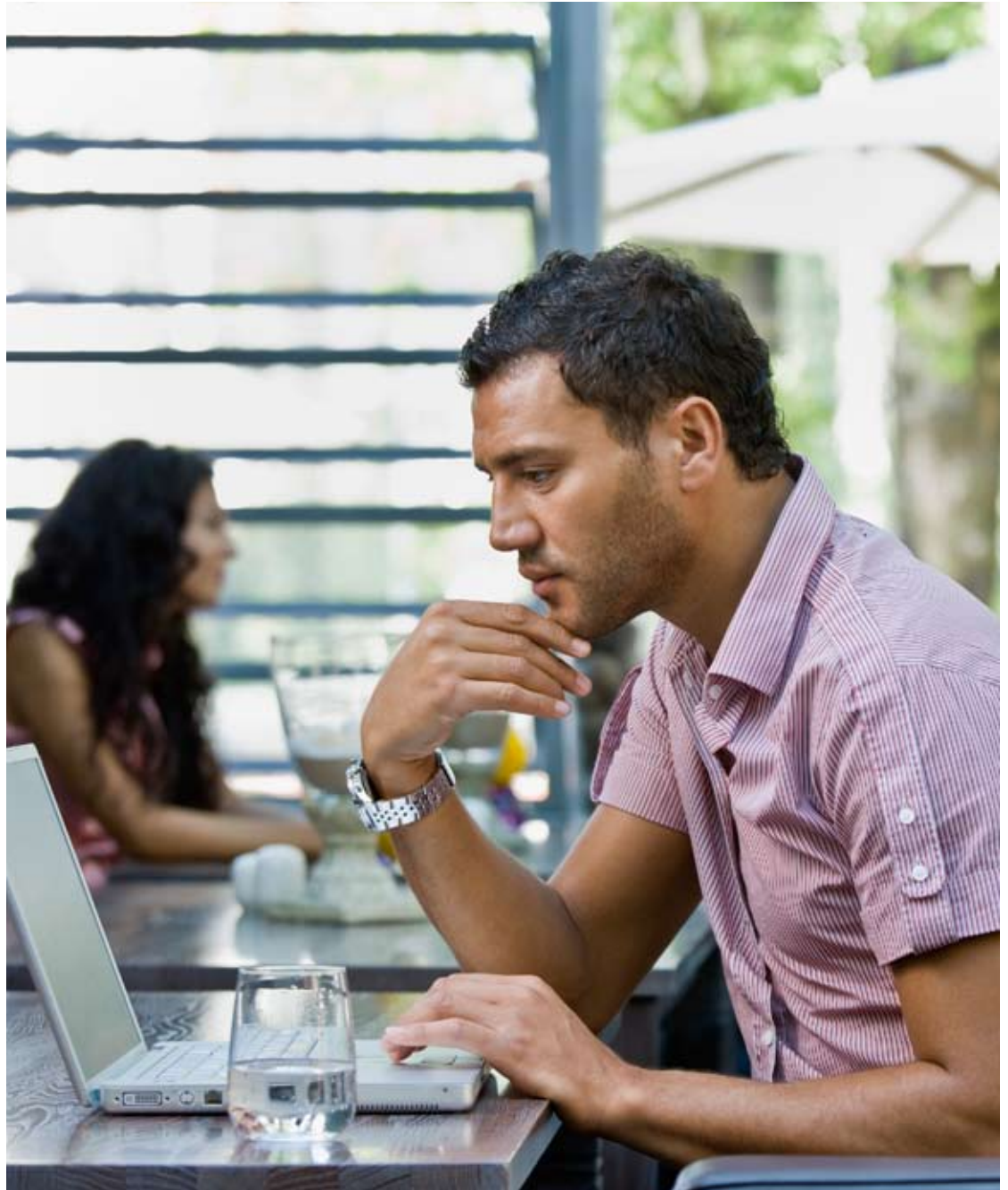
ON-LINE DROP & ADD - PROCEDURE

- 1 Enter the UD website at www.ud.ac.ae
- 2 Enter User name and password (which will have been previously sent to the student's UD e-mail account) at the top of the page and the "My Account" page will appear.
- 3 Select "Online registration" from this page.
- 4 A page divided into 3 sections will appear:
 - The first section gives academic details of students.
 - The second section shows the student's academic advisor's name.
 - The third section shows the semesters available for registration.
- 5 Select the semester required.
- 6 Click on the course name required. (**Only courses highlighted in blue are allowed.**) A small window will appear containing all the sections offered for the selected course.
- 7 Click on the course code to select the section required. **"The section no. has been selected"** will appear at the bottom in a small window which should then be closed.
- 8 Remove the tick/check (✓) from the box to drop a course.
- 9 Click on **"Save Booking"** at the bottom of the booking page. (A message will appear confirming the booking which is then reserved for a period of 36 hours.)
- 10 Print 2 copies of the "Drop & Add" form by clicking on the **Print** command which appears on the confirmation message.
- 11 Go to the Accounting Department in the 6th floor at MSUD building to pay the tuition (and other) fees.
- 12 Go to the registration department on the 6th floor of MSUD building to confirm your booking and to collect your updated class schedules.

OTHER ONLINE REGISTRATION SERVICES

The following information can be accessed via the Online Registration home page:

- Academic Curriculum
- Academic Transcripts
- Course Offerings for the Semester
- Your Class Schedule
- Your Course Grades
- Your Mid/Final Exams Schedule



GRADUATION

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

CLASS VALEDICTORIAN

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

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

- In good academic and disciplinary standings.
- A minimum of 3.2 CGPA.
- Fluent in Arabic and English.
- Articulate and good public speaking skills.
- With an active leadership experience at UD.

The decision of the selection committee shall be approved by UD president.

COMMENCEMENT HONORS

To highlight their achievements, honor students (in a descending order) will be the first graduates to receive their diplomas based on department affiliation. The honor levels shall be specified by the Admission and Registration Department (ARD).

If a student has completed the graduation requirements during the fall and/or winter, the CGPA will be known, and the honor level will be announced after their name in the graduation ceremony and published in the graduation booklet.

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

GRADUATION PROCESS

Steps for Graduation

- Students must complete and sign with their academic advisors the last graduation plan during the 1st week of the last registered regular semester that precedes graduation. This plan lists the unfulfilled requirements to be completed for graduation. Academic advisors ensure that students are made aware of the graduation requirements and update/reaffirm the graduation plan accordingly.
- The Admission and Registration Department conducts an initial audit of the student's academic file to determine if the student meets the degree requirements within the deadline.
- Once the audit of the student academic file is complete, the student receives an email and/or SMS from ARD as to his/her eligibility to attend the graduation ceremony. An email confirming ineligibility indicates the pending unfulfilled requirements.
- Based on the audit results, ARD prepares the graduation list which includes the names of all students entitled to attend the graduation ceremony. The list may be updated as deemed appropriate by ARD. Students not listed as eligible may contact ARD for further clarification.
- In March, the Department of Student Services emails all eligible students the graduation information including the venue, date and time of the ceremony, fees and payment deadline, as well as time and location of the caps' and gowns' pick up and assembly points during the ceremony.
- To participate in the graduation ceremony, students shall pay appropriate fees (a Graduation Fee and a Certificate & Attestation Fee) at the Accounts Department and complete the Graduation Requirements Form.
- Before receiving their attested degree certificate, graduates must complete the Graduation Clearance Form.



SCHOLARSHIPS AND FINANCIAL ASSISTANCE

FINANCIAL AID UNIT

The Financial Aid Unit has been established to communicate with students using different communication tools (email, posters, and website), provide needed forms electronically or in hard copies, receive and forward applications to the Scholarship Committee for decision-making purposes and ensure that scholarships benefit a large number of students.

DISCOUNT POLICY

UD has established a discount structure. For more information, please refer to the section on Tuition Fees in the UD catalog.

DUBAI CHAMBER OF COMMERCE AND INDUSTRY SCHOLARSHIP

The Dubai Chamber of Commerce and Industry offers full scholarships to UAE nationals. These scholarships cover all fees except for failed/repeated courses. In addition, a scholarship recipient is awarded a monthly stipend of AED 2,500 during the first two years and AED 3,000 and AED 3,500 respectively during the third and fourth years. Students receiving this scholarship must work for Dubai Chamber upon graduation.

MERIT BASED SCHOLARSHIPS

Merit scholarships are linked to the student's academic achievement or GPA.

Citigroup Scholarship

Current students within the CBA who have at least 60 credits and a GPA of 3.0 or more may apply for the Citigroup scholarship which covers some of the educational expenses.

Required Documents:

- Completed application form signed by the applicant
- 200 to 500 word autobiographical essay in which the applicant discusses his/her financial condition, significant experiences, community involvement, and leadership qualities
- Copy of the transcript
- Copy of the time table issued by the registry
- Two recommendation forms commenting on the applicant's academic aptitude

High School Elite Scholarship

Incoming students with a score of at least 90% in their high school certificate will receive a 10% discount on tuition fees for the first year. The continuation of this scholarship is subject to achieving a GPA that falls within the Highest Honor bracket (i.e. 3.8 or above).

Other scholarships

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

NEED-BASED SCHOLARSHIPS

Subject to availability, need-based scholarships are awarded to students with financial difficulties.

Required Documents:

- Transcript
- Salary statement(s)
- Passport copy
- Copy of the parent (s) residence visa showing the number of dependents
- List including the age and employment status (if applicable) of dependents
- Personal statement (200 words) stating both the applicant's financial condition and his/her personal qualities.

SCHOLARSHIPS FOR GOVERNMENT ORGANIZATIONS

Students who are currently benefitting from this scholarship have to abide to its terms and conditions as stated below:

Terms & Conditions

- The candidate must be working for a governmental institution in Dubai.
- The scholarship does not cover any placement, admission, registration, bus, activities fees or any other fees other than the cost of the credit hour courses. The non-credit courses are not covered by the scholarship and must be covered by the employer or the student.
- The student must register in at least 3 courses per semester.
- The Grade Point Average upon completing the study of 30 credit hours must be at least 2.5 and must continue to be at this level or else the scholarship will be cancelled.
- If the student is dismissed, or his/her enrollment is cancelled or the student withdraws from UD for any reason, s/he should pay all the fees covered by the scholarship.

ALUMNI AND FRIENDS OF THE UNIVERSITY OF DUBAI SCHOLARSHIP FUND

As part of the ICDC and the UD Alumni Association's continuous efforts to provide the alumni with events and programs strengthen their ties with each other to a new program, the "Alumni and Friends of the University of Dubai Scholarship Fund" was launched in the academic year 2009/ 2010 for providing scholarships.

Types of Scholarships

Two types of scholarships are offered to:

- Incoming Freshmen Scholarship
- UD Student Leader Scholarship

Application

Students applying for any one of these scholarship must complete an application form to be eligible for consideration. The application forms are available at the Alumni Office, Room 602, 6th Floor, or Student Services Department, Room 316, 3rd Floor, Al Masood Building.

For further details on the Alumni Association and Friends Scholarship Fund, please contact the alumni office on 04 - 20 72 675 or by email to: alumni@ud.ac.ae



RESEARCH AND TEACHING ASSISTANTSHIP

DURATION OF APPOINTMENT AND COMPENSATION

- The Teaching Assistant (TA) is hired for 150 hours per semester at the rate of 10 hours per week for 15 weeks, or as required.
- The Research Assistant (RA) is hired for 200 hours per semester at the rate of 10 hours per week for 20 weeks, or as required.
- RA/TA is closely supervised by the concerned course instructor/researcher/ administrator in charge. The Chair of the concerned department will be responsible for keeping track of the RA/TA's working hours and submit the appropriate forms to the HR Department. The RA/TA is compensated at an hourly rate as decided by the UD president.

ELIGIBILITY

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

- Be a registered full time undergraduate student at UD.
- Be interested in working as an RA /TA with commitment.
- Have taken B+/A in the relevant courses being tutored and must have passed 2-3 additional related courses (to evidence the depth of the knowledge) with B and above.
- Be in good academic standing (above 3.0 GPA) and making satisfactory progress toward the degree.
- Remain registered in courses that count toward the degree (for at least nine semester hours), or 3 courses, during each regular semester.
- Have taken at least 75 credit Hours (including current semester).

JOB EXPECTATIONS

- Maintain highest level of professional and ethical standards.
- Establish good relationships with students and act as a role model.
- Identify and respond to students' educational needs.
- Participate in all training and learning activities if required.

REQUIRED DOCUMENTS

Interest candidates must submit the following:

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

SCOPE OF WORK FOR RESEARCH ASSISTANTS

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

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

SCOPE OF WORK FOR TEACHING ASSISTANTS

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

Course Preparation

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

Administrative

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

Tutoring Labs/Computer Labs

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

SELECTION PROCESS

- The department Chair will short-list candidates based on criteria set above and the recommendation letters of two faculty members. For RA openings, priority will be given to students who have previously participated in research projects.
- The short-listed candidates will be interviewed by the Dean of the concerned College (or Director of GUCR) and makes his/her recommendations to the VPAA who also makes his recommendations to the UD president.
- The UD president interviews the candidates on all aspects and makes the final decision.



INTERNSHIP AND CAREER DEVELOPMENT CENTER

INTERNSHIP

The Internship and Career Development Center (ICDC) provides students with internship placement in different organizations locally and through internship exchange. Internship is a required course in all majors.

- Non-working students do a regular internship during the summer for a period of two months.
- Working students with 2 years experience do an internship as an Industry Project during the spring semester.

Internship (Non-working students)

This is a work-related learning experience in any appropriate business organization for a period of two months. Internships help students to put theory into practice through applied project work and learn new skills that improve their abilities for possible future placement. Interns usually have a field supervisor who assigns specific tasks and evaluates the intern's overall work, as well as a faculty supervisor who works alongside the field supervisor to ensure that the necessary learning is taking place.

Internship Exchange

UD has a partnership agreement for internship exchange with the Hamburg School of Business Administration (HSBA) in Hamburg, Germany and the University of North Florida (UNF) in USA. Students may choose to do their internship in Hamburg or North Florida during the Summer semester. Students must register for this during the normal internship registration period.

Benefits to students

- Help you decide if this is the right career field for you.
- Give you new skills and add to your knowledge base.
- Give you the opportunity to practice your communication and teamwork skills.
- Allow you to meet new people and practice your networking skills.
- Provide evidence that you have initiative, are reliable and have a sense of responsibility.
- Make a valuable addition to your resume.
- Open the door to a job offer or a recommendation about the next steps you should take in your career path.

Regular Internship Requirements

Internship/Industry-Project applicants should fulfill the following academic requirements:

Total Credits Hours (CH) and Cumulative Grade Point Average (CGPA)

	2002 Curriculum		2005 Curriculum	
College	Business Administration	Information Technology	Business Administration	Information Technology
TCH	90	96	96	96
CGPA	2.0	2.0	2.25	2.25

Students who have a CGPA of between 1.9 and 2.0 (2.15 to 2.25) under the 2002 (2005) curriculum and who have completed most of their courses, except the internship, are permitted to register for an internship provided that they repeat courses in which they previously had a low grade so as to increase their CGPA and meet the graduation requirements. Students may register in courses offered at 7:00 p.m.

The academic requirements for Internship Exchange at Germany/Florida are the same for regular internship. However, priority is given to students with a CGPA of 2.5 and above with good command of English language and business communication skills.

In addition to the above requirements, internship applicants should comply with the following:

- Students registering in internship programs are not allowed to register in 3:30 p.m. courses, regardless of the internship provider's working hours. An exception can be made, with pre-approval of the UD president, for graduating students if the semester when the internship is offered is their last one. Interns may register for evening courses offered at 7:00 p.m.
- Students who drop out of the internship within two weeks of registering for it at ICDC, will have their money fully refunded. Otherwise, the fees will not be refunded.
- Students whose total credit hours drop below the requirements specified in the curriculum plan, due to failing or voluntarily withdrawing from courses, should immediately drop the internship course and notify the ICDC about this. Only students who fail courses will receive a refund.
- Students who change Majors after registering for an internship are responsible for notifying the ICDC to ensure that the internship placement matches the field of specialization.
- Students are not allowed to take more than one course along with an internship unless it is their final semester.
- Attendance at an internship workshop held at the university prior to the start of the internship program is compulsory. (Date, time and venue will be identified by ICDC upon completion of placement and communicated to prospective interns ahead of time.)
- The intern is assigned a letter grade from "A" to "F" which will be reflected in the student's transcript.

Registration

Working students with 2 years work experience must register in the industry-based-project internship during the Spring semester (See Industry-based Project description below). The rest must register in the regular eight -weeks internship during the Summer term.

Registration for Summer internship is usually open for two weeks starting right after the first week of Add and Drop for the Spring semester. Regular internship candidates must complete the ICDC Internship Application form (Internship Program Form -IPF1) and provide the ICDC with the following documents:

- Copy of the passport
- Passport size picture
- Resume as per UD resume format
- Employment letter and job description in case of working students with less than two years experience.

Internship candidates must also complete the official Registration Form and get it approved and stamped by ICDC representative before they have it signed by their academic advisor.

Placement

- Students do not have the right to choose the internship provider or location. It is the responsibility of ICDC to place students according to UD's internship regulations. This practice will ensure that internships match interns' areas of specialization. However, students can propose business sector they are interested to work in.
- Students will not be allowed to do an internship at family businesses or at small sized ones (< 15 employees).
- Working students, with less than two years of work experience, who are willing to take their internship at their workplace may do so provided that the company meets UD's internship placement standards, in addition to the following :
 - If the current job description matches an intern's area of specialization, the current manager of the intern will have to function as a field supervisor. In such a case, the manager should agree to propose and supervise a well defined internship project.
 - Otherwise, an intern should switch to the appropriate department in the same firm. If this is impossible, ICDC will secure an alternative placement elsewhere.
- In the event that the number of qualified internship candidates exceeds the available internship opportunities, priority is given to candidates with the highest CGPA/credit hours. Moreover, these internship opportunities will be distributed amongst the colleges according to the assigned percentages.
- Students might be required by certain internship providers to purchase insurance for the period of training. In such cases, the insurance will be mandatory, and students must bear the insurance cost.
- Students must attend an interview with the internship provider as and when instructed by ICDC, or initiate an introductory visit to the internship provider prior to the start of internship.



Absence Policy

Interns are required to abide by the following internship attendance policy:

- Absence for more than three (5) days will automatically result in failing the course.
- Absence at the pre-internship workshop will be counted as one (1) day's absence.
- Every three late arrivals / early sign out will be counted as one (1) day's absence.
- Absence at the final presentation will be counted as one (1) day's absence.
- Any absence must be justified with the correct official documents.

Tasks Required

The following are tasks required by interns during and after internship period:

- Prepare a weekly report for the activities accomplished during the week using Internship Program Form (IP) and discuss the same with academic supervisors during their weekly visits to the workplace to update them about the progress of internship.
- Submit a final internship report as per the guidelines provided by ICDC, Internship Program Form (IPF 4) three days after the end of the training period.
- Make a PowerPoint presentation (in the presence of interns, academic supervisor, and if possible, field supervisor) three days after the end of the training period.
- Complete and submit the Intern's Evaluation of Internship and Academic Supervisor Form, Internship Program Form (PF7) to the ICDC at the end of the internship program.

Code of Conduct

Interns are expected to act in a professional and ethical manner that makes the employer want to host interns from UD in the future, and according to the following code of conduct guidelines:

- Familiarize themselves with, and adhere to, relevant organizational arrangements, procedures and functions.
- Maintain confidentiality of work-related projects and personnel.
- Dress appropriately for the work setting.
- Do not conduct personal business during work hours (by email, fax, cell phone or internet).
- Demonstrate a spirit of cooperation with their supervisor and other employees. Be team players.
- Be fair, considerate, honest and trustworthy.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- Be observant. Note how people organize their ideas and respond to situations.
- Keep a positive attitude, show confidence and take the initiative.
- Seek feedback from their supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
- Accept criticism and take responsibility for work submitted.
- Be aware that field supervisors and colleagues are very busy people and therefore should not demand immediate assistance from them.

- Seek to enhance their professional effectiveness by improving skills and acquiring new knowledge.
- Respect and appreciate those of a different culture, race, religion and ethnicity.
- Adhere to business ethics and code of conduct.

Industry Project (Working Students)

This project is designed exclusively for students who have a minimum of two years work experience. Its purpose is to provide applied learning experience through field-based project work in an organization. This allows participants to draw on their knowledge and comprehension of business, management or IT skills and knowledge (depending on their concentration) gained in previous courses. The project also provides an important link between the organization (where the student is working) and UD.

SERVICES TO STUDENTS AND ALUMNI

The services provided by ICDC to the students and alumni are:

Career Counseling

Individual counseling is available to help students:

- Provide a self-assessment of interests, personality and values, activities, exploration of career and occupational information through the use of computer software (SIGI 3).
- Learn to explore educational and career alternatives and develop career decision-making skills.
- Relate educational experiences to career planning decisions and academic qualifications to work opportunities.
- Arrange mock interviews.
- Develop additional career building tools skills such as resumé and cover letter writing, interview techniques and job search strategies etc.

Career Workshops

A variety of career development and job search workshops are conducted throughout the year. Workshops focusing on, for example, interview skills, resumé preparation and the steps in conducting a job search are also held. These workshops are facilitated by ICDC career counselors, alumni and professionals from various business sectors.

Career Resource File/Career Library

The career library contains a comprehensive collection of up-to-date career-related materials and information (books, DVDs, career assessment software, flyers, occupational handbooks, etc.). Besides this, ICDC publishes various statistical reports on salaries, job satisfaction and market expectations.

Job Placement

Job listings

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

- ICDC bulletin boards across the campus.
- At: http://ud.ac.ae/icdc/job_posting.php.

On Campus Interviewing

This offers students the opportunity to interview with a number of organizations for a variety of positions throughout the year. The organizations come to select the intelligent, committed youth who has the enthusiasm and zeal to prove themselves. These students are trained and acquire skills immediately after college.

Video Conference

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

Corporate Alliances

ICDC has signed a Memorandum of Understanding with the National Human Resource Development and Employment Authority "Tanmia" to enhance employment opportunities within UD for UAE national students and graduates. In addition, the center has developed an effective network of contacts by partnering with various local recruitment firms, thus creating more opportunities for UD students from other nationalities as well.

Employment File

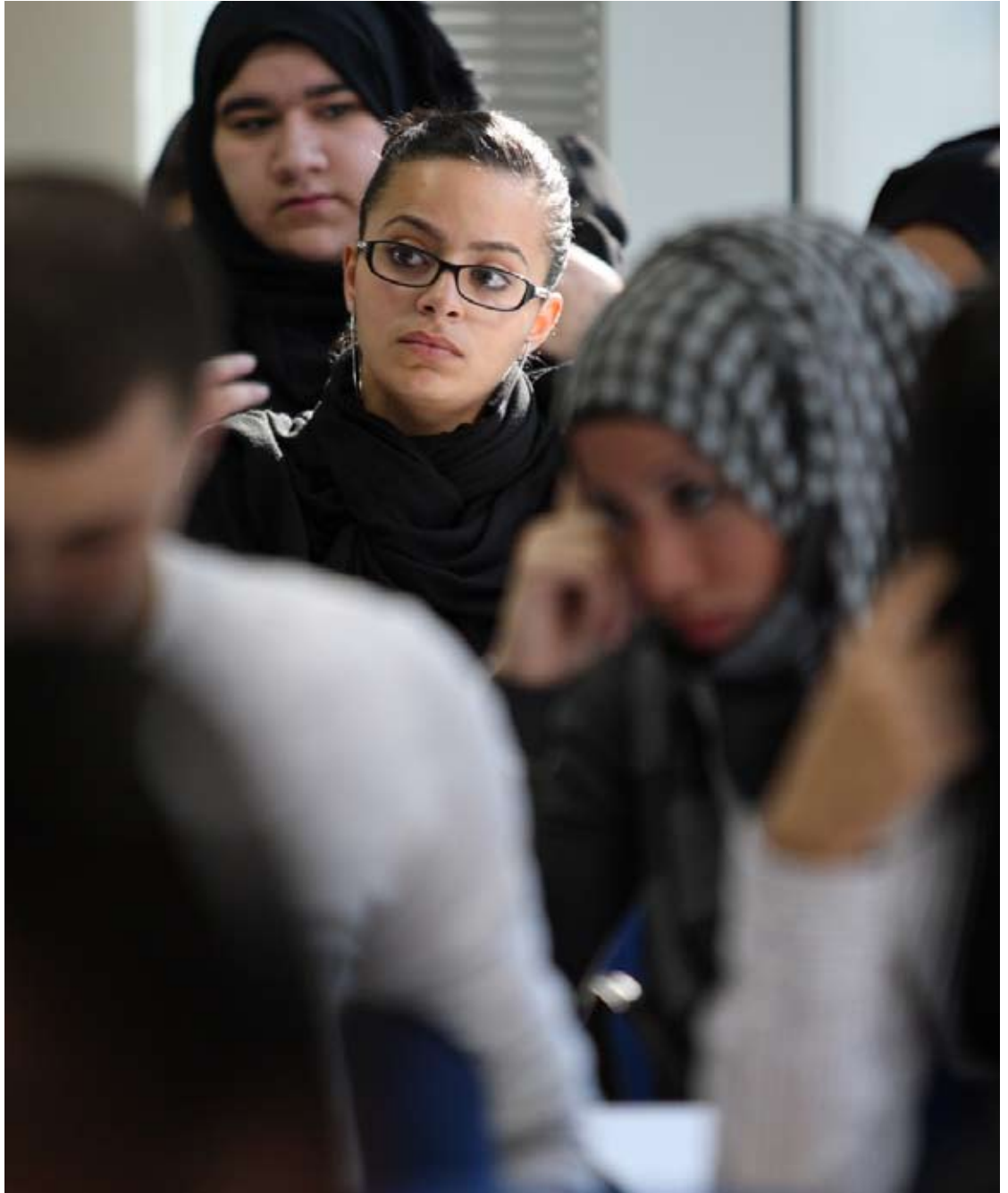
Students open an employment file at ICDC. This file contains the student's resumé, a copy of his or her passport, UAE ID card and other important documents that are needed for job applications. The employment file is forwarded by the ICDC to employers upon request.

Job Fairs

Each year ICDC organizes a career fair, inviting various employers, representing both government organizations and private institutions, to visit the UD campus and meet with the students. This enables the students and alumni to increase their networking by allowing them to interact with prospective employers. The center also encourages the involvement of UD students in various career fairs and open days that are organized throughout the country.

Graduates' Resumé Book/CD

Each year, ICDC publishes a book, as well as a CD, containing resúmes of fresh graduates. These are forwarded to potential employers. A soft copy is also available on the UD website at: <http://ud.ac.ae/icdc/employer.php>.



STUDENT CONFERENCES

ICDC makes students aware of local and international student conferences, summits and seminars and encourages their participation. The center also acts as a liaison between organizers and UD students, for example, by processing their applications and following up on their acceptance.

PUBLICATIONS

ICDC Brochure

This publication provides an overview of the services available to students through the Internship and Career Development Center.

ICDC Newsletter

Published on a quarterly basis, its purpose is to share news regarding career-related events, employer visits, discussions, and skill development, as well as to provide career advice and tips. In addition, it promotes programs that aid in the professional development of UD students, helping them to become strong candidates from local, national, and international industries and businesses as well as for graduate and professional programs around the world.

Career Related Brochures

ICDC has compiled and developed career related brochures with the purpose of providing input to the Career Exploration course being taught at UD. These publications form supporting reading material to students so they are able to adopt a more informative and practical approach to their career planning activities. These are:

- Successful Job Search Tips
- Cover Letter Writing Tips
- Interview Techniques Skills
- Resume Writing
- Career Fair - Student's Guide

ALUMNI AFFAIRS

UD strives to maintain and strengthen its ties to all its alumni members by involving them in its various educational events and activities. UD is also committed to offering life-long career advising, job placement, as well as networking opportunities to its alumni. The University of Dubai Alumni Association (UDAA) was established in May 2007, thus providing one association for all UD graduates. A UD alumnus is anyone who has graduated from UD regardless of where s/he lives or what s/he studied. UDAA membership is free and alumni need only keep their address and employment records up-to-date with Alumni Relations at ICDC.

To know more about the UD Alumni Association, please visit the following link on the UD website: http://www.ud.ac.ae/alumni_services.php

ALUMNI - STUDENT MENTORING PROGRAM

ICDC, in collaboration with the UD Alumni Association (UDAA) has developed the Alumni-Student Mentoring Program (ASMP).

The ASMP was designed to create opportunities for students (mentees) and alumni (mentors) to connect and interact, and hopefully benefit greatly from such an exciting win-win mentoring relationship.

The objectives of the ASMP are to:

- Build mutually beneficial and interactive relationships between UD alumni and students.
- Enhance students' educational experience.
- Promote professional development and real world experience for UD undergraduate students.
- Give alumni an opportunity to contribute meaningfully to both students and the university.

Eligibility

All UD alumni are eligible and strongly encouraged to participate in the program. However, the targeted students are primarily those who have weak academic performance and experiencing difficulties in completing their studies.

The Matching Process

To ensure that each mentoring pair is set up for success, ICDC matches mentors (alumni) and mentees (students) based on the information provided on the Mentor Application Form and Mentee Application Form. The application forms are available on UD website and in the Internship and Career Development Center. So it is important for both mentor and mentee to provide as much information as possible.

Some of the things considered when matching pairs include professional interests, gender, nationality, geographic location or time availability. You will be asked on the application form to identify which of these items is most important to you.

Code of Conduct

Participants in the university ASMP are asked to sign an agreement containing the following code of conduct at the start of the program. This is done to ensure that all participants understand the nature and expectations of the program.

- Participants are required to attend the program induction session.
- Participants agree to conduct themselves in a professional and respectful manner at all times.
- Participants agree that the basis of the mentoring relationship will remain professional at all times.
- Mentees must be honest in their presentation of issues and be respectful to their mentors at all times.
- Mentoring is a voluntary service. Mentors should not expect rewards or receive financial compensation in return for help provided to the mentees.
- Mentors and mentees should not reveal, share or give out their partner's personal information without his or her permission.
- Participants agree to remain in regular contact and meet on a monthly basis throughout the year.
- Cancellation of meetings, by either party, should be done at least 24 hours in advance.
- Participants agree to meet in the UD Campus or in a public place.
- The Alumni Coordinator at UD should be notified immediately of any problems which might arise.
- The relationship should be continued over an agreed minimum period of time of one academic year (approximately 9 months).
- Applicants are asked to abide by these rules in order to participate in the program. Failing to do so may result in termination of the mentoring relationship.



ALUMNI MAJOR EVENTS

Annual Alumni Homecoming

The alumni homecoming is arranged every year in the third week of November starting 2009/2010 to give all UDAA members a chance to meet each other and share their experiences. A UDAA member has the right to introduce a friend or family member as guest to the annual homecoming dinner by paying a nominal fee.

CBA and CIT Dean's Alumni Networking Event

UDAA in collaboration with ICDC hold these events to provide alumni with the opportunity to mingle and reconnect with classmates, faculty and staff. Attending alumni are encouraged to actively participate in related activities/programs. Moreover, UD takes this opportunity to share with its alumni news about most recent accomplishments and new course offerings. These two events are held during the months of January and March.

Yearly Charity Gala Event

A yearly Charity Gala is organized by the UDAA in May of each academic year. Proceeds from this event is donated to the Alumni and Friends of the University of Dubai Scholarship Fund and all financial records are transparent, reviewed and held by the University until disbursement to scholarship recipients. The event is open to the entire UD community, including alumni, faculty, staff, administration and current students. Local business and individuals who support the scholarship fund will also be invited to attend.

Fundraising Campaign

An ongoing fundraising campaign is conducted by both UDAA and ICDC, during which members of the UD community (including alumni), are asked to donate at designated sites, or boxes displayed on campus during key events throughout the year, or by soliciting donations from local businesses and friends.

Event Calendar

For more information on UD Alumni Association upcoming events and programs, please check the ICDC website "http://ud.ac.ae/icdc_calendar.php" Or visit the ICDC, Room 602, 6th Floor, Al Masood Bldg.

PUBLICATIONS

Alumni Newsletter

Published on a quarterly basis, its purpose is to keep the UD alumni connected to each other and to the university. It reflects the UD Alumni Association's social, networking and business events. In addition, it keeps the alumni updated of new happenings and most recent accomplishments of the university. Deans and Department Chairs are encouraged to promote their new programs and business functions that may interest our alumni through this newsletter. Also, our alumni are welcome to share their personal and professional achievements.

Alumni-Student Mentoring Program Handbook

The Alumni-Student Mentoring Program Handbook (ASMP) is an essential and informative guide to the participants in this program. A copy can be obtained from the ICDC office.



CODE OF STUDENT CONDUCT

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

ADMINISTRATIVE PROCEDURES

Members of the university community (students, faculty, and staff) witnessing what they believe to be a violation of the code of conduct should file a written report describing the violation to the unit's head (Dean, Dean of Student Services, ...) within three days. The Head will review the report and submit it to the UD president. A decree is issued by the UD president to form a Student Investigation Committee (SIC).

APPEAL PROCEDURES

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

CODE OF CONDUCT FOR STUDENT ORGANIZATIONS

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

CODE OF CONDUCT IN EXAMS

A student whose absence in a particular course reaches 25% or more does not qualify to take any exams thereafter. Duties of qualifying students inside the exam hall include:

- a. Students are supposed to enter the exam hall 10 minutes before the start of the exam so that they may start on time. Students, who arrive late, but before the exam's half-way point, will be allowed to take the exam. However, no extra time will be allowed for late-comers. Students are not permitted to enter the exam hall after the half-way point (from the official starting time).
- b. Students must present their UD Identification Card (or any official/authentic photo ID) when signing to record their attendance at the exam. A student who fails to show an appropriate form of photo identification is not permitted to take the exam.

- c. Students are not allowed to leave the exam hall before the half - way point of the exam.
- d. Students are not permitted to wear a sun hat (baseball cap) during the exams. Anyone refusing to take off their hat when requested to do so will be dismissed from the exam room.
- e. Prayer during exams is not allowed.
- f. Students are not permitted to go to the bathroom during exams unless they can produce a medical report to prove there is a genuine medical reason for them to be allowed to do so.
- g. All kinds of digital or electronic diaries, and dictionaries and advanced calculators with text saving options are forbidden in the exam hall.
- h. Mobile phones are strictly prohibited during quizzes, mid-term, and final exams. Any telephone seen during any of these exams will result in an (F) in the course, with no question, reason or even investigation, and the student will be dismissed from the exam room.
- i. Students must not bring notebooks, text books, and class materials into the exam hall.
- j. Students must not violate the examination code of conduct and must adhere to the instructions received from the invigilators, including being asked to change seats.

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

CODE OF STUDENT CONDUCT REVIEW

The Code of Student Conduct shall be reviewed annually by the Student Affairs Committee (SAC) comprising of Chair of Student Affairs Committee, Deans of Colleges and Dean of Student Services. The SAC shall conduct an annual review of the Code of Student Conduct and make recommendations regarding omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Code of Student Conduct. Questions of interpretation regarding the Code of Student Conduct or Student Handbook shall be referred to the Chair of Student Affairs Committee. In keeping with normal university policy approval processes, the Code of Student Conduct and Student Handbook may, at the sole discretion of the university, be amended at any time.

DISCIPLINARY RECORDS

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

Disciplinary standing of students (Good or Probation) is displayed on the transcripts below each semester records. A disciplinary probation status is kept throughout the remaining study period. The disciplinary probation status may not be removed from the records except upon a university presidential decree in that regard. Other sanctions shall be removed from the student's disciplinary record (registry files) upon the graduation.

JURISDICTION

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

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

SANCTIONS AND REPEAT OFFENSES

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

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

An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a university official i.e. faculty member, Dean of Student Services or his/her representative.

Disciplinary Sanctions

a. Warning Letter

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

b. Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct (see section – Classroom Misconduct). It is also appropriate when the student objects to the invigilator's instructions during an exam. Further penalties may be imposed if the situation escalates.

c. Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in.

d. Registration Hold

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

e. Suspension

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

f. Expulsion

The respondent is permanently barred from attending any courses or events at UD. This sanction is appropriate if:

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

g. Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary

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

h. Other Sanctions

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

Repeat Offenses

Sanctions listed above are for first offenses. Students re-offending in any way shall receive more severe penalties, depending on the sanction received earlier and as described below.

Warning Letters: The second warning letter will place the student on disciplinary probation (permanent record) while the third warning letter will lead to a suspension for one semester or even permanent expulsion if the SIC deems this appropriate.

Failing a Course: There are many academic and non-academic violations that lead to failing a particular course, including academic violations (plagiarism, misrepresentation, fabrication, and facilitation of a violation of academic integrity) and non-academic violations (classroom misconduct). A second penalty of this kind will lead to suspension for one semester.

Failing a semester: The second time a student receives this sanction, s/he will get an additional suspension for one semester. The third time will lead to expulsion.

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

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

SANCTIONS' IMPLEMENTATION

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

STUDENT MISCONDUCT

Student misconduct is classified as being either academic or non-academic. Academic and non-academic violations are listed below. The sanction for each violation is specified beside each violation. The suspension for more than one regular semester is indicated by repeating the letter "e" as many semesters as this sanction is imposed (see tables below). Besides the university sanctions imposed, engaging in any act which also contravenes the laws of the United Arab Emirates will be directed to the appropriate authorities to handle. Repeat offenses receive higher penalties as indicated – see Repeat Offenses box.

Academic Misconduct

Academic misconduct includes plagiarism, misrepresentation, fabrication, facilitation and cheating in exams. Apart from cases of cheating and plagiarism, the decision on whether or not to treat an academic violation as a violation of the Code of Student Conduct, is at the discretion of the instructor.

Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise. The University of Dubai has zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty). Repeat offenses receive higher penalties as indicated – see Repeat Offenses box.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Copying substantial information (TurnItIn indicates more than 20%) word for word from a source (Internet or library resources such as periodicals, books, other student projects ...) without using quotation marks and giving proper acknowledgment/citation. The instructor's discretion is needed since the software may wrongfully detect plagiarism while the student is quoting from the resource.	b, f
2	Paraphrasing (i.e., putting into one's own words) a source's text, without providing proper acknowledgment/citation.	a, b
3	Reproducing (without proper citation) any other form of work created by another person.	a, b

Misrepresentation

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.	a, b
2	Multiple uses of a student's own work, such as presenting the same, or substantially the same written work (or portion thereof), as part of the course requirement for more than one project or course, without the prior written permission of the instructor(s) involved.	a, b

Fabrication

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

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

Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Giving another student one's assignment or paper (or a portion thereof) to copy.	a, b
2	Giving another student answers to an assignment.	a, b
3	Passing information or answers to another student in an exam (or assignment), or passing information on exam/quiz content to students from other sections of the same course.	a, b

Exam Cheating

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Talking/ whispering during an exam; Communicating, or attempting to communicate, answers, hints or suggestions during an exam.	b & e
2	Copying (or attempting to) from someone else's exam.	b & e
3	Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device that contains unauthorized information), during an exam.	b & f
4	Stealing, obtaining, possessing, or providing to another person (directly or through e-mail or Bluetooth or other device) an exam or portions of an exam, prior to or after administration of the exam.	c & f
5	Attempting to steal, or soliciting an exam or answer key.	ee
6	Sharing answers or collaborating on a take-home exam without explicit permission from the instructor.	b & e
7	Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have previously been graded and returned.	b & ee
8	Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	b & f
9	Accessing unauthorized computer folders/drives during an exam	b & e

Non-Academic Misconduct

Non-academic misconduct includes classroom misconduct, lab misconduct, library misconduct and other forms of misconduct.

Classroom Misconduct

Class Disturbance: For any act of class disturbance (use of phone, frequent use of bathroom, internet browsing, playing with electronic devices, talking, laughing, ...), the instructor may, if he sees it as appropriate, mark the "Disturbance" check box in the SIS and the system will automatically deduct 1% from the student's total final grade. The third disturbance marked will lead to the dismissal of the student from the class with an "F" grade. The case will then automatically be referred to the SIC. For any violent or highly irritating forms of disturbance, the instructor may expel the student from the class but not mark him absent. An immediate investigation of the case shall be conducted unless the matter is resolved with the instructor prior to the start of investigation. Cases referred to the SIC will receive the appropriate sanction and as specified by the Code of Student Conduct.

Students who come to class without their books will have this noted on the SIS which will impose a 1% penalty on the total final grade for each one-day period. This is effective from the second class after the student's enrollment in the course.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Wasting class time arguing with instructor publicly about absences/ warnings/late attendance.	a
2	Using mobile devices in class.	a
3	Leaving the classroom repeatedly for any reason.	a
4	Disturbing the class.	a
5	Eating or drinking in the classroom.	a
6	Addressing the instructor inappropriately.	a, b
7	Arriving more than 20 minutes late for class.	Absent
8	Arriving between 10 and 20 minutes late	Late
9	Stalking/humiliating the instructor or any student in the class.	b & ee



Exam Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Refusing to immediately adhere to the instructions received from the invigilators in the exam halls including change of seats.	a, b
2	Repeatedly refusing to adhere to the instructions received from the invigilators in the exam halls and thus disturbing the exam room.	b & e
3	Arguing repeatedly with invigilator (but not aggressive behavior)	a
4	Disturbing the exam room with loud shouting but no aggressive behavior.	b & ee
5	Disturbing the exam room with an aggressive behavior / stalking	b & f

Lab & IT Misconduct

The scope of the Code of Student Conduct includes misuse of any computing facility (including computers, workstations and microcomputers, communication networks or peripheral units of any of these and any associated software and data), for any purpose.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Eating or drinking in laboratories.	a
2	Modifying or changing the integrity of computing equipment, communications network, systems software, or other stored information.	e
3	Damaging computing equipment belonging to the University of Dubai.	d & e
4	Introducing, deliberately, any virus-type programs or files by any route, including File Transfer Protocol (FTP).	d & ee
5	Misusing the printer by printing unnecessary materials (e.g., web pages, large graphics) or printing multiple copies of documents.	a
6	Using computer facilities for inappropriate purposes. Such uses include, but are not limited to, game playing, chatting, accessing socially unacceptable material, personal advertising, storing non-academic material, use of peripherals or computing resources (e.g., printing) for private purposes.	a

7	Creating, storing, exchanging, displaying, printing, publicizing or circulating offensive, annoying or illegal material in any form. This includes blasphemous, abusive, libelous, sexist, racist and pornographic material.	e
8	Operating any equipment unsafely.	a
9	Accessing the University of Dubai network, or other computing facility provided by the university, when not authorized to do so.	e

Library Misconduct

UD Library serves its community by providing high quality services, and a pleasant environment that is conducive to study and research. In order to accomplish this, all Library visitors are requested to refrain from the following activities:

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Mutilating Library materials or files by marking/underlining text.	a & d
2	Removing pages or portions of pages, removing binding or staples, or in any other way damaging or defacing Library materials.	a & d
3	Tampering with security/electronic devices.	a
4	Concealing or misfiling deliberately Library materials in the Library for the exclusive use of an individual or group.	a
5	Refusing to abide by the Library regulations regarding the return of materials and payment of fines and/or penalties. These would include penalties on lost or damaged items, and preventing the patron from using «circulation» services, until penalties are paid, or books returned.	d
6	Disturbing behavior which interferes with normal use of the Library. Such inappropriate behavior includes activities that are distracting or disruptive to others.	a
7	Consuming of food or beverages.	a
8	Accessing or using any Library facility, equipment or service without proper permission by authorized persons.	a
9	Damaging or defacement of Library equipment.	a & d
10	Removing or attempting to remove Library materials without authorization.	a
11	Violating the Copyright Law.	a

Visitors committing any IT related misconduct when using the Open Learning Resources of the library, will receive the appropriate sanction as specified in the table above.

Other Types of Misconduct

	Violation	Sanction(s) (Refer to Disciplinary Sanctions box)
1	Disrupting or disturbing academic, administrative, social and extra-curricular activities of the university whether on or off campus.	a
2	Interfering with the duties and obligations of any student and / or member of staff or any authorized visitor to the university in either an active or passive manner.	a
3	Engaging in verbal and / or non verbal indecent behavior that is offensive to the institution and to the UAE culture.	e
4	Slandering or libeling the name of the university or otherwise bringing the university into disrepute.	e
5	Engaging in sexual harassment of a student or a staff member from the university or a visitor to the premises.	ee
6	Engaging in racial harassment of any member from the university or a visitor to the premises.	e
7	Damaging and/or misusing the university or the Dubai Chamber of Commerce & Industry property and resources or the property of others including students and staff members, either deliberately or recklessly.	d & e
8	Smoking in non-designated areas of the university.	a
9	Annoying (shouting, screaming, irritating actions) other UD students/ staff/ faculty/ visitors.	a
10	Offering bribes (e.g., monetary remuneration, gifts, or favors) to any university representative in exchange for special consideration or waiver of procedures.	ee
11	Threatening or using actual violence against other UD students/staff/ faculty/ visitors.	f

SIC Hearing Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Refusing to attend hearings.	d & e
2	Lying, refusing to answer questions, or acting rudely during the hearing.	d & e
3	Humiliating SIC members.	ee
4	Stalking or threatening SIC members.	f



STUDENT GRIEVANCE POLICIES AND PROCEDURES

UD provides a formal approach to resolve grievances of students. This formal approach is to be used in any particular case only if the usual informal processes have failed to resolve it. The University of Dubai recognizes the rights of its students to express dissatisfaction or make complaints about processes or services provided by the University.

DISCIPLINARY SANCTION APPEAL

Students may appeal, only once, a sanction imposed by the Student Investigation Committee (SIC) only if s/he can provide additional information to support his/her case by filling out the "General Petition Form" and submitting it to the Dean of Student Services along with the additional supportive documentation. The student should submit the documents to the Dean of Student Services who will forward them to the UD president. Grounds for appeal include:

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

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

FINAL GRADE APPEAL

Any student who believes that a final grade has been inequitably awarded should first contact the instructor in order to discuss the issue and attempt to resolve the differences. The student who is unable to resolve the differences with the instructor has 7 days following the announcement of the grades by the Registrar to file a written appeal with all supporting evidence (all marked assignments/projects) with the Chair of the instructor's department (thereon called Chair). The student will be asked to fill out the standard "Grade Appeal Form" which may be obtained from the registrar's office. Soft copies may be downloaded from the UD webpage.

OTHER GRIEVANCES

A student has the right to lodge a complaint against a UD Staff or Faculty if s/he believes that s/he was treated improperly, or with negligence, or unfairly, or against a university policy. In such a case, the Petition should include:

- Specification of the UD policy that the student alleges was violated.

- Summary of the evidence and arguments that the student would present at a hearing.

The "General Petition Form" should be filled and submitted to the Dean of Student Services who will forward the file to the appropriate Department or College for appropriate action. If the case is not resolved, the SIC will be formed by UD president's decree to find all facts and raise its findings to the UD president who will issue a decree in that regard. The petition is an individual complaint and must be signed by one student only and not by a group of students.

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



STUDENT SERVICES

CLUBS AND STUDENT ORGANIZATIONS

We can help you to organize and register your group and identify appropriate faculty advisors. As a recognized student organization, the club will have access to funds generated from activity fees. The Emarati Club, Environmental Club, and professional clubs are active student organizations. If you do not see a club that meets your interest, you can simply start your own in consultation with Head of Student Services.

Clubs are an integral part of the learning process at UD as they allow students to pursue their personal interests and hobbies outside the classroom. These clubs cover a wide range of interests such as: music, arts, as well as cultural and social issues.

Social Clubs

List of active clubs in alphabetical order:

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

You can also begin your career network, and make friends by joining a Professional Club. Each major is represented by a student club that connects you to students and faculty in your discipline and provides networking opportunities with successful alumni and executives in the field.

Professional Clubs

List of Active Professional Clubs in alphabetical order:

- Accounting Society
- Finance & Banking Society
- Management Society
- Marketing Society
- Society for Advancing Management (SAM), USA – Dubai Chapter
- Beta, Gamma, Sigma (BGS), USA – Dubai Chapter
- IT & Information Security Society

Formation of New Clubs/Organizations

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

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

Refer to the Student Organization By-Laws for more details (available online or at DSS).

COUNSELING

The Student Counseling Unit (SCU) offers, within the limits of its resources, confidential and culturally appropriate counseling services to all registered students experiencing problems or concerns that affect their personal progress and sense of well-being. Students often seek counseling to examine issues such as relationships, family problems, stress, cultural differences, assertiveness, self-esteem, depression and anxiety. The services include:

Individual Counseling

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

Group Counseling

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

Consultations

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

Training programs and life skills workshops

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

Counseling Procedures

Steps

Pre-counseling:

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

Primary Session:

- The counselor introduces herself and the services and collects general information about the student and his/her concern(s).

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

Post-counseling:

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

Student Rights

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

Shared Responsibility

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

Student Counseling Forms

Each case file will contain the following forms:

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

Case Closure

Each case will be considered closed:

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

Referring Students for Counseling

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

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

Office Hours

The Student Counseling Unit (SCU) is located on the 3rd floor of Al Masood Building, Office 316. The office hours for SCU are Sunday through Thursday from 7:30AM to 4:00PM. Any student in need of an urgent appointment will be given priority in meeting with the student counselor. Walk-in visits or self-referrals by phone or email are also welcome.

DINING SERVICES

UD Cafeteria provides students at Al Masood campus with a wide selection of healthy food and beverages at reasonable prices. Located on the 2nd floor next to the student lounge, the cafeteria is a comfortable gathering place for students.

HEALTH CARE

The Health Centre is conveniently situated within the Student Services offices on the 3rd Floor of Al Masood Building in Room 316 D. It is staffed with a registered nurse who provides basic and confidential first aid and health advice, in accordance with professional standards and practices, to the UD community. Serious cases are referred to doctors and/or hospitals in the surrounding community.

If you have headaches, do not feel well, or you just want to discuss any health related issue, you can walk into the Health centre and see the nurse immediately.

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

Hours of Operation:	Sunday to Thursday 10:30 am - 7.00 pm.
Appointments:	Telephone: 04 224 2472 (Ext. 687) or Email: lmathai@ud.ac.ae
Emergencies:	When the Health Centre is closed, during life-threatening emergencies such as severe bleeding, collapse, unconsciousness and severe chest pains, please call 999 immediately.

STUDENT ACTIVITIES

Joining UD as a student means balancing studies and fun. DSS can help you become more engaged in campus life. We believe that you may want to have fun; you may want to impact the lives of your friends; and you may want to develop skills related to your studies. We provide programming and services for student organizations, and for students interested in participating in other types of activities. In addition, we develop an innovative extracurricular program promoting health, wellness, leadership and values including different types of activities such as BBQs, trips, sport tournaments, talent shows, awareness campaigns, cultural nights and others.

To recognize outstanding contributions to student life, the following list of awards will be granted during the academic year. The process is based on the completion of nomination forms which will be evaluated by a committee of students, faculty, and staff. The evaluation of nominees (an individual, a group, or an event) will be based on the written nominations, and proven records of contributions to student life at UD. The quality of the nomination is another decisive factor in the selection of award recipients.

- The Club Advisor of the Year award recognizes faculty and staff who go beyond their advising responsibilities in the interest of the students, get actively involved, and contribute to the success of a student organization.
- The Club of the Year award acknowledges an outstanding student organization, which is active throughout the academic year, hosts successful activities to sustain its goals, has an active club advisor, and an action plan.
- The Event of the Year award identifies a successful program organized by an individual or a student organization, which demonstrated a high level of organization, attracted a diverse audience, and met the purpose behind its development.
- The Football Coach Award honors a player who is a role model based on his/her commitment and positive contribution on and off the field towards the coach and team members.
- The Football Player of the Year award recognizes a player who is considered the most valuable during the season by his/her leadership skills and number of scored goals.
- The Special Talent Award acknowledges students who make creative contributions and/or quality services during campus events and functions throughout the academic year.
- The UD Spirit Award honors a group or individual student who has demonstrated outstanding involvement in promoting campus spirit, pride, and loyalty to UD.
- The Student Services Staff of the Year award honors a staff member from the Department of Student Services for his/her outstanding contributions to improve the quality of student life.
- The Student Leader of the Year award recognizes a student who has exhibited integrity, outstanding leadership and teamwork, has a distinguished record of involvement in campus life, and provides a model for future student leaders.
- The Volunteer of the Year award recognizes individuals who dedicate their time and talents to volunteering during campus events and build a good working relationship with students and staff.

STUDENT UNION

Preamble

As part of the University of Dubai's commitment to promote learning outside the classroom and inspire students to develop their full potential, the University of Dubai Student Union is established to encourage students to take responsibility for handling their own matters and have a say in the decision making process at the university level. Constituents of the University of Dubai (UD) community including administration, Department of Student Services (DSS), faculty, staff, and students adopt a cooperative approach based on reasoned discussion as a way of tackling issues and solving problems.

Name

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

Authority

The UDSU shall conduct its own affairs in accordance with this constitution and by-laws approved by the Dean of Student Services and in compliance with University of Dubai's rules and regulations.

UDSU Goals and Objectives

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

Membership & Expectations

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

Formation of UDSU

Cabinet

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

Function

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

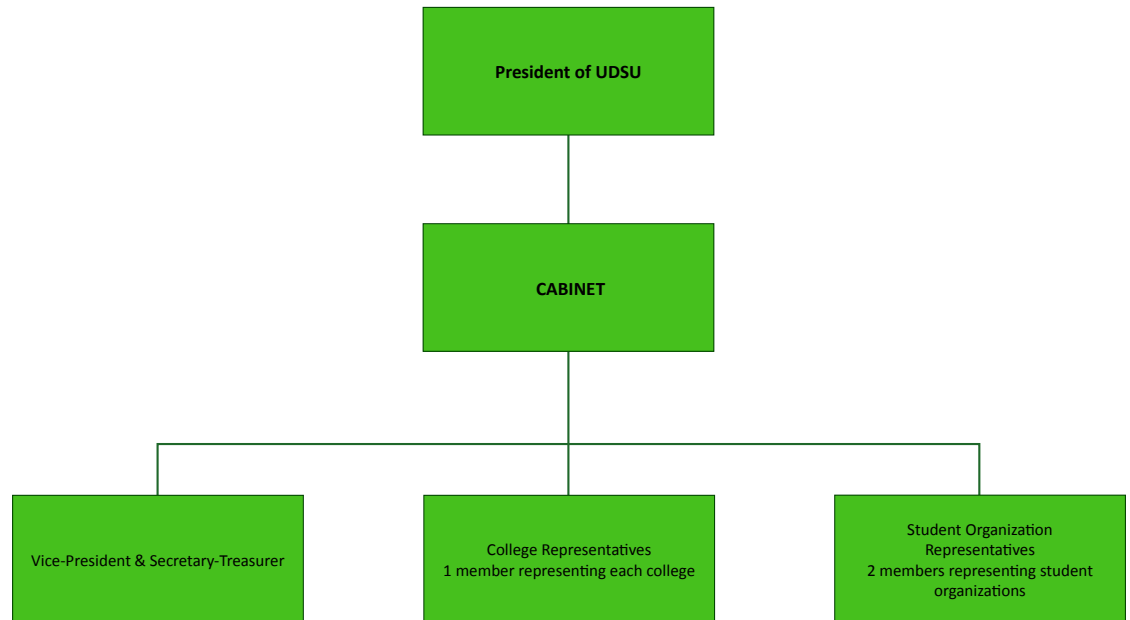
Responsibilities

The responsibilities of the UDSU shall include the following:

- Identify and advocate for issues of concerns to the UD student body.
- Act as a liaison between UD students and the administration.
- Work collaboratively with DSS to improve the quality of student life.
- Explore solutions for problems affecting the student body.
- Allocate funding for club activities and events.

Structure

The following chart highlights the structure of UDSU.



Responsibilities of UDSU Officers

UDSU officers shall meet to vote on current issues within UDSU and to announce the calendar of events of UDSU. The officers have the right to change its activities and calendar of events if necessary. The officers shall make sure that the operations of UDSU are documented, including correspondences, photos, and other related materials. The officers of UDSU shall consist of:

President of UDSU

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

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

Vice-President of UDSU

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

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

Secretary - Treasurer of UDSU

The responsibilities of the Secretary - Treasurer are to keep track and monitor the finances and records of UDSU. The Secretary - Treasurer shall:

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

College Representative(s)

There shall be one representative for each college at UD. The College Representative shall:

- Represent their colleges and respective students and address questions and concerns.
- Assist in developing and promoting UDSU activities.
- Coordinate special events as needed.

Student Organization Representative(s)

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

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

Terms of Office

The term of office for elected officers shall be from the first day of June following UDSU Election until the first day of June of the following year, and until replaced. All Officers shall be members of UDSU.

Eligibility

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

- Have and maintain a minimum cumulative grade point average of 2.5.
- Serve their mandate in accordance with Section 8 of this Constitution.
- Keep a full-time student status (i.e. non working).
- Have clear disciplinary and academic standing records.
- Have completed between twenty (20) and one hundred (100) credit hours.

Advisor

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

UDSU Meetings

Cabinet Meetings

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

General Meetings

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

Purchasing Procedures

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

- Control Purchase Request Forms prepared by various student organizations.
- Purchase Request and Event Planning forms must be submitted by student organizations to the Secretary - Treasurer of UDSU, minimum 2 weeks in advance of making the spending.
- The Secretary - Treasurer of UDSU shall record and submit all forms to the Student Life Coordinator minimum ten (10) days in advance of making the spending.
- The Department of Student Services follows standard UD procedures to obtain the UD President's approval on all purchases.
- Once approved, the Student Life Coordinator deals directly with concerned clubs.
- Receipts and invoices shall be submitted to the Student Life Coordinator for processing.

Sponsorship and Fundraising

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

- All sponsorship checks must be written and payable to University of Dubai.
- All raised funds by UDSU and its affiliated student organizations must go to the Accounts Department within seven (7) following the procedure below:
 - Student organizations must submit all fundraisings and sponsorship checks to the Secretary -Treasurer of UDSU who will submit them to the Student Life Coordinator.
 - The Student Life Coordinator shall deposit the funds at the Accounts Department within three (3) working days.

Code of Conduct

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

Grievances and Appeals

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

Composition

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

Function

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

Procedures

Subject to the Constitution of UDSU, the Board shall be responsible for the implementation of its rules and procedures. The Board shall use judicial process with the preservation of the right of notice and the right to respond and defend any allegation. All decisions of the Board shall be in writing and available to any member of UDSU. The decision of the Board is final and cannot be appealed.

Elections

UDSU shall conduct the general election of the Cabinet during the 4th week of April. All elections shall be administered by the Elections Committee (refer to the By-Laws for more details - available online or at DSS). UDSU President, Vice-President, and Secretary-Treasurer shall run for office as a single non-splitting ticket, and the members of the student body shall have the right to cast one vote for a

single ticket during the Election. The college representatives are elected separately by the students of each college. The student organization representatives are elected by respective club presidents or their representatives.

Resignation, Removal, and Filling Vacancies

Resignation

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

Removal

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

- Resignation submitted in writing to the President, except that the resignation of the President shall be submitted to the Vice-President.
- Failure to remain registered by the Registrar as a full time student.
- Failure to remain in good academic (a minimum GPA of 2.5) and disciplinary standing.
- A motion to remove the officer must be submitted to the cabinet and signed by 30 UDSU members, then subsequently accompanied by a three-fourths vote of a quorum.

Filling Vacancies

- In the case of the President's inability to continue in office or temporary absences, the Vice President shall serve as President. The Vice President, acting as President, shall appoint a new Vice President who shall be approved by all members of the Cabinet.
- If the President and Vice President cannot serve, UDSU shall convene to elect a new cabinet within 2 weeks of their resignation excluding the College and Student Organization Representatives.
- If the Vice President cannot serve, the President shall appoint a new Vice President to be approved by all members of the Cabinet.
- Upon vacancy of a College Representative, students of the respective college shall elect a replacement within 2 weeks of their resignation.
- Upon vacancy of a Student Organization Representative, presidents or representatives of registered clubs shall elect a replacement within 2 weeks of resignation.
- The term for replacement shall be from the date of appointment until the next first day of June.

By-Laws

Further specifications and laws of UDSU shall be specified in the UDSU By-Laws (available online or at DSS).

Quorum

A quorum shall be two-thirds of the total membership of UDSU.

Constitutional Change

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



Event	Date	Day
Fall Semester		
Admission of new students	04/07 - 19/08/2010	Sun - Thu
Beginning of placement Exam	15/08/2010	Sun
Registration for Fall semester	28/08 - 02/09/2010	Sat - Thu
Make up of final incomplete exam for Spring & Summer semesters	28/08 - 29/08/2010	Sat - Sun
New students orientation	02/09/2010	Thu
Beginning of classes	12/09/2010	Sun
Add & Drop period, Late Registration	12/09 - 19/09/2010	Sun - Sun
End of Add & Drop period	19/09/2010	Sun
End of placement Exam	21/09/2010	Tue
Start of midterm exams	30/10/2010	Sat
End of midterm exams	11/11/2010	Thu
Deadline for dropping courses without academic penalty	25/11/2010	Thu
Make up of midterm incomplete exam	11/12 - 16/12/2010	Sat - Thu
Student may apply for change of major	19/12/2010	Sun
Registration for Winter semester & Early Booking for Spring semester.	19/12 - 23/12/2010	Sun - Thu
Deadline for change of major	30/12/2010	Thu
Start of final exams	02/01/2011	Sun
End of final exams	12/01/2011	Wed
Announcement of grades for Fall semester	15/01/2011	Sat
Admission of new students for Spring semester	16/01 - 17/02/2011	Sun - Thu
Winter recess (12 Days)	23/01 - 03/02/2011	Sun - Thu
Winter Semester		
Beginning of classes, and Add & Drop period, Late registration	16/01/2011	Sun
End of Add & Drop period	17/01/2011	Mon
Beginning of placement Exam for Spring semester	23/01/2011	Sun
Midterm exams	25/01 - 26/01/2011	Tue - Wed
Deadline for dropping courses without academic penalty	27/01/2011	Thu
Make up of midterm incomplete exam	01/02/2011	Tue
Final exams	06/02-07/02/2011	Sun - Mon
Announcement of grades for Winter semester	10/02/2011	Thu

Event	Date	Day
Spring Semester		
Registration for Spring semester	12/02 - 17/03/2011	Sat - Thu
Make up of final incomplete exam for Fall & Winter semesters	12/02 - 13/02/2011	Sat - Sun
New students orientation	17/02/2011	Thu
Beginning of classes	19/02/2011	Sat
Add & Drop period, Late Registration	20/02 - 27/02/2011	Sun - Sun
End of Add & Drop period	27/02/2011	Sun
End of placement Exam for Spring semester	01/03/2011	Tue
Start of midterm exams	09/04/2011	Sat
End of midterm exams	21/05/2011	Thu
Deadline for dropping courses without academic penalty	28/04/2011	Thu
Make up of midterm incomplete exam	14/05 - 19/05/2011	Sat - Thu
Student may apply for change of major	22/05/2011	Sun
Registration for 1st & 2nd Summer semesters 2011 & Early Booking for Fall semester 2012.	29/05 -02/06/2011	Sun - Thu
Deadline for change of major	02/06/2011	Thu
Start of final exams	03/06/2011	Fri
End of final exams	14/06/2011	Tue
Announcement of grades for Spring semester	16/06/2011	Thu
Beginning of summer recess (47 Days)	26/06 - 11/08/2011	Sun - Thu
1st Summer Semester		
Beginning of classes, and Add & Drop period, Late registration	19/06/2011	Sun
Beginning of internship	19/06/2011	Sun
End of Add & Drop period	20/06/2011	Mon
Midterm exams	28/06 - 29/06/2011	Tue - Wed
Deadline for dropping courses without academic penalty	30/06/2011	Thu
Make up of midterm incomplete exam	05/07/2011	Tue
Final exams	10/07 - 11/07/2011	Sun - Mon
Announcement of grades, End of 1 st Summer semester	14/07/2011	Thu
2nd Summer Semester		
Beginning of classes, and Add & Drop period, Late registration	17/07/2011	Sun
End of Add & Drop period	18/07/2011	Mon
Midterm exams	26/07 - 27/07/2011	Tue - Wed
Deadline for dropping courses without academic penalty	28/07/2011	Thu
Make up of midterm incomplete exam	02/08/2011	Tue
Final exams	07/08 - 08/08/2011	Sun - Mon
Announcement of grades, End of 2 nd Summer semester	11/08/2011	Thu
End of internship	11/08/2011	Thu

