

**UMM AL QUWAIN UNIVERSITY**

# UAQU CATALOGUE 2019-2020

This publication is the official declaration of Umm Al Quwain University (UAQU) programs, essential requirements, and rules. Students enrolling in this institution are expected to abide by the rules as outlined below. Students are further warned that course charges, course requirements, and conditions in any other areas may change without any prior notice. The University also has the right to cancel or combine any class or section if there are insufficient numbers of students enrolling for courses.

UAQU has furthermore the right to change course content, admission criteria, fee-structure, rules, regulations and procedures published in this catalog as the need arises. Any changes will be in line with UAQU rules, regulations and procedures and will be subject to prior authorization.

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UAQU sternly upholds the provision of equal opportunities in all areas, including education, program or employment. UAQU delivers to all regardless of and not limited to their race, color, sex, creed, age, marital status, national origin or religion.

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# UAQU CATALOGUE 2019-2020

## 1. Academic Calendar 2019/2020

| Fall 2019/2020 |                           |                             |  |
|----------------|---------------------------|-----------------------------|--|
| Week           | Sunday                    | Saturday                    |  |
| 1              | Sunday, 1 September 2019  | Saturday, 7 September 2019  | 23 July - Early registration for Fall 19/20<br>25 August- Registration for Fall 19/20,<br>25 August- Faculty report to work<br>01 September - Starting the Classes, adding and dropping courses<br>01 September - Al-Hijra (Islamic New Year)<br>02 September Faculty Members Orientation<br>05 September - Admission Deadline<br>7 September - last day of add and drop |
| 2              | Sunday, 8 September 2019  | Saturday, 14 September 2019 | 10 September- Students Orientation program<br>14 September - Deadline for dropping courses without academic penalty , with 75% refund.   |
| 3              | Sunday, 15 September 2019 | Saturday, 21 September 2019 | 21 September Deadline for dropping courses without academic penalty , with 50% refund.<br>15 September -21 September final exam for incomplete Grade for SummerII semester 2019<br>Preparation for students union election   |
| 4              | Sunday, 22 September 2019 | Saturday, 28 September 2019 | Summer II 18/19 graduates notifications  |
| 5              | Sunday, 29 September 2019 | Saturday, 5 October 2019    |  |
| 6              | Sunday, 6 October 2019    | Saturday, 12 October 2019   |  |
| 7              | Sunday, 13 October 2019   | Saturday, 19 October 2019   |  |
| 8              | Sunday, 20 October 2019   | Saturday, 26 October 2019   | 20-26 October Mid-term Examination Period  |
| 9              | Sunday, 27 October 2019   | Saturday, 2 November 2019   |  |
| 10             | Sunday, 3 November 2019   | Saturday, 9 November 2019   | 03 November Deadline of midterm grades publishing  |
| 11             | Sunday, 10 November 2019  | Saturday, 16 November 2019  | 10 November Prophet's Birthday   |
| 12             | Sunday, 17 November 2019  | Saturday, 23 November 2019  |  |
| 13             | Sunday, 24 November 2019  | Saturday, 30 November 2019  | 30 November - Martyr's Day   |
| 14             | Sunday, 1 December 2019   | Saturday, 7 December 2019   | 2-3 December - UAE National Day  |
| 15             | Sunday, 8 December 2019   | Saturday, 14 December 2019  | 8 December, Early registration of Spring 19/20<br>8-14 December coursework grades publishing   |
| 16             | Sunday, 15 December 2019  | Saturday, 21 December 2019  | 15 December - 22 December- Final Examination Period  |
| *              | Sunday, 22 December 2019  | Saturday, 28 December 2019  | 22 December - 03 January 2020 - Winter Break for Students  |
| *              | Sunday, 29 December 2019  | Saturday, 4 January 2020    | 27 December - Grade Publishing<br>27 December- Registration for Spring 19/20   |

\* Minimum Hours allocated for theoretical courses are 45 hrs

*Notes on Academic Calendar*  
 \*Religious holidays are subject to confirmation  
 \* In case of holidays, faculty members are responsible to compensate the classes with coordination with heads of departments.

| Spring 2019/2020 |                          |                            |  |
|------------------|--------------------------|----------------------------|--|
| Week             | Sunday                   | Saturday                   |  |
| 1                | Sunday, 5 January 2020   | Saturday, 11 January 2020  | 05 January - Starting Spring 19/20 Classes<br>06 January Faculty Members Orientation<br>09 January - Admission Deadline<br>11 January last day of add and drop |
| 2                | Sunday, 12 January 2020  | Saturday, 18 January 2020  | 14 January Students Orientation program<br>18 January - Deadline for dropping courses without academic penalty , with 75% refund.                              |
| 3                | Sunday, 19 January 2020  | Saturday, 25 January 2020  | 25 January Deadline for dropping courses without academic penalty , with 50% refund.<br>19-25 January - Final exam for incomplete Grade for Fall 2019          |
| 4                | Sunday, 26 January 2020  | Saturday, 1 February 2020  | Fall 19/20 graduates notifications<br>Preparation of Summer I 19/20 classes timetable  |
| 5                | Sunday, 2 February 2020  | Saturday, 8 February 2020  |  |
| 6                | Sunday, 9 February 2020  | Saturday, 15 February 2020 |  |
| 7                | Sunday, 16 February 2020 | Saturday, 22 February 2020 |  |
| 8                | Sunday, 23 February 2020 | Saturday, 29 February 2020 | 23 February - 29 February Mid-term Examination Period  |
| 9                | Sunday, 1 March 2020     | Saturday, 7 March 2020     |  |
| 10               | Sunday, 8 March 2020     | Saturday, 14 March 2020    | 08 March Deadline of midterm grades publishing   |
| 11               | Sunday, 15 March 2020    | Saturday, 21 March 2020    |  |
| 12               | Sunday, 22 March 2020    | Saturday, 28 March 2020    |  |
| *                | Sunday, 29 March 2020    | Saturday, 4 April 2020     | 29 March - 9 April, 2020 Spring Break For students   |
| *                | Sunday, 5 April 2020     | Saturday, 11 April 2020    |  |
| 13               | Sunday, 12 April 2020    | Saturday, 18 April 2020    |  |
| 14               | Sunday, 19 April 2020    | Saturday, 25 April 2020    | 19 April, Early registration of Summer I 19/20<br>19-25 April coursework grades publishing   |
| 15               | Sunday, 26 April 2020    | Saturday, 2 May 2020       |  |
| 16               | Sunday, 3 May 2020       | Saturday, 9 May 2020       | 3- 9 May - Final Examination Period  |
| *                | Sunday, 10 May 2020      | Saturday, 16 May 2020      | *13 May - Grade Publishing<br>12 May - Start Registration for Summer I 19-20*  |

\* Minimum Hours allocated for theoretical courses are 45 hrs

*Notes on Academic Calendar*  
 \*Religious holidays are subject to confirmation  
 \* In case of holidays, faculty members are responsible to compensate the classes with coordination with heads of departments.

## **2. Introduction**

Under the directives of His Highness Sheikh Saud bin Rashid Al Mu'alla, Supreme Council Member and the Ruler of Umm Al Quwain, Emirates Canadian University College (The former name of UAQU) opened its gate for the first time at the Emirate of Umm Al Quwain in 2012/2013. His Highness Sheikh Saud bin Rashid Al Mu'alla is very enthusiastic about higher education in the UAE with inspiring vision for contributing to the social, educational and economic development of the Nation. The UAQU is an independent higher education institution founded by the Government of Umm Al Quwain and is governed by a Board of Trustees, consisting of members from various fields of expertise. The Chancellor of the University is an ex-officio member of the Board.

As the only University in Umm Al Quwain, we offer courses in Business Administration, Mass Communication, English Language and Translation and Law. The University is committed to excellence in teaching, creativity and innovation, and research and development. Our mission categorically emphasizes on the distinct identity of UAQU with a commitment to provide fair and equitable learning opportunities for able and deserving students in the United Arab Emirates and neighboring countries. We have planned a path for the future which we wish you could be part of.

We will be judging our performance in the context of achievable but challenging benchmarks, thinking more globally, establishing international relationships, and making an exciting academic environment for you.

### **2.1 The Institution**

The University is currently located temporary in the down city area of the Emirate of Umm Al Quwain, A new campus is planned to setup at Shk. Mohd Bin Zayed Road, Kabir sector at Al Sarraa with a built-up area of 14154 Sqm comprising the main building (Ground floor, First floor & Roof floor), the Library block, the HR & administrative block, the Cafeteria, Sports complex & Parking spaces. A new campus of phase1 consisting of modern classrooms, theatres &

lecture halls, sports hall, library, food court, prayers rooms, and admin and faculty offices. The new plan is setup to cater all the educational needs of a modern University.

UAQU is officially licensed on 8<sup>th</sup> March 2008 by the Commission for Academic Accreditation (CAA) of the Ministry of Education in the United Arab Emirates. The UAQU is offering accredited undergraduate programs in the fields of Business Administration, Law, Mass Communication, and English Language & Translation.

## **2.2 Governance and the Board of Trustees**

The University is governed by a Board of Trustees, consisting of members from various fields of expertise. The Chancellor of the University is an ex-officio member of the Board. The Board has its own protocol and by-laws and elects its chair, vice chair and secretary on annual basis.

## **2.3 Vision**

The University of Umm Al Quwain aspires to be one of the reputable institutions of higher education in the UAE and regionally known for excellence and innovation in teaching and learning, research and community engagement.

## **2.4 Mission**

The University of Umm Al Quwain provides quality academic and life-long learning experiences for students and communities that significantly contribute to the socio-cultural and economic growth of the UAE and the region.

## **2.5 Values**

The University of Umm Al Quwain endeavors to achieve its mission through the following set of core values which define its character and culture:

- Student focused
- Excellence with continuous improvement

- Integrity and transparency
- Mutual respect, fairness and equitable opportunities
- Ethical code of conduct
- Teamwork spirit
- Creativity and innovation

## 2.6 Goals and Objectives

**Goal 1:** Establish and maintain necessary quality infrastructure, facilities, systems and services for a conducive learning environment as well as intellectual and personal development.

***Objective 1.1:*** *Develop the necessary adequate infrastructure and facilities for a purpose-built university campus.*

***Objective 1.2:*** *Maintain effective and efficient Physical and Financial Resources.*

***Objective 1.3:*** *Enhance the quality of management and administrative systems and services.*

**Goal 2:** Engage in active strategic partnerships with industry including public and private sectors in order to be responsive to current community needs.

***Objective 2.1:*** *Develop Partnerships with Public and Private Sectors to transfer knowledge and skills to better serve the community.*

***Objective 2.2:*** *Improve communication with the University Alumni and Employers.*

***Objective 2.3:*** *Promote the continuing education and professional consultancy services to better meet the community needs.*

**Goal 3:** Offer quality undergraduate and post-graduate academic programs that meet national and international standards and satisfy community needs.

**Objective 3.1:** *Provide effective curriculum and skills development program that will have a knowledgeable band of students who are geared to rise up to any challenge.*

**Objective 3.2:** *Provide academic programs that are accredited locally and internationally based on local, regional, and international employment needs for students seeking immediate employment upon graduation.*

**Objective 3.3:** *Recruit and retain talented quality students to maintain a competitive and conducive learning environment.*

**Goal 4:** *Equip students with adequate knowledge, skills and competencies to pursue successful career placements in their areas of specializations.*

**Objective 4.1:** *Improve students' academic potential, personal and social skills to prepare and qualify them for career growth.*

**Objective 4.2:** *Provide distinctive Career oriented Services for the students.*

**Goal 5:** *Recruit and retain highly qualified and experienced faculty and staff who encourage growth and development of creativity and innovation.*

**Objective 5.1:** *Recruit and retain qualified faculty and staff sufficient to offer undergraduate and postgraduate programs.*

**Objective 5.2:** *Promote continuing faculty development that enhances teaching, learning and innovation.*

**Goal 6:** *Plan and deliver professional development, continuing education and lifelong learning opportunities for students, staff and faculty as an integral part of the UAQU's activities.*

**Objective 6.1:** *Provide professional development for faculty and staff through on local, regional, and international training courses.*

**Objectives 6.2:** *Ensure that students always have the expertise and skills required to be successfully complete their degrees, through systematic academic planning, targeted professional training and continuing education.*

**Goal 7:** Promote excellence and innovation in teaching and learning including extra-curricular activities.

***Objective 7.1:*** Improve teaching and learning environment with state-of-the-art technologies.

***Objective 7.2:*** Promote excellence awards for faculty members who share and present creativity and innovation work.

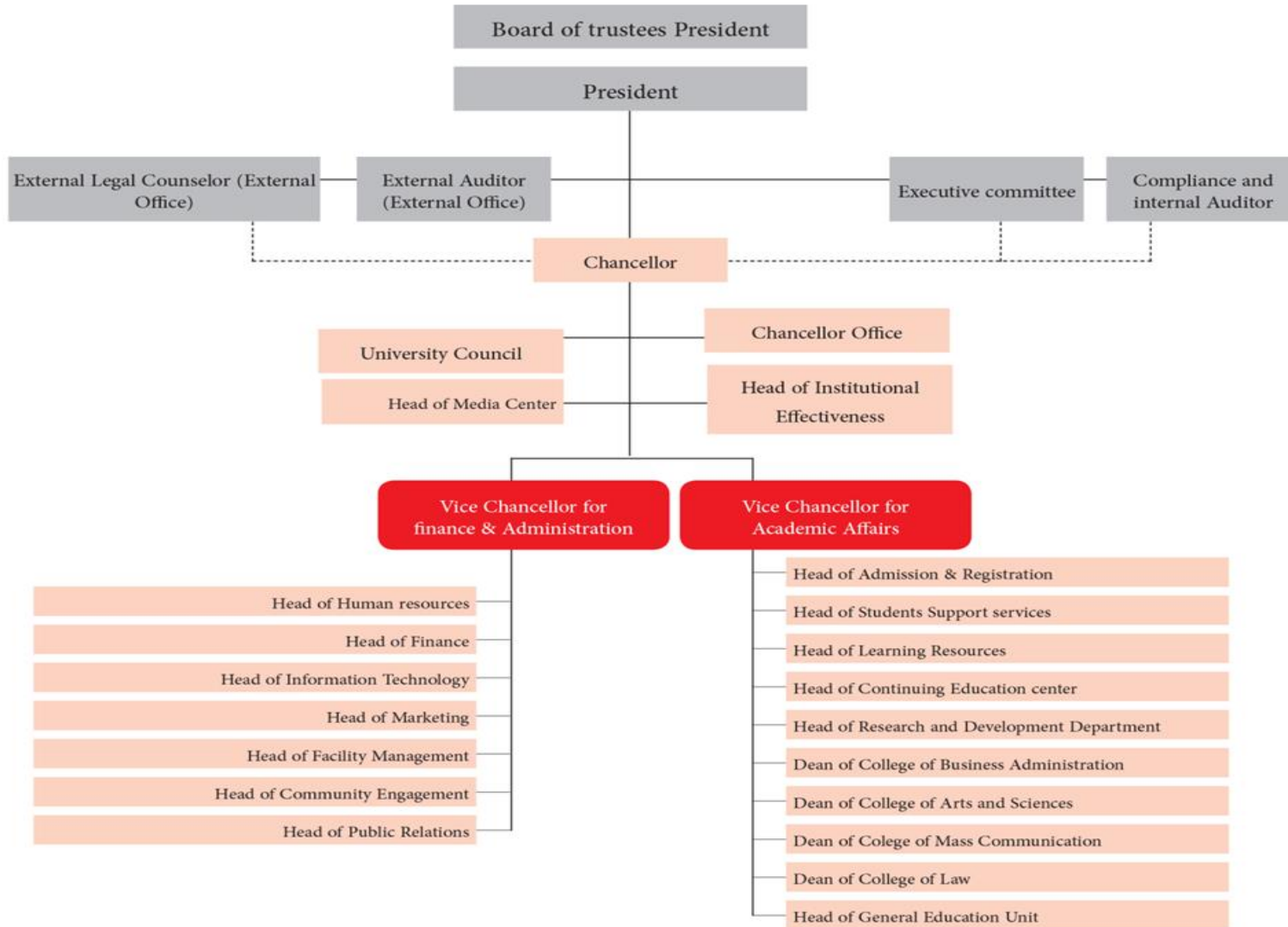
***Objective 7.3:*** Encourage students' participation in extra – curricular activities and motivate them to provide creative and innovation ideas and projects.

**Goal 8:** Develop adequate research and scholarship infrastructure and capacity to become a visible and recognized research-active institution.

***Objective 8.1:*** Provide the necessary research infrastructure and budget to initiate and develop scholarly activities.

***Objective 8.2:*** Promote interdisciplinary research through innovation multi-disciplinary programs meeting the research need of UAE community.

## 2.7 Organization Chart





### **3. International alliance**

UAQU understands and is willing to implement programs adapting technologically advanced methods to achieve the expected goals set high on International education standards, sustaining the traditional and cultural values of the people of the UAE. While tailoring the system to blend in harmony with the political and economic climate of the UAE and to suit the requirements of its people, UAQU stands pledged to maintain International standards of Education which is recognized as more liberal and flexible.

With such admirable characteristics and high degree of adaptability, the International System will be ideal for the social and economic conditions in the Middle East; to educate its youth and to mold its future.

UAQU has made the diverse International learning culture its model to serve the people of UAE and the region. UAQU is keen about keeping harmony between the imparting of education and the cultural values of the region. UAQU will recruit qualified Faculty with International experience and academicians and institutional researches who will be supported by modern teaching tools and facilities.

### **4. Resources & Services**

#### **4.1. Technology Resources**

Information technology has advanced in the world to such an extent that geographical communication boundaries no longer exist.

Information technology (IT) has shaped modern methods of education. UAQU will maximize the use of advanced technology in expanding in present and future administrative tasks and in its education offerings. For UAQU emphasizes that emerging IT solutions and collaborative tools will be the basis of the IT infrastructure.

The use of IT network in classrooms and other areas of the campus, equipped with data projectors and other technological devices which enable faculty members and students to realize their potential for learning with digital and online content.

The University library is designed electronically to acquire knowledge from all possible e-sources as well as to distribute it instantly to various users who will need it. A pool of interconnected computers equipped with up-to-date software and applications comprise the students' use of learning resources for their academic and research requirements.

## **4.2. Library**

The Vision of the Library is to support UAQU in building an internationally recognized university by enabling access to resources of information and providing innovative and efficient services to the University community. The Library is equipped with all necessary facilities making it a pleasant environment for study. It holds literature predominantly related to the academic and research programs offered at UAQU. The Library does its best to afford the information resources demanded by the present and future needs.

The Library works to ensure that resources are accessible at all times. The Library catalogue is available online and the availability of the resources could thus be checked. It will also allow users to check their transactions with the library. The Library maintains a hard-copy and electronic resources that include books, databases, journals, e-journals, CDs/DVDs, audio-visuals, and e-books.

## **4.3. Public Relations Department**

The Public Relations (PR) Department facilitates all governmental processes for the students, faculty and staff easing all transactions related to residency, working permits, and majority of the transactions at the office of transport. In its capacity, the PR Office grants the necessary official paper work or forms required to ensure the flow of the mentioned processes.

## **4.4. Continuing Education Center**

The mission of the Continuing Education Center of the University is to provide opportunities for individuals and institutions in the private and public sectors in the United Arab Emirates to improve their professional performance and increase their competitive edge by offering them high quality programs in continuing education. As part of its overall mission, the University will be

engaged in a variety of non-credit activities that provide lifelong learning opportunities for the students of the region.

The objectives of the program include:

- harmonization between the skills of the individual and the needs of the institution through training programs specifically designed to promote institutional effectiveness and individual creativity.
- maximization of institutional opportunities for competitiveness and profitability through timely and well-articulated advice to both private and public sectors.
- creation of programs designed to develop the skills and performance of employees working in the various organizations in the society.

#### **4.5. Institutional Effectiveness Department**

The Institutional Effectiveness Department has a commitment to achieving the highest standards in teaching, research, and services by continuously improving its programs and services. Through assessment, the UAQU systematically analyzes its effectiveness in meeting the stated purposes.

The Institutional Effectiveness department manages and supports the overall mission and goals of UAQU. The department has a key role in UAQU planning. It also directs survey preparation, data collection, and report preparation that help UAQU take decisions. The Institutional Effectiveness department facilitates the accurate flow of data to all management levels.

The duty of the Institutional Effectiveness department is not to evaluate single faculty, staff, academic programs or units. Rather, its duty is to assist and coordinate institution-wide efforts that lead to fulfill the institution mission and goals. The success of the institution is reliant on truthful and systematic efforts from every department and program at every level of the process.

## **5. Admission Policy and Procedures**

### **5.1 General Admission**

Students are offered admission, irrespective of their national origin, color, gender, disability or religion, to all the rights, privileges and programs offered by the University. Students seeking admission at the undergraduate level should have completed their High School successfully and should have secured the respective certificate with the required percentage for the program that they select to pursue. The Admission and Registration department will review all applications that meet the minimum requirements and invite offers to the best applicants to join. The criteria considered by the Admission and Registration department during the admission process are as follows:

- the levels of courses achieved by students,
- overall grades in high school,
- any standardized test scores that have been taken or asked for,
- the closeness of the relationship between test scores and grades,
- any essays used for admission purposes,
- personal or academic recommendations or references,
- the validity of extracurricular clubs, societies and activities that relate to the program of study, and
- The comparison of an applicant's overall ability set against that of other applicants.

Students are granted admission for a specific semester to which they apply and if they, for any reason, fail to join the University that semester, their right for admission will be nullified and they will be required to follow a new admission procedure the following semester, unless otherwise advised by the University.

Regular attendance and participation is required from all students in all class meetings, lectures, laboratory sessions and seminars. Students are not permitted to pursue degrees through correspondence or by merely passing the University examinations.

The language of instruction throughout the degree program is English; proficiency in English language both oral and written is a decisive factor in determining the success of the student in the university.

## 5.2 Discretionary Authority

The University has the right to reject admission to candidates who furnish falsified documents to claim eligibility for admission. The University also reserves the right to deny any request for readmission from a student with a history of fraudulence.

## 5.3 General Admission Requirements

Every applicant is required to submit the following documents:

- An official Secondary School graduation certificate, which has been certified by the Ministry of Education along with necessary regulatory bodies.
- An overall average of sixty (60) % in the UAE High School Certificate or its equivalent or greater is needed for entry to the program.
- A non-refundable fee of AED 315 including VAT for application.
- A non-refundable fee of AED 1,050 including VAT for Admission.
- A refundable deposit of AED 1,000.
- A registration fee of AED 525 including VAT.
- Six recent passport-size photographs.
- A fully completed admission application.
- A copy of a valid passport with residency page for expatriates.
- A Test of English as a Foreign Language (TOEFL) score or equivalent (IELTS Band Score), if obtainable at the time of application. The score required is (4.5/450) and above for the Bachelors of Arts in Mass Communication whereas it is (5.0/500) and above for the Bachelor of Business Administration and Bachelor of English Language and Translation.
- Certificate of good conduct from the police department.
- The necessary documentation for either the early, regular or transfer admission.
- A copy of Emirates ID and Family Book for Emirati students.

Students who do not score at or above the minimum level but meet other standards may still be admitted, but will be required to complete the Intensive

English Program (IEP) at the University. Only when meeting the minimum required eligibility criteria, the student may be allowed to enter the main program. Students who do not meet the English Language requirements are required to study at least one semester in the IEP and must obtain the necessary TOEFL or IELTS (academic) scores to be eligible to transfer into their chosen program.

## **5.4 Application Procedure**

An application form must be completed by each applicant. Forms are available at the Admission and Registration department. Completed forms must be submitted before the dates announced by the University. No late applications will be accepted.

An accepted applicant in any bachelor's degree program offered by must:

- Be a graduate from a secondary school or its equivalent with a grade that satisfies the department requirement.
- Demonstrate acceptable competency in English equivalent to a TOEFL score of 500 paper based or 173 CBT/61 IBT or its equivalent of a standardized English Language test. Those not meeting the above mentioned level will be required to undergo Intensive English remedial program and must score the level stated above to be allowed to register in an academic program of the University.
- A non-refundable application fee of UAE Dirham 210 including VAT to be paid before taking the placement test.
- Registration fee of UAE Dirham 1365 including VAT (non-refundable) has to be paid prior to registration of subjects.
- Satisfy all other requirements of admission.

## **5.5 Transfer Students**

A Student who requests to transfer to from another academic institution must submit an official transcript only from an accredited university. Student's acceptance will depend on the following criteria:

- The High School Diploma is recognized and approved by The Ministry of Education.
- The student must not be on probation or dismissed from the institution from which they are transferring. It is expected that a student has a clear record in this regard.
- The minimum CGPA should not be less than 2.0 points on a scale of 4
- A student who has completed at least one semester at an accredited higher education institution where courses completed have a comparable learning outcomes and equivalent to those of the UAQU.
- Prior to being admitted to the institution the student is transferring from, the minimum admission requirements of UAQU should have been met at that time.
- The Student should possess a minimum GPA of 2.0 on a scale of 4 or an equivalent.
- Credit transfer will be granted for students with good standing with courses completed (equivalent to a minimum C grade in the UAQU grading system)
- The number of credits of the transfer courses should be equivalent to those offered by UAQU.
- The contents of any course covered elsewhere must be equivalent to those offered by UAQU.
- The student may transfer up to, and not exceeding, fifty percent (50%) of credits toward their degree at UAQU.
- The student must pay a non-refundable fee of AED 525/- as evaluation process fees.

Any decision with regard to the awarding of credits is made only by the nominated College Dean in the relevant college/academic department.

### **5.6 Non-Degree Admission**

#### **5.6.1 Requirements**

UAQU offers the provision where non-degree admission can be taken up by a limited number of students who are able to join undergraduate credit courses. Enrollment of these students in undergraduate courses is naturally limited to available space. Non-degree students are limited to a total of twelve (12) credit hours per semester and a total of thirty (30) non-degree credit hours.

Any credits gained in courses with a grade of C or better at UAQU with a non-degree status may be reassigned and added to a full degree program if the student later applies to an undergraduate degree program.

Students who have non-degree status are expected to abide by the same Student Code of Conduct standards as degree students. All students must maintain a 2.00 GPA. The full academic regulations for degree programs and courses apply in this case as well.

### **5.6.2 Tuition and Fees**

Tuition fees for students designated as non-degree, who are enrolled in undergraduate courses, are identical to those of degree students.

### **5.6.3 Transfer to Degree-Seeking Status**

To change status to one of 'degree-seeking', a non-degree student must fulfill all UAQU admission requirements for the semester when students intend to begin studying. All students must submit the required application information and follow-up documents to the Admissions Office. Students given permission to transfer from the non-degree to degree status must have completed at least twenty-four (24) credit hours of non-degree coursework while studying residentially at UAQU, and must have at least a cumulative GPA of 2.00 for all non-degree coursework taken at UAQU prior to this time. Students can transfer no more than thirty (30) credit hours earned in courses passed with a grade of C or higher when they have been taken in a non-degree status course at UAQU and can then be carried forward toward a degree program.



## **5.7 Admission Offer**

Admission is granted for the semester that the student has applied to. A granted student may request to defer his admission provided that the request is made in writing, subject to seat availability and meeting the admission criteria. A student granted deferred admission must apply for admission again.

The University holds the right to withdraw an admission offer made if the requirements provided by the applicant have not been met or have been fraudulently obtained. In the event of an admission withdrawal, credits earned at will be withheld.

## **5.8 Admission Deposit**

An admission deposit of UAE Dirhams 1000, mandatory for all applicants, is required to reserve a seat for the applied semester. The deposit must be made before the deadline mentioned in the admission letter. Deduction of the deposit towards a student's fees will be made upon their admission to the University. The deposit may be used in the instance of an approved request for a deferred admission.

## **5.9 Visiting Student Admission**

Visiting students who are studying for a degree at another academic institution but apply to study at UAQU in the fall, spring and/or summer semesters will be dealt with on individual basis. Students may be on a visiting status for up to one year. Students should complete an Application and submit documents from their regular university to the Admission and Registration department stating that they are officially registered students at that particular academic institution. Visiting students are required to meet the minimum English language requirements.

## **5.10 Applicants with Disabilities**

UAQU may provide extra services to students with particular disabilities. Those who need these services are kindly requested to contact the Head of Student Support Services.

## **5.11 Recognized Secondary School Certificates**

Secondary School Certificates granted by the Ministry of Education and by private schools recognized by their host country will be considered by the University. Certificates obtained through recognized qualification authorities, and national and international testing boards are also accepted by the University. In the case of a two level secondary school certificate, the higher certificate of the two will be considered by the University.

## **5.12 Deferred Admission**

Students who have been admitted may defer their entry to for a maximum of one academic year. Students who decide to defer to a later semester must advise the Admission and Registration department in writing before the first day of class in the semester he/she is admitted to. To apply for deferred admission, students must supply the Admission and Registration department with an updated application as well as re-supplying an update to any transcripts before the admission deadlines for the deferred semester.

## **5.13 Readmission**

The Admission and Registration department deals with the cases of Readmission for students who have been out of attendance with for over a year. The categories for readmission are as follows:

- **Former Students in Good Standing:** Application for readmission is mandatory for students who have been absent from the University for over two regular academic semesters.
- **Students Suspended from the University:** The decision for readmission of students who have been suspended rests with the Admission and Registration department which will evaluate each case and may grant admission on probation after the student has served suspension. Under certain circumstances, the Vice Chancellor of

Academic Affairs may entertain students' appeals for readmission to avoid suspension.

- **Transient Students:**
- A student who, after gaining consent from the University, pursued their studies temporarily elsewhere may re-enter the University according to the Readmission process provided they present clear and valid records. However, if the student attended the other institution without gaining approval from the University, they will be allowed to return as a Transfer Student only and their courses will not be recognized.

## **5.14 Additional Admission Requirements**

### **5.14.1 English Language Proficiency**

Along with the admission application, both newly applying undergraduate students and visiting students must show proof of English language proficiency. Exemptions based on applicant's citizenship or attendance of English-medium secondary school will NOT be accepted.

Applicants who satisfy one of the following criteria qualify for exemption:

- IELTS/TOFEL score must be (4.5/450) and above for the Bachelors of Arts in Mass Communication whereas it must be (5.0/500) and above for the Bachelor of Business Administration and Bachelor of English Language and Translation.

### **5.14.2 Placement Tests**

The University has designed placement tests to evaluate student competencies in English to ensure sufficient knowledge for the successful completion of all programs. All prospective students who do not attain the minimum score on the TOEFL are required to appear for a placement test. New students who fail to clear the placement test are required to register for a preparatory program designed to furnish the students with adequate foundation learning experience to improve their proficiency and skills. With the exception of mathematics, no placement test may be taken more than once. Placement tests are to be evaluated regularly against standardized tests that are recognized internationally. Accurate records of students' performance on placement tests and performance in preparatory programs will be kept by the Admission and

Registration department. The University will regularly evaluate the effectiveness of its preparatory programs and courses.

### **5.14.3 Preparatory courses**

The University has instituted programs designed to improve student competencies in core subjects such as English, Arabic communication, Math and Information Technology. If the student has not qualified to study for a credit-bearing program at the post-secondary level, he/she can register for the Foundation Program which is delivered in English language. Students who score low on a placement test are enrolled in an appropriate course at the foundation level. Students will remain in the Intensive English program until they achieve proficiency as required by the major.

## **6. Registration and Official Records**

Students are required to register officially during the registration phase each semester. Students should adhere to the guidelines of the Registration guide issued from the Admission and Registration department. They are expected to consult the respective advisors regarding the selection of courses. In order to prepare the students well in advance for the registration process the registration period is specifically marked in the academic calendar. As delay in registration would negatively affect the functioning of the system, late registration is not at all appreciated. Nevertheless, genuine cases will be considered and delayed Registration will be permitted, but students will be charged a late registration fee.

### **6.1 Orientation Program**

Orientation Program is the process through which a new student is comfortably introduced and assimilated into the main flux of the University. Each university has its own ways of familiarizing new students with its specific regulations and lifestyle on campus. The Office of Student Support Services introduces university life through campus tours and visits, meetings, lectures, demonstrations and other activities, which prolong for a week. Orientation is a mandatory program for all new students.

### **6.2 Registration Procedures**

Prior to the registration period, a registration guide shall be made available to the students by the Admission and Registration department. The guide contains extensive information and details on the steps required for registration. The guide will be updated regularly with courses being offered; students are required to refer to the guide in preparation for registration and meeting with the academic advisor.

Registration involves three main steps:

1. Advisement
2. Selection and registration of courses
3. Tuition fees payment

All new students are required to submit all necessary documents related to their admission, in particular the ones mentioned in the letter of admission, prior to the beginning of registration.

Students are not permitted to delay the payment of the tuition fees after the registration period. Special permission may be granted in the following conditions:

- In the event of a student facing a challenge in paying the registration fees in full, a letter is required to be submitted by the student's sponsor detailing the reasons of the inability.
- A written and signed approval shall be provided by the authorized officials of the University stating the payment terms and conditions.

If a cheque is returned for any reason, an additional amount of AED 200, shall be added to the student account.

### **6.3 Late Registration**

Dates such as admission deadline, examinations, etc shall be posted prior to the beginning of each semester. It is the student's responsibility to be informed and adhere to these dates. A delay in registration subjects the student to a late fee of AED 250. Students will be denied attendance to a course if five class days have been completed.

### **6.4 Class Availability**

The University attempts to meet student's needs in various ways through its schedule of classes. Classes are scheduled from 08:00 to 17:00 Sunday to Thursday. While the majority of courses required for degrees are scheduled between 08:00 and 17:00, it is possible that some classes and some sections of classes are scheduled later than 17:00 p.m. Access to courses and sections of classes for matriculated students is on a first-come, first-served basis determined by the date of registration. Students registering later may have fewer options on the selection of a schedule.

The university supports students to follow a part-time schedule if the option is in their best interest; this may result in difficulty in registering for every course

in every semester. Students with part-time loads and not in regular sequence should consult with their Program Leader or the appropriate Dean.

## **6.5 Registration Cancellation**

Students are allowed to cancel their registration provided that it is made three working days prior to the commencement of the semester. The request needs to be made in writing and submitted to the Admission & Registration department. A refund in full shall be granted provided that all the Add/Drop procedures required by the Admission & Registration department have been followed.

## **6.6 Registration Discrepancies**

Students finding a mismatch in their schedule or are not listed in the roster for classes they have registered for should inform the Admission & Registration department immediately. The Admission & Registration department is the only department authorized to clarify and/or rectify the student's registration status.

## **6.7 Transfer Student Registration**

UAQU allows the enrollment of students given non-degree and visiting admission provided they have met the necessary academic prerequisites. Course registration and payment in full, similar to that of a regular student, should be made at the Admission & Registration department. The priority of enrollment to courses with limited seats will be given to students pursuing a degree program.

## **6.8 Non-degree and Visiting Student Registration**

UAQU allows the enrollment of students given non-degree and visiting admission status to courses provided they have met the necessary academic prerequisites. Course registration and payment in full, similar to that of a regular student, should be made at the Admission & Registration department.

The priority of enrollment to courses with limited seats will be given to students pursuing a degree program.

## **6.9 Academic Standards and Regulations for Non-degree Study**

Non-degree students must maintain a GPA of 2.0 on a scale 4.0 to be qualified to continue taking courses.

## **6.10 Audit Registration**

Students wishing to attend as auditors for a course are allowed to do so provided they pay the regular fee, obtain a written approval from the Faculty member, audit courses with adequate classroom and laboratory facilities and with registration for a minimum of 12 credits.

Papers and Examinations may be submitted to or accepted by the Faculty member of the audited course. There will be no credits granted for auditing courses. Students enrolled into an audit course are not allowed to change the status once the semester has started. The University is not responsible for the academic progress of an audit student. Audited courses have a non-refundable tuition fee policy. Students with active enrollment are given priority over new entries for enrollment into courses as auditors.

## **6.11 Class Standing**

A student's class standing is determined by the number of credits hours completed successfully:

|                         |             |
|-------------------------|-------------|
| 0-29 credit hours       | First Year  |
| 30-59 credit hours      | Second Year |
| 60-89 credit hours      | Third Year  |
| 90 or more credit hours | Fourth Year |

## **6.12 Change of Major**

Students are permitted or may be asked by the University to change their major provided they meet the pre-requisites and obtain an approval from the



College Dean for the major they are applying for. Degree requirements stated in the catalog for the year in which the change is made, should be followed.

## **6.13 Add and Drop**

Students may drop and/or add courses until the end of the Drop/Add Period as stated by UAQU. Students who wish to do this with courses should first speak to their academic advisors before they take any decisions as such. Courses which are dropped during the Drop/Add period will not be reflected in students' academic records. Students are also asked to review the Tuition Refund Schedule before taking any action in this regard.

## **6.14 Withdrawal from Courses**

The withdrawing policy from a course is as follows:

- A withdrawal from a course during the first week of the semester will not appear on the transcript.
- A grade of "W" will be stated on the transcript if a withdrawal occurs between the 2<sup>nd</sup> and 10<sup>th</sup> week of the semester.
- The deadline for accepting course withdrawal requests is the end of the 10<sup>th</sup> week of the semester.
- A student is financially obligated if they fail to provide written notification of their withdrawal from a course to the Registration office. Abstaining from attendance or refraining from using any services related to the course will not exempt the student from these obligations.
- Should the student decide to take the course in the coming semesters, a registration and a payment for the course needs to be made.
- Drops and withdrawals requested by students are irreversible, non-retroactive and effective on receipt date.
- A student may audit a course they have withdrawn from provided they obtain the faculty's approval.
- A withdrawal made between the 11<sup>th</sup> week and the last day of the semester will register a mark of "F" and a grade of 0.00 in the transcript. The grade will be considered in the student's GPA calculation.

## **6.15 Administrative Withdrawals**

An administrative withdrawal will be exercised by the appropriate officials in instances where it is in the best interest of the students. Reasons for such a withdrawal include delinquency in making payments, poor health, inappropriate personal behavior, plagiarism, failure to respond to requests made by official personnel and/or an excess of absenteeism.

### **Withdrawal from the University**

Students could choose to leave UAQU for a number of valid reasons. Students are expected to do so by tendering a signed withdrawal application to the Admission & Registration department. Leaving UAQU shall lead to a grade of “**W**” being recorded. Withdrawing from UAQU after the deadline shall lead to a grade of either WP or WF. This depends on the grades the student achieves up to the point of withdrawal.

If a student withdraws from UAQU, this schedule of the refund applies:

|   |   |
|---|---|
| One week before the first day of classes    | 100% excluding the seat reservation deposit of new students |
| Before the end of the first week of classes | 100% excluding non-refundable deposits                      |
| During the second week of classes           | 50%   |
| During the third week of classes            | 25%   |
| After the third week of classes             | 0%  |

No refunds shall be made after the end of week three. No refund shall be given in respect of any application, activities or other fee in the case of special services carried out for students.

## **6.16 Student Academic Record**

### **6.16.1 Permanent Record**

Students are held accountable for making sure their records are accurate while studying at UAQU. Records include, but are not limited to, personal information, degree and/or area of specialization and grades achieved. Student's records are kept in the Admission & Registration department. Students have the right to see their records.

### **6.16.2 Transcripts**

Official UAQU transcripts are to be requested from the Admission & Registration department. Transcripts are only released when the concerned student signs a request form. UAQU only releases complete transcripts, and not in parts. UAQU will not release any information from the students' files without written consent from the student. UAQU does not make copies of transcripts or other official documents in the student's file issued from other departments or universities.

### **6.16.3 Privacy of Student Records**

Students have the right to access their own official records or to release them to any individual or group. They are required to make a request in writing for the same. In case they wish to keep their data and records confidential, students must submit a written request informing the Department not to release any data or information to any other person or group. Such requests are to be submitted to the Admission & Registration department.

All records subject to such objections will be released from the student directory only after the written consent of the student is received by the office.

UAQU allows its campus officials and employees to access student's records if there is justifiable educational interest in doing so. Examples of these are those people who have responsibilities with regard to the administrative, academic, or service functions of UAQU and have a sound reason for using student records.

Information may also be disclosed to other people or organizations under certain specific conditions. For example, this may be part of an official request

or program evaluation; it could be in response to a court's order related to financial aid matters; or to do with institutions the student is transferring to.

## 7. Undergraduate Programs

The University has four colleges offering Undergraduate Bachelor's Degree programs. The detailed information about concentrations within the majors is given in the catalog section of the college offering the major.

### 7.1 Colleges

#### 7.1.1 College of Arts and Science

- Bachelor of Arts in English Language and Translation

#### 7.1.2 College of Mass Communication

- Bachelor of Arts in Mass Communication majoring in Journalism (print and electronic)
- Bachelor of Arts in Mass Communication majoring in New Media
- Bachelor of Arts Communication majoring in Public Relations

#### 7.1.3 College of Business Administration

- Bachelor of Science in Business Administration majoring in Accounting
- Bachelor of Science in Business Administration majoring in Finance & Banking
- Bachelor of Science in Business Administration majoring in Real Estate Development & Investment.

#### 7.1.4 College of Law

- Bachelor of Law

Each specific degree program has further major and major-related requirements that are detailed in the catalog section of the college offering the major.

**Caution:** This catalog comprises of the program structure, course offerings and their requirements, which is not an irreversible document. It is not a declaration made once for all, as it is under continued perusal and revision, and therefore has sufficient room for improvement, whenever felt by the committee members assigned for this task. This catalog and the content therein are also subject to amendment during

any semester, and the requirements for the program may be increased or reduced. Students should be aware that the University reserves the right to revise any of the requirements. They assume full responsibility towards the requirements and its adherence under all circumstances.

Graduation requirements for the students are prescribed in the student catalog in effect at time of his/her matriculation. It is to be noted that to graduate, a student must successfully complete at least 120 credits and acquire a cumulative GPA of at least 2.0. In case of change in credits associated with a course, the total credits required for graduation in the program may also respectively change. All such procedures are supervised by the College Dean and any major changes in course offerings are equivalently reflected in the Graduation Requirements.

### **7.2 Graduation Requirements**

- Graduation requirements include the successful completion of a minimum of number of credit hours as specified for each major
- Satisfaction of the internship requirement
- A minimum CGPA of 2.0
- Degree requirements must be completed within sixteen semesters of admission to UAQU

### **7.3 Declaration of Major**

Students normally declare their major for the program at the time of admission in a particular college. UAQU allows students to choose to declare their major before the beginning of their third semester so that they could have wider experience and exposure to various disciplines before final declaration of the major.

Catalog of the year is the most suitable guide in the wake of declaration of the major. In case of withdrawal from UAQU followed by readmission, a student is required to follow the requirements stated in the catalog of the year in which admission is being sought.

## **7.4 Free electives**

A grade of D is the minimum requirement for free electives. The choice of free electives may or may not be limited by the respective College. Preparatory courses may not be used to fulfill free electives requirement.

## **7.5 Internship**

An internship is an education experience that offers students the opportunity to learn practically what they have studied in their classes. Students have the chance to assess the companies they work for and, perhaps more importantly, they are about to take any decisions for their career selection. For many, deciding on a specific career is difficult. An internship can clear up any doubt a student has about a choice of major because it offers insight into a possible career path that the class cannot give. Furthermore, an internship can assist students in identifying their abilities in detail so that they can understand clearly what is required to be successful in their chosen field. After internship, students will have a better idea as to whether a chosen job meets a particular need, expectation, or goal. Students can avoid loss of time and resources and begin to put in their energies in other career options about which they feel more positive.

The internship is an integral part of the study plan of each University student. The training period is 8 weeks, and final year students are generally eligible for enrollment.

It is imperative that the student does the training outside the classroom where he/she gets exposed to real life environments in order to apply the skills that he/she acquired in the classroom. The Training Office (Internship) in cooperation with the career office will make every effort to establish a database of firms that can absorb the students for practical training each year.

Normally, practical training is done in the summer semesters, but in some cases, the course might be offered during the regular semesters also, e.g. English Language and Translation Program.

The student and the Field Supervisor should work closely over the decision for the overall program that meets the needs of the student. This should be completed with the help and advice of the Faculty advisor responsible for the internship program; this should include a number of opportunities to experience administration, as well as development of programs and leadership courses. Wherever possible, the internship should give the student experience in and an overall knowledge of a variety of professional events in the area of specialization. Internship students are given the opportunity to take part in administration meetings that are relevant to their prescribed duties.

- Work at least 8 weeks during the regular hours of the selected firm or organization during internship.
- Submit an Internship Final Report upon its completion.
- Stay in regular contact with his/her Faculty advisor during internship through appropriate forms of communication.
- Have an exit interview with his/her Faculty advisor after submitting the internship final report.

## 8. Financial Information

### 8.1 Tuition in (UAE Dirhams)

The fees structure is detailed as follows:

| <b>SL</b>  | <b>Description</b>                          | <b>Amount UAE</b> | <b>VAT Amount</b> | <b>Gross Amount</b> |
|------------|---|-------------------|-------------------|---------------------|
| <b>1.</b>  | Application Fees                            | <b>300</b>        | <b>15</b>         | <b>315</b>          |
| <b>2.</b>  | Admission Fees                              | <b>1,000</b>      | <b>50</b>         | <b>1050</b>         |
| <b>3.</b>  | Registration Fees for regular semesters     | <b>500</b>        | <b>25</b>         | <b>525</b>          |
| <b>4.</b>  | Registration Fees for Summer semesters      | <b>250</b>        | <b>12.5</b>       | <b>262.5</b>        |
| <b>5.</b>  | Late Registration Fees (Fine)               | <b>250</b>        | <b>0</b>          | <b>250</b>          |
| <b>6.</b>  | Change Major Fees                           | <b>200</b>        | <b>10</b>         | <b>210</b>          |
| <b>7.</b>  | Student ID Fees                             | <b>150</b>        | <b>7.5</b>        | <b>157.50</b>       |
| <b>8.</b>  | Student ID Replacement Fees                 | <b>150</b>        | <b>7.5</b>        | <b>157.50</b>       |
| <b>9.</b>  | To Whom It May Concern Letter Fees          | <b>30</b>         | <b>1.5</b>        | <b>31.50</b>        |
| <b>10.</b> | Grade Review Fees                           | <b>200</b>        | <b>10</b>         | <b>210</b>          |
| <b>11.</b> | Returned Cheque Fees (Fine)                 | <b>200</b>        | <b>0</b>          | <b>200</b>          |
| <b>12.</b> | Incomplete Exam Fees                        | <b>400</b>        | <b>20</b>         | <b>420</b>          |
| <b>13.</b> | TOEFL Exam - UAQU Students                  | <b>600</b>        | <b>30</b>         | <b>630</b>          |
| <b>14.</b> | TOEFL Exam - Outside Applicant              | <b>650</b>        | <b>32.50</b>      | <b>682.50</b>       |
| <b>15.</b> | IELTS Exam Fees                             | <b>1,100</b>      | <b>55</b>         | <b>1155</b>         |
| <b>16.</b> | Course Description Fees                     | <b>100</b>        | <b>5</b>          | <b>105</b>          |
| <b>17.</b> | Official Transcript fees                    | <b>100</b>        | <b>5</b>          | <b>105</b>          |
| <b>18.</b> | Graduation Expecting Letter Fess            | <b>50</b>         | <b>2.50</b>       | <b>52.50</b>        |
| <b>19.</b> | Foundation Certificate Fees                 | <b>500</b>        | <b>25</b>         | <b>525</b>          |
| <b>20.</b> | Financial Statement Fees                    | <b>200</b>        | <b>10</b>         | <b>210</b>          |
| <b>21.</b> | Locker Rent Fees                            | <b>60</b>         | <b>3</b>          | <b>63</b>           |
| <b>22.</b> | Bus Fees Fall & Spring Semester - Two Ways  | <b>1,800</b>      | <b>90</b>         | <b>1890</b>         |
| <b>23.</b> | Bus Fees - Fall & Spring Semester - One Way | <b>1,000</b>      | <b>50</b>         | <b>1050</b>         |
| <b>24.</b> | Bus Fees - Summer Semester                  | <b>800</b>        | <b>40</b>         | <b>840</b>          |
| <b>25.</b> | Copying Fees                                | <b>0.25</b>       | <b>0.0125</b>     | <b>0.2625</b>       |
| <b>26.</b> | Student Resident Admin Fees                 | <b>500</b>        | <b>25</b>         | <b>525</b>          |
| <b>27.</b> | Equivalency Fees                            | <b>500</b>        | <b>25</b>         | <b>525</b>          |
| <b>28.</b> | Graduation Certificate Fees                 | <b>700</b>        | <b>35</b>         | <b>735</b>          |
| <b>29.</b> | Graduation Certificate Letter Fees          | <b>200</b>        | <b>10</b>         | <b>210</b>          |



|            |                                       |              |              |                |
|------------|---------------------------------------|--------------|--------------|----------------|
| <b>30.</b> | Graduation Certificate True Copy      | <b>250</b>   | <b>12.50</b> | <b>262.50</b>  |
| <b>31.</b> | Foundation Certificate True Copy      | <b>250</b>   | <b>12.50</b> | <b>262.50</b>  |
| <b>32.</b> | Book Fees                             | <b>120</b>   | <b>6</b>     | <b>126</b>     |
| <b>33.</b> | Bachelor Tuition Fees / Per Hour      | <b>975</b>   | <b>48.75</b> | <b>1023.75</b> |
| <b>34.</b> | Foundation Tuition Fees / Per Subject | <b>2,000</b> | <b>100</b>   | <b>2100</b>    |
| <b>35.</b> | Refundable Deposit                    | <b>1,000</b> | <b>0</b>     | <b>1000</b>    |

## **8.2 Payment of Fees**

### **8.2.1 Payment Process**

Students applying for admission must ensure that all documents required are complete before registration begins.

Students cannot defer fee payments except:

- Submitting a letter that explains the reasons why the student is unable to pay the full fees of registration. This letter must be submitted before or within the registration period.
- The student receives an approval letter signed by a University official stating the new schedule of payment

A fine of AED 200 will be charged to the balance of the student account for a returned cheque due to insufficient balance.

### **8.2.2 Payment Options**

#### **8.2.2.1 Full Payment**

All tuition fees must be paid on the registration day. i.e. students pay the tuition fees in full upon the finalizing of the registration process.

#### **8.2.2.2 Deferred Payment Scheme**

If students opt for the Deferred Payment Scheme, (DPS) they are required to pay twenty five (25) percent of their tuition fees on the completion of their registration. This does not include the enrollment deposit for those students who have been recently admitted.

The remaining seventy five (75) percent is paid over a three-month period. Each payment is made on, or before, the third of each month (following the month of registration) and before final exams.

### 8.2.3 Late Fees and Fines

Late fees and fines include late book returns, breakage/replacement charges and late tuition fee payment. Both UAQU students and employees must adhere to the rules, regulation and deadlines concerning these.

## 8.3 Refund Policies

### 8.3.1 Refund on Withdrawal

Students who pay tuition fees for any term and then later withdraw their registration in the Admission & Registration department before the first day of the semester as mentioned in the Academic Calendar are at liberty to expect a complete refund of tuition fees. After classes begin, students who withdraw formally from UAQU may only be permitted a partial refund of tuition fees. This refund is founded on withdrawal date. A withdrawal application must be sent to the Admission & Registration department. Pending the application, the withdrawal is not considered official until all processes have been completed. Notice of withdrawals must be in writing, and are effective only from the date on which they are accepted by the Admission & Registration department. UAQU reserves the right to debit the refund from any student's outstanding debts due to the institution. Refunds are made only in agreement with this schedule:

| <b>Withdrawal Schedule</b>                                   |   |
|--|---|
| <b>Withdrawal from the University</b>                        | <b>Refund</b>   |
| One week before the first day of classes                     | 100% excluding the seat reservation deposit of new students |
| Before the end of the first week of classes                  | 100% excluding non-refundable deposits                      |
| During the second week of classes                            | 50%   |
| During the third week of classes                             | 25%   |
| After the third week of classes                              | 0%  |
| <i>*Refunds for summer session withdrawals are prorated.</i> |   |

Students will be charged at the standard rate for the number of credits used. Once they have made a complete payment in advance, then only they will officially withdraw from a course at UAQU.

When students postpone their admission date to the following semester or withdraw from the program their fees credit will be forwarded to the same semester. Fee refunds will only be made to those who complete their course at UAQU with an expectation that they will not register for courses again in the future.

The schedule for refund relates to tuition for courses that are credited or audited, and the Intensive English Language program. The Student Services and Activities Fee, the Application Fee and special charges in particular circumstances are not refundable.

### **8.3.2 Refund on Dropped Courses**

The enrolled students dropping courses during the first four weeks of the Fall and Spring semesters and during the first two weeks of Summer Semester will receive a 50% refund of the tuition fee. After the fourth week of Fall and Spring semesters and after the 2<sup>nd</sup> week of the Summer semester, they will not be entitled for any refund of their tuition fee.

### **8.4 Financial Responsibility**

Students are required to meet all financial responsibilities to UAQU. If anyone writes a uncovered cheque unknowingly or fails to meet any or all financial obligations, it will be treated as a case of lack of financial responsibility. If it is discovered that a uncovered cheque has been written deliberately, the matter will be handed over to the police.

Students who are found to have written two (2) bad cheques (unless the problem is due to an error on the part of the bank) for tuition fees, for payment of any debts, or for purposes of cashing checks, will forfeit cheque writing and for the remainder of the current academic year.

Moreover, a student who has entered a bad cheque (unless the problem is due to an error on the part of the bank), will be reported and made liable to pay any or all bank charges. It is the responsibility of students to present proof of

error on the part of the bank. Encumbrances and cheques which have been returned must be cleared by a cash payment or by the use of a cashier's cheque. Returned checks will not be deposited after the first failure. If the cheque is entered towards payment of tuition fees, the return of the cheque after the closing registration will result in AED 250/- as a late registration fee in addition to the charges the bank make.

Students who fail to meet their financial commitments may face being forced to withdraw and be disqualified from registering in a new term. Credit Statements or transcripts will not be given out to or on behalf of students until all financial commitments have been met.

## **8.5 Financial Aid**

Students with a cumulative grade of 95% and above in the qualifying examination will be granted a 25% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

Students with a cumulative grade of 90% and above in the qualifying examination will be granted a 15% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

A merit scholarship of 15% discount on the tuition fee will be granted to students whose CGPA is 3.8 or above on a 4.0 scale in every semester. This merit scholarship will be effective the next semester. Failure in any course will result in a student not being eligible for the scholarship.

### **8.5.1 Merit Scholarship**

Merit Scholarship for outstanding first year student to cover 25 % of tuition fee at the UAQU. The conditions for the award are:

- applicants who secured 95 to 100 % of marks in high school final are eligible for 25% tuition scholarships
- applicants who secured 90 to 94% of marks in high school final are eligible for 15% tuition scholarships

- all applications for the award must be tendered to Admission/registration office on or before the notified date.
- all applicants meeting the above requirement will qualify to receive the award.

## **8.5.2 Family Tuition Grant**

A family grant is offered to those parents who have more than one child enrolled at the University. The conditions for the award are:

- 20% fee concession for the second child and 30% for the third child and further additional children. The 1<sup>st</sup> child will pay full tuition fee. The 2<sup>nd</sup> child will pay 80% of tuition fee. The 3<sup>rd</sup> child and further additional children will pay 70% of tuition fee.
- The concession will be available for a maximum of 4 years for each child.
- The children must be of the same father.
- The grant will be withdrawn in case any of the siblings register less than 12 credits or is suspended from the University

## **8.5.3 Maintaining Financial Aid**

Students will become ineligible to receive tuition fee grant or other aids for the next semester if their semester load falls below 12 credit hours, or placed on academic/behavioral probation, or are suspended from the University.

For registered students on Tuition Fee Concession need to maintain the following:

- Semester GPA of 2.5 or better
- CGPA of 3.0 or better
- Must maintain a standard course load of 12 credit hours or more

## **9. Academic Rules and Regulations**

### **9.1 Academic Regulations**

Students are held accountable for their academic requirements, conduct, and personal property at UAQU. We expect students to confine themselves to the best personal and academic behavior and honor as adult members of an academic society. Each student is responsible for following the information, systems, and his/her level. If a student fails to read, comprehend, and follow UAQU rules, he/she is not free from whatever penalties may follow for a transgression of any rules. Ignorance and unawareness are not mitigating factors in any regard. They are also answerable for the safeguarding of their academic position. They should get the necessary approval from an academic advisor for their program needs. Students are also strongly advised to maintain their own personal records of all dealings with UAQU. These should include any registration plans and duplicates of advisement forms, grade descriptions, records of payment, and so on. Also, when possible, students should keep duplicates of all exams, tests, essays and papers which have been submitted as coursework on the courses they are formally registered as being part of.

### **9.2 Advising Policy**

Academic advising is the basis of the scheme of our educational framework. Faculty members who are effectively trained become Academic Advisors and are chosen for their ability to assist students to find and follow academic or applied-technology goals. Students are guided to choose appropriate courses and class timetables from the beginning of the first semester to achieve these goals. Students are given faculty advisors based on their major subject specialization. Advisors at the Advising Office will help students who have not stated a major for Academic Advisement. All first year students are required to have an advisor who will then approve and sign their schedules.

Academic Advisors help students become familiar with the educational system followed by UAQU. They assist students in understanding and becoming familiar with the course requirements; map out their priorities, help students decipher test scores, observe student advancement toward graduation, and help students with working out major and/or career choices. Academic Advisement assists students in reaching their educational possibilities by assisting them in discovering new goals and evaluating them in their progress

and training them to use the available resources on site in order to attain their goals.

Students must assume the full responsibility for meeting all requirements recognized by UAQU for their Degree. A student's advisor may not presume to take on these responsibilities. Any change, waiver or exemption from any requirement or academic standard may be carried out only with the necessary approval.

### **9.3 Students Responsibility**

It is entirely students' responsibility to familiarize themselves with the content of this catalog and to strive for its observance. Furthermore, the statutes of rules and regulation are also available in the Admission & Registration department to be procured on request. Student's ignorance regarding the rules and regulations will not serve as a mitigating factor in any regard. Although the University personnel (advisors, faculty members, Head of Admission and Registration, departmental staff and all) will be assisting and guiding, it is the students' responsibility to meet the academic requirements and meet the deadlines, follow the instructions and observe the injunctions, regulation and policies outlined by UAQU. In case of ignorance and lack of awareness of the aforementioned, students will be held responsible.

### **9.4 Course Code, Level, Title and Credit Hours Information**

Each discipline furnished by UAQU has a summary code of three or four letters, followed by a number which indicates the level. For example, ACT 292 Principles of Accounting II (3-0-3)' is a second tier course. ACT is the course prefix (which represents accounting) and 292 is the course number. The number in brackets that follows the course title shows the contact hours – theory and laboratory - and credit hours for that particular course. If the occurrence of classes is not mentioned, the course is conducted at the discretion of the Program or College. Students who wish to inquire should check with academic units and the respective program College.

## **9.5 Class Periods**

UAQU offers most of its courses on a five-day schedule, from Sunday to Thursday. Classes are normally convened two days per week, for one hour and thirty minutes per class, or three days a week for One hour each day

. Laboratory, workshop, and specialized courses are convened for two or three days per week and will be for one hour sessions. Class length and frequency may alter during the summer semester.

## **9.6 Course Prerequisites**

Advanced level courses, typically with 200, 300, and 400 codes, may have one or more introductory level requirements. Usually, 200 level courses are for first and second year students, while 300 and 400 level courses are for third and fourth year students. Specific requirements are usually indicated in the course description. Codes, numbers and titles are those that pertain to UAQU.

Courses completed elsewhere with a grade of C or more at an accredited institution of higher education may satisfy the requirement level and students will be allowed to transfer their credit hours. This is determined by UAQU. Students must consult their Academic advisor for acceptance of equivalency and obtain the required permission to join advanced courses. It is the students' responsibility to register for the course only after finalizing the prerequisites. Students who do not meet course requirements will be removed by the Admission & Registration department from that course.

## **9.7 Course Co-requisites**

A co-requisite course should be taken simultaneously with another specified course, or courses, as is set out by the college. A co-requisite course can also be completed before taking up the course or courses with which it is associated. Specific co-requisites are usually mentioned in the course description.



## **9.8 Class Schedule Changes**

Students who fail to attend a course for which they are registered without following drop or withdrawal policies will receive an F grade in the course. Deadlines for drop/add and withdrawal are printed in the Academic calendar.

## **9.9 Class Size**

UAQU has the right to cancel any course due to insufficient enrollment.

## **9.10 Credit Hours**

Courses have their values expressed in credit hours. Usually, each credit hour is equivalent to sixty (60) minutes of instruction per week. Each hour of laboratory class time is equivalent to 120-180 minutes of laboratory experience.

## **9.11 Course Sequences**

Numeric course sequencing is followed.

- 090 sequence: Remedial credit courses (Remedial courses do not count toward degree requirements.)
- 100 sequence: First year
- 200 sequence: Second year
- 300 sequence: Third year
- 400 sequence: Fourth year

## **9.12 Academic Load**

A student admitted and enrolled for a program as a degree-seeker, is normally registered for 15 to 18 credit hours for each semester. In any semester, students should register for at least 12 credit hours and be certified as full-time. A total of 18 credit hours per semester is the upper limit a student is

allowed to take. Students on probation are not allowed to enroll in more than 12 credit hours per semester.

### 9.13 Cumulative Grade Point Average

The grade point average (GPA) of a student in a semester can be obtained by adding the product of the grade of each course by the number of its credit hours, and then dividing the result by the total number of credit hours. The cumulative grade point average, CGPA, is the summation of the GPA of the student for all semesters attended. The GPA accounts for all courses taken in a semester including those the student has failed. Both GPA and CGPA are rounded to the nearest decimal unit. The GPA and CGPA are calculated according to the following formula:

$$GPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grades received per course})}{\text{Total of credit hours per semester}}$$

$$CGPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grade received per course})}{\text{Total credit hours taken during all semesters}}$$

Example:

$$GPA = \frac{(3 \times 4 + 3 \times 4 + 3 \times 2 + 3 \times 3 + 3 \times 3 + 3 \times 2)}{3 + 3 + 3 + 3 + 3 + 3} = \frac{54}{18} = 3.0$$

### 9.14 Residence Requirements

To obtain a bachelor's degree a student must take at least 50 percent of the required credits for a degree in residence at UAQU. At least 40 of the 60 hours must be in courses at the 300 and 400 levels; with a stipulation that no more than 12 transfer credits in 300-400 level courses will satisfy the concentration requirement of any program.

### 9.15 Student Categories

#### 9.15.1 Full-Time Students

For full-time status to be conferred, a student must have an academic load of between 12 and 18 credit hours for each regular semester.

## **9.15.2 Visiting Student Admission**

Enrollment as a part-time student is restricted to the following:

UAQU staff members who are pursuing a degree (approval of the employee's director is required)

- Those who need fewer than 12 credits to complete an undergraduate degree (approval of the academic advisor is required)
- Those who are enrolled as auditing, non-degree or visiting students.
- Part-time options are available for adult students; UAQU's SSC center also caters to their special needs like personal counseling to balance their family and the curricula activities, time management, developing a peer group and engage them in occasional interactive sessions to relieve them out of stress due to family and financial challenges.

## **9.16 Duration of Study**

An undergraduate student must complete all degree requirements within a maximum period of sixteen semesters of admission to UAQU, inclusive of any leave. This holds irrespective of the catalog which governs the student's academic career. A student in good academic standing may not take leave for more than one semester and if he/she is away from the University for two consecutive semesters, a new application for admission should be submitted.

## **9.17 Lateness and Attendance**

The University guidelines for lateness and attendance are as follows:

- students are allowed one absence without a required written excuse for every semester credit hour taken.

- students who exceed the specified amount of unexcused absentees, may be required to produce an official documented excuse from the university may be required by the Faculty member
- It is the student's responsibility and entitlement to meet and discuss all absences,-planned or unplanned, with their Faculty members.
- students must notify the Office of Student Support Services/Judicial Affairs for any emergencies that require immediate exemption from university grounds within a period of 48 hours.
- No student shall neglect more than 20% of their class attendance, whether excused or unexcused, in a given semester.
- Upon the prudence and judgment of the Faculty member, a course grade of "FA" may be given to any student who exceeds 20% of absences in a semester.
- The Office of Student Support Services/Judicial Affairs is officially responsible for issuing class excuses for legitimate purposes.
- If a student is tardy three times to class, it is automatically counted as an absence. Each Faculty member is responsible to define the rules for which a student is considered late to class.
- Once a student falls to approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.
- The Chair of the respective program has the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated and is with the consent of the Head of Admission and Registration.

### **9.18 Grades and Examination**

For each course a student takes, a thorough and consistent assessment is conducted throughout the semester. The means of evaluation of examinations, quizzes, reports and discussions, help students assess their knowledge and recognize where their progress in the respective course. Final examinations serve to sum up the overall performance of the student in the entire semester without being excessively emphasized.

All examinations have a maximum time period of two hours. Final examinations are held as scheduled in the academic calendar of the University.

After the Final Examination, students are assigned a final grade in each course. This grade is a student's overall assessment as made by the Faculty member throughout the semester. It reflects the students' performance in the various aforesaid components and class participation. The final grade allotted to the student is his permanent record available only in the Head of Admission and Registration department's office and is subject to no change.

### 9.18.1 Grading System

The cumulative grade point average (CGPA) is based on a four-point scale. The following grading system is used at the University:

| Grade | Percentage Score | Points | Description  |
|-------|------------------|--------|--------------|
| A     | 95-100           | 4.00   | Excellent    |
| A-    | 90-94            | 3.7    |              |
| B+    | 87-89            | 3.3    | Very good    |
| B     | 84-86            | 3.0    |              |
| B-    | 80-83            | 2.7    | Good         |
| C+    | 77-79            | 2.3    |              |
| C     | 74-76            | 2.0    | Satisfactory |
| C-    | 70-73            | 1.7    |              |
| D     | 60-69            | 1.00   | Poor         |
| F     | <60              | 0.0    | Fail         |

The grades obtained in non-credit courses are not included in the computation of a grade point average. The last grade of the repeated course is counted in the calculation of the cumulative GPA. Credits for repeated courses are only counted once.

### 9.18.2 Final Examination

After completion of the course, a Final Examination is conducted at the end of the semester. Examination schedule with date, day and duration is published by Admission & Registration department in advance. If a student writes an

exam, hands in the paper to the authorities concerned for marking process and further requests for rewriting the same paper, on whatsoever grounds, he puts forth, the request will be denied to him/her. Retroactive withdrawal from the examination will also not be considered. All students and Faculty members are expected to be available for examinations up to the last day of the examination period.

### **9.18.3 Examination Scheduling**

The Admission and Registration department schedules all final examinations except oral examinations and projects. After the last day of classes faculty members are not allowed to hold any test or ask the students for assignment or projects. All tests or assignment-project submission will be possible before the last day of the classes and not during the final examination period. If the student is experiencing a clash of two examinations on same day or has a time conflict with common examinations, he/she must report to the Head of Admission and Registration department's office to seek redress from the office. Requests for rescheduling or pre-scheduling the examination to any desired date or time while the date and period of examination had already been scheduled in advance will not be considered.

### **9.18.4 Special Deferred Final Examinations**

A special deferred assessment date is granted by the College Dean to students who are unable to attend an assessment due to medical (certified on a Physician Statement form) or are in domestic afflictions of extreme nature. Applications for special consideration assessment must be received no later than the prescribed application receiving deadline indicated in the assessment schedule.

After the grant of permission by the College Dean, a special deferred final assessment date is scheduled by the Head of Admission and Registration department.

### **9.18.5 Make-up Examinations**

A student who happens to miss a major or final examination may seek the Head of Academic Department permission for making up the examination. If the faculty member is not convinced of the student's reason he may refuse to allow a make-up. If a student is absent while officially representing the University, for example as an UAQU club member or as a participant in an athletic event, the student should be permitted to make up the examination. Major examinations are to be made up at a time which is both fair and reasonable for all parties. Final examinations must be made up within a reasonable time so that the faculty member is able to submit the final grade(s) on the day and time stipulated by the Admission and Registration department.

### **9.18.6 Incomplete Grades**

The obligations mentioned on the syllabus for a course should be finalized on the last day of the semester. No final grade of I (Incomplete) should be given on any course unless there is a forceful and demonstrable emergency.

In case of incomplete work without an excuse for lateness, a zero or F grade is given for the absent work and the average calculated accordingly into the final grade.

Only in rare cases (such as in an emergency), and with the approval in writing by the College Dean, students may be allowed to make up unfinished work. The grade of "I" will be replaced by the achieved grade in the academic record when the faculty submits a signed Change of Incomplete Grade form to the Admission and Registration department.

It is entirely the student's responsibility to complete any course requirements if uncompleted on the specified date within forty-five (45) days from the last examination scheduled for the particular course. The faculty member has fifteen (15) days from the catch up exam for the particular course to hand in the terminal grade through the Change of Incomplete Grade form to the Admission and Registration department. Following this deadline, all undecided grades of "I" will be converted to a terminal grade of "F".

### **9.19 Overriding a Course Prerequisite**

Overriding the pre-requisite(s) of an academic required course may be, although not usually permitted, considered for genuine reasons. An Overriding

Form must be submitted for the same elaborating the reasons for the request. The Form must be recommended and signed by the advisor. The Program Leader should discuss the matter with the concerned Advisor and the student is informed, usually within three weeks.

### **9.20 Independent study**

A course of independent study is a one-to-one, supervised, high-level course, aimed at offering students the opportunity for intensive work in a particular interest area. These are intended mainly for third and fourth year students who have been given Lecturer approval and have at least a GPA of 3.00 or more and are in the semester before graduation. This may be due to the need of a course to graduate which has not been offered that semester.

### **9.21 Academic Probation and Suspension**

#### **9.21.1 Probation**

Students who fail to meet the academic standards established by UAQU will be placed on probation. The maximum duration is three regular semesters. In this duration students are expected to meet the University academic standards and norms. A student having deficiencies, if any, is expected to overcome them in this period.

Failure in maintaining a cumulative grade point average of 2.0 at the end of a semester subjects a student to probation. If a student is still found persistent with the deficiency, even after the probation period, will be disqualified to further pursue his education in UAQU.

When a student is placed on probation, the University policy is to send a letter to the student at his home address stating the requirements to be met to avoid dismissal from UAQU. To be allowed to continue on probation, he/she must improve the GPA to a minimum of 2.0 in the following semester.

Students on probation due to a deficiency in their cumulative GPA may limit their academic load which is possible as stated below:



- for the first warning: a maximum of 15 Credit hours among which (3) or (6) credit hours are repeated depending on the CGPA and the last semester GPA (To be chosen by student's academic advisor)
- for the second warning: a maximum of 12 credit hours among which (6) or (9) credit hours are repeated depending on the CGPA and the last semester GPA (To be chosen by student's academic advisor)
- if a student having a third warning fails to raise his CGPA to 2.0 at the end of the semester, his/her case will be reviewed by the head of concerned department. The latter can take one of the following actions:
  - To give the student a grace semester if he/she has completed 80% or above of the required credit hours of the program and his/her CGPA may be raised to 2.0 by the end of the semester.
  - To transfer the student to another program provided that his/her CGPA for the courses to be transferred is 2.0 or above
  - To dismiss the student from the University.

Students on probation for any of the above deficiencies are not allowed to participate actively, or represent the University, in co-curricular activities, such as teams, clubs, plays, and UAQU competitions. They may not be nominated for the Student Union.

### **9.21.2 Removal of Probation and Dismissal**

Students on overall probation face dismissal if they are unable to meet the minimum academic requirements even after being put on probation. In the first semester of probation, they will have to earn a minimum semester grade point average of 2.0, and maintain that performance by achieving a cumulative grade point average of at least 2.0 at the end of the third semester of their probation period. If a student fails to do so by the end of the third semester on probation, he/she will be academically dismissed from the University.

### **9.21.3 Suspension**

A student on probation who fails to achieve a semester point grade average of 2.0 or higher after the third warning will be suspended for one semester. If

still found unimproved, he/ she will be suspended for two semesters and the third suspension will be for an indefinite period.

### **9.21.4 Suspension Period Regulations**

The University will not accept any credit for the completion of courses during a suspension period. Readmission applications by students on an indefinite suspension will be considered only after a period of 12 months following the suspension. A student is expected to have adjusted to cope with the academic requirements at UAQU in this period.

### **9.21.5 Readmission after Suspension**

A student readmitted after suspension will still be on probation and will have to earn and maintain a 2.0 average or higher. He/she is limited to 12 semester hours and is required to earn a minimum average of 2.0 each subsequent term to obtain a minimum cumulative average of 2.0. Failure in meeting the semester grade point average of 2.0 will result into further suspension.

### **9.21.6 Reinstatement**

Students withdrawn from the University in a good academic standing and again wish to join after one or two semesters are considered for readmission provided they had not been dropped for scholastic or disciplinary reasons and the seat for admission is available.

The student is required to submit a written request for reinstatement to the Admission and Registration department stating his/her activities, especially academic, during the time since he/she left UAQU.

### **9.22 Repeating Courses**

If a student has failed in a course, it is advisable to repeat it in the following semester. Students are at liberty to repeat their courses for the sake of improvement in their GPA. Raising the GPA is very necessary, especially if

compulsory courses are involved. A student may repeat a course up to two times, taking into account seat availability, without the permission of the Vice Chancellor for Academic Affairs but credit hours will be counted only once in the total credit hours required for graduation. The VC for Academic affairs may consider students requests for granting students additional attempts based on exceptional circumstances.

Once a grade is earned and entered into student's record, it is considered permanently final and may not be altered. In case of course repetition, only the last grade is considered relevant and serves the fulfillment of academic requirements.

### **9.23 Study Abroad**

UAQU offers students the opportunity to study abroad at other institutions and gain full university course credit.

- Students who apply to study abroad programs should be in good academic and disciplinary standing with UAQU and have a minimum cumulative GPA of 2.5. Any current or pending discipline issue will be taken into account in evaluating a student's application to study abroad.
- Students must have completed at least 59 credits of undergraduate courses in residence at UAQU.
- All study abroad coursework must be pre-approved by the student's advisor prior to taking the course.
- Upon successful completion of an approved foreign program of study, credit will be granted towards graduation for all appropriate courses taken on UAQU affiliated or approved programs.
- Credit is allowed for classes satisfactorily completed at another Institution with a grade of "C" or better.
- The credit hours of the courses to be transferred should be equivalent to those offered by UAQU.
- Course contents covered must also be equivalent to the course contents offered in UAQU for any program of study.

- Transfer grades are not calculated in a student's cumulative grade point average.
- Students may transfer a maximum of 15 credit hours toward their degree under study abroad program
- Students are required to maintain full time enrollment, attend class regularly and comply with all program regulations and individual course requirements in any program they choose. Students who leave the program before it is officially completed will not receive credit for their work.
- Students who enroll in a study abroad program need to ensure that the transcript for coursework taken abroad is sent to UAQU.

### **9.24 Transcript**

Students, whether graduated or withdrawn in good standing from UAQU will receive free transcripts of their academic record. However, during examination, registration or graduation periods transcripts of any records will not be issued. Students who have unsettled financial obligations will also not be issued transcripts of their records until settlement of their dues.

The Admission & Registration department issues transcripts of academic record. A signed Request Form needs to be submitted by the student concerned for receiving the transcript. The University will issue only complete transcripts, not in parts. The University will not issue on its own behalf the transcript or any other record of other universities on the student's file.

### **9.25 Graduation**

Students of the last expected semester will file an Application for Graduation form in the Admission and Registration department during the registration period. The office will then start processing the necessary information for final certification for graduation. The students who have completed all the requirements including the clearance of financial obligation to the university are certified for conferral of the degree. The certified students will be conferred degrees by the end of the final semester on a date formerly announced. The permanent record of the student will be maintained with the date on which

he/she was conferred the degree. In case of incomplete requirements because of which the applicants could not be conferred the degree, they need not reapply for graduation. Their previous application will serve the purpose in the following semester.

## **9.26 Honors and Awards**

### **9.26.1 VP's List**

At the end of each semester, all undergraduate students who earn 12 or more semester credit hours will be eligible to be named in the VP's List.

To be placed on the VP's list, a student must

- Have registered and completed a minimum of 15 hours in the semester
- Have at least a 3.5 semester GPA
- Be in good academic standing
- Rank in the top ten percent of students in his/her College.
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

### **9.26.2 Graduation Honors**

Graduation with honors will be designated to students who have completed their Bachelor's Degree requirements with academic excellence. To be eligible for this honor, the student's CGPA is shown as follows:

|                 |                             |
|-----------------|-----------------------------|
| Cum Laude       | An average of 3.5 or higher |
| Magna Cum Laude | An average of 3.7 or higher |
| Summa Cum Laude | An average of 3.9 or higher |

## **10. Student Petitions and Appeals**

### **10.1 Petitions**

Though the University maintains a strict stand as far as its policies are concerned, it holds human values while administering the rules and regulations and hence students are allowed to petition for uncompromising academic policies on humanitarian as well as other genuine grounds. Such petitions are processed through the office of the Vice Chancellor of Academic Affairs through the Head of Admission and Registration and the Academic Petitions Committee.

### **10.2 Grade Appeal**

Grade change appeal is one of the opportunities offered to UAQU students. A situation for grade change appeal will arise when a student considers that there is a definite departure in assessment than that is outlined in the assessment strategy distributed to students, or there is a calculation mistake or incorrect grade entry. Students seeking grade change must have valid and justifiable reasons for such appeal. Grade change petitions are required to be submitted to within 45 working days of the award of the grade. A formal report from the concerned faculty member is expected within 10 working days of filing the petition. A copy of the report is to be submitted to relevant Program Leader. In case the report submitted by the faculty member is unconvincing or unsatisfactory, the student may submit the petition to the Divisional Chair. Such appeal should be made within 14 working days of submission of the report by the faculty member.

If the Divisional Chair is also not able to provide a convincing and satisfactory remedy to the petitioner, he/she is allowed to seek resolution from Vice Chancellor for Academic Affairs. A formal petition must be submitted to the Vice Chancellor for Academic Affairs within 7 working days of the submission of a report by the Divisional Chair.

Vice Chancellor for Academic Affairs may assign an Academic Appeal Committee to appraise the case and submit their recommendations. Vice Chancellor for Academic Affairs will make final judgment based on recommendations of Academic Appeal Committee. The judgment made by the Vice Chancellor for Academic Affairs will be ultimate.

## **10.3 Other Academic-Related Issues**

UAQU students have the opportunity to plea on issues related their subjects of study or a faculty member. Such appeals are made to the appropriate Dean of the College or Head of Department. If the matter is unresolved, the petitioner may officially make an appeal to the Vice Chancellor for Academic Affairs. Students intent on filing an Academic related petition to the Vice Chancellor of Academic Affairs must do so on or before the first day of orientation of the next term. Vice Chancellor of Academic Affairs may assign the Academic Appeal Committee to appraise the case and submit their recommendations.

The judgment made by the Vice Chancellor of Academic Affairs will be ultimate.

## **10.4 Academic Integrity Code**

UAQU is an academic community devoted to seeking knowledge, and academic integrity is fundamental to its endeavor. Academic standards and reputation is a shared responsibility among all members of the UAQU community. The code of academic honesty forbids any act that can generally be described as lying, cheating, fabricating, vandalism or stealing.

Standards and requirements of academic honesty system should be familiar to all members of the University community.

## **10.5 Responsibilities**

### **10.5.1 Student Responsibility**

It is the responsibility of all UAQU students to preserve the highest level academic truthfulness, sincerity and ethical standards. Not only is each student encouraged to display personal actions and behaviors that reinforce truthfulness, sincerity and ethical standards, they are also encouraged to motivate other students to engage in such activities. They must also be committed to prevent occurrence of any dishonest behavior on campus. In the event any violations to ethical standards, students may report the incident to concerned authorities.

## **10.5.2 Faculty Responsibility**

Faculty members play a great role in creating an honest and just atmosphere on campus. It is the responsibility of each faculty member to ensure that students conform to all norms, guidelines and policies of academic honesty. They are expected to emphasize academic integrity policies and codes in the course syllabus. They must take proper care and protection of exam materials, assignments, assessment, grading etc. so that the chances of dishonesty and violations are reduced.

Details regarding the Integrity Code violations can be found in the Student Handbook.

## **11. Student Life**

### **11.1 Students Support Services**

The major objective of the university is to help develop students as academically skillful and socially capable individuals. The Student Support Services department is aimed at helping overall development of students. It is dedicated to creating an environment conducive to learning for students. It strives to collaborate with students, faculty, academic administrators and external agencies. Student Support Services department integrates the curricular and co-curricular activities in an attempt to help students achieve their academic, personal, and professional excellence in a diverse and global society.

The Student Support Services department is equipped with an adequate number of qualified and dedicated personnel to help students adjust to cultural diversity and the University environment. It is responsible for organizing a number of co-curricular activities and seeks active participation of students in order to channel their energy in the right direction and to expand their horizon.

The Student Support Services department is responsible for welcoming and orienting students to various administrative and academic norms. The department acquaints students with Judicial Affairs unit, Counseling Services, Housing Services, Student Activities, Career Services, Financial Aid, and Alumni Affairs. The Office of Student Support Services is committed to



ensuring students adjust to campus life and guide them to complete their programs at the University.

## **11.2 Career Services Office**

UAQU has a Career Services Office within the Student Support Services department. The Career Services Office is responsible for helping students to fulfill career aspirations. It not only offers placement support to the current students as per demand of labor market, but it also extends such services to the UAQU alumni.

The important goals of the Office are to:

- Impart employment search skills to students and alumni
- Organize campus recruitment for the final semester students
- Provide information on placement opportunities and job advertisements to students and alumni.
- Host an annual Career Fair

## **11.3 Counseling Center**

Generally, university life is a period of transition. It may be an exciting experience for most of students, yet many encounter a certain degree of adjustment challenges. The Counseling Center of Student Support Services department is dedicated to provide students with necessary support services that enable solving personal and emotional problems and help adjusting with campus life. The support services provided by the members of the counseling team help students realize their potential, make right decisions, guide them in developing adequate study skills and habits, and establish pleasing interpersonal relationships. Essentially, the counseling services help students maximize their personal, social and academic effectiveness. Students may approach the members of the counseling team individually or may involve a family member in the counseling process. The following are the important students support services provided by the Counseling Center:

### **11.3.1 Individual Counseling**

Common challenges students encounter at the campus includes inability to cope up with University life, poor study skills and time management skills, ambiguity in life and career goals, identity issues, interpersonal conflicts, depression, anxiety etc. The counselors help students overcome these challenges. Students who have received counseling at home or outside the university campus may also be given continued counseling at the campus if requested. The counselors also guide students to identify their personal goals and solve their challenges independently.

### **11.3.2 Student Workshops**

The counseling center of Student Support Services department regularly organize workshops on study skills, time management strategies, effective communication skills, ways to adjust with anxiety and depression, emotional control, alcohol and drugs, healthy life styles and eating habits etc. for the benefits of students.

### **11.3.3 Consultation Service**

Staff and faculty are also encouraged to utilize the services of the Counseling Center if they encounter challenges in dealing with students. In most cases, counselors will be able to provide solutions to the problems. Appropriate referral services are made on those cases where the counselors are not able to find a solution.

The counselors pay adequate attention to cultural diversity of the student community when evaluating a case. The Counseling Center ensures confidentiality of counseling services. No student information will be revealed to any third party without a written permission of concerned student.

The Counseling Center is part of the Student Support Services department and is positioned in the Main building. The Counseling Center will remain opened from 08:00 to 17:00, Sunday through Thursday.

### **11.4 Academic Achievement Program**

Academic Achievement advisors support and sustain students during their transition through UAQU. Students are free to meet their advisors individually or in groups to consult on academic, administrative as well as other campus-affairs. Students are advised on study skills, time management, test taking techniques and strategies for course selection. Advisors also see that the students develop suitable life skills. In order to improve the quality of education the program has developed a retention plan for students; it also engages with academic advisors in following the progress of students on probation.

### **11.5 Internship Office**

The internship office gives students the opportunity to get exposed to a career field and gain a professional experience through the internship. While getting experience from the internship, students are expected to positively contribute to the organization they join. The university encourages the students to intern with well-reputed organizations which would give them an opportunity for the eventual transition from the classroom to industry. The internship office shall make the internship manual available to students.

### **11.6 Judicial Affairs**

The Judicial Affairs unit deals with campus rules and regulation and codes of conduct. It helps students become aware of their rights and responsibilities as well as rules and regulation they must follow on campus. UAQU upholds fairness, honesty and integrity and utilizes the Student Code of Conduct in dealing with the issues of students' misconduct.

### **11.7 Student Code of Conduct**

The student community is the most significant part of UAQU. Apart from studying, acquiring knowledge, and learning skills, the art of living individually and in a community should also to be learnt. Working and studying together by adhering to rules will create an ideal condition for students into which they will not only learn to live happily but also learn to let others live. Understanding

and proper communication are essential for all members of the student community to flourish. In order to reach this goal, guidelines are set by the legally established policies, and the code of conduct, rules and regulations. The Office of Student Support Services establishes and enforces these rules and regulations. The full text of the Student Code of Conduct can be found in the Student Handbook.

### **11.8 Financial Aid Office**

The Financial Aid Office is committed to providing courteous service to the students to support the academic mission and goals of the University. It also aims to assist students with financial aid to help them achieve their degree. Students receive financial aid so that they could focus on their education and complete their degree entering the world with a clear purpose.

### **11.9 Student Activities**

UAQU acknowledges student activities as an integral part of their programs. It is assumed that the learning experiences are enriched by organized student activities. Also, such activities provide an opportunity for students to express and develop their own talents and interests. Further, engaging in organized group activities will help students develop their social interaction skills, which is a very desirable quality for an individual living and working in a multicultural environment.

The University places great emphasis on extra-curricular activities. It seeks to help students to develop their abilities and make good use of their leisure time through forming student societies.

### **11.10 Student Associations**

UAQU recognizes Student Associations. It is entrusted with the responsibility of electing members to the Student Council. These elected members of the Council in collaboration with the office of Student Support Services supervise

all student activities. The designated members of the Student Association take part the University Academic Council meetings and influence the decision making on matters related to academic programs of the University. The Student Association provides an opportunity for students to organize a wide range of activities. The different types of student organizations such as clubs, societies, committees and department and class associations are established to organize various activities within the University and also to represent the University in inter-Department activities.

### **11.11 Student Societies**

UAQU supports the formation of Student Societies in each academic college in an attempt to promote a friendly atmosphere on campus as well as to help enhance scholarship and achieve academic objectives. The Student Societies organize workshops, symposiums, exhibitions and lectures on various occasions.

### **11.12 Student Clubs**

Student clubs are student bodies with a definite academic or cultural theme established to enhance academic, cultural and social life of students on Campus.

UAQU is committed to encourage Special Interest and Cultural Clubs in order to harness special interests and creativity of students.

### **11.13 Student Publications**

UAQU provides students with an opportunity for expressing creativity. The UAQU Student Publication is an avenue for students to contribute, edit and publish their literary work. Students are encouraged to contribute to the Student Publication on matters related to academic, scientific, social, cultural and aesthetic areas.

The Student Publication portrays important student activities organized by the University. It is also a means of recognizing student achievements.

### **11.14 Alumni Association**

UAQU values every student both current and former students. It is in the interest of UAQU to maintain a close link with its former students. The graduates of UAQU continue to be members of the UAQU family. The Alumni Association of UAQU is aimed at uniting and linking all former students of the University.

The Alumni Association helps maintain lasting relationship with its former graduates. It organizes various events for the members of alumni that help strengthen relations between the University and its former students. The Alumni Association is also beneficial for the current graduates. It enhances career options and placement opportunity for the current students. Moreover, the members of Alumni act as ambassadors of UAQU. They promote the University and help preserve its mission and vision.

The Alumni Association of the UAQU also provides an opportunity for interaction between teachers and professionals in the community. Since many former students who would have become professional in different field, interaction with them would help the University enhances quality and efficiency of various programs and facilities offered at UAQU.

### **11.15 Sports Services**

The Student Activities Unit of UAQU offers a variety of sport facilities to students. It includes adequate equipment and resources for various sporting activities governed by the norms of the University. The resources for sporting also include availability of professional trainers to coach students. Adequate facilities and opportunities for specialized coaching help students expand their sport and athletic potential and participate in various inter-university competitions held in different emirates in the UAE.

## 12. EDUCATIONAL PROGRAMS AND CURRICULA

### 12.1 Intensive English Program

All instruction at the University is conducted in English. Therefore, proficiency in English language is essentially a decisive factor for student's success. Students who qualify for admission but fail to secure a minimum score of equivalent to TOEFL 500 or any other English standard test must enroll in the Intensive English Program (IEP). Students will remain in the IEP program until they achieve a proficiency in English language equivalent to TOEFL 500.

The University has developed an English language Placement Test to assess the level of competence of new entrants in English language. All freshmen except those who have qualified TOEFL with a score of 173 (computer-based format) are required to take English Language Placement Test.

Following are the objectives of English Language Placement Test.

#### 12.1.1 Objectives:

- To ensure that the student has a sufficient language proficiency to cope with academic demands.
- To place the freshmen in a suitable level in English Language Foundation Program.

#### 12.1.2 English Placement Test:

The English language proficiency of candidates is tested in the following areas:

- **Listening Skills** of students shall be measured by testing their ability to understand and comprehend the Basic English structures when orally presented.
- **Reading Skills** of students shall be measured by testing their ability to identify the word/phrase meaning through the context, understanding the literal and imperative meaning, interpreting and analyzing ideas etc.
- **Writing Skills** of students shall be measured by testing their ability to

construct sentences with clarity, precision, and coherence in writing an essay about an assigned topic. Their writing skills shall be further measured by testing their knowledge of the basic elements of language.

### **12.1.3 Admission and Placement**

Students who score below 500 on the Test of English as a Foreign Language (TOEFL) or its equivalent and who otherwise qualify for admission are eligible for admission into the IEP. Placement into one of the three proficiency levels of the program is based on standardized proficiency test scores.

### **12.1.4 Scale of Evaluation**

Students who have an International TOEFL (Test of English as a Foreign Language) score below 173 on the Computer-Based TOEFL (CBT), 61 on the Internet-Based TOEFL (iBT), or 500 on the Institutional Paper-Based TOEFL given at UAQU and who otherwise qualify for admission to UAQU are eligible to take the IEP placement test.

Students who meet the minimum required IEP placement test score can enroll in the IEP. Assignment to one of the three proficiency levels of the program is based on the IEP placement test.

The placement test results are used to classify students in following categories.

1. Elementary level :Students who score 0-30 % of marks
2. Intermediate level :Students who score 31-60 % of marks
3. Advanced level :Students who score above 60% marks

### **12.1.5 Program Description**

The Intensive English Program (IEP) curriculum consists of intensive English as a Foreign Language instruction. Each level provides instruction in listening, speaking, reading, writing, grammar and vocabulary.



Level 1: this consists of 14 hours per week of classroom instruction in listening, speaking, reading, writing, grammar and IELTS preparation towards the General Training IELTS exam, as well as the Academic IELTS.

Levels 2 and 3: each of these levels consists of 10 hours per week of classroom instruction, in the same subjects as Level 1. Students in these levels are permitted (as the University timetable permits) to take two other courses, which count toward the requirements of their Majors.

### **12.1.6 Progression Policy**

Progress tests are administered regularly. Practice tests, quizzes, midterms and final examinations are given to assess student's progress in English courses. Promotion to a higher level in the program is determined by examination and Faculty member's assessment. Students with a grade below 60% in any term in the IEP will be required to repeat that level.

IEP Students move from one level to the next with a passing Final Mark of at least 60%. The passing grade for all levels is (60%), except for Level 3 where passing the TOEFL exam with a score of 500 or above or IELTS (Band 5) or equivalent score is required to exit the program.

In addition, students in Intermediate or Advanced levels of the IEP are permitted to register in one general education course of their study plan per semester. IEP students can take a maximum of 9 credit hours while enrolled in the IEP. IEP students will not be permitted to register for additional courses until they have met UAQU's English requirement. Registration of electives will require the approval of the ENGLISH Chair and will be granted to students with satisfactory academic performance and attendance records. Students who attain the University's minimum requirements for entry into an English-medium Department are permitted to join their major at the beginning of the next available semester.

### **12.1.7 Dismissal Policy**

Copying in examinations, tests, quizzes or assignments will not be tolerated. Any student found to be plagiarizing on any course work, will be assigned the grade of zero for that work. A second offense will result in a suspension from the course with an F grade and further disciplinary measures, including suspension from the University, as per university policies. Any party to cheating is subject to exactly the same penalties. Please read the section on plagiarism in the student handbook.

Students are expected to be respectful of others, including the Faculty member, so if a student's behavior interferes with the learning process or jeopardizes the safety of the classroom, the faculty member may ask the student to leave the classroom. Based on the incident, a Disciplinary Committee may be called to investigate and determine further sanctions.

Students who fail, withdraw, or are withdrawn from an IEP course three consecutive terms will be dismissed from the IEP program.

## **12.2 General Education**

General Education is vital to higher education programs. The General Education Program helps strengthen the link between the University mission and its degree programs. Interdisciplinary courses provide students with knowledge and tools that help them work in a range of disciplines. They teach them to derive information and apply concepts interchangeably in real-life situations. Language and multicultural courses deliver a rich experience that aid in understanding other cultures and developing respect for them. General Education ensures that all graduates of the University, irrespective of their majors, are trained, aware and competent enough to thrive within an educated society.

### **12.2.1 Goal Statement**

The General Education curriculum is designed to help students develop their ability to expand their intellectual interests, critical thinking, imagination, sensitivity and creativity. It also attempts to address mathematical reasoning and problems; integrating knowledge; communicating effectively; expanding students' sense of social, ethical and cultural values; and appreciating the application of values in society.

The University seeks to prepare its students not only for rewarding careers, but also to be responsible citizens of the modern world. It does this by building each academic program on a required foundation of courses that taken together, form the core of a liberal education.

### **12.2.2 Objectives**

The objectives of the General Education courses are to:

- foster an ability to think clearly, logically and critically,
- cultivate artistic talent through the study of philosophy, literature, languages, and the arts-intellect, imagination, sensibility, sensitivity and creativity,
- acquaint students with the physical universe and its life forms and to impart an understanding of scientific methodology, mathematical concepts and quantitative reasoning,
- integrate knowledge by forming an interdisciplinary and insightful approach to learning.
- communicate appropriately and effectively in both oral and written forms,
- deal with human, social, political, and economic institutions and their historical backgrounds, with human behavior and the principles of social interaction.

### **12.2.3 Learning Outcomes**

After completion of the General Education courses, the student should be able to:

- Create written works in English that correctly employ linguistic skills.
- Demonstrate the ability to solve mathematical problems applying handy numerical skills and concepts.
- Produce work that requires proficiency in standard computer hardware and applications.

- Apply basic analytical and IT skills.
- Recall scientific facts, simple experimental techniques and scientific methods for practical applications.
- Develop a global perspective on ethical, cultural, and political issues.

## 12.2.4 General Education Requirements

The University mission statement provides a guideline for forming the General Education Requirements. A blend of liberal studies and professional education renders the academic programs with both breadth and focus. The objective of the program is to stimulate the latent intellectual and creative potential within students and to foster growth by inspiring innovation, speculation and action.

Every student is required to take a mandatory 30 credit hours that cover the following disciplines:

| <b>Requirement</b>                         | <b>Credit</b> |
|--|---------------|
| English Language Competency                | <b>6</b>      |
| Islamic Culture                            | <b>3</b>      |
| Arabic Heritage                            | <b>3</b>      |
| Mathematics                                | <b>3</b>      |
| Computer Literacy                          | <b>3</b>      |
| UAE Society                                | <b>3</b>      |
| Natural or Pure Sciences                   | <b>3</b>      |
| Humanities and Social Sciences             | <b>3</b>      |
| Innovation Creativity and Entrepreneurship | <b>3</b>      |
| <b>TOTAL</b>                               | <b>30</b>     |

## 12.2.5 Requirement Descriptions

### English Language Competency requirement (Two courses)

It is required that all students meet the writing-level demands of University course work. Furthermore, standard critical reading and comprehension skills are essential and mandatory for all courses.

All matriculating students must take the English Placement Test to determine which (Writing) course they are to be placed into. "ENG 101 Composition and Modern English I and ENG 102 Composition and Modern English II" should be completed in the first year or before completion of 30 credits.

### **Islamic Culture requirement (One course)**

The Islamic Culture requirement is designed to deepen the students' awareness of the Qur'an methods for the knowledge of God, His Existence, the fundamentals of faith and the source of legislation.

### **Arabic Heritage requirement (One course)**

The Arabic language speaking setting of the University calls for an appropriate familiarity with the Arabic language in students. The Arabic Heritage requirement imparts further knowledge and understanding of the Arab culture and civilization and outlines its instrumental role in the historical development of the region.

### **Mathematics and /or Statistics requirement (One course)**

All students must have mastery of quantitative reasoning and department level mathematical skills. Students are urged to satisfy this requirement by the end of the second year.

### **Computer Literacy requirement (One course)**

All students must be computer literate. Although computer skills are taught within the context of many courses, students may be required to take additional specific computer courses depending on the requirements of their degree program. Course satisfying the computer literacy requirement include CIT 100 Applications of Computer Software.

### **UAE Society (One Course)**

### **Natural or Pure Science requirement (One course)**

All students must have university-level knowledge of scientific reasoning and the experimental sciences. Students may satisfy the science requirement by passing any course from the disciplines of Biology (BIO), Chemistry (CHM), and Physics (PHY).

### **Humanities and Social Sciences requirement (One course)**

To be a global citizen, and to contribute and participate at a global level, one needs to be aware of intercultural differences and human values. To inculcate this awareness, students should be well read in the humanities and social sciences so that they are armed to compete and flourish globally. 3 credits to be selected from the courses listed in the humanities and social sciences requirements with at least three credit hours taken from the humanities area and at least six from the social sciences area. Humanities: English Literature (ENG), Philosophy (PHI); Social Sciences (SS): Political Science (POL), Psychology (PSY), Sociology (SOC), and Ethics (PHI).

### **Innovation Creativity & Entrepreneurship requirement (One Course)**

Creativity, innovation and entrepreneurship are essential tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship. Students will be able to gain knowledge of the theoretical framework and utilize its application in the real world.

## **12.3 Bachelor of Arts in English Language and Translation**

### **12.3.1 Goal Statement**

The English Language and Translation program aims to provide the students with a comprehensive, innovative and student-centered English Language and Translation program using world-class facilities applying the latest technologies to ensure excellence in translation practice. The teaching/learning approach is based on directed self-learning, analytic and critical thinking, experiential learning and self/peer editing.

The English Language and Translation program provides the students with the knowledge and skills to successfully face challenges in a systemic academic manner that evolves continuously to meet developments. The program offered is dynamic and flexible to address new challenges. In addition during the practicum/training/ internship; the translation training program will enhance the translation skills of the students during their translation training period, under qualified and dedicated faculties, staff and specialists.

To meet the needs of the region in translation and other fields where English is required, the English Language and Translation presents a program developed to help students to achieve high levels of communicative competence in English; be familiar with the major theories and trends in linguistics, and the application of linguistic principles and findings to such areas as phonetics, phonology, lexis, morphology, discourse analysis, contrastive analysis and stylistics; study English Literature from a critical and creative perspective; receive theoretical and practical training in translation from English into Arabic and from Arabic into English in literary and non-literary texts; and employ critical and analytical thinking used in problem solving and decision making affairs. Furthermore, be prepared for postgraduate studies in language, linguistics, and translation.

The goals and objectives will mainly be achieved through the student's studying language and linguistics, which will enrich their sensibilities and will echo a positive effect in their translation and communication in English language during their studies, careers and lives.

## 12.3.2 Program Objectives

The objectives of the BA English and Translation program are to:

- raise the competency level in the four language skills of reading, writing, speaking and listening, achieved through the specific language courses required to be complete during the first two years of study.
- develop a broader understanding of the language system and subsidiary language disciplines in language study to be open to multiple cultures, and enable interaction with different cultures, by developing their communicative, grammatical and pragmatic competences through e.g. Linguistics, Morphology, Syntax, etc.
- build a knowledge base of world literary classics, canon, genres, as well as interdisciplinary approaches to the study of literature.
- provide the tools to be able to translate different texts, be they literary or non-literary mastering techniques suitable to translate different genres and styles and understanding communication as a social and psychological process in terms of the concepts, levels, channels and effects.
- develop the skills and competencies utilized in problem solving and decision making that can be applied in a variety of English language and translation situations.

## 12.3.3 Learning Outcomes

After completion of the BA English Language and Translation, the student should be able to:

- Demonstrate an understanding of social, cognitive, and personal variables from research and experience in second language acquisition (SLA).
- Collect, synthesise and utilise material from a variety of sources in both oral and written contexts.
- Communicate fluently and accurately in spoken and written English using appropriate English vocabulary, grammar, and discourse.
- Show understanding the major theories and trends in linguistics, and the application of linguistic principles and findings to such areas as



phonetics, phonology, lexis, morphology, discourse analysis, contrastive analysis and stylistics.

- Recognise and make distinctions between alternative analyses of empirical data at one or more levels of linguistic analysis.
- Describe and apply core analytical concepts used in linguistic analysis, namely, phonetics, phonology, morphology, syntax, semantics.
- Illustrate knowledge and understanding of literary classics, canon, genres, as well as interdisciplinary approaches to the study of literature.
- Produce critical interpretations and analysis of literary texts with attention to language.
- Show knowledge and understanding of the different translation genres and styles.
- Interpret and analyze a text using different approaches from literary, rhetorical and/or linguistic theories.
- Collaborate and work co-operatively with interpreting group members and/or others.
- Translate different texts, be they literary or scientific.
- Utilize analytical problem-solving skills and techniques in the resolution of various English language and translation scenarios within the milieu of organizational and institutional requirements.
- Demonstrate understanding the skills and competencies utilized in problem solving and decision making that can be applied in a variety of English language and translation situations.

### **12.3.4 Career Opportunities**

Graduates can look forward to career choices in fields such as translation, education, advertising and marketing primarily as translators and English language teachers. They can also work as copywriters, editors and public relation personnel.

### **12.3.5 Graduation Requirements**

Graduation requirements include the successful completion of a minimum of 123 credit hours as follows:

## Degree Requirements

A total of at least 123 credits, including

- 30 credits of University requirements
- 60 credits of core requirements
- 21 credits of concentration requirements
- 12 credits of free electives
- Satisfaction of the internship requirement
- A minimum CGPA of 2.0

## The University Requirements

University requirements are 30 credits out of which 24 credits are Compulsory Courses. Every student is required to take the mandatory credit hours that include Islamic Culture, English Language, Arabic, Mathematics, Innovation Creativity & Entrepreneurship, Introduction to Information Technology, and Humanities, in addition to courses in Natural or Physical Sciences, and Social or Behavioral Sciences. The requirements are:

| Course Code  | Course Title | Prerequisite                             | Cr.H. |
|--|--------------|--|-------|
| <b>English language, Mathematics and Use of Computers</b>    |              |  |       |
| ENG  | 101          | Composition and Modern English I         | 3     |
| ENG  | 102          | Composition and Modern English II        | 3     |
| MTH  | 100          | College Algebra                          | 3     |
| CIT  | 100          | Computer Concepts and Applications       | 3     |
| GED  | 100          | Islamic Studies                          | 3     |
| GED  | 110          | UAE Society                              | 3     |
| GED  | 120          | Communications Skills in Arabic          | 3     |
| IEC  | 112          | Innovation Creativity & Entrepreneurship | 3     |
| <b>Social or behavioral Sciences requirement (3 credits)</b> |              |  |       |
| GED  | 150          | Critical Thinking                        | 3     |
| GED  | 160          | Psychology in Everyday Life              | 3     |
| GED  | 170          | Ethics and the Modern World              | 3     |
| GED  | 180          | Human Behavior and Socialization         | 3     |
| <b>Natural or physical sciences requirement (3 credits)</b>  |              |  |       |
| GED  | 130          | Introduction to GIS                      | 3     |
| GED  | 140          | Conceptual Physics                       | 3     |

## Core Requirements:

**Core Courses (45 credits)** covering the English Language and Translation Program's six fields of knowledge: General, Skills Courses, Language, Linguistics, Translation, and Practicum/Training/Internship.

| Course Code  |     | Course Title                    | Prerequisite | Cr.H.     |
|--------------|-----|---------------------------------|--------------|-----------|
| ENG          | 112 | Reading Skills                  | ENG 101      | 3         |
| ENG          | 114 | English Grammar                 | ENG 102      | 3         |
| ENG          | 202 | Business Communication          | ENG 102      | 3         |
| ENG          | 205 | Advanced English Writing Skills | ENG 102      | 3         |
| ENG          | 210 | Speech Communication            | ENG 102      | 3         |
| ENG          | 220 | Literature in the Modern World  | ENG 102      | 3         |
| ENG          | 225 | Language and Linguistics        | ENG 102      | 3         |
| ENG          | 231 | Syntax I                        | ENG 225      | 3         |
| ENG          | 232 | Phonetics and Phonology         | ENG 101, 112 | 3         |
| ENG          | 233 | Morphology and Lexical Studies  | ENG 225      | 3         |
| ENG          | 234 | Discourse Analysis              | ENG 114      | 3         |
| ENG          | 325 | Sociolinguistics                | ENG 225      | 3         |
| ENG          | 333 | Error Analysis                  | ENG 114      | 3         |
| ENG          | 335 | Advanced English Vocabulary     | ENG 102      | 3         |
| ENG          | 434 | Contrastive Linguistics         | ENG 225      | 3         |
| <b>Total</b> |     |                                 |              | <b>45</b> |

## Core Elective Courses

15 credits

| Course Code  |     | Course Title                                | Prerequisite | Cr.H.     |
|--------------|-----|---|--------------|-----------|
| ENG          | 310 | Advanced English Grammar                    | ENG 114      | 3         |
| ENG          | 330 | History of the English Language             | ENG 225      | 3         |
| ENG          | 331 | Syntax II                                   | ENG 231      | 3         |
| ENG          | 332 | Linguistics II                              | ENG 225      | 3         |
| ENG          | 401 | Business and Legal Translation              | ENG 340      | 3         |
| ENG          | 420 | Creative Writing                            | ENG 205      | 3         |
| ENG          | 433 | Computer-Assisted Language Learning         | None         | 3         |
| ENG          | 441 | Translation of Literary Texts               | ENG 340      | 3         |
| ENG          | 443 | Translation of Economic and Financial Texts | ENG 340      | 3         |
| ENG          | 472 | Consecutive Interpreting II                 | ENG 471      | 3         |
| <b>Total</b> |     |   |              | <b>15</b> |

## Concentration

21 credits of major and major-related requirements.

| Course Code  |     | Course Title                             | Prerequisite        | Cr.H.     |
|--------------|-----|--|---------------------|-----------|
| ENG          | 340 | English-Arabic Translation               | ENG 102,<br>GED 120 | 3         |
| ENG          | 341 | Arabic- English Translation              | GED 120,<br>ENG 102 | 3         |
| ENG          | 342 | Translation Theory And Practice          | ENG 340             | 3         |
| ENG          | 344 | Introduction to Consecutive Interpreting | ENG 102,<br>GED 120 | 3         |
| ENG          | 442 | Multimedia Translation                   | ENG 340             | 3         |
| ENG          | 471 | Consecutive Interpreting I               | ENG 344             | 3         |
| ENG          | 490 | Practicum/Training/Internship            | None                | 3         |
| <b>Total</b> |     |  |                     | <b>21</b> |

## Free Electives

12 credits Students must complete any four courses at the 100 level or above.

## 12.3.6 Proposed Course Sequence of Study

### Bachelor of Arts in English Language and Translation

| Semester                        | Code    | Subject Title                            | Prerequisite    | Cr         |
|---------------------------------|---------|--|-----------------|------------|
| <b>Semester 1<br/>(Level 1)</b> | CIT 100 | Computer Concepts and Applications       |                 | 3          |
|                                 | ENG 101 | Composition and Modern English I         |                 | 3          |
|                                 | GED 100 | Islamic Studies                          |                 | 3          |
|                                 | GED 110 | UAE Society                              |                 | 3          |
|                                 | MTH 100 | Department Algebra                       |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Semester 2<br/>(Level 2)</b> | ENG 102 | Composition and Modern English II        | ENG 101         | 3          |
|                                 | ENG 112 | Reading Skills                           | ENG 101         | 3          |
|                                 | ENG 114 | English Grammar                          | ENG 102         |            |
|                                 | GED 120 | Communications Skills in Arabic          |                 | 3          |
|                                 |         | Natural Science                          |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Semester 3<br/>(Level 3)</b> | ENG 202 | Business Communication                   | ENG 102         | 3          |
|                                 | ENG 205 | Advanced English Writing Skills          | ENG 102         | 3          |
|                                 | ENG 210 | Speech Communication                     | ENG 102         | 3          |
|                                 | ENG 220 | Literature in the Modern World           | ENG 102         | 3          |
|                                 | ENG 225 | Language and Linguistics                 | ENG 102         | 3          |
|                                 |         | Social or behavioral Sciences (1)        |                 | 3          |
|                                 |         |  |                 | <b>18</b>  |
| <b>Semester 4<br/>(Level 4)</b> | ENG 231 | Syntax I                                 | ENG 225         | 3          |
|                                 | ENG 232 | Phonetics and Phonology                  | ENG 102, 112    | 3          |
|                                 | ENG 233 | Morphology & Lexical Studies             | ENG 225         | 3          |
|                                 | ENG 234 | Discourse Analysis                       | ENG 114         | 3          |
|                                 |         | Free Elective (1)                        |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Semester 5<br/>(Level 5)</b> | ENG 325 | Sociolinguistics                         | ENG 225         | 3          |
|                                 | ENG 335 | Advanced English Vocabulary              | ENG 102         | 3          |
|                                 | ENG 340 | English-Arabic Translation               | ENG 102, GED120 | 3          |
|                                 | ENG 333 | Error Analysis                           | ENG 114         | 3          |
|                                 | ENG     | Major Elective (1)                       |                 | 3          |
|                                 | IEC 111 | Innovation Creativity & Entrepreneurship |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Semester 6<br/>(Level 6)</b> | ENG 341 | Arabic- English Translation              | ENG 340         | 3          |
|                                 | ENG 342 | Translation Theory and Practice          | ENG 340         | 3          |
|                                 | ENG 344 | Introduction to Consecutive Interpreting | ENG 340         | 3          |
|                                 | ENG     | Major Elective (2)                       |                 | 3          |
|                                 |         | Social or behavioral Sciences (1)        |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Semester 7<br/>(Level 7)</b> | ENG 434 | Contrastive Linguistics                  | ENG 225         | 3          |
|                                 | ENG 471 | Consecutive Interpreting I               | ENG 344         | 3          |
|                                 | ENG 490 | Practicum/Training/Internship            |                 | 3          |
|                                 | ENG     | Major Elective (3)                       |                 | 3          |
|                                 |         | Free Elective (2)                        |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Semester 8<br/>(Level 8)</b> | ENG 442 | Multimedia Translation                   | ENG 340         | 3          |
|                                 | ENG     | Major Elective (4)                       |                 | 3          |
|                                 | ENG     | Major Elective (5)                       |                 | 3          |
|                                 |         | Free Elective (3)                        |                 | 3          |
|                                 |         | Free Elective (4)                        |                 | 3          |
|                                 |         |  |                 | <b>15</b>  |
| <b>Total</b>                    |         |  |                 | <b>123</b> |

### 12.4 Bachelor of Arts in Mass Communication

## 12.3.1 Goal Statement

The Mass Communication Program seeks to prepare generations of communicators in media and public relations sectors to face the communications market challenges in the UAE and the Arab region through efficient use of new media technologies and critical and analytical thinking. The Program curricula draws on the opportunities given to students to practice critical and analytical thinking and pursue their creative works in all media and communication fields within a context of academic excellence in tune with international media education trends.

The Program, designed to beef up academic training in media and public relations in the United Arab Emirates, includes three tracks of study: **Journalism** (print and electronic), web-based **New Media** and **Public Relations**.

Program input analysis shows that academic media training is based on four major competencies:

- (1) Theoretical knowledge in media and communication,
- (2) Critical and analytical thinking in approaching media and social issues,
- (3) Technical skills in applying modern communication skills and
- (4) Communication skills in interpersonal and mass communication contexts.

Those competencies are fully compatible with the five strands defining level 7 of the UAE Qualifications Framework which include: knowledge, skills, autonomy and responsibility, role in context and self-development. The Program harnesses collaborative relations with media organizations to enable the achievement of those competencies.

## 12.4.2 Program Objectives:

- enable students to possess efficient communication skills in mass communication and public relations contexts..
- familiarize students with the major communication theories relating to media effects, public opinion, media ethics and laws, media research, media role in national development and social change, communications

technologies, media campaigns and international and intercultural communication.

- enable students to apply critical and analytical thinking methods in approaching mass communication issues.
- enhance students' interpersonal communication skills.
- enable students to comprehend theoretical and cognitive trends in communication in diverse cultural and global contexts with a focus on the interdisciplinary feature of communication as a field of study.
- enable students to understand critical and analytical approaches in humanities and social sciences and apply them in the study of media content and behavior.

### **12.4.3 Program Learning Outcomes**

Upon completion of the Program, students should to be able to:

- Demonstrate solid and integrated understanding of the interpersonal communication process.
- Apply effective interpersonal communication principles class presentations, discussions and group works.
- Demonstrate a clear understanding of communication theories and their media applications.
- Apply analytical and critical thinking methods in communication research.
- Demonstrate ability to do research according to solid methodologies.

#### **12.4.3.1 Goals and Objectives**

**The Journalism Track Goals are to:**

- demonstrate ability to professionally handle print media techniques.
- demonstrate ability to professionally handle print media content production in terms of gathering, editing and publishing.
- demonstrate competency in harnessing journalism skills to promote community issues.

## **The Journalism Track Objectives are to:**

- enhance students' technological competencies in photojournalism and electronic publishing.
- enhance students' writing and editing competencies through professional methods of information gathering and editing.
- enhance students' interaction with social, economic and cultural issues in their communities.

### **12.4.3.1.2 Journalism Track Learning Outcomes**

Upon completion of the Journalism Track requirements, students should be able to:

- Effectively use publishing hardware and software.
- Efficiently gather news and other information from sources.
- Transform raw information into print media formats.
- Apply journalism principles to handle community issues.

### **12.4.3.2 New Media Track**

#### **12.4.3.2.1 Goals and Objectives**

##### **The Goals of the New Media Track are to:**

- demonstrate ability to professionally handle new/digital media techniques.
- demonstrate ability to professionally handle new/digital media content production in terms of gathering, editing and publishing.
- demonstrate competency in harnessing new media skills to promote community issues.

##### **The Objectives of the New Media Track are to:**

- enhance students' technological competencies in photojournalism, website building and blogging.
- enhance students' writing and editing competencies for new media through professional methods of information gathering and editing.
- enhance students' interaction with social, economic and cultural issues in their communities



## **12.4.3.2.2 Learning Outcomes**

Upon completion of the Journalism Track requirements, students should be able to:

- Effectively use multimedia and online journalism software and applications.
- Efficiently gather news and other information from sources.
- Transform raw information into interactive media formats.
- Apply new media principles to handle community issues.

## **12.4.3.3 Public Relations Track**

### **12.4.3.3.1 Goals and Objectives**

**The Goals of the Public Relations Track are to:**

- demonstrate ability to professionally handle media content for public relations.
- demonstrate ability to professionally plan, supervise and evaluation events and functions.
- demonstrate competency in using internal and external communication channels to promote organizational goals.

**The Objectives of the Public Relations Track are to:**

- enhance students' technological competencies in media production for public relations
- enhance students' abilities to manage public relations events and functions.
- enhance students' abilities to build efficient internal and external channels of communication.

### **12.4.3.3.2 Learning Outcomes**

Upon completion of the Journalism Track requirements, students should be able to:

- Demonstrate solid understanding of the communication process within a public relations context.
- Apply theoretical writing skills in public relations writing.
- Apply PR principles in organizing functions and activities.
- Design internal and external communication plans for the organization.

### 12.4.4 Career Opportunities

By receiving a solid base in the practical use of qualitative and quantitative methodologies, and skills such as news writing, copy writing, public relations planning and advertising design, graduates will also be prepared to enter professional fields such as publishing, editing, production, planning and research. They may also find jobs in any communication capacity in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organizations

### 12.4.5 Graduation Requirements

The Mass Communication Program offers an eight-semester study plan with 126 credits covering theoretical and applied aspects of media and public relations disciplines. Students receive theoretical classroom instruction as well as practical training in labs and internships.

| Requirements                  | Compulsory CR. H. | Elective CR. H. | Free Elective CR. H. | Total CR. H. |
|-------------------------------|-------------------|-----------------|----------------------|--------------|
| General Education Requirement | 24                | 6               | -                    | 30           |
| Core Requirement              | 51                | 9               | -                    | 60           |
| Concentration Requirement     | 30                | --              | -                    | 30           |
| Elective Requirements         | -                 | -               | 6                    | 6            |
| <b>Total</b>                  | <b>105</b>        | <b>21</b>       |                      | <b>126</b>   |

### The University Requirements

University Requirements are 30 credits out of which 24 credits are for Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic Culture, English Language, Arabic, Statistics,

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Introduction to Information Technology, and humanities in addition to courses in natural or physical sciences, and classes in the social or behavioral sciences.

| Course Code  |     | Course Title  | Prerequisite | Cr.H. |
|--|-----|---|--------------|-------|
| GED  | 100 | Islamic Studies                                     |              | 3     |
| ARB  | 110 | Communication Skills in Arabic (1)                  |              | 3     |
| ARB  | 120 | Communication Skills in Arabic (2)                  |              | 3     |
| ENG  | 110 | Communication Skills in English I                   |              | 3     |
| ENG  | 120 | Communication Skills in English II                  | ENG 110      | 3     |
| MAT  | 100 | Principles of Statistics                            |              | 3     |
| CIT  | 100 | Computer Concepts and Applications                  |              | 3     |
| IEC  | 112 | Innovation Creativity & Entrepreneurship            |              | 3     |
| <b>Social or behavioral Sciences requirement (3 credits)</b> |     |   |              |       |
| GED  | 110 | Law & Society                                       |              | 3     |
| GED  | 191 | Human Rights in Islam and International Conventions |              | 3     |
| GED  | 130 | History of Journalism                               |              | 3     |
| <b>Natural or physical sciences requirement (3 credits)</b>  |     |   |              |       |
| GED  | 231 | Man and the Environment                             |              | 3     |
| GED  | 232 | Introduction to Chemistry                           |              | 3     |
| GED  | 150 | Critical Thinking                                   |              | 3     |

### Compulsory Core Requirement

17 courses - 51 Credits Hours:

| Course Code | Course Title                      | Pre-requisite | Cr.H |
|-------------|-----------------------------------|---------------|------|
| COM 101     | Introduction to Journalism        | None          | 3    |
| COM 102     | Introduction to Public Relations  | None          | 3    |
| COM 103     | Introduction to New Media         | None          | 3    |
| COM 211     | Communication Theories            | COM 101       | 3    |
| COM 212     | Research Methods                  | COM 101       | 3    |
| COM 223     | Media Ethics and Laws             | COM 211       | 3    |
| COM 237     | Introduction to Political Science | COM 101       | 3    |
| COM 251     | Introduction to Social Psychology | COM 101       | 3    |
| COM 322     | Translation                       | ENG 120       | 3    |
| COM 323     | Digital Photography               | COM 101       | 3    |
| COM 325     | International Relations           | COM 237       | 3    |
| COM 329     | Artistic and literary criticism   | ARB 120       | 3    |
| COM 352     | Principle of Economics            | None          | 3    |
| COM 422     | Modern Arab History               | None          | 3    |
| COM 423     | Political Geography               | None          | 3    |
| COM 427     | Public Opinion                    | COM 211       | 3    |

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| Course Code | Course Title      | Pre-requisite | Cr.H |
|-------------|-------------------|---------------|------|
| COM 430     | Crisis Management | COM 237       | 3    |

### Elective Core Requirement

3 courses - 9 Credit Hours

| Course Code  | Course Title                   | Pre-requisite | Cr.H     |
|--------------|--------------------------------|---------------|----------|
| COM 231      | Media Management               | COM 211       | 3        |
| COM 232      | Intercultural Communication    | COM 211       | 3        |
| COM 233      | Social Marketing               | COM 101       | 3        |
| COM 332      | International Public Relations | COM 102       | 3        |
| COM 334      | Advertising and Marketing      | COM 103       | 3        |
| <b>Total</b> |                                |               | <b>9</b> |

### Journalism Concentration Requirements

10 courses – 30 Credit Hours

| Course Code  | Course Title             | Pre-requisite       | Cr.H.     |
|--------------|--------------------------|---------------------|-----------|
| JOU 231      | News Editing (1)         | COM 101             | 3         |
| JOU 232      | Photojournalism          | COM 101             | 3         |
| JOU 333      | Online Journalism        | COM 101             | 3         |
| JOU 334      | News Editing (2)         | JOU 231             | 3         |
| JOU 335      | Layout and Design        | JOU 232             | 3         |
| JOU 432      | Citizen Journalism       | JOU 333             | 3         |
| JOU 433      | Investigative Journalism | JOU 334             | 3         |
| JOU 434      | Specialized Journalism   | JOU 334             | 3         |
| JOU 435      | Graduation Project       | Graduation semester | 3         |
| JOU 437      | Journalism Internship    | 90 credits          | 3         |
| <b>Total</b> |                          |                     | <b>30</b> |

## **New Media Concentration Requirements**

10 courses – 30 Credit Hours

| <b>Course Code</b> | <b>Course Title</b>            | <b>Pre-requisite</b> | <b>Cr.H.</b> |
|--------------------|--------------------------------|----------------------|--------------|
| NMD 232            | Media Convergence              | COM 103              | 3            |
| NMD 333            | Writing for New Media          | COM 103              | 3            |
| NMD 335            | Introduction to Graphic Design | NMD 333              | 3            |
| NMD 334            | Social Media and Blogs         | NMD 333              | 3            |
| NMD 431            | Web Design                     | NMD 335              | 3            |
| NMD 432            | Infographics                   | NMD 335              | 3            |
| NMD 434            | Online Advertising             | NMD 431              | 3            |
| NMD 430            | Multimedia                     | NMD 335              | 3            |
| NMD 435            | New Media Graduation Project   | Graduation Semester  | 3            |
| NMD 437            | New Media Internship           | 90 credits           | 3            |
| <b>Total</b>       |                                |                      | <b>30</b>    |

## **Public Relations Concentration Requirements**

10 courses – 30 Credit Hour

| <b>Course Code</b> | <b>Course Title</b>                   | <b>Pre-requisite</b> | <b>Cr.H.</b> |
|--------------------|---------------------------------------|----------------------|--------------|
| PRN 232            | Writing for Public Relations          | COM 102              | 3            |
| PRN 333            | Public Relations Campaigns            | COM 102              | 3            |
| PRN 334            | Integrated Marketing Communications   | PRN 333              | 3            |
| PRN 335            | Media Production for Public Relations | PRN 333              | 3            |
| PRN 431            | Protocol                              | PRN 333              | 3            |
| PRN 432            | Online Public Relations               | PRN 333              | 3            |
| PRN 433            | Media and Community Relations         | PRN 333              | 3            |
| PRN 434            | Public Relations Functions and Events | PRN 335              | 3            |
| PRN 435            | Graduation Project                    | Graduation semester  | 3            |
| PRN 437            | Public Relations Internship           | 90 credits           | 3            |
| <b>Total</b>       |                                       |                      | <b>30</b>    |

## **Free elective courses**

6 credit hours

## 12.4.6 Proposed Sequence of Study

### Bachelor of Arts in Mass Communication- Journalism Track

| Semester                        | Code    | Subject Title                            | Prerequisite        | Cr         |
|---------------------------------|---------|--|---------------------|------------|
| <b>Semester 1<br/>(Level 1)</b> | CIT 100 | Introduction to IT                       |                     | 3          |
|                                 | ENG 110 | English (1)                              |                     | 3          |
|                                 | GED 100 | Islamic Culture                          |                     | 3          |
|                                 | ARB 110 | Arabic (1)                               |                     | 3          |
|                                 | MAT 100 | Principles of Statistics                 |                     | 3          |
|                                 |         |  |                     | <b>15</b>  |
| <b>Semester 2<br/>(Level 2)</b> | COM 101 | Introduction to Journalism               |                     | 3          |
|                                 | COM 102 | Introduction to Public Relations         |                     | 3          |
|                                 | COM 103 | Introduction to New Media                |                     | 3          |
|                                 | ENG 120 | English (2)                              |                     | 3          |
|                                 |         | Social Sciences (1)                      |                     | 3          |
|                                 |         |  |                     | <b>15</b>  |
| <b>Semester 3<br/>(Level 3)</b> | COM 211 | Communication Theories                   | COM 101             | 3          |
|                                 | COM 212 | Research Methods                         | COM 101             | 3          |
|                                 | ARB 120 | Arabic (2)                               | ARB 110             | 3          |
|                                 | COM 237 | Introduction to Political Science        | COM 101             | 3          |
|                                 |         | Social Sciences (2)                      |                     | 3          |
|                                 | IEC 112 | Innovation Creativity & Entrepreneurship |                     | 3          |
|                                 |         |  |                     | <b>18</b>  |
| <b>Semester 4<br/>(Level 4)</b> |         | Free Elective                            |                     | 3          |
|                                 | COM 223 | Media Ethics and Laws                    | COM 211             | 3          |
|                                 | COM 251 | Social Psychology                        | COM 101             | 3          |
|                                 | COM 322 | Translation                              | ENG 120             | 3          |
|                                 | COM 323 | Digital Photography                      | COM 101             | 3          |
|                                 |         |  |                     | <b>15</b>  |
| <b>Semester 5<br/>(Level 5)</b> | COM 325 | International Relations                  | COM 237             | 3          |
|                                 | COM 329 | Literary and Artistic Criticism          | ARB 120             | 3          |
|                                 | COM 352 | Principles of Economics                  | None                | 3          |
|                                 | JOU 231 | News Editing (1)                         | COM 101             | 3          |
|                                 | JOU 232 | Photojournalism                          | COM 101             | 3          |
|                                 |         |  |                     | <b>15</b>  |
| <b>Semester 6<br/>(Level 6)</b> | COM 422 | Modern Arab History                      | None                | 3          |
|                                 | JOU 335 | Layout and Design                        | JOU 232             | 3          |
|                                 | JOU 333 | Online Journalism                        | COM 101             | 3          |
|                                 | JOU 334 | News Editing (2)                         | JOU 231             | 3          |
|                                 |         | Free Elective                            |                     | 3          |
|                                 |         | Elective Requirement                     |                     | 3          |
|                                 |         |  |                     | <b>18</b>  |
| <b>Semester 7<br/>(Level 7)</b> | COM 423 | Political Geography                      |                     | 3          |
|                                 | COM 427 | Public Opinion                           | COM 211             | 3          |
|                                 | COM 430 | Crisis Management                        | COM 237             | 3          |
|                                 | JOU 432 | Citizen Journalism                       | JOU 333             | 3          |
|                                 |         | Elective Requirement                     |                     | 3          |
|                                 |         |  |                     | <b>15</b>  |
| <b>Semester 8<br/>(Level 8)</b> | JOU 434 | Specialized Journalism                   | JOU 334             | 3          |
|                                 | JOU 435 | Journalism Graduating Project            | Graduation semester | 3          |
|                                 | JOU 437 | Internship                               | 90 credits          | 3          |
|                                 | JOU 433 | Investigative Journalism                 | JOU 334             | 3          |
|                                 |         | Elective Requirement                     |                     | 3          |
|                                 |         |  |                     | <b>15</b>  |
| <b>Total</b>                    |         |  |                     | <b>126</b> |

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## BA in Mass Communication - New Media Track

| Semester                        | Code |     | Subject Title                            | Prerequisite        | Cr         |
|---------------------------------|------|-----|--|---------------------|------------|
| <b>Semester 1<br/>(Level 1)</b> | CIT  | 100 | Introduction to IT                       |                     | 3          |
|                                 | ENG  | 110 | English (1)                              |                     | 3          |
|                                 | GED  | 100 | Islamic Culture                          |                     | 3          |
|                                 | ARB  | 110 | Arabic (1)                               |                     | 3          |
|                                 | MAT  | 100 | Principles of Statistics                 |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 2<br/>(Level 2)</b> | COM  | 101 | Introduction to Journalism               |                     | 3          |
|                                 | COM  | 102 | Introduction to Public Relations         |                     | 3          |
|                                 | COM  | 103 | Introduction to New Media                |                     | 3          |
|                                 | ENG  | 120 | English (2)                              |                     | 3          |
|                                 |      |     | Social Sciences (1)                      |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 3<br/>(Level 3)</b> | COM  | 211 | Communication Theories                   | COM 101             | 3          |
|                                 | COM  | 212 | Research Methods                         | COM 101             | 3          |
|                                 | ARB  | 120 | Arabic (2)                               | ARB 110             | 3          |
|                                 | COM  | 237 | Introduction to Political Science        | COM 101             | 3          |
|                                 |      |     | Social Sciences (2)                      |                     | 3          |
|                                 | IEC  | 112 | Innovation Creativity & Entrepreneurship |                     | 3          |
|                                 |      |     |  |                     | <b>18</b>  |
| <b>Semester 4<br/>(Level 4)</b> |      |     | Free Elective                            |                     | 3          |
|                                 | COM  | 223 | Media Ethics and Laws                    | COM 211             | 3          |
|                                 | COM  | 251 | Social Psychology                        | COM 101             | 3          |
|                                 | COM  | 322 | Translation                              | ENG 120             | 3          |
|                                 | COM  | 323 | Digital Photography                      | COM 101             | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 5<br/>(Level 5)</b> | COM  | 325 | International Relations                  | COM 237             | 3          |
|                                 | COM  | 329 | Literary and Artistic Criticism          | ARB 120             | 3          |
|                                 | COM  | 352 | Principles of Economics                  | None                | 3          |
|                                 | NMD  | 232 | Media Convergence                        | COM 103             | 3          |
|                                 | NMD  | 333 | Writing for New Media                    | COM 103             | 3          |
|                                 |      |     | Elective Requirement (1)                 |                     | 3          |
|                                 |      |     |  |                     | <b>18</b>  |
| <b>Semester 6<br/>(Level 6)</b> |      |     | Free Elective                            |                     | 3          |
|                                 | COM  | 422 | Modern Arab History                      | None                | 3          |
|                                 | NMD  | 334 | Social Networks and Blogs                | NMD333              | 3          |
|                                 | NMD  | 335 | Introduction to Graphic Design           | NMD333              | 3          |
|                                 |      |     | Core Elective Requirement (2)            |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 7<br/>(Level 7)</b> | COM  | 423 | Political Geography                      |                     | 3          |
|                                 | COM  | 427 | Public Opinion                           | COM 211             | 3          |
|                                 | COM  | 430 | Crisis Management                        | COM 237             | 3          |
|                                 | NMD  | 431 | Website Design                           | NMD335              | 3          |
|                                 | NMD  | 432 | Infographics                             | NMD335              | 3          |
|                                 |      |     |  |                     |            |
| <b>Semester 8<br/>(Level 8)</b> | NMD  | 430 | Specialized Journalism                   | NMD335              | 3          |
|                                 | NMD  | 434 | Online Advertising                       | NMD431              | 3          |
|                                 | NMD  | 437 | Internship                               | 90 credits          | 3          |
|                                 | NMD  | 435 | New Media Graduation Project             | Graduation semester | 3          |
|                                 |      |     | Core Elective Requirement                |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Total</b>                    |      |     |  |                     | <b>126</b> |

# UAQU CATALOGUE 2019-2020

## BA in Mass Communication- Public Relations Track

| Semester                        | Code |     | Subject Title                            | Prerequisite        | Cr         |
|---------------------------------|------|-----|--|---------------------|------------|
| <b>Semester 1<br/>(Level 1)</b> | CIT  | 100 | Introduction to IT                       |                     | 3          |
|                                 | ENG  | 110 | English (1)                              |                     | 3          |
|                                 | GED  | 100 | Islamic Culture                          |                     | 3          |
|                                 | ARB  | 110 | Arabic (1)                               |                     | 3          |
|                                 | MAT  | 100 | Principles of Statistics                 |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 2<br/>(Level 2)</b> | COM  | 101 | Introduction to Journalism               |                     | 3          |
|                                 | COM  | 102 | Introduction to Public Relations         |                     | 3          |
|                                 | COM  | 103 | Introduction to New Media                |                     | 3          |
|                                 | ENG  | 120 | English (2)                              |                     | 3          |
|                                 |      |     | Social Sciences (1)                      |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 3<br/>(Level 3)</b> | COM  | 211 | Communication Theories                   | COM 101             | 3          |
|                                 | COM  | 212 | Research Methods                         | COM 101             | 3          |
|                                 | ARB  | 120 | Arabic (2)                               | ARB 110             | 3          |
|                                 | COM  | 237 | Introduction to Political Science        | COM 101             | 3          |
|                                 |      |     | Social Sciences (2)                      |                     | 3          |
|                                 | IEC  | 112 | Innovation Creativity & Entrepreneurship |                     | 3          |
|                                 |      |     |  |                     | <b>18</b>  |
| <b>Semester 4<br/>(Level 4)</b> |      |     | Free Elective                            |                     | 3          |
|                                 | COM  | 223 | Media Ethics and Laws                    | COM 211             | 3          |
|                                 | COM  | 251 | Social Psychology                        | COM 101             | 3          |
|                                 | COM  | 322 | Translation                              | ENG 120             | 3          |
|                                 | COM  | 323 | Digital Photography                      | COM 101             | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 5<br/>(Level 5)</b> | COM  | 325 | International Relations                  | COM 237             | 3          |
|                                 | COM  | 329 | Literary and Artistic Criticism          | ARB 120             | 3          |
|                                 | COM  | 352 | Principles of Economics                  | None                | 3          |
|                                 | PRN  | 232 | Writing for Public Relations             | COM 102             | 3          |
|                                 | PRN  | 333 | Public Relations Campaigns               | COM 102             | 3          |
|                                 |      |     | Core Elective Requirement (1)            |                     | 3          |
|                                 |      |     |  |                     | <b>18</b>  |
| <b>Semester 6<br/>(Level 6)</b> |      |     | Free Elective (2)                        |                     | 3          |
|                                 | COM  | 422 | Modern Arab History                      | None                | 3          |
|                                 | PRN  | 334 | Integrated Marketing Communications      | PRN 333             | 3          |
|                                 | PRN  | 335 | Media Production for PR                  | PRN 333             | 3          |
|                                 | PRN  | 431 | Protocol                                 | PRN 333             | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 7<br/>(Level 7)</b> | COM  | 423 | Political Geography                      |                     | 3          |
|                                 | COM  | 427 | Public Opinion                           | COM 211             | 3          |
|                                 | COM  | 430 | Crisis Management                        | COM 237             | 3          |
|                                 | PRN  | 432 | Online Public Relations                  | PRN 333             | 3          |
|                                 |      |     | Core Elective Requirement (2)            |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Semester 8<br/>(Level 8)</b> | PRN  | 433 | Media & Community Relations              | PRN 333             | 3          |
|                                 | PRN  | 434 | Event Management                         | PRN 335             | 3          |
|                                 | PRN  | 435 | PR Graduation Project                    | Graduation semester | 3          |
|                                 | PRN  | 437 | PR Internship                            | 90 ساعة             | 3          |
|                                 |      |     | Core Elective Requirement (3)            |                     | 3          |
|                                 |      |     |  |                     | <b>15</b>  |
| <b>Total</b>                    |      |     |  |                     | <b>126</b> |



## **12.5 Bachelor in Business Administration**

### **12.5.1 Goal Statement**

The business world today is extremely competitive and therefore, a broad spectrum of knowledge and skills are vital to be able to be successful in business profession. By integrating social, cultural and multidisciplinary proficiency, the business professionals can become more effective and they can successfully deal with complex issues emerging in the modern day business.

The College of Business Administration at the University makes every effort to offer quality education in business administration. The Collgege intends to cater to the academic needs of students in the region. It is attempting to accomplish the goal by integrating academic, social and individual skills. The students are provided with regional as well as global perspectives on business education. They will also be given opportunity for stimulating critical thinking skills and enhancing effective interaction and communication abilities.

Besides, the multidisciplinary skills and proficiencies will facilitate in understanding diverse relationship, and help examining emerging business, economic and governmental trends and issues

In addition to specialization in the field of business administration, the students of this College are expected to develop effective leadership skills that enable them organizing and motivating their workforce to accomplish their organizational goals.

The curriculum in Business Administration provides students with general education requirements, core requirements in the various disciplines of business, and strong background in its several concentrations.

### **12.5.2 Degree Requirements**

Students in Business Administration have the option of concentrating in Accounting, Finance and Banking. Each concentration requires 120 hours for the BBA degree.

A minimum of 120 credits is required as follows:

- 30 credits of University requirements.
- 54 credits of Business Core Requirements.
- 27 credits of Concentration requirements
- 9 credits of free electives at the 100 level or above.
- Satisfaction of the internship requirement.
- A minimum cumulative grade point average of 2.0 or better.

### **12.5.3 BBA Program Goals and Objectives**

The program has the following goals which can be achieved by its program learning outcomes for Accounting and Finance and Banking that covers the five QFE 7 strands: Knowledge, Skills, Autonomy & Responsibility, Role in Context, and Self Development.

**The goals of the BBA program are to:**

#### **Communication Skills:**

- develop leaders who are capable of giving and exchanging information within meaningful context and with appropriate delivery and interpersonal skills.

#### **Technical Proficiency:**

- attain the knowledge and skills required to utilize technology to promote life-long learning, to augment leadership development, and to aid in the efficient and effective facilitation of business processes and organizational growth.

#### **Information Research:**

- develop the aptitude and skills required to research, analyze, evaluate, and disseminate information to contribute to the resolution of problems, discover solutions, and for personal and professional growth and knowledge.

#### **Quantitative Reasoning:**

- develop an appreciation and understanding of the use and benefits of quantitative analysis and reasoning.

### **Critical and Analytical Thinking:**

- attain the skills and aptitude to analytically-linked data, knowledge and insight to make quality business decisions on a timely basis.

### **Core Subject Proficiency:**

- develop an understanding of the interconnected characteristics of the various functional areas of banks and an organizations and to gain the required financial and accounting knowledge and skills to be able of function and succeed in such settings and be able to lead and to adapt to changes in the internal and external environments.

### **The Objectives of the BBA Program are to:**

- develop students' writing, oral and listening skills to enable them to effectively communicate and interact with peers in organizational and professional levels.
- assist students in comprehending and appreciating the importance of presenting reliable and pertinent information in a fashion that facilitates understanding on significant issues and decisive facts.
- disseminate the knowledge and skills to understand and utilize the latest technologies in a business setting in the most effective and capable manner, both professionally and as a tool for life-long learning and development.
- utilize various sources and techniques to explore the development, advancement, and utilization of accounting, auditing and tax rules and procedures, tools, and information to assist students in understanding and applying these skills in diverse business environments, situations, and requirements
- develop the skills and knowledge to apply mathematical and numerical reasoning and tools to problem-solving and solution development.
- impart the necessary skills and aptitude to analytically and methodically utilize current professional accounting theories and their application within the context of business processes.

- assist students in understanding the need and importance of applying analytical reasoning in the development of reliable and relevant information to users that facilitates understanding and focuses attention on critical issues and key facts.
- develop students' skills in accounting through the application of knowledge based, research focused, and analytically demanding tools and competencies to define, develop and utilize Finance and Accounting in a professional and business-minded approach.

### **12.5.4 Concentration in Accounting**

#### **12.5.4.1 Goal Statement**

The Accounting program introduces students to all the functional areas of accounting. Students develop an essential competency in each of these areas and complement this knowledge with study in relevant areas of business and economics. The Accounting program also places a particular emphasis on ensuring that graduates have a clear understanding of the ethical values critical to the accounting profession, as well as an awareness of the social obligations that accompany a career in accountancy.

Accounting is the primary “language” of business and accountants to assist businesses in determining, analyzing and communicating their financial results to interested parties. As an accounting professional, graduates can expect a diversity of opportunities in both workplace settings and tasks. UAQU plans to maintain very close ties with employers to ensure that its program reflects the skills most important to both successful entry into and subsequent development within the profession. This skill set encompasses written and oral communication skills, the ability to apply technology to accounting, knowledge of business processes and their implications for accounting, and the ability to function cooperatively in teams.

The BBA program is a market-relevant program, designed as per the new QFE-level-7, with emphasis on well-focused Program Learning Outcomes that prepare students to explore and to be knowledgeable about the business disciplines, in general, and acquire solid skills in one of the discipline of their choice.

**2.5.4.2 Program Learning Outcomes in Accounting**

| <b>QFE7 Strand</b>                   | <b>PLO</b>    | <b>Learning Outcomes</b>   |
|--------------------------------------|---------------|--|
| <b>Knowledge</b>                     | <b>PLO1:</b>  | Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness  |
|                                      | <b>PLO2:</b>  | Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making. |
| <b>Skills</b>                        | <b>PLO3:</b>  | Research information to solve business problems and improve decision-making.   |
|                                      | <b>PLO4:</b>  | Employ statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting.                      |
|                                      | <b>PLO5:</b>  | Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.   |
| <b>Autonomy &amp; Responsibility</b> | <b>PLO6:</b>  | Apply accounting techniques to measure, process and document accounting cycle activities of any economic entity  |
|                                      | <b>PLO7:</b>  | Employ financial, costing and managerial accounting data to present meaningful national and international managerial reports for internal and external financial and investment decisions.               |
| <b>Role in Context</b>               | <b>PLO8:</b>  | Analyze cost and cost behavior, depreciation methods and impact of taxes in the preparation and presentation of financial reporting statements for managerial decision making.                           |
|                                      | <b>PLO9:</b>  | Compile the regular financial statements using International Accounting Standards  |
| <b>Self-Development</b>              | <b>PLO10:</b> | Evaluate the impact of various accounting information and costing techniques on shareholders wealth and corporate competitiveness.   |

## 12.5.5 Concentration in Finance and Banking

### 12.5.5.1 Goal Statement

The finance and banking program is designed to familiarize the students with practical approach of financial and banking industry. The main purpose is to develop the aptitude among the students in the relevant areas of financial world. The finance program also places a particular emphasis on ensuring that graduates have a clear understanding of the ethical values critical to the banking profession, as well as an awareness of the social obligations that accompany a career in finance.

As a F & B graduate, there are a number of lucrative careers that are open to the students that may include jobs in banking, investment, insurance, real estate, the global corporate sector as well as in government. UAQU plans to maintain very close ties with employers to ensure that its program reflects the skills most important to both successful entry into and subsequent development within the profession. This skill set encompasses written and oral communication skills, the ability to apply technology to finance and banking operations, knowledge of business processes and their implications for finance, and the ability to function cooperatively in banking world.

The BBA program is a market-relevant program, designed as per the new QFE-level-7, with emphasis on well-focused Program Learning Outcomes that prepare students to explore and to be knowledgeable about the business disciplines, in general, and acquire solid skills in one of the discipline of their choice.

### 12.5.5.2 Program Learning Outcomes in Finance and Banking

| QFE7 Strand      | PLO          | Learning Outcomes   |
|------------------|--------------|---|
| <b>Knowledge</b> | <b>PLO1:</b> | Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness   |
|                  | <b>PLO2:</b> | Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making |
| <b>Skills</b>    | <b>PLO3:</b> | Research information to solve business problems and improve decision-making   |

|                                      |              |  |
|--------------------------------------|--------------|--|
|                                      | <b>PLO4:</b> | Employ statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting |
|                                      | <b>PLO5:</b> | Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.   |
| <b>Autonomy &amp; Responsibility</b> | <b>PLO6:</b> | Employ financial tools for investment proposal analysis and decision making  |
| <b>Role in Context</b>               | <b>PLO7:</b> | Analyze Islamic finance practices and profit sharing mechanism and their differences from conventional banking system  |
|                                      | <b>PLO8:</b> | Evaluate the operations of domestic and foreign financial markets.   |
| <b>Self-Development</b>              | <b>PLO9:</b> | Examine the risk and risk management practices in financial markets and portfolio management for individual investors.   |

### 12.5.6 Graduation Requirements

The BBA program requires completing 120 credit hours to graduate. Of these 120 hours, 30 are General Education requirements, from which 21 are University compulsory requirements and 9 are electives; 9 credit hours are free electives. The remaining 81 hours are dedicated to the Core and Major requirements. These include 51 credit hours for Core Business requirements and 30 dedicated to the Business Major requirements, of which 21 are compulsory and 9 are electives. See tables below for details:

## BBA Programs Structure

A minimum of 120 credits is required as follows:

| Requirements                  | Compulsory<br>CR. H. | Elective<br>CR. H. | Free<br>Elective<br>CR. H. | Total<br>CR. H. |
|-------------------------------|----------------------|--------------------|----------------------------|-----------------|
| General Education Requirement | 24                   | 6                  | -                          | 30              |
| Business Core Requirement     | 54                   | -                  | -                          | 54              |
| Major Requirement             | 21                   | 6                  | -                          | 27              |
| Elective Requirements         | -                    | -                  | 9                          | 9               |
| <b>Total</b>                  | <b>99</b>            | <b>21</b>          |                            | <b>120</b>      |

## BBA Programs: The University Requirements

University Requirements are 30 credits out of which 24 credits are Compulsory Courses and 6 are elective courses. The compulsory 24 credit hours consist of 2 English Communications courses, 1 mathematics course, 1 Islamic Culture, UAE Society and Innovation Creativity, Arabic as well as a Computer Literacy course which focuses on application of Excel. The remaining 6 credits include one course in the Natural or Physical Science and one course in behavioral sciences.

| Course Code   | Course Title                              | Pre-requisite | Cr.H |
|---|---|---------------|------|
| <b>English language, Mathematics and Use of Computers</b>                       |   |               |      |
| ENG 101   | Composition and Modern English I          | None          | 3    |
| ENG 102   | Composition and Modern English II         | ENG 101       | 3    |
| MTH 100   | College Algebra                           | None          | 3    |
| CIT 100   | Computer Concepts and Applications        | None          | 3    |
| <b>Islamic Studies, History, or Culture</b>                                     |   |               |      |
| GED 100   | Islamic Studies                           | None          | 3    |
| <b>Humanities or Arts</b>   |   |               |      |
| GED 110   | UAE Society                               | None          | 3    |
| IEC 112   | Innovation, Creativity & Entrepreneurship | None          | 3    |
| <b>English, Arabic, or other languages</b>                                      |   |               |      |
| GED 120   | Communication Skills in Arabic            | None          | 3    |
| <b>Natural or physical Sciences: one course, 3 credits from the following :</b> |   |               |      |
| GED 130   | Introduction to GIS                       | None          | 3    |
| GED 140   | Conceptual Physics                        | None          | 3    |
| <b>Social or Behavioral Sciences: one course, 3 credits from the following:</b> |   |               |      |



| Course Code  |     | Course Title                     | Pre-requisite | Cr.H      |
|--------------|-----|----------------------------------|---------------|-----------|
| GED          | 150 | Critical Thinking                | None          | 3         |
| GED          | 160 | Psychology in Everyday Life      | None          | 3         |
| GED          | 170 | Ethics and the Modern World      | None          | 3         |
| GED          | 180 | Human Behavior and Socialization | None          | 3         |
| <b>Total</b> |     |                                  |               | <b>30</b> |

## **Business Core Requirement**

### **Compulsory Core Business courses**

The Compulsory Core Common Business courses representing 54 credit hours provide students with a fundamental knowledge and understanding of the functional areas of different business disciplines, the behavior of organizations, and decision-making processes. More specifically, they encompass the foundation areas of business as defined by the Association for the Advancement of Collegiate Schools of Business-International (AACSB-International). They provide students with the fundamentals of accounting and information systems, an understanding of the economic, social, political, and legal environments in which businesses operates and business decisions are made, the necessary quantitative and analytical skills, a broad understanding of organizational behavior, development, and management of human resources; an appreciation of the ethical and global issues confronting business, as well as principles of leadership and team-building. The list of these courses is given in tables below.

## Compulsory Core Business courses

18 Courses, 54 Credit Hours

| Course Code  |     | Course Title                        | Pre-requisite     | Cr.H      |
|--------------|-----|-------------------------------------|-------------------|-----------|
| ACT          | 191 | Principles of Accounting I          | None              | 3         |
| ACT          | 292 | Principles of Accounting II         | ACT 191           | 3         |
| CIT          | 200 | Introduction to Information Systems | CIT 100           | 3         |
| ECO          | 251 | Principles of Microeconomics        | MTH 100           | 3         |
| ECO          | 252 | Principles of Macroeconomics        | ECO 251           | 3         |
| ENG          | 202 | Business Communication              | ENG 102           | 3         |
| ENG          | 210 | Speech Communication                | ENG 102           | 3         |
| BUS          | 380 | Business Research Methods           | QM 241            | 3         |
| BUS          | 390 | Internship                          | Third/fourth Year | 3         |
| FIN          | 331 | Managerial Finance                  | ACT 292           | 3         |
| LAW          | 231 | Legal Environment of Business       | None              | 3         |
| MGT          | 271 | Principles of Management            | None              | 3         |
| MGT          | 373 | Operations Management               | MGT 271, QM 241   | 3         |
| MGT          | 476 | Strategic Management (Capstone)     | Fourth Year       | 3         |
| MKT          | 361 | Principles of Marketing             | MGT 271           | 3         |
| MTH          | 120 | Business Calculus                   | MTH 100           | 3         |
| QM           | 241 | Business Statistics I               | MTH 100           | 3         |
| QM           | 341 | Business Statistics II              | QM 241            | 3         |
| <b>Total</b> |     |                                     |                   | <b>54</b> |

## Accounting Concentration Requirements

7 courses, 21 credits

| Course Code  |     | Course Title                         | Pre-requisite    | Cr.H.     |
|--------------|-----|--------------------------------------|------------------|-----------|
| ACT          | 337 | Intermediate Accounting I            | ACT 292          | 3         |
| ACT          | 338 | Intermediate Accounting II           | ACT 337          | 3         |
| ACT          | 365 | Cost Accounting                      | ACT 292          | 3         |
| ACT          | 396 | Accounting Information Systems       | ACT 292, CIT 200 | 3         |
| ACT          | 409 | International Accounting             | ACT 338          | 3         |
| ACT          | 411 | Government and Non-Profit Accounting | ACT 338          | 3         |
| FIN          | 341 | Corporate Finance                    | ACT 292, FIN 331 | 3         |
| <b>Total</b> |     |                                      |                  | <b>21</b> |

## Accounting Concentration Elective Courses

2 courses, 6 credits

| Course Code  |     | Course Title                  | Pre-requisite | Cr.H.    |
|--------------|-----|-------------------------------|---------------|----------|
| ACT          | 373 | Special Topics in Accounting  | ACT 338       | 3        |
| ACT          | 405 | Auditing                      | ACT 338       | 3        |
|              |     | Upper-level (300-400) Finance |               | 3        |
| <b>Total</b> |     |                               |               | <b>6</b> |

## Finance and Banking Concentration Requirements

7 courses, 21 credits

| Course Code  |     | Course Title                       | Pre-requisite    | Cr.H.     |
|--------------|-----|------------------------------------|------------------|-----------|
| FIN          | 341 | Corporate Finance                  | ACT 292, FIN 331 | 3         |
| FIN          | 345 | Bank Management                    | FIN 331          | 3         |
| FIN          | 347 | Investment Management              | FIN 331          | 3         |
| FIN          | 351 | Financial Institutions& Markets    | FIN 331          | 3         |
| FIN          | 361 | Islamic Finance                    | FIN 331          | 3         |
| FIN          | 407 | Risk & Insurance Management        | FIN 331          | 3         |
| FIN          | 419 | International Financial Management | FIN 341, ECO 252 | 3         |
| <b>Total</b> |     |                                    |                  | <b>21</b> |

## Finance and Banking Elective courses

2 courses, 6 credits

| Course Code  |     | Course Title                             | Pre-requisite | Cr.H.    |
|--------------|-----|--|---------------|----------|
| FIN          | 373 | Special Topics in Finance and Banking    | FIN 341       | 3        |
| FIN          | 436 | Financial Derivatives                    | FIN 341, 351  | 3        |
| xxx          | Xxx | upper-level (300-400) Accounting courses |               | 3        |
| <b>Total</b> |     |  |               | <b>6</b> |

## 12.5.7 Proposed Course Sequence of Study

### Accounting Concentration

| Semester            | Course Code | Course Title                             | Pre-requisite      | Cr.H.      |
|---------------------|-------------|--|--------------------|------------|
| <b>Semester 1</b>   | CIT 100     | Computer Concepts and Applications       |                    | 3          |
|                     | ENG 101     | Composition and Modern English I         |                    | 3          |
|                     | GED 100     | Islamic Studies                          |                    | 3          |
|                     | GED 110     | UAE Society                              |                    | 3          |
|                     | MTH 100     | College Algebra                          |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 2</b>   | ACT 191     | Principles of Accounting I               |                    | 3          |
|                     | ENG 102     | Composition and Modern English II        | ENG 101            | 3          |
|                     | MTH 120     | Business Calculus                        | MTH 100            | 3          |
|                     | GED 120     | Communication Skills in Arabic           |                    | 3          |
|                     |             | Natural Science                          |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 3</b>   | ACT 292     | Principles of Accounting II              | ACT 191            | 3          |
|                     | ECO 251     | Principles of Microeconomics             | MTH 100            | 3          |
|                     | ENG 202     | Business Communication                   | ENG 102            | 3          |
|                     | QM 241      | Business Statistics I                    | MTH 100            | 3          |
|                     |             | Social/Behavioral Sc. Elective (1)       |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 4</b>   | CIT 200     | Introduction to Information Systems      | CIT 100            | 3          |
|                     | ECO 252     | Principles of Macroeconomics             | ECO 251            | 3          |
|                     | ENG 210     | Speech Communication                     | ENG 102            | 3          |
|                     | LAW 231     | Legal Environment of Business            |                    | 3          |
|                     | MGT 271     | Principles of Management                 |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 5</b>   | ACT 337     | Intermediate Accounting I                | ACT 292            | 3          |
|                     | FIN 331     | Managerial Finance                       | ACT 292            | 3          |
|                     | MKT 361     | Principles of Marketing                  | MGT 271            | 3          |
|                     | QM 341      | Business Statistics II                   | QM 241             | 3          |
|                     | IEC 112     | Innovation Creativity & Entrepreneurship |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 6</b>   | ACT 338     | Intermediate Accounting II               | ACT 337            | 3          |
|                     | ACT 365     | Cost Accounting                          | ACT 292            | 3          |
|                     | FIN 341     | Corporate Finance                        | FIN 331            | 3          |
|                     | BUS 380     | Business Research Methods                | QM 241             | 3          |
|                     |             | Free Elective (1)                        |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 7</b>   |             | Accounting Specialization Elective (1)   |                    | 3          |
|                     | ACT 396     | Accounting Information Systems           | ACT 292, CIT 200   | 3          |
|                     | BUS 390     | Internship                               | Jr. / Sr. standing | 3          |
|                     | MGT 373     | Operations Management                    | MGT 271, QM 241    | 3          |
|                     |             | Free Elective (2)                        |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Semester 8</b>   |             | Accounting Specialization Elective (2)   |                    | 3          |
|                     | ACT 409     | International Accounting                 | ACT 338            | 3          |
|                     | ACT 411     | Government and Non-Profit Accounting     | ACT 338            | 3          |
|                     | MGT 476     | Strategic Management (Capstone)          | Final Sem.         | 3          |
|                     |             | Free Elective (3)                        |                    | 3          |
| <b>Total</b>        |             |  |                    | <b>15</b>  |
| <b>Total Cr. H.</b> |             |  |                    | <b>120</b> |

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## Finance and Banking

| Semester            | Course Code | Course Title | Pre-requisite                            | Cr.H.             |   |
|---------------------|-------------|--------------|--|-------------------|---|
| <b>Semester 1</b>   | CIT         | 100          | Computer Concepts and Applications       | 3                 |   |
|                     | ENG         | 101          | Composition and Modern English I         | 3                 |   |
|                     | GED         | 100          | Islamic Studies                          | 3                 |   |
|                     | GED         | 110          | UAE Society                              | 3                 |   |
|                     | MTH         | 100          | College Algebra                          | 3                 |   |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 2</b>   | ACT         | 191          | Principles of Accounting I               | 3                 |   |
|                     | ENG         | 102          | Composition and Modern English II        | ENG 101           | 3 |
|                     | MTH         | 120          | Business Calculus                        | MTH 100           | 3 |
|                     | GED         | 120          | Communication Skills in Arabic           |                   | 3 |
|                     |             |              | Natural Science                          |                   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 3</b>   | ACT         | 292          | Principles of Accounting II              | ACT 191           | 3 |
|                     | ECO         | 251          | Principles of Microeconomics             | MTH 100           | 3 |
|                     | ENG         | 202          | Business Communication                   | ENG 102           | 3 |
|                     | QM          | 241          | Business Statistics I                    | MTH 100           | 3 |
|                     |             |              | Social/Behavioral Sc. Elective (1)       |                   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 4</b>   | CIT         | 200          | Introduction to Information Systems      | CIT 100           | 3 |
|                     | ECO         | 252          | Principles of Macroeconomics             | ECO 251           | 3 |
|                     | ENG         | 210          | Speech Communication                     | ENG 102           | 3 |
|                     | LAW         | 231          | Legal Environment of Business            |                   | 3 |
|                     | MGT         | 271          | Principles of Management                 |                   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 5</b>   |             |              | Free Elective (1)                        |                   | 3 |
|                     | FIN         | 331          | Managerial Finance                       | ACT 292           | 3 |
|                     | MKT         | 361          | Principles of Marketing                  | MGT 271           | 3 |
|                     | QM          | 341          | Business Statistics II                   | QM 241            | 3 |
|                     | IEC         | 112          | Innovation Creativity & Entrepreneurship |                   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 6</b>   | FIN         | 341          | Corporate Finance                        | FIN 331           | 3 |
|                     | FIN         | 345          | Bank Management                          | FIN 331           | 3 |
|                     | FIN         | 347          | Investment Management                    | FIN 331           | 3 |
|                     | BUS         | 380          | Business Research Methods                | QM 241            | 3 |
|                     |             |              | Free Elective (2)                        |                   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 7</b>   |             |              | Finance Specialization Elective (1)      |                   | 3 |
|                     | FIN         | 351          | Financial Institutions & Markets         | FIN 331           | 3 |
|                     | FIN         | 361          | Islamic Finance                          | FIN 331           | 3 |
|                     | BUS         | 390          | Internship                               | Jr./ Sr. standing | 3 |
|                     | MGT         | 373          | Operations Management                    | MGT 271, QM 241   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Semester 8</b>   |             |              | Finance Specialization Elective (2)      |                   | 3 |
|                     | FIN         | 407          | Risk & Insurance Management              | FIN 331           | 3 |
|                     | FIN         | 419          | International Financial Management       | FIN 341, ECO 252  | 3 |
|                     | MGT         | 476          | Strategic Management (Capstone)          | Final Sem.        | 3 |
|                     |             |              | Free Elective (3)                        |                   | 3 |
| <b>Total</b>        |             |              |  | <b>15</b>         |   |
| <b>Total Cr. H.</b> |             |              |  | <b>120</b>        |   |

## 12.6 College of Law

### 12.6.1 Goal Statement

The College of Law seeks to become a competitor to the law schools and legal education institutions in the region of UAE and to pioneer in the field of legal education, legal research and in the field of community legal service.

The College of Law aims to prepare/develop cadres that has legal skills & knowledge theoretical and practical, and provide the labor legal market with the former mentioned type of graduates, and thus contributing to fill the needs of the development plans, and contribute effectively to expand the areas of legal scientific research and development, and the provision of various types of legal services to individuals and institutions of the local community through legal advice, workshops, training sessions and participate in the preparation of draft laws.

### 12.6.2 Goals and Objectives:

#### **The Goals of the College of Law are to:**

- activate the science knowledge base in the science of law, branches and rights, and work on developing it, and linking it to the legislative school adopted by the UAE legislator.
- provide the environment of scientific and practical measures to ensure the quality of teaching and learning, research and training by all members of the community section.
- build balanced scientific character for law student in its three dimensions; knowledge, Applied skill and Ethics.
- support and disseminate legal culture and the values of Arab-Islamic civilization justice through the promotion of scientific research and holding conferences and public seminars.
- Participate in the coverage of the developmental needs of the UAE and the region through the provision of qualified legal staff to meet the requirements of the labour market of this specialty.

- provide support for continuing education to serve the society through the development and implementation of training programs and workshops, and providing legal advice.
- communicate with community organizations and various business sectors to determine changes in the path of labour market needs, and the development of academic programs in the college to meet the new changes.

### **The Objectives of the B Law Program are to:**

- build a solid scientific law base for law students in law basics, purposes and branches.
- establish and strengthen the applied professional side of legal theories science for the student.
- develop capabilities and mental skills for law students.
- enable the student to conduct legal research (bachelor's level), according to the methodology of scientific research.
- instill the spirit of continuous and renewed learning for law students.
- enable the student to acquire various job skills and proficiency in use to raise the efficiency of his personal performance along with the institution.

### **12.6.3 Learning Outcomes**

By the end of the program the student should be able to:

- Knows precisely the concepts and the basic rules of law and specially the UAE law.
- Compares the different legislative solutions, jurisprudence and judicial.
- Apply the rules of law correctly on the incidents.
- Analyzes the legal issues in depth.
- Explains the legal texts according to the adopted rules of interpretation.
- Enhance in scientific manner the different legal texts.
- Develops solutions for UAE law to deal with legal problems.
- Perform scientific research in accordance with the curriculum of legal research.
- Fluent in the use of various sources of knowledge.

- Formulates notes, suit papers and legal judgments in a proper legal language.
- Fluent in use of information technology (hardware and software) in the completion of various business.
- Works smoothly and efficiently in the framework of the team.

## 12.6.4 Graduation Requirements

### University Requirements

University Requirements are 30 credits out of which 24 credits Compulsory Courses and 6 are electives. The compulsory 24 credit hours consists of: 2 English communications courses, 2 Arabic courses, 1 mathematics course, 1 Islamic culture, Innovation Creativity, Arabic as well as a computer literacy course. The remaining 6 credits include one course in Islamic & Social Sciences and one course in Science.

### Bachelor of Law Programs Structure

A minimum of 120 credits is required as follows:

| Requirements                  | Compulsory CR. H. | Elective CR. H. | Free Elective CR. H. | Total CR. H. |
|-------------------------------|-------------------|-----------------|----------------------|--------------|
| General Education Requirement | 24                | 6               | -                    | 30           |
| Law Core Requirement          | 90                | 9               | -                    | 99           |
| Elective Requirements         | -                 | -               | 3                    | 3            |
| <b>Total</b>                  | <b>114</b>        | <b>18</b>       |                      | <b>132</b>   |

### The University Requirements

8 courses, 24 credits

| Course Code  | Course Title                             | Pre-requisite | Cr.H |
|--|--|---------------|------|
| <b>Mandatory University Requirements (24 credits)</b>                                |  |               |      |
| ENG 110  | Communication Skills in English (1)      | None          | 3    |
| ENG 120  | Communication Skills in English (2)      | ENG 110       | 3    |
| MAT 100  | Principle of Statistics                  | None          | 3    |
| CIT 110  | Introduction to Information Technology   | None          | 3    |
| GED 100  | Islamic Studies                          | None          | 3    |
| ARB 110  | Arabic-Language Communication Skills (1) | None          | 3    |
| ARB 120  | Arabic-Language Communication Skills (2) | ARB 110       | 3    |
| IEC 112  | Innovation Creativity & Entrepreneurship | None          | 3    |
| 3 courses from the following courses provided that they are not from only one group: |  |               |      |



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| Course Code                                   |     | Course Title  | Pre-requisite | Cr.H      |
|---|-----|---|---------------|-----------|
| <b>Group 1: Islamic &amp; Social Sciences</b> |     |   |               |           |
| GED   | 115 | Law & Society                                       | None          | 3         |
| GED   | 132 | Introduction to Science of the Qur'an and Sunnah    | None          | 3         |
| GED   | 191 | Human Rights in Islam and International Conventions | None          | 3         |
| <b>Group 2: Science</b>                       |     |   |               |           |
| GED   | 230 | Introduction to Economics                           | None          | 3         |
| GED   | 231 | Man and the Environment                             | None          | 3         |
| GED   | 232 | Introduction to Chemistry                           | None          | 3         |
| <b>Total</b>                                  |     |   |               | <b>30</b> |

## Mandatory Core Courses

30 courses, 90 credit hours

| Course Code |     | Course Title                             | Pre-requisite     | Cr.H |
|-------------|-----|--|-------------------|------|
| PRIV        | 111 | Introduction to Law                      | None              | 3    |
| PRIV        | 113 | Sources Obligations                      | PRIV 111          | 3    |
| PRIV        | 121 | Principles of Commercial Law             | PRIV 111          | 3    |
| PRIV        | 133 | Introduction to Islamic jurisprudence    | None              | 3    |
| PUBL        | 161 | Constitutional Law and Political Systems | None              | 3    |
| PUBL        | 171 | Principles of Administrative Law         | None              | 3    |
| PRIV        | 114 | Involuntary Sources of Obligations       | PRIV 113          | 3    |
| PRIV        | 222 | Company Law and Bankruptcy               | PRIV 121          | 3    |
| PRIV        | 241 | Law of Evidence and Implementation       | PRIV 113          | 3    |
| PRIV        | 252 | Fundamentals of Legal Research           | None              | 3    |
| PRIV        | 215 | Rules of Obligations                     | PRIV 114          | 3    |
| PUBL        | 282 | Penal law/General Part                   | PRIV 111          | 3    |
| PUBL        | 283 | Penal Law / Private Part (1)             | PUBL 282          | 3    |
| ENG         | 290 | Legal terminology in English             | ENG 120           | 3    |
| ENG         | 292 | Legal Studies in English                 | ENG 120, PRIV 111 | 3    |
| PRIV        | 316 | Labor Law and Social Security            | PRIV 114          | 3    |
| PRIV        | 317 | Nominate Contracts                       | PRIV 215          | 3    |
| PRIV        | 318 | Private International Law                | PRIV 317          | 3    |
| PRIV        | 335 | Personal Status Law (1)                  | PRIV 133          | 3    |
| PRIV        | 342 | Law of Civil Procedure                   | PRIV 215          | 3    |
| PRIV        | 356 | Commercial Arbitration                   | PRIV 342          | 3    |
| PUBL        | 393 | Public International Law (In English)    | PRIV 111          | 3    |
| PRIV        | 419 | Real Rights (Rights in Rem)              | PRIV 317          | 3    |
| PRIV        | 427 | Banking Transactions                     | PRIV 113, 121     | 3    |
| PRIV        | 428 | Maritime Aviation Law                    | PRIV 113, 121     | 3    |
| PRIV        | 434 | Origin of jurisprudence                  | PRIV 133          | 3    |
| PRIV        | 436 | Inheritance and bequests and Endowment   | PRIV 335          | 3    |

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| Course Code  |     | Course Title               | Pre-requisite       | Cr.H      |
|--------------|-----|----------------------------|---------------------|-----------|
| PUBL         | 450 | Law of Criminal Procedures | PUBL 283            | 3         |
| PRIV         | 453 | Practical training*        | PRIV 342 & PUBL 450 | 3         |
| PRIV         | 454 | Graduation Research        | 105 Cr. H.          | 3         |
| <b>Total</b> |     |                            |                     | <b>90</b> |

**\* Practical training is divided into:**

- External practical training is offered during the mid-year vacation and students are required to have completed the course of Law of Civil Procedure or Law of Criminal Procedure are only allowed to register
- Internal practical training is offered over two semesters with two hours a week and students who completed all of the courses in the first and second levels are only allowed to register. We will address the subject of training in the next point.

**Core Elective Requirements**

3 courses, 9 credits

| Course Code  |     | Course Title                            | Pre-requisite | Cr.H     |
|--------------|-----|---|---------------|----------|
| PUBL         | 272 | Fiscal and Financial Legislation        | PUBL 171      | 3        |
| PUBL         | 281 | Criminology                             | PRIV 111      | 3        |
| PRIV         | 325 | Intellectual Property                   | PRIV 121      | 3        |
| PUBL         | 374 | Environment Protection Law              | PUBL 171      | 3        |
| PUBL         | 384 | Penal Law (2)                           | PUBL 282      | 3        |
| PUBL         | 394 | International Organizations             | PUBL 393      | 3        |
| PRIV         | 429 | Legal Regulation of Electronic Commerce | PRIV 317      | 3        |
| PUBL         | 490 | Consumer Protection Law                 | GED 230       | 3        |
| PUBL         | 496 | International Humanitarian Law          | PUBL 393      | 3        |
| <b>Total</b> |     |   |               | <b>9</b> |

**Free Elective**

1 course, 3 credits

## 12.6.5 Proposed Course Sequence of Study- Bachelor of Law

| Semester                        | Code         |     | Subject Title                            | Prerequisite                              | Cr         |
|---------------------------------|--------------|-----|--|---|------------|
| <b>Semester 1<br/>(Level 1)</b> | ARB          | 110 | Arabic-language communication skills (1) | None                                      | 3          |
|                                 | ENG          | 110 | Communication skills in English (1)      | None                                      | 3          |
|                                 | PRIV         | 111 | Introduction to Law                      | None                                      | 3          |
|                                 | PRIV         | 133 | Introduction to Islamic Jurisprudence    | None                                      | 3          |
|                                 | PUBL         | 161 | Constitutional law and political systems | None                                      | 3          |
|                                 | PUBL         | 171 | Principles of administrative law         | None                                      | 3          |
|                                 | <b>Total</b> |     |  |   |            |
| <b>Semester 2<br/>(Level 2)</b> | ARB          | 120 | Arabic-language communication skills (2) | ARB 110                                   | 3          |
|                                 | ENG          | 120 | Communication skills in English (2)      | ENG 110                                   | 3          |
|                                 | PRIV         | 113 | Sources Obligations                      | PRIV111                                   | 3          |
|                                 | PRIV         | 121 | Principles of Commercial Law             | PRIV111                                   | 3          |
|                                 | GED          | 100 | Islamic culture                          | None                                      | 3          |
|                                 | <b>Total</b> |     |  |   |            |
| <b>Semester 3<br/>(Level 3)</b> | MAT          | 100 | Principles of statistics                 | None                                      | 3          |
|                                 | CIT          | 110 | Introduction to information technology   | None                                      | 3          |
|                                 | PRIV         | 114 | Involuntary Sources of Obligations       | PRIV113                                   | 3          |
|                                 | PRIV         | 222 | Company Law and Bankruptcy               | PRIV 121                                  | 3          |
|                                 | IEC          | 112 | Innovation Creativity & Entrepreneurship | None                                      | 3          |
|                                 | PUBL         | 282 | Penal law/General Part                   | PRIV 111                                  | 3          |
| <b>Total</b>                    |              |     |  |   | <b>18</b>  |
| <b>Semester 4<br/>(Level 4)</b> | PRIV         | 241 | Law of Evidence and Implementation       | PRIV 113                                  | 3          |
|                                 | PRIV         | 252 | Fundamentals of legal research           | None                                      | 3          |
|                                 | PRIV         | 215 | Rules of Obligations                     | PRIV114                                   | 3          |
|                                 | PUBL         | 283 | Penal Law / Private part (1)             | PUBL 282                                  | 3          |
|                                 | ENG          | 292 | Legal studies in English                 | ENG 120, PRIV 111                         | 3          |
|                                 |              |     | University elective course (1)           | None                                      | 3          |
| <b>Total</b>                    |              |     |  |   | <b>18</b>  |
| <b>Semester 5<br/>(Level 5)</b> | ENG          | 290 | Legal terminology in English             | ENG 120                                   | 3          |
|                                 | PRIV         | 317 | Nominate Contracts                       | PRIV 215                                  | 3          |
|                                 | PRIV         | 342 | Law of Civil Procedure                   | PRIV 215                                  | 3          |
|                                 |              |     | Department elective courses (1)          | None                                      | 3          |
|                                 |              |     | University elective course (2)           | None                                      | 3          |
| <b>Total</b>                    |              |     |  |   | <b>15</b>  |
| <b>Semester 6<br/>(Level 6)</b> | PRIV         | 316 | Labor Law and Social Security            | PRIV 114                                  | 3          |
|                                 | PRIV         | 318 | Private International Law                | PRIV 317                                  | 3          |
|                                 | PRIV         | 335 | Personal Status Law (1)                  | PRIV 133                                  | 3          |
|                                 | PUBL         | 393 | Public International Law (In English)    | PRIV 111                                  | 3          |
|                                 |              |     | Department elective courses (2)          | None                                      | 3          |
|                                 | PRIV         | 356 | Commercial Arbitration                   | PRIV 342                                  | 3          |
| <b>Total</b>                    |              |     |  |   | <b>18</b>  |
| <b>Semester 7<br/>(Level 7)</b> | PRIV         | 427 | Banking Transactions                     | PRIV 113, 121                             | 3          |
|                                 | PRIV         | 436 | Inheritance and bequests and Endowment   | PRIV335                                   | 3          |
|                                 | PUBL         | 450 | Law of Criminal Procedures               | PUBL 283                                  | 3          |
|                                 |              |     | Free elective Course (1)                 | None                                      | 3          |
|                                 | PRIV         | 434 | Origin of jurisprudence                  | PRIV 133                                  | 3          |
| <b>Total</b>                    |              |     |  |   | <b>15</b>  |
| <b>Semester 8<br/>(Level 8)</b> | PRIV         | 419 | Real rights (Rights in Rem)              | PRIV317                                   | 3          |
|                                 | PRIV         | 428 | Maritime and Aviation Law                | PRIV 113, 121                             | 3          |
|                                 | PRIV         | 453 | Practical training                       | PRIV 342 & PUBL 450                       | 3          |
|                                 | PRIV         | 454 | Graduation Research                      | Completion of (105) credit hours at least | 3          |
|                                 |              |     | Department elective courses (3)          | None                                      | 3          |
| <b>Total</b>                    |              |     |  |   | <b>15</b>  |
| <b>Total</b>                    |              |     |  |   | <b>132</b> |

## 13. Course Descriptions

### 13.1 Remedial Courses

#### **ENG 001 Elementary level 0 Cr. H.**

***Prerequisite: None***

The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills, and introducing the mechanics of writing to develop writing accuracy at the sentence level.

#### **ENG 002 Intermediate level 0 Cr. H.**

***Prerequisite: English Placement Test Score – ENG-001***

This level focuses on academic preparation in a combined reading/writing course, oral communication, and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies, and write organized paragraphs with grammatically correct sentences.

#### **ENG 003 Advanced level 0 Cr. H.**

***Prerequisite: English Placement Test Score equivalent to ENG 003 or passing grade in ENG 002***

This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL/ IELTS exams quickly and efficiently. It will also prepare students to join and succeed in major university courses by developing university level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.

## 13.2 University Requirements - General Education

#### **ARB 110 Arabic-Language Communication Skills (1) 3-0-3**

***Prerequisite: None***

يهيئ هذا المساق معرفة كافية بمهارات اللغة العربية الوظيفية الأساسية على نحو يبرز الترابط والتكامل الوثيق بين هذه المهارات، من خلال نصوص متنوعة في مضامينها وجمالياتها. فالنص هو العُدة في هذا المقرر، وهو المحور الرئيس فيه، وقراءته وفهمه واستيعابه وتدوقه غاية ما يسعى إليه هذا المساق وعلى هذا فالمساق يستقطب مجموعة من النصوص المتنوعة في مضامينها وجمالياتها، تدور حول كل نص مطالب ستة، هي: الفهم والاستيعاب، المعجم، التطبيقات اللغوية (الصرف والنحو وقواعد الكتابة)، والتطبيقات الأسلوبية، والتعبير الكتابي، والنشاط الإضافي.

#### **ARB 120 Arabic-Language Communication Skills (2) 3-0-3**

**Prerequisite: ARB 110**

يهيئ هذا المساق معرفة بمهارات اللغة العربية العليا الوظيفية ممثلة في: التلخيص والتحليل الموضوعي والنقد، من خلال نصوص متنوعة تتناول: مختلف الأجناس الأدبية، شعراً ونثرًا، وحقول المعرفة المختلفة.

**ENG 101 Composition and Modern English I 3-0-3**

**Prerequisite: None**

This course develops the student's skills in reading and writing through the understanding and utilization of clear, correct grammatical development of written. Students will be expected to compose, revise, and edit all written assignments, utilizing a correct paragraph and report structure and organization, analyzes, purpose and tone.

**ENG 102 Composition and Modern English II 3-0-3**

**Prerequisite: None**

This course reinforces the knowledge and skills learned in ENG 101 and introduce the student to the techniques, principles, and concepts of argument and textual analysis through composition of increasingly complex analytical essays and reports. The focus is on developing the students' skills and competency in critical analysis and interpretation of texts.

**ENG 110 Communication Skills in English (1) 3-0-3**

**Prerequisite: None**

This course is designed to develop the students' English background and enhance their linguistic understanding. It focuses on the four basic language skills: listening, speaking, reading and writing. The teacher's main emphasis is on the level of the learners' writing and accuracy, which are the core of English language. The mastery of grammar undoubtedly paves the way to accumulate a good command of English.

**ENG 120 Communication Skills in English (2) 3-0-3**

**Prerequisite: ENG 110**

This course is a continuation of ENG 110. All students should have passed level one. It also focuses on the basics of English grammar, especially the writing skill.

**MAT 100 Principle of Statistics 3-0-3**

**Prerequisite: None**

يتناول المساق بجوابيه النظري والعملي المفاهيم الإحصائية الأساس ووصف البيانات واستخدام الحاسوب لجدولتها ثم معرفة مفاهيم النزعة المركزية والدرجات المعيارية لها.

**MTH 100 College Algebra 3-0-3**

**Prerequisite: None**

This course outlines the concepts and principles of algebra, dealing with equations, graphs, models, functions, and other aspects to develop a strong understanding of algebraic concepts and principles in the student.

## **CIT 100 Computer Concepts and Applications 2-2-3**

### ***Prerequisite: None***

This course introduces students to the concept of computers and their utilization in business. Typically the course will focus on Microsoft's Office suite, including the how to use Word, Excel, and PowerPoint, databases, and other current software utilized in the business environment.

## **CIT 110 Introduction to Information Technology 2-2-3**

### ***Prerequisite: None***

يهدف هذا المساق إلى التعريف بجهاز الكمبيوتر واكتساب المهارات الكاملة لاستخدام نظام ويندوز، وتأهيل الطلبة لاستخدام برامج المكتب، كالتعامل مع النصوص واستخدام الجداول وإجراء المعادلات الحسابية واستخدام وسائل العرض المختلفة.

## **GED 100 Islamic Studies 3-0-3**

### ***Prerequisite: None***

This course introduces students to the rich culture and history of Islam through the understanding and examination of its development and meaning and examining it in relation to other existing cultures and believes.

## **GED 101 Islamic Studies – الثقافة الإسلامية 3-0-3**

### ***Prerequisite: None***

يتضمن هذا المساق عرض أصول الثقافة الإسلامية المنضبطة بضوابط المناهج الاجتهادية لعلماء الإسلام، ويشرح بعضاً من النظم المهمة في حياة الإنسان من وجهة نظر الإسلام شرحاً مقارناً بثقافات وتصورات أخرى. ويشتمل على التعريف بالعقيدة الإسلامية الصحيحة، وتصورها عن الوجود، وبأسلوب الحياة المثلى التي يعيشها الإنسان، وبناء شخصيته بالفكر والانتماء والسلوك المنطبع بطابع الإسلام: من خلال دراسة الفكر الإسلامي كقاعدة، والنظم الإسلامية كتطبيق.

## **GED 110 UAE Society 3-0-3**

### ***Prerequisite: None***

This course focuses on allowing students to enrich themselves in the understanding and cultural, historical, political, geographic, and social aspects of the nation they live in, the United Arab Emirates. The course highlights the vast changes that has occurred to the nation and gives the student a thorough perspective of how these changes have affected the nation and its society has a whole.

## **GED 115 Law & Society 3-0-3**

يتضمن هذا المساق أهمية القانون للمجتمع ، وضرورته، ومقاصده كم يبين علاقة القانون بالعلوم الاجتماعية الأخرى، كعلم النفس، والاجتماع، والاقتصاد، والسياسة ودور المجتمع في احترام القانون وتشجيع الناس على الالتزام بالقواعد القانونية مثل : قواعد السير والمرور والالتزام بدفع الضرائب والرسوم وغيرها وكذلك دور المجتمع بالإبلاغ عن الجرائم ومساهمته في الحفاظ على أمن البلد.

### ***Prerequisite: None***

## **IEC 112 Innovation Creativity & Entrepreneurship 3-0-3**

### ***Prerequisite: None***

Creativity, innovation and entrepreneurship are essentials tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship. Students will be able to gain acknowledge of the theoretical framework and utilized its application in the real world.

## **GED 120 Communication Skills in Arabic 3-0-3**

### ***Prerequisite: None***

This course develops the students understanding of the Arabic language, the basic skills in utilizing the language in different settings and environments, and the ability in understanding the fundamental procedural techniques regarding the text structure either in Classical or in Standard Arabic.

## **GED 130 Introduction to GIS 3-0-3**

### ***Prerequisite: None***

This course is an overview and introduction to Geographic Information Systems, what they are, their uses, and application. Some topics covered will be site selection, cartographic communications and a broad range of spatial data interrelationships.

## **GED 131 History of Journalism 3-0-3**

### ***Prerequisite: None***

Historical development of typography since Gothenburg and, even today, the press and freedom of expression in Europe and North America in the 19<sup>th</sup> century, the emergence of Arabic press since the beginning of the 19<sup>th</sup> century, the career of journalistic practice historical functions of journalism in contemporary societies, evolution Paper printing press technology to electronic publishing, press legislation and charters, press in the world and the Arabic region, the future of journalism in the Internet age.

## **GED 132 Introduction to Science of the Qur'an and Sunnah 3-0-3**

### ***Prerequisite: None***

يركز هذا المساق على عرض علوم القرآن والسنة باعتبارهما أهم مصادر التشريع الإسلامي، مع الوقوف على الموضوعات المهمة في مباحث علوم القرآن والسنة النبوية، وأثرهما في استنباط الأحكام الفقهية من النصوص الشرعية.

## **GED 140 Conceptual Physics 3-0-3**

### ***Prerequisite: None***

This course examines the concepts and theories of physics in understanding the physical world as we understand it; focusing on aspects of Newton's laws, how gravity works, the functions of heat, sound, and light, the process of electricity, concepts of relativity and quantum theory, and other topics.

## **GED 150 Critical Thinking**

**3-0-3**

### ***Prerequisite: None***

This course is an overview of the techniques and skills utilized in analyzing and evaluating arguments and assertions, problems, and everyday situations through formal logical reasoning.

## **GED 151 Critical Thinking – التفكير النقدي**

**3-0-3**

### ***Prerequisite: None***

يهدف المساق الى تحسين قدرة الطلاب على تحليل وتقييم أنواع الحجج والتأكدات التي تواجههم في حياتهم اليومية. ويتم التركيز على المنطق غير الرسمي للغة كل يوم، ولكن يتم مناقشة المنطق الرسمي. وتشمل المواضيع: لغة الحجج، تحليل الحجج، وصحة وسلامة، ومشاكل تتعلق بالتفسير، الحجج غير الاستنتاجية استخدام وإساءة استخدام الإحصاءات وتفسيرات نظريات تجريبية، نظريات المفاهيم والتعاريف.

## **GED 160 Psychology in Everyday Life**

**3-0-3**

### ***Prerequisite: None***

This course is an exploration of the principles and concepts and a basic overview of the field of psychology and how these concepts are applied in everyday living. Students study specific topics and then apply their understanding through exercises and activities.

## **GED 170 Ethics and the Modern World**

**3-0-3**

### ***Prerequisite: None***

This course discusses and describes influential approaches to morality, character ethics, consequences-based ethics, and principle-based ethics. The students identify, critique, and review their preferred ethical orientation in relation to these moral bases and recognize these bases in personal and public discourse, and adapt to frameworks other than their own by applying this knowledge.

## **GED 180 Human Behavior and Socialization**

**3-0-3**

### ***Prerequisite: None***

This course is an introduction and broad overview of the concepts and principles of sociology, with an emphasis on the social natures of human behavior, including an understanding of the make-up and definitions of culture, the development of social structures and socialization, the formations of a family structure, issues of gender and religion, and other topics specific to human behavior and socialization.

## **GED 191 Human Rights in Islam and International Conventions 3-0-3**



**Prerequisite: None**

This course covers the definition of truth and its types, and human rights, among other rights, its evolution, and its universality, and means of protection in international instruments and Islamic law.

**GED 230 Introduction to Economics**

**3-0-3**

**Prerequisite: None**

يهدف هذا المساق إلى تعريف الدارسين بمبادئ الاقتصاد ، فتتناول الدراسة الوحدات الدراسية التي توضح مبادئ علم الاقتصاد ، ومفهوم المشكلة الاقتصادية وأركانها، وبعض المشاكل الاقتصادية، ودراسة السوق ونظرية العرض والطلب والعوامل المؤثرة عليها ومحددات العرض والطلب، ومفهوم الناتج القومي والدخل القومي، والسياسات الاقتصادية، وكذلك المعالم الرئيسة لخطط التنمية الاقتصادية والنقود ووظائفها ودور البنوك في عالم الأعمال.

**GED 231 Man and the Environment**

**3-0-3**

**Prerequisite: None**

This course deals with environmental concepts, principles and the role of the family in human evidence, this course reviews the various environmental problems, environmental problems impact on family and community.

**GED 232 Introduction to Chemistry**

**3-0-3**

**Prerequisite: None**

This course aims to study the matter (gases and liquids) and apply the rules used, chemical equilibrium solutions and includes practical exercises covering core concepts above.

## 13.3 English Language and Translation Courses

**ENG 112 Reading Skills**

**3-0-3**

**Prerequisite: ENG 101**

This course is about broadening the students' reading skills by making them become active readers. It includes 20 clear, concise lessons with detailed explanations that will increase the students' reading comprehension skills in t 20 minutes a day. It includes examples from literature, essays, technical writing, and articles. It focuses on Finding the Main Idea, Determining Essential Information, Chronological Order, Defining Vocabulary in Context, Difference between Fact and Opinion, Similarities and Differences, Point of View, Diction Style, Word Power, Finding the Implied Main Idea, Assuming Causes and Predicting Effects, Finding Meaning in Literature, and Drawing Conclusions. The

course provides extensive practice exercises. The course also offers additional on line practice. It includes: A Pretest to pinpoint the students' strengths and weaknesses and A Posttest to show the progress made, which the students score using answer keys.

**ENG 114 English Grammar 3-0-3**

***Prerequisite: ENG 102***

The course focuses on the complexities of grammatical choices for students with prior grammatical knowledge. It includes a comprehensive basic grammar reference so students can revise their understanding of English language areas they have previously studied. In addition to class activities, it is a self-study course, where the students can work on all or any language area of their choice at their own pace, choice of time and place.

**ENG 205 Advanced English Writing Skills 3-0-3**

***Prerequisite: ENG 102***

The course aims at excellent writing skills to get high marks on course and standardized tests, and effectively communicate in writing. It focuses on capitalization, commas and sentence parts, semicolons and colons, apostrophes and dashes, quotation marks, verb tenses, using verbs to create strong writing subject-verb agreement, using pronouns, problem verbs and pronouns, modifiers, easily confused word pairs, diction, and communicating ideas. The course provides extensive practice exercises to achieve optimal success. It also offers additional on line practice. It includes: a Pretest to pinpoint the students' strengths and weaknesses and a Posttest to show the progress made, which the students score using answer keys.

**ENG 220 Literature in the Modern World 3-0-3**

***Prerequisite: ENG 102***

This course deals with texts representing three kinds of writing – prose fiction, poetry and drama – beginning in the 1920s and ending in the 1990s. It is partly chronological and partly thematic. Upon completing this course, students are expected to identify, analyze and compare narrative and thematic issues in texts as well as to engage critically with a range of theoretical studies and to apply these to readings of the literary texts.

**ENG 225 Language and Linguistics 3-0-3**

***Prerequisite: ENG 102***

The course introduces linguistics. It presents the fundamental building blocks of language and explains how these function. It focuses on words, grammar, inter linguistic diversities and diversity within the language.

## **ENG 231 Syntax I**

**3-0-3**

### ***Prerequisite: ENG 225***

It presents practical ways of analyzing syntax. It discusses preliminaries including generative grammar; parts of speech; constituency, trees, and Rules; structural relations, Binding Theory. It offers the base including X-bar Theory; extending X-bar Theory to functional categories. It discusses movement including head-to-head movement; DP movement; Wh-movement. It proceeds to advanced topics including expanded VPs; raising, control, and empty categories. The course also gives a brief idea about alternatives including lexical-functional grammar, and head-driven phrase structure grammar. In addition, it gives the students training through problem sets.

## **ENG 232 Phonetics and Phonology**

**3-0-3**

### ***Prerequisite: ENG 102, 112***

This course raises the students' awareness to phonetics and phonology. It explains how English is pronounced. It presents this information in the context of general theory about speech sounds and how they are used in English. It includes topics such as international phonetic alphabet, speech sounds, phonemes, syllable, stress, intonation and varieties of English pronunciation. The course provides the examination of the theoretical matters with extensive practical material; audio and written.

## **ENG 233 Morphology and Lexical Studies**

**3-0-3**

### ***Prerequisite: ENG 225***

This course explores the meanings of morphemes and how they combine to form the meanings of complex words. It focuses on features, co-indexation, the semantics of verb formation, extending the system; location and quantity, combinability and the correspondence between form and meaning.

## **ENG 234 Discourse Analysis**

**3-0-3**

### ***Prerequisite: ENG 114***

The course introduces the student to discourse Analysis. S/He is not required to have prior knowledge and training in linguistics or social theory. It offers: Building Tasks, Tools of Inquiry and Discourses, Form-Function correlation, Situated Meaning and Figured Worlds, Context, Discourse Analysis, Processing and Organizing Language. It provides samples of discourse and examples to practice discourse analysis.

## **ENG 310 Advanced English Grammar**

**3-0-3**

### ***Prerequisite: ENG 114***

The course assists students to improve their ability to follow the rules and conventions of formal English. It starts by revising grammatical terminology used to describe language; its technical aspect then goes further to prescribe for proper language; its use. It helps understanding common mistakes and why they occur. The course will help students identify their weaknesses when trying to use English structures and work on solving them through analyzing, providing tips and offering memory aids for writing correctly.

**ENG 325 Sociolinguistics 3-0-3**

***Prerequisite: ENG 225***

The course introduces sociolinguistics addressing multilingual speech communities. It provides discussion on language variation focusing on the user. It offers topics such as, language choice in multilingual communities, linguistic variations and multilingual notions; national languages and language planning; regional and social dialects; language change; style, context and register; language, cognition and culture etc. The course also gives practice through exercises.

**ENG 330 History of the English Language 3-0-3**

***Prerequisite: ENG 225***

The course investigates the phonological, morphological, syntactic, and lexical development of the English language from the Old English period to the present era. The course focuses on Indo-European family of languages, Old English, the foreign influences, the reestablishment of English, Middle English, the Renaissance as well as the nineteenth century and after.

**ENG 331 Syntax II 3-0-3**

***Prerequisite: ENG 231***

The course extends students' knowledge from Syntax I. They examine syntactic processes like coordination and subordination, complexity and related logical connectors, and ambiguity. This course aims at introducing students to syntactic theory within the generative tradition, with an emphasis on Minimalism as outlined by Noam Chomsky (1993 and subsequent work). They will be looking at the generative theory of the grammar in terms of its treatment and analysis of different aspects of the structure of human language (with emphasis on different varieties of English).

**ENG 332 Linguistics II 3-0-3**

***Prerequisite: ENG 225***

This course is an extension of Language and Linguistics. It develops a deeper understanding of the language system and subsidiary language disciplines in language study. The course focuses on morphology and syntax. It handles the professionalizing of applied linguistics in Morphological and syntactical levels. Besides, discourse analysis, pragmatics and sociolinguistics as a sub-area of applied linguistics are considered.

**ENG 333 Error Analysis**

**3-0-3**

***Prerequisite: ENG 114***

The course introduces the study of language errors. It focuses on significance of learners' Errors, idiosyncratic dialects and error analysis, describing the language learners' language, interpretation in the study of learners' errors, inter Language, and strategies of communication.

**ENG 335 Advanced English Vocabulary**

**3-0-3**

***Prerequisite: ENG 102***

This course is about broadening the students' vocabulary span. It offers enough vocabulary to enable them communicate fluently in various situations. Students will also learn correct usage of phrases, expressions, and collocations. The course provides extensive practice exercises. In addition, it assists students to find equivalence from Arabic as a foundation for future translation practice. The course can be used as self-study.

**ENG 340 English-Arabic Translation**

**3-0-3**

***Prerequisites: ENG 102, GED 120***

This course is designed to equip students with the basic skills to translate from English into Arabic. Enables the students to analyse vocabulary and structure and practice translating from English into Arabic different text genres like legal, literary, technical, and other genres as well as revising and editing.

**ENG 341 Arabic - English Translation**

**3-0-3**

***Prerequisites: ENG 102, GED 120***

This course is designed to equip students with the basic skills to translate from Arabic into English. Enables the students to analyse vocabulary and structure, and practice translating from Arabic into English different text genres like narrative, expository, descriptive and other genres.

**ENG 342 Translation Theory and Practice**

**3-0-3**

***Prerequisite: ENG 340***

This course includes theoretical and practical aspects of translation. It provides enough theoretical background that would enable students to dig into the context of translating into English from Arabic and into Arabic from English. Lexical, semantic, stylistic and communicative problems are discussed. Basic techniques, fundamentals, and approaches are introduced. The practical aspect gives the students the chance to move backward and forward among major particularities that range from the word as a translation unit to a whole text stressing what is meant by context, register, equivalence, synonymy, etc.

### **ENG 344 Introduction to Consecutive Interpreting 3-0-3**

***Prerequisites: ENG 102, GED 120***

The course raises the students' awareness to consecutive interpreting. It introduces them to speaking, the speaker and anticipating. It offers complex syntax and compression, word order, clusters, and adverbial clauses. It provides the concept of untranslatability, figures of speech and argumentation also guiding their note taking. In addition, students will be practicing interpreting short speeches of about 5 to 10 minutes from Arabic to English and from English to Arabic.

### **ENG 401 Business and Legal Translation 3-0-3**

***Prerequisite: ENG 340***

This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to business and law. Students will learn to analyze and translate different types of business and legal documents and forms. They will also learn major terminological issues of both English and Arabic languages. They will translate from English to Arabic and from Arabic to English.

### **ENG 420 Creative Writing 3-0-3**

***Prerequisite: ENG 205***

This course is primarily planned to instill the love of writing and the appreciation of reading literary works in students to help them get over writer's block, and to write imaginatively and creatively in different literary genres, away from the constraints of academic writing format. Hence reading for pleasure and experimenting with form and content are two strong elements in this course. It assists students to 'learn by doing'.

### **ENG 433 Computer-Assisted Language Learning 3-0-3**

***Prerequisite: None***

This course aims at developing students' computer enhanced language learning and teaching. The course helps students apply computer technology in learning language and practicing computer assisted exercises. It provides opportunities for students to collaborate and learn from peers.

**ENG 434 Contrastive Linguistics 3-0-3**

***Prerequisite: ENG 225***

This course introduces the students to contrasting languages. It provides an answer to the question, "What is contrastive linguistics?", then offers chapter after chapter: Towards a classification of contrastive studies, Three steps in "classical" contrastive studies, Contrastive studies at various levels of linguistic analysis, Linguistic models and contrastive studies, Towards a theory of semantic-syntactic equivalent, Contrastive generative grammar, Error analysis, inter language and contrastive generative grammar, Quantitative contrastive studies, Cognitive linguistics and contrastive studies, "Theoretical" and "applied" contrastive studies. It assists students to try to investigate differences between English and Arabic.

**ENG 441 Translation of Literary Texts 3-0-3**

***Prerequisite: ENG 340***

The course provides the fundamentals of literary translation such as why literary translation, its uniqueness, and starting its translation. It provides techniques and how to deal with problems of literary translation. It also prepares the student to be a working translator. The course provides English and Arabic language activities and requires students to translate in both languages, to and from equally. Excerpts from selected English and Arabic literary text such as poetry, prose and dramatic texts will be provided as translation activities to analyze, overcome problems and practice translation. Prerequisite ENG 340

**ENG 442 Multimedia Translation 3-0-3**

***Prerequisite: ENG 340***

This course provides thoughts to clarify some terminological issues such as 'media' and 'multimedia'. The brackets around (multi) indicate the absence at times and presence at others. The course emphasizes language and its transfer effect. Discussions also include news, radio, TV, and Internet. The course provides translation practice of authentic material on current issues and events from English to Arabic and from Arabic to English.

**ENG 443 Translation of Economic and Financial Texts 3-0-3**

XXXXXXX

***Prerequisite: ENG 340***

**ENG 471 Consecutive Interpreting I 3-0-3**

***Prerequisite: ENG 344***

This course is an extension of Introduction to Consecutive Interpreting. It provides information and skills to deal with diction, register, formal style, policy address, quotations, allusions and transpositions. It offers different types of discourse, such as political and economic, as well as humor, Latinism and numbers. . In addition, students will be practicing interpreting speeches of about 30 minutes from Arabic to English and from English to Arabic.

**ENG 472 Consecutive Interpreting II 3-0-3**

***Prerequisite: ENG 471***

The course gives a theoretical terrain; concepts, developments, approaches, paradigms and models. It provides analytic presentation through process, product and performance. Major trends and future perspectives are also offered. In addition students will be trained in interpreting long speeches from English to Arabic and from Arabic to English.

**ENG 490 Practicum/Training 3-0-3**

***150 hours of Internship counts for three credit***

This course is designed to give students the opportunity to put into practice their theoretical back ground. It gives the students a chance to experience the area of their prospective career. The students are prepared to work as professionals and capable translators. They would practice interpreting and translation of different kinds.

## 13.4 Business Courses

### 13.4.1 Core Courses

**ACT 191 Principles of Accounting I 3-0-3**

***Prerequisite: None***

This course is intended to provide students the fundamental accounting principles, concepts, procedures. The students are expected to learn different steps in accounting cycles, Accounting for Receivables, cash, Inventories, Payroll, Merchandising Operations, and accounting for Partnerships.

**ACT 292 Principles of Accounting II 3-0-3**

***Prerequisite ACT 191***



This course is a continuation of Principles of Accounting I and is designed to emphasize managerial accounting principles and the utilizing of accounting information in decision-making. The course develops a solid understanding of costs and cost behavior and the use of such information for planning, controlling, and making managerial decisions. It also helps to develop an understanding of management accounting systems as well as the interrelationship of management accounting and financial accounting.

**CIT 200 Introduction to Information Systems                    3-1-3**

***Prerequisite CIT 100***

This course is an introduction to the management of computer and information systems and their application in business environments and in solving the challenges faced by management and organizations.

**ECO 251 Principles of Microeconomics                    3-0-3**

***Prerequisite MTH 100***

This course seeks to help the student develop the tools necessary to analyze and investigate various microeconomic problems; issues of scarcity and choice, price determination and the elasticity and inelasticity of price, perfect competition, monopolistic competition and oligopoly, factor pricing, factor mobility, labor markets, and the importance and role of economic policy in our everyday lives.

**ECO 252 Principles of Macroeconomics                    3-0-3**

***Prerequisite: ECO 251***

This course is a study of the economy on the aggregate (macro) level. It covers the economic policy and data, the principles of market economics, the methods and tools in measuring national economic activity, unemployment, inflation, and how they affect the business cycle. The course also looks in economics over the international level and the theories of economic growth and development. Theories of macroeconomics such as the classical-Keynesian debate, the monetary system, the federal reserve system, money markets and fractional reserve banking are also examined.

**ENG 202 Business Communication                    3-0-3**

***Prerequisite: ENG 102***

This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to industry, business, and corporate environments. Students will learn to develop various types of written business correspondence, analyze and interpret business problems and communicate them in a business manner, utilizing, memos, forms and other forms

of business communication techniques. The students will also learn basic writing, editing, and presentation skills and utilize interpersonal communication.

**ENG 210 Speech Communication** **3-0-3**

***Prerequisite: ENG 102***

This course develops the skills used and needed in written and oral communication that students will need in their professional lives. This course emphasizes the strategies and formats that lead to effective communication through the development of various communication formats including the creation of clear and concise correspondence letters, memoranda and reports. Strong emphasis is also placed in developing the student's skills in informal and formal public speaking.

**BUS 380 Business Research Methods** **3-0-3**

***Prerequisite: QM 241***

This course is intended to provide the students an understanding on the theory and applied techniques needed to conduct an effective research for business decision making in any business establishment. It focuses mainly on the areas such as the role of research in business, types of business research, problem identification techniques, drafting of research objectives, hypothesis, fixing the research methodology, familiarizing the tools for data analysis, report writing and ultimately equipping the students to prepare a research proposal for a particular area of business research.

**BUS 390 Internship** **3-0-3**

***Prerequisite: Third or fourth year standing***

This course offers the student a chance to incorporate the theoretical concepts and principles with practical experience in a business setting. It enables students see the reality of the Accounting, Finance and Banking, Real Estate Development and Investment profession, and apply their knowledge and skills in a corporate and/or professional environment and utilize this experience for attaining future employment.

**FIN 331 Managerial Finance** **3-0-3**

***Prerequisite: ACT 292***

This course is an introduction to financial management that develops an understanding of the analysis, planning and control of internal and external financial decisions of a corporate entity.

**LAW 231 Legal Environment of Business** **3-0-3**

***Prerequisite: None***

The Course focuses on the study of various laws applicable to business activities, such as contract, agency laws, bailment and formation of various types of

Companies, their legal background, basis and application and the business related UAE Laws.

**MGT 271 Principles of Management** **3-0-3**

***Prerequisite: None***

This course is the foundation for the understanding of management theories and issues, organization structures and formations, leadership skills and techniques, and the political, economic, technical, and social implications of managerial decision-making. It focuses on the basic roles, skills and functions of management and managerial responsibility for effective and efficient achievement of goals.

**MGT 373 Operations Management** **3-0-3**

***Prerequisite: MGT 271, QM 241***

This course examines the strategic relationship between operations and production in relation to the functioning organization as a whole and in relation to the other functional departments in an organization. Students are introduced to the concepts of value chain, forecasting models, inventory methods and design, statistical process control, process models and project management and TQM principles and methods, as well as introducing the student to supply chain and logistical concepts and methods.

**MGT 476 Strategic Management (Capstone)** **3-0-3**

***Prerequisite: Fourth year standing***

This course is an examination of the techniques, processes, and methods used by firms in gaining and maintaining a competitive advantage by utilizing and analyzing various situations and challenges faced by organizations and the strategic insight, vision, and decisions to resolve them.

**MKT 361 Principles of Marketing** **3-0-3**

***Prerequisite: MGT-271***

This course is an introduction to the concepts of marketing utilized in developing marketing strategies for an organization or firm. Theoretical concepts in marketing will be discussed, including value driven marketing, the marketing plan, marketing research, target markets and segmentation, along with their implications in formulating marketing strategies.

**MTH 120 Business Calculus** **3-0-3**

***Prerequisite: MTH 100***

This course is an introduction to the uses of calculus in business, economics, and the social sciences. Some of the topics covered are curve sketching, exponential growth and anti-derivatives. This course is designed to give students a sound

understanding of basic concepts of calculus and to give them the knowledge and skills to apply a variety of techniques to practical situations.

**QM 241 Business Statistics I** **3-0-3**

***Prerequisite: MTH 100***

This course introduces the application of statistics in business environments, utilizing statistical techniques, from data analysis and frequency distributions to the use of samplings and correlations, in solving business problems and for making business decisions.

**QM 341 Business Statistics II** **3-0-3**

***Prerequisite: QM 241***

This course is a continuation of QM 241, reinforces, and introduces many new concepts in the use of statistics for business and managerial decision-making. The course examines inference and hypothesis testing, statistics for quality control, simple and multiple regression, analysis of variance, and time-series techniques as well as their application in business analysis.

### **13.4.2 Accounting Concentration**

**ACT 337 Intermediate Accounting I** **3-0-3**

***Prerequisite: ACT 292***

This course is the first of two intermediate accounting courses and enhances on what was learnt in principles of accounting I and II. Students will examine in detail how to develop and prepare financial statements, examine financial transactions, understand the proper recording and reporting of assets, liabilities, and equities, and more in depth study of accounting principles and techniques.

**ACT 338 Intermediate Accounting II** **3-0-3**

***Prerequisite: ACT 337***

This course is the second of two intermediate accounting courses. In ACT 292 we examine in depth recording of liabilities and long-term liabilities, examine contingencies and stockholder equity. We also analyze investments and earnings per share and look into aspects of the reporting of taxes as tax formation seems to be the future of the UAE, pensions, and other detailed aspects that reinforce what was learnt in ACT 291.

**ACT 365 Cost Accounting** **3-0-3**

***Prerequisite: ACT 292***

This course is a study of the utilization of tools such as standard costing, cost-volume-profit analysis, variance analysis, budgeting, and the use of strategic cost management for decision making.



This course is to discuss important issues and roles of accounting in the current and future business world and economy. After completing the course, the students are expected to understand the topics, analyze the implications of business and economic changes to accounting and vice versa; and give opinion and make decisions related to the issues.

**ACT 405 Auditing**

**3-0-3**

***Prerequisite: ACT 338***

This course focuses on the principles and techniques utilized by accountants in auditing financial statements. It introduces the concepts of audit reporting requirements, and tools to utilize analytical skills to study and test internal controls, and the detail testing of statement details. In addition, topics in operational auditing, internal auditing, compliance auditing, and forensic accounting will be discussed.

### **13.4.3 Finance and Banking Courses**

**FIN 341 Corporate Finance**

**3-0-3**

***Prerequisite: FIN 331***

This course examines the financial tools, theories, and applications utilized in comprehending, examining, and integrating financial information to aid financial decision making in a corporate environment. Interest rates, cash flows, dividends, taxation, and other aspects of finance and accounting are discussed in relation to corporate decision-making.

**FIN 345 Bank Management**

**3-0-3**

***Prerequisite: FIN 331***

The course examines the requirements of managing the daily routines and operations, financial structure, types of investments, and resource allocations of various types of banks, including commercial banks, investment banks, and savings banks.

**FIN 347 Investment Management**

**3-0-3**

***Prerequisite: FIN 331***

The main objective of the course is to provide the student a theoretical and practical understanding in the field of investments. It deals with the topics from financial markets, understanding of performance evaluation and derivatives, equity and fixed-income security valuation, a comprehension of capital market equilibrium and risk-return trade-off, as well as portfolio theory. All this while utilizing real-world examples to connect with the theoretical framework.

## **FIN 351 Financial Institutions & Markets 3-0-3**

### ***Prerequisite: FIN 331***

This course examines financial markets and institutions in the UAE as well as the United States, as our country's currency (UAE Dirham) is pegged with US dollars and thus the movements of our securities follow the US securities market. Some topics covered include an examination of interest rates and their determination by market forces, the financial markets, including examining stocks, bonds, money markets, and derivatives, and other traded assets, as well as examining how financial institutions operate, investment banks, brokers, venture capital, and mutual funds.

## **FIN 361 Islamic Finance 3-0-3**

### ***Prerequisite: FIN 331***

This course is designed to provide students with a thorough understanding of finance from the point of view of an Islamic nature, where no interest is allowed. An understanding of Shariah law and how it applies to lending and banking, laws governing buying through murabah and other forms of Islamic finance is delved into and presented as an alternative financial means to commercial banking.

## **FIN 407 Risk & Insurance Management 3-0-3**

### ***Prerequisite: FIN 331***

This course is study of the tools and techniques managing risk through the strategic attainment of insurance on behalf of corporation needs and assessments. Risk management also refers to the management of risk for associated with financial engineering and derivatives in the financial markets, as the past two decades have seen increased spectacular failures by firms and individuals using derivatives, there has been a renewed focus on risk management as a corporate decision making process.

## **FIN 419 International Financial Management 3-0-3**

### ***Prerequisite: FIN 341, ECO 252***

This course delves into the vast foray of international finance and the aspects and issues that affect a firm financially when doing business on an international basis. It provides students an understanding of the financial tools as well as skills needed by organizations in international markets.

## **FIN 373 Special Topics in Finance and Banking 3-0-3**

### ***Prerequisite: FIN 341***

This course discusses important issues and roles of finance and banking in the current and future business world and economy. Upon completion, students will understand the topics, analyze the implications of business and economic changes

to finance and banking and vice versa; and give opinion and make decisions related to the issues.

**FIN 436 Financial Derivatives** **3-0-3**

***Prerequisite: FIN 341, 351***

This course is a study of the major types of derivatives, from swaps and options to forward and futures. Students will look at using derivatives in various hedging and speculation trading, derivative pricing techniques. They will also look at various market and credit issuer risks in derivatives, what are called "exotic derivatives, and other important aspects of derivatives.

## **13.5 Mass Communication**

### **13.5.1 Core Courses**

**COM 101 Introduction to Journalism** **3-0-3**

***Prerequisite: None***

Introduces journalism as a professional field; press systems in the Arab region and around the world; social, political, cultural and economic functions of the press; news processes and regulations; technological developments in online and citizen journalism.

**COM 102 Introduction to Public Relations** **3-0-3**

***Prerequisite: None***

Introduces public relations as communication management; public relations models and processes; the PR practitioner; PR organizational charts and functions; PR in government and private organizations; relations with publics and media; internal and external communications.

**COM 103 Introduction to New Media** **3-0-3**

***Prerequisite: None***

Introduces new media; comparison with traditional media; new media theories; new media channels and functions; new media and social change; new media and commercial and social marketing; new media as empowerment; social networks; technological components.

**COM 211 Communication Theories** **3-0-3**

***Prerequisite: COM 101***

Media effects models around the world; normative media theories; structural and functional theories in mass communication; cultural studies approaches to media; classical propaganda models; partial effects theories; the captive audience theory.



**COM 212 Research Methods**

**3-0-3**

***Prerequisite: COM 101***

Introduction to social and behavioral science research; media research concepts; content analysis; survey research; public opinion polls; experimental research; focus groups; research methods in public relations and advertising; conceptual and operational procedures.

**COM 223 Media Ethics and Laws**

**3-0-3**

***Prerequisite: COM 211***

Moral and normative principles of media ethics; global and universal standards in media ethics; media codes of ethics in the UAE and the Arab region; foundations of media ethics; media law concepts; UAE press and publications law; Arab media laws and regulations.

**COM 231 Media Management**

**3-0-3**

***Prerequisite: COM 211***

Defining management; classical and modern schools of management; features of media structures and functions; elements of media management; human resource development and planning; strategic planning in media organizations; program production management; technology and media management; managing relations with stakeholders.

**COM 232 Intercultural Communication**

**3-0-3**

***Prerequisite: COM 211***

Defining intercultural communication; human communication across cultures; theories of intercultural communication; functions of intercultural communication; challenges facing intercultural communication; dialogue of civilizations; interfaith dialogue; intercultural communication in the age of globalization and the internet.

**COM 233 Social Marketing**

**3-0-3**

***Prerequisite: COM 101***

The concept of social marketing; theories of marketing and social branding; marketing of values and concepts; social marketing campaigns; stages of social marketing; target publics; elements of social marketing; social marketing cases and examples.

**COM 332 International Public Relations**

**3-0-3**

***Prerequisite: COM 102***

Defining international public relations; theories of international public relations; functions of international public relations; cultural and social implications of international public relations; successful international public relations; challenges to international public relations.

**COM 237 Introduction to Political Science 3-0-3**

***Prerequisite: COM 101***

Introducing political science across societies and ages; politics in the modern world; theories of political science; politics in the age of globalization; social and economic variables shaping political behavior.

**COM 251 Introduction to Social Psychology 3-0-3**

***Prerequisite: COM 101***

Introducing social psychology in humanities and social sciences; the social mindset; social effects; attitudes and persuasion; interpersonal relations and communities; support behavior; aggressive behavior; groups and group dynamics.

**COM 322 Translation 3-0-3**

***Prerequisite: ENG 120***

Arabic and English language style features; common news vocabulary; Arabic and English syntax; political news translation; economic news; cultural news; sports news; accidents and disasters.

**COM 323 Digital Photography 3-0-3**

***Prerequisite: COM 101***

Digital versus analog photography; digital camera components; digital photography techniques; digital image processing; Adobe Photoshop image treatment; field practices.

**COM 325 International Relations 3-0-3**

***Prerequisite: COM 237***

International relation concept, theories, The interdependence of domestic and foreign policy, International Political, Organization and the international system, Historical development of international relations, Political and international theory, International relations in the era of globalization, Conventional and public diplomacy.

**COM 329 Artistic and literary criticism 3-0-3**

***Prerequisite: ARB 120***

Introducing criticism in literary and artistic spheres; components and standards in literary criticism; technical and intellectual components of artistic criticism; the critical reporting process; media criticism.

**COM 334 Advertising and Marketing 3-0-3**

***Prerequisite: COM 103***

Definition of advertising as a marketing tool, The press and radio and television advertising and online advertising, and communication-starter, successful

advertising properties, advertising production process, hiring advertising in marketing campaigns, advertising message according to the needs and characteristics of the audience, artistic and intellectual elements in the message Ad, advertising industry in the world.

**COM 352 Principle of Economics** **3-0-3**

***Prerequisite: None***

Defining economics; world economic systems; macro and micro-economics; supply and demand; theories and models of economics; competition and monopoly; GDP and economic production; economics in the age of globalization and the internet.

**COM 422 Modern Arab History** **3-0-3**

***Prerequisite: None***

Ottoman conquest of Arab lands; nationalist movements in Egypt, Palestine, Libya, Iraq and Tunis; modern European intervention and colonialism; post-colonial era; the globalization age; the national state.

**COM 423 Political Geography** **3-0-3**

***Prerequisite: None***

Defining international relations in the context of geography; theories of political geography; the impact of geography on conflicts; distribution of resources within nations and regions; the impact of the communications revolution on political geography; political geography in the age of globalization.

**COM 427 Public Opinion** **3-0-3**

***Prerequisite: COM 211***

Defining public opinion; public opinion models and theories; historical development of public opinion; types of public opinion; the public opinion formation process; public opinion measurements; media role in public opinion formation; public opinion in the age of the internet and social media; local and global issues in public opinion.

**COM 430 Crisis Management** **3-0-3**

***Prerequisite: COM 237***

Crisis formation and development; types of crises facing organizations and nations; elements of crisis management; proactive and reactive response to crises and emergencies; crisis management tools; media role in crisis management; examples and case studies.

## **13.5.2 Journalism**

**JOU 231 News Editing (1)** **2-2-3**

**Prerequisite: COM 101**

News writing style; news formats and genres; news story; column, report, investigative report; sources; news story structure; leads; headlines; class assignments.

**JOU 232 Photojournalism 2-2-3**

**Prerequisite: COM 101**

Defining photojournalism; technical components of the camera; technical principles of photojournalism; editorial principles of photojournalism; the photojournalism process; digital photography; photojournalism ethics; samples and applications.

**JOU 333 Online Journalism 2-2-3**

**Prerequisite: COM 101**

Definition of online journalism; comparing conventional and online journalism; online journalism tools; online media laws and ethics; technical features; work practices; lab assignments.

**JOU 334 News Editing (2) 2-2-3**

**Prerequisite: JOU 231**

Builds on News Editing (1); editorials' magazine editing; investigative reports; columns and feature stories; lab-based assignments.

**JOU 335 Layout and Design 3-2-2**

**Prerequisite: JOU 232**

The process of publication layout and design; principles of technical newspaper design; layout and design software; elements of design: graphics; typography; text, colors. Lab-based applications.

**JOU 432 Citizen Journalism 2-2-3**

**Prerequisite: JOU 333**

Defining citizen journalism; elements of citizen journalism; citizen journalism tools; online journalism formats; online journalism functions and processes; online journalism regulations; examples and case studies.

**JOU 433 Investigative Journalism 2-2-3**

**Prerequisite: JOU 334**

Concept of investigative journalism; functions of investigative journalism; process of investigative journalism; information sources; types of investigative reports; compiling the investigative report; field practices and lab assignments.

**JOU 434 Specialized Journalism 2-2-3**

**Prerequisite: JOU 334**

Concept of specialized journalism; specialized journalism genres; literary journalism; economic and business journalism; science and technology journalism; political journalism, environmental journalism; examples and lab applications.

**JOU 435 Graduation Project** **0-6-3**

***Prerequisite: Graduation semester***

Students carry out a project in their area of journalism interest under the supervision of Faculty member. The project is evaluated by a specialized faculty committee.

**JOU 437 Journalism Internship** **0-6-3**

***Prerequisite:90 credits***

Students spend no less than 120 hours in field training at press organizations under academic and professional supervision.

### **13.5.3 New Media Courses**

**NMD 232 Media Convergence** **3-0-3**

***Prerequisite: COM 103***

Defining media convergence; development of telecommunications, media and computing industries; social, economic and political implications of media convergence; media convergence in the United Arab Emirates; media convergence trends; media convergence platforms and applications.

**NMD 333 Writing for New Media** **2-2-3**

***Prerequisite: COM 103***

Technical features of new media; writing style for new media; elements of new media content; interactivity; multimedia. Non-linear access; immediacy; brevity clarity, human interest. Lab-based assignments.

**NMD 335 Introduction to Graphic Design** **2-2-3**

***Prerequisite: NMD 333***

Technical elements of graphic design; design theories and models; design tools; adobe suite CS 5.0; graphic design and layout process; colors and perspectives in design; examples and lab applications.

**NMD 334 Social Media and Blogs** **2-2-3**

***Prerequisite: NMD 333***

Concept of social networks in real community and cyberspace; blogs elements; types of social networks; social networks functions; technical components of social

media; blogging processes and technical components; blogging tools; case studies and applications

**NMD 431 Web Design 2-2-3**

***Prerequisite: NMD 335***

Definition of blogging and electronic blog, technical items of blog, production tools blogs, websites create weblogs, providing content for blogs, types of weblogs and their functions, characteristics of successful bloggers.

**NMD 432 Infographics 2-2-3**

***Prerequisite: NMD 335***

Defining infographics; types of infographcis; infographics functions and uses; infographics technical tools; motion graphics and static infographics; infographics applications; examples and lab assignments.

**NMD 434 Online Advertising 2-2-3**

***Prerequisite: NMD 431***

Defining online advertising; marketing principles and strategies; the web as a marketing tool; elements of online advertising; interactive online advertising; producing online advertising; types of online advertising; audience perceptions; market research trends; examples and applications.

**NMD 430 Multimedia 2-2-3**

***Prerequisite: NMD 335***

Digital communication developments; defining multimedia; media convergence; multimedia technical elements; video; texts; graphics; audio; images. Planning multimedia production; multimedia production tools and packages. Examples and applications.

**NMD 435 New Media Graduation Project 0-6-3**

***Prerequisite: Graduation Semester***

Student produces a multimedia project under academic supervision in relevant area of new media communications. Project is to be evaluated by a specialized committee in the College

**NMD 437 New Media Internship 0-6-3**

***Prerequisite: 90 credits***

Student spends no less than 120 hours in field training at a new media organization under academic and professional supervision.

## 13.5.5 Public Relations Courses

**PRN 232 Writing for Public Relations 2-2-3**

***Prerequisite: COM 102***

Writing style for public relations; press releases; public service announcements; memos, speeches, audiovisual scripts and print texts; elements of good PR writing; the PR writing process;.

**PRN 333 Public Relations Campaigns 2-2-3**

***Prerequisite: COM 102***

Concept of PR campaigns; planning PR campaigns; setting goals; audience analysis; media element selection; production; target audience; launch; monitoring and evaluation.

**PRN 334 Integrated Marketing Communications 2-2-3**

***Prerequisite: PRN 333***

Defining integrated marketing communications; IMC theories and models; planning IMC campaigns; marketing methods; commercial and advertisements; public service announcements; audience analysis; channel selection; managing IMC campaigns; monitoring and evaluation.

**PRN 335 Media Production for Public Relations 2-2-3**

***Prerequisite: PRN 333***

Identifying media needs in public relations; print media needs formats; technical requirements and tools; audio-visual formats: technical requirements and tools; online media needs: formats, technical requirements and tools.

**PRN 431 Protocol 2-2-3**

***Prerequisite: PRN 331***

Concept of protocol; protocol models and functions; impact of culture on protocols; protocol methods and tools; official and unofficial protocol practices; managing protocol functions.

**PRN 432 Online Public Relations 2-2-3**

***Prerequisite: PRN 332***

The web as a communication tool; principles of virtual public relations; public relations tools online; communication channels online; building virtual communities and publics; interactions with publics and stakeholders; strategies and challenges; generating content for online public relations.

**PRN 433 Media and Community Relations 2-2-3**

***Prerequisite: PRN 333***

Defining organizations relations with the media and the community; identifying key media and stakeholders; strategies of building up relations with the community and

media; ethical standards in media relations; community outreach and media sponsorship; partnerships and collaborative initiatives.

## **PRN 434 Public Relations Functions and Events 2-2-3**

### **Prerequisite: PRN 333**

Types of functions and events; planning functions and events; identifying key functions and relating them to organizational goals; managing functions and events: planning; human resources; implementation; monitoring and evaluation.

## **PRN 435 PR Graduation Project 0-6-3**

### **Prerequisite: Graduation Semester**

Student produces a PR project under academic supervision in relevant area of new media communications. Project is to be evaluated by a specialized committee in the College

## **PRN 437 Public Relations Internship 0-6-3**

### **Prerequisite: 90 credits**

Student spends no less than 120 hours in field training at a PR department or agency under academic and professional supervision.

## **1.5 Law Courses**

### **PRIV 111 Introduction to Law**

المساق متطلب ل: مصادر الالتزام، مبادئ القانون التجاري، القانون الدستوري والنظم السياسية، قانون إداري (1)، قانون العقوبات / القسم العام، دراسات قانونية باللغة الإنجليزية، تاريخ القانون، علم الإجرام والعقاب. تنقسم دراسة هذا المساق إلى قسمين:  
 1- - نظرية القانون: وتشمل التعريف بالقاعدة القانونية وخصائصها وتقسيماتها، أقسام القانون وفروعه، فكرة النظام العام والآداب العامة وتطبيقاتها، مصادر القاعدة القانونية، نطاق تطبيق القانون من حيث الزمان والمكان والأشخاص وتفسير القانون.  
 2 - نظرية الحق: وتشمل التعريف بالحق، أنواعه، مصادره، أركانه، أشخاصه، محله، استعماله، حمايته وإثباته. **Pre-requisite None**

### **PRIV 113 Sources Obligations**

تشمل دراسة هذا المساق، التعريف بالالتزام وأنواعه ومصادره الإرادية(العقد والإرادة المنفردة)، وعناصره وآثاره، والتعريف بالعقد وآثاره (بالنسبة للخلف العام والخلف الخاص، وآثاره بين المتعاقدين والغير)، والمسئولية العقدية والطرق التي ينتهي بها العقد. كما تتناول دراسته الأحكام العامة للتصرف الإنفرادي وتطبيقاته. **Pre-requisite PRIV 111**

### **PRIV 121 Principles of Commercial Law**

يتناول هذا المساق دراسة موضوعات رئيسة أربعة يتفرع من كل منها عدد من الموضوعات. إذ تبدأ دراسة المساق بمقدمة في القانون التجاري وتشمل: التعريف بالقانون التجاري ومصادره ونطاق تطبيقه. يليها دراسة نظرية الأعمال التجارية وتتضمن دراسة أهمية التمييز بين العمل التجاري والعمل المدني ومعايير التمييز بين العمل التجاري والعمل المدني و الأعمال التجارية المنفردة والأعمال التجارية المحترفة. ويتناول الموضوع الثالث التاجر وينصوي تحته التعريف بالتاجر وشروط اكتساب صفة التاجر ثم الواجبات القانونية التي يلزم



بها التجار . أما الموضوع الرابع فيتعلق بالمحل التجاري ويتناول تعريفه وخصائصه والعناصر التي يتكون منها والوسائل القانونية لحمايته وبعض التصرفات القانونية التي ترد عليه مثل البيع والرهن. **Pre-requisite PRIV 111**

## **PRIV 133 Introduction to Islamic jurisprudence**

يركز هذا المساق على دراسة المبادئ العامة للفقه الإسلامي، وخصائصه، وعلاقته بالشرائع السابقة والقوانين اللاحقة، والتعرف على القواعد الكلية التي تحكمه والمصادر التي يستقى منها، مع مرور تاريخي لتطوره وازدهاره وتجده ، ونمو الحركة الفقهية في العصر الحاضر، والوقوف على أهم أعلامه، ودراسة بعض النظم الفقهية، نموذجاً تطبيقياً لما تقدم. **Pre-requisite None**

## **PUBL 161 Constitutional Law and Political Systems**

يتناول هذا المساق تعريف القانون الدستوري، صلته بفروع القانون الأخرى، مصادر القواعد الدستورية، أنواع الدساتير، أساليب نشأتها، الرقابة القضائية على دستورية القوانين.. كما يتناول دراسة الدولة، عناصرها، الصور الرئيسة لأنظمة الحكم كالنظام البرلماني والنظام الرئاسي.. ثم بيان النظام الدستوري لدولة الإمارات العربية المتحدة. **Pre-requisite None**

## **PUBL 171 Principles of Administrative Law**

تعريف القانون الإداري، بيان نشأته وتطوره، مصادره، خصائصه، علاقته بفروع القانون الأخرى، التنظيم الإداري، الضبط الإداري، أنواعه، أهدافه، وهيئاته، القرارات الإدارية، أركانها، أنواعها، نفاذها ونهايتها، المرافق العامة، أنواعها، المبادئ الأساسية التي تحكمها، طرق إدارتها، الأموال العامة، حمايتها، ووسائل عمل الإدارة كالقرارات الإدارية والعقود الإدارية، وتطبيق كل ذلك في دولة الإمارات العربية المتحدة. **Pre-requisite None**

## **PRIV 114 Involuntary Sources of Obligations**

يتناول هذا المساق التعريف بالمسؤولية التقصيرية والتمييز بينها وبين المسؤولية العقدية وبيان أركان المسؤولية التقصيرية ويتناول الفعل الضار عن الخطأ الشخصي والمسؤولية عن عمل الغير والأشياء وكذلك عن الضرر بنوعية المادي والادبي ودعوة المسؤولية التقصيرية وكذلك يشمل التوصيف التعريف بقواعد الإثبات الخاصة مثل: الكتابة والشهادة واليمين والخبرة والقرائن. **Pre-requisite PRIV 113**

## **PRIV 222 Company Law and Bankruptcy**

يتضمن هذا المساق دراسة أحكام الشركات التجارية والإفلاس وفقاً لقانون الشركات التجارية الاتحادي رقم 8 سنة 1984. وتشمل هذه الدراسة مقدمة تتضمن نشأة فكرة الشركة وتطورها والتعريف بالشركة وطبيعتها القانونية وأنواع الشركات. تليها الأحكام التي تسري على الشركات التجارية بمختلف أنواعها وهي الأحكام التي يصطلح على تسميتها النظرية العامة للشركة وتضم تكوين الشركة والشخصية المعنوية لها وانقضاءها، يلي ذلك الأحكام الخاصة بالشركات وفقاً لأنواعها المختلفة وهي شركة التضامن وشركة التوصية البسيطة وشركة المحاصة وشركة التوصية بالأسهم والشركة ذات المسؤولية المحدودة وشركة المساهمة بنوعها العامة والخاصة. وكذلك دراسة الأحكام القانونية للإفلاس من إشهار الإفلاس وأثاره والأحكام القانونية لإدارة التقلية والمركز القانوني لأمين التقلية وانتهاء حالة الإفلاس والصلح الواقي من الإفلاس **Pre-requisite PRIV 121**

## **PRIV 241 Law of Evidence and Implementation**

يتضمن هذا المساق التعريف بقواعد التنفيذ الجبري المقررة قانوناً ، وإجراءات التنفيذ الجبري، وبيان الجهة المختصة بإجراءات التنفيذ، من حيث اختصاصها والقائمين عليها، والخصومة في التنفيذ الجبري، وطرق التنفيذ الجبري، وكيفية توزيع حصيلة التنفيذ، وإشكالات التنفيذ. **Pre-requisite PRIV 113**

## **PRIV 252 Fundamentals of Legal Research**

يتضمن هذا المساق التعريف بالبحث القانوني، وأنواعه، وعوامل نجاحه، ومصادر البحث القانوني، وكيفية الحصول على مصادر البحث والمراجع، ومناهج البحث القانوني؛ المنهج التأصيلي والتحليلي والتاريخي والوصفي والمقارن، وقواعد صياغة البحث القانوني **Pre-requisite None**

## PRIV 215 Rules of Obligations

يتضمن هذا المساق دراسة أحكام الالتزام (أي آثار الحق الشخصي)، ووسائل تنفيذه اختياريًا وجبراً، وكذا الوسائل التي تكفل للدائن تنفيذ الالتزام، وأوصاف الالتزام، وانقضاء الالتزام بغير التنفيذ، على أربعة فصول على النحو الآتي: تنفيذ الالتزام، وسائل حماية التنفيذ، أوصاف الالتزام، انقضاء الالتزام بغير التنفيذ. **Pre-requisite PRIV 114**

## PUBL 282 Penal law/General Part

التعريف بقانون العقوبات - القسم العام وبيان خصائصه، علاقته بالعلوم القانونية والجنائية الأخرى، نطاق تطبيقه من حيث المكان والزمان والأشخاص، مبدأ شرعية الجرائم والعقوبات، النظرية العامة للإباحة، الركبين المادي والمعنوي للجريمة، والمسئولية الجنائية وموانعها وكذلك بيان النظرية العامة للجزاء الجنائي (العقوبة والتدبير) مبينا تعريف العقوبة واغراضها وتقسيماتها ونظام رد الاعتبار ووقف التنفيذ وكذلك تعريف التدبير الاحترازي وخصائصه وشروطه وأنواع التدابير الاحترازي. **Pre-requisite PRIV 111**

## PUBL 283 Penal Law / Private Part (1)

تناول هذا المساق دراسة الجرائم الواقعة على الأشخاص والأموال مع مقارنة هذه الجرائم بجرائم القتل العمد العدوانى وجرائم الضرب والجرح والإيذاء العمدي في الفقه الجنائي الإسلامي وجريمة السرقة، والاحتيال وإساءة الأمانة، في صورتها العمدية وغير العمدية، والظروف المشددة والمخففة لها. ومقارنة بجريمة السرقة الحدية في الفقه الجنائي الإسلامي مع دراسة الجرائم المضرة بالمصلحة العامة والتي تشمل على جريمة الرشوة وجريمة التزوير وجريمة الاختلاس. **Pre-requisite PUBL 282**

## ENG 290 Legal terminology in English

تتناول هذه المادة دراسة المصطلحات القانونية باللغة الانجليزية المرادفة للمصطلحات القانونية العربية، ويتم ذلك من خلال التعريف بالقانون وبيان انواع القواعد القانونية ومصادر القانون وكذلك التعريف بالحق وانواعه، كذلك دراسة فقرات قانونية مختلفة وبعض المبادئ القضائية. **Pre-requisite ENG 120**

## ENG 292 Legal Studies in English

يتناول هذا المساق التعريف بالمصطلحات القانونية باللغة الإنجليزية وتطبيقاتها من خلال دراسة فقرات قانونية مختلفة وبعض المبادئ القضائية وباللغة الانجليزية. **Pre-requisite ENG 120, PRIV 111**

## PRIV 316 Labor Law and Social Security

يشتمل المساق على قسمين :

1 - قانون العمل : ويتضمن التعريف بقانون العمل، وبيان ضوابط استخدام العمال، عقود العمل الفردية والجماعية، الأجور، ساعات العمل، الإجازات، سلامة العمال ووقايتهم ورعايتهم الصحية، التعويض عن إصابات العمل والأمراض المهنية، أسباب انتهاء عقد العمل وحقوق العامل عند انتهاء عقده، التفتيش، التدريب ومنازعات العمل الجماعية.

2 - الضمان الاجتماعي: ويشتمل على بيان حقوق العامل في الضمان الاجتماعي في حالات الشيخوخة والعجز وعند الحاجة والنكبات. **Pre-requisite PRIV 114**

## PRIV 317 Nominate Contracts

يتناول هذا المساق التعريف بالعقود المسماة والفرق بينها وبين العقود غير المسماة، ودراسة أهم العقود المسماة وهو: عقد البيع بصفة مستمرة ويضاف اليه احد العقود الاتية: (عقد التأمين \_ عقد المقاوله \_ عقد الايجار \_ عقد الوكالة). ويحدد احد هذه العقود مع العقد الأساسي وهو عقد البيع من قبل مجلس القسم في بداية كل عام دراسي. **Pre-requisite PRIV 215**

## PRIV 318 Private International Law

يشتمل هذا المساق على بيان الحاجة إلى تطبيق القانون الأجنبي على الوقائع التي تعرض على المحاكم الوطنية، والقواعد التي تحكم هذا المجال، وهو ما يعرف بتنازع القوانين. ثم بيان القواعد القانونية التي تحكم تحديد الاختصاص القضائي، وكذلك تنفيذ القرارات

الصادرة من المحاكم الأجنبية وكذلك يتناول هذا المساق الجنسية والموطن وطرق اكتساب الجنسية وأسباب فقدانها والمقصود بالأجنبي ومركز الأجانب والحقوق التي يتمتع بها الأجنبي والتزاماتهم. **Pre-requisite PRIV 317**

## **PRIV 335 Personal Status Law (1)**

يتضمن هذا المساق التعريف بعقد الزواج، وأركانها، وشروطه، وآثاره، التعريف بطرق انتهائه؛ سواء بإرادة الزوج (الطلاق) أو بالخلع أو بالتفريق القضائي أو بالفرقة بحكم الشرع. والتعريف بحقوق الأولاد من النسب والنفقة والحضانة. **Pre-requisite PRIV 133**

## **PRIV 342 Law of Civil Procedure**

يتضمن هذا المساق التعريف بقانون الإجراءات المدنية، التنظيم القضائي من حيث تشكيل المحاكم ودرجات التقاضي، رجال القضاء ومعاونتهم، قواعد الاختصاص، نظرية الدعوى، الأحكام القضائية وطرق الطعن فيها **Pre-requisite PRIV 215**

## **PRIV 356 Commercial Arbitration**

التعريف بالتحكيم التجاري الدولي وبيان طبيعته القانونية وتمييزه من الوساطة والخبرة والتفاوض. وبيان الأحكام القانونية لاتفاق التحكيم وتشمل إبرام اتفاق التحكيم والأركان اللازمة لهذا الإبرام وصور الاتفاق على التحكيم، والنزاع القابل للتحكيم بوصفه المحل في اتفاق التحكيم وانتهاء اتفاق التحكيم. ثم بيان الأحكام القانونية لخصومة التحكيم وتشمل التعرف على هيئة التحكيم من حيث شروط المحكم وتعيين المحكمين وحالات رد المحكم وتتيحه وإجراءات التحكيم وتحديد مكان التحكيم ولغة التحكيم. وأخيرا التعرف على الأحكام الخاصة بحكم التحكيم وشروطه والطعن به وتنفيذه. **Pre-requisite PRIV 342**

## **PUBL 393 Public International Law (In English)**

يتناول هذا المساق تعريف القانون الدولي، تطوره التاريخي، وتمييز قواعده عن غيرها من القواعد، بيان خصائصه وفروعه، طبيعة قواعده، علاقته بالقانون الوطني، مصادره المختلفة مع التركيز على المعاهدات الدولية، ماهية الشخصية القانونية الدولية مع التركيز على الدولة وعناصرها، الاعتراف بها، نظرية المسؤولية الدولية والوسائل السلمية لحل المنازعات الدولية، اختصاص وحصانة الدولة وقانون البحار. **Pre-requisite PRIV 111**

## PRIV 419 Real Rights (Rights in Rem)

ينقسم هذا المساق إلى قسمين رئيسيين، هما : -

1. الحقوق العينية الأصلية: وتشتمل دراسة حق الملكية بوجه عام: ( تعريف حق الملكية، خصائصه، عناصره، نطاقه، قيوده، والملكية الشائعة وملكية الطبقات، وأسباب كسب الملكية، والحقوق المتفرعة عن الملكية).

2. الحقوق العينية التبعية: وتشتمل دراسة الرهن التأميني، والرهن الحيازي، وحقوق الامتياز. **Pre-requisite PRIV**

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## PRIV 427 Banking Transactions

تتضمن دراسة هذا المساق أربعة طوائف رئيسية من العمليات المصرفية . ينضوي تحت كل منها عدد من العمليات المصرفية المتفرعة عنها. أول هذه الطوائف الإيداع المصرفي ويشمل : الوديعة النقدية المصرفية ووديعة الأوراق المالية وإيجار الخزائن الحديدية . وثانيها : الحسابات المصرفية وتشمل : التحويل المصرفي والحساب الجاري. أما الطائفة الثالثة فتخص الاعتمادات المصرفية وهي تضم : القرض المصرفي والكفالة المصرفية وعقد فتح الاعتماد والاعتماد المستندي. في حين تتعلق الطائفة الرابعة بالعمليات التي ترد على الأوراق التجارية وتشمل : خصم الأوراق التجارية وتحصيل الأوراق التجارية . **Pre-requisite PRIV 113, 121**

## PRIV 428 Maritime Aviation Law

تتضمن دراسة هذا المساق مقدمة في التعريف بالقانون البحري وبيان خصائصه ومصادره ونطاق تطبيقه، تليها دراسة الأحكام القانونية للسفينة باعتبارها أداة الملاحة البحرية وتشمل تعريف السفينة وتحديد طبيعتها القانونية وحالتها المدنية ونظامها الإداري والقانوني . كما تشمل الدراسة في هذا المساق التعرف بأشخاص الملاحة البحرية وأهمهم مالك السفينة ومجهزها وربان السفينة وطاقمها البحري والبري. ويدخل ضمن المساق أيضاً عقود الاستثمار البحري وينضوي تحتها مشاركات إيجار السفن - مجهزة أو غير مجهزة - سواء لفترة زمنية أو لرحلة أو عدة رحلات وعقد النقل البحري - للبضائع والأشخاص - بمقتضى سند الشحن البحري و البيوع البحرية سواء في ميناء القيام أو في ميناء الوصول. ويدخل في هذا الإطار أيضاً العوارض البحرية الناشئة عن الاستثمار البحري سواء فيما يتعلق بالتصادم البحري أو المساعدة والإنقاذ أو الخسارات البحرية المشتركة وكذلك يشتمل هذا التوصيف التعريف بالقانون الجوي وبيان خصائصه ومصادره ونطاق تطبيقه. والأحكام القانونية للطائرة كأداة ملاحية جوية من حيث تعريفها وطبيعتها ونطاقها القانوني ويشتمل كذلك على رهن الطائرة وحقوق الامتياز الوارد عليها والحجز التحفظي والتنفيذي على الطائرة وكذلك يشتمل التوصيف على عقد إيجار الطائرة وعقد النقل الجوي وسند الشحن الجوي وبياناته والتزامات الناقل الجوي ومسؤوليته. **Pre-requisite PRIV 113, 121**

## PRIV 434 Origin of jurisprudence

يتضمن هذا المساق التعريف بقواعد أصول الفقه التي أمر المشرع القانوني وجوباً في مطلع قانون المعاملات المدنية بإعمالها لفهم النص وتفسيره وتأويله وبيان دلالاته، وكيفية استعمال تلك القواعد استعمالاً سليماً للكشف عن الحكم ومراد المشرع. ويلزم من ذلك التعريف بمعنى الحكم وعناصره، وأنواع دلالات النصوص على المعاني والأحكام، ومراتبها باعتبار الوضوح والخفاء أو الغموض . **Pre-requisite PRIV 133**

## PRIV 436 Inheritance and bequests and Endowment

يركز هذا المساق على الأحكام الفقهية المتعلقة بالوصايا من حيث: الشروط، والأركان، والمبطلات. كما يركز على: إيضاح مسائل الإرث من حيث: بيان المستحقين للميراث، وأنواعهم، ودرجاتهم، ومن يتقدم منهم على غيره، وحقوقهم، وطرق تقسيم التركة على مستحقيها. **Pre-requisite PRIV 335**

## PUBL 450 Law of Criminal Procedures

يتناول هذا المساق دراسة قانون أصول الإجراءات الجزائية من حيث تعريفه وبيان طبيعته ومدى علاقته بفروع القانون الأخرى. كما يتناول بالدراسة المفصلة أنواع الدعاوى الناشئة عن الجريمة من حيث تعريفها وقواعد إقامتها وسبل انقضائها، والنظريات التي تحكم الإجراءات الجزائية، والمراحل التي تمر بها الدعوى العامة التي تتبع عند وقوع الجريمة والمتعلقة بالبحث الأولي والتحقيق الابتدائي والمحاكمة، كما يتناول بالتفصيل دراسة طرق الطعن بالأحكام الجزائية. *Pre-requisite PUBL 283*

## **PRIV 453 Practical training\***

يشتمل هذا المساق على قسمين :

إن الدراسة في كلية القانون تقوم على محورين أساسيين أولهما الدراسة النظرية التي تتولى شرح الأحكام والقواعد القانونية في سائر فروع القانون، وثانيهما التدريب العملي الخارجي الذي يهيئ للطلاب فرصة إنزال دراسته النظرية إلى الواقع العملي التطبيقي، فيتمرس على سبيل المثال على كيفية كتابة صحيفة الدعوى وتقديمها إلى المحكمة المختصة، وإجراءات التقاضي وكتابة اللوائح والمذكرات والدفع التي تقتضيها الدعوى.

## **Pre-requisite PRIV 342 & PUBL 450**

## **PRIV 454 Graduation Research**

يعتبر بحث التخرج مساقاً دراسياً لا يتخرج الطالب في قسم القانون حتى يتجاوز هذا المساق بنجاح . ويجب أن يختار الطالب، بعد اجتيازه ما لا يقل عن ( 105 ) ساعة معتمدة بنجاح، البحث في موضوع أحد العناوين البحثية التي تعلن عنها أقسام الكلية مع مطلع كل فصل دراسي، وأن يقع البحث تحت إشراف عضو هيئة تدريس، يكون موضوع البحث داخلاً ضمن تخصصه أو ضمن تخصص مقارب له، ويعينه مجلس القسم. ويجب أن يقع البحث وفق مناهج البحث القانوني، وأن لا يقل عدد صفحاته عن ( 20 ) عشرين صفحة، ولا يزيد عن ( 25 ) صفحة، من غير مراجع البحث والفهرسة. وإن يكتب طباعة على ورق **A4** ، وبمعدل ( 25 ) سطراً في الصفحة الواحدة . *Pre-requisite 105*

*Cr. H.*

## **PUBL 272 Fiscal and Financial Legislation**

يشتمل هذا المساق على دراسة الميزانية العامة، النفقات العامة، الإيرادات العامة مثل الرسوم والقروض والضرائب، التشريعات المنظمة لأعمال المصرفية في الدولة، التشريعات المنظمة للاستثمار والتشريعات المنظمة للجمارك. *Pre-requisite PUBL 171*

## **PUBL 281 Criminology**

تنقسم دراسة هذا المساق إلى قسمين:

**1-** علم الإجرام: يتناول التعريف بعلم الإجرام، وأساليب وطرق البحث الاجتماعية والفردية بشأن الظاهرة الإجرامية، والنظريات العلمية في تفسيرها، وعوامل السلوك الإجرامي الخارجية والداخلية.

**2-** علم العقاب: يتناول التعريف بعلم العقاب، وصور الجزاء الجنائي، وتطبيقه والإشراف على التطبيق، وأساليب المعاملة العقابية. *Pre-requisite PRIV 111*

## **PRIV 325 Intellectual Property**

يتضمن هذا المساق التعريف بالملكية الفكرية، وأنواعها، وأهميتها، وتنظيمها وحمايتها على الصعيدين الدولي والوطني. وتفصيل في بيان ماهية وأحكام وحماية؛ الملكية الصناعية (براءة الاختراع، الرسوم والنماذج الصناعية )، والملكية التجارية ( العلامة التجارية، والاسم التجاري، والبيانات التجارية)، والملكية الأدبية والفنية ( حق المؤلف والحقوق المجاورة ) . *Pre-requisite PRIV 121*

## **PUBL 374 Environment Protection Law**

يتناول هذا المساق التعريف بالبيئة وتلوثها، القانون وحماية البيئة، الحماية القانونية لعناصر البيئة من الأضرار البيئية المختلفة، الجزاءات القانونية، الجنائية والمدنية والإدارية التي تترتب على تلوث البيئة. *Pre-requisite PUBL 171*

## **PUBL 384 Penal Law (2)**

يتضمن هذا المساق التعريف بجريمة غسل الأموال ، وأصلها التاريخي ، ومراحل غسل الأموال ، وأساليب تنفيذ هذه الجريمة ، والاتفاقيات والهيئات والتوصيات الدولية المتعلقة بمكافحة جرائم غسل الأموال ، ودور قانون العقوبات في مكافحة هذه الجريمة ، ووحدة مكافحة جريمة غسل الأموال ، والتعاون الدولي في مجال مكافحتها وكذلك جريمة الاتجار بالبشر من حيث مفهوم الجريمة وإركانها وعقوباتها، وكذلك جريمة الاستخدام غير المشروع للبطاقات المصرفية من حيث تزويرها وسرقتها وكذلك يتناول هذا المساق الجريمة المعلوماتية من خلال شرح القانون الاتحادي رقم 2 لسنة 2012 الخاص بالجرائم المعلوماتية.

*Pre-requisite PUBL 282*

## **PUBL 394 International Organizations**

### ***Pre-requisite PUBL 393***

## **PRIV 429 Legal Regulation of Electronic Commerce**

التعريف بعقود التجارة الإلكترونية وخصائصها ومزاياها ومساوئها. وبيان كيفية إبرامها ويتضمن الإيجاب والقبول عبر الوسيلة الإلكترونية و زمان إبرام العقد ومكانه , والمحل في عقود التجارة الإلكترونية . ثم التعرف على إثبات عقود التجارة الإلكترونية وتحديد مفهوم الكتابة الإلكترونية والتوقيع الإلكتروني والحجية القانونية لكل منهما . يليه التعرف على الأحكام القانونية لتنفيذ عقود التجارة الإلكترونية وتشمل تسليم السلعة أو تقديم الخدمة محل العقد والوفاء الإلكتروني بالثمن أو الخدمة . وأخيرا التعرف على المسؤوليات القانونية التي يمكن أن تثار في إطار التعامل الإلكتروني وتتضمن مسؤولية مستخدم الانترنت ومسؤولية متعهد الوصول ومورد المعلومات.

### ***Pre-requisite PRIV 317***

## **PUBL 490 Consumer Protection Law**

يتناول هذا المساق التعريف بالمستهلك العادي والإلكتروني وطرق حمايته في ضوء القواعد العامة مثل عقود الإذعان وخيار الرؤية والالتزام بالإعلام، والقواعد الخاصة مثل الحق في الرجوع، ودور اتفاقات منظمة التجارة العالمية في هذا

*Pre-requisite GED 230* الخصوص

## **PUBL 496 International Humanitarian Law**

يتضمن هذا المساق التعريف بالقانون الدولي الإنساني، ودراسة نظرية الحرب في القانون الدولي التقليدي، ومبدأ حظر استخدام القوة المسلحة في العلاقات الدولية المعاصرة، مع الإشارة إلى تطور مفهوم النزاع الدولي المسلح والمجهودات الدولية المبذولة لاحتواء مختلف أشكال استخدام القوة المسلحة. ويتضمن كذلك بيان للقواعد العرفية الدولية المتعلقة بحماية ضحايا الحرب كما تم تقنينها وتطويرها في اتفاقيات جنيف الأربعة لعام 1949، تطور فكرة النزاع الدولي

*Pre-requisite PUBL 393* المسلح، جرائم، الحرب

#### **14. Contact Information**

Kindly contact us for any inquiries or clarifications any time between 08:00 and 17:00 from Sunday to Thursday.

We will be glad to address your queries and if required, arrange an appointment to meet you face to face.

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