UMM AL QUWAIN UNIVERSITY

UAQU CATALOGUE
2020-2021

UAQU CATALOGUE

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 UAUQ rules, regulations and procedures and will be subject to prior authorization.

Every student is expected to be aware of the regulations currently in use, whether he or she is a new or current student. If individuals interpret, or explain in their own way these regulations it will not be binding upon UAQU. Any statement in this catalog should not be taken, in any way, as an offer of contract.

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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1. Academic Calendar 2020/2021

Fall 2020/2021

Week	Sunday	Saturday	
1	Sunday, 13 September 2020	Saturday, 19 September 2020	30 August- Registration for Fall 20/21, Faculty Arrival 13 September - Starting the Classes and Add & Drop 19 September last day of add and drop 19 September - Admission Deadline Students Orientation Faculty Members Orientation
2	Sunday, 20 September 2020	Saturday, 26 September 2020	
3	Sunday, 27 September 2020	Saturday, 3 October 2020	Incomplete of Summer Semesters
4	Sunday, 4 October 2020	Saturday, 10 October 2020	
5	Sunday, 11 October 2020	Saturday, 17 October 2020	
6	Sunday, 18 October 2020	Saturday, 24 October 2020	
7	Sunday, 25 October 2020	Saturday, 31 October 2020	
8	Sunday, 1 November 2020	Saturday, 7 November 2020	1-7 November Mid-term Examination Period
9	Sunday, 8 November 2020	Saturday, 14 November 2020	9 November Prophet's Birthday
10	Sunday, 15 November 2020	Saturday, 21 November 2020	
11	Sunday, 22 November 2020	Saturday, 28 November 2020	Preparation for Spring 20-21 Timetable
12	Sunday, 29 November 2020	Saturday, 5 December 2020	1 December - Martyr's Day 2-3 December - UAE National Day
13	Sunday, 6 December 2020	Saturday, 12 December 2020	
14	Sunday, 13 December 2020	Saturday, 19 December 2020	
15	Sunday, 20 December 2020	Saturday, 26 December 2020	
16	Sunday, 27 December 2020	Saturday, 2 January 2021	27 December - 02 January 2021- Final Examination Period 1 January - New Year Day
*	Sunday, 3 January 2021	Saturday, 9 January 2021	27 December- Registration for Spring 20/21 03 January - 16 January 2021 - Winter Break for Students 27 December - Grade Publishing
*	Sunday, 10 January 2021	Saturday, 16 January 2021	

* Minimum Hours allocated for theoretical courses are 45 hrs

Notes on Academic Calendar

**Religious holidays are subject to confirmation*

Spring 2020/2021

Week	Sunday	Saturday	
1	Sunday, 17 January 2021	Saturday, 23 January 2021	17 January - Starting Spring 20/21 Classes 23 January last day of add and drop 23 January - Admission Deadline Studenes Orientation Faculty Members Orientation
2	Sunday, 24 January 2021	Saturday, 30 January 2021	
3	Sunday, 31 January 2021	Saturday, 6 February 2021	Incomplete exam of Fall 20-21 Semester
4	Sunday, 7 February 2021	Saturday, 13 February 2021	
5	Sunday, 14 February 2021	Saturday, 20 February 2021	
6	Sunday, 21 February 2021	Saturday, 27 February 2021	
7	Sunday, 28 February 2021	Saturday, 6 March 2021	
8	Sunday, 7 March 2021	Saturday, 13 March 2021	7-13 March Mid-term Examination Period
9	Sunday, 14 March 2021	Saturday, 20 March 2021	
10	Sunday, 21 March 2021	Saturday, 27 March 2021	
*	Sunday, 28 March 2021	Saturday, 3 April 2021	28 March -8 April, 2021 Spring Break For students (Faculty members attendance is mandatory)
*	Sunday, 4 April 2021	Saturday, 10 April 2021	
11	Sunday, 11 April 2021	Saturday, 17 April 2021	
12	Sunday, 18 April 2021	Saturday, 24 April 2021	
13	Sunday, 25 April 2021	Saturday, 1 May 2021	
14	Sunday, 2 May 2021	Saturday, 8 May 2021	
15	Sunday, 9 May 2021	Saturday, 15 May 2021	Eid Al Fitr
16	Sunday, 16 May 2021	Saturday, 22 May 2021	16 May Final Examination Period
*	Sunday, 23 May 2021	Saturday, 29 May 2021	*30 May - Grade Publishing 16 May - Start Registration for Summer I 20/21*

* Minimum Hours allocated for theoretical courses are 45 hrs

Notes on Academic Calendar

**Religious holidays are subject to confirmation*

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 8th 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 President of the University has the full power and authority to manage the operations of the University. The Chancellor reports directly to the President of the University and serves as the Chief Executive Officer to manage the day-to-day operations of the University.

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

Umm Al Quwain University is committed to providing learners and the larger community with education and life–long learning experiences through provision of quality undergraduate and graduate programs and professional development. UAQU will achieve this by engaging effectively with the community, establishing links with industry and other global universities and institutions, and adopting international best practices and innovation in research and scholarship. UAQU is dedicated to 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.*

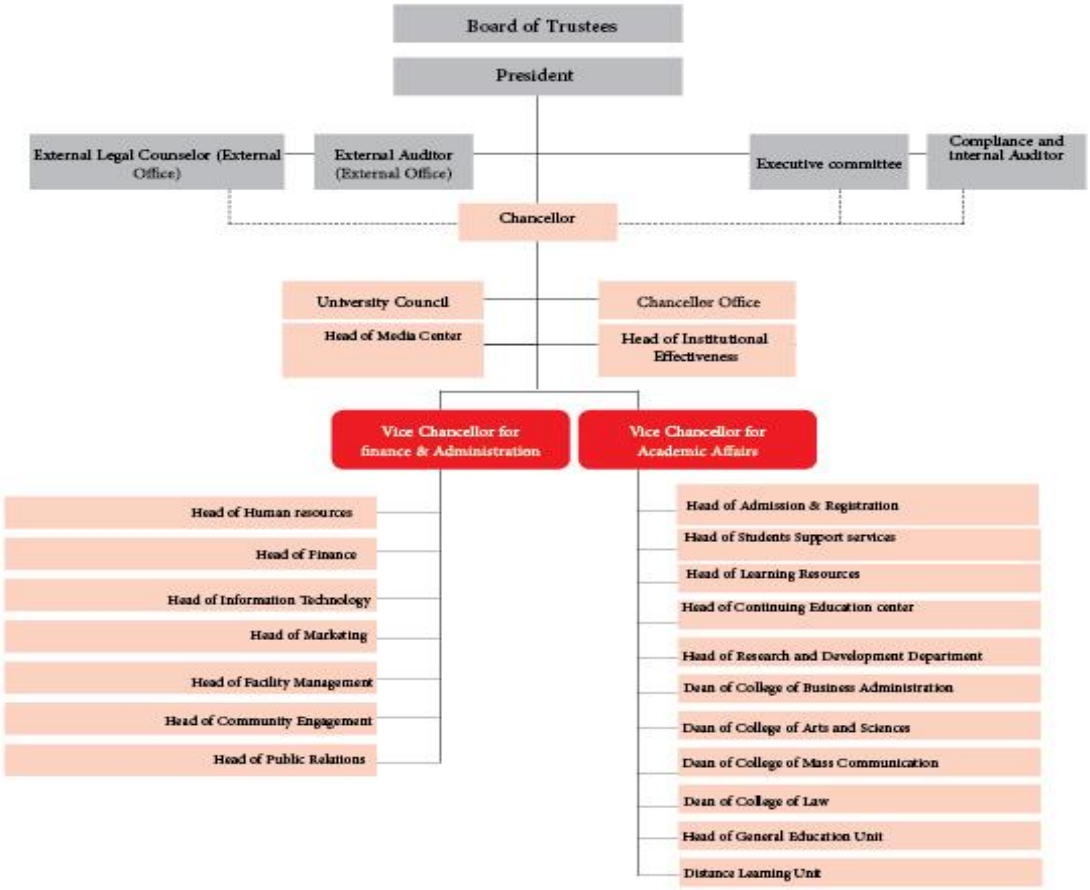
Objective 7.3: *Encourage students' participation in extra – curricular activities and motivate them to provide creative and innovation ideas and projects.*

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:

- UAE High Secondary School Certificate as follows or equivalent in Standardized International:

College	Elite Track	Advanced Track	General Track
College of Business Administration	70%	70%	75%
College of Arts and Science	60%	60%	60%
College of Mass Communication	60%	60%	60%
College of Law	75%	80%	85%

- Six Photos
- Non-refundable Application and Admission Fees of 1,300 AED.
- Refundable Student Insurance Fees 1,000 AED.
- Copy of Valid Passport and Residence for Non-citizens.
- Copy of Valid Emirates ID.
- Certificate of Good Conduct.
- English Proficiency, Arabic language and Mathematics requirements as Follows:

College	English Language Proficiency			Arabic Language	Mathematics
	IELTS	TOEFL ITP	EmSAT	EmSAT	EmSAT
College of Business Administration	5	500	1100	600	600
College of Arts and Science	5	500	1100	Not Required	Not Required

College of Mass Communication	4.5	450	950	1000	Not Required
College of Law	4.5	450	950	1000	800

** College of Business Administration international students can register for a non-credited Basic Arabic Language course at the institution.

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 as per the admission requirements as clarified (Please refer to section 2.3.3). 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 education institute should be 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 Arabic Language and Mathematics

Along with the admission application, both newly applying undergraduate students and visiting students must show proof of English language proficiency, Arabic language and Mathematics if required. 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:

College	English Language Proficiency			Arabic Language	Mathematics
	IELTS	TOEFL ITP	EmSAT	EmSAT	EmSAT
College of Business Administration	5	500	1100	600	600
College of Arts and Science	5	500	1100	Not Required	Not Required
College of Mass Communication	4.5	450	950	1000	Not Required
College of Law	4.5	450	950	1000	800

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 English proficiency 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 2nd and 10th week of the semester.
- The deadline for accepting course withdrawal requests is the end of the 10th 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 11th 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 UAUQ 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
- 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 Human Resource Management

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 in AED is detailed as follows:

Sr. No.	Fee Description	Net Amount	VAT Status	VAT Amount	Gross Amount
1	Application Fee of New Student	300.00	5%	15.00	315.00
2	Admission Fee of New Student	1,000.00	5%	50.00	1,050.00
3	Change of Major/Department	250.00	5%	12.50	262.50
4	New ID Fee / Replacement For Lost or Damaged Fee	150.00	5%	7.50	157.50
5	To Whom It May Concern Letter Fee	50.00	5%	2.50	52.50
6	Grade Review	300.00	5%	15.00	315.00
7	Resit and Incomplete Exam Fee	500.00	5%	25.00	525.00
8	Institutional TOEFL Exam Fee	650.00	5%	32.50	682.50
9	TOFEL Fee For Outsiders	700.00	5%	35.00	735.00
10	IELTES Fee Exam Fee	1,142.86	5%	57.14	1,200.00
11	IELTES Prepairation Fee	1,142.86	5%	57.14	1,200.00
12	IELTES Exam + Prepairation Fee	1,904.76	5%	95.24	2,000.00
13	Course Description	100.00	5%	5.00	105.00
14	Transcript Request (Official Transcript Per Copy)	100.00	5%	5.00	105.00
15	Expected Graduation Letter Fee	50.00	5%	2.50	52.50
16	Foundation Certificate	500.00	5%	25.00	525.00
17	Finance Certificate	200.00	5%	10.00	210.00
18	Copying Fees Per Page	0.25	5%	0.01	0.26
19	Student VISA Expenses-Administration Expenses	500.00	5%	25.00	525.00
20	Transfer Equivalency Report	500.00	5%	25.00	525.00
21	Graduation Certificate Fee	750.00	5%	37.50	787.50
22	Graduation Letter Fee	250.00	5%	12.50	262.50
23	Graduation Certificate Replacement Fee	250.00	5%	12.50	262.50
24	True Copy of Graduation Certificate Fee	250.00	5%	12.50	262.50
25	Book Charge	120.00	5%	6.00	126.00
26	Per Subject Fee	2,925.00	5%	146.25	3,071.25
27	Foundation Per Course Fee	2,000.00	5%	100.00	2,100.00
28	Graduation Ceremony Attendance Fee	500.00	5%	25.00	525.00
29	Locker Rent (Fall & Spring)	60.00	5%	3.00	63.00
30	Locker Rent (Summer)	30.00	5%	1.50	31.50

31	Semester Registration Fee (Fall & Spring)	500.00	5%	25.00	525.00
32	Semester Registration Fee (Summer)	250.00	5%	12.50	262.50
33	Late Registration Fee	250.00	5%	12.50	262.50
34	Library Fine (One Book Per Day)	2.00	5%	0.10	2.10

Bus Fee + 5% Vat To Be Added

Sr. No.	Emirates	Umm al Quwain	Ajman	Ras al Khaimah	Sharjah	Dubai
1	Fee For One Month	500.00	800.00	800.00	800.00	1,000.00
2	Fall & Spring Semester Full Fee	2,000.00	2,500.00	2,500.00	2,500.00	3,500.00
3	Summer Semester Full Fee	1,200.00	1,300.00	1,300.00	1,300.00	1,800.00
4	Fall & Spring Semester One Way	600.00	1,300.00	1,300.00	1,300.00	1,800.00
5	Summer Semester One Way	300.00	700.00	700.00	700.00	1,000.00
6	Fee For One Day	40.00	60.00	60.00	60.00	80.00

List of Exempt or Zero Rated Items Taxed @ 0%

Sr. No.	Fee Description	Net Amount	VAT Status	VAT Amount	Gross Amount
1	Refundable Deposit	1,000.00	0%	0.00	1,000.00
2	Cheque Return Penalty	200.00	0%	0.00	200.00

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:

Withdrawal Schedule	
Withdrawal from the University	**Refund**
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%
**Refunds for summer session withdrawals are prorated.*	

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 2nd 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 1st child will pay full tuition fee.
  The 2nd child will pay 80% of tuition fee.
  The 3rd 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

Classrooms space should at least be 1.6 square meters per student. For a class size of 40 students, for example, the room should be at least 64 square meters; for 50 students, 80 square meters.

The class size shall be restricted to 40 students for a theoretical lecture room. The maximum number of students to be enrolled in a computer lab is 25 students.

The above mentioned limits are strictly enforced in case of specialization courses and may be relaxed for non-specialization courses when the nature of the subject and the instructional method permits it.

The class size limits for general education and core courses, may accordingly be increased after submission of proper justification for the approval of the College Deans and the VP for Academic Affairs.

The Head of Admission & Registration monitors and controls students' enrollments in the semester prior to commencement of classes so that faculty members will have adequate time for modifications in case of increased demands for a certain course, and alternative additional sessions may be offered.

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:

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

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

Example:

$$GPA = \frac{(3x4 + 3x4 + 3x2 + 3x3 + 3x3 + 3x2)}{3+3+3+3+3+3} = \frac{54}{18} = 3.0$$

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 form 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

An Independent study course is an experience in which the student covers the content of a regularly scheduled course through individual study under the guidance of a faculty sponsor. This approach is to be used only when scheduling difficulties that would prevent the student from completing his/her program of study in a timely manner. Enrolling in an Independent study course requires signed authorization by the Dean of the College which is offering the course and the Vice Chancellor for Academic Affairs. Permission for an Independent study course will not be granted during a semester in which the regularly scheduled course is available. The Independent Study course may involve research, primary source reading, or a field work. When planning for independent study, the student and his/

her advisor should maintain a balance between this mode of study and other elective courses. A disproportionate number of independent study courses will tend to prevent a student from taking other elective courses which are equally important to scholarly development.

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 UAUQ 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:

Requirement	**Credit**
English Language Competency	**6**
Islamic Culture	**3**
Arabic Heritage	**3**
Mathematics	**3**
Computer Literacy	**3**
UAE Society	**3**
Natural or Pure Sciences	**3**
Humanities and Social Sciences	**3**
Innovation Creativity and Entrepreneurship	**3**

TOTAL	**30**

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.
English language, Mathematics and Use of Computers				
ENG	101	Composition and Modern English I	None	3
ENG	102	Composition and Modern English II	ENG101	3
MTH	100	College Algebra	None	3
CIT	100	Computer Concepts and Applications	None	3
GED	100	Islamic Studies	None	3
GED	110	UAE Society	None	3
GED	120	Communications Skills in Arabic	None	3
IEC	111	Innovation Creativity & Entrepreneurship	None	3
Social or behavioral Sciences requirement (3 credits)				
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
Natural or physical sciences requirement (3 credits)				
GED	130	Introduction to GIS	None	3

GED	140	Conceptual Physics	None	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, ENG112	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
Total				**45**

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
Total				**15**

Concentration

21 credits of major and major-related requirements.

Course Code		**Course Title**	**Prerequisite**	**Cr.H.**
ENG	340	English-Arabic Translation	ENG 102, GED 120	3
ENG	341	Arabic- English Translation	GED 120, ENG 102	3
ENG	342	Translation Theory And Practice	ENG 340	3
ENG	344	Introduction to Consecutive Interpreting	ENG 102, 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
Total				**21**

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
Semester 1 (Level 1)	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
					15
Semester 2 (Level 2)	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
					15
Semester 3 (Level 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
			Social or behavioral Sciences (1)		3
					18
Semester 4 (Level 4)	ENG	231	Syntax I	ENG 225	3
	ENG	232	Phonetics and Phonology	ENG 101, ENG112	3
	ENG	233	Morphology & Lexical Studies	ENG 225	3
	ENG	234	Discourse Analysis	ENG 114	**3**
			Free Elective (1)		3
					15
Semester 5 (Level 5)	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**
					15
Semester 6 (Level 6)	ENG	341	Arabic- English Translation	ENG 102,GED120	3
	ENG	342	Translation Theory and Practice	ENG 340	3
	ENG	344	Introduction to Consecutive Interpreting	ENG 102,GED120	3
	ENG		Major Elective (2)		3
			Social or behavioral Sciences (1)		3
					15
Semester 7 (Level 7)	ENG	434	Contrastive Linguistics	ENG 225	3
	ENG	471	Consecutive Interpreting I	ENG 344	3
	ENG	490	Practicum/Training/Internship		3
			Major Elective (3)		3
			Free Elective (2)		3
					15
Semester 8 (Level 8)	ENG	442	Multimedia Translation	ENG 340	3
			Major Elective (4)		3
			Major Elective (5)		3
			Free Elective (3)		3
			Free Elective (4)		3
					15
Total					**123**

12.4 Bachelor of Arts in Mass Communication

12.4.1 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	57	6	-	63
Concentration Requirement	27	--	-	27
Elective Requirements	-	-	6	6
Total	**108**	**18**		**126**

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, 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	Arabic (1)		3
ARB	102	اللغة العربية لأغراض التخصص-الإعلام	ARB110	3
ENG	110	English (1)		3
ENG	120	English (2)	ENG 110	3
MAT	100	Principles of Statistics		3
CIT	100	Computer Concepts and Applications		3
IEC	112	Innovation Creativity & Entrepreneurship		3
Social or behavioral Sciences requirement (3 credits)				
GED	110	Law & Society		3
GED	191	Human Rights in Islam and International Conventions		3
GED	130	History of Journalism		3
Natural or physical sciences requirement (3 credits)				
GED	231	Man and the Environment		3
GED	233	مصادر الطاقة الجديدة و المتجددة		3
GED	150	Critical Thinking		3

Compulsory Core Requirement

19 courses - 57 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

Course Code	Course Title	Pre-requisite	Cr.H
COM 323	Digital Photography	COM 101	3
COM 325	International Relations	COM 237	3
COM 329	Artistic and literary criticism	ARB 102	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
COM 430	Crisis Management	COM 237	3
COM431	التذوق الفني	COM329	3
COM432	الصوتيات و الإلقاء	ARB 102	3

Elective Core Requirement

2 courses – 6 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
Total			**6**

Journalism Concentration Requirements

9 courses – 27 Credit Hours

Course Code	Course Title	Pre-requisite	Cr.H.
JOU 231	News Editing (1)	COM 101	3
JOU 233	الاعلان الصحفي	COM 101	3
JOU 336	الصحافة الإلكترونية وصحافة المواطنA/E	COM 101	3
JOU 334	News Editing (2)	JOU 231	3
JOU 335	Layout and Design	JOU 233	3
JOU 433	Investigative Journalism	JOU 334	3
JOU 434	Specialized Journalism A/E	JOU 334	3
JOU 435	Graduation Project	Graduation semester	3
JOU 437	Journalism Internship	90 credits	3
Total			**27**

New Media Concentration Requirements

9 courses – 27 Credit Hours

Course Code	Course Title	Pre-requisite	Cr.H.
NMD 232	Media Convergence	COM 103	3
NMD 333	Writing for New Media	COM 103	3
NMD 336	تصميم الجرافيك و الرسوم المعلوماتية	NMD 333	3
NMD 334	Social Media and Blogs A/E	NMD 333	3
NMD 431	Web Design	NMD 336	3
NMD 434	Online Advertising A/E	NMD 334	3
NMD 430	Multimedia	NMD 336	3
NMD 435	New Media Graduation Project	Graduation Semester	3
NMD 437	New Media Internship	90 credits	3
Total			**27**

Public Relations Concentration Requirements

9 courses – 27 Credit Hour

Course Code	Course Title	Pre-requisite	Cr.H.
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 A/E	PRN 333	3
PRN 431	البروتوكول و الاتيكيت	PRN 333	3
PRN 432	Online Public Relations A/E	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
Total			**27**

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
Semester 1 (Level 1)	CIT	100	Computer Concepts and Applications		3
	ENG	110	English (1)		3
	GED	100	Islamic Studies		3
	ARB	110	Arabic (1)		3
	MAT	100	Principles of Statistics		3
					15
Semester 2 (Level 2)	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
					15
Semester 3 (Level 3)	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methods	COM 101	3
	ARB	102	اللغة العربية لأغراض التخصص-الإعلام	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship		3
					18
Semester 4 (Level 4)			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
					15
Semester 5 (Level 5)	COM	325	International Relations	COM 237	3
	COM	329	Literary and Artistic Criticism	ARB 102	3
	COM	352	Principles of Economics	None	3
	JOU	231	News Editing (1)	COM 101	3
	JOU	233	الاعلان الصحفي	COM 101	3
					15
Semester 6 (Level 6)	COM	422	Modern Arab History	None	3
	JOU	335	Layout and Design	JOU 233	3
	COM	431	التذوق الفني	COM329	3
	JOU	334	News Editing (2)	JOU 231	3
			Free Elective		3
			Elective Requirement		3
					18
Semester 7 (Level 7)	COM	423	Political Geography		3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	JOU	336	الصحافة الإلكترونية و صحافة المواطن A/E	COM101	3
			Elective Requirement		3
					15
Semester 8 (Level 8)	JOU	434	Specialized Journalism A/E	JOU 334	3
	JOU	435	Journalism Graduating Project	Graduation semester	3
	JOU	437	Internship	90 credits	3
	JOU	433	Investigative Journalism	JOU 334	3
	COM	432	الصوتيات و الالقاء	ARB102	3
					15
Total					**126**

BA in Mass Communication - New Media Track

Semester	Code		Subject Title	Prerequisite	Cr
Semester 1 (Level 1)	CIT	100	Computer Concepts and Applications		3
	ENG	110	English (1)		3
	GED	100	Islamic Studies		3
	ARB	110	Arabic (1)		3
	MAT	100	Principles of Statistics		3
					15
Semester 2 (Level 2)	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
					15
Semester 3 (Level 3)	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methods	COM 101	3
	ARB	102	اللغة العربية لأغراض التخصص-الإعلام	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship		3
					18
Semester 4 (Level 4)			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
					15
Semester 5 (Level 5)	COM	325	International Relations	COM 237	3
	COM	329	Literary and Artistic Criticism	ARB 102	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
					18
Semester 6 (Level 6)			Free Elective		3
	COM	422	Modern Arab History	None	3
	NMD	334	Social Networks and Blogs A/E	NMD333	3
	NMD	336	تصميم الجرافيك والرسوم المعلوماتية	NMD333	3
			Core Elective Requirement (2)		3
					15
Semester 7 (Level 7)	COM	423	Political Geography		3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	NMD	431	Website Design	NMD336	3
	COM	431	التذوق الفني	COM329	3
					15
Semester 8 (Level 8)	NMD	430	Multimedia	NMD33 6	3
	NMD	434	Online Advertising A/E	NMD 334	3
	NMD	437	Internship	90 credits	3
	NMD	435	New Media Graduation Project	Graduation semester	3
	COM	432	الصوتيات و الالقاء	ARB102	3
					15
Total					**126**

BA in Mass Communication- Public Relations Track

Semester	Code		Subject Title	Prerequisite	Cr
Semester 1 (Level 1)	CIT	100	Computer Concepts and Applications		3
	ENG	110	English (1)		3
	GED	100	Islamic Studies		3
	ARB	110	Arabic (1)		3
	MAT	100	Principles of Statistics		3
					15
Semester 2 (Level 2)	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
					15
Semester 3 (Level 3)	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methods	COM 101	3
	ARB	102	اللغة العربية لأغراض التخصص-الإعلام	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship		3
					18
Semester 4 (Level 4)			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
					15
Semester 5 (Level 5)	COM	325	International Relations	COM 237	3
	COM	329	Literary and Artistic Criticism	ARB 102	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
					18
Semester 6 (Level 6)			Free Elective (2)		3
	COM	422	Modern Arab History	None	3
	PRN	334	Integrated Marketing Communications	PRN 333	3
	PRN	335	Media Production for Public Relations A/E	PRN 333	3
	PRN	431	البروتوكول و الاتيكيت	PRN 333	3
					15
Semester 7 (Level 7)	COM	423	Political Geography		3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	PRN	432	Online Public Relations A/E	PRN 333	3
			Core Elective Requirement (2)		3
					15
Semester 8 (Level 8)	COM	431	التذوق الفني	COM329	3
	PRN	434	Public Relations Functions and Events	PRN 335	3
	PRN	435	PR Graduation Project	Graduation semester	3
	PRN	437	PR Internship	90 ساعة	3
	COM	432	الصوتيات و الالقاء	ARB102	3
					15
Total					**126**

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

BusinessProgramme Learning Outcomes (PLOs) - Accounting	
Knowledge	
A1	***Employ*** information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.
A2	***Research*** information to solve business problems and improve decision making.
A3	Apply accounting techniques to measure, process and document accounting cycle activities of any economic entity
A4	Compile the regular financial statements using International Accounting Standards
Skill	
B1	***Create*** written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness.
B2	Employ financial, costing and managerial accounting data to present meaningful national and international managerial reports for internal and external financial and investment decisions.
B3	Analyze cost and cost behavior, depreciation methods and impact of taxes in the preparation and presentation of financial reporting statements for managerial decision making.
Competency	
C1	***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.
C2	***Develop*** the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.

C3	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

Programme Learning Outcomes (PLOs) - Finance and Banking	
Knowledge	
A1	***Employ*** information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.
A2	***Research*** information to solve business problems and improve decision making.

A3	Examine the risk and risk management practices in financial markets and portfolio management for individual investors.
Skill	
B1	***Create*** written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness.
B2	Employ financial tools for investment proposal analysis and decision making
B3	Evaluate the operations of domestic and foreign financial markets.
Competency	
C1	***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.
C2	***Develop*** the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
C3	Analyze Islamic finance practices and profit sharing mechanism and their differences from conventional banking system.

12.5.5.2 Program Learning Outcomes in Human Resource Management.

Program Learning Outcomes (PLOs) - Human Resource Management (HRM)	
Knowledge	
A1	***Employ*** information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.
A2	***Research*** information to solve business problems and improve decision making.
A3	**Demonstrate** cultural awareness amongst employees by summarizing global human resource perspectives and policy.

Skill	
B1	***Create*** written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness.
B2	**Demonstrate** the knowledge and skills needed to manage human resources effectively.
B3	Develop the interpersonal skills to function effectively in a diverse cross, functional environment.
Competency	
C1	***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.
C2	***Develop*** the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
C3	**Evaluate** the effectiveness of HRM practices in supporting the strategic and operational needs of the organization in a competitive and global environment.

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 CR. H.	Elective CR. H.	Free Elective CR. H.	Total CR. H.
General Education Requirement	24	6	-	30
Business Core Requirement	51	-	-	51
Major Requirement	27	6	-	33
Elective Requirements	-	-	6	6
Total	**102**	**21**		**120**

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
English language, Mathematics and Use of Computers				
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
Islamic Studies, History, or Culture				
GED	100	Islamic Studies	None	3
Humanities or Arts				
GED	110	UAE Society	None	3
IEC	111	Innovation, Creativity & Entrepreneurship	None	3
English, Arabic, or other languages				
GED	120	Communication Skills in Arabic	None	3
Natural or physical Sciences: one course, **3 credits** from the following **:**				
GED	130	Introduction to GIS	None	3
GED	140	Conceptual Physics	None	3
Social or Behavioral Sciences: one course, **3 credits** from the following:				
GED	150	Critical Thinking	None	3

Course Code		Course Title	Pre-requisite	Cr.H
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
Total				**30**

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

17 Courses, 51 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
BUS	380	Business Research Methods	QM 241	3
BUS	390	Internship	90 cr hours and not less than 2 GPA	3
FIN	331	Managerial Finance	ACT 292	3
LAW	231	Legal and Ethical Environment of Business	None	3

Course Code		Course Title	Pre-requisite	Cr.H
MGT	271	Principles of Management	None	3
MGT	476	Strategic Management (Capstone)	Senior Standing	3
MKT	290	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
Total				**51**

Accounting Concentration Requirements

9 courses, 27 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	405	Auditing	ACT 338	3
ACT	411	Government and Non-Profit Accounting	ACT 338	3
ACT	408	Global Accounting Standards	ACT 338	3
ACT	410	Advanced Capital Budgeting	FIN 331	3
ACT	401	Advanced Managerial Accounting	FIN 331	3
Total				**27**

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	409	International Accounting	ACT 338	3
FIN	341	Corporate Finance	FIN 331	3
Total				**6**

Free elective courses

6 credit hours

Finance and Banking Concentration Requirements
9 courses, 27 credits

Course Code		Course Title	Pre-requisite	Cr.H.
FIN	341	Corporate Finance	FIN 331	3
FIN	345	Bank Management	FIN 331	3
FIN	347	Investment Management	FIN 331	3
FIN	351	Financial Markets & Institutions	FIN 331	3
FIN	361	Islamic Finance	FIN 331	3
FIN	407	Risk & Insurance Management	FIN331	3
FIN	419	International Financial Management	FIN 341	3
FIN	436	Financial Derivatives	FIN 341	3
FIN	438	Portfolio management	FIN 341	3
Total				**27**

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
ACT	365	Cost Accounting	ACT 292	3
ACT	410	Advanced Capital Budgeting	FIN 331	3
Total				**6**

Free elective courses

6 credit hours

Human Resource Management Concentration Requirements
9 courses, 27 credits

Course Code		Course Title	Pre-requisite	Cr.H.
HRM	201	Human Resource Planning and Development	MGT 271	3
HRM	301	Managing Recruitment, Selection and Induction	HRM 201	3
HRM	304	Compensation Management	HRM 201	3
HRM	310	Performance Appraisal	HRM 201	3
HRM	331	Human Resource Information System	CIT 200, HRM 201	3
HRM	303	Organisation Development and Change	OBV 290, HRM 201	3
HRM	401	Training and Development	HRM 201	3
HRM	410	Industrial Relations and Labour Laws	HRM 201	3

HRM	415	Strategic Global Human Resource Mangement	HRM 201	3
Total				**27**

Human Resource Management Elective courses

2 courses, 6 credits

Course Code		**Course Title**	**Pre-requisite**	**Cr.H.**
HRM	373	Special Topics in HRM	HRM 201	3
HRM	390	Essential Leadership Skills for Managers	HRM 201	3
HRM	420	HRM in Public Sector	HRM 201	3
Total				**6**

Free elective courses

3 credit hours

12.5.7 Proposed Course Sequence of Study

Accounting Concentration

Semester	Course Code		Course Title	Pre-requisite	Cr.H.
Semester 1	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
Total					**15**
Semester 2	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
Total					**15**
Semester 3	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
Total					**15**
Semester 4	CIT	200	Introduction to Information Systems	CIT 100	3
	ECO	252	Principles of Macroeconomics	ECO 251	3
	OBV	290	Organisational Behaviour	MGT 271	3
	LAW	231	Legal and Ethical Environment of Business		3
	MGT	271	Principles of Management		3
Total					**15**
Semester 5	ACT	337	Intermediate Accounting I	ACT 292	3
	FIN	331	Managerial Finance	ACT 292	3
	MKT	290	Principles of Marketing	MGT 271	3
	QM	341	Business Statistics II	QM 241	3
	IEC	111	Innovation Creativity & Entrepreneurship		3
Total					**15**
Semester 6	ACT	338	Intermediate Accounting II	ACT 337	3
	ACT	365	Cost Accounting	ACT 292	3
	ACT	405	Auditing	ACT 338	3
	BUS	380	Business Research Methods	QM 241	3
			Free Elective (1)		3
Total					**15**
Semester 7			Accounting Specialization Elective (1)		3
	ACT	396	Accounting Information Systems	ACT 292, CIT 200	3
	BUS	390	Internship	90 cr hours and not less than 2 GPA	3
	ACT	408	Global Accounting Standards	ACT 338	3
			Free Elective (2)		3
Total					**15**
Semester 8			Accounting Specialization Elective (2)		3
	ACT	410	Advanced Capital Budgeting	FIN 331	3
	ACT	411	Government and Non-Profit Accounting	ACT 338	3
	MGT	476	Strategic Management (Capstone)	Senior Standing	3
	ACT	401	Advanced Managerial Accounting	FIN 331	3
Total					**15**
Total Cr. H.					**120**

Finance and Banking

Semester	Course Code		Course Title	Pre-requisite	Cr.H.
Semester 1	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
Total					**15**
Semester 2	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
Total					**15**
Semester 3	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
Total					**15**
Semester 4	CIT	200	Introduction to Information Systems	CIT 100	3
	ECO	252	Principles of Macroeconomics	ECO 251	3
	OBV	290	Organisational Behaviour	MGT 271	3
	LAW	231	Legal and Ethical Environment of Business		3
	MGT	271	Principles of Management		3
Total					**15**
Semester 5			Free Elective (1)		3
	FIN	331	Managerial Finance	ACT 292	3
	MKT	290	Principles of Marketing	MGT 271	3
	QM	341	Business Statistics II	QM 241	3
	IEC	111	Innovation Creativity & Entrepreneurship		3
Total					**15**
Semester 6	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
Total					**15**
Semester 7			Finance Specialization Elective (1)		3
	FIN	351	Financial Markets & Institutions	FIN 331	3
	FIN	361	Islamic Finance	FIN 331	3
	BUS	390	Internship	**90 cr hours and not less than 2 GPA**	3
	FIN	438	Portfolio management	FIN 341	3
Total					**15**
Semester 8			Finance Specialization Elective (2)		3
	FIN	407	Risk & Insurance Management	FIN 331	3
	FIN	419	International Financial Management	FIN 341	3
	MGT	476	Strategic Management (Capstone)	Senior Standing	3
	FIN	436	Financial Derivatives	FIN 341	3
Total					**15**
Total Cr. H.					**120**

Human Resource Management

Semester	Course Code		Course Title	Pre-requisite	Cr.H.
Semester 1	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
Total					**15**
Semester 2	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
Total					**15**
Semester 3	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
Total					**15**
Semester 4	CIT	200	Introduction to Information Systems	CIT 100	3
	ECO	252	Principles of Macroeconomics	ECO 251	3
	OBV	290	Organisational Behaviour	MGT 271	3
	LAW	231	Legal and Ethical Environment of Business		3
	MGT	271	Principles of Management		3
Total					**15**
Semester 5	HRM	201	Human Resource Planning and Development	MGT 271	3
	FIN	331	Managerial Finance	ACT 292	3
	MKT	290	Principles of Marketing	MGT 271	3
	QM	341	Business Statistics II	QM 241	3
	IEC	111	Innovation Creativity & Entrepreneurship		3
Total					**15**
Semester 6			Free Elective (1)		3
	HRM	301	Managing Recruitment, Selection and Induction	HRM 201	3
	HRM	304	Compensation Management	HRM 201	3
	BUS	380	Business Research Methods	QM 241	3
	HRM	310	Performance Appraisal	HRM 201	3
Total					**15**
Semester 7			HRM Specialization Elective (1)		3
	HRM	331	Human Resource Information System	CIT 200, HRM 201	3
	HRM	303	Organisation Development and Change	OBV 290, HRM 201	3
	BUS	390	Internship	90 cr hours and not less than 2 GPA	3
	HRM	401	Training and Development	HRM 201	3
Total					**15**
Semester 8			HRM Specialization Elective (2)		3
	HRM	410	Industrial Relations and Labour Laws	HRM 201	3
	HRM	415	Strategic Global Human Resource Mangement	HRM 201	3
	MGT	476	Strategic Management (Capstone)	Senior Standing	3
			Natural Science		3
Total					**15**
Total Cr. H.					**120**

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

	المخرج
.1	يعرف القواعد الأساسية للقانون وخاصة قانون دولة الإمارات العربية المتحدة
.2	يستنبط الأحكام من النصوص القانونية
.3	يوضح الاختلاف بين التشريعات المقارنة
.4	يفسر النصوص القانونية وفقاً لقواعد التفسير المختلفة
.5	يجيد استخدام التقنيات الحديثة في البحث العلمي الخاص في الدراسات القانونية
.6	يصوغ العقود وصحائف الدعاوى والمذكرات والطعون القانونية

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
Total	**114**	**18**		**132**

The University Requirements

8 courses, 24 credits

Course Code		Course Title	Pre-requisite	Cr.H
Mandatory University Requirements (24 credits)				
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
2 courses from the following courses provided that they are not from only one group: **Group 1: Islamic & Social Sciences**				
GED	110	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

Course Code		Course Title	Pre-requisite	Cr.H
Group 2: Science (Compulsory course)				
GED	230	Introduction to Economics	None	3
Total				**30**

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 114	3
PRIV	133	Introduction to Islamic jurisprudence	None	3
PUBL	161	Constitutional Law and Political Systems	None	3
PUBL	171	Principles of Administrative Law	PRIV 111	3
PRIV	114	المصادر غير الارادية للالتزام	PRIV 113	3
PRIV	222	Company Law and Bankruptcy A/E	PRIV 121	3
PRIV	241	Law of Evidence and Implementation	PRIV 342	3
PRIV	252	Fundamentals of Legal Research	None	3
PRIV	215	احكام الالتزام و الاثبات	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
PUBL	272	Fiscal and Financial Legislation	PUBL 171	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 A/E	PRIV 342	3
PUBL	393	Public International Law A/E	PRIV 111	3
PRIV	419	Real Rights (Rights in Rem)	PRIV 317	3
PRIV	427	Banking Transactions	PRIV121	3
PRIV	428	Maritime Aviation Law	PRIV 121	3
PRIV	434	Origin of jurisprudence	PRIV 133	3
PRIV	436	Inheritance and bequests and Endowment	PRIV 335	3
PUBL	450	Law of Criminal Procedures	PUBL 283+PRIV342	3
PRIV	451	Internal practical training*	PUBL 450+ PRIV342	3
PRIV	453	External Practical training*	PRIV 451	0
PRIV	454	Graduation Research	105 Cr. H.	3
Total				**90**

*** 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	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	التنظيم الالكتروني للتجارة الالكترونية	PRIV 317	3
PUBL	490	Consumer Protection Law	GED 230	3
PUBL	496	International Humanitarian Law	PUBL 393	3
Total				**9**

Free Elective

1 course, 3 credits

12.6.5 Proposed Course Sequence of Study- Bachelor of Law

Semester	Code		Subject Title	Prerequisite	Cr
Semester 1 (Level 1)	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
	GED	100	Islamic Studies	None	3
	Total				**18**
Semester 2 (Level 2)	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
	MAT	100	Principles of statistics	None	3
	PUBL	171	Principles of administrative law	PRIV111	3
			University elective course (1)		3
	Total				**18**
Semester 3 (Level 3)					
	CIT	110	Introduction to information technology	None	3
	PRIV	114	Involuntary Sources of Obligations	PRIV113	3
	ENG	290	Legal terminology in English	ENG 120	3
	IEC	112	Innovation Creativity & Entrepreneurship	None	3
	PUBL	282	Penal law/General Part	PRIV 111	3
			Department elective courses (1)		3
	Total				**18**
Semester 4 (Level 4)			Department elective courses (2)		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
	PRIV	121	Principles of Commercial Law	PRIV114	3
			University elective course (2)	None	3
	Total				**18**
Semester 5 (Level 5)					
	PRIV	317	Nominate Contracts	PRIV 215	3
	PRIV	342	Law of Civil Procedure	PRIV 215	3
	PRIV	427	Banking Transactions	PRIV 121	3
	PRIV	222	Company Law and Bankruptcy A/E	PRIV 121	3
	PUBL	272	Fiscal and Financial Legislation	PUBL 171	3
	Total				**15**
Semester 6 (Level 6)	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
	PRIV	356	Commercial Arbitration A/E	PRIV 342	3
	PRIV	241	Law of Evidence and Implementation	PRIV 342	3
	Total				**15**
Semester 7 (Level 7)					
	PRIV	436	Inheritance and bequests and Endowment	PRIV335	3
	PUBL	450	Law of Criminal Procedures	PUBL 283+PRIV 342	3
	PUBL	393	Public International Law A/E	PRIV 111	3
	PRIV	434	Origin of jurisprudence	PRIV 133	3
			Free elective Course (1)	None	3
	Total				**15**
Semester 8 (Level 8)	PRIV	419	Real rights (Rights in Rem)	PRIV317	3
	PRIV	428	Maritime and Aviation Law	PRIV 121	3
	PRIV	453	External Practical training	PRIV 451	0
	PRIV	451	Internal 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
	Total				**15**
Total					**132**

13 Course Description

13.1 University Requirements - General Education

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

Prerequisite: None

يهيئ هذا المساق معرفة كافية بمهارات اللغة العربية الوظيفيّة الأساسيّة على نَحْو يبرز الترابط والتكامل الوثيق بين هذه المهارات، من خلال نصوص متنوّعة في مضامينها وجماليّاتها. فالنصُّ هو العُمدة في هذا المقرّر، وهو المحور الرئيس فيه، وقراءته وفهمه واستيعابه وتذوقه غاية ما يسعى إليه هذا المساق وعلى هذا فالمساق يستَقْطِب مجموعة من النصوص المتنوعة في مضامينها وجمالياتها، تدور حول كل نص مطالب ستة، هي: الفهم والاستيعاب، المعجم، التطبيقات اللغوية (الصرف والنّحو 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 متنوعةٍ تتناول: مختلف الأجناس الأدبية، شعرًا ونثرًا، وحقول المعرفة المختلفة.

ARB102 اللغة العربية لأغراض التخصص-الاعلام 3-0-3

يهيئ هذا المساق معرفة بمهارات اللغة العربية العليا الوظيفية ممثلة في: التلخيص والتحليل الموضوعي والنقد، من خلال نصوص متنوعةٍ تتناول: مختلف الأجناس الأدبية، شعرًا 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 بجابيه 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 100 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 100 Islamic Studies – الثقافة الاسلامية 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، وبإسلوب 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 110 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 امن 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 130 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 19th century, the emergence of Arabic press since the beginning of the 19th 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 الإحكام 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 150 Critical Thinking – التفكير النقدي 3-0-3

Prerequisite: None

يهدف المساق الى تحسين قدرة الطلاب على تحليل وتقييم أنواع الحجج والتأكيدات التي تواجههم فى 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 مبادئ الاقتصاد ، فتتناول الدارسة 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 233 مصادر الطاقة الجديدة و المتجددة **3-0-3**

Prerequisite: None

يتناول هذا المساق التعريف بمصادر الطاقة المتجددة وأهميتها . ويبين موارد وتحولات الطاقة من حيث طرق تقليدية لتحويل الطاقة والطلب على الطاقة. ويتناول الطاقة الاحفورية ، والطاقة الشمسية وطاقة الرياح والمياه والطاقة الحيوية.والطاقة النووية ، ودراسة الطاقة والاقتصاد والبيئة ويتناول الطاقة المتجددة في دولة الإمارات العربية المتحدة . ، وتاريخها وتطبيقاتها ، واهميتها

13.2 English Language and Translation Courses

ENG 112 Reading Skills **3-0-3**

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**

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**

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

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

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

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

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

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

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

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

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

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

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**

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**

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**

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***

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**

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**

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

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

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

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

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

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 seman to-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

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

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

This course develops the student's knowledge of financial matters on an international basis, and explores such topics as banking system, statements of accounts, with the translation of key documents. It also gives student practice in the translation of statements from Arabic into English and vice versa. This course applies the principles of translation learned in the pre-requisite to a variety of texts. The emphasis is on the economic and financial genres and their lexical features.

Prerequisite: ENG 340

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

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**

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**

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.

13.3 Business Courses

13.3.1 Core Courses

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

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**

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

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

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

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

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.

BUS 380 Business Research Methods 3-0-3

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

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

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 and ethical Environment of Business 3-0-3

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

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 476 Strategic Management (Capstone) 3-0-3

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 290 Principles of Marketing 3-0-3

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

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**

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**

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.

13.3.2 Accounting Concentration

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

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**

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 leant in ACT 291.

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

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.

ACT 396 Accounting Information Systems **3-0-3**

This course overviews the current concepts, developments, technologies, and current technological systems utilized for accounting and auditing purposes. An accounting information system or AIS is an integral part of a corporate enterprise system and critical to the managing, auditing and developing of an organization in today's evolving business environment. Thus the objective is to familiarize the student with accounting information systems and their components; how accounting information systems transform of raw financial data into financial information; assuring the accuracy and reliability of accounting data and information by utilizing internal controls; the systems analysis, design, and implementation cycle; and the utilization of a variety of software packages for accounting purposes.

ACT 409 International Accounting 3-0-3

This course aims to provide the student an overview of a broadly defined area of international accounting, along with the focus on the accounting issues related to international business activities and foreign operations. This course also aims to familiarize students with international accounting regulations and certain concepts of worldwide accounting standards.

ACT 411 Government and Non-Profit Accounting 3-0-3

This course looks at accounting from the perspective of government and non-profit bodies as how to apply accounting principles of concepts to these entities. The course also examines the differences and similarities between for profit organization and non-profit companies as well as government agencies.

FIN 341 Corporate Finance 3-0-3

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.

ACT 373 Special Topics in Accounting 3-0-3

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

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.

ACT 410 Advanced Capital Budgeting

The course is concerned with the major financial decisions faced by firms. The core of the course is the analysis of capital budgeting and capital structure decisions. The decisions included can be broadly categorized as the investment policy, the financing policy, the dividend/repurchase policy, and the restructuring policy

13.3.3 Finance and Banking Courses

FIN 341 Corporate Finance **3-0-3**

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**

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**

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 Markets & Institutions **3-0-3**

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

This course is designed to provide students with a thorough understanding of finance from the point of you 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 others 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

This course is study of the tools and techniques managing risk through the strategic attainment of insurance on behave 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

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

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

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.

13.3.4 Human Resource Management Courses

HRM 201 Human Resource Planning and Development

The course Human Resource Planning and Development is designed to consider the theory and role of human resource planning and development in organizations, and link it to policies and practices required in organizations for effective people management. The Course aims to develop knowledge and skill in a range of HRD activities in organizations and to relate these to the professional standards. It covers the practical application of personnel theory.

HRM 410 Industrial Relations and Labour Laws

This course serves as an introduction into the field of industrial relations. Students will learn about the history of the field and of labor unions. The main aim of this course is to introduce students to the theories, institutions and practices of Industrial Relations. The course examines the role and objectives of the main actors in the employment relations – employers, employees and trade unions and the government, and their interactions in collective bargaining, employee involvement / participation, conflict resolution and expression and the termination of the employment relationship.

HRM331 Human Resource Information System

The course explains the Enterprise Resource Planning that integrates the various HR modules like recruitment, training, compensation, performance management into an integrated system. The HRIS systems have become a need for growing organizations and the understanding of the management and information technology behind the HRIS system is the main aim of the course.

HRM 303 Organisation Development and Change

This course involves the study, research and analysis of pro-active strategies for organizational change using the theories and techniques of applied behavioral science. This course covers the phases of consulting, strategies, intervention decisions and actions, multiple roles, skills and phases of internal and external consultants, ethical dilemmas and guidelines, and the implementation of action research. In this course, students will be exposed to a number of organizational issues including, the need for change, why organizations change or fail to change, the legal and regulatory issues associated with change, and how change helps organizations become more competitive and profitable

HRM 373 Special Topics in HRM

This course is to discuss important issues and roles of HRM 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 Human resource and vice versa; and give opinion and make decisions related to the issues.

HRM 420 HRM in Public Sector

The course will provide you with a foundation of knowledge of human resource methods and practices from the perspective of managers and HR practitioners. You will gain unique

perspective that is public sector specific through current, real-life examples from an experienced public sector HR manager. Additionally, this course will help you develop critical analysis skills by encouraging you to deconstruct policies and positions, understand opposing viewpoints, and communicate a position with reference to the Labour Laws in UAE and Gulf region. This course also helps you to develop an understanding of the public sector employment conditions in UAE

HRM 415 Strategic Global Human Resource Mangement

The Strategic Global Human Resources Management (SHRM) course posits that money, materials and machines are meaningless without the wise use of the single most critical component of productivity: people. This course introduces the strategic perspective to be taken in harnessing the human resources of an organization. More particularly, the course focuses on the strategic roles which the Human Resources function and professionals play in creating value and delivering results to their respective organizations.

HRM 390 Essential Leadership Skills for Managers

The course introduces various theoretical concepts associated with the leadership phenomenon and explores the practical implications of these for work placed practitioners. Leading change and influencing through communication will be covered, with an emphasis being placed on the multicultural and ethical issues that can impact on leadership practices.

HRM 301 Managing Recruitment, Selection and Induction

The course provides an in-depth study of the staffing function and is approached with the intent of providing pragmatic information necessary for meaningful decision-making and implementation of effective staffing systems.

HRM 304 Compensation Management

This course introduces and analyzes the main components of compensation. The course will cover the main applications for assessing and implementing a model by considering internal and external factors, analyzing market data and developing recommendations to implement changes to an organization's compensation and benefits administration policies and procedures. Principles underlying merit and variable performance- based pay plans will be introduced and analyzed in depth. Aligning compensation to an organization's guiding principles and Human Resources structure will be introduced and thoroughly discussed.

HRM 310 Performance Appraisal

The goal of this course is for students to effectively implement and manage a Performance Management System in support of the strategic goals of the organization. Students will gain a working knowledge of performance management systems and enhanced ability to communicate effectively on issues relating to performance management. They will also learn appropriate terminologies and practices regarding performance management, effective techniques for conducting an effective performance appraisal, and ways to coach members of management.

HRM 401 Training and Development

The course is a practical course on the training and development section of the human resources of the organization. The course emphasizes the theories of training and development in the broader perspective of the organization. The course covers the basic training concepts like learning theory, needs assessment, orientation; skills based training, team building, organization development, and management development.

13.4 Mass Communication

13.4.1 Core Courses

COM 101 Introduction to Journalism 3-0-3

تقديم الصحافة كمجال مهني بارز في قطاع الإعلام، النظم الصحفية في المنطقة العربية والعالم، الوظائف الاجتماعية والسياسية والثقافية والاقتصادية للصحافة، مراحل العملية الصحفية، القوانين والتشريعات الصحفية، المواثيق الأخلاقية الصحفية، العناصر التكنولوجية في العمل الصحفي، الهياكل التنظيمية للمؤسسات الصحفية، القيم الأساسية للعمل الصحفي، الصحافة الإلكترونية وصحافة المواطن، نماذج وحالات دراسية

COM 102 Introduction to Public Relations 3-0-3

تعريف العلاقات العامة كإدارة الاتصالات في المنظمة، التطور التاريخي للعلاقات العامة، نماذج العلاقات العامة، عملية العلاقات العامة، خصائص ممارس العلاقات العامة الناجح، الهياكل التنظيمية لإدارات العلاقات العامة، العلاقات العامة في المؤسسات الحكومية والأهلية، العلاقة مع الجمهور، العلاقة مع وسائل الإعلام، الاتصال الداخلي والخارجي، حالات دراسية ونماذج تطبيقية.

COM 103 Introduction to New Media 3-0-3

تعريف الإعلام الجديد، اتجاهات تطور الاتصال والإعلام الجديد، مقارنة الإعلام التقليدي والجديد، نظريات الإعلام الجديد، قنوات الإعلام الجديد، وظائف الإعلام الجديد، الإعلام الجديد والتغير الاجتماعي، الإعلام الجديد في التسويق التجاري والاجتماعي، الإعلام الجديد كأداة للتمكين، الشبكات الاجتماعية، العناصر التكنولوجية في الإعلام الجديد، حالات ونماذج تطبيقية.

COM 211 Communication Theories 3-0-3

نماذج التأثيرالاتصالي والإعلامي في العالم. النظريات المعيارية في تفسير الظاهرة الاتصالية، النظريات البنيوية والوظيفية، النظريات النقدية في الاتصال والإعلام، منظور الدراسات الثقافية في الإعلام، النماذج الكلاسيكية في الدعاية الإعلامية ، نماذج التأثيرات الجزئية، نظريات تعديل السلوك، نظريات الجمهور الأسير، نظريات الاتصال المتعلقة بالإعلام الاجتماعي وإعلام الإنترنت، حالات دراسية ونماذج تطبيقية.

COM 212 Research Methods 3-0-3

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

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

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

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

He 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

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

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

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

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**

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**

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**

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.

COM431 التذوق الفني 3-2-2

تتناول المادة أسس وعناصر العمل الفني وآلية تحليله. وكيفية تذوقه ، ووسائل تنمية الإحساس بالقيم الفنية عند الطلبة، وتدريبهم على تذوقها وكيفية التعرف على مواطنها وتحديد معالمها من خلال التعرف على مفاهيم واليات التذوق الفني والجمالي ، وكذلك التعرف على أهم الفنانين وأعمالهم. وعمل تطبيقات لتمنية الرؤية الفنية التذوقية لمختارات من الفنون المختلفة.

COM432 الصوتيات و الإلقاء 3-2-2

معرفة علم الصوتيات وموقعه في الدراسات القديمة والحديثة، مفاهيم أساسية في علم الصوتيات والصوت ، العلاقة بين الصوت واللغة والكلام: تعريف الصوت – شدته– أنواعه –عناصره ومواصفاته ووحدات قياسه،. أصوات اللغة العربية: (مخارج الأصوات وصفاتها) ، أنواع الحروف وطرق نطقها ومكان لفظها تشريحياً، فن الإلقاء. مواصفات الملقي البارع والمتميز. أركان الإلقاء الجيد والمبهر. فن الإلقاء الإذاعي، والتلفزيوني .سماته وأساليبه ،طرق إلقاء النصوص و الأشكال البرامجية المختلفة وتقديمها بشكل جيد و أفضل أداء ممكن. تقديم تدريبات وتطبيقات عملية تساعد الطالب على امتلاك مهارات فن الإلقاء .

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

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**

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**

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**

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**

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**

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.

13.4.2 Journalism

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

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

JOU 233 الاعلان الصحفي 2-2-3

يهدف هذا المساق أن يدرس الطالب كل أشكال الإعلان المطبوع بعد التعرف على مقدمة تاريخية للطباعة وتطورها وتقنياتها وصولا إلى التطبيقات الحديثة فى مجال الإعلان المطبوع ويشمل ذلك الإعلان الصحفي (جرائد ومجلات)، الإعلانات الخارجية الثابتة والمتحركة، الإعلانات الترويجية المطبوعة في مراكز الخدمة الذاتية ودراسة عناصر التصميم في كل منها وأساسيات التصميم لها بما في ذلك عملية فصل الألوان والطرق الطباعية وانواع الورق والاخبار و الخامات والتقنيات الطباعية وتدريب الطلبة على ذلك على نماذج تطبيقية من خلال مجموعات عمل

JOU 336 A/E الصحافة الإلكترونية وصحافة المواطن 2-2-3

تعريف مفهوم الصحافة الإلكترونية وصحافة المواطن وتطبيقاتهما المختلفة، السياق التكنولوجي لتطور الصحافة الإلكترونية وصحافة المواطن، الأدوات الفنية للصحافة الإلكترونية والأداوت الفنية والنصية والصوتية والمرئية لصحافة المواطن، عناصر المحتوى في الصحافة الإلكترونية وصحافة المواطن، تشريعات وقوانين الصحافة الإلكترونية وصحافة المواطن أخلاقيات الصحافة الإلكترونية والأسس الأخلاقية لصحافة المواطن، مصداقية صحافة المواطن حالات دراسية وتطبيقات عملية في المختبر،

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

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

JOU 335 Layout and Design 3-2-2

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 433 Investigative Journalism 2-2-3

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 A/E 2-2-3

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.

13.4.3 New Media Courses

NMD 232 Media Convergence 3-0-3

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

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 336 تصميم الجرافيك والرسوم المعلوماتية **2-2-3**

العناصر الفنية والفكرية للتصميم الجر افيكي، والرسومات المعلوماتية و انواعها، نظريات التصميم، أدوات التصميم الجر افيكي من منظومة ADOBE ، الأدوات الفنية لإنتاج الرسومات المعلوماتية، الخر ائط والرسومات التوضيحية في الإنتاج ، خصائص التصميم الجر افيكي الناجح، استخدامات التصميم الجر افيكي في المطبوعات والمحتوى الإلكتروني، الألوان والمناظير في التصميم، مراحل إعداد التصميم الجر افيكي، تطبيقات عملية وتدريبات في المختبر.

NMD 334 Social Media and Blogs A/E 2-2-3

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

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 434 Online Advertising A/E 2-2-3

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

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.

13.5.4 Public Relations Courses

PRN 232 Writing for Public Relations 2-2-3

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

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

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 A/E2-2-3

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 البروتوكول و الاتيكيت 2-2-3

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 A/E 2-2-3

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 434 Public Relations Functions and Events 2-2-3

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.

13.5 Law Courses

PRIV 111 المدخل لدراسة القانون

المساق متطلب لـ: مصادر الالتزام، مبادئ القانون التجاري، القانون الدستوري والنظم السياسية، قانون إداري ، قانون العقوبات / القسم العام، دراسات قانونية باللغة بالإنجليزية، تاريخ القانون، علم الإجرام والعقاب. تنقسم دراسة هذا المساق إلى قسمين:

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.

نظرية الحق: وتشمل التعريف بالحق، أنواعه، مصادره، أركانه، أشخاصه، محله، استعماله، حمايته وإثباته.

المصادر الإدارية للإلتزام PRIV 113

يتناول هذا المساق تدريس موضوع " المصادر الإرادية للالتزام فى قانون المعاملات المدنية الإماراتي "، والمتمثلة فى العقد والتصرف الانفرادي، وذلك من خلال التعريف بالعقد وأنواعه، وأركان العقد، وشروط صحته، وآثار العقد من حيث الأشخاص ومن حيث الموضوع، والمسؤولية العقدية، وأسباب انحلال العقد، إلى جانب دراسة التصرف الانفرادي كمصدر للالتزام.

المدخل لدراسة الفقه الإسلامي PRIV 133

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 تأريخي لتطوره وازدهاره وتجدده، ونمو الحركة الفقهية في العصر الحاضر، والوقوف على أهم أعلامه، ودراسة بعض النظم الفقهية، نموذجا تطبيقيا لما تقدم.

أساسيات البحث القانوني PRIV 252

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

القانون الدستوري والنظم السياسية PUBL 161

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

مبادئ القانون الإداري PUBL 171

تعريف القانون الإداري، مع بيان نشأته وتطوره، ومصادره، خصائصه، علاقته بفروع القانون الأخرى، التنظيم ، الضبط الإداري، أنواعه، أهدافه، وهيئاته، القرارات الإدارية، أركانها، أنواعها، نفاذها ونهايتها، المرافق العامة، أنواعها، المبادئ الأساسية التي تحكمها، طرق إدارتها، الأموال العامة، حمايتها. كما تشمل الوظيفة العامة من حيث تنظيمها وتوصيفها، وتعيين الموظفين وتحديد أوضاعهم الوظيفية، واجباتهم، حقوقهم، نقلهم، انتدابهم، إعارتهم، ترقيتهم، تأديبهم، وإنهاء خدماتهم. وتتضمن أيضاً دراسة العقد الإداري من حيث تعريفه وأركانه وإجراءات إبرامه والآثار المترتبة عليه.

المصادر غير الإرادية للالتزام PRIV 114

يتناول هذا المساق تدريس موضوع " المصادر غير الإرادية للالتزام فى قانون المعاملات المدنية الإماراتي " ، والمتمثلة فى الفعل الضار والفعل النافع والقانون ، وذلك من خلال دراسة قواعد المسؤولية التقصيرية الناجمة عن فعل الإضرار بالغير ، سواء كانت مسؤولية عن الأعمال الشخصية أو مسؤولية عن فعل الغير أو عن الحيوان أو الأشياء ، فضلاً عن دراسة أحكام الفعل النافع كمصدر منشئ للالتزام ، والمتمثل فى الإثراء بلا سبب وتطبيقاته ، أى قبض غير المستحق والفضالة ، وأيضاً دراسة القانون كمصدر مباشر للالتزام.

مبادئ القانون التجاري PRIV 121

يتناول هذا المساق دراسة موضوعات رئيسة أربعة يتفرع من كل منها عددٌ 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 والأعمال التجارية المنفردة والأعمال التجارية المحترفة. ويتناول الموضوع الثالث التاجر وينضوي 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.

قانون الشركات والإفلاس PRIV 222

يتضمن هذا المساق دراسة أحكام الشركات التجارية والافلاس وفقا لقانون الشركات التجارية الاتحادي رقم 8 سنة 1984. وتشمل هذه الدراسة مقدمة تتضمن نشأةفكرة 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 وفقا لأنواعها المختلفة وهي شركة التضامن وشركة التوصية البسيطة وشركة المحاصة وشركة التوصية بالأسهم والشركة ذات المسؤولية المحدودة وشركة المساهمة بنوعيها العامة والخاصة. وكذلك دراسة الأحكام القانونية للإفلاس من إشهار الإفلاس وأثاره والأحكام القانونية لإدارة التفليسة والمركز القانوني لأمين التفليسة وانتهاء حالة الإفلاس والصلح الواقي من الإفلاس.

التنفيذ الجبري PRIV 241

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. .

أحكام الالتزام والاثبات PRIV 215

يتضمن هذا المساق دراسة أحكام الالتزام (أي آثار الحق الشخصي)،ووسائل تنفيذه اختيار اوجبراً، وكذا الوسائل التي تكفل للدائن تنفيذ الالتزام، وأوصاف الالتزام ، وانقضاء الالتزام بغير التنفيذ ، وكذللك يشمل التوصيف التعريف بقواعد الاثبات الخاصة مثل: الكتابة والشهادة واليمين والخبرة والقرائن. .

على خمسه فصول على النحوالآتي:

تنفيذ الالتزام .

وسائل حماية التنفيذ .

أوصاف الالتزام.

انقضاء الالتزام بغير التنفيذ .

5. النظريه العامه للإثبات

قانون العقوبات العام PUBL 282

تدريس النظرية العامة للجريمة من خلال التعريف بقانون العقوبات القسم العام وعلاقته بالعلوم القانونية الأخرى، ومبدأ شرعية الجرائم والعقوبات ونطاق تطبيق القانون من حيث الزمان والمكان والأشخاص، والأركان العامة للجريمة، والشروع في الجريمة والأحكام العامة للمساهمة الجنائية، والمسئولية الجنائية وموانعها واسباب الإباحة والأعذار القانونية والظروف المشددة والمخففة، وكذلك يتناول النظرية العامة للجزاء الجنائي (العقوبة والتدابير)

وبيان ماهية العقوبة وأهدافها واقسامها وأسباب انقضاءها، ونظام رد الاعتبار، وكذلك التدابير الاحترازية وأنواعها وخصائصها وشروطها.

قانون العقوبات الخاص PUBL 283

تناول هذا المساق دراسة الجرائم الواقعة على الأشخاص كجرائم القتل والاعتداء علي سلامة الجسم والإجهاض، وجرائم الأموال كجرائم السرقة والاحتيال وخيانة الأمانة، والجرائم المضرة بالمصلحة العامة كجرائم الرشوة والتزوير والاختلاس مع توضيح العقوبات لكل الجرائم في صورتها العمدية وغير العمدية، والظروف المشددة والمخففة لها.

مصطلحات قانونية باللغة الانجليزية ENG 290

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.

قانون العمل والتأمينات الاجتماعية PRIV 316

يتضمن هذا المساق دراسة:

ماهية قانون العمل وغايته وخصائصه وتطوره التاريخي ، في التشريع الإماراتي والتشريعات المقارنة ، كما تركز الدراسة على أحكام قانون العمل والأنظمة ، من حيث بيان مصادره ونطاقه والتعليمات والأنظمة المرتبطة به ، وماهية عقد العمل وأركانه وأنواعه والقيود القانونية الواردة على الحرية التعاقدية فيه ، والأحكام الخاصة بتشغيل الأحداث والنساء ، إلى جانب دراسة حقوق والتزامات أطراف العلاقة العمالية ، من حيث الحقوق العمالية وطبيعتها وجزاءات مخالفة نصوص القانون وأسباب انتهاء العقد ، فضلاً عن التعريف بالدعاوى والنزاعات العمالية وسماتها وخصوصيتها ، والتعريف بالمحكمة العمالية ومكاتب العمل كدراسة نظرية تحليلية معمقة ومعززة بالاجتهادات والتطبيقات القضائية ، كما يتضمن المساق ما يتعلق بإصابات العمل

الضمان الاجتماعي : ويشتمل على بيان حقوق العامل في الضمان الاجتماعي في حالات الشيخوخة والعجز وعند الحاجة والنكبات.

العقود المسماة PRIV 317

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 المقاولة _ عقد الايجار _ عقد الوكالة). ويحدد احد هذه العقود مع العقد الأساسي وهو عقد البيع من قبل مجلس القسم في بداية كل عام دراسي.

القانون الدولي الخاص PRIV 318

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. ثمّ بيان القواعد القانونية التي تحكم تحديد الاختصاص القضائي، وكذلك تنفيذ القرارات الصادرة من المحاكم الأجنبية وكذللك يتناول هذا المساق الجنسية والموطن وطرق اكتساب الجنسية وأسباب فقدها والمقصود بالأجنبي ومركز الأجانب والحقوق التي يتمتع بها الأجنبي والتزاماتهم.

الأحوال الشخصية (الزواج والطلاق) PRIV 335

يتضمن هذا المساق التعريف بعقد الزواج، وأركانه، 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.

قانون الإجراءات المدنية PRIV 342

يتضمن هذا المساق التعريف بماهية التنظيم القضائي، ووظيفة وتشكيل المحاكم وأنواعها واختصاصاتها ، والدعوى وشروطها وإجراءاتها وقواعد التقاضي وسير المحاكمة وحضور وغياب الخصوم عن جلسات المحاكمة وأثر ذلك والانضمام للدعوى وطلبات المدعى والمدعى عليه ، والدفوع وعوارض الدعوى وإسقاطها ، وأنواع الأحكام وطرق ومواعيد وإجراءات الطعن وقواعد وأسس التقاضي والتطبيق العملي للإجراءات التي تتداعى أمام المحاكم بشأن الخصومة والاجتهادات القضائية ونطاقها وشروط تطبيقها

التحكيم التجاري PRIV 356

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 وتنحيه وإجراءات التحكيم وتحديد مكان التحكيم ولغة التحكيم. وأخيرا التعرف على الأحكام الخاصة بحكم التحكيم وشروطه والطعن به وتنفيذه.

القانون الدولي العام PUBL 393

يتناول هذا المساق تعريف القانون الدولي، ونشأته، وتطوره التاريخي، وتمييز قواعده عن غيرها من القواعد، بيان خصائصه وفروعه، وأقسامه، وفروعه، وطبيعة قواعده، وطبيعته القانونية وعلاقته بالقانون الوطني، مصادره المختلفة الاصلية والاحتياطية مع التركيز على المعاهدات الدولية، مفهوم الشخصية القانونية الدولية وأشخاصها مع التركيز على الدولة وعناصرها والمنظمة الدولية، ونظرية المسؤولية الدولية، والقانون الدبلوماسي والقنصلي، وحصانة الدولة وقانون البحار. والوسائل السلمية والدبلوماسية والقضائية لحل المنازعات الدولية.

الحقوق العينية الأصلية والتبعية PRIV 419

يتناول هذا المساق تدريس موضوع " الحقوق العينية في قانون المعاملات المدنية الإماراتي " ، والمتمثلة في الحقوق العينية الأصلية والحقوق العينية التبعية ، في ضوء التطبيقات القضائية الواردة في هذا المجال ، وذلك انطلاقاً من التعريف بالحقوق العينية وخصائصها ، والتعريف بحق الملكية وعناصره ونطاقه والقيود القانونية والإرادية الواردة عليه ، والملكية الشائعة وقسمتها ، وأسباب كسب الملكية ، إلى جانب دراسة الحقوق المتفرعة عن حق الملكية وأنواعها وآثارها وأسباب انقضائها . كما تتناول الدراسة أحكام الحقوق العينية التبعية ، بما يشمل الرهن التأميني والرهن الحيازي ، من حيث شروط إنشائهما وآثار كل منهما وطرق انقضائهما ، فضلاً عن دراسة ماهية حقوق الامتياز وخصائصها وأنواعها والآثار المترتبة عليها.

العمليات المصرفية والاوراق التجارية PRIV 427

تتضمن دراسة هذا المساق أربعة طوائف رئيسة 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 .

القانون البحري والجوي PRIV 428

تتضمن دراسة هذا المساق مقدمة في التعريف بالقانون البحري وبيان خصائصه ومصادره ونطاق تطبيقه, تليها دراسة الإحكام 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 أيضا عقود الاستثمار البحري وينضوي تحتها

مشارطات 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 أيضا 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_ والاحكام القانونية للطائرة كأداة ملاحة 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 ايجار الطائرة وعقد النقل الجوي وسند الشحن الجوي وبياناته والتزامات الناقل الجوي ومسؤوليته.

أصول الفقه PRIV 434

ضمن هذا المساق التعريف بقواعد أُصول الفقه التي أمر المشرع القانوني وجوباً في مطلع قانون المعاملات المدنية بإعمالها لفهم النص وتفسيره وتأويله وبيان دلالته، 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.

المواريث والوصايا والوقف PRIV 436

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.

قانون الإجراءات الجزائية PUBL450

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.

التدريب العملي الداخلي PRIV 451

يتناول المساق تدريس موضوعات قانون الإجراءات الجزائية من حيث تعريفه ومدى علاقته بفروع القانون الأخرى، والدعاوى الناشئة عن الجريمة وأطرافها وأسباب انقضائها. كما يتناول بالدراسة المفصلة مراحل الدعوي (مرحلة جمع الاستدلالات – مرحلة التحقيق الابتدائي – مرحلة المحاكمة).

التدريب العملي الخارجي PRIV 453

يتناول هذا المساق تدريب الطالب عمليا على ما تم دراسته خاصة كيفية إجراء التحقيقات وكتابة المذكرات والاستشارات القانونية وصحف الدعاوى وصياغة العقود، التدريب على المرافعات الشفوية من خلال حضور جلسات المحاكم والدوائر القانونية المختلفة ، ومكاتب المحامين وغيرها.

بحث التخرج PRIV 454

يهدف مساق بحث التخرج إلى تنمية مهارات الطالب الذهنية والعملية عن طريق توثيق العلاقة بين الجانب النظري للمواد والموضوعات التي قام بدراستها في الكلية والجانب العملي والتطبيق القانوني، إلى جانب تنمية مهارات الطالب على استخدام مصادر المعرفة القانونية والبحث في القانون واستقصاء المعلومة وآلية التعامل معها لإيجاد الحلول وأداء العمل وتعزيز مهارات البحث والإبداع. يتضمن هذا المساق تعليم الطالب أساليب كتابة البحث القانون والمنهجية العلمية ومن ثم توجيه الطالب إلى اختيار موضوع من المواضيع القانونية أو الشرعية ليعد حوله بحثاً علمياً متخصصاً تحت إشراف مشرفه الأكاديمي والذي يتتبعه ويوجهه منذ اختيار موضوع البحث وإعداد خطته ومراحل إعداده وما يتطلبه من ضرورة استخدام المصادر التعليمية وكيفية توثيق المراجع حتى

إجراء المناقشة العلنية من قبل لجنة من أعضاء هيئة التدريس مع مراعاة التخصص وموضوع البحث مما ينمي قدرات الطالب في البحث والتحليل والصياغة ومهارات استخدام المصادر التعليمية والمناقشة والجدل وتمكنه من إعداد الدراسات والبحوث في المستقبل بصورة مستقلة.

المالية العامة والتشريع الضريبي PUBL272

يشتمل هذا المساق على مفهوم علم المالية العامة، ودراسة الميزانية العامة، والنفقات العامة، والحساب الختامي، والإيرادات العامة مثل الرسوم والقروض والضرائب مع التركيز على ضريبة القيمة المضافة والانتقائية، وأملاك الدولة، والقروض، والإصدار النقدي والائتمان ودور المصرف المركزي، ومشاريع استثمار القطاع العام، والرقابة على الأموال العامة عبر الجهات المستقلة كديوان المحاسبة والجهات الأخرى المحلية.

علم الإجرام والعقاب PUBL281

يتناول المساق دراسة تفصيلية لمفهوم الظاهرة الإجرامية وعناصرها الجريمة والمجرم كما يتناول دراسة عوامل الإجرام المختلفة من العوامل الفردية، والعوامل البيئية، المتعلقة بالبيئة الطبيعية أو البيئة الاجتماعية أو تلك المتعلقة بالبيئة الثقافية وأخيراً ما يتعلق بالبيئة الاقتصادية، كما يتناول هذا المساق دراسة تفصيلية للمدارس، والنظريات التي تناولت تفسير الظاهرة الإجرامية. كما يتناول هذا المساق التعريف بعلم العقاب وصور الجزاء الجنائي (العقوبة والتدابير الاحترازية) وأساليب المعاملة الجزائية داخل المؤسسات العقابية.

قانون الملكية الفكرية PRIV 325

تشتمل دراسة هذا المساق على الموضوعات التالية: التعريف بالملكية الفكرية، أهميتها، فروعها، حقوق المؤلف والحقوق المجاورة له، وسائل حمايتها، طرق نقل حق المؤلف، أحكام الملكية الصناعية ، براءات الاختراع، الرسوم والنماذج الصناعية ، المعرفة التقنية ، ويتم تناول هذه الموضوعات وفقا للقواعد القانونية المطبقة في دولة الامارات .

قانون حماية البيئة PUBL 374

يتضمن هذا المساق اقتصاديات الإدارة البيئية. كما يتضمن المساق الآليات التي تستخدم في تحديد الأضرار البيئية، وحماية القانون لعناصر البيئة ومكافحة التلوث بالاشعاع والضوضاء والملوثات الأخرى..

تشريعات جزائية خاصة PUBL 384

يتضمن هذا المساق التعريف بالتشريعات الجزائية الخاصة بدولة الإمارات العربية المتحدة ومنها جرائم المخدرات وغسل الأموال والإتجار بالبشر والجرائم الإرهابية وصورها وأركانها والعقوبات المقررة لها والظروف المشددة والمخففة لها وفقاً للتعديلات الحديثة للقوانين .

التنظيم الالكتروني للتجارة الإلكترونية PRIV 429

التعريف بعقود التجارة الالكترونية وخصائصها ومزاياها ومساوئها. وبيان كيفية إبرامها ويتضمن الإيجاب والقبول عبر الوسيلة الالكترونية و زمان إبرام العقد ومكانه , والمحل في عقود التجارة الالكترونية . ثم التعرف على إثبات عقود التجارة الالكترونية وتحديد مفهوم الكتابة الالكترونية والتوقيع الالكتروني والحجية القانونية لكل منهما. يليه التعرف على الأحكام القانونية لتنفيذ عقود التجارة الالكترونية وتشمل تسليم السلعة أو تقديم الخدمة محل العقد والوفاء الالكتروني بالثمن أو الخدمة . وأخيرا التعرض إلى المسؤوليات القانونية التي يمكن أن تثار في إطار التعامل الالكتروني وتتضمن مسؤولية مستخدم الانترنت ومسؤولية متعهد الوصول ومورد المعلومات.

قانون حماية المستهلك PUBL 490

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 الخصوص.

القانون الدولي الإنساني PUBL 496

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 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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