



UAQU Catalog

2022 - 2023

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

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

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 2022/2023

Fall 2022/2023			
Week	Monday	Sunday	Remark
1	Monday, 29 August 2022	Sunday, 4 September 2022	22 August Faculty members report to the campus 29 August - Starting the Classes and Add & Drop 4 September last day of add and drop 4 September - Admission Deadline 4 September - Late registration Deadline
2	Monday, 5 September 2022	Sunday, 11 September 2022	Summer II 21/22 Incomplete Exams Prophet's Birthday
3	Monday, 12 September 2022	Sunday, 18 September 2022	
4	Monday, 19 September 2022	Sunday, 25 September 2022	
5	Monday, 26 September 2022	Sunday, 2 October 2022	
6	Monday, 3 October 2022	Sunday, 9 October 2022	
7	Monday, 10 October 2022	Sunday, 16 October 2022	
8	Monday, 17 October 2022	Sunday, 23 October 2022	17 October-23 October, Mid-term Examination Period
9	Monday, 24 October 2022	Sunday, 30 October 2022	
10	Monday, 31 October 2022	Sunday, 6 November 2022	
11	Monday, 7 November 2022	Sunday, 13 November 2022	
12	Monday, 14 November 2022	Sunday, 20 November 2022	
13	Monday, 21 November 2022	Sunday, 27 November 2022	
14	Monday, 28 November 2022	Sunday, 4 December 2022	Martyr's Day 2-3 December - UAE National Day
15	Monday, 5 December 2022	Sunday, 11 December 2022	5 December- Registration for Spring 2022/2023
16	Monday, 12 December 2022	Sunday, 18 December 2022	12 December Final Examinations start
*	Monday, 19 December 2022	Sunday, 25 December 2022	25 December 2022 - Winter Break for Students 28 December 2022 - Grade Publishing
*	Monday, 26 December 2022	Sunday, 1 January 2023	

Spring 2022/2023

Week	Monday	Sunday	Remark
1	Monday, 2 January 2023	Sunday, 8 January 2023	2 January - Starting Spring 22/23 Classes 6 January last day of add and drop
2	Monday, 9 January 2023	Sunday, 15 January 2023	8 January - Admission Deadline 8 January- Late registration Deadline
3	Monday, 16 January 2023	Sunday, 22 January 2023	Fall 22/23 Incomplete Exams
4	Monday, 23 January 2023	Sunday, 29 January 2023	
5	Monday, 30 January 2023	Sunday, 5 February 2023	
6	Monday, 6 February 2023	Sunday, 12 February 2023	
7	Monday, 13 February 2023	Sunday, 19 February 2023	
8	Monday, 20 February 2023	Sunday, 26 February 2023	20-26 February Mid-term Examination Period
9	Monday, 27 February 2023	Sunday, 5 March 2023	
10	Monday, 6 March 2023	Sunday, 12 March 2023	
*	Monday, 13 March 2023	Sunday, 19 March 2023	13-19 March 2023 Spring Break For students (Faculty members attendance is mandatory)
11	Monday, 20 March 2023	Sunday, 26 March 2023	
12	Monday, 27 March 2023	Sunday, 2 April 2023	
13	Monday, 3 April 2023	Sunday, 9 April 2023	
14	Monday, 10 April 2023	Sunday, 16 April 2023	
15	Monday, 17 April 2023	Sunday, 23 April 2023	
16	Monday, 24 April 2023	Sunday, 30 April 2023	24 April - Final Examinations start Start Registration for Summer I 22/23
*	Monday, 1 May 2023	Sunday, 7 May 2023	Grade Publishing

Minimum Hours allocated for theoretical courses are 45 hrs

Notes on Academic Calendar

- Religious holidays are subject to confirmation
- Faculty members are required to conduct compensation classes of the public and religious holidays.

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 Founders of Umm Al Quwain University (UAQU) are the Government of Umm Al Quwain represented by His Highness Sheikh Saud bin Rashid Al Mu'alla, the Ruler of Umm Al Quwain, and his partners.

His Highness is very optimistic about higher education in UAE and has a distinct vision for contributing to the social, educational, and economic development of the Nation.

UAQU is an independent institution. UAQU is licensed by the Ministry of Education it is officially licensed since 8 March 2008 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education.

Umm Al Quwain University, located in the Emirates of Umm Al Quwain, Kabir Sector, Sheikh Mohammed Bin Zayed Road, Exit 93. The University location with an area of 139,870 sq. m with a built-up area for phase 1 of 14,154 sq. m comprising the main building" the Dome" and the Academic Building.

The Dome consists of Administrative Offices (Chancellor Office, Audit Department, Admission & Registration, Finance, Cashier Office, Corporates Communication including (Marketing, Public Relations and Media Center), Information Technology Department, Human Resources Department, an Auditorium, Meeting Room, Pantry, males & females washrooms and reception.

The Academic Building classrooms capacity can take around 1300 students at one time and they are well equipped with interactive smart panels, and the computer labs are equipped with high configuration computers and devices to ensure the high-quality output for the students, the academic building consists of Vice Chancellor for Academic Affairs, Library, Deans & Faculty Offices, Institutional Effectiveness, Student Support Services, Career Services, Prayer Rooms, Lounges, Clinic, Washrooms, Innovation Hall, Auditorium, Multipurpose Hall for different activities, reception, Bookshop, Cafes, restaurant, Computer Labs and stores.

The Villas are 14 villas which will be used as a medical center, kindergarten, training center, stationery shop, grocery, cafes, restaurants, and an isolation area.

The parking spaces accommodate more than 700 cars with providing people of determination parking lots within the premises.

2.2 Governance and the Board of Trustees

The University is governed by a Board of Trustees, consisting of members from various fields of expertise. The Chancellor of the University has the full power and authority to manage the operations of the University. The Chancellor reports directly to the Chairman 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

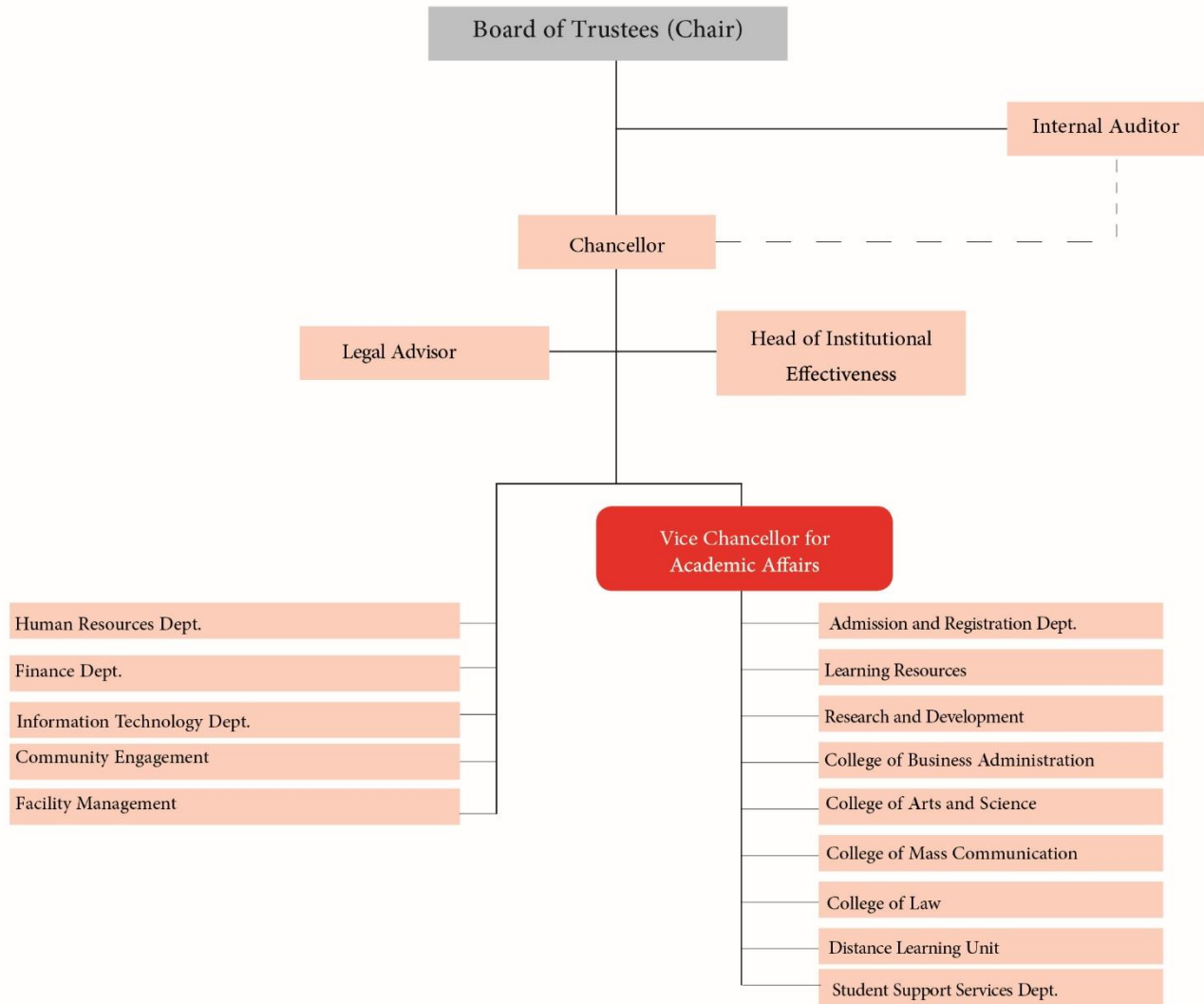


Figure 1 UAQU Organizational Chart

2.8 Senior Staff

Names	Titles
Dr. Galal Abdullah Mohammed Hatem	University Chancellor
Dr. Hany Abdelrahman Bakr Ganah	Vice Chancellor for Academic Affairs
Dr. Abedallah Farouq Ahmed Farhan	Institutional Effectiveness Manager
Mr. Mohammed Kamel Ebrahim Ali	Internal Audit Manager
Mrs. Aisha Mohd Aljahoori	Human Resources Manager
Mr. Omar Ali Mohammad Hirzallah	Admission & Registration Manager
Mr. Mahmoud Hilal Al Khateeb	Finance Manager
Mrs. Alanood Khamis Abdulaziz Aldhaheri	Institutional Communication Manager
Mr. Firoze Ekkandy	Information Technology Manager
Mr. Ali Abbas Mahmoud Abbas	Library Manager

2.9 Faculty Members List

Name	College	Degrees Held	Conferring Institution
Dr. Abdulghani Qasem	College of Law	PhD of Public law in Criminal Law	Dubai Police Academy
Dr. Mohammed Ibrahim	College of Law	PhD in Law and Comparative Jurisprudence	University of the Holy Qur'an And Islamic Sciences
Dr.Saad Ramadan	College of Law	PhD in Law	Mansoura University
Dr. Mohammed AlKattan	College of Law	Le Diplome De Docteur Droit Prive Et Sciences Criminelles Private & Criminal Law	University Paris 10
Dr. Hani Mohammed	College of Law	PhD of Law in Commercial/Martime Law Multimodal Transportation	Glasgow University
Dr. Karem Sayed	College of Law	Public Law	Ain Shams University
Prof. Attiea Marie	College of Business Administration	PhD of Philosophy in Accounting	Alexandria University
Prof. Magdi Elbannany	College of Business Administration	Doctor of Philosophy Investment in Information Technology Systems and others Determinants of Bank Performance in UK and Egypt	University of Liverpool
Dr. Sameh Mohamed	College of Business Administration	PhD of Philodophy in Management/Business	Management & Science University
Dr. Mohammad Oudat	College of Business Administration	PhD. in Financial and Banking Sciences	Universiti Sains Islam Malaysia

Dr. Sama Mumtaz	College of Business Administration	Doctor of Philosophy - Management of Sciences	FAST School of Management
Dr. Haitham Alaawad	College of Mass Communication	PhD of Philosophy in Media (Journalism)	University of Baghdad
Prof. Wafaa Hassan	College of Mass Communication	PhD of Arts (Communication) in Media	Minya University
Dr. Elsir Ali	College of Mass Communication	PhD in Information Technology Information & Communication	Sudan Academy of Sciences
Dr. Bahaeldin Ali	College of Mass Communication	PhD of Media in Radio & Television	Omdurman Islamic University
Dr. Ahd Abudraz	College of Mass Communication	PhD of Arts Department in Communication and Media Sciences	Ain Shams University
Prof. Mohammed Fyadh	College of Mass Communication	PhD of Philosophy of Arts in Media	University of Baghdad
Dr. Abdulkrim Ziani	College of Mass Communication	PhD in Communication & Media Science	Grenoble Alpes University
Dr. Wided Dafri	College of Mass Communication	PhD in Political Sciences & International Relations	School of Political Sciences and Media
Dr. Areen Alzoubi	College of Mass Communication	Ph.D. in Communication and Digital Media	Abdelmalek El Saadi University
Dr. Rabeah Taleb	College of Arts and Science	PhD of English in Linguistics	Sana'a University
Mr. Maan Alsaati	College of Arts and Science	Master of Education in Educational Leadership	Abu Dhabi University
Dr. Suzan Marwan	College of Arts and Science	PhD of Horticultural Science - Environmental Sciences	United Arab Emirates University
Mr. Ala'a Al-Zou'bi	College of Arts and Science	Master in Computer Science	Jordan University of Science and Technology
Dr. Ahmed Sakr	College of Arts and Science	PhD in Sociology in Social Planning	Al Minia University

2.10 Licensure and Programs Accreditations

University/College	Initial licensure / accreditation date	Re-license / reaccreditation date	Valid until
Umm Al Quwain University	4 December 2019	-	23 October 2022
College of Business Administration	1 July 2011	19 May 2020	28 April 2023
College of Law	1 March 2014	30 June 2019	31 August 2024
College of Mass Communication	1 August 2013	27 June 2019	31 July 2023

2.11 Cooperative Relationships

Umm Al Quwain University has a cooperative relationship with some but not limited to the following educational, cultural or community organizations:

1. University Sains Malaysia
2. Management and Science University Malaysia
3. Executive Council - Umm Al Quwain
4. Financial Audit Department - Umm Al Quwain
5. The Capital TV
6. RAK FM
7. Ras Alkhaimah Law Firm
8. Umm Al Quwain Police
9. Aman Shelter for Women and Children

2.12 Faculty to student ratio

Semester	Spring 2021-2022	Spring 2020-2021	Spring 2019-2020	Spring 2018-2019
Faculty to student ratio	20.65	19	18	18

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. Excluding Vat
- 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.

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 admission requirement.
- Demonstrate acceptable competency in English as per the admission requirements as clarified (Please refer to section 2.3.3).
- Registration fee of UAE Dirham 1365 including VAT (non-refundable) has to be paid prior to registration of subjects.
- Satisfy all other requirements of admission.

5.5 Transfer Students

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

- The High School Diploma is recognized and approved by The Ministry of Education.

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

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

5.6 Non-Degree Admission

5.6.1 Requirements

UAQU offers the provision where non-degree admission can be taken up by a limited number of students who are able to join undergraduate credit courses. Enrollment of these students in undergraduate courses is naturally

limited to available space. Non-degree students are limited to a total of twelve (12) credit hours per semester and a total of thirty (30) non-degree credit hours.

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

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

5.6.2 Tuition and Fees

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

5.7 Admission Offer

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

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

5.8 Admission Deposit

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

5.9 Visiting Student Admission

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

5.10 Applicants with Disabilities

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

5.11 Recognized Secondary School Certificates

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

5.12 Deferred Admission

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

5.13 Readmission

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

- **Former Students in Good Standing:** Application for readmission is mandatory for students who have been absent from the University for over two regular academic semesters.
- **Students Suspended from the University:** The decision for readmission of students who have been suspended rests with the Admission and Registration department which will evaluate each case and may grant admission on probation after the student has served suspension. Under certain circumstances, the Vice Chancellor of Academic Affairs may entertain students’ appeals for readmission to avoid suspension.
- **Transient Students:**
A student who, after gaining consent from the University, pursued their studies temporarily elsewhere may re-enter the University according to the Readmission process provided they present clear and valid records. However, if the student attended the other institution without gaining approval from the University, they will be allowed to return as a Transfer Student only and their courses will not be recognized.

5.14 Additional Admission Requirements

5.14.1 English Language Proficiency

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

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

College	IELTS	TOEFL ITP	EmSAT
College of Business Administration	5	500	1100
College of Arts and Science	5	500	1100
College of Mass Communication	4.5	450	950
College of Law	4.5	450	950

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 Monday 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 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

6.11 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.

6.12 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.

6.13 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.

6.14 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:

Regular Semesters

Drop Request Period	Course Fee Refund
Add & Drop Period	100%
1st Week after add and drop period	75%
2nd Week after add and drop period	50%

3rd Week after add and drop period and thereafter	0%
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Summer Terms

Drop Request Period	Course Fee Refund
Add & Drop Period	100%
1st Day after add and drop period	50%
2nd Day after add and drop period and thereafter	0%

6.15 Student Academic Record
6.15.1 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.

6.15.2 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.

6.15.3 Privacy of Student Records

Students have the right to access their own official records or to release them to any individual or group. They are required to make a request in writing for the same. In case they wish to keep their data and records confidential, students must submit a written request informing the

Department not to release any data or information to any other person or group. Such requests are to be submitted to the Admission & Registration department.

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

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

Information may also be disclosed to other people or organizations under certain specific conditions. For example, this may be part of an official request or program evaluation; it could be in response to a court's order related to financial aid matters; or to do with institutions the student is transferring to.

7. Undergraduate Programs

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

7.1 Colleges

7.1.1 College of Arts and Science

- Bachelor of Arts in English Language and Translation

7.1.2 College of Mass Communication

- Bachelor of Arts in Mass Communication majoring in Journalism
- Bachelor of Arts in Mass Communication majoring in New Media
- Bachelor of Arts in Mass Communication majoring in Public Relations

7.1.3 College of Business Administration

- Bachelor of Business Administration majoring in Accounting
- Bachelor of Business Administration majoring in Finance & Banking
- Bachelor of 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.

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 16 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 for 16 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.	Fees Description	Net Amount	VAT	VAT Amount	Gross Amount
1	Application Fees of New Student	300.00	5%	15.00	315.00
2	Admission Fees of New Student	1,000.00	5%	50.00	1,050.00
3	Change of Major/Department Fees	250.00	5%	12.50	262.50
4	New ID Fees / Replacement For Lost or Damaged I.D Fees	150.00	5%	7.50	157.50
5	To Whom It May Concern Letter Fees	50.00	5%	2.50	52.50
6	Grade Appeal Fees	300.00	5%	15.00	315.00
7	Reset and Incomplete Exam Fees	600.00	5%	30.00	630.00
8	Course Description Fees	100.00	5%	5.00	105.00
9	Transcript Request Fees (Official Transcript Per Copy)	100.00	5%	5.00	105.00
10	Foundation Certificate Fees	500.00	5%	25.00	525.00
11	Finance Certificate Fees	200.00	5%	10.00	210.00
12	Copying Fees Per Page	0.25	5%	0.01	0.26
13	Student VISA Expenses-Administration Expenses	500.00	5%	25.00	525.00
14	Transfer Equivalency Report Fees	500.00	5%	25.00	525.00
15	Graduation Certificate Fees	750.00	5%	37.50	787.50
16	Graduation Certificate Replacement Fees	250.00	5%	12.50	262.50

17	Statement of Completion	250.00	5%	12.50	262.50
18	True Copy of Graduation Certificate Fees	250.00	5%	12.50	262.50
19	Official Transcript Fees	250.00	5%	12.50	262.50
20	Graduation Ceremony Attendance Fees	800.00	5%	40.00	840.00
21	Locker Rent Fees(Fall & Spring)	60.00	5%	3.00	63.00
22	Locker Rent Fees(Summer I & summer II)	30.00	5%	1.50	31.50
23	Semester Registration Fees (Fall & Spring)	500.00	5%	25.00	525.00
24	Semester Registration Fees (Summer)	500.00	5%	25.00	525.00
25	Late Registration Fees	250.00	5%	12.50	262.50
26	Library Fine (One Book Per Day)	2.00	5%	0.10	2.10
27	Students Services Fees - Regular Semester	250.00	5%	12.50	262.50
28	Databases Fees	20.00	5%	1.00	21.00
29	Computer Lab Fees	150.00	5%	7.50	157.50

* Bus Fees (VAT Excluded)

Sr. No.	Emirates	Umm al Quwain	Ajman	Ras al Khaimah	Sharjah	Dubai
1	Fees For One Month	700.00	900.00	900.00	900.00	1,500.00
2	Fall & Spring Semester Full Fee	2,000.00	3,000.00	3,000.00	3,000.00	4,000.00
3	Summer Semester Full Fee	1,200.00	2,000.00	2,000.00	2,000.00	2,500.00
4	Fall & Spring Semester One Way	1,200.00	1,700.00	1,700.00	1,700.00	2,000.00
5	Summer Semester One Way	700.00	1,200.00	1,200.00	1,200.00	1,500.00
6	Fees For One Day	40.00	60.00	60.00	60.00	80.00

List of Exempt or Zero Rated Items Taxed @ 0%

Fees Description	Net Amount	VAT	VAT Amount	Gross Amount
Refundable Deposit	1,000.00	0%	0.00	1,000.00
Cheque Return Penalty	200.00	0%	0.00	200.00
Book Charges	120.00	0%	0.00	120.00
Per Subject Fees	2,925.00	0%	0.00	2,925.00

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:

Regular Semesters

Drop Request Period	Course Fee Refund
Add & Drop Period	100%
1st Week after add and drop period	75%
2nd Week after add and drop period	50%
3rd Week after add and drop period and thereafter	0%

Summer Terms

Drop Request Period	Course Fee Refund
Add & Drop Period	100%
1st Day after add and drop period	50%
2nd Day after add and drop period and thereafter	0%

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

8.6 Changes in Tuition Fees

In case of changing the subject fees rates; subject fees for undergraduates will be frozen on the same rates at the time of admission and will be applied only on new admitted students. In regards of changing/adding other fees rather than subject fees, the new rates will be applied on all students either the undergraduates or newly admitted students. However, all updated fees will be applied starting of the next semester of the updated fees approval.

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 Monday to Friday. Classes are normally convened two days per week, for one hour and thirty minutes per class. 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 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:

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

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

Example:

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

9.14 Residence Requirements

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

9.15 Student Categories

9.15.1 Full-Time Students

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

9.15.2 Visiting Student Admission

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

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

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

9.16 Duration of Study

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

9.17 Lateness and Attendance

The University guidelines for lateness and attendance are as follows:

- students are allowed one absence without a required written excuse for every semester credit hour taken.
- students who exceed the specified amount of unexcused absentees, may be required to produce an official documented excuse from the university may be required by the Faculty member
- It is the student's responsibility and entitlement to meet and discuss all absences,-planned or unplanned, with their Faculty members.
- students must notify the Office of Student Support Services/Judicial Affairs for any emergencies that require immediate exemption from university grounds within a period of 48 hours.
- No student shall neglect more than 20% of their class attendance, whether excused or unexcused, in a given semester.
- Upon the prudence and judgment of the Faculty member, a course grade of "FA" may be given to any student who exceeds 20% of absences in a semester.
- The Office of Student Support Services/Judicial Affairs is officially responsible for issuing class excuses for legitimate purposes.
- If a student is tardy three times to class, it is automatically counted as an absence. Each Faculty member is responsible to define the rules for which a student is considered late to class.
- Once a student falls to approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.

- The Chair of the respective program has the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated and is with the consent of the Head of Admission and Registration.

9.18 Grades and Examination

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

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

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

9.18.1 Grading System

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

Grade	Percentage Score	Points	Description
A	95-100	4.00	Excellent
A-	90-94	3.7	
B+	87-89	3.3	Very good
B	84-86	3.0	
B-	80-83	2.7	Good
C+	77-79	2.3	

C	74-76	2.0	Satisfactory
C-	70-73	1.7	
D	60-69	1.00	Poor
F	<60	0.0	Fail

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

9.18.1 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.

9.18.2 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.

9.18.3 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.

9.18.4 Make-up Examinations

A student who happens to miss a major or final examination may seek the College Dean's permission for making up the examination. If the faculty member is not convinced of the student's reason he may refuse to allow make-up. The certified medical certificate or any other accepted excuse should be submitted the admission and registration department. 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. Final examinations must be made up within a reasonable time that is mentioned in the academic calendar and must be organized by the exam control committee.

9.18.5 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.

Students should submit the request for the incomplete exam for the final exam within 30 days from the final exam attached with an accepted excuse. The admission and registration department should prepare the incomplete exam schedule during the mentioned period in the academic calendar and the exam control committee conduct the exams and submit the 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 Academic Probation and Suspension

9.20.1 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.

9.20.2 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. 20.3 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. 20.4 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. 20.5 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. 20.6 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.

9.21 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.

9.22 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.

9.23 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.

9.24 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.

9.25 Honors and Awards

9.25.1 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

9.25.2 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 Rights and Responsibilities

10.5.1.1 Students Rights

UAQU recognizes its responsibility to support and uphold the basic freedom and citizenship rights of all students. Within that context, students have the following rights.

a. Rights in the Pursuit of Education

The classrooms, laboratories, and libraries are the essential learning environments of the University, and the freedom to learn in these environments should be promoted and encouraged by Faculty members. The following statements have been developed in support of a student's right in the classroom or other learning environment.

Students shall have the right to:

- Have access to faculty, classrooms, libraries, presentations, and other resources necessary for the learning process.
- Have access to academic advising and clear expectations for degree and graduation requirements.
- Have decisions related to the pursuit of their education made in a clear manner.
- Learn in an environment that supports the freedom of self-expression and association.
- Receive either a paper or an electronic class syllabus in a timely manner.
- Expect to interact with faculty who act professionally; provide clearly stated class goals; provide clear expectations for class performance and evaluation; meet classes as scheduled; are accessible for office hours, appointments or consultation; and maintain a clear connection between course content and the most recently approved course description.
- Have the freedom to raise relevant issues pertaining to classroom discussion (including personal and political beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any academic penalty.
- Students have the right to expect that their work will be evaluated by academic standards alone.
- Study, work, and interact in an environment of professionalism and of mutual trust and respect that is free of amorous or sexual advances by a faculty member. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts. A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or

evaluated by the faculty member. A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

b. Right to Freedom from Discrimination

Students have the right to study, work, and interact in an environment that is free from discrimination in violation of law or University policy by any member of the University Community. Students at UAQU are expected to respect the rights and dignity of other students, faculty, and staff.

The University will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex or gender, marital status, national origin, race, religion or sexual orientation.

A student has the right to be free from such discrimination by other students that has the effect of interfering with the student's ability to participate in programs or activities of the University.

c. Right to Freedom from Harassment

A student has the right to be free from sexual or discriminatory harassment a) in any building or at any location on any University property, or b) that occurs in a building or on property that is not University property if the harassment arises from University activities that are being conducted off the University campus or if the harassment compromises the security of the University Community or the integrity of the educational process.

Sexual harassment is defined as unwelcome sexual advances, including requests for sexual favors and other unwelcome conduct of a sexual nature, when submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education, or submission to or rejection of such conduct by a student is used as the basis for academic conditions affecting the student; or the conduct has the effect of unreasonably

interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment.

Discriminatory harassment is defined as conduct that targets an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex or gender, sexual orientation, marital status, or veteran's status and that adversely affects a term or condition of an individual's education, housing, or participation in a University activity; or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in University activities.

UAQU administrators are responsible for publicizing and implementing the UAQU's harassment policy in their respective areas of jurisdiction. Students who believe that they are victims of discriminatory harassment may obtain information concerning the complaint procedures from the Head of Students Support Services.

d. Right to Access Records and Facilities

Students can expect to have access to policies and procedures that affect them and access to University offices that may be able to assist them, such as the Office of the Head of Students Support Services.

Students can expect that their academic records will be maintained and they will have access to their records in a manner consistent with the UAQU policies.

Students can expect to have reasonable access to University facilities and resources.

e. Right to Freedom of Association, Expression, Advocacy, and Publication

Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, social, economic, political, recreational, or cultural purposes.

In addition to voicing their positions on issues, members of student organizations have a responsibility to respect the rights of individuals who do not desire to affiliate or sympathize with those positions.

Students who publish student publications under University auspices have the right to be free of University censorship. Student editors may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the agency responsible for the appointment of such editors.

UAQU does not require a student group or organization to register and be approved by the University. Student groups and organizations must comply with UAE federal and local laws, as well as University policies.

A student group or organization may be authorized to use University facilities for extracurricular activities, subject to the procedures established by the Head of Students Support Services.

f. Right to Contribute to University Governance and Curriculum

Students have the right to contribute to the making of institutional policy generally affecting their social or academic affairs. Students have the right to participate in the formation of standards of student conduct and the student disciplinary procedures by serving as members of appropriate committees such as the Student Affairs Committee.

Students have the right to be represented by a student government.

Students are also guaranteed the opportunity to participate in revision and improvements of curriculum through service on curriculum committees.

10.5.1.2 Students Responsibilities

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.

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, Monday 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 Relations

UAQU values every student both current and former students. It is in the interest of UAQU to maintain a close link with its former students. The

graduates of UAQU continue to be members of the UAQU family. The Alumni Association of UAQU is aimed at uniting and linking all former students of the University.

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

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

11.15 Sports Services

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

11.16 Student Satisfaction Rate

Section	Questions	University Average	College of Business Administration Average	College of Law Average	College of Mass Communication Average
Section one: University Staff	The staff are very helpful.	4.4	4.2	4.5	4.5
	The staff are knowledgeable.	4.4	4.2	4.5	4.4
	UAQU students' handbook is clear.	4.4	3.9	4.6	4.3
	Section one Average	4.4	4.1	4.5	4.4
Section Two: Information	Laboratory staff are helpful.	4.4	4.1	4.5	4.3

Technology Services	The labs are well equipped with computers.	4.1	3.8	4.2	4.1
	The computers are well installed with software.	4.1	3.9	4.2	4.1
	Satisfied with the space provided in the computer lab.	4.0	3.9	4.0	3.9
	Satisfied with the visual media provided (Projector).	4.1	3.5	4.2	4.2
	Satisfied with the processing speed of the computers.	4.1	3.8	4.3	4.1
	Satisfied with the internet speed inside the campus.	3.9	3.4	4.0	4.0
	Satisfied with allocation of computers.	4.0	3.7	4.0	4.0
	Satisfied with cleanliness in the Computer Labs.	4.1	3.7	4.2	4.2
	Section two Average	4.1	3.8	4.2	4.1
Section Three: Student Support Services	The staff are helpful.	4.4	4.0	4.4	4.5
	Satisfied with the lectures and workshops focusing on the social and psychological aspects of the students.	4.3	3.9	4.4	4.4
	Satisfied with the recreational and scientific trips.	4.2	4.0	4.1	4.3
	Satisfied with the availability of dining places.	3.7	3.4	3.9	3.6
	Satisfied with the sports activities.	3.8	3.6	4.0	3.7
	Satisfied with the national activities and events that serve the students like the Open Day and the National Day events...etc.	4.3	3.9	4.4	4.4
	Section three Average	4.1	3.8	4.2	4.2
Section Four: Library Resource Center	Satisfied with the staff services at the library.	4.5	4.1	4.5	4.5
	Satisfied with the library orientation program.	4.4	4.0	4.5	4.5
	Satisfied with the adequacy of the textbooks.	4.4	4.0	4.5	4.3

	Satisfied with the adequacy of the reference books.	4.4	4.1	4.6	4.4
	Satisfied with the adequacy of the printed journals.	4.4	3.9	4.5	4.3
	Satisfied with the training provided by the library.	4.4	4.1	4.5	4.4
	Satisfied with database (e-journal) provided by the library.	4.4	4.0	4.5	4.5
	Satisfied with database) e-reference(provided by the library.	4.4	4.0	4.5	4.4
	Satisfied with the library borrowing policies.	4.3	4.0	4.5	4.3
	Satisfied with learning atmosphere at the library.	4.3	4.1	4.4	4.2
	Section four Average	4.4	4.0	4.5	4.4
Section Five: Finance Services	Satisfied with finance department services.	4.2	3.8	4.1	4.4
	Satisfied with how fast is the completion of financial services.	4.3	3.9	4.3	4.4
	Satisfied with the cashier services.	4.3	3.8	4.2	4.4
	Section five Average	4.3	3.8	4.2	4.4
Section Six: Administrative Services	Satisfied with the parking space.	3.4	3.3	3.6	3.2
	Satisfied with answering the incoming telephone calls.	3.9	3.4	4.0	3.9
	Satisfied with handling emails.	4.2	3.6	4.4	4.3
	Satisfied with the cleaning services.	4.2	3.9	4.3	4.1
	Section six Average	3.9	3.6	4.1	3.9
Section Seven: Registration Services	The registration staff are helpful.	4.3	3.6	4.4	4.6
	Satisfied with the time needed to complete my request.	4.2	3.7	4.3	4.2
	Satisfied with the service provided by the admission officer at the time of admission.	4.3	3.6	4.4	4.4
	Satisfied with the final exams	4.1	3.6	4.3	4.0

arrangements (final exam timetable, exam classrooms...etc).				
Satisfied with issuing the letters.	4.3	3.6	4.4	4.3
Section seven Average	4.2	3.6	4.4	4.3

12. EDUCATIONAL PROGRAMS AND CURRICULA

12.1 Qualification Framework Emirates (QF Emirates)

UAQU programs are aligned to the national qualification framework (QFE) of the UAE, The QFE uses a ten-point scale to differentiate between the level of qualifications and their associated titles. The table below shows the ten levels and their associated qualification titles for Vocational, Higher, and General education.

“ Level	Generic Nomenclature	Principal Qualification titles used in the QF Emirates (each with its own profile)		
		Vocational Education and Training (VET)	Higher Education (HE)	General Education (G12-GE)
10	Doctoral Degree	-	Doctoral	-
9	Master Degree	Applied Master	Master	-
8	Graduate Diploma	Applied Graduate Diploma	Postgraduate Diploma	-
7	Bachelor Degree	Applied Bachelor	Bachelor	-
6	Diploma	Advanced Diploma	Higher Diploma	-
5	Diploma / Associate Degree	Diploma	Associate Degree	-
4	Certificate	Certificate 4	-	Secondary School Certificate (G 12)
3	Certificate	Certificate 3	-	TBA
2	Certificate	Certificate 2	-	-
1	Certificate	Certificate 1	-	-

Qualification Framework Emirates (QF Emirates)

The alignment of UAQU programs with QFE levels is shown in the below table:

Alignment of UAQU programs with QFE levels

Degree	College	QFE Level	Required Chrs
Bachelor	College of Law	7	132
Bachelor	College of Mass Communication	7	126
Bachelor	College of Business Administration	7	120

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

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 (Two 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)

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 as a whole.

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:

Knowledge:

- A1. Demonstrate understanding of social, cognitive, and personal variables from research and experience in second language acquisition (SLA).
- A2. 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.

- A3. Recognize and make distinctions between alternative analyses of empirical data at one or more levels of linguistic analysis.
- A4. Illustrate knowledge and understanding of literary classics, canon, genres, as well as interdisciplinary approaches to the study of.
- A5. Show knowledge and understanding of the different translation genres and styles.
- A6. 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.

Skills:

- B1. Collect, synthesise and utilise material from a variety of sources in both oral and written contexts.
- B2. Describe and apply core analytical concepts used in linguistic analysis, namely, phonetics, phonology, morphology, syntax, semantics.
- B3. Interpret and analyze a text using different approaches from literary, rhetorical and/or linguistic theories.

Competency

Autonomy and responsibility

- C1.1. Communicate fluently and accurately in spoken and written English using appropriate English vocabulary, grammar, and discourse.
- C1.2. Translate different texts, be they literary or scientific.

Role in context

- C2.1. Collaborate and work co-operatively with interpreting group members and/or others.
- C2.2. 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.

Self-development

C3. Produce critical interpretations and analysis of literary texts with attention to language.

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	3
	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
				15
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 College Objectives

الهدف الرئيسي الأول:

التأسيس لتجربة اعلام تعليمية لطلاب الاتصال وفقا لمعايير التميز والابتكار .

الأهداف الفرعية

- 1.1. توفير فرص التعلم للطلاب من خلال الاعتماد على الأساليب التفاعلية وموارد المتعددة الوسائط الحديثة.
- 1.2. الحفاظ على نظام قوي لبرامج التقويم لضمان استدامتها وفق معايير متميزة.

الهدف الرئيسي الثاني :

تشجيع التواصل التشابكي مع المؤسسات الاعلامية في دولة الامارات لتبادل الخبرات و المعرفة.

الأهداف الفرعية

- 2.1. استكشاف فرص التدريب لطلاب الاعلام في مؤسسات الإعلام والاتصال في دولة الامارات.
- 2.2. تقديم خدمات استشارية لوسائل الاعلام الحكومية والخاصة في جميع أنحاء الامارات العربية المتحدة.
- 2.3. إطلاق مشاريع توعية إعلامية بالتعاون مع مؤسسات ذات صلة في منطقة الخليج.

الهدف الرئيسي الثالث:

إنشاء بيئة علمية وبحثية أصلية تعزز التفوق في مجال البحوث والدراسات الإعلامية

الأهداف الفرعية

- 3.1. توفير حوافز لأعضاء هيئة التدريس النشطين في مجال البحوث والدراسات الإعلامية.
- 3.2. لتشجيع أعضاء هيئة التدريس والطلاب على المبادرة في إطلاق مشاريع بحثية مشتركة مع المؤسسات الاعلامية المحلية.
- 3.3. تزويد أعضاء هيئة التدريس و الطلبة بموارد البحث المناسبة بالأشكال الالكترونية و التقليدية.

12.4.3 Bachelor of Arts in Mass Communication in Journalism (BAMCJ)

12.4.3.1 BAMCJ Goals

الأهداف الرئيسية والمباشرة لتخصص الصحافة

الهدف الرئيس (1)

إظهار القدرة على التعامل الاحترافي مع تقنيات الصحفية المختلفة في إنتاج مواد إعلامية مطبوعة.

الهدف المباشر

رفع مستوى الكفاءة التكنولوجية للطلبة باستخدام تقنيات التصوير والنشر الصحفي.

الهدف الرئيس (2)

إظهار القدرة على التعامل الاحترافي مع النصوص والمعلومات الصحفية جمعا وتحريرا وكتابة

ووضعها في الأطر الصحفية المناسبة.

الهدف المباشر

رفع مستوى الكفاءة الكتابية والتحريرية للطلبة من خلال أساليب احترافية لجميع المعلومات وتحويلها

لصيغ صحفية يمكن نشرها.

الهدف الرئيس (3)

إظهار كفاءة في توظيف المهارات الصحفية في خدمة القضايا المجتمعية.

الهدف المباشر

رفع مستوى تفاعل الطلبة مع القضايا الاجتماعية والثقافية والاقتصادية كموضوعات صحفية.

12.4.3.2 BAMCJ Program Learning Outcomes

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

A. المعارف :

يظهر فهماً رصيناً ومتكاملاً لمتطلبات العملية الاتصالية الشخصية	A1
يظهر فهماً واضحاً لنظريات الاتصال وتطبيقاتها الإعلامية.	A2

B. المهارات :

يطبق مبادئ الاتصال الشخصي الناجح في العروض التقديمية والنقاشات الصفية ومجموعات العمل	B1
يطبق مفاهيم التفكير التحليلي في بحوث الاتصال	B2
يجيد استخدام الحاسوب وبرمجياتها المتخصصة في العمل الصحفي	B3
يتقن جمع المعلومات الصحفية من مصادرها	B4

C. الكفاءة:

يظهر كفاءة في إعداد البحوث وفق منهجيات واضحة	C1
يظهر كفاءة في تحويل المعلومات إلى أخبار ومقالات وتحقيقات صحفية وتحريرها	C2
يطبق مبادئ العمل الصحفي تناول القضايا المجتمعية إعلاميا	C3

12.4.4 Bachelor of Arts in Mass Communication in New Media

12.4.4.1 Goals and Objectives

The Goals of the New Media Track are to:

الأهداف الرئيسية والمباشرة لتخصص الإعلام الجديد

الهدف الرئيس (1)

إظهار القدرة على التعامل الاحترافي مع تقنيات الإعلام الجديد في إنتاج مواد إعلامية تفاعلية.

الهدف المباشر

رفع مستوى الكفاءة التكنولوجية للطلبة باستخدام تقنيات التصوير والمونتاج وبناء المواقع والمدونات.

الهدف الرئيس (2)

إظهار القدرة على التعامل الاحترافي مع النصوص والمعلومات المطلوبة في الإعلام الجديد جمعا

وتحريرا وكتابة ووضعها في الأطر الفنية المناسبة.

الهدف المباشر

رفع مستوى الكفاءة الكتابية والتحريرية للطلبة من خلال أساليب احترافية لجميع المعلومات وتحويلها

لصيغ مناسبة في بيئة الإعلام الجديد.

الهدف الرئيس (3)

إظهار كفاءة في توظيف الإعلام الجديد في خدمة القضايا المجتمعية.

الهدف المباشر

رفع مستوى تفاعل الطلبة مع القضايا الاجتماعية والثقافية والاقتصادية كموضوعات في الإعلام الجديد.

12.4.4.2 Learning Outcomes

Upon completion of the New Media Major requirements, students should be able to:

A. المعارف :

يظهر فهماً رصيناً ومتكاملاً لمتطلبات العملية الاتصالية الشخصية	A1
يظهر فهماً واضحاً لنظريات الاتصال وتطبيقاتها الإعلامية.	A2

B. المهارات :

يطبق مبادئ الاتصال الشخصي الناجح في العروض التقديمية والنقاشات الصفية ومجموعات العمل	B1
يطبق مفاهيم التفكير التحليلي في بحوث الاتصال	B2
يتقن استخدام تجهيزات وبرامج MULTIMEDIA في الإعلام الجديد	B3
يتقن جمع المعلومات متعددة الوسائط	B4

C. الكفاءة:

يظهر كفاءة في إعداد البحوث وفق منهجيات واضحة	C1
يظهر كفاءة في تحويل المعلومات إلى أخبار ومقالات وتحقيقات صحفية وتحريرها	C2
يطبق مبادئ الإعلام الإلكتروني في تناول القضايا المجتمعية إعلامياً	C3

12.4.4.3 Bachelor of Arts in Mass Communication in Public Relations

12.4.4.3.1 Goals and Objectives

الأهداف الرئيسية والمباشرة لتخصص العلاقات العامة

الهدف الرئيس (1)

إظهار القدرة على التعامل الاحترافي مع أساليب إنتاج المواد الإعلامية للعلاقات العامة.

الهدف المباشر

رفع مستوى الكفاءة الإعلامي للطلبة في الجوانب الإنتاجية المختلفة.

الهدف الرئيس (2)

إظهار القدرة على تخطيط وتنظيم وإدارة الأنشطة والفعاليات المختلفة للعلاقات العامة.

الهدف المباشر

رفع مستوى كفاءة الطلبة في وضع الخطط وتنفيذها وتقييمها للأنشطة والفعاليات.

الهدف الرئيس (3)

إظهار كفاءة في توظيف قنوات الاتصال الداخلية والخارجية لخدمة أهداف المؤسسة.

الهدف المباشر

رفع مستوى تفاعل الطلبة مع تخطيط وتطوير قنوات اتصال عامودية وأفقية داخلية وبناء علاقات

اتصال مع المؤسسات الإعلامية وال جماهير الخارجية.

12.4.4.3.2 Learning Outcomes

Upon completion of the Public Relation Major requirements, students should be able to:

.A. المعارف :

يظهر فهماً رصيناً ومتكاملاً لمتطلبات العملية الاتصالية الشخصية	A1
يظهر فهماً واضحاً لنظريات الاتصال وتطبيقاتها الإعلامية.	A2

.B. المهارات :

يطبق مبادئ الاتصال الشخصي الناجح في العروض التقديمية والنقاشات الصفية ومجموعات العمل	B1
يطبق مفاهيم التفكير التحليلي في بحوث الاتصال	B2
يظهر فهماً رصيناً ومتكاملاً لمتطلبات العملية الاتصالية في سياق العلاقات العامة	B3
يطبق المبادئ النظرية في الكتابة للعلاقات العامة في الاتصال	B4

.C. الكفاءة:

يظهر كفاءة في إعداد البحوث وفق منهجيات واضحة	C1
يقوم بتخطيط وتنظيم أنشطة العلاقات العامة وفق معايير واضحة	C2.1
يضع خطة للاتصال الخارجي والداخلي في المنظمة	C2.2

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	Arabic Language for Media Purpose	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	Journalism History		3
Natural or physical sciences requirement (3 credits)			
GED 231	Man and the Environment		3
GED 233	Renewable and Sustainable Energy Resources		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 Methodology	COM 101	3
COM 223	Media Ethics and Legislations	COM 211	3
COM 237	Introduction to Political Science	COM 101	3
COM 251	Social Psychology	COM 101	3
COM 322	Translation	ENG 120	3
COM 323	Digital Photography	COM 101	3
COM 325	International Relations	COM 237	3
COM 329	Literary Artistic 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	Taste of Arts	COM329	3
COM432	phonetics and Public Speech	ARB 102	3

Elective Core Requirement

2 courses – 6 Credit Hours

Course Code	Course Title	Pre-requisite	Cr.H
COM 231	Media Organizations Management	COM 211	3
COM 232	Media and Development	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	Journalism Editing (1)	COM 101	3
JOU 233	Journalistic Advertising	COM 101	3
JOU 336	Electronic journalism and citizen journalism A/E	COM 101	3
JOU 334	Journalism Editing (2)	JOU 231	3
JOU 335	Journalistic 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 (Journalism)	Graduation semester	3
JOU 437	Internship (Journalism)	90 Hours	3
Total			27

New Media Concentration Requirements

9 courses – 27 Credit Hours

Course Code	Course Title	Pre-requisite	Cr.H.
NMD 232	Media Integration	COM 103	3
NMD 333	Writing for New Media	COM 103	3
NMD 336	Graphic design and infographics	NMD 333	3
NMD 334	Social Networking and Blogging A/E	NMD 333	3
NMD 431	Website Design	NMD 336	3
NMD 434	Digital Advertising A/E	NMD 334	3
NMD 430	Multimedia	NMD 336	3
NMD 435	Graduation Project (New Media)	Graduation Semester	3
NMD 437	Internship (New Media)	90 Hours	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	Protocol and Etiquette	PRN 333	3
PRN 432	Online Public Relations A/E	PRN 333	3
PRN 434	Organizing Activities and Events in Public Relations	PRN 335	3
PRN 435	Graduation Project (Public Relation)	Graduation semester	3
PRN 437	Internship (Public Relation)	90 Hours	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	None	3
	ENG	110	English (1)	None	3
	GED	100	Islamic Studies	None	3
	ARB	110	Arabic (1)	None	3
	MAT	100	Principles of Statistics	None	3
					15
Semester 2 (Level 2)	COM	101	Introduction to Journalism	None	3
	COM	102	Introduction to Public Relations	None	3
	COM	103	Introduction to New Media	None	3
	ENG	120	English (2)	None	3
			Social Sciences (1)		3
					15
Semester 3 (Level 3)	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methodology	COM 101	3
	ARB	102	Arabic Language for Media Purpose	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship	None	3
					18
Semester 4 (Level 4)			Free Elective		3
	COM	223	Media Ethics and Legislations	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 Artistic Criticism	ARB 102	3
	COM	352	Principles of Economics	None	3
	JOU	231	Journalism Editing (1)	COM 101	3
	JOU	233	Journalistic Advertising	COM 101	3
					15
Semester 6 (Level 6)	COM	431	Taste of Arts	COM329	3
	JOU	335	Journalistic Layout and Design	JOU 233	3
	JOU	336	Electronic journalism and citizen journalism A/E	COM101	3
	JOU	334	Journalism Editing (2)	JOU 231	3
			Free Elective		3
			Elective Requirement		3
					18
Semester 7 (Level 7)	COM	423	Political Geography	None	3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	JOU	437	Internship (Journalism)	90 Hours	3
			Elective Requirement		3
					15
Semester 8 (Level 8)	JOU	434	Specialized Journalism A/E	JOU 334	3
	JOU	435	Graduation Project (Journalism)	Graduation semester	3
	JOU	433	Investigative Journalism	JOU 334	3
	COM	432	phonetics and Public Speech	ARB102	3

	COM	422	Modern Arab History	None	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	None	3
	ENG	110	English (1)	None	3
	GED	100	Islamic Studies	None	3
	ARB	110	Arabic (1)	None	3
	MAT	100	Principles of Statistics	None	3
Semester 2 (Level 2)	COM	101	Introduction to Journalism	None	3
	COM	102	Introduction to Public Relations	None	3
	COM	103	Introduction to New Media	None	3
	ENG	120	English (2)	None	3
			Social Sciences (1)		3
					15
Semester 3 (Level 3)	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methodology	COM 101	3
	ARB	102	Arabic Language for Media Purpose	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship	None	3
					18
Semester 4 (Level 4)			Free Elective		3
	COM	223	Media Ethics and Legislations	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 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	431	Taste of Arts	COM329	3
	NMD	334	Social Networking and Blogging A/E	NMD333	3
	NMD	336	Graphic design and infographics	NMD333	3
			Core Elective Requirement (2)		3
					15
Semester 7 (Level 7)	COM	423	Political Geography	None	3
	COM	427	Public Opinion	COM 211	3
	COM	430	Crisis Management	COM 237	3
	NMD	431	Website Design	NMD336	3
	NMD	437	Internship (New Media)	90 Hours	3
					15
Semester 8 (Level 8)	NMD	430	Multimedia	NMD33 6	3
	NMD	434	Digital Advertising A/E	NMD 334	3
	NMD	435	Graduation Project (New Media)	Graduation semester	3
	COM	432	phonetics and Public Speech	ARB102	3
	COM	422	Modern Arab History	None	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	None	3
	ENG	110	English (1)	None	3
	GED	100	Islamic Studies	None	3
	ARB	110	Arabic (1)	None	3
	MAT	100	Principles of Statistics	None	3
					15
Semester 2 (Level 2)	COM	101	Introduction to Journalism	None	3
	COM	102	Introduction to Public Relations	None	3
	COM	103	Introduction to New Media	None	3
	ENG	120	English (2)	None	3
			Social Sciences (1)		3
					15
Semester 3 (Level 3)	COM	211	Communication Theories	COM 101	3
	COM	212	Research Methodology	COM 101	3
	ARB	102	Arabic Language for Media Purpose	ARB 110	3
	COM	237	Introduction to Political Science	COM 101	3
			Social Sciences (2)		3
	IEC	112	Innovation Creativity & Entrepreneurship	None	3
					18
Semester 4 (Level 4)			Free Elective		3
	COM	223	Media Ethics and Legislations	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 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	431	Taste of Arts	COM329	3
	PRN	334	Integrated Marketing Communications	PRN 333	3
	PRN	335	Media Production (Public Relations) A/E	PRN 333	3
	PRN	431	Protocol and Etiquette	PRN 333	3
					15
Semester 7 (Level 7)	COM	423	Political Geography	None	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
	PRN	437	Internship (Public Relation)	Hours 90	3
					15
Semester 8 (Level 8)	COM	422	Modern Arab History	None	3
	PRN	434	Organizing Activities and Events in Public Relations	PRN 335	3

	PRN	435	Graduation Project (Public Relation)	Graduation semester	3
	COM	432	phonetics and Public Speech	ARB102	3
			Core Elective Requirement (2)		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 College 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.
- 51 credits of Business Core Requirements.
- 33 credits of Concentration requirements
- 6 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.

12.5.4.2 Program Learning Outcomes in Accounting

Business Programme Learning Outcomes (PLOs) - Accounting	
Knowledge	
A1	Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness
A2	Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.
Skill	
B1	Research information to solve business problems and improve decision-making.
B2	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.
B3	Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
Competency	
Autonomy & Responsibility C1	
C1.1	Apply accounting techniques to measure, process and document accounting cycle activities of any economic entity
C1.2	Employ financial, costing and managerial accounting data to present meaningful national and international managerial reports for internal and external financial and investment decisions.
Role in Context C2	
C2.1	Analyze cost and cost behavior, depreciation methods and impact of taxes in the preparation and presentation of financial reporting statements for managerial decision-making.
C2.2	Compile the regular financial statements using International Accounting Standards
Self-Development C3	
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

Program Learning Outcomes (PLOs) - Finance and Banking	
Knowledge	
A1	Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness
A2	Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making
Skill	

B1	Research information to solve business problems and improve decision-making
B2	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
B3	Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
Competency	
Autonomy & Responsibility C1	
C1	Employ financial tools for investment proposal analysis and decision making
Role in Context C2	
C2.1	Analyze Islamic finance practices and profit sharing mechanism and their differences from conventional banking system
C2.2	Evaluate the operations of domestic and foreign financial markets.
Self-Development C3	
C3	Examine the risk and risk management practices in financial markets and portfolio management for individual investors.

12.5.6 Concentration in Human Resource Management

12.5.6.1 Program Learning Outcomes in Human Resource Management.

Program Learning Outcomes (PLOs) - Human Resource Management (HRM)	
Knowledge	
A1	Create written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness
A2	Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making
Skill	
B1	Research information to solve business problems and improve decision-making

B2	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
B3	Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
Competency	
Autonomy & Responsibility C1	
C1	Evaluate the effectiveness of HRM practices in supporting the strategic and operational needs of the organization in a competitive and global environment
Role in Context C2	
C2.1	Demonstrate the knowledge and skills needed to manage human resources effectively
C2.2	Demonstrate cultural awareness amongst employees by summarizing global human resource perspectives and policy.
Self-Development C3	
C3	Develop the interpersonal skills to function effectively in a diverse cross, functional environment

12.5.7 Graduation Requirements

The BBA program requires completing 123 credit hours to graduate. Of these 123 hours, 30 are General Education requirements, from which 24 are University compulsory requirements and 6 are electives; 6 credit hours are free electives. The remaining 87 hours are dedicated to the Core and Major requirements. These include 54 credit hours for Core Business requirements and 33 dedicated to the Business Major requirements, of which 27 are compulsory and 6 are electives. See tables below for details:

BBA Programs Structure

A minimum of 123 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	54	-	-	54
Major Requirement	27	6	-	33
Elective Requirements	-	-	6	6
Total	105	18		123

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
GED	160	Psychology in Everyday Life	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 51 credit hours provide students with a fundamental knowledge and understanding of the functional areas of different business disciplines, the behavior of organizations, and decision-making processes. More specifically, they encompass the foundation areas of business as defined by the Association for the Advancement of Collegiate Schools of Business-International (AACSB-International). They provide students with the fundamentals of accounting and information systems, an understanding of the economic, social, political, and legal environments in which businesses operates and business decisions are made, the necessary quantitative and analytical skills, a broad understanding of organizational behavior, development, and management of human resources; an appreciation of the ethical and global issues confronting business, as well as principles of leadership and team-building. The list of these courses is given in tables below.

Compulsory Core Business courses

18 Courses, 54 Credit Hours

Course Code	Course Title	Pre-requisite	Cr.H
ACT 191	Principles of Accounting I	None	3
ACT 292	Principles of Accounting II	ACT 191	3
ECO 251	Principles of Microeconomics	MTH 100	3
ECO 252	Principles of Macroeconomics	ECO 251	3
ENG 202	Business Communication	ENG 102	3
FIN 331	Managerial Finance	ACT 292	3
CIT 200	Introduction to Information Systems	CIT 100	3
LAW 231	Legal and Ethical Environment of Business	None	3
MGT 271	Principles of Management	None	3
OBV 290	Organisational Behaviour	MGT 271	3
BUS 380	Business Research Methods	QM 241	3
BUS 390	Internship	90 cr hours and not less than 2 GPA	3
MGT 476	Strategic Management (Capstone Course)	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

Course Code	Course Title	Pre-requisite	Cr.H
Total			54

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 401	Advanced Managerial Accounting	FIN331	3
ACT 405	Auditing	ACT 338	3
ACT 408	Global Accounting Standards	ACT338	3
ACT 410	Advanced Capital Budgeting	FIN 331	3
ACT 411	Government and Non-Profit Accounting	ACT 338	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 Management	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

12.5.8 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
	FIN	331	Managerial Finance	ACT 292	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
	OBV	290	Organisational Behaviour	MGT 271	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	396	Accounting Information Systems	ACT 292, CIT 200	3
	BUS	380	Business Research Methods	QM 241	3
			Free Elective (1)		3
Total					15
Semester 7			Accounting Specialization Elective (1)		3
	BUS	390	Internship	90 cr hours and not less than 2 GPA	3
	ACT	401	Advanced Managerial Accounting	FIN 331	3
	ACT	405	Auditing	ACT 338	3
	ACT	411	Government and Non-Profit Accounting	ACT 338	3
			Free Elective (2)		3
Total					18
Semester 8			Accounting Specialization Elective (2)		3
	ACT	408	Global Accounting Standards	ACT 338	3
	ACT	410	Advanced Capital Budgeting	FIN 331	3
	MGT	476	Strategic Management (Capstone Course)	Senior Standing	3
	BUS	360	Business Analytics	QM 241, CIT 100	3
Total					15
Total Cr. H.					123

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
	FIN	331	Managerial Finance	ACT 292	3
	LAW	231	Legal and Ethical Environment of Business		3
	MGT	271	Principles of Management		3
Total					15
Semester 5			Free Elective (1)		3
	OBV	290	Organisational Behaviour	MGT 271	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	436	Financial Derivatives	FIN 341	3
Total					15
Semester 8			Finance Specialization Elective (2)		3
	FIN	438	Portfolio management	FIN 341	3
	FIN	407	Risk & Insurance Management	FIN 331	3
	FIN	419	International Financial Management	FIN 341	3
	MGT	476	Strategic Management (Capstone Course)	Senior Standing	3
	BUS	360	Business Analytics	QM 241, CIT 100	3
Total					18
Total Cr. H.					123

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
	GED	180	Human Behavior and Socialization		3
Total					15
Semester 4	CIT	200	Introduction to Information Systems	CIT 100	3
	ECO	252	Principles of Macroeconomics	ECO 251	3
	FIN	331	Managerial Finance	ACT 292	3
	LAW	231	Legal and Ethical Environment of Business		3
	MGT	271	Principles of Management		3
Total					15
Semester 5			Free Elective (1)		3
	OBV	290	Organisational Behaviour	MGT 271	3
	MKT	290	Principles of Marketing	MGT 271	3
	QM	341	Business Statistics II	QM 241	3
	HRM	201	Human Resource Planning and Development	MGT 271	3
Total					15
Semester 6	IEC	111	Innovation Creativity & Entrepreneurship		3
	GED	160	Psychology in Every Day Life		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
Total					15
Semester 7			HRM Specialization Elective (1)		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
	BUS	390	Internship	90 cr hours and not less than 2 GPA	3
Total					15
Semester 8			HRM Specialization Elective (2)		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
	MGT	476	Strategic Management (Capstone Course)	Senior Standing	3

	BUS	360	Business Analytics	QM 241, CIT 100	3
Total					18
Total Cr. H.					123

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:

أهداف برنامج القانون:

الهدف	ت
بناء قاعدة علمية قانونية رصينة لدى طالب القانون في أصول القانون ومقاصده وفروعه.	1
إنشاء وتعزيز الجانب المهني التطبيقي للعلوم القانونية النظرية عند الطالب.	2
تطوير القدرات والمهارات الذهنية لطالب القانون.	3
كين الطالب من البحث القانوني (بمستوى البكالوريوس) وفق منهجية البحث العلمي.	4
غرس روح التعلم المستمر والمتجدد لدى طالب القانون.	5
تمكين الطالب من مهارات العمل المختلفة وإجادة استخدامها لرفع كفاءة أدائه الشخصي والمؤسسي.	6

12.6.3 Learning Outcomes

المعارف :

يعرف القواعد الأساسية للقانون وخاصة قانون دولة الإمارات العربية المتحدة.	A1
يوضح الاختلاف بين التشريعات المقارنة	A2

المهارات :

يفسر النصوص القانونية وفقاً لقواعد التفسير المختلفة.	B1
يستنبط الأحكام من النصوص القانونية	B2

الكفاءة:

يجيد استخدام التقنيات الحديثة في البحث العلمي الخاص في الدراسات القانونية.	C1
يصوغ العقود وصحائف الدعاوى والمذكرات والطعون القانونية	C2

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 135 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	93	9	-	102
Elective Requirements	-	-	3	3
Total	117	18		135

The University Requirements

8 courses, 24 credits

Course Code		Course Title	Pre-requisite	Cr.H
Mandatory University Requirements (24 credits)				
ENG	110	English (1)	None	3
ENG	120	English (2)	ENG 110	3
MAT	100	Principles of Statistics	None	3
CIT	100	Computer Concepts and Applications	None	3
GED	100	Islamic Studies	None	3
ARB	110	Arabic (1)	None	3
ARB	120	Arabic (2)	ARB 110	3
IEC	112	Innovation and 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
Group 2: Science (Compulsory course)				
GED	230	Introduction to Economic Science	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	Voluntary Sources of Obligation	PRIV 111	3
PRIV	114	Involuntary Sources of Obligation		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
PUBL	393	Public International Law	PRIV 111 + ENG 290	3
PRIV	121	Principles of Commercial Law	PRIV 114	3
PRIV	222	Companies Law and Bankruptcy A/E	PRIV 121 + ENG 290	3
PRIV	241	Law of Evidence and Implementation	PRIV 342	3
PRIV	252	Legal Research Methods	None	3
PRIV	215	Rules of Obligations	PRIV 114	3
PUBL	282	General Penal Law	PRIV 111	3
PUBL	283	Private Penal Law	PUBL 282	3
ENG	290	legal terminologies in English	ENG 120	3
PUBL	272	Public Finance and Financial Legislation	PUBL 171	3

Course Code		Course Title	Pre-requisite	Cr.H
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	Jurisprudence of Marriage and Divorce	PRIV 133	3
PRIV	342	Civil Procedures law	PRIV 215	3
PRIV	356	Commercial Arbitration	PRIV 342 + ENG 290	3
PRIV	419	Real Rights (Rights in Rem)	PRIV 317	3
PRIV	427	Banking Transactions	PRIV121	3
PRIV	428	Maritime and Air Law	PRIV 121	3
PRIV	434	Origins of jurisprudence	PRIV 133	3
PRIV	436	Inheritance and Wills	PRIV 335	3
PUBL	450	Criminal Procedures Law	PUBL 283	3
PRIV	497	Law and artificial intelligence	PRIV 317+ PUBL 283 + ENG 290	3
PRIV	453	Internship	PUBL 450 + PRIV 342	3
PRIV	454	Graduation Research	Student needs to complete (105) Hrs. or more.	3
Total				93

*** 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 and Penology	PRIV 111	3
PRIV	325	Intellectual Property Law	PRIV 121	3
PUBL	374	Environment Protection Law	PUBL 171 + ENG 290	3
PUBL	384	Special Penal Legislations	PUBL 282	3
PUBL	394	International Organisations	PUBL 393 + ENG 290	3
PRIV	429	Legal Regulation of E-Commerce	PRIV 317	3

Course Code		Course Title	Pre-requisite	Cr.H
PUBL	490	Consumer Protection Law	GED 230	3
PUBL	496	International Humanitarian Law	PUBL 393 + ENG 290	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 (1)	None	3
	ENG	110	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
	PRIV	252	Legal Research Methods	None	3
	Total				
Semester 2 (Level 2)	ARB	120	Arabic (2)	ARB 110	3
	ENG	120	English (2)	ENG 110	3
	PRIV	113	Voluntary Sources of Obligation	PRIV111	3
	PUBL	171	Principles of administrative law	PRIV111	3
	GED	100	Islamic Studies	None	3
Total					15
Semester 3 (Level 3)	MAT	100	Principles of statistics	None	3
	CIT	100	Computer Concepts and Applications	None	3
	PRIV	114	Voluntary Sources of Obligations	PRIV113	3
	PUBL	272	Public Finance and Financial Legislation	PUBL 171	3
	PUBL	282	General Penal Law	PRIV 111	3
Total					15
Semester 4 (Level 4)	PRIV	121	Principles of Commercial Law	PRIV114	3
	PRIV	215	Rules of Obligations	PRIV114	3
	PRIV	335	Jurisprudence of Marriage and Divorce	PRIV 133	3
	PUBL	283	Private Penal Law	PUBL 282	3
	ENG	290	legal terminologies in English	ENG 120	3
	IEC	112	Innovation and Entrepreneurship	None	3
Total					18
Semester 5 (Level 5)	PRIV	317	Nominate Contracts	PRIV 215	3
	PRIV	427	Banking Transactions	PRIV 121	3
	PRIV	342	Civil Procedures law	PRIV 215	3
	PRIV	316	Labor Law and Social Security	PRIV 114	3
	PUBL	393	Public International Law	PRIV 111 + ENG 290	3
	GED	230	Introduction to Economic Science	NONE	3
Total					18
Semester 6 (Level 6)	PRIV	356	Commercial Arbitration	PRIV 342 + ENG 290	3
	PRIV	241	Law of Evidence and Implementation	PRIV 342	3
	PRIV	318	Private International Law	PRIV 317	3
			Department elective courses (1)		3
	PUBL	450	Criminal Procedures Law	PUBL 283	3
			Department elective courses (2)		3
Total					18
Semester 7 (Level 7)	PRIV	497	Law and artificial intelligence	PRIV 317+ PUBL 283 + ENG 290	3
	PRIV	222	Company Law and Bankruptcy	PRIV 121+ENG290	3
	PRIV	436	Inheritance and Wills	PRIV335	3
	PRIV	419	Real rights (Rights in Rem)	PRIV317	3
			Department elective courses (3)		3
		University elective course (2)		3	

				Total	18
Semester 8 (Level 8)	PRIV	428	Maritime and Air Law	PRIV 121	3
	PRIV	434	Origins of jurisprudence	PRIV 133	3
	PRIV	453	Internship	PUBL 450 + PRIV 342	3
	PRIV	454	Graduation Research	Student needs to complete (105) Hrs. or more.	3
			Free elective Course (1)		3
					Total
				Total	135

13 Course Description

13.1 University Requirements - General Education

ARB 110 (1) اللغة العربية (1) 3-0-3

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

ARB 120 (2) مهارات الاتصال باللغة العربية (2) 3-0-3

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

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

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

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

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

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 اللغة الإنجليزية (1) 3-0-3

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 اللغة الانجليزية (2) 3-0-3

This course is a continuation of ENG110. All students should have passed level one. It also focuses on the basics of English grammar, especially the writing skill.

MAT 100 مبادئ الاحصاء 3-0-3

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

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

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 المدخل إلى تقنية المعلومات 2-2-3

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 الجداول وإجراء المعادلات الحسابية واستخدام وسائل العرض المختلفة.

GED 100 Islamic Studies 3-0-3

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

الثقافة الاسلامية

3-0-3

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

GED 110 UAE Society

3-0-3

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 as a whole.

GED 110 القانون والمجتمع

3-0-3

يتضمن هذا المساق التعريف بالقانون ، وضرورته ، ومقاصده ، وفروعه ، وأنواع القاعدة القانونية . وعلاقة القانون بالعلوم الاجتماعية الأخرى ، كعلم النفس ، والاجتماع ، والاقتصاد ، والسياسة . والتعريف بالحقوق وأقسامها ، وكيفية تنظيمه القانون للحقوق وممارسة أصحابها لها ، وحمايتها . وبيان مفهوم الجريمة ، وأنواعها ، وضرورة مكافحتها .

IEC 112 الابتكار وريادة الأعمال 3-0-3

يعتبر الإبداع، الابتكار وريادة الأعمال أدوات أساسية في العالم بما فيه الخليج العربي وتتطلب اكتساب مهارات وقدرات جديدة للاستفادة من الفرص في مختلف المجالات الاجتماعية والاقتصادية والثقافية . لذلك فقد تم وضع هذا المساق لتعزيز مفهوم الإبداع والابتكار وريادة الأعمال وتقديره. حيث سيتمكن الطالب من التعرف على الإطار النظري والاستخدام العملي و التطبيق في العالم

IEC 111 Innovation Creativity & Entrepreneurship 3-0-3

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

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

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 تاريخ الصحافة 3-0-3

التطور التاريخي للطباعة منذ جوتنبرغ وحتى اليوم، الصحافة وحرية التعبير في أوروبا وأمريكا الشمالية في القرن التاسع عشر، نشوء الصحافة العربية منذ بداية القرن التاسع عشر، التطور المهني للممارسة الصحفية، الوظائف التاريخية للصحافة في المجتمعات المعاصرة، التطور التكنولوجي للصحافة من الطباعة الورقية إلى النشر الإلكتروني، التشريعات والمواثيق الصحفية، نظم الصحافة في العالم والمنطقة العربية، مستقبل الصحافة في عصر الإنترنت.

GED 132 المدخل الى علوم القرآن والسنة 3-0-3

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

GED 140 Conceptual Physics

3-0-3

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

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 التفكير النقدي

3-0-3

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

GED 160 Psychology in Everyday Life

3-0-3

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 180 Human Behavior and Socialization

3-0-3

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 3-0-3 حقوق الإنسان في الإسلام والمواثيق الدولية

يشمل هذا المساق التعريف بالحقوق وأقسامه، وحقوق الإنسان، وموقعها بين الحقوق الأخرى، ومراحل تطورها ، وعالميتها، ووسائل حمايتها في المواثيق الدولية والشريعة الإسلامية .

GED 230 3-0-3 مدخل إلى علم الاقتصاد

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

GED 231 3-0-3 الإنسان والبيئة

يتناول هذا المساق المفاهيم البيئية، ومبادئها وعلى دور الأسرة في الإنسان على البيئة، ويستعرض المساق، المشاكل البيئية المختلفة، وأثر المشاكل البيئية على الأسرة والمجتمع

GED 233 3-0-3 مصادر الطاقة الجديدة والمتجددة

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 ، وأهميتها

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 semantic-syntactic equivalent, Contrastive generative grammar, Error analysis, inter language and contrastive generative grammar, Quantitative contrastive studies, Cognitive linguistics and contrastive studies, "Theoretical" and "applied" contrastive studies. It assists students to try to investigate differences between English and Arabic.

ENG 441 Translation of Literary Texts 3-0-3

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**

The course introduces students to accounting concepts, principles, and processes underlying the production of financial statements, and also analyses measurement and reporting of business transactions to users of financial statements

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

This course is a continuation of Principles of Accounting I and introduces students to accounting processes underlying the production of classified financial statements, and analyzes measurement and reporting of business transactions to interested users. Topics to be covered include: financial statements for merchandizing and manufacturing companies, inventories valuation, fraud, internal control, and cash, accounts receivables, plant assets and natural resources

CIT 200 Introduction to Information Systems **2-2-3**

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. n. The course also inculcates various techniques to adapt public speaking skills and to analyze the different audiences.

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

This course is designed to provide students with the necessary skills and knowledge on the theory and applied techniques needed to conduct an effective research for business decision making. 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. Successful completion of this course should be sufficient for students to undertake a research project.

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, Human Resource Management, 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 introduces managerial finance, with an emphasis on project evaluation. The course reviews important ideas from modern finance theory and application of the various financial tools needed for evaluating investment projects. Topics covered include the financial statement analysis, time value of money, estimating cash flows, accounting for risk, developing appropriate selection criteria, and valuing projects as real options. A major portion of the class effort is devoted to a case study of an actual project financed cogeneration facility. Students work in groups to prepare a presentation on its financial performance, including quantifying the risks it faces under changing circumstances.

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 Course)

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.

OBV 290 Organisational Behaviour

3-0-3

The Course provides a comprehensive analysis of individual and group behavior in organizations. The purpose is to enhance the understanding of

how organizations can be managed more effectively and at the same time enhance the quality of employees work life.

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.

BUS 360 Business Analytics 3-0-3

The course is an introduction to Business Analytics. It covers managerial statistical tools in descriptive analytics and predictive analytics, including regression. Other topics covered include forecasting, risk analysis, simulation, and data mining, and decision analysis. This course provides students with the fundamental concepts and tools needed to understand the emerging role of business analytics in organizations and shows students

how to apply basic business analytics tools in a spreadsheet environment, and how to communicate with analytics professionals to effectively use and interpret analytic models and results for making better business decision. The course emphasizes that business analytics is not a theoretical discipline: these techniques are only interesting and important to the extent that they can be used to provide real insights and improve the speed, reliability, and quality of decisions.

13.3.2 Accounting Concentration

ACT 337 Intermediate Accounting I

3-0-3

This course is the study of accounting principles and procedures essential to the preparation of financial statements with particular emphasis on the corporate firms. Topics of coverage include financial statements, current assets, inventory, property, plant, and equipment, and intangible assets. Moreover, the accounting student who seeks professional success in his or her career needs to understand both theory and practice in order to meet the challenges that await him or her in the future

ACT 338 Intermediate Accounting II

3-0-3

This course is a continuation of Intermediate Accounting 1 (ACT337). Students will learn how to apply some of the many accounting and economic concepts they have learned to the analysis of a company's financial position and performance as shown in published information, primarily focusing on financial statements. The topics covered include liabilities, contingencies, stockholders' equity, earnings per share, investments, revenue recognition, accounting changes and error correction, and full disclosure.

ACT 365 Cost Accounting

3-0-3

This course focuses on the accounting methods and procedures needed to design and control product cost systems. The main theme of this course is to help accounting students to develop the cost analytical skills they need to generate useful accounting numbers in different aspects such as cost allocation methods, activity-based system, job-order costing system, process costing system, standard costing system (variance analysis and performance evaluation techniques), and profit planning procedures.

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.

ACT 401 Advanced Managerial Accounting 3-0-3

The advanced managerial accounting course consist the essential tools that enhances a manager's ability to make effective economic and managerial decisions. This course teaches students how to extract and modify costs in order to make informed managerial decisions. Planning is covered by topics including activity-based costing, budgeting, flexible budgeting, cost-volume-profit analysis, cost estimating, and the costs of outsourcing. Control is covered by topics including standard costing, variance analysis, responsibility accounting, and performance evaluation

ACT 408 Global Accounting Standards 3-0-3

This course examines methods of international accounting concepts, practices, and issues. The syllabus covers the discussion related to accounting diversity, harmonization of financial reporting and auditing, International Financial Reporting Standards, comparative accounting, foreign currency translation, international taxation, transfer pricing and strategic accounting issues in multinational corporations.

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

This course covers financial accounting principles for governmental and not-for-profit organizations. The theory and techniques of accounting and financial reporting for public entities such as cities, counties, and states; as well as not-for-profit charities, universities, and hospitals will be studied. This course looks at accounting from the perspective of government and non-profit bodies and how to apply accounting principles and concepts to these entities in Gulf Region. The course also examines the differences and similarities between for profit organization and non-profit companies as well as government agencies in UAE

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
3-0-3

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.

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 409 International Accounting
3-0-3

This course aims to provide the student with the understanding that will enable him/her to examine and construe consolidated financial statements by local, multinational, and international corporations using generally accepted accounting principles. This course also aims to familiarize the student with international accounting regulations and certain concepts of worldwide accounting standards.

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.

13.3.3 Finance and Banking Courses

FIN 341 Corporate Finance

3-0-3

The goal of this course is to develop the analytical skills for making corporate investment with regard to the financial decisions and risk analysis. 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. The course also considers the operations and management policies of depository institutions that may support the students to acquire a practical knowledge of the banking operations and bank management.

FIN 347 Investment Management

3-0-3

The course provides the student with a theoretical and practical understanding in the field of investments, with topics in the study of financial markets, understanding performance evaluation and derivatives, arbitrage pricing, mutual funds and bond pricing and portfolios, interest rates, as well as ethical considerations in investments, 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 the US is the largest financial market in the world. 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. Understanding the economic

foundations of these intermediaries, in addition to the institutional instruments, and developing the analytical and research skills, will prepare the students not only for today's job market, but will also help to increase your educational flexibility in adapting to future changes.

FIN 361 Islamic Finance

3-0-3

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

FIN 407 Risk & Insurance Management

3-0-3

This course is a study of the tools and techniques for managing risk through the strategic attainment of insurance on behalf of corporation needs and assessments. Apply various financial and analysis tools to measure risk, total loss distribution, and ruin probability. This course covers the process by which insurance manages the risks and how individuals and organizations manage risk via insurance products. Students will explore the contractual aspects of insurance policies and attempt to understand how claims come into existence and are managed.

FIN 419 International Financial Management

3-0-3

This course delves into the vast array of international finance and the aspects and issues that affect a firm financially when doing business on an international basis. It provides students with an understanding of the financial tools as well as skills needed by organizations in international markets. Emphasizing broad concepts and real-world practices rather than extensive quantitative material, the course offers a concise introduction to international finance and provides a clear, conceptual framework for analyzing key financial decisions in multinational firms.

FIN 436 Financial Derivatives
3-0-3

This course is a study of the major types of derivatives, from swaps and options to forwards and futures, we look at using derivatives in various hedging and speculation trading, derivative pricing techniques. We also look at various market and credit issuer risks in derivatives, what are called "exotic derivatives, and other important aspects of derivatives. Financial derivatives allow a risk manager to mitigate or even eliminate unwanted risks company is facing, thereby allowing the company to focus on its comparative advantage. The course focuses extensively on the analytical aspects of derivative products and the practical applications of risk management tools in various contexts.

FIN 438 Portfolio Management 3-0-3

This is an advanced course designed as a comprehensive study of primarily institutional investment analysis and portfolio management. It will approach investment management as a rational decision-making process based on the theoretical foundation and best practice techniques of investments. The course is presented to help understand how the basic theories of managing a portfolio of financial assets within the risk–return framework will be addressed. The course emphasizes portfolio management as a dynamic process in which the concepts from security analysis are factored into the dynamics of strategic and tactical investment decision-making criteria. The course covers the formulation of appropriate investment portfolio objectives for a key institutional investor, and alternative techniques for achieving them.

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

ACT 365

Cost Accounting

3-0-3

This course focuses on the accounting methods and procedures needed to design and control product cost systems. The main theme of this course is to help accounting students to develop the cost analytical skills they need to generate useful accounting numbers in different aspects such as cost allocation methods, activity-based system, job-order costing system, process costing system, standard costing system (variance analysis and performance evaluation techniques), and profit planning procedures.

ACT 410 Advanced Capital Budgeting

3-0-3

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.

The objective of the course is to provide students with an understanding of the basic theories of corporate finance decision making and to provide students with the ability to apply these theories to numerical problems. Also this course will help students to passing professional exams such as CMA, CFA & CPA.

13.3.4 Human Resource Management Courses

HRM 201 Human Resource Planning and Development 3-0-3

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. Strategic human resources planning model is introduced and includes the following elements: organizational strategy, HRM strategy, environmental influences on HRM, job analysis, HR management systems, forecasting supply and demand. Various corporate strategies in today's workplaces are examined in conjunction with their significant effect on human resources planning. 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 301 managing Recruitment, Selection and Induction 3-0-3

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, thus, this course is intended to provide an understanding of recruitment and selection methods and processes as well as give you an opportunity to develop a critical approach to R&S and HRM. This critical approach is necessary because choosing whom to employ is an important way in which employers pursue their interests in the workplace, the course topics will assist the student to CIMA, CIPD HR Certificate.

HRM 303 Organisation Development and Change 3-0-3

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 304 Compensation Management 3-0-3

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 is guiding principles and Human Resources structure will be introduced and thoroughly discussed. This course balances theory and practice. The course will emphasize the strategic aspects of compensation and how the organization can achieve a sustainable competitive advantage through compensation policy/programs.

HRM 310 Performance Appraisal 3-0-3

This course is an in-depth study of various performance appraisal methods, benefits and challenges of various methodology, and alternatives to performance appraisals. It will help students to explain the appraisal process and what type of appraisals to conduct, how to prepare for own appraisal, and more. The course topics will assist the student to SHRM-CP, CIPD HR, SPHR Certificate

HRM 331 Human Resource Information System 3-0-3

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 401 Training and Development 3-0-3

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. This means covering some of the basic concepts of training/HRD, such as motivation and learning theory, needs assessment, and the evaluation of training. Different types of training programs will be examined, including orientation, skills training, team building, management development, organization development, and diversity training. The course topics will assist the student to SHRM-CP, CIPD HR, SPHR Certificate

HRM 410 Industrial Relations and labour Laws 3-0-3

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.

HRM 415 Strategic Global Human Resources Management 3-0-3

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 373 Special Topics in HRM 3-0-3

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. This is an upper level, advanced course, and will be conducted as a seminar. This means that each of you will be expected to contribute to class discussion on a regular basis.

HRM 390 Essential leadership skills for Managers 3-0-3

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 affect leadership practices.

HRM 420 HRM in Public Sector 3-0-3

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 Labor Laws in UAE and Gulf region. This course also helps you to develop an understanding of the public sector employment conditions in UAE.

13.4 Mass Communication

13.4.1 Core Courses

COM 101 مدخل إلى الصحافة

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، المبادئ الأخلاقية الصحفية، العناصر التكنولوجية في العمل الصحفي، الهياكل التنظيمية للمؤسسات الصحفية، القيم الأساسية للعمل الصحفي، الصحافة الإلكترونية وصحافة المواطن، نماذج وحالات دراسية.

COM 102 مدخل إلى العلاقات العامة

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 مدخل إلى الإعلام الجديد

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 نظريات الاتصال

3-0-3

نماذج التأثير الاتصالي والإعلامي في العالم. النظريات المعيارية في تفسير الظاهرة الاتصالية، النظريات البنوية 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 مناهج البحث العلمي

3-0-3

مقدمة في البحوث الاجتماعية والسلوكية، الأسس النظرية للبحوث الإعلامية، بحوث تحليل المضمون، بحوث المسح الميداني، استفتاءات الرأي العام، بحوث التجربة التطبيقية، بحوث تحليل الخطاب ومجموعات التركيز، إجراءات البحث العلمي في الإعلام والعلاقات العامة، التعريفات المفهومية والإجرائية للبحوث الاتصالية، أساسيات إحصائية في بحوث الإعلام والعلاقات العامة، تصميم الاستبانات وصحائف التفرغ، تحديد فئات تحليل المحتوى، نماذج تطبيقية وتدريبية.

COM 223 أخلاقيات الاعلام وتشريعاته

3-0-3

المعايير والأسس المعنوية والثقافية والاجتماعية والدينية لأخلاقيات الإعلام، المدارس الأخلاقية في حقل الإعلام، المبادئ الإنسانية والعالمية في أخلاقيات الإعلامن الأخلاقيات النسبية في الإعلام، ميثاق الشرف الإعلامي والصحفي في دولة الإمارات والمنطقة العربية، ميثاق الشرف الصحفي في العالم، الأسس التي تحكم قوانين وتشريعات الإعلام، قانون المطبوعات والنشر في الإمارات، قوانين الإعلام في الدول العربية، نماذج تشريعات إعلامية دولية، حالات دراسية

COM 231 إدارة المؤسسات الإعلامية

3-0-3

تعريف الإدارة، المدارس الكلاسيكية والحديثة في الإدارة، الخصائص العامم للمؤسسات الإعلامية مقارنة بالمؤسسات الأخرى، عناصر العملية الإدارية، تخطيط وتنمية الموارد البشرية، التخطيط الاستراتيجي في المؤسسات الإعلامية، مدخلات التخطيط الإستراتيجي، إدارة الإنتاج البرامجين إدارة العمل الإخباري، العناصر التكنولوجية في الإدارة، تقييم الخطط الإدارية، إدارة العلاقات مع المعلنين والجمهور والمؤسسات، نماذج وحالات دراسية

COM 232 الاعلام والتنمية

3-0-3

الأسس النظرية لدور الإعلام في التغير الاجتماعية، نظريات الحداثة والتبعية، نظرية المساندة الإعلامية، مفهوم الإعلام التنموي، دور الإعلام في تغيير المعرفة والاتجاهات والسلوكيات، الإعلام كقوة فاعلة في التكامل الاجتماعي والازدهار الاقتصادي، تجارب عملية في الإعلام التنموي في المجالات الصحية والتعليمية والبيئية.

COM 233 التسويق الاجتماعي

3-0-3

مفهوم التسويق، نظريات التسويق، التسوق التجاري والتسويق الاجتماعي، نظريات التسويق الاجتماعي، تسويق المفاهيم والقيم، وسائل التسويق الاجتماعي، حملات التسويق الاجتماعي، مراحل التسويق الاجتماعي، معوقات التسويق الاجتماعي، دراسة الجمهور المستهدف، تقييم جهود التسويق الاجتماعي، التسويق الاجتماعي في المجال الصحفي، التسويق الاجتماعي في المجال التربوي، التسويق الاجتماعي في المجال البيئي، التسويق الاجتماعي في المجال السكاني، حالات ونماذج دراسية.

COM 332 العلاقات العامة الدولية

3-0-3

تعريف العلاقات العامة الدولية، وظائف العلاقات العامة الدولية، عملية العلاقات العامة عبر الحدود، الأبعاد الثقافية والاجتماعية للعلاقات العامة الدولية، خصائص العلاقات العامة الدولية الناجحة، معوقات النجاح في العلاقات العامة الدولية، نظريات العلاقات العامة الدولية، حالات ونماذج دراسية للعلاقات العامة الدولية

COM 237 مقدمة في علم السياسة

3-0-3

تعريفات علم السياسة في العصور والمجتمعات المختلفة، أهمية علم السياسة في الحياة المعاصرة، مجالات العلوم السياسية وعلاقتها بالعلوم الأخرى، المناهج والطرق التي يمكن أن تستعمل في دراسة الظاهرة السياسية، علاقة علم السياسة بالعلوم الأخرى، النظم السياسية في العالم، حالات دراسية .

COM 251 علم النفس الاجتماعي 3-0-3

معالم علم النفس الاجتماعي، الذهن الاجتماعي، الإدراك الاجتماعي، التأثير الاجتماعي، الاتجاهات، الإقناع، العلاقات الشخصية، سلوك المساعدة، السلوك العدواني، الجماعات، علاقات الجماعات، حالات دراسية.

COM 322 الترجمة 3-2-2

الخصائص الأسلوبية للغتين العربية والإنجليزية، مفردات شائعة في الأخبار باللغتين العربية والإنجليزية، ترجمة الأخبار السياسية، ترجمة الأخبار الثقافية، ترجمة الأخبار الاقتصادية، ترجمة أخبار الحوادث والكوارث، تطبيقات عملية في الترجمة في قاعة الصف

COM 323 التصوير الرقمي 3-2-2

مفهوم التصوير الرقمي مقارنة بالتصوير التماثلي، مكونات الكاميرا الرقمية: العدسة، فتحة الضوء، بطاقة البيانات، جهاز تحويل الضوء إلى صورة، أنواع وصيغ الصور الرقمية وخصائصها، التعامل الرقمي مع الصور في برمجيات الحاسوب، المؤثرات الرقمية في الصور، أدوات برنامج فوتوشوب، تطبيقات عملية

COM 325 العلاقات الدولية 3-0-3

تعريف العلاقات الدولية، نظريات العلاقات الدولية، الترابط بين السياسة الداخلية والخارجية، السياسة الدولية، التنظيم والنظام الدولي، التطور التاريخي للعلاقات الدولية، النظرية السياسية والنظرية الدولية، العلاقات الدولية في عصر العولمة، الدبلوماسية التقليدية والعامّة، حالات ونماذج دراسية.

COM 329 النقد الأدبي والفني 3-0-3

تقديم النقد في التراث الأدبي والفني، عناصر النقد الأدبي والفني في أشكال التعبير المختلفة، العناصر الفنية للنقد في وسائل الإعلام والسينما، العناصر الفكرية للنقد، إعداد تقارير النقد الفني، النقد الأدبي والفني كعمل إبداعي، ربط النقد الفني والأدبي بالنقد الإعلامي. حالات ونماذج تطبيقية

COM 431 التذوق الفني 3-2-2

تتناول المادة أسس وعناصر العمل الفني وألية تحليله. وكيفية تذوقه ، و وسائل 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.

COM 432 الصوتيات والإلقاء 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 فن الإلقاء الإذاعي، والتلفزيوني .سماته. الإلقاء. مواصفات الملقى البارِع والمتميز. أركان الإلقاء الجيد والممهر تقديم. وأساليبه ، طرق إلقاء النصوص و الأشكال البرمجية المختلفة وتقديمها بشكل جيد وأفضل أداء ممكن تدريبات وتطبيقات عملية تساعد الطالب على امتلاك مهارات فن الإلقاء

COM 334 الاعلان والتسويق

3-0-3

تعريف الإعلان كأداة من أدوات التسويق، الإعلان الصحفي والإذاعي والتلفزيوني والإلكتروني، أسس ومبادئ الاتصال الإعلاني، خصائص الإعلان الناجح، عملية الإنتاج الإعلاني، توظيف الإعلان في الحملات التسويقية، بناء الرسالة الإعلانية استناداً لحاجات الجمهور وخصائصه، العناصر الفنية والفكرية في الرسالة الإعلانية، صناعة الإعلان في العالم، نماذج وحالات دراسية

COM 352 مبادئ الاقتصاد

3-0-3

التعريف بعلم الاقتصاد ، النظم الاقتصادية: رأسمالي، اشتراكي وإسلامي ، العرض والطلب، المنافسة، والاحتكار ، الدخل القومي، النقود والبنوك، حالات دراسية ونماذج تطبيقية.

COM 422 تاريخ العرب الحديث

3-0-3

الفتح العثماني للبلاد العربية، نظام الحكم العثماني في الولايات العربية، والحركات الانفصالية في مصر وفلسطين ولبنان والعراق وليبيا وتونس ، الحركة الوهابية ، التدخل الأوروبي الحديث في الوطن العربي، السيطرة الأوروبية على البلاد العربية ، الحركات المناهضة للحكم العثماني في بلاد الشام والجزيرة العربية، بناء الدولة السعودية وثورة اليمن، حركة مقاومة الاستعمار في البلدان العربية حتى نهاية الحرب العالمية الأولى 1918م.

COM 423 الجغرافيا السياسية

3-0-3

المكونات السياسية والاقتصادية والاجتماعية للعلاقات الدولية من وجهة نظر جغرافية، العلاقات الدولية، السياسة الدولية، تأثير الجغرافيا على النزاعات بين الأمم نظرية هالفورد ماكيندر حول الأقاليم المفصلية في العالم، علاقة الجغرافية بالصراعات وتوزيع السلطة في الدول وعلى مستوى العالم، تطور مفهوم الجغرافيا السياسية عبر التاريخ، الجغرافيا السياسية والنزاعات الدولية والإقليمية الحديثة، الجغرافيا السياسية وتطور الاتصالات والمواصلات، نماذج وتجارب إقليمية وعالمية.

COM 427 الرأي العام

3-0-3

تعريفات الرأي العام ونماذجه ونظرياته. التطور التاريخي لمفهوم الرأي العام. أنواع ومستويات الرأي العام. أدوات ومنهجيات قياس الرأي العام. منهجيات تحليل اتجاهات الرأي العام. قياسات الرأي العام العالمية. دور الإعلام

في تشكيل الرأي العام. الرأي العام في عصر الإنترنت والشبكات الاجتماعية. قضايا محلية وعالمية في الرأي العام.
حالات دراسية

COM 430 إدارة الأزمات

3-0-3

تعريف الأزمة ومكوناتها وأنماط تشكلها، أنواع الأزمات التي تواجه الحكومات والمؤسسات: الأزمات المالية، الأزمات الأمنية، الأزمات الاقتصادية، الحوادث الكارثية، الكوارث الطبيعية، الأزمات السياسية. منهجيات التعامل مع الأزمات: المنهجية الوقائية، منهجية تخفيف الخسائر، أدوات التعامل مع الأزمات: الأدوات الأمنية، الاجتماعية، الإعلامية، الاقتصادية، نماذج لإدارات الأزمات مع التركيز على دور الإعلام في التعامل معها .

13.4.2 Journalism

JOU 231 (1) تحرير صحفي

2-2-3

عناصر الخبر، المقدمة والمتن والخاتمة، أسس ومعايير اختيار الأخبار في الصحف والإذاعة والتلفزيون، أسلوب الكتابة للصحف، أسلوب الكتابة للإذاعة والتلفزيون، أسلوب الكتابة للعلاقات العامة، كتابة البيانات الصحفية، أسلوب الكتابة للإعلام الإلكتروني، جمع الأخبار من المصادر وتحريرها، تدريبات كتابية في قاعة الدرس، نماذج من الكتابة الإعلامية.

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 وصولاً إلى التطبيقات الحديثة في 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 وأنواع الورق والأخبار والخامات والتقنيات الطباعية وتدريب الطلبة على ذلك على نماذج تطبيقية من خلال مجموعات عمل .

JOU 336 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 والأدوات 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 **تحرير صحفي (2)** **2-2-3**

يبني المساق على تحرير صحفي (1). تحرير المقالات الصحفية. تحرير المجالات. تحرير التقارير. تحرير التحقيقات الصحفية. تحرير الريبورتاجات. تحرير الأعمدة والإضاءات الصحفية. تطبيقات عملية في التحرير الصحفي.

JOU 335 **الإخراج الصحفي** **3-2-2**

مفهوم التصميم الجرافيكي والإخراج الصحفي، أسس الإخراج الصحفي، العناصر الفنية للإخراج الصحفي، الأدوات الفنية للإخراج الصحفي باستخدام برامج ADOBE ، مراحل الإخراج الصحفي، الإخراج الصحفي للصحف والمطبوعات المختلفة، تطبيقات عملية في الإخراج الصحفي في المختبر

JOU 433 **الصحافة الاستقصائية** **2-2-3**

مفهوم الصحافة الاستقصائية، أهداف وأدوات الصحافة الاستقصائية، التحقيق الصحفي كأهم أشكال الصحافة الاستقصائية، بنية التحقيق الصحفي، العناصر التحريرية والفنية للتحقيق الصحفي، التعامل مع مصادر المعلومات في التحقيق الصحفي، أنواع التحقيقات الصحفية، جمع المعلومات للتحقيق الصحفي، أنواع المعلومات التي يتضمنها التحقيق الصحفي، القيم الإخبارية التي تحكم التحقيق الصحفي، خطوات إعداد التحقيق الصحفي، المعايير المهنية والأخلاقية لإعداد التحقيق الصحفي، تطبيقات في المختبر

JOU 434 **الصحافة المتخصصة** **2-2-3**

تعريف الصحافة المتخصصة، أساليب الكتابة والتحرير في الصحافة المتخصصة، الكتابة الصحفية في المجال الأدبي والثقافي، الصحافة المتخصصة في المجال الاقتصادي، الصحافة المتخصصة في المجال البيئي، الصحافة المتخصصة في المجال السياسي، الصحافة المتخصصة في المجال الديني. نماذج تطبيقية وتدريبية عملية في المختبر.

JOU 435 **مشروع تخرج صحافة** **0-6-3**

يقوم الطالب تحت إشرافه أستاذ المساق بإعداد مشروع عملي وتطبيقي في مجال تخصصه الصحفي حيث يعرضه أمام لجنة متخصصة في نهاية الفصل لاعتماده بشكل رسمي من قبل الكلية .

JOU 437 تدريب ميداني صحافة

0-3-3

يقضي الطالب فصلا دراسيا كاملا بواقع 120 ساعة في التدريب الميداني في إحدى المؤسسات الصحفية من أجل التفاعل المباشر مع بيئة العمل المهني واكتساب مهارات عملية وفكرية حقيقية وبناء علاقات وظيفية مع قطاع الإعلام.

13.4.3 New Media Courses

NMD 232 الاندماج الاعلامي

3-0-3

تعريف الاندماج الإعلامي، تطور صناعة الاتصالات والحوسيب والإعلام، الاندماج الإعلامي في ملكية وسائل الإعلام، الاندماج الإعلامي في إنتاج المحتوى الإعلامي، الأبعاد الاقتصادية والسياسية والاجتماعية للاندماج الإعلامي، واقع الاندماج الإعلامي في دولة الإمارات والمنطقة العربية، المتطلبات الاقتصادية والمهنية والاجتماعية للاندماج الإعلامي، المنصات الإعلام الرقمي، حالات ونماذج دراسية.

NMD 333 الكتابة للاعلام الجديد

2-2-3

الخصائص الفنية للإعلام الجديد، المتطلبات الكتابية للإعلام الجديد، عناصر المحتوى الإعلامي في الإعلام الجديد، التفاعلية، الوسائط المتعددة، اللاخطية في الوصول للمعلومات، الفورية، الاختصار، الوضوح، الشخصية، تدريبات كتابية في المختبر

NMD 336 تصميم الجرافيك والرسوم المعلوماتية

2-2-3

العناصر الفنية والفكرية للتصميم الجرافيكي، والرسومات المعلوماتية وانواعها، نظريات التصميم، أدوات التصميم الجرافيكي من منظومة ADOBE، الأدوات الفنية لإنتاج الرسومات المعلوماتية، الخرائط والرسومات التوضيحية في الإنتاج، خصائص التصميم الجرافيكي الناجح، استخدامات التصميم الجرافيكي في المطبوعات والمحتوى الإلكتروني، الألوان والمناظر في التصميم، مراحل إعداد التصميم الجرافيكي، تطبيقات عملية وتدريبات في المختبر.

NMD 334 الشبكات الاجتماعية والمدونات

2-2-3

الواقع الافتراضي على الإنترنت، المجتمعات الافتراضية العامة والمتخصصة، مفهوم الشبكات الاجتماعية في الحياة الواقعية، مفهوم الشبكات الاجتماعية في الواقع الافتراضي، أنواع الشبكات الاجتماعية، خصائص التواصل الناجح عبر الشبكات الاجتماعية، وظائف الشبكات الاجتماعية، العناصر الفنية للشبكات الاجتماعية، الفيسبوك والتويتر واليوتيوب ولينكدإن، حالات ونماذج تطبيقية.

NMD 431 تصميم المواقع الالكترونية

2-2-3

تعريف التدوين والمدونة الإلكترونية، العناصر الفنية للمدونة الإلكترونية، أدوات إنتاج المدونات الإلكترونية، مواقع إنشاء المدونات الإلكترونية، توفير المحتوى للمدونات الإلكترونية، أنواع المدونات الإلكترونية ووظائفها، خصائص المدونات الإلكترونية الناجحة، تجارب عملية وتدريبات تطبيقية في المختبر

NMD 434 الاعلان الإلكتروني

2-2-3

تعريف الإعلان كأداة من أدوات التسويق. ثورة الاتصالات والإعلام الرقمي. الانترنت كمنصة للاتصال والترويج. عناصر الإعلان الإلكتروني. أدوات الإعلان الإلكتروني. الإعلان الإلكتروني التفاعلي. برمجيات إنتاج الإعلان الإلكتروني. مقارنة الإعلام الإلكتروني بالتقليدي. قياس تأثير الإعلان الإلكتروني في سلوك المستهلك. تطبيقات عملية.

NMD 430 الوسائط المتعددة

2-2-3

التطور الرقمي لوسائل الاتصال والمعلومات، تعريف الوسائط المتعددة كبوتقة انصهارية لعناصر متنوعة. الاندماج الإعلامي. العناصر الفنية للوسائط المتعددة. الفيديو والنصوص والصور والرسومات والصوت. استخدامات الوسائط المتعددة في مجالات الحياة المختلفة: الإعلام والتعليم والاقتصاد والدبلوماسية. تخطيط إنتاجات الوسائط المتعددة. أنواع الوسائط المتعددة. برمجيات إنتاج الوسائط المتعددة. نماذج وتطبيقات عملية

NMD 435 مشروع تخرج اعلام جديد

0-6-3

يقوم الطالب تحت إشرافه أستاذ المساق بإعداد مشروع عملي وتطبيقي في مجال تخصصه في الإعلام الجديد حيث يعرضه أمام لجنة متخصصة في نهاية الفصل لاعتماده بشكل رسمي من قبل الكلية.

NMD 437 تديب ميداني اعلام جديد

0-3-3

يقضي الطالب فصلا دراسيا كاملا بواقع 120 ساعة في التدريب الميداني في إحدى المؤسسات الإعلامية الرقمية أو التي لها نسخة رقمية على الشبكة من أجل التفاعل المباشر مع بيئة العمل المهني واكتساب مهارات عملية وفكرية حقيقية وبناء علاقات وظيفية مع قطاع الإعلام.

13.4.4 Public Relations Courses

PRN 232 الكتابة للعلاقات العامة

2-2-3

أساليب الكتابة للعلاقات العامة، كتابة البيانات الصحفية، كتابة إعلانات الخدمة العامة، كتابة المذكرات، كتابة الكلمات الخطابية، إعداد المواد المطبوعة والسمعية والبصرية للعلاقات العامة، عناصر الكتابة الناجحة للعلاقات العامة، نماذج تطبيقية وتدريبات عملية في المختبر

PRN 333 حملات العلاقات العامة

2-2-3

مفهوم الحملة الإعلامية، تخطيط حملات العلاقات العامة، تحديد أهداف الحملة، مراحل تنفيذ حملات العلاقات العامة، دراسة الجمهور المستهدف، اختيار وتوظيف قنوات الاتصال المناسبة، إعداد المواد الإعلامية ونشرها، تقييم نتائج حملات العلاقات العامة، بحوث تقييم الحملات الإعلامية، نماذج تطبيقية وتدريبية عملية.

PRN 334 3-0-3 الاتصالات التسويقية المتكاملة

تعريف الاتصالات التسويقية، الأسس النظرية للاتصالات التسويقية المتكاملة، تخطيط الاتصالات التسويقية، توظيف منهجيات التسويق في الاتصال الفاعل، توظيف الإعلانات التجارية وإعلانات الخدمة العامة، دراسة واقع الجمهور المستهدف، تحديد قنوات الاتصالات التسويقية، إدارة الاتصالات التسويقية، قياس تأثير الاتصالات التسويقية، نماذج تطبيقية وتدريبية عملية.

PRN 335 2-2-3 الانتاج الاعلامي للعلاقات العامة

تعريف الاحتياجات الإعلامية للمنظمات الحكومية والأهلية، إنتاج المواد المطبوعة للعلاقات العامة، إنتاج المواد السمعية والبصرية، إنتاج العروض التقديمية، إنتاج وبناء مواقع الإنترنت والشبكات الاجتماعية، المتطلبات الفنية والفكرية لإنتاج الموارد الإعلامية، شروط المواد الإعلامية الناجحة لبناء صورة المنظمة بين الجماهيري، تقييم المواد الإعلامية، نماذج تطبيقية وتدريبية عملية.

PRN 431 البروتوكول والالتكيت

3-0-3

مفهوم المراسم والبروتوكول في الأنشطة والمؤسسات الحديثة، أنواع البروتوكول، البعد الثقافي للبروتوكول، منهجيات البروتوكول والمراسم، أنواع الأنشطة البروتوكولية، بروتوكول الأنشطة الرسمية، بروتوكول الأنشطة غير الرسمية، إدارة الأنشطة البروتوكولية، نماذج تطبيقية

PRN 432 العلاقات العامة في الانترنت

2-2-3

الإنترنت كوسيلة اتصال في المنظمات الحكومية والأهلية، خصائص الاتصال عبر الإنترنت مقارنة بالاتصالات التقليدية، المواقع والبوابات الإلكترونية للمنظمات، المبادئ العامة للعلاقات العامة الافتراضية، السمات الأساسية للمرافق الافتراضية في العلاقات العامة، قنوات الاتصال مع الجمهور ووسائل الإعلام عبر البوابات الإلكترونية، توفير المواد الإعلامية على الشبكة، الخدمات الإلكترونية على الشبكة، دراسة اتجاهات الجمهور على الشبكة، نماذج تطبيقية وتدريبية عملية.

2-2-3 تنظيم الأنشطة والفعاليات **PRN 434**

الوظيفة الإدارية في العلاقات العامة. تعريف أنشطة وفعاليات العلاقات العامة. تخطيط الأنشطة والفعاليات. أنواع الأنشطة. المؤتمرات والندوات. اللقاءات المفتوحة. أنشطة تنمية وتطوير العلاقات مع المجتمع. أنشطة تطوير العلاقات مع الإعلاميين ووسائل الإعلام. اللقاءات مع الإعلاميين. الأيام المفتوحة والجولات الميدانية. الأحداث الخاصة. نماذج وتطبيقات عملية.

0-6-3 مشروع تخرج علاقات عامة **PRN 435**

Prerequisite: Graduation Semester

يقوم الطالب تحت إشرافه أستاذ المساق بإعداد مشروع عملي وتطبيقي في مجال تخصصه في العلاقات العامة حيث يعرضه أمام لجنة متخصصة في نهاية الفصل لاعتماده بشكل رسمي من قبل القسم الكلية

0-6-3 تدريب ميداني علاقات عامة **PRN 437**

Prerequisite: 90 credits

يقضي الطالب فصلا دراسيا كاملا بواقع 120 ساعة في التدريب الميداني في إحدى وكالات أو إدارات العلاقات العامة من أجل التفاعل المباشر مع بيئة العمل المهني واكتساب مهارات عملية وفكرية حقيقية وبناء علاقات وظيفية مع قطاع الإعلام والعلاقات العامة

13.5 Law Courses

2-2-3 مدخل لدراسة القانون **PRIV111**

- 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.

2-2-3 المصادر الإدارية للإلتزام **PRIV113**

يتناول هذا المساق تدريس موضوع " المصادر الإدارية للإلتزام في قانون المعاملات المدنية الإماراتي "، والمتتمثلة في 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 للإلتزام.

2-2-3 المصادر غير الارادية للالتزام PRIV114

يتناول هذا المساق تدريس موضوع " المصادر غير الإرادية للالتزام في قانون المعاملات المدنية الإماراتي " ، والمتمثلة في 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 منثني للالتزام ، والمتمثل في الإثراء بلا سبب وتطبيقاته ، أي قبض غير المستحق والفضالة ، وأيضاً دراسة القانون كمصدر مباشر للالتزام .

3-0-3 مدخل لدراسة الفقه الاسلامي PRIV133

يركز هذا المساق على دراسة المبادئ العامة للفقه الإسلامي، وخصائصه، وعلاقته بالشرائع السابقة والقوانين اللاحقة، والتعرف على القواعد الكلية التي تحكمه والمصادر التي يستقى منها، مع مرور تاريخي لتطوره وازدهاره وتجده، ونمو الحركة الفقهية في العصر الحاضر، والوقوف على أهم أعلامه، ودراسة بعض النظم الفقهية، نموذجاً تطبيقياً لما تقدم.

3-2-2 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 الرئيسية لأنظمة الحكم كالنظام البرلماني والنظام الرئاسي. ثم بيان النظام الدستوري لدولة الإمارات العربية المتحدة.

3-2-2 مبادئ القانون الإداري PUBL 171

يشتمل هذا المساق على ما يلي:

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، ترفيتهم، تأديبهم، وإنهاء خدماتهم. وتتضمن أيضاً دراسة العقد الإداري من حيث تعريفه وأركانه وإجراءات إبرامه والآثار المترتبة عليه.

3-2-2 Public International law PUBL 393

This course covers public international law, including its definition, historical development, characteristics, and sources (e.g., treaties, international

customs, and general principles). It also covers international legal personality, emphasizing the study of state, including its elements and recognition. Other topics taught include the peaceful settlement of international disputes, the law of the sea, and air and space law.

PRIV 121 مبادئ القانون التجاري 3-2-2

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.

PRIV 222 Companies Law and Bankruptcy 3-2-2

This course covers the provisions of commercial companies and bankruptcy in accordance with the law in the United Arab Emirates. It starts with an introduction to the emergence and development of the idea of a company, definition of a company, a company's legal nature and types of companies. Next, the provisions that apply to all types of commercial companies are considered. These provisions are termed as the general theory of the company and include the formation of the company, its corporate personality and its termination. The course also examines provisions related to companies according to their different types, namely, personal companies, such as joint liability companies, simple limited partnerships, limited liability companies (LLC), public joint stock companies (PJSC) and private joint stock companies. The legal provisions of bankruptcy, including the declaration of bankruptcy and its effects, the legal provisions of the bankruptcy administration, the legal position of the bankruptcy trustee and the end of the case of bankruptcy, are also discussed.

3-2-2 التنفيذ الجبري PRIV 241

يتضمن هذا المساق التعريف بالتنفيذ الجبري وأنواعه والقائمين عليه، وتبيان وسائل حث المدين على التنفيذ، والتعريف بالسند التنفيذي وأنواعه وصوره وشروطه الموضوعية والشكلية، ومبدأ الضمان العام وضوابطه، والتعريف بالحجز وأنواعه، وإجراءات التنفيذ الجبري وطرقه، والخصومة أمام محكمة التنفيذ وأحكامها، وإشكالات التنفيذ، وكيفية توزيع حصيلة التنفيذ.

3-2-2 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.

3-2-2 أحكام الالتزام والاثبات PRIV 215

يتناول هذا المساق تدريس موضوع " أحكام الالتزام في قانون المعاملات المدنية الإماراتي " ، والمتعلقة بتنفيذ الالتزام وأوصافه وانتقاله وانقضائه ، وذلك من خلال التعريف بالالتزام وأنواعه وأثر الالتزام من حيث بيان أنواع التنفيذ وشروطه وإجراءاته والوسائل المشروعة لحماية التنفيذ ، انطلاقاً من فكرة الضمان العام والدعوى غير المباشرة والدعوى البولصية ودعوى الصورية وحق الاحتباس والحجر على المدين المفلس ، فضلاً عن بيان أوصاف الالتزام ، المعلق على شرط والمضاف إلى أجل ، وتعدد أطراف الالتزام ، التضامن بين المدين والتضامن بين الدائنين ، وتعدد محل الالتزام ، وأسباب انقضاء الالتزام ، وذلك كله كدراسة نظرية تحليلية للقواعد القانونية ، معززة بالتطبيقات القضائية . وكذلك يشمل التوصيف التعريف بقواعد الاثبات الخاصة مثل: الكتابة والشهادة واليمين والخبرة والقرائن على خمسة فصول على النحو الآتي:

1. تنفيذ الالتزام.
2. وسائل حماية التنفيذ.
3. أوصاف الالتزام.
4. انقضاء الالتزام بغير التنفيذ.
5. النظرية العامة للاثبات

3-2-2 قانون العقوبات العام PUBL 282

يتناول هذا المساق 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.

PUBL 283 قانون العقوبات الخاص 3-2-2

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

ENG290 Legal Terminologies in English 3-0-3

This course concerns the study of legal terminologies in the English language through defining the law, determining types of legal rules, reviewing sources of law, defining rights and studying judicial principles.

PUBL 272 المالية العامة والتشريع الضريبي 3-2-2

يشتمل هذا المساق على دراسة الميزانية العامة، النفقات العامة، الإيرادات العامة مثل الرسوم والقروض والضرائب، التشريعات المنظمة للأعمال المصرفية في الدولة، التشريعات المنظمة للاستثمار والتشريعات المنظمة للجمارك.

PRIV 316 قانون العمل والتأمينات الاجتماعية 3-2-2

يشتمل المساق على قسمين:

1. قانون العمل: ويتضمن التعريف بقانون العمل، وبيان ضوابط استخدام العمال، عقود العمل الفردية والجماعية، الأجور، ساعات العمل، الإجازات، سلامة العمال ووقايتهم ورعايتهم الصحية، التعويض عن إصابات العمل والأمراض المهنية، أسباب انتهاء عقد العمل وحقوق العامل عند انتهاء عقده، التفتيش، التدريب ومنازعات العمل الجماعية.
2. الضمان الاجتماعي: ويشتمل على بيان حقوق العامل في الضمان الاجتماعي في حالات الشيخوخة والعجز وعند الحاجة والتكبات.

PRIV 317 العقود المسماة 3-2-2

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 المقاولَة - عقد الايجار - عقد الوكالة). ويحدد احد هذه العقود مع العقد الأساسي وهو عقد البيع من قبل مجلس الكلية في بداية كل عام دراسي.

PRIV 318 القانون الدولي الخاص 3-2-2

يشتمل هذا المساق على بيان الحاجة إلى تطبيق القانون الأجنبي على الوقائع التي تعرض على المحاكم الوطنية، والقواعد التي تحكم هذا المجال، وهو ما يعرف بتنازع القوانين. ثم بيان القواعد القانونية التي تحكم تحديد الاختصاص القضائي، وكذلك تنفيذ القرارات الصادرة من المحاكم الأجنبية وكذلك يتناول هذا المساق الجنسية والموطن وطرق اكتساب الجنسية وأسباب فقدها والمقصود بالأجنبي ومركز الأجانب والحقوق التي يتمتع بها الأجنبي والتزاماتهم.

PRIV 335 الأحوال الشخصية (الزواج والطلاق) 3-2-2

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.

PRIV 342 قانون الإجراءات المدنية 3-2-2

يتضمن هذا المساق التعريف بقانون الإجراءات المدنية وأهم مبادئه، التنظيم القضائي في دولة الإمارات العربية المتحدة وأنواع المحاكم واختصاصاتها، رجال القضاء وحصاناتهم ومسؤولياتهم ومعاونتهم، نظرية الدعوى والإعلان القضائي، ونظرية الخصومة، والأحكام والأوامر القضائية، وطرق الطعن القانونية.

PRIV 356 Commercial Arbitration 3-2-2

This course examines international commercial arbitration, including its definition, stating its legal nature and distinguishing it from mediation, expertise and negotiation. It also covers the statement of the legal provisions of arbitration agreement, including the conclusion of arbitration

agreement, necessary elements for this conclusion, types of arbitration agreement, tribunal of arbitration, appointment of arbitrators, arbitral proceedings, arbitral award and enforcement of the arbitral award.

3-2-2 PRIV 419 الحقوق العينية الاصلية والتبعية

ينقسم هذا المساق إلى قسمين رئيسين، هما :-

1. الحقوق العينية الأصلية: وتشتمل دراسة حق الملكية بوجه عام: (تعريف حق الملكية، خصائصه، عناصره، نطاقه، قيوده، والملكية الشائعة وملكية الطبقات، وأسباب كسب الملكية، والحقوق المتفرعة عن الملكية).
2. الحقوق العينية التبعية: وتشتمل دراسة الرهن التأميني، والرهن الحيازي، وحقوق الامتياز.

3-2-2 PRIV 427 العمليات المصرفية والاوراق التجارية

تتضمن دراسة هذا المساق أربعة طوائف رئيسة من العمليات المصرفية. ينطوي 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 كما يتناول الوصف تعريف الأوراق التجارية وخصائصها والانواع التي وردت في قانون المعاملات الاتحادي وهي: الكمبيالة والشيك والسند الاذني ومعرفة احكام كل منهما والتزام الموقعين عليها وتداولها وقبولها ووفاء قيمتها وكيفية رجوع الحامل على الملتزمين بالورقة التجارية وسقوط الدعوى عنها بالتقادم.

3-2-2 PRIV 428 القانون البحري والجوي

تتضمن دراسة هذا المساق مقدمة في التعريف بالقانون البحري وبيان خصائصه ومصادره ونطاق تطبيقه، تليها دراسة الأحكام القانونية للسفينة باعتبارها أداة الملاحة البحرية وتشمل تعريف السفينة وتحديد طبيعتها القانونية وحالتها المدنية ونظامها الإداري والقانوني. كما تشمل الدراسة في هذا المساق التعرف بأشخاص الملاحة البحرية وأهمهم مالك السفينة ومجهزها وربان السفينة وطاقمها البحري والبري. ويدخل ضمن المساق أيضا عقود الاستثمار البحري وينطوي تحتها مشاركات إيجار السفن - مجهزة أو غير مجهزة - سواء لفترة زمنية أو لرحلة أو عدة رحلات وعقد النقل البحري - للبضائع والأشخاص - بمقتضى سند الشحن البحري و البيوع

البحرية سواء في ميناء القيام أو في ميناء الوصول. ويدخل في هذا الإطار 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 ملاحية جوية من حيث تعريفها وطبيعتها ونطاقها القانوني ويشتمل كذلك على رهن الطائرة وحقوق الامتياز الوارد عليها والحجز التحفظي والتنفيذي على الطائرة وكذلك يشتمل التوصيف على عقد ايجار الطائرة وعقد النقل الجوي وسند الشحن الجوي وبياناته والتزامات الناقل الجوي ومسؤوليته.

3-2-2 أصول الفقه PRIV 434

يتضمن هذا المساق التعريف بقواعد أصول الفقه التي أمر المشرع القانوني وجوباً في مطلع قانون المعاملات المدنية بإعمالها لفهم النص وتفسيره وتأويله وبيان دلالاته، وكيفية استعمال تلك القواعد استعمالاً سليماً للكشف عن الحكم ومراد المشرع. ويلزم من ذلك التعريف بمعنى الحكم وعناصره، وأنواع دلالات النصوص على المعاني والأحكام، ومراتبها باعتبار الوضوح والخفاء أو الغموض .

3-2-2 الموارث 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.

3-2-2 قانون الإجراءات الجزائية PUBL 450

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) .

3-2-2 Law and artificial intelligence PRIV 497

This introductory course examines the law of artificial intelligence, including the definition of artificial intelligence and its types. It also covers legal personality and artificial intelligence, artificial intelligence and privacy, artificial intelligence and data protection, civil liability and artificial intelligence, criminal liability and artificial intelligence, and administrative

liability and artificial intelligence. It also examines artificial intelligence in international law and artificial intelligence in the judicial system.

PRIV 453 3-2-2 التدريب العملي

يتناول هذا المساق تدريب الطلبة عملياً على ما تم دراسته من مساقات القانون المختلفة، وبخاصة كيفية كتابة صحائف الدعاوى والعرائض والشكاوى، وكتابة المذكرات والطلبات العارضة والدفع، وإنشاء الأحكام القضائية وصياغة صحائف الطعون المختلفة، وإعداد الاستشارات القانونية الخطية، وصياغة العقود، والتدريب على المرافعات الشفوية من خلال برنامج تدريب داخلي يتضمن ورش عمل و التدريب على المحكمة الصورية المعدة، وبرنامج تدريب خارجي يتضمن من خلال المحاكم والنيابة العامة ودور التوقيف وغيرها من الدوائر القضائية وما يرتبط بها.

PRIV 454 3-0-3 بحث التخرج

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 مشرقه الأكاديمي والذي يتبعه 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.

PUBL 281 3-0-3 علم الاجرام والعقاب

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.

PRIV 325 قانون الملكية الفكرية 3-2-2

يتناول هذا المساق تدريس موضوع "المصادر الإرادية للالتزام في قانون المعاملات المدنية الإماراتي"، والتمثلة في 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

PUBL 374 Environmental protection law 3-2-2

This course focuses on the definition of the environment and environmental pollution. It also examines the mechanisms used in determining environmental damage, law protection of environmental elements, combating radiation, noise and other pollutions, and criminal, civil and administrative sanctions that result from environmental pollution.

PUBL 384 تشريعات جزائية خاصة 3-0-3

يتناول 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.

PUBL 394 International organisation 3-2-2

This course covers international organizations, including definitions, historical development, and the legal position of employees. It emphasizes the United Nations and its specialized agencies, including the Economic and Social Council (ELOSEC), the Trusteeship Council, and the International Court of Justice (ICJ), focusing on the composition, accessibility, and jurisdiction of the ICJ. It also covers the aims and principles of regional organizations such as the Arab League and the Gulf Cooperation Council.

PRIV 429 التنظيم الالكتروني للتجارة الالكترونية 3-0-3

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 الإلكترونية وتحديد مفهوم الكتابة الإلكترونية والتوقيع الإلكتروني والحجية القانونية لكل منهما . يليه التعرف على الأحكام القانونية لتنفيذ عقود التجارة الإلكترونية وتشمل تسليم السلعة أو تقديم الخدمة محل العقد والوفاء الإلكتروني بالثمن أو الخدمة . وأخيرا التعرض إلى المسؤوليات القانونية التي يمكن أن تثار في إطار التعامل الإلكتروني وتتضمن مسؤولية مستخدم الانترنت ومسؤولية متعهد الوصول ومورد المعلومات.

3-2-2 قانون حماية المستهلك PRIV 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.

3-2-2 PUBL 496 International Humanitarian law

This course covers international organizations, including definitions, historical development, and the legal position of employees. It emphasizes the United Nations and its specialized agencies, including the Economic and Social Council (ELOSEC), the Trusteeship Council, and the International Court of Justice (ICJ), focusing on the composition, accessibility, and jurisdiction of the ICJ. It also covers the aims and principles of regional organizations such as the Arab League and the Gulf Cooperation Council.

14. Contact Information

Kindly contact us for any inquiries or clarifications any time between 07:30 and 15:30 from Monday to Thursday and Friday from 07:30 to 12:00.

We will be glad to address your queries and if required, arrange an appointment to meet you face to face.

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