



HORIZON UNIVERSITY
COLLEGE

Student Handbook

Bachelor of Business Administration
AY 2025-2026



OVERALL



ACADEMIC DEVELOPMENT



TEACHING



EMPLOYABILITY



FACILITIES



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Message from the President

It is with great pride that I welcome you to the Academic Year 2025–2026. This year marks a significant chapter in our journey reflecting our institution's ongoing transformation, bold aspirations, and unwavering commitment to academic excellence.

Our institution has always been a place where innovation meets purpose, and I am especially proud to share that we are now embarking on one of the most transformative transitions in our history: the relocation and rebranding of Skyline University College to **Horizon University College (HUC)** in the Emirate of **Ajman**, whereby all rights and obligations of SUC will be fully assumed by HUC. This strategic move places us at the heart of a dynamic academic and economic hub, offering greater access to regional industry partnerships, broader student engagement, and enhanced institutional visibility. While the location and name are evolving, the spirit, excellence, and values that define us remain unchanged.

Aligned with the UAE's vision for an *Educated, Skilled, and Resilient Society*, we are integrating **artificial intelligence (AI)** tools across our academic and administrative systems. AI is not merely a technological tool—it is a catalyst for inclusive, personalized, and efficient learning experience. Our continued investment in AI enables us to enhance our pedagogies, streamline operations, and ensure that our graduates are well-prepared for the evolving demands of the global workforce.

Our academic framework remains as rigorous and industry-responsive as ever. With programs that are globally benchmarked and locally relevant, we strive to provide every student with the tools, knowledge, and skills necessary to thrive. Our faculty, in partnership with students, are actively engaged in research, innovation, and meaningful community service—efforts that speak to our core values of upholding **Integrity and ethics, Mindful inclusion, Passion for excellence, Accountability and transparency**, continuous growth through **Collaborations and Transformations (I.M.P.A.C.T.)**."

To all students joining or continuing their academic journey with us this year, I extend my warmest welcome. You are part of a community that is growing, evolving, and leading change in higher education. I encourage you to seize every opportunity, engage deeply, and shape your path with purpose.

I encourage you to go through this student handbook and explore our website www.hu.ac.ae to learn about the programs and opportunities that await you at HUC.

Prof. Mohammad In'airat
President

**Message from the Dean - SOB**

Welcome to School of Business of Horizon University College, Ajman!

School of Business is nurturing academic excellence in management education for the past 35 years as founding school of the Horizon University College, Ajman (formerly known as Skyline University College, Sharjah). The school offers Bachelor of Business Administration in Accounting, and Bachelor of Business Administration in six contemporary concentrations. These flag-ship programs of the school attract students from a range of academic backgrounds, professionals, nationalities, ethnicities and cultures. The school provides intellectually inspiring, socially vibrant and culturally stimulating ecosystem conducive for developing global managers and leaders.

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

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

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

Prof.(Dr.) Naseem Abidi
Dean – School of Business

HUC Vision

Our vision is of an internationally renowned institution that nurtures creativity, innovation, and sustainability of learners as global citizens and leaders in their fields.

HUC Mission

We will provide an ethical and inclusive ecosystem where academic and research excellence thrives, creativity & innovation flourish, and societal impact resonates through meaningful community engagement and collaborations. We commit to instilling a lifelong learning, and growth mindset within a framework of sustainability awareness.

HUC Purpose

a. Leading with Innovation

We will embrace innovation to continually transform the learning environment, to drive academic excellence and enhance student outcomes and the well-being of stakeholders. We will achieve academic innovation through the dynamic design and updating of curricula, integrating forward-thinking learning pedagogies, assessments, and cutting-edge research tools. Horizon University College will build a collaborative culture by developing meaningful partnerships with academic bodies, industry, government, and community leaders where innovation will be used to spark disruptive ideas and launch groundbreaking startups all the while prioritizing solid sustainability foundations.

b. Creating Impact

Our impact will be through community service initiatives empowered through objective-driven outreach, focusing on the underprivileged and people of determination with tailored services, training programs, and financial sponsorships. These efforts specifically target youth, women, and sports enthusiasts, fostering growth and opportunity. In parallel, our commitment to research excellence strives to produce impactful, solutions-oriented research that addresses social challenges, generates patents and intellectual property, and sparks entrepreneurial ventures led by students and alumni, while prioritizing sustainable development.

c. Learning for Life

Our institutional purpose is to cultivate a mindset of continuous learning, growth, and curiosity among students, alumni, faculty, and staff, ensuring they acquire relevant knowledge, explore new skills, and develop competencies throughout their engagement with Horizon University College. Our focus on personal fulfilment and professional development and the selection, creation, and delivery of academic programs will emphasize 21st-century skills through workshops, conferences, and courses which will nurture skills of self-reflection, curiosity, and goal setting. All faculty and staff will identify areas for personal improvement and establish personalized goals for their ongoing development. Every department will demonstrate a willingness to adapt and develop to meet the challenges of higher education.

HUC Strategic Goals and Objectives

Strategic Goal 1: Excellence in Academics

To deliver transformative learning experiences that promote academic excellence, student engagement, lifelong learning, and a commitment to sustainable practices in all areas of study.

i. Objective 1.1

Ensure our curriculum is regularly reviewed, updated and aligned with current industry trends, emerging fields, and academic developments.

ii. Objective 1.2

Recruit and retain high-quality faculty members, enhance teaching practices and innovative learning strategies through a comprehensive Faculty Development Framework

iii. Objective 2.1

Increase Student Engagement, Collaborative Research and Student Exchange activities

iv. Objective 2.2

Enhance student-centered Learning approaches

v. Objective 2.3

Offer Personalized Academic and Career Counseling for Student Success

Strategic Goal 2: Excel in Research & Innovation Impact

To establish the University as a leader in research and innovation, with a measurable impact on societal progress, industry development, and sustainable solutions to global challenges.

i. Objective 3.1

Enhance the quality and quantity of research publications by faculty & students.

ii. Objective 3.2

Foster interdisciplinary research initiatives.

iii. Objective 4.1

Promote Sustainable Research Initiatives:

iv. Objective 4.2

Promote a Culture of Innovation and Entrepreneurial Research

Strategic Goal 3: Expand Collaborations & Industry Partnerships to Enhance Graduate Employability

To strengthen industry collaborations to drive innovation, create sustainable employment opportunities and ensure graduates are workforce-ready and capable of leading in their fields of study.

i. Objective 5.1

Increase industry collaboration and partnership in program delivery and graduate employability

- ii. **Objective 5.2**
Empower Students with Industry-Recognized Professional Certifications
- iii. **Objective 6.1**
Conduct Professional Skills and Development Sessions for students
- iv. **Objective 6.2**
Increase Industry Engagement for Work Placement and Job Opportunities

Strategic Goal 4: Engage Communities for Meaningful Impact

To engage with communities through impactful service-learning, partnerships, and outreach programs that promote social responsibility, environmental sustainability, and community development.

- i. **Objective 7.1**
Student Engagement in Academic and Scholarly Events
- ii. **Objective 7.2**
Strengthen Community Engagement through Events and Initiatives

Strategic Goal 5: Enhance Reputation and Drive Institutional Excellence

To continuously improve the University's global presence, brand, and national/international standing through academic excellence, quality education, impactful research, sustainability initiatives, community engagement programs, global programs and institutional accreditations. Drive institutional excellence by focusing on retaining and empowering high quality professional staff and developing state-of-the-art infrastructure facilities.

- i. **Objective 8.1**
Expand and Retain Accreditations
- ii. **Objective 8.2**
Improve International Engagement
- iii. **Objective 8.3**
Focus on administrative and infrastructural excellence

School of Business Vision and Mission

- i. **Vision**
To be an innovative and leading provider of quality business management education to serve the society.
- ii. **Mission**
To impart knowledge, develop skills, and inculcate values to develop responsible managers and leaders in the field of business management.


School of Business Goals

1. To review and update academic programs as per the emerging national, regional and global trends.

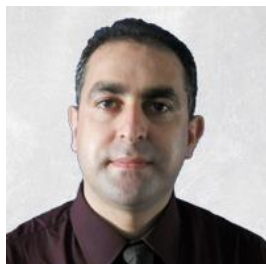
2. To provide knowledge, skills, and competencies among students for managing various aspects of businesses.
3. To ensure continuous improvement in the areas of teaching, research, and community services.
4. To strengthen stakeholders' involvement in achieving the mission of the school.
5. To develop ethically responsible business managers and leaders.


Academic Advisors


Senior Students

	Dr. Ramakrishna Yanamandra		
	Advising Group	:	Senior [Eve]
	Office Telephone	:	06-5441155 Ext 7048
	Email	:	ramakrishna@hu.ac.ae


Junior Students


	Dr. Jalal Rajeh Hanaysha		
	Advising Group	:	Junior [Eve] – A Batch
	Office Telephone	:	06-5441155 Ext 7111
	Email	:	jalal.hanaysha@hu.ac.ae


	Dr. Channaganu Paramaiah		
	Advising Group	:	Junior [Mor] – A Batch
	Office Telephone	:	06-5441155 Ext 7112
	Email	:	channaganu.paramaiah@hu.ac.ae

	Dr. Kakul Agha		
	Advising Group	:	Junior [Mor] – B Batch
	Office Telephone	:	06-5441155 Ext 7064
	Email	:	kakul.agha@hu.ac.ae

Sophomore Students


	Dr. Robinson Joseph		
	Advising Group	:	Sophomore Gr-A [Eve]
	Office Telephone	:	06-5441155 Ext 7065
	Email	:	robinson.joseph@hu.ac.ae

	Dr. Muhammad Abdul Salam		
	Advising Group	:	Sophomore Gr-B [Eve]
	Office Telephone	:	06-5441155 Ext 7043
	Email	:	hoge@hu.ac.ae / asalam@hu.ac.ae

	Dr. Rahul Sharma		
	Advising Group	:	Sophomore [Mor]
	Office Telephone	:	06-5441155 Ext 7043
	Email	:	rahul.sharma@hu.ac.ae

Freshman Students

	Dr. Osama Ali		
	Advising Group	:	Freshman
	Office Telephone	:	06-5441155 Ext 7011
	Email	:	registrar@hu.ac.ae







	Mr. Muhamad Hosain Habboosh		
	Advising Group	:	Freshman
	Office Telephone	:	06-5441155 Ext 7052
	Email	:	muhammad.habboosh@hu.ac.ae

Whom to Contact

Queries, Departments Involved and Staff Incharge			
Query About	To be Answered By	Person to Contact	
Academic Concerns	Academic Advisor	Academic Advisor	
Student Orientation	Registrar	Registrar	
Degree Plan/Choosing a Major	Advisement/Counseling	Academic Advisor	
Developmental Studies/Tutorials	Faculty Members	Faculty members	
Books/Other Supplies	Bookstore / LSS	Mr. Ilammaran	
Transferring Credits	Student Support Department	Ms. Tsetsei	
ID Card, New/Replace Requesting Transcripts	Administration	Ms. Fatima	
Dropping a course / Change of timing	Student Support Department	Ms. Anood Dia	
Grade Appeal	Student Support Department	Ms. Anood Dia	

Course Registration	Administration Department	Mr. Joshua	
Graduation (Filing for)	Administration Department	Ms. Hanane Chmani	
Internship Registration	Student Support Department	Ms. Roukhiya Tasneem	
Tuition Fees/Refunds/etc.	Finance Department	Mr. Elvin Miranda	
Scholarships and Financial Aid	Student Support Department	Ms. Tsetsei	
Graduation gown, sash	Student Support Department	Ms. Tsetsei	
Library Services and Issues	Library	Mr. Ilammaran	
Computer Labs	Computing Department	Mr. Lokesh	
Internet Access	Computing Department	Mr. Lokesh	
Passport / Visa Issues	Human Resource Department	Mr. Abdullah	
Complaint/Grievance	Student Support Department	Dr. Nizar	
Issues related to CRs	Student Support Department	Ms. Tsetsei	

Student Clubs / Organizations	Student Support Department	Ms. Tsetsei	
Placement & Internship Opportunities	Placement Cell	Mr. Rasheed	
Students with Disabilities Services	Marketing & Admissions Department	Mr. Firas	
Posting Signs / Notices on Campus	Media & Communication Department	MCD/HODs	
Personal Concerns	Counsellor	Ms. Tsetsei	
Reporting an Accident/Misconduct/ Disciplinary issues	Administration Department	Dr. Harish / Security	
Cafeteria Services	Marketing & Admissions Department	Mr. Firas	
Printing & Photocopying	Computing Department	Mr. Faiz	
Request System Online	Computing Department	Mr. Lokesh	
Parking issues	Administration Department	Dr. Harish / Security	
General Cleanliness	Maintenance Department	Mr. Ravi	

Other/Not Sure What I Need	Student Support Department	Dr. Nizar	
	Reception Desk	Ms. Tasneem	
Academics (School of Business)	Dean - School of Business	Prof. Naseem	
Academics (School of Computing)	Dean - School of Computing	Prof. Ghassan	
Overall Academics & Academic Support Services	President/VP-AO/VP-IRQA	Prof. Mohammed Inairat/Prof. Ghassan/Prof. Deepak Kalra	  

Student Council Members

The Student Council members for the academic year 2025-26 are as follows:

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

BBA with Concentrations - Program Details

Overview

Horizon University College conducts an undergraduate program leading to the award of Bachelor of Business Administration degree with major in Accounting and with concentrations in International Business, Marketing and Retail Management, Tourism and Hospitality Management, Public Administration, Human Resource Management and Innovation and Entrepreneurship is equipped to meet the needs of dynamic national, regional and global business environments. A student studying Bachelor Business Administration will be exposed to all fields of business education that includes General Education, Business and Management Education..

Rationale

The Business in Gulf and UAE in specific has witnessed tremendous growth in business activities in the recent years. Though Oil and Gas industry is Emirate's main industries, which underpin the country's considerable prosperity, yet, trade and tourism have become the key engines of growth. Its plentiful hydrocarbon resources and successful diversification drive makes it an economy with apparent robust prospects. As a member of the Gulf Cooperation Council (GCC), the UAE participates in the wide range of GCC activities that focus on economic issues. These include regular consultations and development of common policies covering trade, investment, banking and finance, transportation, telecommunications, and other technical areas, including protection of intellectual property rights.

UAE is the hub of several multinational corporate houses and leading organizations, bringing UAE on the international map as one of the leading cosmopolitan nation.

Despite having the 6th largest oil reserves in the world as on 2025, the oil sector accounts for less than a third of the UAE's GDP. Trade, tourism, real estate and the growing financial, manufacturing and services sector are key non-oil drivers of the economy. Continuous economic growth coupled with increasing population rate from more than 185 nationalities has given a substantial contribution to business in the UAE.

This scenario calls for quality business education for developing human capital to fulfill the needs of various business activities. One of the most important drivers of any successful economy is its human resources and with the visible trends, it is imperative now to have international quality higher education in business management, made available in the UAE.

BBA with Concentration- Program Learning Goals

- PLG1. Demonstrate knowledge and its application for business management.
- PLG2. Develop skills to manage business effectively.
- PLG3. Enhance competencies for effective decision making in business management.
- PLG4. Embed values to manage and sustain businesses.
- PLG5. Develop strategies to lead business towards success

BBA with Concentration- Program Learning Outcomes (LO)

At the end of the program student will be able to:

PLO1: Demonstrate theoretical and practical knowledge required to manage a business organization.

PLO2.1: Apply cognitive and technical skills for business management.

PLO2.2: Apply behavioral and interpersonal skills for business management.

PLO3: Analyze insights and trends in regional and global business environment to assist in decision-making.

PLO4: Critically understand the principles of ethics and values in context of economic, environmental, and social sustainability of business.

PLO5: Apply business strategies and leadership styles to improve organizational performance.

BBA Program Structure**Curriculum Requirements**

General Education Courses	36 Credit Hours
Core Courses	63 Credit Hours
Concentration Courses	21 Credit Hours
Total	120 Credit Hours

General Education Courses

Course Code	Course Title	Credit Hours	Prerequisite
CIS1001	Essentials of IT	3	NONE
ENG1001	English	3	NONE
ENG1102	Business Communication	3	ENG1001
GEN1001	Core Life Skills and Happiness	3	NONE
GEN1002	UAE Society	3	NONE
GEN1003	Critical Thinking and Problem Solving	3	NONE
GEN2004	General Science	3	NONE
GEN2005 / GEN2006	Basic Arabic / Advanced Arabic	3	NONE
GEN2007	Islamic Culture	3	NONE
GEN2008	Innovation Entrepreneurship and Sustainability	3	NONE
MAT1001	Business Mathematics	3	NONE
MAT1102	Business Statistics	3	MAT1001
Total		36	

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite
FIA1001	Principles of Financial Accounting	3	NONE
FIA2102	Principles of Managerial Accounting	3	FIA1001
MAT2104	Business Analytics	3	MAT1102
INE3102	Entrepreneurship(P)	3	MGM1001
BUS4103	Business Research Methods	3	MAT1102
BUS4004	Business Ethics	3	NONE
BUS4206	International Business	3	ECO2102, FIA2103
ECO2001	Micro Economics	3	NONE
ECO2102	Macro Economics	3	ECO2001
FIA2103	Principles of Finance	3	FIA1001
CIS4104	Management Information System	3	CIS1001
BUS3001	Business Law	3	NONE
MKT2201	Principles of Marketing	3	ECO2001, FIA1001
MGM1001	Principles of Management	3	NONE
MGM3103	Operations Management	3	MGM1001
INE3103	Managing Innovation	3	GEN2008
MGM3102	Organizational Behavior	3	MGM1001
BUS3002	Cross Cultural Communication	3	NONE
Total		54	

Capstone Courses

Course Code	Course Title	Credit Hours	Prerequisite
MGM4406	Strategic Management (C,S)	3	SENIOR STATUS, MGM3103, MKT2201 and FIA2103
IND4102	Internship (C,S)	6	SENIOR STATUS
Total		9	
Total Credit Hours Required in Core Courses		63	

International Business Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
IBS3110	Economics of International Business	3	ECO2102
IBS3011	Export and Import Management	3	None
IBS3112	Cross Culture Management	3	MGM1001
IBS4014	International Banking	3	NONE
IBS4213	Logistics and Supply Chain Management	3	MAT1102 and MKT2201
Total		15	

Concentration Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
IBS4116	International Marketing (C,S)	3	Senior Status
Total		3	

Concentration Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
IBS4115	International Finance (E)	3	FIA2103
IBS4117	Services Management (E)	3	MKT2201
Total		3	
Total Credit Hours Required in Concentration Courses		21	

Marketing and Retail Management Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
MKT3110	Consumer Behavior	3	MKT2201
MKT3111	Integrated Marketing Communication	3	MKT2201
MKT3112	Retail Management	3	MKT2201
MKT4213	Logistics and Supply Chain Management	3	MAT1102 and MKT2201
MKT4122	E- Marketing	3	MKT2201
Total		15	

Concentration Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
MKT4116	Retail Merchandizing and Pricing (C,S)	3	SENIOR STATUS
Total		3	

Concentration Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
MKT4123	Services Marketing (E)	3	MKT2201
MKT4118	Sales Management (E)	3	MKT2201
Total		3	
Total Credit Hours Required in Concentration Courses		21	

Public Administration Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
PAD3110	Principles and Practices of Public Administration	3	MGM1001
PAD3120	Sustainability in Public Sector	3	ECO2102
PAD4112	Comparative Public Administration	3	PAD3110
PAD3113	E- Governance	3	CIS1001
PAD4114	International Relations and Foreign Policy	3	PAD3110
Total		15	

Concentration Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
PAD4216	Public Policy Formation(C,S)	3	PAD3110 and Senior Status
Total		3	

Concentration Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
PAD4121	Public Sector Marketing (E)	3	MKT2201
PAD4119	Ethics in Public Administration (E)	3	GEN1002
Total		3	
Total Credit Hours Required in Concentration Courses		21	

Innovation and Entrepreneurship Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
INE3010	Design Thinking	3	None
INE3111	Family Business Management	3	MGM1001
INE3112	New Product Development	3	MKT2201
INE4115	Entrepreneurial Leadership	3	INE3102
INE4114	International Entrepreneurship	3	INE3102
Total		15	

Concentration Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
INE4216	Entrepreneurial Project (C,S)	3	INE3102 and Senior Status
Total		3	

Concentration Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
INE4113	Management of Small and Medium Enterprises(E)	3	MGM1001
INE4118	Social Entrepreneurship(E)	3	INE3102
Total		3	
Total Credit Hours Required in Concentration Courses		21	

Tourism and Hospitality Management Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
THM3018	Tourism Management	3	None
THM3011	Management of Travel and Tours	3	None
THM3112	Front Office Management	3	MGM1001
THM4014	Food & Beverage Services and Management	3	None
THM4119	Hospitality Management	3	MGM1001
Total		15	

Concentration Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
THM4116	Strategic Tourism and Hospitality Management (C,S)	3	Senior Status
Total		3	

Concentration Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
THM4015	Event Management (E)	3	None
THM4117	Tourism and Hospitality Marketing(E)	3	MKT2201
Total		3	
Total Credit Hours Required in Concentration Courses		21	

Human Resource Management Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
HRM3121	HR Analytics	3	MAT2104
HRM3012	UAE Labor Law	3	None
HRM3022	Human Resource Management	3	MGM1001
HRM4113	Human Resource Development	3	HRM3022
HRM4120	Training and Development	3	MGM1001
Total		15	

Concentration Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
HRM4216	Strategic Human Resource Management(C,S)	3	Senior Status & HRM 3022
Total		3	

Concentration Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
HRM4119	International Human Resource Management ('E)	3	HRM3022
HRM4114	Compensation Management ('E)	3	HRM3022
Total		3	
Total Credit Hours Required in Concentration Courses		21	

S – Senior Level, C – Capstone, E – Elective

BBA in Accounting - Program Details**Overview**

The School of Business at Horizon University College offers Bachelor of Business Administration in Accounting program. This program is equipped to meet the dynamic needs of national, regional and global business environments. A student studying Bachelor of Business Administration in Accounting will be exposed to business education, which includes General Education, Business and Accounting Core and Electives.

Rationale

UAE is the hub of several multinational corporate houses and leading organizations, bringing UAE on the international map as one of the leading cosmopolitan nation. The BBA in Accounting degree can help students to develop knowledge, skills and responsibilities to take financial decisions for businesses in a constantly changing uncertain business world. Students in this program will be prepared for communicating accounting and financial information to the stakeholders and will also be exposed to the courses on design thinking, creativity and innovation, entrepreneurship. They will also be provided hands-on experience as an intern in corporate for a full semester.

With implementation of Value Added Tax in the year 2018 and Corporate Tax from June 2023, changes in accounting process and standards in the region, demands a large number of graduates in accounting. Graduates with BBA in Accounting degree will be able to take variety of positions such as auditors, analysts, accountants, advisors in private, public and not-for-profit organizations across the region and the globe.

BBA in Accounting – Program Learning Goals

PLG1. Demonstrate application of accounting and business knowledge in organizations

PLG2. Develop skills to prepare and present accounting reports for decision making

PLG3. Develop competencies to analyze regional and global trends

PLG4. Develop ethical values for sustainability of organization

PLG5. Enable application of accounting standards and business strategies for organizations

BBA in Accounting – Program Learning Outcomes (LO)

At the end of the program student will be able to:

PL01: Describe theoretical and applied knowledge of business and accounting.

PL02.1: Apply cognitive and technical skills for business and accounting

PL02.2: Apply behavioral and interpersonal skills for reporting.

PL03: Analyze insights and trends in regional and global business environment to assist in decision-making.

PL04: Critically understand the principles of ethics and values in context of economic, environmental, and social sustainability of organizations.

PL05: Apply accounting standards and business strategies to measure organizational performance.

BBA in Accounting Program Structure

Curriculum Requirements

General Education Courses	36 Credit Hours
Core Courses	54 Credit Hours
Accounting Major Courses	30 Credit Hours
Total	120 Credit Hours

General Education Courses

Course Code	Course Title	Credit Hours	Prerequisite
CIS1001	Essentials of IT	3	NONE
ENG1001	English	3	NONE

ENG1102	Business Communication	3	ENG1001
GEN1001	Core Life Skills and Happiness	3	NONE
GEN1002	UAE Society	3	NONE
GEN1003	Critical Thinking and Problem Solving	3	NONE
GEN2004	General Science	3	NONE
GEN2005 / GEN2006	Basic Arabic / Advanced Arabic	3	NONE
GEN2007	Islamic Culture	3	NONE
GEN2008	Innovation Entrepreneurship and Sustainability	3	NONE
MAT1001	Business Mathematics	3	NONE
MAT1102	Business Statistics	3	MAT1001
Total		36	

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite
FIA1001	Principles of Financial Accounting	3	NONE
FIA2102	Principles of Managerial Accounting	3	FIA1001
MAT2104	Business Analytics	3	MAT1102
INE3102	Entrepreneurship	3	MGM1001
INE3103	Managing Innovation	3	GEN2008
BUS4103	Business Research Methods	3	MAT1102
BUS4004	Business Ethics	3	NONE
BUS4206	International Business	3	ECO2102, FIA2103
ECO2001	Micro Economics	3	NONE
ECO2102	Macro Economics	3	ECO2001
FIA2103	Principles of Finance	3	FIA1001
BUS3001	Business Law	3	NONE
MKT2201	Principles of Marketing	3	ECO2001 and FIA1001
MGM1001	Principles of Management	3	NONE
MGM3103	Operations Management	3	MGM1001
Total		45	

Capstone Courses

Course Code	Course Title	Credit Hours	Prerequisite
MGM4406	Strategic Management (C,S)	3	SENIOR STATUS, MGM3103, MKT2201 and FIA2103
IND4102	Internship (C,S)	6	SENIOR STATUS
Total		9	
Total Credit Hours Required in Core Courses		54	

Accounting Major Courses

Course Code	Course Title	Credit Hours	Prerequisite
FIA3112	Intermediate Accounting	3	FIA1001
FIA3121	Advanced Accounting	3	FIA3112
FIA4111	Corporate Accounting	3	FIA3112
FIA4113	Taxation: Principles and Practice	3	FIA3112
FIA4114	Cost and Management Accounting	3	FIA2102
FIA4115	Auditing	3	FIA1001
FIA4117	Accounting Information System	3	FIA2102
FIA4119	Financial Management	3	FIA2103
Total		24	

Accounting Major Capstone Course

Course Code	Course Title	Credit Hours	Prerequisite
FIA4216	Financial Statement Analysis(C,S)	3	Senior Status, FIA2102
Total		3	

Major Elective Courses (Choose Any One)

Course Code	Course Title	Credit Hours	Prerequisite
FIA4122	Forensic Accounting (E)	3	FIA1001
FIA3123	Accounting for Government (E)	3	FIA1001
FIA4120	International Financial Reporting (E)	3	FIA1001
Total		3	
Total Credit Hours Required in Accounting Major Courses		30	

S – Senior Level, C – Capstone, E – Elective,

Admissions Entry Requirement – BBA/BBA in Accounting Program**Direct Entry Requirement for the Bachelor of Business Administration Program**

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

- i. High School Qualification
- ii. English Language Proficiency
- iii. Personal Interview

Please refer below sections for details of the above requirements:

i. High School Qualification

- a. Applicants must hold a **Higher Secondary School Certificate (Grade 12)** with Pass Grade in all subjects. For **UAE curriculum**, this is typically the **Emirates Secondary School Certificate** or its equivalent. For other **curriculum**, applicants must have a recognized higher secondary school qualifications.

- b. Student with any equivalent qualification from an institution in UAE must have the documents attested by the Ministry of Higher Education and Scientific Research. For qualifications obtained outside UAE, attestation is required from the relevant authorities of the country in which the qualification was earned.
- c. Students from public or private schools within and outside the country are required to submit one of the following documents as applicable:
 - 1. Certificate of completion of the secondary school education, attested by the Ministry of Higher Education and Scientific Research or the Emirates Schools Establishment for high school qualification acquired from the public schools within the country.
 - 2. An equivalency issued by the Ministry of Higher Education and Scientific Research for a certificate of completion of secondary school studies acquired from the private schools within the country or acquired from the schools outside the country.

ii. English Language Proficiency

Prospective student is required to fulfill **any one*** of the following English Proficiency requirements for admission to Bachelor of Business Administration program as given below, and shall be submitted at the time of admission:

- a. A minimum score of 80% or B grade in Higher Secondary School English language subject.
- b. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)
- c. A minimum score of 500 in Institutional Test of English as Foreign Language (TOEFL-ITP), (or 61 in TOEFL iBT or 173 in TOEFL CBT) (certificates will be accepted upon verification by the ETS)
- d. A minimum score of 5.0 in International English Language Testing System (IELTS - Academic)

*Note:

- 1. *Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable*
- 2. *Applicants, who have completed their Higher Secondary School Certificate in English medium are not required to submit any proof of English Proficiency.*

iii. Personal Interview

The prospective student is required to pass the personal interview set by the institution.

A. Conditional Admission Requirement for the Bachelor of Business Administration Program

Applicants can be admitted on conditional admission to the Bachelor of Business Administration program under the following circumstances:

- i. In case equivalency is delayed, the applicant may be conditionally admitted for one semester provided the applicant shows the evidence that the application for equivalency is under process and submits an undertaking to submit the equivalency within one semester.
- ii. If the applicant does not obtain equivalency stipulated in High School Requirements (Section A (i)), then he/she is required to submit the **Letter of No Objection*** for

Conditional Admission issued by the Ministry of Higher Education and Scientific Research containing the following details:

- a. Eligible preparatory courses
- b. Duration of the conditional admission

**All the bridging courses offered as per Letter of No Objection for Conditional Admission are considered as zero credit courses, and are not included in CGPA calculations.*

- iii. If the applicant seeking admission to undergraduate program does not meet the English Language Proficiency requirements mentioned in above Section A(ii) the student may be accepted conditionally for one Semester, and needs to:
 - a. Enroll into English bridging Course, and achieve a score of 80 and above.
 - b. During the Conditional Admission, the student may register for a maximum of four General Education Courses except for any English courses during Fall/Spring Semester.
- iv. In case the student is enrolled under conditional admission, the student will be accepted for **final admission** if one of the following conditions, under which he/she was admitted, are fulfilled during the conditional admission period otherwise the conditional admission will be cancelled without any refund. In such cases, the student will have no financial or academic claims against the University
 - a. Submission of the equivalency mentioned in Section 1(c).
 - b. Passing the English bridging course of HUC with a **minimum grade B**.
 - a. Passing the preparatory courses mentioned in the Letter of No Objection for Conditional Admission issued by MOHESR with a minimum **grade B**.

Transfer Admission Requirement

i. Transfer of Credit (TOC) Committee Structure

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

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

ii. Objectives of TOC Committee

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

iii. Transfer Admission Requirement for Undergraduate Programs

HUC accepts students who wish to transfer from a federal or licensed institution in the UAE, or a foreign institution of higher learning based outside the UAE and accredited in its home country.

Transfer of credit is granted under the following conditions:

- a. Applicants seeking transfer to the BBA/BBA in Accounting program offered at HUC must meet the direct entry requirements for admission to BBA/BBA in Accounting program.

- b. Transfer applicants need to have obtained minimum 80% score in English language subject in their high school or they must have completed their Higher Secondary School Certificate in English medium. In addition, they shall provide a letter that courses for which they are seeking transfer, were taught in English.
- c. Applicants seeking Transfer admission cannot be conditionally admitted under any circumstances
- d. In case an applicant is transferring from an Internationally accredited university, approved by relevant academic regulatory authority of the country of origin, and has completed at least 30 credits taught in English; such students can be directly admitted into the undergraduate program upon submission of IELTS / TOEFL score, which was already submitted to the previous university at the time of admission
- e. The student must be in good academic standing and still eligible to return to the current or former institution.
- f. Students who are not in good standing may get transfer only to a different major / concentration
- g. The course contents mentioned in the Course Syllabus of the previous institution should match to a minimum of 75% of the HUC Syllabus of the corresponding course thereby ensuring similarity in the course learning outcomes.
- h. The student must attend a minimum of 50% of the credit hours of their study plan at HUC.
- i. The credit hours completed must be equivalent or higher to the corresponding courses offered at HUC.
- j. The students must have passed the course with a minimum of 'C' grade or equivalent.
- k. No transfer can be awarded for Capstone and protected courses of HUC.
- l. Once TOC is granted and the Graduation plan is signed by the student, the student cannot challenge the TOC decision during the progression of course.
- m. A student is placed in the Senior Level status only after completing all the balance courses till the junior level.
- n. Incase student changes the area of study the student will have to re-apply for TOC.
- o. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- p. The grades of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- q. The processing fees of TOC is non-refundable and is charged (as per applicable fee structure).
- r. Transfer admission students will not be included in the toppers list.
- s. Once the TOC is granted, it will be informed to student along with the graduation plan for review & consent with signature.
- t. This TOC process once approved is applicable only for the mentioned intake.
- u. TOC students understand that even if they are left with less number of courses at any level, they cannot be granted courses from next level until they have successfully completed level which they are in, as per HUC policy.
- v. Once the acceptable transfer of credits is decided, the student is informed about the applicable fee based on the courses accepted for transfer of credits and the student can then proceed for registration.
- w. Students seeking transfer of credits in the undergraduate program offered at HUC are eligible for a merit-based scholarship of a maximum 50% on tuition fees upon meeting the criteria specified in the Scholarship Policy. However, there will be no reduction in fees for the courses that are awarded as transfer of credit.

iv. Documents Required

Transfer admission students must submit following documents

- a. The official transcript from accredited institutions
- b. Detailed syllabi (Credit Value, Level, detailed course content, learning outcomes/objective and indicative learning resources)
- c. An official letter from the previous institution
- d. All documents mentioned in the admission requirements
- e. Applicable processing fee (non-refundable) must be paid for evaluation
- f. Once a student will change his/her concentration, he/she must reapply for the TOC with applicable fee.

v. Criteria for Approval of Institutions for accepting Transfer Admissions

HUC will accept transfer of credits only from the Institutions, which fulfill any of the following criteria:

- a. Accredited by the Ministry of Higher Education and Scientific Research, UAE
- b. Accredited by the Central or Regional accreditation bodies in the United States of America
- c. Accredited by the UGC Grants Commission of India
- d. Accredited by the HEC Grants Commission of Pakistan
- e. Approved by the Quality Assurance Agency in Education, U.K.
- f. Accredited/recognized by the Ministry of Higher Education for all other countries from where the student is seeking admission

Note:

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

vi. Transfer Admission Process

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

i. Process Flow

Step 1

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

Step 2

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

Step 3

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

Step 4

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

Step 5

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

Admission to People of Determination

HUC admits People of determination after a due process of understanding the learning abilities and the approaches of teaching to them is clearly understood. HUC facilitates the special needs student by allocating extra time to help them learn without sacrificing the syllabus and the rigor required in it.

Upon meeting the admission requirements, the candidates shall be interviewed by the concerned teaching faculty members under the guidance of a committee, which shall be formed as and when required and the outcomes of the interview are recorded and communicated to the candidate and the President for necessary actions. The interview shall be focused on:

- i. To understand the nature of shortcomings
- ii. To understand the learning abilities, assessment modes, additional time required for completion
- iii. To understand the learning abilities through computer
- iv. To understand their skill levels in assessing

Admission Requirements for an Additional Undergraduate Degree**i. Additional Undergraduate degree**

Students who have earned an undergraduate degree in HUC with a Cumulative Grade Point Average (CGPA) of 2.0 or above, are eligible to earn an additional undergraduate degree from HUC by completing additional 30 credits from other undergraduate program in the related field which is distinct from the first degree. For the additional undergraduate degree program the student must complete Thesis / dissertation / projects/ internship applicable for the additional undergraduate degree opted. Thesis / dissertation / projects/ internship completed in the first degree will be not be considered as a substitute for the additional degree requirement.

ii. Additional degree application requirements

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

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

Joint Degree Requirements

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

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

- a. Each institution in the partnership is recognized and/or accredited as a HEI in the higher education system in which they operate;

- b. Institutions offering programs jointly with other institutions based outside the UAE assume primary responsibility for the programs' compliance with the Standards for Program Accreditation, while also meeting the requirements of the partner institutions;
- c. Each partner HEI should be legally allowed to offer the joint program, even if the joint degree is to be awarded by a partner;
- d. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership;
- e. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications;
- f. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution;
- g. If the courses offered by the partner institution are delivered through e-learning or distance teaching, an appropriate portion of each course is delivered face-to-face by a qualified faculty member;
- h. A *Quality Assurance Manual*, or a section within a *Manual*, that clearly describes how all quality assurance activities are integrated into a single system to continually appraise and improve the institution as a whole, and specifically any joint programs
- i. Faculty of the partner institution are involved in program development and evaluation, utilizing both formal and informal mechanisms to gain information to evaluate the program
- Students visiting a partner institution, as part of the joint degree program, must offered same learning experience and safeguards;
- j. Students visiting a partner institution, as part of the joint degree program, are afforded the same learning experience and safeguards as detailed in the Standards for Program Accreditation
- k. Visiting faculty from main campuses and partner institutions are available for an adequate period of time on campus to facilitate an appropriate level of interaction with students outside of the classroom;
- l. The joint degree is awarded in accordance with the legal frameworks governing the awarding institutions, and is recognized as a joint degree in the higher education systems of the awarding institutions.

Academic Policies

Credit Hours

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

Full Time Student

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

Maximum Period of Study and Maximum Credits

Students enrolled for a Full-time Undergraduate Program shall complete within a maximum of 6 years and those enrolled for a part-time Undergraduate program shall complete within a maximum of 7.5 years by attempting a maximum of 180 credits.

Student Evaluation and Grading

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4	Outstanding
B+	85-89	3.5	Excellent
B	80-84	3	Very Good
C+	75 -79	2.5	Good
C	70-74	2	Very Satisfactory
D+	65-69	1.5	Satisfactory
D	60-64	1	Pass
F	Below 60	0	Fail
I	Incomplete		
W	Withdrawal		

- Pass grade for the Capstone course is C. Students must repeat all capstone courses with grades less than (C) to qualify for graduation.
- Minimum grade of D for individual courses is considered as pass grade. However to meet the graduation requirement an overall CGPA of 2 is required.
- “W” status indicates that a course has been withdrawn (Dropped) by the student. Any withdrawn course must be re-taken to fulfil graduation requirements. A “W” status does not affect the CGPA, but will remain in the student’s records.
- If a student is unable to take a scheduled first sit final examination due to sickness, accident, death in family, a mitigating circumstance form must be submitted by the student through the Learning Management system on the day of the examination. In this case, an Incomplete “I” is designated in the transcript.
- Incomplete (“I”) is a temporary and exceptional status which may be assigned based on the decision of the Grade Appeals Committee as per Student Appeals policy. In such cases, a student may opt for a resit exam as per the Examination policy.
- Status “I” must be updated by the Administration within stipulated timelines for each of the following cases, otherwise an “F” grade will be awarded.
 - Absence from Final exam till the conduct of resit exam (Refer Student Appeals Policy and Examination policy)
 - Incomplete Internship requirements until the end of next regular semester (Refer Internship policy and Examination policy)
 - Incomplete Senior/Graduation Project until the end of next regular semester (Refer Student Appeals Policy and Examination policy)

Conditions for assigning ‘Incomplete’ grade:

The following conditions must be met at all times when assigning an Incomplete Grade:

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

Grade Point Average [GPA]

Grade Point Average is determined by dividing total grade points earned by total credits attempted. GPA is calculated for each semester (SGPA) and Cumulative Grade Point Average (CGPA) is calculated for all credits attempted at HUC (Transfer of Credits from other Universities is not included in CGPA calculations).

GPA/CGPA Calculation

Grade Points		Credits		Total
A - 4	x	3	=	12.0
B+ - 3.5	x	3	=	10.5
C+ - 2.5	x	3	=	07.5
D - 1	x	3	=	03.0
F - 0	x	3	=	00.0
		15		33.0

GPA/CGPA/ SGPA	(Grade Points x Credit Hours) ÷ Total Credit Hours
GPA/ CGPA /SGPA	33.0 ÷ 15
CGPA	2.2

1. To be eligible for graduation a student must achieve the following:
 - a. an overall CGPA of 2.0 or greater
 - b. a GPA of 2.0 or greater in concentration courses

$$GPA = \frac{\text{Grade Points Earned} \times \text{Course Credits}}{\text{Total Credits Attempted}}$$

$$GPA (1 \text{ Course}) = \frac{2 \times 3}{3} = 2 \text{ 'C'}$$

$$CGPA = \frac{\text{Semester Grade Points Earned} \times \text{Course Credits}}{\text{Total Credits Attempted}}$$

$$CGPA = \frac{4 \times 3 + 3.5 \times 3 + 2.5 \times 3 + 1 \times 3 + 0 \times 3}{15} = \frac{33}{15} = 2.2$$

GPA - Grade Point Average

CGPA - Cumulative Grade Point Average

Academic Standing Undergraduate Program

A. Academic Standing Undergraduate Program

All students enrolled at HUC shall be monitored very carefully for the qualitative and quantitative satisfactory academic work completed during their study. A student will be evaluated at the end of every spring semester by Student Administration and Examination Committee for the following:

a. Qualitative Requirements

Qualitative requirement is completion of minimum credits with CGPA as per the table below:

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 – 30	1.50
2	31 – 45	1.70
3	46 – 60	1.85
4	61 and above	2.00

b. Quantitative Requirements

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

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

c. Probation / Warning

Student is placed on probation at the end of Spring Semester if s/he does not meet the minimum requirements as per the information provided in sections (i) & (ii) above; the student is expected to improve his academic performance during summer and fall semesters. In case the student does not improve, he is served with a final warning for the next semester to be considered as final probationary semester.

d. Final Warning

Student is placed on final warning at the end of Spring Semester if s/he is unable to perform well and meet the requirements during probation period and the student is expected to improve his academic performance during summer and fall semesters. In case the student does not improve, he is served with a suspension for the next semester.

e. Suspension

In case the student is unable to improve the performance in spite of the final warning on probation, student will be placed on academic suspension [Suspension-1 & Suspension-2].

Suspension-1 means when student does not achieve the required CGPA during the suspension status will be automatically placed in suspension-1; even after being in suspension-1 if the student does not improve the CGPA then he will be placed in suspension-2 in the next semester.

Students on suspension status are required to file an appeal with the administration department for allowing them to continue their studies in the following semester. The Satisfactory Academic Progression (SAP) committee may allow the students to take the courses according to their academic profile with the following condition:

1. Suspension 1

Case 1

Student is allowed to take 1 to 3 courses ['F' grade or new course], if his/her CGPA greater than 1.5.

Case 2

Student is allowed to take 1 to 3 courses ['F' grade or 'D' Grade only], if his/her CGPA between 1 & 1.5.

Case 3

Student is allowed to take 1 to 2 courses ['F' grade or 'D' Grade only], if his/her CGPA less than 1.

2. Suspension 2

Student is allowed to take 1 to 2 courses ['F' grade or 'D' Grade only], students in suspension-2 must improve their performance to good standing otherwise, again, they will fall under suspension and will not be allowed to enroll in the courses for a period of one semester. Such a student needs to apply for provisional readmission after the semester. However, the SAP committee reserves all the rights to take the decision.

Example:

The committee gives the student a chance to improve his CGPA by taking up one or two repeating courses and also decides the grades to be scored by the student.

Case 1

The student scores the above grades decided by the committee at the end of this semester if the student achieves a good standing at the end of this semester, he has to appeal to the committee and the above process will continue till he achieves the good standing.

Case 2

The student does not score the above grades decided by the committee at the end of this semester the student will be suspended for one semester and may be provisionally readmitted to classes after one semester of suspension to improve their CGPA. The student may take the courses in which they have secured a 'D' or an 'F' grade.

3. Dismissal

In case the student has not achieved 'Good Standing' as per section (i) & (ii) above at the end of Suspension-2 semester, the student shall be dismissed and dismissal will be reflected in his transcript. In this case No refund of fees is allowed.

Academic Integrity and Plagiarism Policy

a. Introduction

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

b. Plagiarism

Understanding Plagiarism:

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

Examples:

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

Plagiarism is an adoption or incorporation of another's work/idea without proper attribution or citation of the source and associated references. Students must strictly not indulge in the act of plagiarism while completing their, Assignment(s), Case study(s), proposal(s), term paper(s), project(s), dissertation, thesis, or any other academic submission related to the course. Every source and tool used must be in APA format at the end in the references section. The student must read, understand, and comply with the academic integrity and plagiarism policy. In case of any clarification, they must approach the concerned faculty member/academic supervisor/advisor.

Scope of Plagiarism:

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

- i. Paraphrasing materials or ideas of others without identifying the sources.
- ii. Using sources of information (published or unpublished) without referencing the source.
- iii. Directly quoting the words of others without using quotation marks or indented format to identify them.
- iv. Verbatim quotation without proper referencing
- v. Cut and paste from any electronic/print media without proper referencing
- vi. Inaccurate citation
- vii. Self-plagiarism- the author reuses significant portions of his or her previously published work without attribution.
- viii. Use of any generative Artificial Intelligence based applications including Chat GPT.
- ix. Any figure that is directly extracted or used from other sources without providing the source name

c. Training for Students on Academic Integrity and Plagiarism

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

d. Academic Submission and Plagiarism Detection

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

1. **Turnitin** (Plagiarism Detection Software): This is integrated into the student LMS, and students must upload their submissions on or before the deadline for evaluation. Students will be allowed to submit only once in the Turnitin (Plagiarism Detection Software) which is integrated into the students' LMS as per the details provided to them by the respective faculty members. There won't be any opportunity for resubmission. As such, students are expected to be sure from the very beginning that their work is original and free of all kinds of plagiarism.
2. In case of Lab Assessments involving software codes, **Code Plagiarism Checkers** such as Codequiry and or Staunch will be used by faculty members to check the similarity of source codes and their syntax.
3. Students must upload only their assessments (no playing with fonts, changes of spelling, usage of spinning software, inserting image files, etc.) to obtain similarity index reports.
4. Students will be required to make submissions only once and strictly before the submission deadline. However, in case student is unable to submit the assignment within the stipulated timeline due mitigating/emergency circumstances such as sickness, accident, death in family, a mitigating circumstance form must be submitted by the student through the Learning Management system and if approved the late submission of assignment may be accepted.

e. Violations related to Academic Work and Applicable Penalty

Students are expected to follow the submission rules, instructions, and the timeline set by the respective faculty members. Non-compliance with the set rules and instructions would lead to penalties deemed appropriate for academic work. Students violating the guidelines related to the Plagiarism/similarity index will be awarded zero for respective assessment, students' name will be reported in the Academic Management System to record the violation and reflect it in the student's academic profile in order to update other faculty members as well. Repeated academic violation by the same student will be subject to investigation and further action by the Disciplinary Action Committee as specified in clause G and H.

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

1. Submitted Assessments that are detected with plagiarism shall not be accepted by the faculty member.
2. Any assessment prepared using AI tools such as ChatGPT etc. is considered as an academic misconduct and shall not be accepted by the faculty member. Faculty shall award zero marks to such assessments.
3. Any submission of academic work with unacceptable Similarity Index by Turnitin software or Code Plagiarism Checker will be awarded ZERO marks. However, to implement a zero-tolerance policy for Plagiarism, before final submission, the faculty would encourage students:
 - 1) Write, and use their (student's) own words.
 - 2) To acknowledge and attribute references and give citations while paraphrasing in one's own words.
 - 3) Provide APA citations as applicable to text or image-generated by AI tools.
 - 4) Identify similarity of seminal words, definitions, 'coined terms' codes, and common terminologies that cannot be changed and classify and judge it as "similarity without any alternatives" using the Faculty's judgment.

f. Other Academic Offenses

The following are other students' academic offenses which will invite action by DAC.

1. Presenting False Credentials

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

2. Cheating

- a. Using material not permitted by the faculty during exams, including stored information on electronic devices.
- b. Copying answers from another student on exams or assignments.
- c. Altering graded exams or assignments and submitting them for re-grading.
- d. Submitting same content for two different assignments/assessments.
- e. Altering exam answers and requesting that an exam be re-graded.
- f. Cooperating with or helping another student.
- g. Fabricating information such as data for a computer lab exam.
- h. Other forms of dishonest behavior, such as another person taking an exam in one's place.

3. Facilitating Academic Dishonesty

- a. Allowing another student to copy an assignment or problem set that is supposed to be done individually.

- b. Allowing another student to copy answers during an exam.
- c. Taking an exam or completing an assignment for another student.

4. Collusion

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

5. Fabrication Of Data

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

6. Deception

Providing false information to faculty concerning a formal academic exercise. e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

7. Sabotage

Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

g. Disciplinary Action Committee-Academics

1. Composition

The Disciplinary Action Committee-Academics (DAC-Academics) consists of the following members:

- i. Dean of the respective school, Chairman of DAC-Academics
- ii. Registrar
- iii. A faculty member not involved in the disciplinary violation case.
- iv. The Advisor of the student
- v. Class Representative
- vi. Student Counselor
- vii. Deputy Director-Administration

2. Role of the DAC-Academics

The Disciplinary Action Committee-Academics is responsible for making fair decisions on the academic violations committed by a student.

The committee shall hear from both parties including the student involved in the academic violation and the faculty member who has reported the academic violation to decide the course of action to prevent recurrence of such misconduct in the future.

h. Inquiry Case of Suspected “Other Academic Offenses” (As Mentioned Above)

1. When a student is suspected of other academic offenses, the respective faculty members shall report it to the Program Chair/Dean who shall arrange an initial investigation with the student.
2. If not resolved, the academic offense will be reported to the Dean of the respective school to be resolved in DAC-Academics
3. The allegation is fully explained to the DAC-Academics and the student is allowed to have his/her say to defend himself/herself.
4. The DAC-Academics will submit its recommendation and decision along with the minutes of investigation to the office of the respective Dean for implementation.
5. The decision of the DAC-Academics will be final in case of academic offense specified above under Other Academic offense and the student cannot appeal further.
6. Students having a record of unfair means will not be included in the toppers or Dean's list.
7. The report of this inquiry procedure will be placed in the student file, logged in the Academic Management System, and will be communicated to the faculty and Academic Advisor of the concerned student.

i. Recommended Actions in case of repeated academic offense

1. In the case of a first offense, a strict warning is issued to the student against committing an offense. Students who committed the first instance of academic offense with low severity will be given verbal warning.
2. In case of a second offense in any component, all the assessments will be awarded zero and an 'F' grade will be recorded in the transcript and the student will have to repeat the course.
3. In case of a third offense, the student will be awarded 'F' Grade in all the courses of the current semester.
4. In case of a fourth offense, the student will be dismissed from the University and Dismissal will be reflected in their transcript with no refund of any of the Fees Component.
5. Student will not be re-admitted, and no appeal will be accepted.
6. All the details of the offense will be recorded in the Student File, and their Academic Profile.

j. Levels of Disciplinary Action in case of academic misconduct and responsible Authority

The level of disciplinary action will depend on the instances or severity of violations. The concerned faculty member, Dean of respective School and DAC-Academics have the right to

impose different levels of punishment for academic violations as mentioned below depending on the seriousness of the indiscipline act committed by the student.

At HUC, a Disciplinary Action Decision for academic violations is usually taken as follows:

Levels of Disciplinary Action	Authorized Personnel / Department
Verbal warning	Faculty Member or Authorized Professional Staff
Written warning	Dean -of Schools
Suspending the student for more than 7 working days	DAC-Academics
Permanent expulsion from HUC	Disciplinary Action Committee: Academics
Cancelling registration of the student	Disciplinary Action Committee: Academics

The Disciplinary Actions Committee-Academics has the right to seek input from whomever it deems appropriate. The decisions made by this committee are communicated to the student concerned, a copy of the written decision is filed in the student's file and the punishment decided by the committee should be served by the student.

k. Appeal process

The students can initially appeal for a revaluation /reconsideration to the respective faculty members through the Learning Management System explaining the entire issue and seeking reprieve for the situation; provided they have any kind of valid grievances. The concerned faculty member will be responsible for looking into the issue ensuring fairness is maintained throughout. Otherwise, the faculty member may refer the case to the respective Head/Program Chair/Dean for further action.

l. Review of the Policy

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

BBA/BBA in Accounting Internship Policy

A. Introduction

This policy is issued under Ministerial Decision No. (173) of 2025. It defines the structure, governance, and evaluation of undergraduate internships at HUC. Short-term courses or external certificates are not accepted as internship equivalents, and no exemptions are granted. The internship is a mandatory six-credit experiential learning component that enables students to integrate academic theory with professional practice and supports employability outcomes in line with national and institutional frameworks.

B. Objectives of Internship

- i. **Apply Academic Knowledge:** Translate theoretical and analytical learning into real organizational contexts.
- ii. **Develop Professional Competence:** Enhance technical, communication, teamwork, and problem-solving skills.

- iii. **Build Career Readiness:** Gain exposure to workplace culture, ethics, and performance expectations.
- iv. **Strengthen Industry Collaboration:** Establish and maintain active partnerships with organizations to expand internship opportunities and employer engagement.

C. Internship Learning Outcomes

i. BBA/BBA in Accounting Internship Learning outcomes

1. Gain meaningful work experience, which supplements knowledge acquired through academics
2. Demonstrate technical, analytical and communication skills
3. Demonstrate the ability to work in a team and learn work ethics
4. Apply concepts, tools and techniques independently in an organizational environment

D. Internship Eligibility, Structure and Duration

1. **Eligibility** : Completion of 90 Credit Hours
2. **Course Credits** : 6 credit hours, and no additional load is permitted during the semester.
3. **Academic Supervisor Workload Credits:** 0.25 Credit per student
4. **Standard Duration** : 16 weeks.
Working Students : May complete in not less than 8 weeks if they hold at least two years of relevant experience, verified by the Unit of Academic Engagement and Impact and approved by the Dean.
5. **Program Chairs** track participation and completion each semester; data are visualized in the Power BI Internship Dashboard and reported to IRQA for OBEF KPI 3.2.

E. The Internship Process

1. The Administration Department circulates the list of eligible students **eight (8) weeks** before the end of each semester to prepare work placements for the upcoming term.
2. Eligible students complete the online **Internship Application Form**, providing details on academic specialization, industry preferences, and visa status.
3. The Unit of Academic Engagement and Impact, in coordination with the Program Chair, facilitates internship placements and assigns an Academic Supervisor based on the student's study area.
4. Students must participate in internship interviews and confirm acceptance in writing upon selection.
5. The Internship Manual provides complete details on timelines, reporting formats, and evaluation criteria.
6. The Academic Supervisor verifies that all internship documents, reports, and evaluations are complete before final grade submission to the Examination Department.

F. Roles & Responsibilities

i. Academic Supervisor Responsibilities

1. Guide the student in selecting an appropriate internship topic or project.
2. Conduct orientation and issue the **Internship Kit** (manual, templates, and assessment rubric).
3. Verify the work experience logbook updated and submitted by the student.
4. Maintain regular communication with both the student and the Training Supervisor.

5. **Academic Supervisor Visits to Training Entities:**

The academic supervisor is required to conduct three official visits to the student's training entity during the internship period. All visits should be physical visits conducted at the intern's workplace to observe student performance, verify attendance, and interact directly with both the intern and the training supervisor. During each visit, the academic supervisor must complete the **Internship Visit Feedback Form**, documenting the observations, progress, and feedback provided. The form must be signed by both the academic supervisor and the training supervisor at the time of the visit to validate the information and ensure accountability. The three visits are as follows:

- a. **Initial Visit:** During the **first two weeks** of the internship, to confirm placement and orientation.
- b. **Mid Visit:** Around the **midpoint (Week 8-9)** to review progress, logbook entries, and feedback from the Training Supervisor.
- c. **Final Visit:** During the **final weeks (Week 15-16)** to verify completion of assigned tasks, review the final report, and gather employer feedback.

For working students who are approved to complete the internship within 8 weeks, the number of visits will be **two** only (**First Visit** conducted during the first two weeks of the internship, and the **Second Visit** conducted during the final two week).

In exceptional circumstances where a physical visit is not feasible, such as restricted site access by the training entity, students take his/her internship outside the UAE, or other valid reasons that hinder physical attendance, the visit may be conducted virtually through an approved online platform. Such virtual visits must be pre-approved by the Dean and should include participation from both the intern and the training supervisor to ensure the integrity and quality of the evaluation process.

Academic supervisors who conduct internship visits shall be compensated in accordance with the applied policy of conveyance and compensation established by the Training and Employment Department (TED). The compensation applies to the physical visits, ensuring fair recognition of the academic supervisor's time and effort in mentoring and evaluating internship students.

6. Provide feedback on all submissions within **7 calendar days**.
7. Evaluate reports and submit grades to the **Examination Department** as per given schedule.
8. Ensure the complete submission of all documents by students through the LMS and maintain complete electronic records of work placement data for **MOHESR validation and audit readiness**.

ii. **Training Entity Supervisor responsibilities**

1. Issue signed acceptance and job description before commencement.
2. Provide orientation, supervision, and assign meaningful tasks aligned with the program outcomes and area of specialization.
3. Provide students with guidance on adhering to data privacy and confidentiality policies

4. Monitor attendance and maintain the Work Experience Logbook.
5. Assess student performance, verifies and signs off on the completed tasks recorded in the work experience logbook
6. Provide feedback using the End-of-Internship Evaluation Rubric within five working days after completion.
7. Participate in at least three evaluation interactions with the Academic Supervisor.
8. Report to higher education institution any misconduct by the student

iii. Student's responsibilities

1. Register and attend orientation prior to placement.
2. Abide by all university and training entity policies, including confidentiality and HSE rules.
3. Perform assigned job diligently and maintain professional conduct.
4. Keep an updated Work Experience/Tasks Logbook and submit required reports on time.
5. Upload the Offer letter, reports, logbook, evaluations, feedback and other relevant documents on the LMS
6. Provide feedback within five days of completion.

G. Documentation & Record Retention

The Administration maintains verified digital records for a minimum of five years, including:

1. Offer letters and job descriptions
2. Initial, Interim, and Final reports
3. Work Experience Logbooks
4. Supervisor evaluations and student feedback
5. Incident and academic integrity reports

All data are indexed by cohort, program, and employer for OBEF 3R sampling (Representative, Random, Reliable).

H. Criteria for Selecting Internship Site

An internship site must:

1. Be legally registered with a valid trade license.
2. Offer a role aligned with program learning outcomes.
3. Assign a qualified onsite supervisor.
4. Sign an **Internship Agreement or MoU** outlining roles, evaluation access, and confidentiality.
5. Ensure compliance with **UAE labour and HSE regulations**.
6. Provide a safe, structured, and supervised environment.
7. Protect organizational and student data under applicable privacy policies.

I. Internship Structure and Evaluation Criteria

Internship evaluation follows four phases:

Table-1: Component and Phases for Internship Structure and Evaluation Structure

Phase	Component	Weightage	Evaluator
I	Initial Report	10%	Academic Supervisor

II	Interim Report	40 % (20 % Academic + 20 % Training Supervisor)	Both
III	Final Report	40%	Academic Supervisor
IV	Presentation & Viva	10%	Faculty Panel

Table -2: BBA/BBA in Accounting Internship Structure and Criteria of Evaluation (as per QF Emirates sub-stands)

Evaluation Phase	PLO	CLO	QF Emirates	Weightage	Evaluator
Initial Report (Phase-I) 10%	PLO1	CLO1	K1 – Functional Knowledge	4%	Academic Supervisor
			K5 – Applied Knowledge	6%	
Interim Report (Phase-II) (20% + 20%)	PLO2.1 PLO2.2 PLO4 PLO5	CLO2	S1 – ICT Skills	5%	Academic Supervisor
			S2 – Communication Skills	5%	
		CLO3	S1 – ICT Skills	2%	
			S2 – Communication Skills	3%	
			RAR3 – Functional Responsibility	2%	
			RSD2 – Professional Responsibility	3%	
	PLO2.1 PLO2.2 PLO4 PLO5	CLO2	S1 – ICT Skills	5%	Training Supervisor
			S2 – Communication Skills	5%	
		CLO3	S1 – ICT Skills	2%	
			S2 – Communication Skills	3%	
			RAR3 – Functional Responsibility	2%	
			RSD2 – Professional Responsibility	3%	
Final Report (Phase-III) (40%)	PLO2.1 PLO2.2 PLO3 PLO4 PLO5	CLO2	S1 – ICT Skills	1%	Academic Supervisor
			S2 – Communication Skills	2%	
		CLO3	S1 – ICT Skills	2%	
			S2 – Communication Skills	10%	
			RAR3 – Functional Responsibility	5%	
			RSD2 – Professional Responsibility	2%	
		CLO4	S5 – Analytical Skills	5%	
			RSD2 – Professional Responsibility	5%	
			RAR3 – Functional Responsibility	5%	
			RRC1 – Regional and Global Issues	3%	
Presentation and Viva (Phase – IV) (10%)	PLO2.1		S1 – ICT Skills	10	Faculty Panel
			Total	100	

Grading of internship report will be done as per the Grading and Assessment policy of HUC. The evaluation of internship for the BBA/BBA in Accounting program will be done based on the above Table–2. The details of the reports mentioned in the Evaluation structure are given in subsequent sections.

J. Initial Report

An intern should submit an Initial Report after joining in the company and commencing the internship task / project / work in the format as per **Annexure III** of the Internship Manual to the Academic Supervisor along with the appointment letter issued by the organization / company. The Initial report should be submitted at the end of the fourth week, and 10% weightage is allocated for evaluating the initial report by the academic supervisor.

K. Interim Report

Interim Report is a document submitted after the completion of half of the internship. This report should be submitted to the Training Supervisor and the Academic Supervisor as per the approved template. This report will be evaluated individually by both the Training Supervisor and Academic Supervisor. The Interim report should be submitted in the ninth week.

The Interim report carries a weightage of total **40% which** includes 20% weightage for evaluation by Training Supervisor and 20% weightage for evaluation by Academic Supervisor.

The contents of Interim Report should be as mentioned below:

a. **Title Page** – title of report, your name, place of Internship, training supervisor's name and date, and Academic Supervisor's Name

b. **Table of Contents**

c. **Introduction**

The introduction section of Interim Report should have the following contents

1. Title of Internship
2. Objectives of the Project / Tasks given to you
3. Purpose of your study / research
4. Company Profile (Vision, Mission, Goals, Objectives, Organization Structure)
5. Products, Services and Nature of Business
6. Industry Profile and Competition / Organizational Performance

d. **Main Body of Interim Report**

The main body of the interim report should have the following contents

1. Nature of your work in the organization
2. Activities and tasks completed by you till the Interim Report
3. Methodology of completing the assigned tasks
4. Literature Review (from Research Articles / Newspaper articles / Web References / Databases)
5. Challenges and learnings by the intern
6. Value-addition to you
7. Value-addition to the company
8. Action Plan for completing the remaining work

e. **References** (only in APA format)

L. Final Report (Weightage: Report-40%, Viva and Presentation-10%)

The final report is submitted to the Academic Supervisor by the intern after the completion of internship. It is evaluated for 50% where 40% weightage is given for the report and 10% of the weightage is given for the Presentation and Viva.

The Final Report should have the following contents.

- i. **Title Page** – title of report, your name, place of Internship, training supervisor's name and date, and Academic Supervisor's Name

- ii. Table of Contents
- iii. Latest CV
- iv. Initial Report
- v. Certificate and Letter of Appointment from the Organization / Company
- vi. Acknowledgement
- vii. Work Experience Logbook
- viii. Introduction
- ix. Details of Work / Project
- x. Methodology / Approach
- xi. Analysis and Interpretation
- xii. Conclusions
- xiii. Recommendations / Suggestions
- xiv. References (In APA Format)

Students will be given 10 minutes to present their internship report through a PowerPoint presentation (Maximum 10 slides) followed by a viva for approximately 10 minutes. Academic Supervisors will guide the interns on contents of the presentation.

M. Detailed Guidelines for Writing Final Report

All interns need to submit an internship report at the end of their internship. The report should be of minimum 3500 words.

The Final Report of Internship should be prepared as per the following format

- i. **Title Page** – title of report, your name, place of Internship, training supervisor's name and date, and Academic Supervisor's Name
- ii. **Table of Contents**
- iii. **Latest CV**
- iv. **Initial Report**
- v. **Certificate and Letter of Appointment from the Organization / Company**
- vi. **Acknowledgement**
- vii. **Work Experience Logbook**
- viii. **Introduction**
The Introduction section should cover the following contents.
 - a. Objectives of the Project / Tasks given to you / Title of the project
 - b. Purpose of your study / research
 - c. Company Profile
 - d. Products, Services and Nature of Business
 - e. Industry Profile and Competition
- ix. **Details of Work / Project**
This section should contain the following information
 - a. Task(s) assigned to you
 - b. Objectives of these tasks and your overall internship
 - c. Details of Responsibilities of the department assigned to you
- x. **Methodology / Approach**
 - a. Identification of Problems / Issues in the Organization / Company
 - b. Literature Review (if required) from Research Articles / Newspaper articles / Web References / Databases
 - c. Application of theoretical concepts studied by you

- d. A brief description of methodology adopted by you for completing the tasks assigned to you.

xi. Analysis and Interpretation

- Comparative Financial Performance of Organization / Company
- Business Strategies of the Organization / Company
- Analysis and Interpretation
- Applications Technologies / Software
- Creative and Innovative Practices
- HR practices and Work Environment
- Positive and the negative aspects of the Internship
- Challenges faced during your internship

xii. Conclusions

The conclusions of your internship work should be written here. These conclusions should match with your internship title, objectives and purpose.

xiii. Recommendations / Suggestions

The student should provide the recommendations / suggestions for further improvement of issues involved during the internship

xiv. Internship learnings and Takeaways

The students should list out the learnings and takeaways from the internship

xv. References (In APA Format)

Please refer to the Internship Manual for School of Business for further details

N. KPI Ownership, Reporting & Audit Readiness

Table-4: KPI Ownership, Reporting & Audit Readiness

S. No.	KPIs related to Internship	Source	Owner	Reporting Frequency
1	% of eligible students completing internships	SIS / Power BI	Program Chairs	Semesterly
2	Internship-to-employment conversion rate	Employer Feedback	CAO	Annually
3	Employer satisfaction with student performance	Evaluation Rubrics	CAO	Annually
4	% of internships aligned to student specialization	Reports	Deans	Semesterly
5	Student satisfaction with internship experience	Feedback Form	IRQA	Semesterly
6	Number of Work-Placements offered	Reports	CAO	Semesterly

O. Compliance and Audit Readiness

- The **Unit of Academic Engagement and Impact** ensures adherence to regulatory requirements.
- The **Deans** monitor academic alignment and outcome achievement.

3. The **IRQA Office department** validates data accuracy and maintains readiness for **MOHESR audit sampling**.
 - 1) All evidence must remain accessible for verification during institutional reviews.

Withdrawal, Cancellation, Postponement and Re-Activation Policy

I. Introduction

Every year, students are accepted to complete their studies in the academic institutions, but in return some students' may withdraw courses, postpone their studies or leave the institution without completion due to mitigating circumstances. This policy aims to administer student's cases during course withdrawal, postponement of studies, cancellation from the institution, and re-activation transitions.

II. Course Withdrawal

A. Course withdrawal within add/ drop period

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

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

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

B. Course withdrawal after add/ drop period

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

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

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

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

C. Management of course withdrawal transitions

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

Course withdrawal is not applicable for Capstone Courses, Internship, , and Graduation Project. An updated graduation plan will be shared with the respective student by the

Administration. Academic records of the course withdrawal cases will be updated on the system accordingly.

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

D. Course withdrawal Procedure

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

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

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

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

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

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

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

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

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

III. Postponement

A student may postpone a semester only once in an academic year and maximum two non-consecutive semesters during the program duration. Students are permitted to submit postponement request **within the first two calendar weeks of the semester** only under **mitigating circumstances** such as Financial Issues, Family Relocation, Work related issues, National Service Duty, Severe Medical Conditions, Family Emergency, Intention of Changing University, Administrative Drop, and Academic Standing.

A. Postponement within two weeks of commencement of semester

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

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

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

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

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

B. Postponement Procedure

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

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

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

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

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

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

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

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

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

IV. Withdrawal / cancellation from the Institution

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

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

A. Withdrawal from the institution before commencement of a semester

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

B. Withdrawal from the institution during the semester

If student withdraw his/her studies within the add/drop period (within first week of semester commencement), the fees paid by the student for that semester will be forfeited as per the original fee structure, and the fee waiver/scholarship granted to respective student will be revoked and a refund will be processed accordingly. In case, the student submits the withdrawal / cancellation request beyond the add/ drop period (after first week of semester commencement), no refund of the semester fees will be applicable. Institution has the right to charge the proportionate tuition fees accrued till the date of submission of withdrawal request. Academic transcript will be issued to the students with the details of all the courses completed by the time of withdrawal from the institution in accordance with the withdrawal procedure as indicated in section. (D) below.

C. Informal withdrawal from the institution

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

D. Withdrawal / cancellation procedure

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

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

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

Step 03: If the counseling does not help the student, then he is sent for an exit interview with the Student Counselor and the report is sent to IRQAOA department for further analysis

Step 04: The Cancellation Form will be sent to Registrar for his approval

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

a. Marketing & Registration Department for their comments.

b. Finance department for checking whether the student's account is cleared.

c. Library to check for any pending books to be returned.

d. Computing department will de-activate the portal and email address.

e. Human Resource Department for the verification of the student visa status if applicable.

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

Step 06: The form along with no due clearance is sent to Finance for determining the financial status of the student and make necessary collections / payments (Refund)

Step 07: Approved application will be forwarded to administration for withdrawal from the institution

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

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

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

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

In addition to the above procedure, the Visa, Visa letter and Embassy Letter students must submit the following documents at the time of cancellation:

- a. Emirates ID (Original)
- b. Passport
- c. Ticket Copy
- d. Visa Cancellation Letter from Immigration

V. Re-Activation of admission

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

- i. The revised graduation plan complies with the stipulated length indicated for program completion such as Maximum 6 years for the undergraduate program.
- ii. There should not be any outstanding amount in student ledger.
- iii. In the event of **withdrawal or cancellation**, the payment of fees shall be subject to the fee structure applicable for the current academic year. Should there be any changes to the curriculum, the student must initiate the Transfer of Credit process, which will be limited to academic credit reductions only, without any corresponding financial adjustments or reversals. Students will be charged full fees as per the fee's payment plan, and any scholarship, sponsorship, or fee waivers granted to the student will remain in place as per to the initially approved percentage or value.
- iv. Student must pay the applicable re-activation fees, as specified in the miscellaneous fee's payment schedule.

A. Reactivation procedure

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

Step 2: In case the curriculum remains unchanged at the time of re-activation, all the courses successfully completed by the student will be transferred and a revised graduation plan along with revised fee structure applicable for the academic year will be provided to the student. However, if the curriculum has changed at the time of reactivation, the student needs to submit a TOC application and transfer of credit will be granted to the courses successfully completed as per the TOC policy. The new graduation plan and revised fee structure applicable for the academic year will be provided to the student. *(Refer V(iii) for further details)*

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

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

Step 5: The Scholarship/Sponsorship/Fee Waiver scholarship, sponsorship, or fee waivers granted to the student will remain in place as per to the initially approved percentage or value.

Step 6: The student's details will be communicated to the Student's Academic Advisor and Dean of respective School

VI. Dismissal

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

- I. Failure to meet graduation completion requirements as per Undergraduate Completion Requirement Policies
- II. Poor academic standing as per Academic Progress / Academic Standing Policy
- III. Low attendance as per Student Attendance Policy
- IV. Disciplinary Action as per Student Discipline Policy
- V. Informal Withdrawal from the Institution
- VI. Failure to pay tuition fees

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

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

A. General dismissal procedure for students

Step 01: Administration notifies student regarding dismissal

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

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

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

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

- a. Marketing & Registration Department for their comments.*
- b. Finance department for checking whether the student's account is cleared.*
- c. Library to check for any pending books to be returned.*
- d. Computing department will de-activate the portal and email address.*
- e. Human Resource Department for the verification of the student visa status if applicable.*
- f. Administration department for the comments and pass credit note if applicable.*

Step 06: The clearance form along with no due clearance is sent to Finance for determining the financial status of the student and make necessary collections / payments (Refund).

Step 07: Approved Dismissal Student Case File will be forwarded to administration for cancellation of registration

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

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

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

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

- a. Emirates ID (Original)
- b. Passport
- c. Ticket Copy
- d. Visa Cancellation Letter from Immigration

Addition of a course

Addition of a course is allowed only to those students who are not progressing as per the Graduation plan given to them initially. However a student cannot exceed maximum load of 18 credits per semester. If a student opts for additional course/s, along with the regular course will have to apply for the same within two weeks of the commencement of the semester. An additional charge will be applicable to the student as per the policy.

Step 1: Apply for addition of course/s through the student portal within first two weeks of commencement

Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 3: The Application will be sent to Registrar approval

Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 5: Student pays the amount debited to his account if applicable

Step 6: Approved application will be forwarded to registration officer for adding course/s

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

Step 8: A revised graduation plan and invoice are issued to the student applying for addition of course/s

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

Attendance Policy

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

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

1. Illness of the student
2. Accident
3. Death in family

4. Compelling circumstances beyond the student's control.
5. National /military services
6. Representation/involvement in HUC approved events

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

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

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

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

A. Absence and Appeal

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

B. Eligibility for Final and Re-sit Examination

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

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

Repeating Courses Policy

A student who scores less than 'A' grade in any course will be allowed to repeat that course and better of the two grades shall be considered for calculating the CGPA. A student is allowed to repeat the course only twice. Students who repeat the course will not be included in the toppers list.

Procedure:

- Step 1: Apply for repeating course through the student portal within two weeks of commencement of semester
- Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.
- Step 3: The Application will be sent to Registrar for his approval
- Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed
- Step 5: Student pays the amount debited to his account, if applicable
- Step 6: Approved application will be forwarded to registration officer for postponing the semester for which a student is enrolled
- Step 7: The status of the application will be communicated to the student, faculty, advisor and Dean
- Step 8: A revised graduation plan and invoice are issued to the student who postpones
- Step 9: Application copy with approval status will be placed in the student file

Duplicated Courses Policy

In order to avoid candidates duplicating their studies by repeating the courses that contain similar knowledge or skills which have been acquired either by certificates or diploma or work experiences, HUC provides for accommodating students with prior learning through their RPL policy. Refer Recognition of Prior Learning policy for more details.

The courses which have been exempted or equated with the prior learning will not be awarded any credits but such courses will appear on the transcript without credit value.

A duplicate course is one that student have received credit for before, but have to retake due to failure or to improve the grades. For example, student might need to repeat a course less than "A" grade to get a better grade. Student will not get credit, but he/she can use the new grade to meet program requirements.

If student complete the duplicate course, his/her new grade will not replace the old grade. Instead, both grades will show on his/her transcript and higher grade will be used in any GPA calculations.

If student registered in a duplicate course, a note will be added to the course after the term has begun. It will appear on student transcript as "R".

There can be situations in which the student may end up with duplicate credit in any of the following ways:

- i. By wrongly enrolling in courses and completing, a course for which they have already been awarded external credit (via transfer, away, departmental or advanced placement credit).
- ii. By enrolling in and completing a course that they have previously completed for credit

Duplicate credits are resolved in the following ways:

- i. In the first case mentioned above, the external credit shall be deleted.
- ii. In the second case of duplicate credit, the repeated course credit shall be considered for calculation of the Grade Point Average as well as to the student's total number of credits. However, credits of both courses will be reflected in the transcript.

Student Requests

Any student request, which comes through the due process, will be segregated by the Student Support Department and the request will be sent to the respective departments to address the

student request within the policy framework of HUC and student will be responded within three working days. For requests involving external agencies, the response time varies based on the time taken by the external agency

Leave Application

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

Step 1: Apply leave application through the student portal

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

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

Step 4: The status of the application will be communicated to the student, faculty and advisor

Step 5: Application copy with approval status will be placed in the student file.

Change of Class Timing

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

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

Step 2: Submit the supporting document [proof] to Administration Department

Step 3: The document will be forwarded to Dy. Director - Administration, Registration & Examination Department for the approval

Step 4: Approved application will be forwarded to registration officer for shifting of class timing.

Step 5: The status of the application will be communicated to the student, faculty and advisor

Step 6: Application copy with approval status will be placed in the student file.

Change of Concentration

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

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

It is advised that the change of concentration should be done at the freshman level. Only under mitigating circumstances the case can be considered in the sophomore year of the study.

Step 1: Apply for the change of program through the student portal

Step 2: Student will be called for a counseling meeting including the advisor, to assess the need for change and provide necessary guidance.

Step 3: The Application will be sent to Dean of the respective school for his approval

Step 4: Upon approval, applicable fees will be debited to the student account and deadline for payment is informed

Step 5: In case of a TOC student, the same procedure as above will be applicable for any change in program; in addition, student will have to reapply for TOC for the new concentration.

Step 6: Student pays the amount debited to his account

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

Step 8: The status of the application will be communicated to the student, faculty and advisor

Step 9: A new ID card, revised graduation plan and fee schedule is issued to the transferred student

Step 10: Application copy with approval status will be placed in the student file

Change from one Program to another within the Institution

HUC students, who would like to change from one program to another at the same level of study within the institution, may apply for the same to the Administration department using the student request form. Students must submit such request for change of program within the first year of their study. Requests for program transfer submitted beyond 1 year of study are subject to review and approval by President and provided the maximum duration of study period is not affected. The program to which they intend to change may be either from the same school or from different school in HUC.

A. Procedure for transferring to another program

The detailed procedure for change from one program to another is outlined below:

i. Review of Admission Criteria of the Program to which students are seeking transfer:

Before initiating the request, students must review the admission criteria for the program they wish to transfer into, including GPA requirements, prerequisite courses, and any specific qualifications needed for admission.

ii. Consult with the Academic Advisor:

Students should meet with their Academic Advisor to discuss about their transfer to another program, clarify the reason for the change, and ensure they select the appropriate concentration in the new program (if applicable).

iii. Initiate Transfer Request:

Students must initiate the program transfer process through LMS and pay the applicable Program transfer fees as outlined in the Miscellaneous Fees Policy.

iv. Clearance of any outstanding fees for the previous program:

Student must ensure financial clearance for the previous program is obtained by ensuring that any outstanding fees are paid according to the student's signed financial payment plan.

v. Processing the Student request for transfer to another program:

Upon receiving the student request for transfer to another program, the Administration department shall initiate following actions:

- a. Withdraw the student from any currently enrolled courses.
- b. Change the status of the current admission to "Cancelled."
- c. Initiate a new application form and transfer all admission credentials, assigning a new Application ID to the student
- d. Apply the new program's fee structure, including any applicable scholarships or sponsorships.
- e. Initiate the Academic Transfer of Credits process, ensuring that credits are transferred according to the new program's structure, with no financial credit.
- f. Transfer of credits shall be awarded to equivalent courses of the new program provided the student has obtained a minimum pass grade for those courses in the current program.
- g. The grades obtained for the transferred courses shall be considered while calculating the CGPA for the new program to which the student has been transferred.

B. Fees and refund terms

The new program fee structure will be applicable, the application fees for the new program and the Transfer of Credits (TOC) fees are waived and covered under the Program Transfer Fees.

In case student submits the request for change of program before commencement of classes for the current program, he/she shall be eligible for any refunds for the current program as per HUC's refund policy. However, in case student submits the request for change of program after the commencement of classes for the current program no refund will be applicable.

Student Request for letters / transcript

Letters /Transcript from the HUC

- a. Bona-fide student letter (In English or Arabic)
- b. Letter mentioning dates of examination
- c. Copy of Course Syllabus for course/s attended
- d. Transcripts
- e. Reference Letters
- f. Course Equivalency Letters
- g. Certificate Equivalency Letters
- h. No Objection Letters
- i. Letters for Government Departments
- j. University Reference Letters
- k. Letters of Introduction for Internship
- l. Sponsor Request Letters
- m. Visa letters

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

Step 1: Student should fill up the request through student portal

- Step 2: A clearance from the Finance Department is required to process this necessary before proceeding to the next step. This is done to verify that the student does not have any outstanding fee against his account
- Step 3: After the clearance from Finance Department, the Administration Department prepares the letters as requested by the student
- Step 4: The original letter is given to the student and a copy is maintained in the student's personal file

Normal time to respond the request is mentioned below:

Various Requests	Clearance Required	Processing Time
Class shift change	From Faculty after 2 weeks of commencement	2 Working Days
Program transfer	From Advisor & Finance	2 Working Days
Withdrawal	From Advisor	2 Working Days
Postponement	From Advisor & Finance	2 Working Days
Cancellation	From Advisor	2 Working Days
Re-activation	From Advisor & Finance	2 Working Days
Repeating course	From Finance	2 Working Days
Class schedule	Nil	2 Working Days
Letters	From Finance	2 Working Days
Graduation plan	From Finance	2 Working Days
Passport issuance	From Finance	2 Working Days
Mitigation circumstances	Nil	2 working days
Appeals against grade awarded	From Finance	3 working days
Grade improvement	From Finance	2 working days
Student process form	NIL	2 working days
Student personal data update	NIL	2 working days
Graduation application	From finance	2 working days
Provisional students	NIL	2 working days
ID cards	NIL	Start of the semester
Admission kit	NIL	Start of the semester
Provisional certificate	From Finance	1 month after resit result of final semester
Degree certificate	From Finance	Graduation ceremony
Short course certificate	From Finance	As per availability
Transcript / Course Syllabus	From Finance	3-5 working days

Student Information Release Policy

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

- President and Dean of respective Schools
- CAA & MOHESR Officials
- Another University / College where student might be interested in joining, on student's request.
- Person(s) or organization(s) providing financial support

- e. Accreditation Agencies
- f. Judicial Orders
- g. Academic Advisors/Mentors

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

Progression & Retention Policy

Progression is an indication of semester wise academic progress of the student based on successful completion of qualitative and quantitative requirement in each semester, failing which the student is retained in the semester and is not allowed to progress to the next semester as per academic standing policy.

Policy on Intensive Modes of Course Delivery

i. Introduction

According to the MOHESR 2019 standards, the term –intensive modes of delivery refers to courses that are offered over a shorter duration than the generally accepted period of a standard –semester|| (15 to 17 weeks) or –weekend|| (9 to 12 weeks).

The academic courses conducted under intensive modes of delivery should be for 6 to 8 weeks and a maximum of two courses can be offered for both graduate and undergraduate level programs. It is important to ensure sufficient time for preparation, reflection, analysis, and the achievement of learning outcomes are adequately met through student learning engagement activities. The classes will be as per the standard duration of 1 hour per class and total number of credit hours are completed within the stipulated intensive mode of conducting the program.

- i. Students are fully informed of any modifications that may have been made in operations or the delivery of its academic programs in order to accommodate the shortened duration of the course or program;
- ii. Students in courses offered through intensive modes of delivery have comparable duration of class contact time, and comparable expectations for out-of-class study time, as in the same courses offered during the regular semester or term;
- iii. The full content of the approved syllabi will be taught during the condensed period;
- iv. Learning outcomes of the courses and programs are achieved by all enrolled students;
- v. HUC's academic support services (Student services, Administration, Finance), learning support services (library and IT) and other facilities (canteen, health and sports facilities) are available during the shortened term
- vi. Faculty workload will include the courses which are conducted under the intensive mode of delivery

Gender Equality Policy

A. Introduction

The gender equality policy of HUC outlines its commitment to providing equal opportunities, fair treatment, and mutual respect for all students, faculty, and staff, irrespective of gender. Aligned with HUC's Diversity, Equity, and Inclusion Policy, this document is also guided by the MOHESR Outcome-Based Evaluation Framework (OBEF), Pillar 5: Institutional Reputation and supports the HUC Strategic Plan Goals 1 (Excellence in Academics) and 5 (Institutional Reputation & Excellence). This policy promotes not only compliance with national regulations but also institutional excellence through measurable equity and inclusion practices.

B. Objectives:

- i. To explicitly prohibit any kind of discrimination, harassment, and violence based on gender or gender identity.
- ii. To promote inclusion and diversity by fostering an inclusive environment that values the diverse skills and perspectives of people of all genders.
- iii. To ensure equal opportunity by eliminating gender bias in attitudes and practices related to access, participation, and progression in learning, working, and research.

C. Policy requirements

i. For students

- a. Foster a supportive and inclusive classroom culture that values and respects diverse perspectives.
- b. Implement equitable admission practices and equal access to financial aid that promote diversity within the student body, including targeted outreach to underrepresented genders.
- c. Establish and enforce clear policies and procedures for reporting and addressing incidents of discrimination, sexual harassment, and gender-based violence.
- d. Equal opportunities for students to participate in clubs, committees, class representative bodies and student council regardless of their gender.

ii. For Employees

- a. Commit to fair and transparent recruitment and selection processes based on merit, with proactive measures to attract, support, and retain a diverse workforce.
- b. Ensure a safe, inclusive, and respectful work environment for employees
- c. Ensures equal remuneration for equal work, eliminating gender-based disparities in remuneration.
- d. Encourage equitable gender representation in governance bodies, committees, and leadership positions and ensure that data on gender composition in leadership roles is tracked and reported institutionally.
- e. Ensures equitable opportunities for promotion and career advancement, ensuring that no individual is disadvantaged on the basis of gender.
- f. Adopt flexible and inclusive workplace practices, including family-friendly policies such as maternity and parental leave, to support staff in balancing professional and caregiving responsibilities.
- g. Provide equal access to professional development opportunities and career support programs to foster the growth and progression of all staff, irrespective of gender
- h. Adopt stringent measures against gender-based harassment and bullying
- i. Require all gender-related complaints and harassment cases to be logged and stored in a centralized system for a minimum of five (5) years, in line with MOHESR audit requirements and internal quality assurance protocols.

D. Policy implementation and review

The Registrar and TED-Incharge shall oversee the implementation of the gender equality policy and ensure that all employees and students of HUC receive training to increase their understanding of gender equality and related issues. The policy will be reviewed annually and updated if required to ensure alignment with evolving best practices and legal requirements. The implementation effectiveness of this policy will be evaluated annually through review of institutional KPIs, training participation logs, and documented improvements in gender parity across student and staff populations. Data will be archived in a validator-ready format for MOHESR audits.

E. Institutional KPIs and Reporting

- a. Gender-disaggregated data on student enrolment, faculty/staff hiring, leadership representation, and club/committee participation will be collected and reported annually.
- b. The Registrar and TED-Incharge, in coordination with the IRQA Office, will be responsible for preparing annual dashboards and reports aligned with OBEF KPI 5.1 and relevant Strategic Plan indicators.
- c. These reports will inform institutional decision-making and will be used to demonstrate the university's commitment to measurable equity outcomes during MOHESR evaluations.

Student Disciplinary Action for Academic violations

Any kind of violation of the academic code of conduct as specified below is liable for punishment.

As the name indicates Academic Violations are related to the Academic processes related to

- 1) Classroom delivery,
- 2) Assessment (Formative, Continuous and Summative Assessments)
- 3) Post Assessment activities including Academic Preventive and Corrective Actions

The following incidents are indicative academic violations but not limited as specifically described:

A. Academic violations

- a. Violation of the rules of honesty and integrity in the above academic process and academic conduct by any means, whether the violation occurred by the student alone or in association with others.
- b. Any cheating or attempted cheating in the exam and disrupting the orderly conduct of the exam (Assessments).
- c. Refraining from or inciting non-attendance to lectures or practical training in workshops, laboratories, internships, or other activities that are part of the program requirements
- d. Any infringement on the intellectual rights of others, whether by copying, quoting or through various means.
- e. Involving in the act of plagiarism while completing Assignment(s), Case study(s), proposal(s), term paper(s), project(s), dissertation, thesis, or any other academic submission related to the course.
- f. Copying work produced by a person or generative AI tools.
- g. Using the words, images, source code, ideas, or any work created by someone else or generative AI tools without acknowledgement.
- h. Presenting false credentials and fabrication of data during academic submissions.

B. Disciplinary Action Committee-Academics

HUC has a Disciplinary Action Committee-Academics in place to make fair decisions on the academic violations committed by a student.

The objective of this committee is to hear from both parties including the student involved in the academic violation and the faculty member who has reported the academic violation to decide the course of action to prevent recurrence of such misconduct in the future.

The Disciplinary Action Committee-Academics (DAC-Academics) consists of the following members:

- viii. Dean of the respective school, Chairman of DAC-Academics
- ix. Registrar
- x. A faculty member not involved in the disciplinary violation case.
- xi. The Advisor of the student
- xii. Class Representative
- xiii. Student Counselor
- xiv. Deputy Director-Administration

C. Identification and Reporting:

Academic violations are generally reported by the faculty member who identifies it during course delivery, evaluation of assessments or while conducting any academic activity. For example. The designated invigilator would identify and record any incident of misconduct while writing exams. Upon identifying and recording the Academic violations as mentioned above, it would be reported to the respective Disciplinary Action Committee-Academics.

D. Disciplinary Action Decision for academic violations:

At HUC, a Disciplinary Action Decision for academic violations is usually taken as follows:

Levels of Disciplinary Action	Authorized Personnel / Department
Verbal warning / Sensitization	Faculty Member or Authorized Professional Staff
Written warning	Dean -of Schools
Suspending the student for more than 7 working days	DAC-Academics
Permanent expulsion from HUC	Disciplinary Action Committee: Academics
Cancelling registration / the academic degree given to the student	Disciplinary Action Committee: Academics

Note: HUC Management can cancel the degree in case any falsification or deceitful information or records are discovered after the completion of the degree.

The Disciplinary Actions Committee-Academics has the right to seek input from whomever it deems appropriate. The decisions made by this committee are communicated to the student concerned, a copy of the written decision is filed in the student's file and the punishment decided by the committee should be served by the student.

E. Levels of Disciplinary Action, Responsible Authority

The level of disciplinary action will depend on the number of, and/or the extent of violation. The Dean of respective School carries the right to apply any level of punishment for an

academic violation depending on the seriousness of the indiscipline act committed by the student.

F. Appeal in case of academic violations:

In case of Academic violations, the students can initially appeal for a revaluation /reconsideration to the respective faculty members through the Learning Management System; provided they have any kind of valid grievances. They must explain the entire issue to the faculty member and seek reprieve for the situation.

The concerned faculty member will be responsible for looking into the issue to ensure that fairness is maintained throughout. Otherwise, the faculty member may refer the case to the respective Head/Program Chair/Dean for further action.

If not resolved, the academic violations will be presented by the Dean of the respective school to the DAC-Academics to seek their input.

The decision of the DAC-Academics will be final in case of academic violations and the student cannot appeal further.

Student Disciplinary Action for Non-academic violations

Any kind of violation of the behavioral code of conduct or non-academic violation as specified below is liable for punishment.

The following incidents are indicative non-academic violations but not limited as specifically described.

A. Non-academic violations

Non-academic violations are not related to the core academic process. It's related to the general ethical code of conduct.

Some of the specific non-academic violations are as follows:

- a. Acts that violate the college's regulations or tamper with its facilities, including hacking HUC's electronic information system and adversely affecting reputation through social media platforms
- b. Any act or statement that affects religious beliefs or the state's reputation or violates good conduct, behaviour and established etiquette.
- c. Impersonating a college student.
- d. Providing incorrect data or information in official papers or various means of communication, whether written or electronic, or any forgery in official documents related to HUC, or obtaining them illegally, or using them with knowledge of their forgery.
- e. Any assault, insult, or abuse directed by a student towards faculty and staff members, or students.
- f. Issuing or distributing flyers, newspapers, or magazines, or sending them via e-mail or various social media, or collecting funds or signatures, before obtaining prior written approval from the competent authority of the college, or misusing the approval granted to practice any of these activities.
- g. Smoking inside HUC's campus
- h. Everything that contradicts public taste in dress and appearance.
- i. Bringing or using narcotic and prohibited substances of all kinds inside the college buildings and facilities.

- j. Theft or attempted theft within the college campus, whether in kind (money, equipment, tools, devices...)
- k. Any attack (piracy) on the college's website and its official electronic accounts, or any electronic violation of privacy for all college members.
- l. Provoking tribal or sectarian strife, inciting them, or stoking strife.

B. Disciplinary Action Committee-Non-Academics

HUC has a Disciplinary Action Committee-Non-Academics in place to make fair decisions on any misconduct, misbehavior or other non-academic violations committed by a student.

The objective of this committee is to hear from both parties including the student involved in the academic violation and the faculty/staff member who has reported the non-academic violation to decide the course of action to prevent recurrence of such misconduct in the future.

The Disciplinary Action Committee-Non-academics (DAC-Non-Academics) consists of the following members:

- i. Registrar, Chairman of DAC-Non-Academics
- ii. Program Chair
- iii. Faculty members nominated by the Chairman of DAC-Non-Academics
- iv. The Advisor of the student
- v. DAEI
- vi. President of Student Council
- vii. SSD-Incharge

C. Identification and Reporting:

Behavioral misconduct or non-academic violations are generally reported by an authorized Professional Staff or Head of department or faculty who has witnessed the aforementioned incident. Upon identifying and recording the Non-Academic misconduct as mentioned above, it would be reported to the respective Disciplinary Action Committee-Non-Academics.

D. Disciplinary Action Decision for non-academic violations:

At HUC, a Disciplinary Action Decision for non-academic violations is usually taken as follows:

Levels of Disciplinary Action	Authorized Personnel / Department
Verbal warning	Administration department
Written warning	Administration department (Maximum 2 written warnings)
Depriving the student of given privileges	Administration department (1 to 2 weeks)
Temporarily preventing the student from attending HUC	Administration department (Suspension not exceeding 7 working days)
Suspending the student for more than 7 working days	Disciplinary Action Committee: Non-Academics
Permanent expulsion from HUC	Disciplinary Action Committee: Non-Academics

Note: HUC Management can cancel the degree in case any falsification or deceitful information or records are discovered after the completion of the degree.

The Disciplinary Actions Committee-Non-Academics has the right to seek input from whomever it deems appropriate. The decisions made by this committee are communicated to the student concerned, a copy of the written decision is filed in the student's file and the punishment decided by the committee should be served by the student.

E. Levels of Disciplinary Action, Responsible Authority

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

F. Appeal in case of non-academic violations:

The Registrar presents the case of non-academic violation to the Disciplinary Action Committee-Non-Academics at the time of the meeting/hearing. This committee hears from both parties and takes appropriate decision. If the student is not satisfied with the committee's decision, he/she has the right to appeal to the President or Vice President within five working days of receiving the DAC-Non-academic committee's decision.

The decision of the President or Vice President will be final in case of NON-academic violations and the student cannot appeal further

Recognition of Prior Learning and Advanced Standing Policy

A. Introduction

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

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

A. The Policy

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

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

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

B. Requirements

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

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

C. Guide for Applying for the Program

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

D. RPL and Advanced Standing Committee

The RPL and Advanced Standing committee consists of Dean of school and subject experts in the domain of skill sets or competency as deemed necessary, quality unit representative and administration/ registration office representative. The committee evaluates as per the assessment form requirements and recommends or rejects the student on the grounds of meeting or non-meeting the admission requirement. The committee shall review the RPL and Advanced Standing application as per the assessment form and award partial or full credits to be transferred to HUC program without any value of credit being transferred in the transcript. Criteria for evaluation can be decided by the evaluators consisting of Dean, Quality unit and administration department – it could be a challenge exam/s, followed by demonstration of skills in the form of small project work that can be assessed and an interview. Upon satisfaction the evaluators can recommend credit transfers – minimum grade required to qualify is 'C +' that is 2.5 on a scale of 4 points awarded by the evaluators. HUC grading policy would be used for evaluation.

E. Criteria for Awarding TOC For RPL and Advanced Standing

S.No.	Nature of Certificate (Diploma / Certificate) mapped with Level 6 and 5 of QF Emirates	Number of years of work experience	Issuing authority	Maximum Transfer of credits awarded by HUC

1	Diploma	5 years	Approved by MOHESR	50% of total credits
2	Certificate – Level 5	10 years	Approved by MOHESR	50% of total credits

F. Public Disclosure

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

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

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

G. Appeal Process

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

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

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

A. Sample RPL and Advanced Standing TOC Assessment Form

Name: Date:

Student ID:

Bachelor of Science in Information Technology

Concentration in Enterprise Computing [JAN 2022 Intake]

Certification Requirements

BS IT Core Courses (63 Credits)	CODE	Prior learning Certificates and years of experience in relevant fields	Recognition status of issuing agency	ACCEPTED TOC
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Core Courses (51 credits)				
Digital Logic	BIT1101			X
Principles of Programming Language	BIT2102			X
Computer Organization	BIT2103			X
Web Design and Development	BIT2104			X
Data Structures and Algorithm Analysis	BIT2105			X
Database Management Systems	BIT2106			X
Human-Computer Interaction	BIT2107			X
Computer Architecture	BIT2108			X
Innovation(P)	BUS3102		Protected course TOC Can not be awarded	
Operating Systems	BIT3209			X
Computer Networks	BIT3111			X
Information Technology Project Management	BIT3112			X
Mobile Application Development	BIT3113			X
Information Technology and Ethics	BIT4117			X
Big Data Analytics	BIT4118			X
Computing Project(P)	BIT4219		Protected course TOC Cannot be awarded	
Information System Audit and Control	BIT4220			X
Elective Courses (Any two Courses) (6 Credits)				
Distributed Database Systems (E)	BIT3110			X
Data Warehousing and Data Mining (E)	BIT3114			X
E-Commerce(E)	BIT3115			X
Internet of Things(E)	BIT3116			X
Capstone Courses (6 credits)				

Strategic Information System Management (C)	BIT4121		
Internship (C,S)	IND 4101		Capstone Courses: No TOCs can be awarded

General Education (36 credits)	CODE	EQUIV UNIT	Accepted TOC
Introduction to Information Technology	CIS1003	1213111	Awarded Tentatively
Economics	ECO 1001		X
English	ENG1001		X
Business Communication	ENG1102		X
Core Life Skills and Happiness	GEN1001		X
UAE Society	GEN1002		X
General Science	GEN2004		X
Basic Arabic	GEN2005		X
Advanced Arabic	GEN2006		X
Islamic Culture	GEN2007		X
Critical Thinking & Problem Solving	HUM1001		X
Mathematics - I	MAT1004		X
Mathematics - II	MAT1105		X
Major Requirements (21 credits)	CODE	EQUIV UNIT	Accepted TOC
Major Core Courses (15 credits)			
Software Engineering	ITE3110		X
E-Supply Chain Management	ITE3111		X
IT Infrastructure and Emerging Technologies	ITE3112		X
Business Process Modeling	ITE4113		X
Enterprise Information System Security	ITE4114		X
Major Elective Course (Any one course) (3 Credits)			
High Performance Computing (E)	ITE4117		X

Cloud Computing (E)	ITE4118		X
Knowledge Management Technology(E,P)	ITE4015	Protected course TOC Cannot be awarded	
Major Capstone Course (3 Credits)			
Enterprise Systems (C)	ITE4316	Capstone Courses: No TOCs can be awarded	
Category	Total Credits	TOC awarded Tentatively (Maximum 60 Credits can be awarded)	
General Education Courses	36	3	
Core Courses	63	0	
Major Courses	21	0	
Total Credits	120	3	

Criteria for awarding TOC for RPL and Advanced Standing

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

* TOC will be awarded for anyone of these

** The scheduling of these courses is subject to number of students opting for this course as an elective.

Tentatively the student can be awarded 3 credits as TOC against the transcript. The complete TOC evaluation will be done upon receiving the original transcript or certificates and relevant experience in the field of specialization.

This is subject to presenting the original transcript for audit as well as the accreditation status of the institution, where the student is

The TOC Awarded shall not make any difference to the length of the degree program and courses will be allotted as per the 4-year plan of the BSCS degree on offer. A tentative graduation plan will be given along with the admission kit

Head of TOC
Committee

Student Rights and Responsibilities Policy

A. Student Rights

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

B. Student Responsibilities

The student shall be responsible for conducting themselves as follows

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

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

Class Size Policy

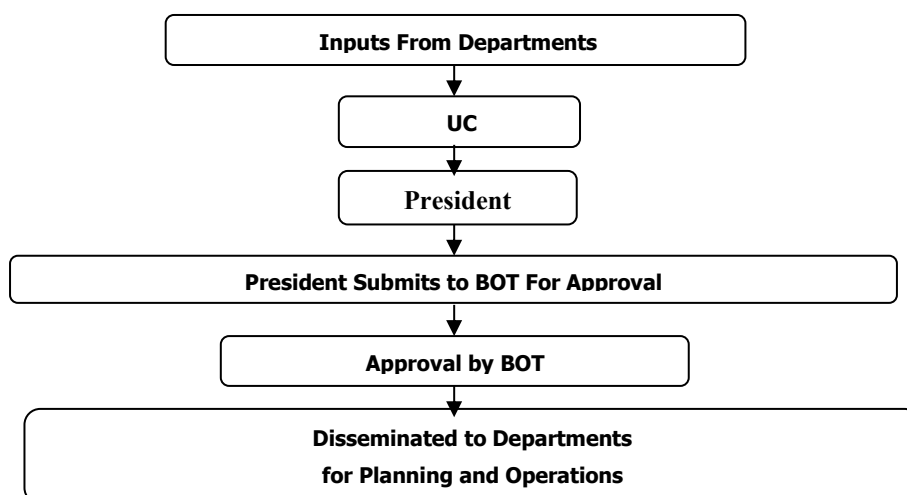
A. Introduction

The Class Size is based on a number of factors like areas of study (namely general education, business courses and majors /concentrations), number of enrollments, nature of the course delivery (lecture, lab session), class seating capacity, number of cancellations/ dropouts / postponements, progression rate, teaching load of faculty and operational & financial feasibility.

The Class Size policy at HUC is subject to changes due to variations in internal resources availability and external factors in the region. The changes in the class size are carried out through the process as established in this policy document.

The UC determines the class size based on the above factors. Any amendments in the existing class size policy are done after receiving inputs from the Administration, Finance, Library, Computing and Student support Department. The information is initially sent to President, which is then placed in the BOT meeting for approval. Upon approval by the BOT, President forwards the information to the departments for planning the operations

B. Process Flow for Formulating and Amending Class Size Policy



C. Class Size Limits

The Class Size policy encompasses both the lower and upper limits of the number of students in each class.

i. Undergraduate Class Size Limit

The minimum and maximum class size for lecture and lab sessions for General, Core and concentration courses is given below:

Areas of study	Minimum class size	Maximum class size	
		Lecture	Lab session
General Education courses	10	50	40
Core courses	10	50	40
Concentration courses	6	40	40

D. Implementation of Class Size Policy

Number of students in each class should follow Class size limit mentioned in Section III above. Following measures are adopted by HUC, when the class size falls out of the permitted limits:

- i. Students are required to sign an undertaking at the time of admission by giving specific choice for any one additional major / concentration from amongst those offered at HUC which will be considered in case the class size policy is not met
- ii. In case, number of students exceeds the maximum class size for undergraduate courses, the class will be further divided into smaller sections to meet the class size policy.
- iii. In case number of students falls below the minimum class size for undergraduate or graduate courses, HUC provides following options to the concerned students:

1. If class size is not met at the beginning of the program:

- i. Student will be shifted to another major / concentration as per the undertaking form signed by the student at the time of admission in which case the fees paid will be adjusted
- ii. If the student, after shifting to another major / concentration at HUC, wishes to cancel his/her admission within one week of commencement of the semester, fees paid will be refunded.

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

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

Independent Study Policy

HUC offers Independent study for a course, which is not offered, to facilitate students to complete the graduation requirement as per the course plan. Independent study is only allowed for undergraduate program and it is not permitted for a graduate program. HUC shall offer an independent study to undergraduate students under following conditions:

1. **The batch does not meet the minimum class size policy**
2. **Student is unable to attend the regular class due to medical reasons or emergency duties of the government or in attendance of the parental obligations**
3. HUC is unable to offer the course as a regular class
4. A student(s) who is/are graduating within the academic year
5. Student is in good standing with the required CGPA to graduate

6. A maximum of 1 course with 3 credits can be offered as independent study to a student in the complete undergraduate program
7. In case a student is left with more than 3 credits to complete the degree program and those courses are not available during that semester, then a student may apply for a permission to the President. The President will send a request for approval from MOHESR CAA in such special circumstances and will allow the student to take the courses only after receiving prior approval from MOHESR CAA
8. Faculty member shall be allocated to the independent study students
9. Minimum of 15 contact hours for a three credit course needs to be fulfilled as per schedule. The conduct of the course should maintain the same level of academic rigor, assessments and evaluation that fulfills the Learning Outcome requirement of the course when offered as a regular course in the specific program.

Student Study Mode Policy

A. Introduction

This policy intends to classify the student mode of study between full-time and part-time and to be identified during the enrollment. This study mode will reflect in student transcript. Except to the extent that a contrary intention is expressed, this policy binds the HUC, staff, students and affiliates.

B. Credit Points and Student Workload

- i. The full-time credit load for undergraduate student is between 12 to 18 credits per regular semester
- ii. Students undertaking less than 12 undergraduate per regular semester will be considered as studying part-time.
- iii. In Full time mode students can undertake less than 12 undergraduate per regular semester in case student is in last semester and less no. of credits required for graduation.
- iv. Students cannot normally be allowed to undertake more than 6 credits in the summer term.
- v. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term.

C. Policy and Procedure

- i. Weekend program for undergraduate is considered as part-time.
- ii. If a student's program of study is offered on either full-time or part-time basis, He/She cannot change his/her mode of study from full-time to part-time during his/her studies.
- iii. If a student's program of study is offered on part-time basis, He/She cannot change major/concentration during the course of their studies.
- iv. Maximum number of courses offered to the part time students will be 9 for undergraduate program
- v. Part time mode will be reflected in the student transcript.
- vi. All other policies will remain same.

D. Start Dates and Application Deadlines

The application process is the same regardless of whether you are applying for a full-time or part-time for undergraduate and graduate program (Refer HUC undergraduate admission policy). There is, however, a difference in application deadlines for FT and PT program.

E. Undergraduate Admissions

The Undergraduate Admissions policies and procedures support employees with admission processes. This is continually updated and includes latest advice and guidance from MOHESR.

F. Mode Of Payment

Mode of payment and registration to semester will as per HUC policy.

Registration Policy

A. Registration Procedure

The Administration department upon verification of admission documents registers each student in respective class. Each student is assigned a unique Student ID and the personal information and academic details for the students are entered into the system. In case of documents being incomplete or not submitted the file is returned to Marketing department for fulfilling the requirements.

B. Registration Checklist**i. Documents Required from All Students**

- a. Candidates applying for undergraduate admissions are required to submit one of the following documents as applicable:
 1. Certificate of completion of the secondary school education, attested by the Ministry of Higher Education and Scientific Research or the Emirates Schools Establishment for high school qualification acquired from the public schools within the country.
 2. An equivalency issued by the Ministry of Higher Education and Scientific Research for a certificate of completion of secondary school studies acquired from the private schools within the country
 3. An equivalency issued by the Ministry of Higher Education and Scientific Research for a certificate of completion of secondary school education acquired from the schools outside the country
 4. Letter of No Objection for Conditional Admission issued by MOHESR if unable to obtain Certificate of completion or equivalency at the time of admission
- b. Dully Filled- Up Registration Form with Signature of Applicant / Marketing Officer
- c. Passport copy (Minimum 6 Months Validity)
- d. Visa Page (Minimum 6 Months Validity)
- e. Emirates Id
- f. Proof of English Proficiency as per admission requirement for undergraduate/graduate program
- g. Student Name in the Registration Form Vs Passport
- h. Initial Payment
- i. Visa/Embassy Letter [Submission of Post-Dated Cheque]
- j. Placement Form
- k. Financial Rules & Regulation Form – Signature
- l. Visa Documents
- m. Guardian Tenancy Contract/Emirates Id Card/PP & Visa Copy/Undertaking
- n. Accreditation of the University/School
- o. SAT/Diploma Verification

- p. High School Mark sheet for undergraduate admissions or Bachelor's degree transcript for graduate admissions
- q. IGCSE/O-Level/A-Level/As-Level/Other Curriculum
- r. Student Personal Detail
- s. Student Visa / Letter Processing Request Form

ii. Additional Document from Local Students

- a. Submission of National Security Services clearance certificate for UAE Nationals effective from 2014.

iii. Additional Documents Required from International Students

- a. Visa Documents
- b. Undertaking Form for non-submission of Visa page
- c. Visa Student Detail Forms
- d. Hostel Forms
- e. Guardian Details Form
- f. Visa Processing Form
- g. Guardian Authorization Letter
- h. Accreditation of the University/School
- i. Police Clearance (Nigerian Student)

iv. Documents Given to Students [Counter Signed]

- a. Duly Attested High School Credentials or / Diploma if Applicable or / Diploma if Applicable

v. Full Undertaking List

- a. Undertaking -Visa Page
- b. Undertaking -Passport Page
- c. Undertaking - Non Submission Of Attested 12th Standard UAE Secondary School Certificate
- d. Undertaking - Non Submission Of UAE National ID
- e. Undertaking - Non Submission Of equivalency from IGCSE/GCE/GCSE Board certificate
- f. Undertaking -12th Standard from Abroad
- g. Undertaking -12th Standard from Private Institution in the UAE
- h. Undertaking -Attested High School Certificate
- i. Undertaking -IB Diploma
- j. Undertaking -Equivalency
- k. Undertaking for BBA Scholarship / Fee Waiver/Recommendation grant

vi. Transfer of Credits if Applicable

- a. Dully Filled-Up Application form For Transfer of Credits
- b. The Official Transcript
- c. Detailed Syllabi (Credit Value, Level, Course Content Etc.)
- d. Official Letter from Previous Institution
- e. Paid Processing Fees

vii. Visa Case if Applicable

- a. Visa Undertaking Forms
- b. Student Detail Forms
- c. Hostel Forms
- d. Guardian Details Form
- e. Visa Processing Form
- f. Guardian Authorization Letter
- g. Guardian Tenancy Contract/Emirates Id Card/PP & Visa Copy/Undertaking

viii. Visa/Embassy Letter

- a. Submission of 3 Postdated cheques
- b. Old Visa Copy Page

C. Pre- Registration Procedure for New Students

i. Audit of Files for New and Transfer Students

After receiving the admission file from the Marketing department the Administration department audits the file for the fulfillment of documents required for registration into HUC. The Administration department registers the students with all the necessary documents as per the available registration checklist. In case of documents being incomplete or not submitted the file is returned to Marketing department for fulfilling the requirements.

Administration department will verify the following:

- a. Student information is dully filled in
- b. Photograph is scanned
- c. Signature of the enrollment officer & student
- d. All necessary documents for the registration including copies of certificate
- e. All undertaking forms dully filled in if applicable
- f. All visa documents if applicable
- g. Placement test form
- h. TOC application with relevant documents if applicable
- i. Payment receipt
- j. MOU / Scholarship / discount letter or undertaking if applicable
- k. Personal Interview Form
- l. Checklist

ii. Rejection of Admission/ Registration

If a candidate does not fulfill the basic entry requirement as per the registration checklist the admission / registration will be rejected.

The admission / registration unit will also reject the admission under the following conditions:

- a. In case of non-submission of documents required by the institution or government authorities
- b. In case of submission of any forged documents for admission
- c. In case of non-attestation of certificates submitted for admission
- d. Any information received from the parent organization regarding the irregularities in the documents submitted.
- e. Criminal charge(s) are proved against the student at the time of admission.

iii. Audit of Admission Requirements

- a. As per the policy of Horizon University College
- b. Undertaking only for one semester [**Attestation**]
- c. Copy of certificate is must during the admission [if there is an undertaking student have to submit the copy of the certificate on the first day of the class commencement]
- d. TOEFL / EmSAT/ IELTS Academic is mandatory
- e. National Id Card Copy is compulsory
- f. Equivalency Certificate Undertaking[If Required]

iv. Student File Verification

Registration officer should verify the documents before forwarding to administration:

- a. Student Information, Photograph and Signature
- b. Enrollment Documents are Verified
- c. Academic Documents are Attached
- d. Placement Documents are Available
- e. All The Admission Requirements are Met
- f. Financial Clearance
- g. All Undertaking Letters are attached if applicable
- h. Toc Documents are attached if applicable
- i. Visa Related Documents are attached if applicable

v. Student Files Management

- a. Student Files to be maintained as Per the Serial Number.
- b. Student file includes Student application form, registration documents, progression data, student correspondence, DAC report, financial report, fee status, re-sit, medical reports, etc.
- c. Postponement/Cancellation forms submitted by the students should also be enclosed in the Student File. Any email sent by the student for postponement/ cancellation cannot be considered as a record and kept in the student file.
- d. File should also be created for rejected admissions to maintain the evidence for rejection
- e. All student files are maintained in the Administration, Registration and Examination Department.
- f. If any Old Postponement / Cancellation Student Who Want To Re-Activate; New File Should Be Created With The Serial No. & Student has to submit New Documents. ***[Old Documents Should Not Transfer To The New File Since We Have To Keep The Records Of The Old Files].***

vi. E-Filing

Once the final registration of a student is completed, all the student records are scanned and a soft copy of the same is maintained in the Administration, Registration and Examination department and the backup is stored at the appropriate secured places as per backup policy, to enable HUC retrieve the information during emergency contingency.

vii. Enrollment Data

All students are enrolled in the Administration and Examination registration system. All their personal, registration, academic details, curriculum, graduation plan, TOC status (If applicable) are entered in the system and this comprises of the Enrollment Data.

viii. General

- a. Please Do Not Mention Any Name of the Staff / or Any Other Comments on the Application Form. Please Use Separate Sheet for the Same If Required.
- b. All Discounts & Fee Policies to be followed as per the HUC Policy with the supporting document.
- c. All discounts will be approved after submitting the attested copy of previous school/university certificate and successful completion of placement test.
- d. Signature of authorization is required for all the discounts.
- e. Student has to appear for the placement test within 1 week of registration.
- f. Collections of kit & registration payment to be done with in 1 week of result publish.
- g. Police Clearance & Medical Certificate Required Form International Nigerian Students

D. Post Registration Procedure**i. Audit of files (Continuing Students)**

Administration department regularly audit the files for continuing students

The checklist for carrying out the audit is as follows:

- **Submission of necessary documents as per the Undertaking form submitted at the time of Admission**
- **Verification of all student personal information data**
- **Expiry date of Visa, passport and emirates ID**

The Administration department informs the concerned students regarding the pending submissions of documents as per the undertaking letter provided and the validity status of documents at least 6 months before the date of expiry.

ii. Issuance of students' kit**a. New Students:**

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

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

1. **Admission Letters & Invoice [Confirmed Admission]:** Once the student's admission is confirmed, he/she is issued a 'Letter of Admission' & 'Invoice'. Students need to pay their HUC fees according to the Invoice issued.

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

2. **Admission Letters & Invoice [Provisional Admission]:** Once the student's admission is provisional, he/she is issued a 'Provisional Letter of Admission' & 'Invoice'. Student will be issued a confirmation letter once he/she fulfilled all the

requirement as per the deadline. Students need to pay their HUC fees according to the Invoice issued.

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

3. **Identity Cards:** Students are issued with a HUC Identity card according to their admission status (Provisional / Confirmed). Students need to carry their Identity cards all the time while being in the HUC Campus. Identity cards will be checked randomly. The same will be issued from SSD.
4. **LMS ID:** Every student is issued a LMS ID and password through which they can access their class attendance, assessments and the results online. The academic profile, academic advisor and the events of the HUC can also be accessed through the LMS/ MOB APP. Username for the LMS user_id will be your email id.
5. **Graduation Plan:** Every student is issued with the graduation plan, which will help them to plan their studies accordingly.
6. **RFID:** Students who use their own transportation will be provided with the RFID car stickers which will be issued from the main gate security office.
7. **Placement Results:** Result copy of the English and Mathematics
8. **Handbook :** It is a ready reckoner that guides the student to understand the academic and academic support service policies and procedures, semester wise course plan, examination calendar, Institutional calendar and whom to approach for services.

b. Continuing Students:

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

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

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

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

2. **Graduation Plan:** Every student is issued with the graduation plan, which will help them to plan their studies accordingly.

c. Procedure for the kit preparation:

Review the Department Checklists [as mentioned in the registration checklist]

Attach the fees structure as per admission requirement

1. If no discount

- a. Forward the file to finance department along with the updated checklist
- b. Finance department will approve the fees structure and update their checklist
- c. Administration department receive the approved file and process the kit

2. If discount is applicable

- a. Forward the file to finance department along with the updated checklist
- b. Finance department will approve the fees structure and update their checklist
- c. Administration will forward the file to verification department for the discount approval
- d. Administration department receive the approved file and process the kit

Semester Registration policy**i. Introduction**

This policy outlines the guidelines for the registration of continuing students into every new semester and the collection of student tuition and other fees at Horizon University College. This policy applies to continuing students, who are already undertaking courses as per their graduation plan at Horizon University College for enrolling in every new semester. Once registered, all students are liable for payment of their semester fees applicable for the relevant degree program.

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

ii. Registration of Continuing Students into a new semester

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

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

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

Continuing Students need to complete their semester registration as per the semester registration and payment dates announced through LMS and Mobile App before the commencement of the new semester by filling out the Semester registration form on the LMS. The semester registration and commencement dates will be notified to students by the Administration department in advance. Students failing to complete their semester registration as per the given timeline, and wishes to rejoin:

- a. **Within Add/Drop period:** Late Semester registration fees as defined in miscellaneous fees structure will be applicable, along with regular semester fees.
- b. **After Add/Drop period:** The student will be moved to the category of “informal withdrawal from the institution”. They must refer to the Reactivation section in the

“Withdrawal, Cancellation, Postponement, and Re-activation Policy” to continue their study at HUC.

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

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

iii. **Process Flow**

Step 01

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

Step 02

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

Step 03

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

iv. **Postponement of a semester**

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

v. **Review of policy:**

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

Preparatory Courses

A. IELTS Exam Preparatory Course for Undergraduate Admission

i. Course Introduction

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

ii. Qualifying Criteria for Undergraduate Programs:

Students, will get into 45-hour IELTS Preparatory Course as per scores obtained in one of the English Proficiency tests approved by MOHESR. They may attend this program during May intake, September intake or January intake. The students are required to score 5.0 in this test to be eligible to get into Undergraduate program.

B. Flow of Activities

i. Admission Followed by Orientation:

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

- ii. **Mock Test**
During the mock test, the students are given ample scope to experience the real test environment and the scores are given to them along with feedback sessions
- iii. **Final Test**
The students appear for the final exam at HUC on the stipulated date.
- iv. **Result Analysis**
The results are analyzed and recorded systematically by the exam department this analysis gives a clear idea about their scores in each section.
- v. **Counseling**
After a thorough analysis of the results, the students are well counseled with the next course of actions. Upon achieving the qualifying score for admission to Degree programs, students are encouraged to take admissions in the Main Program. Non-qualifying students are counseled to take one of the following courses of action:
 - 1. To reappear for the IELTS exam
 - 2. To repeat the IELTS Preparatory Program

C. Academic and General Training on IELTS

The Academic IELTS preparatory course (as per the need of the students or the general public) is designed for students whose proficiency levels are inadequate to be accepted for admission into the Undergraduate or Graduate Programs of HUC. The qualifying score for admission to the Graduate Programs is 6.0 on IELTS (academic), 550 on TOEFL ITP and 1400 on EmSAT Achieve English. The qualifying score for admission into the Undergraduate Programs is 5.0 on IELTS (academic), 500 on TOEFL ITP and 1100 on EmSAT Achieve English.

The General Training IELTS preparatory course is designed for those who will be entering English speaking countries for secondary education, work experience or training programs. It is also a requirement for migration to Australia, Canada, New Zealand and the UK. The test focuses on basic survival skills in broad social and workplace contexts.

- i. **Preparatory Test**
During the Preparatory test, the students are given ample scope to experience the real test environment and the scores are given to them on request within 1 – 2 days.
- ii. **Admission Followed by Orientation:**
Student undergoing this course are given a thorough orientation about the course books, internal tests, test format, practice test, mock exam and the final exam pattern.
- iii. **Mock Test**
During the mock test, the students are given ample scope to experience the real test environment and the scores are given to them along with feedback sessions.
- iv. **Final Test [IELTS]**
The students appear for the final exam at HUC on the stipulated date. Registration and payment for this exam must be completed 4 days before the test date. This exam may be paper-based or computer-based. In either scenario, the format of the test is

the same. Registration and payment for the computer-based exam can be done via <https://my.ieltsessentials.com/>.

The test time limit is 2 hours and 45 minutes, broken into sections for the 4 tested skills. The listening section of the test is 30 minutes, the reading section is 1 hour, the writing section is 1 hour and the speaking section is 15 – 20 minutes.

Results will be declared 13 working days after the paper-based test and 5 – 7 working days after the computer-based test. In either scenario, results can be viewed online and a SMS will be sent to the student.

v. Result Analysis

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

vi. Counseling

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

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

Student Records

The documents maintained in HUC normally fall in three categories viz:

- i. Administrative records
- ii. Academic records
- iii. Financial records

A. Administrative Records

Administrative records comprise of the personal profile of each and every student of HUC and consist of the following:

- a. **Enrolment Form:** Each student fills up the enrollment form at the time of registration. The form lists the personal information, passport and visa details, the major area of the program the student has opted for, educational qualifications, work experience, registration payments, the terms and conditions on which the admission is given. Once the result of the entrance examination is available, the administration department updates the file. This document is maintained only till the student qualifies for and attends the graduation ceremony.
- b. **Directory Information:** The directory information consists of data regarding the address, telephone number, mobile number, email address etc. This record is stored electronically soon after the student is registered. It is also available as a hard copy in the enrolment form. The record is updated as and when the student informs of a change. Normally, this information is also updated every year by floating an address update form.
- c. **Record of Entry Level Qualifications:** A copy of the higher secondary school certificate is maintained in the personal file of the student. While accepting this document, the student is required to show the original certificate to HUC officials, who verify and attest the copy of the certificate.

- d. **Results of Personality And Interest Tests: (Optional)** : A record of the results of the personality and interest tests are kept in the Administration Dept. The record will be maintained till the student graduates.
- e. **Record of Discipline:** In case the student has been involved in any incidents of indiscipline, a record of the incident is kept in the student's personal file.
- f. **Attendance Record:** The student's attendance is recorded in the system through software.
- g. **Letter of Admission:** A copy of the letter of admission and the fee payment schedule is filed in the personal records of the student.
- h. **Copy of Passport:** A copy of the passport along with the visa information is filed in the personal record of the student.
- i. **Miscellaneous Documents:** Copies of letters issued to the student, undertaking forms submitted by the student, proof of mitigation, DAC letter email communication and any other correspondence with the student, are also filed in the personal file of the student.
- j. **Student engagement records**
Evidence related to academic, community service, extracurricular events and competitions participated by students, research participation and awards/certificates received
- k. **Graduation Information and Copies of Transcript:** Copies of all transcripts issued to the students, grade warnings, letters of probation and suspension if any, and the graduation information forms a part of the academic profile, which is filed in the personal file of the student. Graduation Board's recommendation for graduation and Graduate information survey must be maintained along with these records.

Transcripts and Degree completion authentications are securely stored with defined access rights, either in soft or hard copy, and are accessible for a period of not less than fifty (50) years.

- l. **Accessibility to The Records:** Only the following personnel have access to the records unless specified by the student:
 - 1. President
 - 2. Vice Presidents
 - 3. Registrar
 - 4. Dean – School of Business
 - 5. Dean – School of Computing
 - 6. Deputy Director-Administration
 - 7. Administrative Officers
 - 8. Filing Clerk in the Administration Department
 - 9. MOHESR Officials

B. Academic Records

The Administration Department maintains the academic records of each student. The records

Comprise of the following:

- a. **Curriculum Requirement:** Students enrolled each year follow a particular curriculum. The administration department keeps a record of the applicable curriculum. The record is transferred to the electronic archive after the student graduates.
- b. **Details of Transfer of Credits:** All documents related to the transfer of credits such as the transcripts, course description, and the details of accepted transfers, are kept with the administration department for each such student. The details of transfer of credits accepted are transferred to the student's electronic records.
- c. **Details of courses undertaken and the grades awarded:** As and when the student takes the courses, and, appears for the examinations, his/her profile is updated in the software. The details of credits undertaken and the grades awarded, the GPA and the CGPA of the student is available through the software. The record is transferred to the electronic archive once the student graduates. Letters issued to students in case of non-satisfactory academic progression must also be maintained in their academic records. These records are very important since the student's performance and graduation depends on the accuracy of such records. It is the responsibility of the Administration and Examination Department to maintain accurate records.
- d. **Hard Copies of Transcripts Issued, and, The Degrees Awarded:** A grade report is issued to each student at the end of every semester. A consolidated grade report is filed in the student file at the end of the academic year. Official transcript will be issued only with the Degree. However a student may request for interim transcripts by paying the necessary fees. A copy of every issued transcript is kept in the student's personal file. The hard copies of degrees are retained by the administration department for a period of four years after the student graduates from the HUC, thereafter, the copies are destroyed. However, the electronic copies are retained for at least a period of 50 years.
- e. **Assessment records, Copies of Coursework / Examination Scripts:** The Examination Department maintains the evaluated continuous assessment copies for each course, final examination scripts, records of student academic integrity issues reported if any, and plagiarism report with similarity index for course work submitted by the students, grade changes with approval if any for assessment, grade appeal form submitted by students with decision on appeal. The assessment records along with rubrics must be maintained in physical format for a period of four years , however the electronic format must be stored indefinitely.
- f. **Internship records**
The Administration department must maintain records related to internship, which include internship offer letter, student's internship feedback form, feedback submitted by the internship employer/external supervisor, internship report submitted by student.
- g. **Student Appeal record**
Any appeal forms/ email requests submitted by the students and the decision of its approval / rejection must be maintained with appropriate evidence.
- h. **Professional certifications and licenses**
Details of Professional certifications, licenses and micro credentials obtained by the student must be maintained with relevant evidence.

i. Accessibility To the Records

Only the following personnel have access to the records unless specified by the student:

1. President
2. Vice Presidents
3. Registrar
4. Dean – School of Business
5. Dean – School of Computing
6. Deputy Director-Administration
7. Administrative Officers
8. Filing Clerk in the Administration Department
9. MOHESR Officials

C. Financial Records

Records of all financial affairs related to a student including the total fees payable, installments paid, fee payment invoices, any fee reductions, scholarships awarded, refund paid if any, transportation fees, any other miscellaneous fees and the current balances are maintained by the Finance Department. The main document related to the student is the ledger that is stored electronically and transferred to electronic archives as a permanent record.

i. Accessibility to the Records

Only the following personnel have access to the records unless specified by the student:

1. President
2. Vice Presidents
3. Registrar
4. Dean – School of Business
5. Dean – School of Computing
6. Deputy Director-Administration
7. Administrative Officers
8. Filing Clerk in the Administration Department
9. MOHESR Officials

D. Method and Duration of Keeping and Destroying Records

Documents such as graduation requirement records, transcripts and degree certificates related to students are kept in fire-proof cabinets with proper locking system for a period of four years after the student graduates from the HUC thereafter, the hard copies are destroyed after scanning the copies which will be retained as electronic copies for at least a period of 50 years. All documents that need to be destroyed are put through paper shredder. Records related to KPI submissions, institutional reporting, or external validations must be retained in alignment with OBEF audit cycles and HUC internal quality assurance reviews.

E. Off-Site Continuous Backup of Electronic Database

All student records including the student directory, course information, attendance, assessment records, transcripts and degree certificates are kept in electronic format in a centralized manner. The accessibility of these records is limited to HUC's administrative staff with an access password. HUC has an off-site continuous electronic backup for all student records. An automatic back-up of these records shall be taken on a daily basis which is stored in the Cloud Server / Off-Site Server. These records will be kept for a period of 50 years. The centralized student records system will include indexing for data fields required in MOHESR audits and institutional effectiveness dashboards. The system will ensure access-controlled retrieval for validation by authorized personnel.

F. File Scanning

All files of registered students of HUC are maintained as soft copy. Once the final registration is complete the student records are scanned and a soft copy of the same is maintained and the backup is stored at the appropriate secured places as per backup policy, to enable HUC retrieve the information during emergency contingency. Scanned records must be appropriately tagged to support sampling, such as by year, program, student status, or type of documentation, in accordance with OBEF validation protocols.

G. Updating Student Data

Any change in the student's personal details should be updated by filling up by student data update form. This form is available in student portal upon student request the data is updated in the computer as well as student personal file. The students are solely responsible in providing the updated data. This data is mostly used for communication between HUC and the students. Dependent & Non-Dependent students must submit the correct guardian details to HUC.

H. Student Visa/Passport/Emirates Id Expiry Check

Registration department regularly carries out verification of data in order to assess the expiry dates of documents required to stay in the country so that renewal of these documents can be undertaken within the specified time limits. The registration department informs the concerned department and students regarding the status at least 6 months before the date of expiry.

I. Reconciliation of Active Student List

Registration department reconciles the active student list with the finance department on a monthly basis so as to assess the exact number enrolled in HUC and follow up for the necessary action

J. Institutional KPI Integration and Validation Readiness

- a. The student records system supports Horizon University College's institutional KPIs as outlined in the Strategic Plan 2025–2028 and in compliance with the MOHESR Outcome-Based Evaluation Framework (OBEF).
- b. The Registrar's Office and IRQA are jointly responsible for the stewardship of student data used for KPI monitoring, accreditation submissions, and institutional audits.
- c. All required student-related data points—such as active enrolment, withdrawals, deferrals, graduations, academic standing, disciplinary actions, and internship completions—must be periodically extracted from the SIS and included in institutional dashboards.
- d. Evidence packs shall be maintained in line with the OBEF 3R Sampling Protocol (Representative, Random, Reliable) to ensure audit readiness. This includes logs, forms, approvals, academic warnings, and graduation board decisions.
- e. Evidence related to graduate destination surveys, employment tracking, degree conferrals, and disciplinary decisions shall be archived for a minimum of five (5) years in both digital and physical formats where applicable, unless superseded by other retention clauses.

Administration Procedures

Attendance Sheet

Registration department prepares the attendance sheet for each batch and includes a student's name in this list after his enrollment in that batch. The attendance sheet is meant for keeping track of the attendance of each student. The attendance sheets for all students are available on the system which can be printed by the concerned faculty on weekly basis.

Placement Tests Conducted at HUC

TOEFL Test

a. TOEFL Test Centre at HUC

HUC is an authorized IBT center, which conducts the TOEFL tests regularly according to the published calendar. The duration of IBT TOEFL test is 1 hour and 55 minutes. Undergraduate students take Mathematics test before the TOEFL test. Generally, timings are 6:15PM – 7:15PM (Math Test) and 7:30PM – 9:25 PM (TOEFL test). Students may opt for different dates for appearing TOEFL and Math tests.

b. Test Details

Test Structure: Test of English as a Foreign Language has 3 sections:

TEST STRUCTURE		
Listening comprehension	50 questions	30-40 minutes
Structure and written expression	40 questions	25 minutes
Reading comprehension	50 questions	55 minutes

- Section-1 (Listening Comprehension):** This section measures the ability to understand English as it is spoken in North America as given below:
 - 3-4 mini talks, 60-90 seconds long with 3-5 questions each
 - 2-3 extended conversations, 60-90 seconds long with 3 to 5 questions each
 - 30-40 dialogues, 5-15 seconds long with 1 question each
- Section-2 (Structure and Written Expression):** This section measures the ability to recognize language that is appropriate for standard written English as given below:
 - (1-15) 15 multiple choice questions based on the structure of the sentence
 - (16-40) 25 questions – 4 parts of the sentence are underlined –incorrect one has to be chosen and the corresponding letter to be written on the answer sheet
- Section-3 (Reading Comprehension):** This section measures the ability to understand short passages similar in topic and style to academic texts used in colleges and universities, as given below:
 - 5 passages from academic texts, 250-350 words each, with 10 questions per passage
 - Most of the questions are multiple choices
 - Make every effort to complete each section; Data indicate that most candidates get higher scores if they attempt all the questions

c. Scoring

Scores for the listening and structure sections range from 31-68. For reading, the range is 31-67. The average of the three scores is taken and multiplied by 10, to give a total score of between 310 and 677. The students are required to get 500 to be eligible for the admission into Undergraduate program and 550 for Graduate program of HUC.

1. The IBT TOEFL is a standardized test of English. To do well on this test, the examinees should therefore work in these areas.
2. They must work to improve their knowledge of the English language skills that are covered on the paper version of the TOEFL test.
3. They must understand the test taking strategies that are appropriate for the paper version of the TOEFL test.
4. They must take practice tests with a focus on applying their knowledge of the appropriate language skills and test taking strategies.

d. Important Instructions

1. The students must report to the HUC on time. No one will be admitted to the examination room after the test has begun.
2. The students must not carry any food or drinks, no disturbance will be permitted while test is in progress, cellular phones and beepers must be handed over to the common room, there will be no rest break during the test.
3. Watch alarms, including those with flashing lights or alarm sounds, are not permitted.
4. The students must not take books, dictionaries, bags, recording and photographic devices, or note papers of any kind into the testing room.
5. Each section of the test has a time limit. As per the instruction of invigilator, during each time period, you may read or work only on the section of the test you are told to work on.
6. If one section is finished early, the students should not go on to the next section unless told by the Invigilator. Failure to follow this rule will be considered as cheating, and the scores will be cancelled.
7. The students have to answer the test questions in areas identified in section 1, section 2 and section 3 on the answer sheet.
8. The students are solely responsible for marking answers properly on the answer sheet.
9. The students should not forget to write their Name, Student Number, Date of Birth, Native Country Code and Native Language Code in the answer sheet.
10. They have to fill the circle completely with a heavy, dark mark.

e. Identification

1. Students must provide their original, valid and signed passport in addition to their other I.D.
2. Students who wear a scarf or cover the face are required to uncover during the exam. The students face must be visible at all times during testing.
3. No other forms of identification will be accepted.

f. Stationery Required

1. The students must carry 2 sharpened, medium-soft (#2 or HB) and, black lead pencils.
2. The students should not use a pen, a pencil with colored lead, or a liquid lead pencil to mark your answers.
3. The students must carry a good quality of eraser.
4. Pencils and erasers will not be supplied by the HUC.

g. Cheating & Unacceptable Behavior: HUC has the full right to cancel the paper of anyone who:

1. Takes a test book or answer sheet from the testing room
2. Attempts to take the test for someone else
3. Gives or receives assistance during the test
4. Fails to follow instructions given by the Invigilator
5. Makes any marks or underlines words in the test book or makes notes in the test book or on the answer sheet
6. Takes dictionaries, other books, notes or other devices into the testing room
7. Creates a disturbance or behaves inappropriately
8. Copies test questions or answers
9. Malpractices in any other way

h. Admission Followed by Orientation

TOEFL test takers are given a brief orientation about the test format followed by a mock test. These orientation classes are held as per the prescribed calendar. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

i. Test Format & Study Material

The test format is clearly explained to them with the help of TOEFL Navigator and TOEFL Longman's book. TOEFL Navigator is made available to them on the official website of HUC.

j. Mock Test

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

1. Final Test

The students appear for the final exam at HUC on the stipulated date. They receive their scores within three working days.

2. Result Analysis

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

k. Counseling

After a thorough analysis of the results, the students are well counseled with the next course of actions. Students who succeed in achieving the qualifying score for admission to Degree programs are encouraged to take admissions in the Main Program. For those who do not qualify for the Main Program are counseled appropriately for taking one of the following courses of action:

1. To reappear for the TOEFL exam
2. To undertake IELTS training Program if they qualify for it based on their TOEFL scores
3. To undertake Cambridge English: Preliminary (PET) if they do not qualify for the IELTS training Program

IELTS Test

a. IELTS Testing Venue at HUC

Prospective students of HUC or general candidates appearing for IELTS Exam can register at HUC either in person or through online. The registration office operates in liaison with IELTS -IDP. It organizes IELTS tests (both Academic and General Training) at regular intervals at HUC. It functions twice a week- Mondays and Wednesdays, 10 am to 1:30 pm.

b. IELTS Exam Registration Requirements

1. 2 passport photographs
2. A copy of valid passport / UAE National ID /UAE Labor card issued by the Ministry of Labor and Social Affairs along with a UAE driving license
 - Passport photo specifications:
 - Two identical passport size photographs
 - Not older than six months
 - Head should be fully shown - looking straight at the camera and without spectacles
 - Photos must have a blue or black background
 - You have to sign on the reverse of the photographs

c. IELTS Test Details

The Academic module of IELTS consists of four components.

1. **Listening:** The students are expected to listen to an audio recording produced by the native speakers of English. They listen to academic dialogues and monologues; non-academic dialogues and monologues. They are expected to answer the questions as they listen. Ten minutes are given at the end for the candidates to transfer the answers.
2. **Academic Reading:** The students have to read 3 passages on topics of general interest; one of these texts contains a detailed logical argument. They are expected to answer a variety of questions. 40 questions should be answered in one hour. No extra time will be given to transfer the answers.
General Training reading texts are taken from notices, advertisements, newspapers etc. Third section involves reading more extended texts.
3. **Academic Writing:** This module consists of 2 tasks. In task1, the students are expected to look at a diagram or a graph and present the information in their own words (150 words). In task 2, the students are assessed in their ability to present a solution to the problem, present and justify an opinion, compare and contrast evidence and evaluate and challenge ideas etc. They are expected to write in an appropriate style. (250 words).One hour is given for both the tasks.
4. **General Training Writing:** In task 1, candidates are asked to respond to a given situation with a letter requesting information or explaining the situation. In task, 2 candidates are presented with a point of view and they are assessed on their ability to provide general factual information and present a solution.
5. **Speaking:** In this module, the student is expected to introduce himself/herself in an oral interview. Later he/she has to talk on a particular topic for 2 minutes. The examiner gives the topic (and one minute is given for preparation).After that he/she has to participate in a discussion for 4-5 minutes. This module assesses the fluency, lexical resource, grammatical range, accuracy, and pronunciation of the students.
6. **On the test day:** Students should carry their original passport /labor card to the examination centre, without which they are not entitled to write the exam. The test announcements start at 8 am. Registration starts at 8.15 am. Exam starts at 9 am. Anyone who arrives late will not be admitted to the test.
7. **Results declaration:** Test Report Form (TRF) is published in a fortnight from the date of the test. Students can collect the TRF from the administration

department of HUC. They can also check their results online using their candidate number. The TRF is valid for two years from the date of the test.

d. Admission Followed by Orientation:

IELTS test takers are given a brief orientation about the test format followed by a mock test. These orientation classes are held as per the prescribed calendar. These guidance classes benefit the students in getting good exposure to the test format and also in understanding the skills of time management.

e. Test Format & Study Material

The test format is clearly explained to them with the help of IELTS Pathfinder. IELTS Pathfinder is made available to them on the official website of HUC.

f. Mock Test

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

g. Final Test

The students appear for the final exam at HUC on the stipulated date. They receive their scores within fifteen days.

h. Result Analysis

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

i. Counseling

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

1. To reappear for the IELTS exam
2. To undergo IELTS Training Program if they qualify for it based on their IELTS scores

Examination

A. Policy Alignment.

This policy is aligned with the MOHESR Outcome-Based Evaluation Framework (OBEF) – KPI 2.1: Assessment Quality Review and supports HUC Strategic Plan Goals 1 (Excellence in Academics) and 5 (Institutional Reputation & Excellence). It ensures secure, fair, and auditable examinations (onsite and online), and establishes clear evidence-retention and reporting mechanisms for institutional and regulatory reviews.

B. The Committee responsible for the conduct of the examination:

The Administration, Registration and Examination Committee (EC) is a standing committee of HUC responsible for the planning and conduct of Final and Re-sit examinations/assessments and for the preparation and declaration of results each term/semester. The final assessment may be any of the following (refer HUC Assessment and Grading Policy):

1. End Term Examination
2. Individual/Group Project including Presentation
3. Business Plan including Presentation

4. Term Paper including Presentation
5. Internship Final Report with Viva Voce
6. Any other, prior approved, assessment tool as per MOHESR CAA standards

The members of the committee, responsible for the conduct of examination, result Analysis and publication, shall be comprised of Dean-SOB, Dean-SOC, DAEI, Head-General Education, one senior faculty member from each of the school, Registrar and Deputy Director – Administration. The term of the committee members is generally for a period of two years.

C. Planning and Conduct of Final and Re-Sit Examination/Assessment:

The Administration, Registration and Examination Committee is responsible for all planning and conduct of Final and Re-sit Examination. Deputy Director – Administration prepares the calendar and schedules for Final and Re-sit Examination and make all the arrangements for the smooth conduct of the examination. These include Answer Booklets. Supplementary sheets, seating arrangements in the classrooms and labs, list of invigilators, printing and safe custody of the question papers etc. The Examination Committee reviews the planning and execution of examination related activities before, during and after the Final and Re-sit Examination. The courses which do not have End Term Examination and does not require question paper to be prepared, Deputy Director – Administration will coordinate with concerned faculty members to conduct final assessment in assigned week/duration.

The Examination Committee in coordination with Registrar will communicate to the students about the process and procedure of the final examination and the required discipline to be maintained during the examination. It also highlights unfair means, cheating and compliance to the instructions of the invigilators during the examination. Refer Academic Integrity and Plagiarism Policy.

D. Quality of Question Paper:

Deputy Director – Administration in coordination with respective Deans and Head-General Education will ensure that the main and re-sit both question papers for all courses scheduled for End Term Examination are received as per schedule after quality check by IQRMC (refer Assessment and Grading Policy) to be prepared well in advance for the examination.

E. Duration of Final Term and Re-Sit Examination:

The duration for Final Term and Re-sit Examination for all courses of undergraduate programs is **Two Hours**.

F. Invigilation Guidelines:

Deputy Director–Administration, in coordination with respective Deans and Head-General Education, will prepare the Invigilation duty and viva/presentation schedule for End Term and Re-sit examination and present to the Committee for approval and then dissemination to all concerned. Deputy Director–Administration facilitates the faculty members in conducting Viva-Voce and project presentation as final assessment by allocating classrooms for presentation and inform the students for scheduling and conducting these assessments in designated examination week. The following guidelines must be followed for allocation of invigilation duty.

- A. Prepare invigilation schedule based on the availability of Full time and Part time faculty members during the examination period.
- B. Invigilation schedule will be presented to the Committee for review and approval.
- C. Part time faculty members will be allocated invigilation duty on the days of their class schedule.

- D. Disseminate the role of invigilators to concerned faculty members
- E. Orient the invigilators about examination responsibilities
- F. Invigilation schedule to be sent to all the invigilators at least 1 week before the exam.
- G. Any adjustments in the invigilation duty are considered if request is received by the committee at least 3 days in advance.
- H. In case the assigned invigilator is unable to invigilate due to unavoidable or emergency circumstances, the same should be notified to the Dean of the concerned School well in advance so that the Dean can request the Deputy Director–Administration to arrange for an alternate invigilator.
- I. Faculty members having presentation schedules will not be allocated the invigilation duties.
- J. All invigilators shall receive pre-exam briefings/training on integrity procedures, seating plans, incident reporting, and emergency protocols.
- K. Invigilators shall complete an Invigilation Log (start/end times, incidents, materials issued/returned) and submit it to the Examination Office after each session.

G. Role of the Committee:

a. Examination Calendar

- a. To cross check and verify the exam week/dates with the institutional calendar
- b. To assess the courses that require exams, viva, presentation etc.
- c. To plan Main and resit Exam schedules for all the Courses.
- d. The exam schedule is sent for approval from the President
- e. Upon approval, the schedule is disseminated to finance, computers, administration and faculty at least 2 weeks in advance

b. Invigilation Schedule

- a. Any genuine requests from the faculty members for adjustments in the invigilation schedule to be assessed and take appropriate action
- b. Preparation, approval and dissemination of the invigilation schedule of end term and resit exams
- c. Invigilation schedule is prepared as per the teaching load assigned to full time and part time faculty members
- d. Proper orientation for invigilators to be carried out

c. Schedule for Viva & Project Presentation

- a. Courses that require viva, or presentation, are identified for the semester
- b. Coordination with concerned faculty members for arranging the venue (classroom, lab) and preparing a schedule for Viva/presentations
- c. Facilitation is carried out in coordination with the faculty member
- d. Coordination with faculty and respective Deans for any orientation/logistical support.

d. Submission of Question Paper

- a. Ensures the question paper for end term and re-sit examinations are submitted to the examination office as per the timelines and Assessment and Grading Policy of the University.
- b. Ensure availability of relevant question paper in the examination hall.

e. Printing of Question Paper

- a. Printing of proof read, approved question papers

f. Onsite Exams

- a. The institutional calendar is the source of drawing exam schedule, examination office follows the exam schedule
- b. Administration department announces semester-wise End Term Examination schedule by the first week of the start of each semester.
- c. The schedules will be available on the Examination Notice Board as well as on the student portal.
- d. As per the exam schedule the faculty is informed about the submission of question papers, refer Assessment and Grading policy of the university.
- e. Each faculty member is required to submit two sets of question papers one for the main exam and one for the Re-sit exam.
- f. Registrar is responsible to keep the question papers under safe custody till the exam is conducted.
- g. All the approved formatted question papers will have to be proof read by the concerned faculty member to check for final correction and sign for confirmation.
- h. All the approved question papers are printed 48 hours before the exam; sets are packed in envelope and are handed over to the Registrar for security and safety.
- i. All involved and concerned are required to keep strict confidentiality of the exam papers
- j. On the day of the exams the sealed papers are handed over to the invigilators 15 minutes before the exam.
- k. Two weeks before the exams eligible students' hall tickets are handed over to finance department to handover to the students who have completed all the formalities.

g. Online Assessment and Examination (If Applicable)

Regular trainings are provided to the faculty members to create online assessments using LMS and online examination server so that they can create & conduct the assessments as per the examination schedule, if applicable (Refer to **Online Exam Conduct and Assessment Guide**). If applicable, faculty members should conduct formative and summative assessments as per the Course Syllabus. E-learning committee in consultation with Examination Committee, and Head- IT and Administration department ensure the safety sanctity of online assessment and examination. Following initiatives have already been taken,

- a. Online Exam server upgraded with Moodle System and Safe Exam Browser for conducting online examination.
- b. Use of E-Proctoring system to verify the integrity of the examination.
 1. For secure and monitor the environment to prevent cheating.
 2. locks the operating system and prevents unauthorized access to other pages, software or communication tools.[Safe Exam Browser]
 3. monitors all exam activity in real-time and will detect fraud attempts and report them to the administrator.[using MS-TEAMS]
- c. Faculty members are provided with regular training to conduct online examination
- d. Monitoring & Exam schedule are prepared and communicated to all concerned by the administration department well in advance.
- e. Maximum number of students for examination at a time will be restricted to manage and utilize IT resources effectively.
- f. E-circular is sent to the students for online exams by the administration department

h. Notification of Exams

- a. Final exam schedule is notified to the students at least 2 weeks before the exams.
- b. The notification is displayed on the notice boards and the student portal.

- c. The information is also displayed in the classroom noticeboards.
 - d. Information to collect the hall ticket, clearance of all the dues, including fee is clearly stated and communicated to students by the administration department.
- i. Evaluation and submission of students continuous assessments**
- a. Faculty members must submit all the continuous assessments conducted for each course in a program to the Administration department every semester
 - b. These evaluated assessments must be scanned and uploaded on LMS in the respective section by the faculty members
 - c. Faculty members must enter the Continuous assessments marks for each course in AMS/ ERP and students must be informed about the continuous assessment marks obtained by them before conducting the Final examination
- j. Post Exam Activities**
- a. The examination committee is responsible to distribute the answer scripts to the concerned faculty members
 - b. Along with the answer scripts a list of students appeared in the exam will be handed over to the faculty members Examination Committee will coordinate with faculty members to ensure timely evaluation and submission of marks and grades by the faculty members. All evaluated answer scripts, dissertations, internships and project works shall be submitted to the Administration/Examination Office; a validator sample set (high/average/low) must be flagged and uploaded to SIS/ERP with moderation forms.
 - c. The Administration/Examination Office shall scan and archive final assessments for a minimum of five (5) years and ensure validator packs are complete and retrievable for audits.
- k. Evidence Archiving & OBEF Sampling:**
- a. The Examination Office shall maintain validator-ready evidence packs per course/section for OBEF KPI 2.1, including: approved question papers (main/re-sit), rubrics/marketing schemes, seating plans, invigilation logs, incident reports (if any), attendance sheets, sample sets of evaluated scripts (high/average/low), and moderation forms.
 - b. All final assessments (question papers, answer scripts, rubrics, moderation forms, re-sit records) shall be archived for a minimum of five (5) years (digital; physical where required).
 - c. For online assessments, proctoring logs/incident reports and system metadata must be retained in the validator pack; raw recordings are retained per IT data-retention policy and referenced in the pack.
 - d. Evidence packs must be indexed by program, course code, semester, cohort size, and assessment type to support Representative, Random, Reliable sampling.
- l. Re-Sit Examination**
- a. Re-Sit will be conducted only for courses of End Term Examinations based on comprehensive syllabus. All other final assessments will have no re-sit examination.
 - b. Re-Sit of end term examinations will be normally held after 1 week of declaration of first-sit results.
 - c. Students secured F (Fail) grade or D grade (in undergraduate course) will be eligible for appearing in re-sit of end term examination, based on their performance in the

continuous modes of assessments. Otherwise students will be counseled to repeat the course.

- d. Re-sit examinations will be conducted as per the pre-released schedule.
- e. Eligible students for Re-sit examination must apply for re-sit by paying applicable fee within the given time.
- f. Students failed in main examination and not applied for re-sit or failed in re-sit need to repeat the course.
- g. Faculty members must submit the evaluated answer scripts of all Re-sit exams to Administration.

m. Eligibility to appear for Final Exam:

- a. Administration department shall finalize the list of students eligible to appear for the final exam, in accordance with the attendance policy, which requires a minimum 75% attendance for undergraduate students.
- b. Students whose attendance falls below 75% due to unavoidable circumstances may submit an appeal supported with necessary documents. The Administration, Registration and Examination Committee shall review the appeal and make a recommendation in line with the Student Attendance policy. Students granted exemptions through this process will be allowed to appear in the final exam, those not granted exemption need to repeat the course.
- c. Students who do not meet the attendance requirement to appear for final exam will be notified through email.
- d. Students who do not meet requirements related to continuous assessments to appear for the exam shall be notified at least two weeks prior to the scheduled exam and asked to complete these requirements to allow them to appear for the final exam.
- e. Students who have completed all the requirements specified above and obtained a clearance from the Finance department shall receive their hall ticket.
- f. Only students with a valid hall ticket & ID card shall be permitted entry into the examination hall.

n. Repetition of Course

A student may be required to repeat a course based on its availability in a specific semester under any one of the below given circumstances by paying applicable fee.

- a. Student has failed in Final Assessment and did not appear in Re-sit or Re-sit is not applicable.
- b. Student has failed in both Final Assessment as well as Re-sit examination
- c. Student has not appeared in Final Assessment due to not meeting the prescribed requirements.
- d. Student has missed the Final Assessment and did not submit an appeal within a week for re-sit/reconsideration.
- e. Student has missed the Final Assessment and his/her appeal for re-sit/reconsideration is denied by the Administration, Registration and Examination Committee upon review.

It must be noted that repeating a course may result in a delay in student's graduation.

o. Hall Ticket

Hall ticket is the exam admission slip issued to the students to appear in the End Term or Re-sit exam. The hall ticket contains instructions, rules and regulations that a student must follow during the examination.

Student must carry the hall ticket and produce it on demand in the examination hall. It contains the student name, program, Date of Birth, gender, photo, course ID, student ID, Exam date, course code and course name.

p. Invigilation

The Administration Registration and Examination Committee reviews the requirements of exam invigilation including VIVA & scheduling of project presentations.

a. Procedure for Invigilation Schedule

Step 1: Check the examination schedule to assess the invigilators' requirement for the smooth conduct of exam

Step 2: Verify the availability of Full time & Part time faculty.

Step 3: Assign the invigilation duty as per the teaching load assigned for the week.

For the Part time faculty members, the assignment of the invigilation duty is on the days of their class schedule.

Step 4: Disseminating the role of the invigilator's duty

Step 5: Orientation of the examination to be carried out

Step 6: The Invigilation schedule to be sent to all the invigilators 1 week before the exam.

Step 7: Any adjustments in the invigilation duty should be informed to the examination committee before the schedule is published

Step 8: In case of an emergency the faculty member should inform the Administration, Registration and Examination committee or arrange for an alternative invigilator

H. General Instructions for Students during Examination

- a. Students must ensure they are aware of the dates and timings of all their examinations. Students must collect the Examination Hall Tickets from the Finance Department, after having cleared any outstanding amount due to them.
- b. No student shall be permitted into the Examination Hall/room without the Examination Hall Ticket and Student Identity Card.
- c. Students must note carefully his/her seat/examination hall/room number before the beginning of each examination session from details which are available in student's examination hall tickets.
- d. Students must sit for their examination at the desk bearing their number only.
- e. Students must bring their own Pen, Pencils, Erasers, pencil-sharpeners, and Calculators. Borrowing these things from others will not be allowed.
- f. Students should deposit their mobile phones, all electronic gadgets, and handbags at the designated room before entering the Examination Hall/room.
- g. Language dictionaries [book] may be allowed but will be checked by invigilators for notes. Electronic language dictionaries/translators will not be allowed.
- h. Students will be permitted to enter the Examination Hall and occupy their seats 15 [Fifteen] minutes before the start of the examination.
- i. All students should be seated and ready to begin three to four minutes before the commencement of the examination so that any instructions from the invigilator can be noted. An attempt will be made by invigilators to complete examination verification process before the start of an examination.
- j. Students can leave the examination hall only after 60 minutes from the starting time if they complete their exam.
- k. Students must maintain silence during the examination. If they need to draw the attention of the invigilator, they shall do so by raising their hand.

- l. Students must ensure that they are attempting the correct examination paper. For this, they need to check the subject & version number of question in the paper carefully.
- m. The student shall enter her/his name, Enrollment ID number, and Course ID number on the examination answer scripts as reflected on her/his identity card/ examination hall ticket.
- n. Students must comply with all the instructions on both the title page of the answer book and the rubric of the examination question paper(s). A candidate should ensure that he/she:
 1. Writes his/her name on the title page of the answer book(s).
 2. Write using pen for all examinations, on both the sides of the answer booklets.
 3. Enters distinctly in the margin the number of the question being answered if required.
 4. Does not scribble or write on the desk or on any form of scrap paper whatsoever.
 5. Does not remove pages from the question booklet / answer book.
 6. Does not take question / answer booklet outside the Examination hall / room.
 7. Clearly indicates any rough work in the answer book and strikeout by a single diagonal line to avoid any confusion.
 8. Any candidate caught in the act or believed to be using unfair or dishonest means shall be informed by the invigilator. The invigilator shall endorse and withdraw the answer book and the candidate will be issued a new answer book to continue the examination. If the candidate refuses and rebels, the Administration and Security shall be informed.

Note: *The previous [first] answer script(s) will be treated void. The decision to whether to evaluate the subsequent [second] answer script or not will be made by the Examination Committee and will be communicated to the students in writing. Such decision of the Examination Committee cannot be challenged or overturned.*

- o. **Students are strictly restricted from the following to avoid Punishments:**
 - i. To communicate or enter any conversation with other students. whilst in the examination hall before, during or after the examination, under any circumstances whatsoever.
 - ii. To answer, under any circumstances whatsoever, communications from other students.
 - iii. To copy from one another under any circumstances.
 - iv. To be involved in misconduct of any kind.
 - v. To leave their seats without the permission of an invigilator.
 - vi. To carry any written material, slips, paper, etc. whether relevant or not into the examination hall.
 - vii. Any student requiring special arrangements or seating should put in an application to the Student support Department at least 48 hours before the examination.

I. Security of Examination Centre and Process:

CCTV surveillance is activated to monitor security guards, locks, access control, fire protection, automatic fire equipment, alarm systems and other systems assigned to protect persons, property and examination processes.

a. Access Control

Only authorized personnel, including invigilators, examination staff, and students with valid hall tickets and ID cards, shall be permitted entry into the examination centre.

b. Examination Materials Security

All examination papers, answer scripts, and related materials shall be securely stored before, during, and after the examination. Access to these materials shall be strictly limited to authorized staff. Examination papers shall be distributed immediately before the start of the exam and collected promptly at the end of the session.

c. Student Verification

Before entering the examination hall, students shall present their hall ticket and University ID card. Invigilators shall verify student identity and ensure compliance with seating arrangements.

d. Prohibited Items and Conduct

Students shall not be allowed to carry unauthorized items such as mobile phones, electronic devices, notes, or any other material that may compromise exam integrity. Any suspicious behavior shall be reported to the Chief Invigilator immediately.

e. Monitoring During the Exam

Invigilators shall continuously monitor students during the examination to ensure adherence to rules and prevent malpractice. CCTV surveillance, where available, shall be used to support monitoring.

f. Handling Malpractice

Any attempt at cheating, impersonation, or violation of examination rules shall be documented and reported to the Examination Committee. Appropriate disciplinary action shall be taken as per University regulations.

g. Post-Examination Security

Collected answer scripts shall be securely transported to the designated storage or evaluation area. Examination materials shall be stored in a secure location until grading and result processing are complete.

J. Moderation and Publication of Results**a. At the end of each semester/term examination**

1. The examination committee is responsible for declaration of the result as per the schedule after comparing the grades of the all courses of a cohort for any significant deviations. In Such cases examination committee will coordinate with IQRMC to resolve the issue or recommend an appropriate decision for approval from the President.
2. The examination committee also coordinate with IQRMC for review and moderation of student assessments (refer Assessment and grading policy of the university).
3. Examination Committee reviews and finalizes the grades of all courses of each cohort and submits to the President for approval before declaration of result.
4. The Examination Committee reviews the grade appeals by the students and genuine cases will be sent for the necessary action

b. Preparation of grade report at the end of an academic year

Examination Committee reviews the grade reports prepared by Administration department and submits to the President for disseminating to departments for records and display in Fact book and annual report.

K. Institutional KPI Integration & Reporting

- i. Ownership: The Registrar (evidence stewardship) and IRQA (institutional effectiveness) jointly own examination analytics and reporting for OBEF KPI 2.1.
- ii. Dashboards: Examination data (timely paper submission, moderation coverage, invigilation incidents, integrity outcomes, re-sit utilization, result publication timelines) will be consolidated into program/institutional dashboards each term and included in annual reports.
- iii. Service Levels: Results shall be declared within ten (10) working days of the last exam sitting, and post-assessment moderation artifacts uploaded within five (5) working days of result publication.
- iv. Sampling Indexing: Validator packs must be indexed as per the Evidence Archiving & OBEF Sampling section.

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

If a student is unable to take a scheduled first sit final examination due to sickness, accident, death in family, a mitigating circumstance form must be submitted by the student through the Learning Management system on the day of the examination prior to its commencement. A medical certificate attested by ministry of health, documentary evidence of the circumstances affecting the student must be submitted within 2 working days of conduct of the examination. Appeals after the expiry of 2 working days' deadline will be considered as time barred.

Plea for consideration of mitigating circumstances will be forwarded to Registrar along with necessary documentary evidence.

The Registrar, based on their best judgement, will decide whether to accept or reject such an appeal. The decision of the Registrar in this case is not subject to review.

Students must understand that Successful consideration of appeal will result in their taking the re-sit examination for a course on first-sit basis. Such students will forfeit the rights of a re-sit examination. No mitigating circumstances will be considered for re-sit examination and students failing to undertake re-sit examination will have to repeat the course.

Student Appeals Policy

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

A. Grounds of Appeal

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

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

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

B. Appeals related to Continuous assessment

- i. In case of student concerns related to continuous assessment of individual tests or other assessed work that are components of the final grade in a particular course, the student

must first approach the respective faculty member in a timely manner to address their concern.

- ii. If a resolution cannot be reached, the student may approach the Dean of the respective School who will review the relevant justifications / evidences presented by the student and may refer the matter to the Moderator for an informed decision.
- iii. The marks for any continuous mode of assessment can only be reviewed and finalized before conducting the final exam

C. Appeals related to Final exam

- i. In case of student concerns related to the Final exam, he /she can initiate a formal appeal process by submitting the Grade Appeals form to the Administration department within 2 working days of the results publication.
- ii. The appeal form must highlight the grounds on which the appeal is being made. Documentary evidence, if available, must be enclosed to support the Student's appeal case
- iii. Student must pay the applicable Grade Appeals fee to the Finance department
- iv. Administration department will verify the duly filled form and required documents based on the grounds of appeal and forward it to the respective School
- v. A Grade Appeals committee formed by the school shall review the appeal and take an appropriate decision
- vi. The decision of the Grade Appeals committee shall be final

D. Appeal hearing

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

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

* Vice President-AO to replace the Dean in case the course under consideration is delivered by the Dean.

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

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

Refer Examination policy for details.

Grade Appeal Form
(applicable for Final exam only)

PART I (To be filled by Student)

Full Name:		Student ID:	
E-mail:		Contact Number:	
School:	Academic Year:	Semester:	
Program Title: <input type="checkbox"/> BSIT <input type="checkbox"/> BSCS <input type="checkbox"/> BBA <input type="checkbox"/> BBA in Accounting			
Course Title:		Course Code:	
Instructor's Name:		Final exam Grade Received:	
I hereby submit my grade appeal along with the supporting documentation against.			
<input type="checkbox"/> Material and significant administrative error has taken place <input type="checkbox"/> Disagreement with marks or a grade obtained in a course <input type="checkbox"/> Evident discrimination in assignment of grades as per rubrics			
Documentary evidences included :			
<i>Signature of Student</i>		<i>Date</i>	

PART II (For Finance Department use)

Fee Paid:	Payment Receipt Number:	Date of Payment:
<i>Signature of Receiver</i>		<i>Date</i>

PART III (For Administration Department use)

<input type="checkbox"/> Grade Appeal form received in the Administration Department <input type="checkbox"/> Relevant documents if applicable	Date of submitting the form to School:
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PART IV (For School use only)

The following members of the grade appeal committee have reviewed the student's appeal along with the information and documents presented in this case.			
1.	2.	3.	
Committee's Decision	Appeal Granted YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES then provide the basis of Committee's Decision.	
	Final exam marks	Student Grade	
Previous			
Revised			
1. Chair's signature		2. Signature of committee member	3. Signature of committee member

PART V (For Administration department use only)

Required Action (Please Tick)	Name	Signature and Date
<input type="checkbox"/> Form received from School with Committee's decision		
<input type="checkbox"/> No data entry or grade change is required		
<input type="checkbox"/> Revised final exam marks and grade have been entered in the System		
<input type="checkbox"/> Committee's decision has been notified to the student		
<input type="checkbox"/> This form with committee's decision and the attached documents have been placed in the student file.		

I certify that all required actions on the left have been processed in an appropriate and professional manner.

(Name and Signature)

Date: _____

The instructions for using this form are given below.

Instructions:

1. Students must submit the Grade Appeal form only in case of concerns related to final exam grade within 2 working days of the results publication
2. They must fill the required details in Part I of this form and proceed to Finance department for payment of applicable fee.
3. Finance department will fill the required details in Part II and confirm the receipt of applicable Grade Appeal fee from the student.
4. Upon confirmation by Finance department, Student will submit the form to Administration department along with required documents.
5. Administration department will verify the duly filled form and required documents, fill up the details in Part III and forward it to the respective School
6. The Grade Appeals committee, formed by the respective school, shall review the appeal and take an appropriate decision within three (3) working days of receiving the form from the respective School. The Committee's decision is noted in Part IV.
7. The respective school will forward the form including the committee's decision to the Administration Department for further processing.
8. The Administration Department shall note down the required actions based on the committees' decision in Part V and communicate the information to concerned student within 2 working days of receiving the committee's decision.
9. Finally, the Registrar shall sign this form certifying that all required actions have been completed and the student has been informed about the outcome of the grade appeal.

BBA Graduation Requirement

Bachelor of Business Administration degree is awarded to a student upon fulfilling the following requirements:

- i. Students enrolled for a Full time Undergraduate Program must have completed the program within a maximum duration of 6 years and attempted not more than 180 credits. Those enrolled for a Part time Undergraduate program must have completed the program within a maximum duration of 7.5 years and attempted not more than 180 credits.
- ii. The successful completion of 120 credit hours
- iii. The number of credit hours as specified in the core, major and concentration
- iv. Achievement of CGPA not less than 2.00 in the following:
 - a. Overall 120 credits earned
 - b. In Major / Concentration Courses
- v. Students must attain a minimum of "C" grade in every Capstone course
- vi. Students are required to fill the graduation application along with fee as applicable.
- vii. Recommended for graduation by Graduation Board

Graduation Honors

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

Cum Laude	An average of 3.50 – 3.69
Magna Cum Laude	An average of 3.70 – 3.89
Summa Cum Laude	An average of 3.9 or higher

i. Graduation Board

The Graduation Board consists of President, VP-IRQA Dean of respective Schools, Registrar and concerned faculty. The Board confirms the graduation award to the students who have Successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean's List. . The Graduation Board also confirms eligible students for final Toppers and Graduate Honors as per the Procedure for Toppers / Awards.

ii. Procedure:

Step 1: Graduating students file to be prepared by Administration which includes the following:

1. Copy of attested high school / O level certificate
2. Copy of TOEFL / IELTS / PET Academic/ Cambridge
3. Copy of the transcripts
4. Copy of TOC confirmation
5. Final Statement of Account
6. Candidacy sheet containing clearance from all departments

7. Graduation Application form

Step 2: Graduation Board will verify the following components are met:

1. Entry requirements
2. Academic requirements
3. Graduation Requirements
4. Financial Requirements
5. Departmental clearance
6. Signing on certificates

Step 3: Degree Certificate Preparation process

1. Verify list of graduating students by program
2. Place chips on the Degree and hologram on the transcript
3. Segregate the degrees major wise
4. Academic excellence letter is placed in the folder
5. Toppers list /scholarship letter if applicable is placed in the folder

Medals are placed in the graduation kit as per graduation honors list

Dean's List

Dean's List is a list of students who have achieved an overall CGPA 3.5 above in a particular semester completing minimum of 12 credits for Undergraduate students and minimum 9 credits for Graduate students. This list is prepared by the administration at the end of each semester. Dean's List students will be awarded a certificate of appreciation.

Procedure

- Step 1: After the declaration of result in each semester, students with 3.5 and above CGPA are selected for the Dean's List
- Step 2: Student should have completed minimum of 12 credits and should not have failed/repeated in any course or withdrawn any course
- Step 3: Student should not have been penalized by DAC for any in disciplinary activities
- Step 4: The list is sent to President for approval
- Step 5: The list will be sent to computing Department for portal and plasma updates, advisor and faculty
- Step 6: Enlisted students will be issued a certificate
- Step 7: Copy of the certificate will be placed in the student file for records

Toppers List

Toppers list is a list of students who have topped the respective concentration of the program in an academic year. Toppers will be awarded a certificate of appreciation and a cash reward as per the policy.

Procedure for Yearly Toppers List

- Step 1: After the declaration of result in each academic year, toppers in each concentration are identified based on the percentage
- Step 2a: Only students completing minimum 30 credits in an academic year can be considered for toppers list [Undergraduate students]
- Step 2b Only students completing minimum 18 credits in an academic year can be considered for toppers list [Graduate students]

- Step 3: Students with TOC, Reactivation, failed /repeated, withdrawal and / or penalized by DAC for any in disciplinary activities are not eligible for the Toppers list
- Step 4: The list is sent to President for approval
- Step 5: The approved list is sent to Finance for completing formalities towards awarding merit-based scholarships
- Step 6: The list will be sent to computing Department for portal and plasma updates, advisor and faculty
- Step 7: Enlisted students will be issued a certificate
- Step 8: Copy of the certificate will be placed in the student file for records

Procedure for Overall Toppers List / Awards

- Step 1: Toppers in each concentration are identified based on the percentage after completing the Graduation requirements
- Step 2: Students with TOC, Reactivation, failed /repeated, withdrawal and / or penalized by DAC for any in disciplinary activities are not eligible for the Toppers list
- Step 4: The list is sent to President for approval
- Step 5: The approved list is sent to Finance for completing formalities towards awarding certificates, shields and discount offer letters for pursuing higher studies
- Step 6: The list will be sent to computing Department for portal and plasma updates, advisor and faculty
- Step 7: Enlisted students will be awarded a cash prize, certificate and a certificate during Graduation Ceremony
- Step 8: Copy of the certificate will be placed in the student file for records

Degree Certificate Policy

Provisional Certificate

Provisional certificate is given on the request of the student only after the successful completion of the graduation requirement by the student; it is issued as an interim certificate before the award of the degree during the graduation ceremony. The provisional certificate is valid from the date of issue till the award of degree certificate in the graduation ceremony.

Procedure

- Student to submit an Application along with the necessary fees
- Clearance form signed by all the departments to be submitted
- Registrar audits the graduation candidacy sheet
- Upon clearance and authentication, the Registrar signs the letter
- Administration Informs the student the status of the letter within 48 hrs.
- Signed copy of the letter is filed in the student file.

Graduation Board

The Graduation Board consists of President, Dean-School of Business / Dean- School of Computing, Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded degree. Qualified students are also placed in the list of graduation honors and the Dean's List. The Graduation Board also confirms the final Toppers list and Graduate Honors List.

Graduation Board meeting will be conducted in the month of February each year to approve graduating students completing the requirements in Fall semester, and in the month of

October each year to recommend graduating students completing the requirements in Spring semester and Summer semester respectively.

Degree certificate template which includes design text, name of the university, logo, concentration / area, signing authorities and date of graduation board, and the same will be reviewed every year.

Graduation ceremony will be conducted once in a year [November], in which all students from each board will be awarded with their degree certificate.

Certifying Criteria for Degree Certificate

BBA Degree

Bachelor of Business Administration degree is awarded to a student upon fulfilling the following requirements:

- i. Students enrolled for a Full time Undergraduate Program must have completed the program within a maximum duration of 6 years and attempted not more than 180 credits. Those enrolled for a Part time Undergraduate program must have completed the program within a maximum duration of 7.5 years and attempted not more than 180 credits.
- ii. The successful completion of 120 credit hours
- iii. The number of credit hours as specified in the core, major and concentration
- iv. Achievement of CGPA not less than 2.00 in the following:
 - a. Overall 120 credits earned
 - b. In Major / Concentration Courses
- v. Students must attain a minimum of “C” grade in every Capstone course
- vi. Students are required to fill the graduation application along with fee as applicable.
- vii. Recommended for graduation by Graduation Board

Procedure:

- a. Graduating students file to be prepared by Administration which includes the following:
 1. Copy of attested Graduate level certificate or Equivalency if required
 2. Copy of TOEFL / IELTS / EMSAT
 3. Copy of the transcripts
 4. Copy of TOC confirmation (if applicable)
 5. Final Statement of Account
 6. Candidacy sheet containing clearance from all departments
 7. Graduation Application form
- b. Graduation Board will verify the following components are met:
 1. Entry requirements
 2. Academic requirements
 3. Graduation Requirements
 4. Financial Requirements
 5. Departmental clearance
 6. Signing on certificates
- c. Certificate Preparation process
 1. Place chips on the Degree and hologram on the transcript
 2. Sort the degrees Concentration Wise
 3. Academic excellence letter is placed in the folder
 4. Toppers list /scholarship letter if applicable is placed in the folder

5. Medals are placed in the graduation kit as per graduation honors list

Duplicate Degree / Transcript

Duplicate degree is issued only to the students whose degree is lost / damaged due to any reason

Procedure

- a. Students need to apply for the duplicate degree/transcript paying necessary fees
- b. Submit the evidence of loss and police complaint copy and a photocopy of the certificate/transcript (if available)
- c. Administration will refer to the original graduation candidacy sheet to establish the authenticity of the degree completion status
- d. Administration prepares the duplicate degree /transcript within 1 week time.
- e. The necessary signatures from the respective signatories for the degree/transcript is taken
- f. Administration Inform the student the status of the Degree/transcript within 48 hrs.
- g. Signed copy of the Degree/transcript is filed in the student file.

Student Services Section

Introduction

Student Support Department (SSD) develops, coordinates and provides comprehensive support services for the continual growth and development of the students. It coordinates with Academic and Academic Support Services departments of HUC to assist and provide all information and document requirements of the students as and when necessary. It facilitates in shaping the student to be a responsible professional through counseling, ensuring smooth academic progress of students in the programs.

SSD also supports and promotes student-centered environment by encouraging student-faculty interaction at regular intervals to solve various academic and career development issues. Students are encouraged to participate in various extra-curricular, co-curricular, student club/committee activities for their overall development through the SSD orientations carried out at regular intervals.

Facilities and Services

A. Identity Cards

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

B. Letters [Arabic / English]

Recommendation letter, Bonafide certificates Letters, Transcript, Provisional letter, Degree, Duplicate Certificate/transcript, Internship letter, Dissertation letter, Repeating course letter, conditional admission letter, No Objection letter, Accounts Statement for sponsors, Scholarship letter, DAC letter, Rewardship letter, Topper letter, appreciation letter, Deans List letter.

C. Lockers

Lockers are where the students can keep their respective belongings and the keys will be issued to the students through the Student Support department. Students leaving the HUC due to cancellation, transfer to other institution or graduation are requested to return the key to the Student Support Department.

D. Lost And Found

Lost and found items will be kept in Student Support Department; Students are encouraged to report of any missing items as soon as possible. Any lost and found items are notified by the Students Support Department by displaying on the notice board in the lost and found section.

E. RFID

Students having their own transport are issued with an RFID card to avail the facility of parking the car inside the HUC campus at designated areas for students. Students should park their car on their designated area without blocking other cars. Students are urged to drive slowly and cautiously when entering and leaving the premises.

F. SMS Services

The Student Support department provides SMS services to inform the students of all updates on a regular basis and also for any emergency needs that might arise.

G. Online Services

Students can avail the online services for their various requests.

H. Common Room

Common room is meant for students for extra-curricular activities such as indoor games, conducting rehearsals for any upcoming events and birthday celebrations.

I. Help Desk

Help desk is maintained at the first day of the semester to assist new intake students with regards to the campus whereabouts.

J. Alumni Registrations

Student Support Department registers the Alumni students at the time of filling the graduation form and also provides this facility through online registration. Further it coordinates with the Corporate Affairs Office and Events Committee to keep them updated about the events organized for the benefit of Alumni.

K. Scholarship

SSD conducts meeting to recommend the eligible candidates for scholarship under various criteria. The various scholarship options provided by the University are need based scholarships, merit based scholarships, etc. SSD orients the students on the document required to apply for these scholarships.

SSD encourages the students to be active in the campus by means of giving them rewardship points. The students interested in receiving this rewardship and those who enjoy extra-curricular activities receive booklets to note down the hours they spent towards extra-curricular activities. At the end of the academic year the booklets are returned and the top 10 students with the highest score receive rewardship scholarship.

Process Flow**STEP 1**

The dates to receive and finalize the scholarship should be announced to all students through their portal and calendars

STEP 2

Advisors have to notify the students about the dates and T&C for these scholarships

STEP 3

coordinate with Sports department in evaluating the sports scholarship applications as per the sports policy.

STEP 4

Scholarship committee meets as per the calendar and finalizes candidates for scholarship. Upon receiving approved list; Admin. will prepare letters to be issued to students.

L. Class Representatives

SSD conducts the election of Class representatives from each class. SSD meets the Class Representatives twice in every semester and receive their feedback related to issues faced by students with different academic and academic support service units.

SSD disseminates the feedback to different units and assists in resolving any issues. SSD-In-Charge will prepare the minutes of the meetings with response to their suggestions or requirements from different departments and send it back to CRs.

Process Flow Step 1

Planning of schedule for different activities

Step 2

Election of CR's (one academic and one nonacademic)

Step 3

Conduct meetings as per scheduled.

Step 4

Prepare MOM and send them to different departments to get the feedback.

Step 5

Get back to CR's and provide them with answers to all their comments and queries.

M. Coordination with International Office

SSD coordinates with the international office to maintain communications with guardians of international students for updating them on academic progression, attendance, fee outstanding, disciplinary issues, hostel related issues, undertaking forms from guardians in case of disciplinary issues or financial outstanding as may be deemed necessary.

N. Conduct of Orientations and Training

Orientation to New Students

Orientation to the new students from the School of Business & School of Computing is given jointly by the VP-IRQA VP-AO, DAEI, Registrar and the Dean of the respective Schools. Administration is responsible for coordinating this activity as per the schedule.

This orientation covers various aspects of their academic tenure and familiarizes them with the different institutional activities. In the event of face-to-face restrictions, orientation can be facilitated via online platforms- Micro-Soft Teams & zoom in line with safety measures.

i. Orientation by President:

- a. Institution:** President welcomes the new students and provides them complete information on vision, mission and purposes of the institution, the various academic standards that they need to abide by, role of Quality Assurance and requirements of QF Emirates to be met by the Institution.
- b. Departments and their services:** Students are introduced with different departments and updated on various services provided by them and also how they can avail a specific service of a department.
- c. Academic culture:** Students are made aware about the expected academic culture, rigor and participation in academic activities for lifelong learning. Networking through LinkedIn and other professional membership need for soft skills and compatibility with the industry.
- d. Awards and scholarships:** President also motivates the students to strive for academic excellence by informing them about the different awards and scholarships given by the institution.
- e. Feedback:** Students are informed to provide timely feedback on various academic and academic support services provided by the institution, which would help the Institution in enhancing the quality of services being provided.
- f. Student Grievance redressal:** The President informs the students about the procedure for redressal in case they would like to report any grievance.

ii. Orientation by Registrar includes the following:

a. Administrative Services

- 1. Change of Program/Concentration:** Students are informed that they can opt to change their major at any point of time within the first three years of their four-year course.
- 2. Addition/Dropping of course:** Students are informed about adding a course from another program to the existing regular courses and the option to drop a course in a particular semester.
- 3. Advisor/mentor:** Students are informed about the academic advisors or mentors assigned to each one of them who will help them resolve all their academic issues. SSD ensures that all advising and mentoring activities are conducted as per schedule. The department follows up with advisors/mentors and get their feedback about the academic standing of the students.

b. Examination Orientation

The Registrar provides the students with the details of various examination and the related rules and regulation which include Mitigation/Re-sit, stopping from exams due to various reasons including financial non clearance, Mitigation policy, Academic integrity, role of Disciplinary Action Committee, Result declaration, appeal, award board, etc.

Flow

- **Step 1:** Calendar for the orientations is prepared by Admin.
- **Step 2:** Orientation presentations are prepared by DAEI, Registrar and Deputy Director of Administration, then verified and approved by VP-IRQA and President.
- **Step 3:** All materials will be uploaded in Students portal
- **Step 4:** The admission kit will be explained in details to new students.
- **Step 5:** IT to ensure that admission kit is available online

iii. Orientation by Registrar**a. SSD Services**

1. **Various online requests & time for response:** Students are also informed how they can make various online requests and also the time that will required for responding to these requests.
2. **Complaint and suggestion**
Students are also informed how they can make various complaint forms and suggestion forms and also the time that will required for responding to these requests.
3. **Cancellation:** The procedure to cancel the registration is explained to the students
4. **Temporary Cancellation:** In case of a prolonged absence of about three weeks, students are placed on temporary cancellation.
5. **Re-activation:** Student placed in temporary cancellation have to pay the registration fee for reactivation of their admission.
6. **Postponement:** Student may postpone one semester in an academic year subject to approval only under mitigating circumstances.
7. **New student's scholarships:** orient students with scholarship to adhere to all the deadline to submit all necessary documents or the scholarship will be cancelled
8. **Scholarship:** Registrar also informs them about the various scholarship options like need based scholarships, merit based scholarships, etc. which are provided by the University. They are also informed about the document required to apply for these scholarships.
9. **Visa/Embassy Letter:** Students are informed that they can apply for VISA/embassy letter before 24 hours in the portal.
10. **Manage class representatives:** supervise the election for CR's Academic and Non Academic, prepare a schedule for meetings and send MOM for different authorities and departments to get their feedback.

- i. **Orientation by DSOC/DSOB**
DSOC/DSOB *for details*

Please refer policy manual for

Orientation to Continuing Students**The continuing students are oriented on progression and career development**

Orientation is also provided specifically to the Junior and Senior Students of the Undergraduate Program from School of Business & School of Computing. This orientation is comprised of the following:

- i. **Orientation by Registrar**

a. Academic Services

The Registrar provides orientation to the continuing students on the program and, graduation formalities, change of Major, Visa/Embassy Letter, deposit for visa after graduation, outstanding fee fine after the graduation, registration fees for repeating courses, Maximum duration for completing program, Registration of SAP students, Transfer admission students and completion requirements, locker facility details etc.

Besides these, the orientation to continuing students includes the below information which is also provided to new students

1. Various online requests & time for response
2. Addition/Dropping of course
3. Cancellation
4. Temporary Cancellation
5. Re-activation
6. Postponement
7. Scholarship [applying for the scholarship & required documents]

Flow

Step 1 Calendar for the orientations is prepared by Admin

Step 2 Level wise Orientations are prepared by Registrar and Deputy Director of Administration

Step 3 All orientations will be uploaded in Students portal

b. General flow of Orientation session for New and Continuing students

1. Orientations are conducted twice a year for new students, one in Fall and another in Spring.
2. For continuing student's orientations are conducted once a year, in Fall
3. For continuing students, the Registrar provides orientation while for the new students the orientations are conducted jointly by the President, Registrar and Dean of the respective school. For new students the orientations are given on the first day of the academic year.

II. New Faculty

Orientation to the new Faculty from the School of Business & School of Computing is given by Registrar, schedule will be provided by HR.

This orientation covers various aspects of their academic tenure and familiarizes them with the different institutional activities, policies and procedures, Registrar will emphasize on the following areas:

- Introduction of the department.
- Goal of SSD
- The concept of CARE
 - Bridging
 - Tutorials
- Academic Advising and Mentoring.
 - Goals of academic advising and mentoring.
 - Process flow of advisory and mentoring
 - Advisors responsibilities
- Class Representatives CRs, purpose and objectives of the committee.

- Hostel and international students.
- Functional Areas of SSD.
- Counselling areas
- Events, committees and clubs
- Scholarships and reward points
- How to fill a Scantron?
- Dress Code at HUC

III. New Staff"

Orientation to the new staff from the School of Business & School of Computing is given by Registrar, schedule will be provided by HR.

This orientation covers various aspects to familiarize them with the different institutional activities, policies and procedures, Registrar will emphasize on the following areas:

- Introduction of the department.
- Goal of SSD
- The concept of Care
 - Bridging
 - Tutorials
- Academic Advising and Mentoring.
 - Goals of academic advising and mentoring.
 - Process flow of advisory and mentoring
 - Advisors responsibilities
- Class Representatives CRs, purpose and objectives of the committee.
- Hostel and international students.
- Functional Areas of SSD.
- Counselling areas
- Events, committees and clubs
- Scholarships and reward points
- How to fill a scantron
- Dress Code at HUC

4. Training to Faculty / Staff (NA)

Student Activities Policy

A. Introduction

Student Activities are an important element of learning process, in order to develop the students in a holistic manner, committees and clubs are formed to Plan, Organize and Conduct various activities throughout the academic year and helps students hone their managerial and leadership skills.

B. Formation of Committees and Clubs

Formation of student activity committees and clubs is initiated by the DAEI by giving a presentation about the various committees and clubs, their formation, roles, responsibilities and functions. The DAEI invites interested students to register online through their portal for membership of various committees and clubs based on their

areas of interest, after receiving the nominations DAEI conducts an election to constitute a formal body of elected members to execute the functions of the committee. The committees and clubs have an executive body comprising of head, core members and chaired by faculty or staff members only to provide guidance and assistance when required. The chairs of the committees are nominated by DAEI and approved by the President. The duration of the committee is one academic year.

C. Functions of Committees and Clubs

- To plan a yearly calendar of activities and inform the student community.
- To prepare the budgets and get approvals
- To coordinate for necessary infrastructural support to conduct activities
- To conduct the planned activities
- To review and provide feedback
- To recommend appreciation for outstanding performance of the team members
- To conduct pre and post activity meetings

D. Process Flow

- Students are informed about the importance of committees, clubs, membership, roles and responsibilities
- Members are enrolled in various committees
- Heads are elected
- Activities and budgets are planned
- Activities are reviewed and feedbacks provided
- Activities are conducted
- Reports are recorded and disseminated to the President

E. Tenure and Authority

Responsibility to form a committee or club	Responsibility to inform and conduct election	Responsibility to conduct student activities and prepare budgets	Responsibility to form, amend committees and approval of budget	Tenure of the committees and clubs
DAEI	DAEI	DAEI	President	One academic year except CR which is semester wise

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

and is open to all students. Budget will be allocated for each clubs/committees. Each committee is chaired by a Faculty member or Staff member. Student Events Coordinator is responsible for organizing the year round extracurricular activities on campus and coordinating for intercollegiate activities. Responsibilities include:

1. To plan a yearly calendar of events and activities.
2. To coordinate for necessary event-based technical and monetary support to students.
3. To inform the Administration & Examination Department about attendance mitigation cases as per the institutional policy for students participating in extracurricular activities.
4. To acknowledge student effort.

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

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

F. Flow

Step 1: The students' events coordinator will give orientations to all students in their class rooms explaining the importance of these committees.

Step 2: Allocating budget for each club.

Step 3: Events coordinator will ensure that all details of the committees are uploaded in student's portals.

Step 4: Events coordinator should coordinate with IT department to make sure that online registration is activated.

G. Responsibilities of Student Interested in Membership

1. To fill up the online committee membership form before deadline.
2. To read various announcements related to events and activities on notice boards, portal and poster on a regular basis.
3. To apply for participation in any event well before the announced deadline.
4. To contact the Events coordinator if interested to get a platform to showcase their talent in any field.
5. To take prior permission from the DAEI office to use any of the HUC facilities for any extracurricular activities.
6. To take prior permission from the Dean's office to miss any classes in order to practice for any event.
7. To take prior permission from the DAEI office to stay back in HUC during afternoon break for any extracurricular activities.

H. Student Events Clubs

Following are the active clubs at Horizon University College:

i. Performing Arts Club

The Performing art club consists of three (3) sub – clubs which are Dance and Music, and Drama.

Dance and Music Club**1. Purpose of the Club**

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

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

2. Benefits of Joining the Club

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

Drama Club**1. Purpose of the Club**

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

2. Benefits of Joining the Club

- 2.1. Participate in the University College plays.
- 2.2. Develop and share your talent and skills in play production.
- 2.3. Build strong social ties with fellow club members.
- 2.4. Have fun!

ii. Community Service Club**1. Purpose of the Club**

The basic aim of this club is to enable students to give something back to the society in general. It will also help them to face reality and get a better understanding of the world around them thus helping in providing an overall education, which does not limit itself just to classrooms.

Since most of the events get media exposure it will also be a way to promote HUC's efforts and interest in helping the unfortunate.

2. Benefits of Joining the Club

- 2.1 Participate in the University College plays.
- 2.2 An added benefit of learning something new outside university books.
- 2.3 A chance to feel the realities of the world.
- 2.4 An opportunity to feel responsible about someone else other than yourself.
- 2.5 An eye opening and life long experience.

iii. Toastmaster & Debate Club**1. Purpose of the Club**

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice: Members learn how to plan and conduct meetings. Members present one-to two minute impromptu

speeches on assigned topics. Two or more members present speeches based on projects from manuals in Toastmasters' proven communication and/or leadership programs. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion.

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

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

2. Benefits of Joining the Club

- 2.1 Learn to communicate more effectively.
- 2.2 Become a better listener.
- 2.3 Improve your presentation skills.
- 2.4 Increase your leadership qualities.
- 2.5 Become more Successful in your career.
- 2.6 Build your ability to motivate.
- 2.7 Reach your professional and personal goals.
- 2.8 Increase your self-confidence.
- 2.9 Increase your leadership potential.
- 2.10 Builds self-confidence.
- 2.11 Enhances public speaking skills and debate techniques.
- 2.12 Develops decisive awareness and personality.

iv. Outdoor Adventure Club

1. Purpose of the Club

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

2. Benefits of Joining the Club

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

I. Student Academic Clubs

i. The Finance Club

a. About the Club

The Finance Club in School of Business focuses on activities and events related to finance and financial management. It provides students opportunities to learn, network, and gain practical experience in the field of finance. The finance club plays

a crucial role in enhancing students' understanding of finance, fostering connections in the industry, and providing opportunities for professional development. The club is a valuable resource for students pursuing careers in finance, investment banking, financial planning, and related fields.

b. Objectives of the Club

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

The main objectives of the club are,

1. To improve the practical knowledge of students through various activities.
2. To conduct events such as guest lectures, student competitions, finance games, simulations and visits to stock exchanges.
3. To support the learning process of students of courses related to Finance in discipline

c. Scope of the Club

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

ii. The Accounting Club

a. About the Club

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

b. Objectives of the Club

Following are the objectives of the accounting club

1. To become the key link between its members and the professional world.
2. To support members to become professionals in the areas of accounting.
3. To conduct career-oriented events such as industry insights, training, and mock interviews, seminar, workshops by industry experts.

c. Scope of the Club

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

iii. **Marketing Club- "RIDA ALEUMALA"**

a. **About the Club**

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

b. **Objectives of the Club**

To sharpen and develop marketing skills through learning by doing.

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

c. **Scope of the Club**

Club will be a platform for planning and implementation activities to exercise the understanding of marketing in practical aspects to advance their career. Moreover, these activities will equip the members to face the competitive world by organizing events and participating in inter and intra college activities. This student-centric club engages marketing students for inclusive development, fun filled approach and enriches the professional competency.

iv. **Management Club**

a. **About the Club**

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

b. **Objectives of the Club**

The Management Club operates with the following objectives:

1. To develop the practical knowledge and skills of management through various activities.

2. To conduct events such as guest lectures, student competitions, business games, and industry/plant visits etc.
3. To support the members for domain specific networking, professional membership and certifications.

c. Scope of the Club

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

v. HR Club (Hayyakum Club)

a. About the Club:

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

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

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

b. Objectives of Hayyakum Club:

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

c. Scope of Hayyakum Club

This club welcomes all students of the university to learn and participate in developing interpersonal communication and leadership skills. The club invites leaders and HR managers and practitioners, Alumni, eminent personalities, entrepreneurs for sharing their knowledge and experience with club members. The club also organizes HR forums, CEO lecture series, seminars, workshops etc. for club members to acquire HR competencies.

vi. Coding Club

a. About the club

Student Activities are an important element of learning process, in order to develop the students in a holistic manner, committees and clubs are formed to Plan,

Organize and Conduct various activities throughout the academic year and helps students hone their managerial, leadership and IT skills.

The HUC Coding Club provides participating students an opportunity to learn the basics of computer programming in a team setting. The club's main focus will be to inculcate a culture of programming in HUC using different programming platforms.

b. Objectives

The Primary objective of this club is to inculcate a culture of programming at HUC.

1. Providing students with a platform where they can discuss and share their ideas with fellow students.
2. Building a group of students who are strong in programming who could represent our university in programming competitions.

c. Why a Coding Club?

Programming is a very essential skill to possess, especially in this day and age. This club will strive to help students start or advance their programming pathways. A coding club builds a network of programmers who can acquire and impart knowledge among each other. Moreover, the skills developed will help our IT students in their programming courses.

d. Functions of the coding club

1. To plan a yearly calendar of activities and inform the student community.
2. To conduct the planned activities
3. To review and provide feedback
4. To recommend appreciation for outstanding performance of the team members
5. To conduct pre and post activity meetings

e. Activities

Following are the activities associated with this club:

1. Offering programming boot camps open to all students.
2. Conducting competitive programming competitions within the university.
3. Participating in the competitions worldwide.
4. Conducting student seminars.
5. However, the club is not restricted to the above activities.

vii. HUC IEEE Student Chapter

a. About HUC IEEE student Chapter

Horizon University College (HUC) Student Chapter of Institute of Electrical and Electronics Engineers (IEEE) is a student organization, which helps them to learn theory, practical applications in the engineering field including the computer science and information technology specialization. IEEE main purpose is to promote innovation in technology, which will benefit the society in general.

b. Objectives of the Student Chapter

1. To provide platform for students to enhance their technical skills in the areas of computer science and information technology
2. To conduct workshop and technical awareness programs for students
3. To encourage project activity among students
4. To prepare students to present papers in the IEEE international conferences

viii. Hult Club

a. Purpose of the Club

The Hult Club at HUC is aimed at organizing an On-Campus competition under the name Hult Prize. This competition which is conducted annually challenges students to develop innovative solutions to address social and environmental challenges. The teams will work together to develop an innovative and scalable business idea. The event will feature a keynote speaker and a panel of expert judges from various industries, who will evaluate the teams' proposals and select the winning team. The winning team will advance to the next round of the competition and get a chance to compete for a \$1 million prize to fund their social enterprise.

ix. Horizon Entrepreneurship and Innovation Club (SEIC)

a. About the club

Student's Horizon Entrepreneurship and Innovation Club is part of Horizon Entrepreneurship and innovation centre, which helps to promote innovation and entrepreneurial skills among the student community. It helps the students from generating ideas till preparing the business plan. It conducts regular training programs and guest lectures for the student community.

b. Objectives of the club

1. To provide a platform to generate innovative ideas
2. To Promote entrepreneurial skills among the students
3. To help students in preparing business plan
4. To conduct competitions, and training programs in the areas of innovation and entrepreneurship for students

J. Student Committees

The 4 student committees at HUC are as follows:

a. Events Committee

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

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

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

b. News and Media Committee

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

The purpose of the News and Media club is to provide committee members with different opportunities for creative expression. The members of the committee

will share their artistic skills with the school community through such projects as scenery work for university activities and banners/posters for various events. The committee presents students with an opportunity to practice their artistic abilities, express themselves through art, and contribute to the student life community.

The HUC publishes "Newslane" magazine once in a year. This publication involves contributions from students & faculty members and also highlights the year round activities. Students are permitted to work for the magazine for an academic year and re-appointment is subject to performance.

The committee shall comprise of:

1. Chairman (Faculty Member)
2. Students
3. English Faculty
4. Deputy Director-Administration
5. In-house IT department

The Newslane Committee shall be responsible for:

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

c. Class Representative Committee

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

Responsibilities of Class Representatives:

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

Student Council Policy

A. Introduction

HUC Student Council (HSC) is a student representative body, elected by the students of the university in order to conduct the activities of student council in the best interests of the

students within HUC policies and procedures framework. HSC is involved in managing and coordinating with the student life department to execute academic and non-academic activities that promote student body welfare and satisfaction and strive for their overall development during their learning journey. The purpose of the HSC is to foster a positive student culture and promote the general interest and welfare of students. The Council's activities, participation data, and outcomes will be monitored through institutional KPIs and reported annually to IRQA for inclusion in community engagement and reputation dashboards.

This policy aligns with the MOHESR Outcome-Based Evaluation Framework (OBEF)—specifically Pillar 6: Community Engagement and Pillar 5: Institutional Reputation—and supports HUC Strategic Plan Goals 3 (Graduate Employability & Partnerships), 4 (Community Engagement), and 5 (Institutional Reputation & Excellence). It establishes democratic representation, inclusive participation, KPI-based monitoring, and audit-ready evidence management.

B. Objectives

- i. To execute the functioning of HSC in a fair and democratic manner as per the HSC manual.
- ii. To serve the student body in enhancing their welfare.
- iii. To promote an environment conducive to educational and personal development of students.
- iv. To promote affinity towards the university and foster professional culture and mutual respect among the student fraternity.
- v. Create a sense of ownership of the university and its activities amongst the student population
- vi. To represent the student body and communicate the views of the students on matters of general concern that enhance knowledge, skills and competencies to the management of HUC.
- vii. To table students' views on academic program needs and other facilities that are relevant, have currency in the market and enable them to find placements in the job market.
- viii. To promote interaction with student councils of other universities.
- ix. To promote student business ideas and to create awareness on campus about student-owned businesses, once reviewed by the Board.
- x. To assist in organizing and promoting activities related to the Student life unit and report to the Director of Academic Engagement and Impact on related matters. .
- xi. To participate in curricular and co-curricular competitions and showcase their talents.
- xii. To organize events that enhance the values, ethics; and network with peers, alumni, and industry to become valuable citizens of the larger community.

C. Key Functions

- i. Uphold the student body position in high esteem and execute the roles and responsibilities as specified in the manual of the student council, and uphold the dignity of the position.
- ii. Call for an agenda from student body members and communicate the date of meetings well in advance.
- iii. Conduct meetings of the student body as per the protocols on the pre-defined calendar dates, record the minutes of the meeting in a structured manner, communicate the

- proceedings/decisions and report to the student body and the student support service in charge.
- iv. Plan activities, propose a budget for the Council and seek approval of planned activities and budget for each academic year.
 - v. Communicate with the management on matters relating to students' views, concerns, suggestions and recommendations.
 - vi. Promoting formal communications within the university to keep the student body informed of activities through Student Council notice boards, emails, HUC social media platforms, HUC website, producing regular campus newsletters or any other means of communication that is easily accessible to students.
 - vii. Supporting the academic, socio-cultural development of students to foster their overall personality development and preparedness to meet the societal needs.
 - viii. Participating in the Institutional Standing committees and contribute towards improving the services rendered to students for their benefit.
 - ix. Assisting in the induction and/or mentoring process for freshman students
 - x. Assisting the university clubs and committees and enabling clubs to execute as per the established calendar for the academic year.
 - xi. Promote the culture of a competitive environment by facilitating student participation in external and internal competitions.

D. Student Council Body

i. Formation of Student Council body

The student council body is formed through secret ballot election. In case of students not coming forward for submission of candidature, another notification will be sent and if no one comes forward, nomination of office bearers will be based on merit or selection by the Student Council Advisory Committee (SCAC).

The student body will be oriented to the process and procedure of forming the student council and the process of election, criteria for election, eligibility for different positions and the decorum to be maintained while conducting campaigns.

In exceptional cases where elections cannot be conducted (e.g., emergencies, insufficient nominations), the SCAC may propose an interim council for up to one term, subject to the President's approval. Fresh elections must be scheduled at the earliest feasible time.

ii. Orientations on Student Council Purpose & Process of Election

- a. Orientation on the formation of student council
- b. Orientation on electoral purpose
- c. Orientation on the electoral process
- d. Orientation on the role and responsibility of the student council
- e. Orientation on campaign focus
 1. Campaigns must focus on the welfare of students, development of activities, and participation and contribution to achieve HUC mission and vision.
 2. Campaigns can be done through meetings, speeches, posters and any other acceptable means of communication approved by the electoral committee.

The student council body comprises the elected office bearers and other elected members of the committees, class representatives, and any other approved members nominated by the President of HUC.

- a. President

- b. Vice President
- c. General Secretary
- d. Council Treasurer
- e. Public Relations Officer
- f. President and Vice President of all active clubs and committees in the university – including class representatives from all batches.
- g. International students representatives (if applicable)
- h. Hostel students representatives (if applicable)

E. Process of Student Council Advisory Committee Formation

- i. Formation of the electoral committee
 - a. 3 members should make up the committee- Registrar, DAEI, active student (nominated by DAEI) & full time faculty (nominated by HUC President).
 - b. Tenure for 1 academic year

F. Functions of Student Council Advisory Committee

- ii. Meeting to define the process of student council formation
- iii. Decide dates of submissions of applications, finalizing list of applicants, election dates and result publication
- iv. Guiding the student council in executing their functions
- v. Resolve disputes amongst the student council and various student bodies.
- vi. Responsible for maintaining discipline and order amongst office bearers
- vii. Receiving appeals from students, faculty members and other stakeholders on functioning of office bearers
- viii. Investigating cases against members of student council, by the Disciplinary Committee (DAC)
- ix. After the findings of the DAC, SCAC shall issue a letter of warning to student council members or expel/impeach them from the student council office (in a written format)
- x. Oversee KPI setting and monitoring for Student Council participation and engagement
- xi. Ensure validator-ready evidence (election artefacts, minutes, decisions, activity logs, complaints/disciplinary outcomes) is compiled and archived.
- xii. Submit an annual SCAC report (representation, participation, activities, issues resolved) to DAEI and IRQA.

G. Criteria for Student Council Formation

To be a part of the student council member, one has to be an elected member for the respective position based on secret ballot.

To participate in the elections, the students must meet the following criteria:

- i. Be an active student of HUC, having at least 1 academic year before graduation, and registered for the current semester.
- ii. Minimum CGPA of 2.5 (undergraduate student). In case upon election student does not qualify for the CGPA requirement; they will be on probation for a semester until they are able to attain it.
- iii. Should have a clean record in academics, discipline matters and high standard of conduct without any legal issues.

Requirements for each designation:

- a. President: Senior level (priority) and Junior students

- b. Vice President: Junior Level and above
- c. General Secretary: Sophomore and above
- d. Council Treasurer: Sophomore and above
- e. Public Relations Officer: Sophomore and above

To be elected by the student council the following procedures must be followed.

- a. Candidates intending to contest for each of the post must submit the application
- b. The candidate must fulfill the eligibility criteria and submit a formal application expressing his/her intent in prescribed form request
- c. Submit all documents establishing his/her registration for the semester and academic standing within stipulated electoral deadlines.
- d. All applications will be scrutinized for eligibility, and only eligible candidates are declared to be in the race for elections
- e. After declaring the list of eligible candidates for the election, sufficient time will be awarded to decide to remain or withdraw from the race for elections.
- f. If more than 1 candidate is eligible for the position, then elections will be held on the due date to elect the candidates for the positions.
- g. For all the positions, all eligible student body of HUC will have the right to cast their votes upon showing their HUC Student ID (which will be verified based on the list of eligible students provided by the Administration department.
- h. 1 day of election will be held for each morning, evening and weekend students
- i. There will be separate online voting sheets for morning, evening and weekend students
- j. Voting will be done online via student LMS portal.
- k. Election will be held for each student council position.
- l. Students can only vote once – monitored by their unique student ID
- m. The secret ballot votes are counted in front of the electoral candidates by the electoral committee
- n. Once elected members have been announced, there can be no change unless deemed necessary by the Board
- o. Candidate(s) with majority votes will be declared elected for the position.
- p. In case of a tie, the finalization of the elected candidate will be decided on by a coin-toss in front of the student body, and the decision will be final.
- q. In case of a dispute in counting, a re-counting will take place and the winning candidate will be decided on the second counting, and the decision will be final.
- r. Upon election, members will hold office positions for a period of one year
- s. In case of Force Majeure or Exceptional Circumstances wherein the elections cannot be held due to unforeseen reasons (e.g., regulatory delays, accreditation transitions, emergencies, or insufficient nominations), the President may allow:
 - i. The Student Council Advisory Committee (SCAC) to appoint an interim council.
 - ii. Extension of the current council's term until fresh elections are feasible.

H. Orientation to Elected Student Council

Orientation will be on the purpose, objectives, roles and responsibilities of the student council in furthering the vision and mission of HUC.

Orientation on abiding by the guidance from the Student Council Advisory committee.

Orientation on abiding by the HUC policy & procedures on integrity and an understanding of the electoral by-laws.

I. Student Council By-Laws

Student Council members shall be responsible to abide by the university policy & procedures and refrain from politicization, or explicitly demonstrating affinity towards any political lobbying or engage student council or student body towards any ideology that contravenes the law of the land.

It should also promote integrity, ethical behavior, fairness and remain non-discriminate towards any class, creed, gender, race, religion, economic status, nationality and take oath to maintain the code of conduct.

Defining the positions:

1. President: Is the head of the student council body and is responsible for keeping the body united, and conduct the business of the council in a fair and rational manner without any biases to achieve the objectives of the student council.
2. Vice-president: is the second in command in authority and is responsible for conducting the business of the student council on behalf of the president in his/her absence or as assigned.
3. General Secretary: the position is responsible for planning, organizing, conducting and recording minutes of meetings and communicating with other stakeholders. He/she is also responsible for conducting the business of student council on behalf of the president in his/her absence or as assigned.
4. Council treasurer: the position is responsible for managing the financial books of the student council, and responsible for reporting on financials at regular intervals to the student council body and the SCAC.
5. Public Relations Officer: the position is responsible for disclosing information to the media and other stakeholders on the activities of the student council.

J. Duties Of Student Council Members

i. President

- Addressing views and concerns of the student body and communicating the same with the Board.
- Propose new strategies for changes in the university
- Responsible for presiding over meetings of the council
- Prepare the agenda for each meeting along with the secretary
- Where a vote is held at a Council meeting, and the votes are divided equally, the Chairperson(president) generally has the casting vote
- Review proposed activity plans by Clubs and Committees and present to the Board for approval
- Serves as the primary contact between the student body and management.
- Represents the student body on issues regarding all university academic and non-academic programs and events.
- Shall be the representative and spokesperson of the student body.
- Reports on HSC work to DAEI, engages and appraises the Council members.
- Holds full executive authority of the HSC and chairs meetings.
- Monitor duty allocations and strengthen the spirit of partnership and teamwork between students, administration, faculty and staff members of the institution.
- Ensures complete Alumni registration and connects with the Alumni and coordinates all relationships and possible events for them.
- Ensures all academic-related issues are tabled before the concerned bodies.

ii. Vice President

- Assisting the President in carrying out his/her duties
- Assuming the role of the President if absent
- Assisting core members in the day-to-day decisions and follow-ups with clubs and committees
- Implement deadlines and overview the activities on the consolidated calendar
- Represents the HSC on on-campus committees in the absence of the President or when required. In addition, he/she will be in direct contact with students to solve their non-academic problems and raise them with the proper authorities.
- Responsible for informing the President on the progress of council initiatives.
- Ensure student feedback is taken and shared with relevant departments.

iii. General Secretary

- Prepare the agenda for each meeting along with the President
- Circulate agenda to the council members in advance or at the start of the meeting
- Include 'Any other agenda' during council meetings
- Keep record/minutes of Council meetings and any decisions taken by the Council.
- Maintain and manage the consolidated calendar of activities of clubs and committees
- Maintain record of all Council meeting attendees
- Maintain the archives of documents and paperwork regarding visits, inaugurations, activities, events, etc.

iv. Council Treasurer

- The Treasurer is responsible for managing the Student Council budget and keeps a complete account of all expenditures.
- Any payments made by the Treasurer should be countersigned or endorsed by another member of the Council or a faculty/staff designated for this purpose.
- The council treasurer may advise and assist club & committees with their assigned annual budget
- For proposed new club & committee activities, the budget will first be reviewed and amended, if required, by the Council Treasurer before it is presented to the President
- Be responsible for collecting, managing, and distributing funds for and from the various events and activities organized by the HSC.

v. Public Relations Officer

- Responsibility for promoting good communication between the Council and the student body
- Responsible for informing the students about any Open Council meeting scheduled via portal, posters on campus, social media posts etc.
- Responsible for promotion of any Student Council events or activities along with the Media Committee
- Assist the secretary in all internal communications regarding scheduled meetings, agendas and decisions made
- The Public Relations Officer shall be the primary contact between the HSC and all parties outside the University.

- He/she shall be responsible for dealing with all external parties with whom the HUC collaborates.
- The Public Relations Officer will ensure that transparency is maintained in communication with off campus entities and promote the institution's image.

K. Declaration of Election Results

The SCAC declares the elected body, and based on their submission of results, the President approves the formation of the student council. Thereafter, there is communication on approved results to the student body via established HUC formal communication channels.

L. Induction of New Student Council Members

The SCAC and SSD will conduct the student council's induction as follows:

- Oath taking ceremony- administering the oath by President or any person assigned by the President.
- Brief orientation on various roles and responsibilities
- Handover of the student council manual

M. Documentation, Archiving & OBEF Sampling

- a. The following artefacts must be archived (digital, with secure access) for five (5) years: election notifications, candidate applications and eligibility checks, voter lists and turnout, ballot/e-voting records, campaign guidelines, meeting agendas and approved minutes, activity proposals/approvals, budgets and expense records, complaints and DAC decisions, SCAC reports.
- b. Evidence shall be indexed by year, program, cohort/mode, and committee to support OBEF 3R sampling (Representative, Random, Reliable).
- c. Public communications (e.g., results, calls for nominations, major decisions) should be posted on official channels and retained in the archive.

N. Conduct Of Meetings

- Student council meetings will be held twice in a semester or as and when necessary
- Council meetings open to the general student body will be held once a semester
- The meetings will be led by the President and Vice President based on the agenda provided by the General Secretary
- During meetings, any grievances, policies, or infrastructure changes that are not under the direct authority of the council must be noted and shared with the Board
 Council members will lead all the events and activities of the Student Life unit

Student Publication Policy

i. Introduction

Students Publication Policy is aimed at developing the written communication skills among the students and inculcates the habit of writing articles, composing poetry, news items and exhibit artistic and photographic talents. The policy focuses on mobilizing and motivating students to Plan, Collect, Edit and Publish articles in internal and external publications.

ii. Formation of the Committee

The formation of publication committee is by the approval of President. The chair of the committee is nominated by DAEI and approved by the President and has tenure of two years. The chair of the committee initiates co-opting members of the publication committee. The internal publication committee is formed by registering students and electing the Editorial Board for the academic year. The committee comprises of faculty member as the chair of

committee, English faculty member to provide guidance, Editor in Chief, Editors, Reporters, Proof Readers and Designers.

iii. Functions of the Committee

- To encourage and mobilize students to write original articles, composing poetry and news items for internal and external publications
- To Plan and design the structure of the internal publications
- To collect, edit and publish internal publications
- To maintain originality and ethical practices in publications
- To generate funds for the internal publications
- To review and provide feedback about the quality of the publications

iv. Process flow of the committee

- Chair of Publication Committee invites the candidatures of students interested to be members of the publication committee
- The Editorial Board is elected
- The roles and responsibilities of Student Editors, Reporters, Proof Readers, Designer and other members are assigned by the Editor in Chief
- The planning, designing and structure of internal publication is prepared
- Preparation of budgets
- Information is disseminated to student body, faculty members and other stakeholders to contribute the written/artistic piece of work to the editorial board
- Review the works for originality and quality of the works within the publication ethics
- Selecting, composing, designing and editing the works for the internal publication.
- Finalizing, Coordinating and executing the publications
- Distributing the publication to the stakeholders
- Submitting the feedback and financial report on the publication activity.

Tenure and Authority

Table 3.9.1

Responsibility to form the publication committee	Responsibility to inform and conduct election	Responsibility to publish and prepare budget	Responsibility to form, amend committees and approval of budget	Tenure of the student members
President	Chair of publication committee	Publication Committee	President	One academic year

Student Counseling Policy

A. Introduction

Student Counseling Policy is aimed at comforting the students in the first month of joining the HUC by orientating them on various Academic and Academic Support Service aspects of HUC. The counseling continues throughout the tenure of the students in HUC on various dimensions of academic related issues, performance issues, career issues and graduation requirement. Student Counseling also helps students to take maximum benefit of facilities and services rendered by HUC as a student and as an Alumnus. The Academic Counseling at the Undergraduate level is carried out by the Academic Advisor, .

B. Formation of Academic Advising Committee

The structure of student counseling is divided into Academic and Academic Support Services Counseling. The Academic Counseling is carried out by academic advisors (faculty members) appointed by the Dean of Respective Schools based on the closest expertise relevant to the student's major/concentration field of study. The coordination of Academic Advising activity is the responsibility of Academic Advising Committee headed by a chair who is also appointed by the President. The Academic Support Services counseling is provided by the SSD.

C. Counseling for Academic Issues

Every student is assigned to an Advisor at the time of admission and a maximum of 30 students are assigned to each advisor. The Academic Counseling Services carried out by Advisors is aimed at assisting students to resolve their issues related to Academic Progression, Performance, Satisfactory Academic Progression (SAP), Graduation Requirements, Change of Majors/Concentration and any issues related to Academics. Also in case of any students with special needs, additional counseling is provided by the faculty and staff in addition to SSD. Academic Counseling is extended to assist students in reducing test/exam anxiety, improve study habits and help involve in active learning to attain academic goals. The Academic Counseling also involves allocation of additional time, personal and peer coaching within the working time frames of HUC. Academic advising calendar is followed to carry out counseling and orientation on a semester basis.

D. Counseling for Academic Support Service Issues

Academic Support Service Counseling by SSD is aimed at informing the students about the sources and procedures of resolving student's issues relating to the academic support services. In case of Academic and academic support service issues are overlapping with each other the Advisors will be consulted for resolving the issues.

E. Orientation

A detailed orientation is carried out in the first week as per the HUC policy. It also makes students aware of the availability of various learning resources, IT, and student development activities. The counseling also aims at the student's awareness about various policies, procedures and the hierarchy of the authorities they can approach to smoothly resolve their issues.

The counseling continues at the sophomore, junior and senior levels. Counseling at sophomore level is aimed at orienting students about changes in fee payment structure, GPA requirements. The counseling at senior level is aimed at meeting graduation requirements, career counseling including placement and pursuing higher studies, alumni relations, internship, dissertation, capstone course and the academic awards.

F. Confidentiality

All matters related to students' Counseling information are sensitive therefore all efforts will be taken to maintain confidentiality of the matters and the privacy of the student is maintained and protected. Information would be revealed only to concerned authorities involved in decision making in relation to that matter. In case of any external agency like Police, Court, Ministry Officials require this information may be provided on request and due consideration.

G. Tenure and Authority

Responsibility to form the Academic advising committee	Allocation of students to the advisors/Mentor	Counseling academic support services issues	Responsibility of carrying out academic advising (providing	Responsibility to compile the overall academic advising report with recommendation
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				feedback and report)
President	Registrar	SSD	Advisor	Academic advising committee chair (Registrar)

H. Counseling Process

Flow

Step 1 Checklist of different counseling's will be prepared by Admin

Step 2 Calendar is prepared by Admin taking care of the progress of the semester

Step 3 Data is accessible online or can be obtained from Administration when required

Step 4 All forms and letters should be signed by students and uploaded in their portal

The counseling process at Horizon University College includes addressing the student needs for academic and career development. HUC ensures to maintain confidentiality of the interactions with students and helps them resolve or cope with problems and developmental concerns.

I. Counseling to New Students

i. Provisional Admission Counseling

If students fail to provide all the admission related documents within the first two weeks of admission at HUC then he/she is granted Provisional admission until they submit the complete documents as per the admission policy. such students are counseled by SSD / Marketing in order to encourage them to submit all the necessary documents and secure a confirmed seat for the course.

Counsel the new students about the importance of submitting all necessary documents for their scholarship as per what they have signed in the underwriting letter, inform them that if the documents or admission requirements are not met; their scholarship will be cancelled.

(Refer Provisional Admission letter)

ii. TOC Counseling

SSD counsels students who joined HUC as Transfer of Credit from other university. These students are counseled on one to one basis regarding the academic requirement, the SAP policy, graduation requirement and the learning resource facility. A complete graduation plan is also given to them based on the subjects approved by the President after considering the TOC courses awarded from the previous university. The department counsels the student on the progress of courses at each level along with the prerequisite information. Later on, every year the academic progress of the student is monitored by Administration.

(Refer TOC application form)

J. Counseling to Continuing Students

i. Provisional Admission Counseling

If students fail to provide all the admission related documents within the first two weeks of admission at HUC then he/she is granted Provisional admission until they submit the complete documents as per the admission policy. such students are counseled by SSD in order to encourage them to submit all the necessary documents and secure a confirmed seat for the course.

(Refer Provisional Admission letter)

ii. TOC Counseling

SSD counsels students who joined HUC as Transfer of Credit from other university. These students are counseled on one to one base regarding the academic requirement, the SAP policy, graduation requirement and the learning resource facility. A complete graduation plan is also given to them based on the subjects approved by the President after considering the TOC courses awarded from the previous university. The department counsels the student on the progress of courses at each level along with the prerequisite information. Later on, every year the academic progress of the student is monitored by Administration .

(TOC application form)

iii. SAP Counseling

SAP counseling is carried out to those students who have low satisfactory academic progress levels as per the qualitative and quantitative standards required under the SAP policy.

Satisfactory Academic Progress (SAP) is measured by way of qualitative progress (grade-point average) and quantitative progress (hours earned) as per the SAP policy. SAP is monitored during the Spring semester for all students with low CGPA.

SSD receives the list of students not meeting the SAP requirements from administration department at the end of each semester. Each student is called individually by the Student Counseling Coordinator and the impending situation is explained. Necessary improvement measures are pointed out to the student in order to increase his/her GPA.

iv. Graduation Counseling

Students are provided with graduation counseling around two semesters prior the graduation date.

Students are counseled for graduation on the following points-

1. Number of credits completed
2. Number of remaining subject in order to graduate.
3. Review of CGPA, GPA of Capstone course, GPA of Major course and any repeating courses or failure course.
4. PSDP is compulsory for students in their fourth year.

Note: If the student does not meet the above criteria then Administration counsels student further.

Refer Student Exit interview form

v. Withdrawal & Repeating Course Counseling

During the first week of the semester only a student can withdraw the course without payment. It will not reflect in the transcript but if the student wishes to withdraw the course after one week of the commencement, then he/she will be charged for the course as per the policy and it will be reflected in the transcript as 'W' (Withdrawn) and the student will have to repeat the course next semester if it is offered.

Administration will review the graduation plan of the withdrawn/failed student on receiving the list from administration. This process is carried out each semester to help students reduce the financial and academic burden. SSD counsels the students who have failed or a student wanting to increase his/her CGPA to repeat the course. Students are allowed to repeat the course only twice during the program.

vi. Low Attendance Counseling

Student with less than 50% attendance by the end 3rd week of are called to the SSD to discuss the reasons for their low attendance and the consequences for not maintaining the required attendance. They are made aware of the importance of regularity in attending classes and coordinate with advisors and class teachers to further counsel the student so as to cope up with the academic requirements. They will also be informed of not being allowed to attend the final examination and the cost and time implication in completing the course.

vii. Low CGPA Student Counseling

The SSD receives the list of students having a low GPA from the Administration. The Students Services Department will call these students and counsel them to improve their GPA and if required a meeting is arranged with advisor and concerned faculty for additional counseling.

Students are also made aware of the fact that if they do not reach the benchmarks set for the course for that particular year then student will go through probation, final warning and suspension or is advised to repeat the entire course.

viii. Exam Absentees Counseling

List of students who miss the mid-term or final exams is forwarded by the Administration department to SSD at the end of the examination session on day to day basis. SSD calls these students and tries to understand and evaluate the reasons which caused them to remain absent during the exam.

In case a serious issue is prevalent, students are encouraged to fill the mitigation form and the process is explained.

ix. Mitigation Counseling

SSD contacts the students who miss an examination and is called for mitigation counseling. The student is asked to submit necessary documents proving his/her reason to have missed the exam. The documents are forwarded to the adhoc Mitigation committee who decides the possibility of retaking the exam. The student is also made aware of the possibility of rejecting the mitigation appeal by the committee if the circumstances and the evidences of the proof not convincing.

Mitigation is applicable in case of

1. Accident
2. Death of immediate family
3. Hospitalization
4. Religious reason (Haj)

(Mitigating Circumstances Form)

x. Resit Counseling

If the student fails in the Final examination, the student Counseling Coordinator calls and motivates the student to appear for a resit exam and explains the consequences in failing to do so.

(Resit application form from Admin Manual)

xi. Financial Outstanding Counseling

Finance department forwards to SSD a list of students with a financial outstanding before the start of the mid-term exam. SSD then counsels the students to pay their outstanding fees before the examination.

Students with outstanding fees of two months and above are encouraged to pay monthly fees in installments and the same applies for the final exam as well.

Students are encouraged and advised to discuss any financial issues with SSD so that necessary steps and measures can be taken. SSD makes such students aware of the various scholarship opportunities available at HUC to help them through their academic year. In order to support them further, their resume are forwarded to the Corporate Affairs Office to help them secure part time or full time jobs.

xii. Postponement & Reactivation Counseling

HUC policy allows a Student to postpone his/her studies by one semester once in an academic year.

Postponements are allowed in the following cases-

1. Death in the family
2. Financial problems
3. Work pressure
4. Travelling out of country
5. Hospitalized

Students intending to postpone a semester have to approach the SSD who will handover them the postponement application form, ask them to meet their advisors and assist them in completing the application form.

The SSD will also followup with the students who have postponed a semester at the end of the semester and encourage to reactivate his program. They are given the reactivation form which is forwarded to Finance for the new fee structure applicable and then to the Administration department for the new graduation plan.

xiii. Cancellation & Exit Interview Counseling

When a student approaches the SSD for admission cancellation he/she is thoroughly counseled and the reasons behind cancellation is understood. Once he signs the cancellation form, SSD forwards the same to various other departments like Finance, Administration, Library and TED. Upon Successful clearance from all the departments the students' admission is considered to be cancelled.

Exit interview is carried out where the student is asked to answer a questionnaire. The student is given full confidence of confidentiality of the information he/she supplies. The purpose of the exit interview is for departmental improvement.

xiv. Visa Student Counseling

Students who have opted for university VISA are counseled by the SSD to complete the course within the stipulated time. Students on university VISA are continuously counseled throughout their academic period for low GPA, low attendance and date of graduation and VISA renewal.

The Human Resource Department sends the list of Visa students whose visa renewal is due to the Administration. The Administration issues a letter detailing out information on the Visa charges, documents and provide the application form to be filled up for completing the renewal process. All the required documents along with the duly filled application form is forwarded by Administration to the finance department and later on to the TED department. A list of graduating Visa students is sent by the Administration department to the SSD, who will send them a letter informing about the cancellation of their visa post completion of their graduation.

SSD Coordination with International Offices

SSD coordinates with the international offices to maintain communications with guardians of international students for updating on academic progression, attendance, fee outstanding, disciplinary issues, hostel related issues, undertaking forms from guardians in case of disciplinary issues or financial outstanding as may be deemed necessary.

A. Process Flow

- i. Marketing representatives will send a mail immediately to Registrar and the student counselor whenever a student is enrolled; the mail should include the **contact details of the parents.**
- ii. Marketing Admin, PRO, Hostel and finance should coordinate with SSD when a student is coming to UAE.
- iii. When the student reach UAE; he should be introduced to the counselor /SSD / Registrar
- iv. The counselor / Registrar will contact the parents to inform them that their son/daughter is settled and in safe hands.
- v. During the first three weeks; the students should be in touch with SSD.
- vi. SSD will contact the parents one week before MT to inform them about the performance of their son/daughter.
- vii. MT results and academic progression will be shared with parents after the MT results declaration.
- viii. One week before finals, parents will be contacted.

Care Package

A. Introduction

HUC Care Package is a creation of the SSD to cater for new students (Bridging program) and academically weak HUC students (Student Tutorials). It is a package to support and give assistance to students in the different capacities. The team in charge of each package serve to guide students in each category to an efficient orientation/induction into the culture at play in the University and properly link students to key departments vital to the success of their degree completion as well as improving their Academic standing and quality of students respectively.

These packages will run concurrently and will be closely monitored for outcomes that have been predicted; which is to build well-adjusted and academically sound students.

B. Objectives

- i. Bridging Program
 1. Integration of new students to HUC culture & prepare them for university life.
 2. Ensuring proper and wholesome orientation of new students.
 3. Introducing students to various contact persons and departments handling their academic and social development.
 4. Creating a platform for feedback and correspondence between student and the University.
- ii. Student Tutorials
 1. Improve the academic standing of HUC students
 2. Give opportunity for more flexible and relatable learning environment.
 3. Provide students with extra academic support
 4. Give students the opportunity to experience, explore their leadership potentials and get financial compensation.

C. HUC Bridging Program

Program for new joiners for integration, induction and orientation. Program will be initiated at the first week of enrolment (after all enrolment is cleared) and will run with foundation courses or freshmen courses according to the enrolment status of the student. These activities and meetings with key departments will span from orientation week till the third week of the semester.

Each department will have a scheduled day for their meeting and orientation; and will organize fun activities with the students.

a. Team/Committee

- **SSD/Events** –orientation and activity coordination
- **Admin** –calendar of program.
- **HUC representatives**- Older students



b. Welcome Package

Students will be welcomed by a team of (DAEI Registrar, Administration, Student Support Department & Marketing) and ushered in for registration and given a welcome kit collection alongside other new joiners. After the general welcoming and orientation, new students will be given a special itinerary for the Bridging Program.

c. Introduction to HUC Culture

This will be a blend of orientation to the academic and social aspects of schooling in HUC. Older students will have a mix with new students in a social settings sharing experiences and information about the happening/events & activities that can be enjoyed in the University. Events department will plan the introduction party for freshmen and induct new students to the campus life officially.

d. SSD & Event Induction/Interaction

Various social activities (sports, get-together & fresher's bash) will be organized by the Events personnel as well as HUC students mix. These activities will induct new students into the student life and socials of the University. It will also be an avenue for various University clubs to pitch their activities and register new students. SSD will also help facilitate some of the activities and induction process.

e. Know Your Faculty & Advisors:

A day with faculty members and both DSOB & DSOC, giving due orientation on the various courses they will take along their degree program and potential projects that will be engaged in (teasers on what to expect in each course).

Advisors meet with their advisees for brief introduction and exchange of contact.

f. A Day with the Admin Team:

The HOD gives a brief orientation of requirements for graduation, ministry requirements, discount policy, TOC & other areas of concerns.

Sensitization on exam etiquettes and appeal of marks.

g. **Know Your Finance:**

Students will be meeting with the Deputy Director of Finance to discuss the various payment plans and instalment for both Local & International students. Finance will be briefing students on common issues students face and ways to avoid such.

There will be a short orientation of how to manage finance & list of charity organizations/ agents students can approach in case of financial shortfalls during their program.

h. **Be Well, Be Healthy:**

Head of Sports will have a day with the new intakes to do some basic exercises that can help students de-stress. Discussion will be based on healthy lifestyle and how to maintain a positive mind.

Orientation on gym etiquettes and the various sports club available for practice/competition. Students will also have their vitals taken and a mini match (football or basketball) will be held as an icebreaker.

i. **Timeout at the Library & Toastmaster Orientation:**

Students will be engaged in the library and oriented on library resource and library etiquette. Fun activities based on ways to fully utilize the library and build a reading culture will be explored.

Students will also be introduced to Toastmasters' club and given an orientation on its usefulness; alongside taking registrations for those interested in joining.

j. **Meet the Corporates & PSDP Orientation:**

The corporate affairs team will introduce their various services and give orientation on the process of internship/ job application.

Students will be given an orientation on how their professional skills will be groomed all-through their degree program, through workshops and corporate visits.

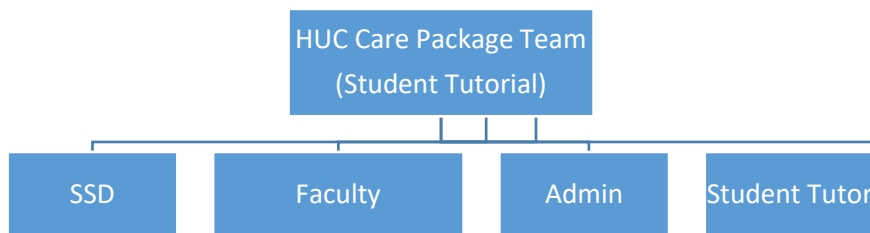
Brief career counseling will be carried out to give students an overview of what their chosen degrees can afford them in the world of work.

Details of HUC Student Tutorials

This program is tailored to assist HUC students at all levels and Degrees on SAP status and Repeating Courses Status. The program will be run by a committee of Faculty, Administration & SSD. The modality of the package entails fellow students tutoring other students in core courses that are challenging. The main duty of the Student Tutor is to disseminate course content in a more flexible and understandable form to student; considering learning from a student's view point.

A. Team/Committee

1. **SSD** – feedback, monitoring/supervising attendance of both tutors & tutored
2. **Admin** –calendar of program, faculty allocation, tutors rostering & course structure
3. **Faculty**- handling courses/mentoring student tutor
4. **Student Tutor**- academically sound students from all levels & degrees



B. Appointment of Tutors & Contract

1. Student tutors are to be chosen from academically sound students with acceptable CGPA.
2. Registration of such students will be done after their names have been forwarded by their Class Representatives.
3. Such registration will undergo further investigation and verification by the HUC Care Committee. Student tutors will be appointed after all assessment and interview has been done by committee members. HR will draw up contracts that entail what is expected of tutors as regards- attendance, input, tutorial hours and the compensation package. The contract signifies the student tutors' commitment to the package and the responsibility to given sound/quality support to students allocated to him.

C. Orientation of Tutors by Mentors & SSD

1. Student tutors will undergo an orientation to understand their responsibility and task at tutoring other students to a better understanding and increased academic performance. Academic advisors will serve as mentors to tutors guiding/supervising their delivery and coaching tutors on how best to cover the course content.

D. Scheduling of Classes & Allocation of Tutors

The scheduling of classes and allocation of courses to tutors will be done by Faculty and Administration. This will be done for a balance in workload; and allocation according to academic strength and understanding of student tutors. Courses to be taking will also accommodate popular demanded courses. The rostering of tutors will be done by the Administration as well as attendance collation of both tutor and tutored.

E. Control & Tracking Performance of Both Tutor & Tutored

The control and tracking of both student tutors and the tutored will be done by both SSD and Admin. SSD will ensure all tutors are efficiently performing up to standard and will receive regular feedbacks from both tutors and tutored on the impact of the package and the progress made.

F. Feedback

1. Various feedback will be employed in the package-
2. Student tutor- on the response of student, class participation and contribution.
3. Student tutored- on teaching effectiveness of tutors, effectiveness of the package.

4. Academic advisor- assessment of tutor's performance and the level of understanding of the tutored.
5. SSD- on the overall performance of the package.

G. Follow Up Sessions

This will entail the various meetings to be held to keep track of and monitor the whole HUC Care Packages (Bridging program & Student tutorial). The various committees are to meet at stipulated times; bi-weekly or monthly as the case may be. All committee members will give feedback and take decisions together on the progress of the package.

Policy & Procedures for Student Tutorials

A. Faculty In-Charge of Courses

There will be assigned faculty to each course to be handled by student tutors. These tutors will also be linked with the faculty heading the course for which they have been chosen to take. This is for guidance and quality control of the delivery of each course.

B. Team of Student Tutors

Tutors will be registered through their class representatives and will undergo screening before allocated to courses. These tutors will undergo training and orientation with the faculty in charge. Student tutors will also be registered on the University's portal. Tutors are to focus on the following in the tutorials: -

- i. Revision
- ii. Solving problems
- iii. Solving assignments

C. Students for the Tutorials

This will include all SAP & Repeating students of all levels and degrees. They will be registered in the system with their academic status and courses to be repeated. They will be offered the various technical courses and attendance for the same will be required.

D. Payment Package of Tutors

Student tutors will be offered an amount dictated by the HR and Finance. A contract will be signed for the same and failure to comply will lead to the termination of such offer. However, one of the main criteria is for tutors to have minimum number of students attending.

E. Scheduling of Tutorials

This will be prepared by the Administration and HR; which will include: - timing, duration and rostering of tutors. Scheduling will be done at the beginning of each semester to cater to the availability of tutors and courses for the semester. However, the proposed timing includes; Morning students- 1:15pm- 2:30pm and evening students- 5:30pm-7:00pm. The proposed start date is 2 weeks before the main exams (Mid Terms and Finals) - 3 days in a week.

F. Publicity & Online Presence of Tutors

Student tutors will make themselves known to students by conducting class-to-class as well as online campaigns; highlighting the courses, they will be handling. Tutors will also engage in running a blog that will showcase their works.

G. Certifications to be given

All student tutors will be awarded certificates for their stewardship.

Policy & Procedures for Bridging Program

A. Faculty In-Charge of Courses

The faculty in charge of the courses are to be full time and persons with the ability to create a relaxed and warm delivery of the courses. They are to majorly guide International students in the right perception of the culture of both the UAE and Horizon University.

B. Scope of the Courses and Activities

The courses to be offered in this program are - UAE Culture & HUC Culture. These courses are to be strictly handled by the faculty assigned to this program. Along with the courses will be other extra-curricular activities such as excursions to places of historical and cultural interests, social mix with other students & friendly matches.

C. Registration/Orientation of Eligible Students

This program is designed strictly for International students and they will be automatically registered into the program after their enrolment for the semester. All orientations for International students irrespective of the departments involved, are to be casual and in a relaxed atmosphere.

D. Welcome Pack

All registered International students will receive a welcome pack arranged by the Marketing team and this will include: - a HUC branded notebook, pen, bag & mug.

E. Faculty and Departments Involved

The following departments will be involved in the induction and correspondence on International students' matters: - Administration, SSD, Events, Marketing, Library, Sports & Academics. They will be present at various points in the students' journey and will need to adequately communicate to students, their role and how they can assist them.

F. Scheduling of the Program/ Course Delivery

The scheduling of this program will be fixed by the Administration and courses will run in the morning and evening. Classes will start after late joiners' orientation and will run for one full month. A schedule will be handed to all students registered for the program.

G. Certifications to be given

All students who register and finish attending the courses in this program will qualify to receive a certificate at the end of the program. Certificates will be coordinated by the Administration department.

Advising Services Policy

A. Introduction

HUC has an effective academic advising scheme that has helped the academic performance of students in the past. The objective of academic advising is to help students achieve a higher degree of academic performance through the processes of planning and development of their

study, growth, and a career that would lead to a prosperous future, while they are studying in HUC. A faculty member of HUC, who has the closest expertise relevant to the student's major field of study, is assigned to the group of students as 'Advisor (Undergraduate)'.

Every student is assigned to an Advisor at the time of admission and a maximum of 30 students are assigned to each advisor. The advisor provides the student with information about courses, accessing University facilities and academic support units, and guidance on how to perform better in their courses and programs of study.

The following are the goals of the Academic Advising :

- i. Monitoring the progress of the students continuously.
- ii. Implementing and communicating information about academic policies, procedures and graduation requirements.
- iii. Assisting students in clarifying their academic goals and objectives.
- iv. Providing individual and/or group advising opportunities to assist students in achieving academic success.
- v. Making referrals and directing students to appropriate academic support units and resources.
- vi. Demonstrating a high level of professionalism and consistently maintaining confidentiality in advising/ counseling matters.

a. Student's Rights

Students will have the right of timely access to an assigned advisor, the right to receive pertinent and accurate information as needed for academic and career planning and the right to make their own decisions.

b. Student's Responsibilities

The following are the responsibilities of the students to make the scheme work effectively for their optimum benefit:

1. Make an effort to get to know their advisor .
2. Maintain an academic advising and career-planning file.
3. Know the degree requirements and other relevant academic policies and procedures.
4. Complete academic requirements in a timely manner.
5. Initiate timely career and academic inquiries and discussions with advisor.
6. Make regular progress in appointments and also meet advisor for assistance when questions or problems arise.
7. Prepare a list of questions or concerns prior to meeting with the advisor.
8. Be considerate to the advisor's schedule of advising appointments and arrive promptly.
9. Take responsibility of their decisions.
10. Provide regular feedback of Academic Advising scheme and the advir.

c. Student Feedback

60% attendance is required for the feedback.

Flow

Step 1 Allocating Advisors by the Advisory committee

Step 2 Admin will allocate the advisees to different advisors .

Step 3 IT and Admin will make sure that the name of the advisor is reflected in the students' portal

- Step 4** IT will ensure that the Advisory list for each advisor is uploaded in the advisor's advisory system
- Step 5** The chair will send the details of different advisory meet
- Step 6** SSD will ensure that All Advisors are keeping their advisory hours on their notice boards of their offices
- Step 7** The chair will send the advisors all points he wants them to raise during the first/second Advisory meet and ask them to send their feedback
- Step 8** Advisors will present the progress of their advisory to the Chair during MT exam week
- Step 9** Final report and presentation will be submitted by advisors to the chair
- Step 10** Taking the feedback from the IRQA department
- Step 11** The feedbacks are discussed with Advisors during their annual evaluation meeting

B. New Students

- a. Each undergraduate student is assigned a faculty who will act as their advisor and guide them regularly for their academic and career progression. . These advisors provide proper orientation to all their advisees and the primary purpose of this orientation is to familiarize with them and inform them who their advisors are. During this session, they are also notified about their duties and responsibilities as advisee, importance of academic progression and academic quality assurance. All advisees have to update their personal details with the advisors to enable the ease of communication between the two and timely provision of advising services to them.
- b. The advisors inform their respective advisees on the various academic services like provision of Course syllabus including assessment tools, study material, grade improvement policies. Students are also informed on the usage of portal services for checking attendance, assessment marks, grades and for various other requests, making online requests and interacting with faculty to understand their progress in the course. Students are told that any issues faced by them on the above academic matters should be immediately addressed to the concerned advisors who will help in resolving them at the earliest.
- c. At the same time they are made aware of the requirements of various academic support services units which include document submission to different department for completing the admission formalities, collection of rental books and timely return, payment of fees on schedule & late payment fees , Checking of statement of account, de-activation process adopted by various department, locker usage and timely return of key, and participation in Co-curricular & Extra-curricular activities.
- d. Students are informed about the procedure for appealing in case of any grievance with regards to grades, late submission, attendance, re-quizzes and portal activation.

C. Continuing Students

The advisors provided an orientation to the TOC students who start their Programs at the intermediate stage similar to the new Students. (Refer section II-A above). They are also oriented on the study material, Course delivery package, assessment and usage of portal services to access their attendance information, assessment marks, and grades and also to make various online requests. TOC students are encouraged to interact with the faculty for course progress by using their official id.

The information on the alumni club and its activities is provided to the **senior students**.

The advisors focus on re-enforcing academic services / issues faced by the continuing students related to Course syllabus & Assessments, Grade Improvement, Online request, etc. They provide information on the requirements for Internship/Internship Project.

The advisors also focus on re-enforcing academic support services / issues faced by continuing students with regards to submission of relevant documents required by various departments. The advisors orient them on the requirements of graduation, Internship/Internship Project, , Scholarship, Rewardship.

The advisors remind them about the collection of rental books and returning on time, timely payment of fees & late payment fees, checking of statement of account, de-activation process by various department, usage of locker and returning key on time, and participation in Co-curricular & Extra-curricular activities.

Students are informed about the grievance and appeal procedures related to grades, late submission, attendance and re-quizzes and portal activation.

Student Dress Code

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

Student Grievance Policy

I. Introduction

Horizon University College (HUC) recognizes the importance of having a clear and structured system to address and resolve student dissatisfaction. Continuous efforts are made to minimize errors, reduce recurrence of issues, and improve academic and non-academic services.

Students wishing to raise a suggestion or complaint (other than grade-related matters) must complete the Complaint/Suggestion Form available on the Learning Management System (LMS). The Student Support Department reviews the submission, communicates with the relevant department head, and ensures that all required remedial actions are taken. A written response is then provided to the student.

Student grievances, complaints, and suggestions are also reviewed during Class Representative Meetings, held twice each semester.

II. Principles of the Grievance Procedure

HUC's grievance resolution process is guided by the following principles:

- i. **Fairness:** All complaints must be reviewed impartially, and conclusions must be drawn after hearing each point of view.
- ii. **Confidentiality:** Information will remain confidential unless disclosure is required by law.
- iii. **Timeliness:** Complaints must be processed within the timelines defined below.
- iv. **Communication:** All concerned parties will be informed of the progress of the grievance until closure.

III. Timelines for Grievance Handling

Required Action	Timeline
Acknowledgement of receipt of complaint and communicating timelines based on severity	Within the same day

Required Action	Timeline
Resolving minor grievances and responding to the student	Within 2 working days
Resolving major or complex grievances and responding to the student	Within 5 working days
Communication of final decision to the student by the Student Support Department	Immediately upon resolving the issue

IV. Procedure

Step 1: The student must first attempt to resolve the issue by approaching the concerned faculty or staff member directly.

Step 2: If unresolved, the student submits the Complaint/Suggestion Form via the LMS.

Step 3: Upon receipt, the Student Support Department gathers relevant information from all concerned parties.

Step 4: The Student Support Department arranges a meeting between the involved parties to attempt resolution.

Step 5: If unresolved, the matter is referred by the Registrar to the President. The President's decision is final and binding within the institutional framework.

Step 6: If the issue remains unresolved even after the President's decision, the student may pursue further steps **within the HUC framework** or under **UAE legal provisions**, as applicable or UAE legal framework

Events

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

i. Why Horizon encourages students to participate in Events?

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

ii. How can students contribute towards various events?

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

iii. Orientation

New and Continuing students are provided orientation on various events in the following manner:

- Orientations are conducted twice a year for new students, one in Fall and another in Spring semesters.
- Fall presentation to new students is being given on the first day of the academic year.
- For continuing student's orientations are conducted once a year in Fall semester.

The department provides orientation on various events and activities of the University as specified below:

- a. Events: Students are informed about the various events that will be conducted throughout the academic year.
- b. Student Clubs & Committees: There are many interesting clubs at HUC which will help the students in their overall personality development by providing them opportunity to showcase their hidden talents.
- c. Rewardship: Students are encouraged to be active in the campus by mean of giving them rewardship points. The students interested in receiving this scholarship and those who enjoy extra-curricular activities receive booklets to note down the hours they spent towards extra-curricular activities. At the end of the academic year, the booklets are returned and the top 10 students with the highest score receive rewardship scholarship.
- d. Internship orientation: For working and non-working student's internship, orientation is conducted thrice a year during each semester. They are oriented on various methods and manners, briefed about the company they are joining and various professional etiquettes, which must be adhered to before joining their internship assignment.
- e. Placement Orientation: The placement orientations are given once a year from second year onwards.

Process Flow

Step 1: The students' events coordinator will give orientations to all students in their class rooms explaining the number of events and the importance of these events.

Step 2: Events committee will be finalized by the Events coordinator.

Step 3: The events coordinator approaches all departments to explain the reward ship program for active students.

Step 4: Events coordinator will discuss the allocated budget with Deputy Director of Finance and take necessary approvals.

Step 5: Events coordinator will send the details and checklist to the President office one month before the conduct of the event.

Step 6: After the event, press release and pics to be sent to media and communication department.

Step 7: Taking the feedback from IR Office

Step 8: Implementing corrective actions based on the feedback

Health, Safety and Environment Management

Health and Safety

A. Introduction

Under the UAE Health & Safety Code, we are committed to undertake proactive measures to maximize safety performance at HUC. This objective is in compliance with HUC's legal obligations. The Health and Safety Policy provides a framework for the management of health and safety throughout HUC's undertakings. It is a specific requirement that all Departments and Sections have clear allocation of responsibilities in place for managing health and safety, and detail their organizational arrangements and processes for identifying hazards, assessing and controlling risks, and ensuring compliance with the Policy.

B. Facilities

- i. Fire Extinguishers
- ii. Fire Alarms

- iii. Emergency Exit Plans

C. Services

- i. First-Aid facilities and Medical Room
- ii. Multi-Gym
- iii. Health Tips
- iv. Mock drill
- v. MOU with medical centers
- vi. Implement measures to prevent accidents and injuries
- vii. Provide information, instruction, training and supervision as appropriate
- viii. Provide and maintain a safe working environment for employees and students, ensuring adequate facilities and welfare arrangements are in place
- ix. Conduct regular inspections and audits of Departments, Services, and Sections to ensure compliance with health and safety requirements.

D. Health and Safety Policy

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

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

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

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

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

E. Safety in Classrooms and Labs

HUC classrooms and computer labs are well equipped with safety equipment and has proper exits so as to meet any eventuality. For example, if there is fire, regularly refilled fire extinguishers are available and faculty, staff and students are given regular training on handling fire incidents. In case of short circuit of electrical gadgets MCB trippers are installed and smoke detectors and sprinklers are installed.

Seating arrangements in the labs and classrooms are designed ergonomically to safe guard from the computer usage related health issues.

This Policy is issued to all members of staff and students, and is readily available to all through various media formats such as notice boards, induction, training and the HUC intranet site. It is also freely available to external parties.

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

i. Safety Do's and Don'ts

Do's	Don'ts
1. You should know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.	1. Do not eat or drink in the computer lab, avoid stepping on electrical wires or any other internet cables.
2. You should read and understand how to carry out an activity thoroughly before coming to the laboratory.	2. Do not open the CPU/Monitor/Keyboard particularly when the power is turned on.
3. You should report in case of fires or accidents to your faculty members / computer lab technician immediately.	3. Do not insert metal objects such as clips, pins and needles into the CPU/Monitor/Keyboard.
4. You should report any exposed electrical wires / internet cables or broken plugs to your faculty members / computer lab technician immediately.	4. Do not remove anything / touch the system / connect or disconnect any plug or electrical wire without faculty / technician's permission.

F. Evaluation of Health and Safety

- Health and safety Policy is displayed in the Sports notice board and in the students & staff portals
- Emergency evacuation plan is displayed for the attention of staff & students
- Fire Exits, Fire Extinguishers, Fire Hose reels, Assembly points etc. are displayed
- These policies are adhered and orientations are given to staff & students at the start of each semester
- Fire & Safety training is conducted for staff & students
- Periodical audits are conducted as per calendar, to ensure that the health & safety standards are maintained
- Any gaps identified in the audit will be rectified immediately
- An external agency is also contracted for auditing and maintaining the fire & safety equipment.

G. Action Plan in the Event of Fire

- i. Raise the Alarm; by operating the fire alarm system
- ii. Call Fire Brigade; follow procedure. (Call 997 from a mobile number)
- iii. Fight the fire; if safe to do so, by using an appropriate fire extinguisher
- iv. Evacuate; the building using the nearest available exit. DO NOT USE LIFTS
- v. Proceed; to the designated assembly point
- vi. Do not re-enter; until told it is safe to do so

H. Medical Emergency Management

- i. Scene survey; Check if there is any danger. Make sure the scene is safe and if unsafe remove any danger if safe to do so
- ii. Assess response; Treat the patient in the position found. Call ambulance if required. (Call 998 from a mobile number)
- iii. Shout for help; and do a secondary survey if trained to do so
- iv. Open Airway
- v. Check breathing; if breathing is normal, manage life threatening conditions. If appropriate place patient in recovery position and call for an ambulance. (Call 998 from a mobile number)
- vi. Summon help; Send or go for help. Ask for an AED. If alone call for ambulance first
- vii. Give CPR if trained and; if required
- viii. Continue CPR until help/ambulance comes or till the patient breath normally.
- ix. Manage any other life threatening situations

Equipment and Software Replacement Policy

A. Equipment and Software Replacement Policy

The computing department Laptop, All-in-one PCS, (A10), Desktop Computer (PC), network, storage & other IT related asset equipment replacement and upgrade policy for HUC in order to utilize the benefits of next-generation office environments, simplify technical support issues, and increase HUC's ability to deploy new solutions to business problems.

Laptop & Desktop computers, by their nature are relatively inexpensive computing devices that have a limited life compared to other office equipment. The rule of thumb for obsolescence of laptop/ desktop computers is 3-4 years. However, changing business practices, new technology and new software applications can impose increased demands on computing power that can force a more frequent replacement cycle for staff / student affected by the changing business practices or those using the new technology or software.

Guidelines & procedures are required to maintain a replacement cycle of personal computer equipment within the useful and expected lifetime of the equipment, while preventing a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems.

- i. Upgrading is expensive because, more often than not, multiple system components must be upgraded in order to achieve the intended performance improvement.
- ii. The purchase price of the various hardware components needed to accomplish an upgrade will exceed the purchase price of a new computer.
- iii. The cost of labor to install an upgrade to existing hardware will far exceed the cost of labor to install a new PC.
- iv. Upgraded PCs have uncertain maintenance profiles and support costs.

- v. There is no increase in residual value of upgraded PCs.
- vi. Upgrading PCs tend to increase the overall complexity in the installed hardware base.

The following is a general guideline for replacing Laptop/PCs & IT assets. All departments should consult with computing department for assistance in determining their specific replacement needs. Replacement schedules vary according to ageing policy.

The ageing table facilitates the department in taking decision regarding replacement of old stock and purchase of new stock. Expired or damaged stocks are listed for discarding from the stocks after due approval from the finance department after proper audit is carried out. On approval, the list of discarded items are forwarded to CRDC and President for their approval. Technology equipment often contains parts, which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, Tonner, Cartridge, speaker, mice, keyboards, printers, scanners, backup tapes, PC, Monitor and any computer/technology equipment or peripheral devices. Therefore, IT department calls disposal item collection agency such as (Bee'h) to collect from University campus.

Data Security

Data Security policy guidelines of HUC are aimed at maintaining security of information regarding its Students, Faculty and Staff. It also provides guidelines on the security of institutional data relating to its policy, procedures and operations. This policy outlines the responsibility of authority of data generation, recording, and modification, accessing, publishing and discarding the data. The policy guideline envisages appropriate procedures for the Protection of Confidentiality, Availability, Privacy, and Integrity of information at HUC. The policy also includes physical security of equipment's where information is processed and stored, sources of maintaining the regular backup to avoid loss of data due to intentional, accidental, or natural causes that may affect the normal functioning of the institution.

A. Responsibility of Maintaining Data Security

Responsibility of maintaining security of data related to the institution and its stakeholders primarily rests with the President. The authority to give access to data is with the President. The President authorizes the respective Department Heads and the staff involved in operations to have access to the data for the day to day Planning, Executing, Evaluating and reporting the operations.

The custody of data is with the Head of the Department relating to their department and the authority to share the information with the other operational department is limited to the extent of meeting the institutional requirement. This information can be transferred through electronic, verbal or documentary forms.

Certain critical data recording, maintenance, modification requires approval from the President.

B. Accessibility to the Data

Data type	Authority to Maintain data	Authority to access	Authority to approve to access data
Students			
Administrative records	Administration & Examination	1. President 2. Program Coordinator 3. Vice President-IRQA	President

		4. Vice President-AO 5. Deputy Director – Administration and staff of Administration	
Academic records	Administration	1. President 2. DSOB, DSOC 3. Registrar 4. Deputy Director – Administration and staff of Administration	President
Financial records	Finance and Administration	1. The President 2. Deputy Director – Administration and staff of Administration 3. Deputy Director of Finance and Finance department staff	President
Faculty and Staff	Human Resources Department	1. President 2. Registrar 3. TED In charge 4. TED department staff	President
Operational data	Head of Concerned department	1. President 2. DSOB, DSOC 3. Head of Concerned department 4. Staff of concerned department	President
Institutional level data	IRQA department	1. President 2. DSOB, DSOC 3. IRQA department staff	President

Note: The above data can be accessed by BOT, MOHESR officials & their representatives and law enforcing officials upon the permission of President. Authority to amend data security policy rests with President.

C. Method of Keeping and Destroying Records

Documents such as graduation requirement records, transcripts and degree certificates related to students are kept in fire-proof cabinets with proper locking system for a period of four years after the student graduates from the HUC thereafter, the hard copies are destroyed after scanning the copies which will be retained as electronic copies for at least a period of 50 years. All documents that need to be destroyed are put through paper shredder.

D. Off-Site Continuous Backup of Electronic Database

All student records including the student directory, course information, attendance, assessment records, transcripts and degree certificates are kept in electronic format in a centralized manner. The accessibility of these records is limited to HUC's administrative staff with an access password. HUC has an off-site continuous electronic backup for all student records. An automatic back-up of these records shall be taken on a daily basis which is stored in the Cloud Server / Off-Site Server. These records will be kept for a period of 50 years.

Appropriate Use of Technology Resources

The Computing Department provides information technology resources at HUC to the students such as portal services and email services. HUC student can use their personal devices like Laptop, iPad, iPhone, Kindle etc. in the HUC campus as per following guide lines.

1. The HUC will provide assistance to on-campus students connecting personal computers to the HUC campus network.
2. The HUC will not install operating systems or application software on student systems other than that required to gain access to HUC's networks.
3. HUC does not take the responsibility of repairing any student-owned equipment, software, or operating system files.
4. Students are responsible for keeping personal computers virus-free. Students who are knowingly or unknowingly propagating viruses on the HUC network will be disconnected from the network.
5. Student should not use the external storage media such as USB/CD/DVD/Pen Drive etc. on the HUC network without the approval of concerned faculty member, staff or Computing Department.
6. Student should not use HUC printing resources from their personal devices such Laptop, iPhone, iPad, Blackberry etc. without approval of Computing Department.

A. Guideline on HUC Network Usage with Student Owned Devices

i. Acceptable Devices

Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

ii. Content Filtered

Access through Cyberoam (as per HUC's Internet Access Policy) to the Internet will be provided for student owned devices.

iii. Personal Responsibility

The HUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.

iv. Security

Students shall not impair the security of the HUC network. This expectation includes but is not limited to:

1. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the HUC student wireless network. Devices without up to date security programs may be denied access to the network of HUC.
2. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords every fortnightly. Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.
3. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

v. Inappropriate Use

The HUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the HUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate HUC policy or UAE law. These include but are not limited to:

1. Students are allowed to use only approved online academic/business games through HUC network.
2. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
3. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
4. Conducting for-profit business.
5. Using hacking tools on the network or intentionally introducing malicious code into the HUC's network.
6. Conducting any activity that is in violation of HUC policy or UAE law.
7. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
8. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

vi. No Expectation of Privacy

The HUC can and does monitor internet access and activity on the HUC's network, including but not limited to sites visited, content viewed and email sent and received. The HUC may examine a student's personal device and search its contents if there is a reason to believe that HUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

vii. Disruptive Activity

Students should not intentionally interfere with the performance of the student wireless network and the HUC's overall network.

viii. Unauthorized Networks

Students may not create unauthorized wireless networks to access HUC's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

Unauthorized copying computer program(s) from the HUC Computer System is prohibited.

ix. Consequences of Inappropriate Use

Students who misuse HUC's student wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the HUC Policy.

B. HUC Issued SIM Cards Policy**i. Introduction**

The purpose of this policy is to facilitate the marketing, PRO, Corporate Affairs, Finance, CCL & IT staff (eligible upon approved of management) in their jobs by increasing communication within the organization and especially amongst each other and to prevent them from the hassle of purchasing SIM Cards/Hand Sets.

ii. Objective

This policy has been introduced to:

- a. Clearly define who is entitled to a mobile line (SIM card) issued and how the costs of purchasing the asset plus ancillary equipment, and the rental and call costs will be met;
- b. streamline statement administration and payment, and the reimbursement of the costs of business calls;

iii. Scope

This policy covers the usage of a mobile phone by permanent Horizon University College staff (eligible upon approved of management) where the regular use of a mobile phone is necessary or useful to meet the requirements of the job.

iv. Responsibility

The preparation of this policy, procedure, forms, letters, and its revision along with justification & obtaining approval from the Management and its implementation and monitoring is the responsibility of Finance Department.

v. Rules

The University College will provide the official SIM to all entitled employees of Marketing, PRO, Corporate Affairs, Finance, CCL & IT staff (eligible upon approved of management) after they have signed an Agreement. This SIM card must be returned upon transfer / discontinuation of the services with the University College.

This facility is provided for official purpose. Monthly Billing Statement would be received at the Finance Department. Any bill exceeding the entitled limit would be debited from the respective monthly salary of the concerned employee.

vi. Mobile Call Limits

HUC shall provide allowances to specific employees for making business calls based on their departmental requirement ranging from Dhs. 30 to Dhs. 300 (As per individual agreement). The business call expenses are exclusive of international incoming roaming calls, international outgoing calls and international data and sending international SMS. In case the call expenses exceed beyond this range, the staff has to bear the excess amount. The staff may either pay this amount in cash to Finance department before 20th of every month or Finance shall deduct the excess amount from his/ her salary. We hope that this would not only improve the coordination and communication amongst the team members, but also would result in better organizational management.

- a. Apart from the above, any additional bill/invoice in a particular month which exceeds the threshold level of individual agreement with employee will pay the amount in cash to the Finance Department before 20th of every month or Finance Department may deduct the amount from their monthly salary.
- b. For any international calls for the purpose of marketing activities, the employee will use through their mobile phone only.

- c. The local and international call, SMS and data package from the HUC provided mobile line will be utilized for official purposes.
- d. Any billed amount exceeding the provided plan will be payable by the individual users.
- e. Any staff traveling on international assignment will not be paid any additional per diems for calls and if the University College or vice versa wishes to get in touch on emergency will be done through this line.
- f. The safeguard use of handset and SIM issued is responsibility of the individual. Report any damage or loss will be paid or shouldered by the individual.
- g. In case of loss of SIM card, the employee must inform the University College as soon as possible to avoid any misuse of the SIM and will be replaced SIM card or pay the amount as per actual to replace the lost SIM card.
- h. I acknowledge that I have read and understood the terms and conditions of this agreement and further agree to abide by all the terms and conditions set forth herein.

(Signature of the User)

Finance Department / Signature & Stamp

Details of the asset are given below:

vii. Delivery Note

Description of the SIM Card: ---, Mobile No ---, Serial No ---

I have received the above stated items and I am satisfied with their working condition.

Issued by/ Name

Issued to / Name

Signature / Date

Signature / Date

C. Laptop / Desktop Usage Policy

All the employee of HUC agrees to the following conditions for using the laptop provided by the university college:

- a. HUC provides Laptop / Desktop to all the staff of HUC Campus office & International office.
- b. I will only use the laptop for University-related, educational purposes. I will not install and/or download any unauthorized software and/or applications.
- c. I will use the laptop on the HUC Server only in the University Campus.
- d. I will abide by the University's Acceptable Computer Use Policy (see attached).
- e. I will notify the LSS (Computing Dept.) immediately if I experience any problems with the laptop.
- f. Whenever I will go for annual vacation, I will submit the Laptop / Desktop to the IT Department for maintenance / upgrade / services.
- g. When I return the laptop, I will power on the laptop in front of a staff member in order to ensure that the laptop is in working condition. Failure of laptop to power on at the time of return will result in a call to the Help Desk. Check-in will be suspended and/or a note will be added to my file until the problem is identified and resolved.
- h. We are highly recommending to the all the employee not to store or Saving personal data and if they are storing or saving personal data HUC IT Department has no liability if the Hard Disk damaged. It is user's responsibility to take care of their personal data.
- i. I accept any and all responsibility for the laptop computer, power cord, and network card between the time I accept possession and the time I return the same. I understand

that failure to comply will result in loss of privileges and/or other sanctions it may even result in withdrawal of service provided.

- j. If loss or damage to equipment occurs, I agree to pay any repair and/or replacement costs, which are incurred. NOTE: The Computing Dept. is responsible for determining market value and/or damages, and for the collection of costs, if necessary. (if any internal / external damage employee will pay for the actual cost.
 - k. I will save all work on my D-drive. Any work saved on the laptop other than D-Drive will be deleted once the laptop is returned. If you save in C-Drive LSS is not responsible for losing data.
 - l. I understand that I am solely responsible for the security of laptop while it is checked out to me and I will not leave it unattended at any time.
 - m. I will, along with a staff member, inspect the laptop for any visible damage(s) and make note of any problems such as the examples listed below: Keyboard, Power Cord, Screen, USB Drive, Mouse & Other.
 - n. The laptop issued is a Horizon University College property the same can be requested for use for other purposes without causing any hindrance in any individual works.
 - o. Laptop should be used for only official purposes as it will contain official data. The laptop can be carried home over weekend or holidays.
 - p. Computer access is provided only for activities that support education, research, administrative processes, and other University-sanctioned pursuits. All internet activities must be consistent with this purpose.
 - q. All current faculty, staff, and students may access Horizon University College's computer systems by obtaining proper University authorization. When a staff/Faculty is no longer registered that individual's account will be deleted from the system. Users are expected to refrain from deliberately performing acts that will impair the operation of any facet of the computing resources of the University or the resources of any recipient of the information. such acts include permeating computer viruses, sending excessively large mailings, large print jobs, batch programs, and "junk mail" including chain letters.
- i. Violations include but are not limited to:**
- 1. Commercial activities for personal gain.
 - 2. Knowingly creating, displaying or transmitting threatening, racist, sexist, obscene or harassing language and/or materials, including electronic mail (email)
 - 3. Games
 - 4. Copyright and licensing violations,
 - 5. Violation of personal privacy,
 - 6. Disclosing/sharing one's access code/password,
 - 7. Vandalism and mischief that incapacitates compromises or destroys University resources and/or violates federal and/or provincial laws.
 - 8. Procedures for dealing with violations: Violations of this policy are subject to policy-defined disciplinary action as decided by the committee. Policy review: This policy will be reviewed annually to account for changes in technology and University planning.

D. Archiving of Photograph & Video Policy

The HUC photograph and video resource will be safeguarded / protected. As an institutional asset, photograph and video resource will be protected from deliberate, unintentional, or

unauthorized alteration, destruction and/or inappropriate disclosure or use in accordance with established institutional policies and practices.

The HUC photograph and video resource will be shared based on institutional policies, are not owned by a particular individual, unit, department, or system of the University. The photograph and video resource will be made accessible to all authorized users and systems.

The HUC photograph and video resource will be managed as an institutional resource. Photograph and video resource organization and structure will be planned on functional and institutional levels. Photograph and video resource usage and photograph and video resource sources will be managed through centralized server.

E. Gaining Remote Access or Using Third Party Software

Remote access involves setting up a VPN (Virtual Private Network) connection between the remote PC/Laptop using Dell SonicWall (SRA 4600) VPN client software and a special gateway router that allows access to the university network over the internet. This remote access requires a high-speed connection to the internet via an ISP. Access is granted to users by login, using an account name and password combination. When actively connected to the HUC network, all the traffic to and from the remote attached PC/Laptop is through the VPN secure tunnel, excluding internet browsing so users will not be able to access internet browsing such as checking mails, searching in google & other activities.

HUC provides remote access so that authorized personnel have access to HUC network services from outside the campus. Remote access is strictly controlled and made available only to Administrators (Head-Computing department), IT Staff, and faculty & authorized personnel with a defined official work needs, at the discretion of the President's approval.

Any other employee who wants to access the system remotely has to take the written approval from President's office. All the employees are responsible for adhering to all of IT policies and procedures, not engaging in illegal activities, and not using remote access for interests other than those for HUC. It is the remote access user's responsibility to ensure that the remote worksite meets security & configuration standards. This includes configuration of personal PC/Laptop, routers and Wi-Fi networks.

i. Rules and Regulations of VPN Access

- a. VPN access is provided through the IT Dept. no other department may implement VPN services.
- b. Only the VPN client software (Dell SonicWall SRA 4600) distributed by IT may be used.
- c. VPN account names and passwords will be assigned by an IT administrator or authorized delegate.
- d. It is the responsibility of employees and third parties with VPN privileges to ensure that unauthorized users are not allowed access to the HUC network.
- e. All network activity during a VPN session is subject to HUC policies and may be monitored for compliance.
- f. Dual (split) tunneling is NOT permitted during VPN sessions to the HUC network.
- g. All computers connected to the HUC network via VPN or any other technology must use the most up-to-date anti-virus software that meets or exceeds the corporate

standard. Proof of compliance may be required prior to the assignment of a VPN account.

- h. VPN users will be automatically disconnected from the HUC network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- i. The VPN gateway is limited to an absolute connection time of 24 hours.
- j. Users of computers that are not HUC-owned equipment must configure the equipment to comply with HUC's VPN and Network policies.
- k. By using VPN technology with personal equipment, users must understand that their machines are in fact HUC network, and as such are subject to the same rules and regulations that apply to HUC-owned equipment.
- l. HUC employees must discuss the viability of remote access with their immediate supervisor. If the supervisor approves, enter a request for VPN services via portal services request form for Faculty and Staff upon request, provide proof of anti-virus compliance to the IT network administrator.
- m. The IT network administrator or delegate will provide the software and setup instructions. Install the VPN software on the target computer as instructed. A computer capable of providing appropriate network connectivity.
- n. Broadband connection to the Internet via a local Internet Service Provider (ISP)
- o. Internet interface device (provided by and connects to the ISP network)
- p. Ethernet network interface in computer (connects to ISP interface device)
- q. VPN Client Software (provided by IT) and installation instructions
- r. Any employee found to have violated this policy may be subject to disciplinary action as per TED policy guidelines.

Equipment and Software Technical Support

A. Computer and Network Usage Policy

The purpose of the computer and network usage policy is to plan, implement & maintain IT infrastructure to support the academic and academic support service departments in providing teaching, learning, research and departments to extend services to the HUC community. This usage policy codifies what is considered appropriate usage of computers and networks within HUC and determines the rights and responsibility of the users and the Computing Department.

i. Procurement of Hardware & Software

HUC procures only authorized licensed hardware and software from certified vendors as per the requirements and the directions of strategic plan arising after assessments made at the end of academic year.

ii. Regulations for using Information Resources

HUC community users must respect the rules & regulations of Computing Department in order to optimize the computing services.

a. Modification or Removal of IT Equipment

Users must not attempt to modify or remove computer equipment, software or peripherals that are installed in the system. Any such attempts will consider breach of regulations and the individual would be subjected to disciplinary action.

b. Access and Use of Other's ID

All users must use only their personal id and passwords. Any unauthorized means of accessing HUC's computers, networks or other information technology resources is liable for disciplinary action.

c. Email

The email services provided by HUC must be used only for official purposes in communicating with faculty, staff & student and external stakeholders. Any misuse of email services by users or sending chain-letters, unsolicited bulk electronic mail either locally or off-campus is prohibited and is considered as breach and strict action may be initiated on the defaulters.

d. Repro-graphics

Repro-graphic services are provided to faculty, staff & students to facilitate in accomplishing the academic and academic support service activities. The repro-graphics must be used for all the legal documents. Using repro-graphic services for un-authorized and illegal material is strictly prohibited. HUC users are requested to use eco-friendly approaches while printing and photocopying.

e. Unauthorized or Destructive Programs

All computer users of HUC must not intentionally develop or use programs which may disrupt computer networks. The use of any unauthorized or destructive program may lead to disciplinary action.

f. Unauthorized Access

Computer users of HUC must refrain from gaining access to unauthorized information resources which are prohibited by law in UAE. Giving password to others and enabling them to access is considered unauthorized access and such persons will be liable for disciplinary action.

g. Reporting Problems

All the users of HUC IT services are responsible to provide information to the computing department regarding the problems encountered with respect to the network, security and other IT services. This will enable to the department to rectify the problems and provide uninterrupted service to the users.

h. Password Policy

Users are requested to avoid misuse of personal email id, portal, class room & ERP id. The users are advised to change their password at regular intervals. If the user is not changing the password within 30 days, the system may force the user to change the password (Password must be minimum eight (8) characters with first letter capital followed by any four alphabetic and numeric characters each).

i. Monitoring

Computing Department technician reserves the right to examine all data stored in the machines with Internet connection to ensure compliance with all regulations and policies. The network / system administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

j. BYOD Smart Classroom

The computing department provides smart classroom to enhance e-learning in the classroom. This facility will enable the faculty & students to use the IT resources effectively in improving the presentation skills and display of information from other sources stored.

k. Assignment of IP address to faculty, staff & student

The computing department assigns static IP address to all the staff and faculty members in order to resolve issues which may arise in case of any dispute. Some dynamic IP addresses are also maintained by the computing department for assignment to part time faculty members as per the requirement. For the student's Wi-Fi access dynamic IP address are issued automatically in the Firewall and router.

B. Internet and Wi-Fi Policy

Faculty, staff and students of the HUC are provided with User ID and password which enables them to access computer resources.

i. Academic Use

Internet resources are made available to students to support their studies. It is inappropriate for students to use these resources for personal gains.

ii. **Authorized Access**

Faculty, staff and students are provided with the computer resources. All computers (PC's and Notebooks) in the HUC are interlinked with the Ethernet and / or Wireless Local Area Network (WLAN). The HUC Internet service is accessed via a Cyberoam Firewall, which monitors sites and restricts those which may be in breach of the following rules:

- a. Each student can gain access to internet access with data transfer facility to a maximum limit of 20 GB every month for academic purpose. On reaching the maximum limit the student may avail additional data transfer limit with the permission of Head Computing Department.
- b. Each user issued with a unique id and password to use internet facility.
- c. The students can also access the HUC Wi-Fi network within the campus from their personal Laptops/ iPhone/ iPad/ Tablets etc.
- d. Improper use of HUC network by any student will be subjected to the HUC disciplinary action.
- e. The HUC management reserves the right to withdraw certain Internet sites and services for any reason and may from time to time gain access to the search history of individual information may be used as evidence in disciplinary or legal proceedings.
- f. HUC does not install jammers, robots as per the UAE's internet policy however students are requested to use mobile phones judiciously without disturbing the proceeding of the class / learning environment of the HUC.
- g. Wi-Fi Policy Inside Classroom: The students can also access the HUC Wi-Fi network inside the classroom as per the requirements of learning environment within the classroom from their personal Laptops/ iOS/ iPad/Any Android, devices or Tablets etc. Student can access as per the faculty's guidelines inside the classroom to access the internet to meet the deadline of assignment, quizzes, online quiz (SCORM), project work etc.

C. **Students Internet Usage**

Internet facility is provided to the students only for educational purpose. The following policy require strict adherence. Any infraction thereof could result in disciplinary action as per HUC policy & such users will be debarred from use of the information technology services of HUC. Unacceptable conduct by internet users includes the following and is liable for disciplinary action:

1. The site falls under the prohibited content categories of the UAE's internet access management policy.
2. Obscene & criminal activities which are against the local laws and abusive in nature to gender, race, religion & community.
3. Misrepresenting themselves or needlessly revealing their email address, personal contact information, financial information or phone / mobile / fax numbers of oneself, fellow students, colleagues or HUC in any of the web registrations, email or chat.
4. Blogging, posting anonymous messages, accessing or exploring on-line locations and instant messaging or downloading any music videos, movie trailers or videos of any type or violating copyright law including unauthorized downloading of software from the Internet, including games, music files or commercial screensavers.
5. Downloading / transmission of any material violating any national or international law or HUC policy, this includes, but is not limited to, copyrighted materials, licensing

- agreements, threatening materials, materials protected by trade secret or educational material.
6. Commercial activities, productive advertisement, political issues, gambling, coaching, observing or using internet for personal financial or commercial gain or falsifying permission, authorization or identification documents or do commercial activities including purchasing products or services through internet.
 7. Intentionally wasting finite resources, e.g., on-line time, unauthorized chatting etc.

D. Computer Lab Usage Policy

Rules and regulations for using HUC computer Lab (All the users should strictly abide by the below specified guidelines)

- i. Computer Labs should be used exclusively for the benefit of HUC community to create an environment of learning and speed of services.
- ii. Do not allow his/her id & password to be used by anyone other than Computing Department staff.
- iii. Do not damage any of the equipment in the computer
- iv. Do not download and store culturally undesired/unwanted files in the system.
- v. Do not modify the configuration of equipment, until the permission of Computing Department staff is obtained.
- vi. Do not bring any pirated software and install on any of the workstations in the computer lab.
- vii. Do not bring any eatables or drinks inside the computer lab.
- viii. Do not use mobile phones inside the computer lab.
- ix. The students must comply with the instructions from a member of Computing Department staff.
- x. Uses of mobile phones / smoking are strictly prohibited in computer lab.
- xi. Deliberate damage to, or loss of, materials, equipment or furniture is a breach of these regulations, will brought to the notice of President. Under such circumstances the student may be required to pay for any damage to the property he/she has caused then they should compensate the HUC for any loss it may have suffered.

The HUC accepts no responsibility for personal property lost or damaged at the HUC premises, including in computer lab.

E. Guideline on HUC Network Usage with Student Owned Devices

a. Acceptable Devices

Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

b. Personal Responsibility

The HUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.

c. Security

1. Students shall not impair the security of the HUC network. This expectation includes but is not limited to:

2. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the HUC student wireless network. Devices without up to date security programs may be denied access to the network of HUC.
3. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords on regular basis. Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.
4. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

d. Inappropriate Use

The HUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the HUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate HUC policy or UAE law. These include but are not limited to:

1. Students are allowed to use only approved online academic/business games through HUC network.
2. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
3. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
4. Conducting for-profit business.
5. Using hacking tools on the network or intentionally introducing malicious code into the HUC's network.
6. Conducting any activity that is in violation of HUC policy or UAE law.
7. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
8. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

e. No Expectation of Privacy

The HUC can and does monitor internet access and activity on the HUC's network, including but not limited to sites visited, content viewed and email sent and received. The HUC may examine a student's personal device and search its contents if there is a reason to believe that HUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

f. Disruptive Activity

Students should not intentionally interfere with the performance of the student wireless network and the HUC's overall network.

g. Unauthorized Networks

Students may not create unauthorized wireless networks to access HUC's student wireless network. This includes establishing wireless access points, wireless routers

and open networks on personal devices. Unauthorized copying computer program(s) from the HUC Computer System is prohibited.

h. Consequences of Inappropriate Use

Students who misuse HUC's student wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the HUC Policy.

F. Office 365 Policy

Office 365 includes Office Online and works with Office desktop programs. user can also use Office 365 to share and collaborate with people inside and outside HUC on documents stored in OneDrive. Use Office Online to view and edit Word, Excel, PowerPoint, and OneNote files in a web browser. Store documents in Office 365 and access them seamlessly in Office desktop applications as old as Office 2007. User can stream Office desktop applications to PC/Laptop without a download. Access and edit documents from your phone, tablet, or other mobile device. Collaborate on Word, Excel, PowerPoint, and OneNote files, including simultaneous co-authoring. User are provided with 50 GB storage in Microsoft Office 365 (Mail Exchange 2013) and 25 GB storage in the OneDrive

Campus

HUC campus is fully-equipped with facilities such as classrooms with audio-visual equipment, computer labs, printing and photocopying center, library, lockers, gymnasium, multipurpose hall, auditorium and bulletin boards.

Learning Support Centers

Learning Resources and Facilities

a. BYOD Class Room

HUC has 38 classrooms that are equipped with audio visual equipment and Internet connections. All Classrooms adopt Bring Your Own Device (BYOD) concept to cater to the student with multimedia resources, Learning Management Resources, Online Quizzes, SCROM, Online Assignment submission, Internet, Intranet etc. facilities are adequate to use online/offline resources for imparting knowledge and conducting various exercises to enhance the learning process. It is also used to enter online attendance so that transparency can be maintained. Access to Learning Management System (LMS) Moodle Portal and study material upload/downloads can be used for the benefit of the faculty and students.

b. Computer labs

The HUC has eight computer laboratories with around 280 computers with different configurations to match the requirements of the curriculum. 360 System are managed by Computing Department with the help of technical assistant. All the computers have multimedia and internet facility in the lab, which are regularly updated for uninterrupted access by the students.

c. Physics Lab

Physics lab at HUC is aimed at meeting the Physics courses at General Education level. The Labs provide basic understanding of physics and its application in the society. It also

develops scientific temperament among the students to solve problems in a rational manner.

d. Printing & Photocopying center

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

e. Library

The HUC Library is dedicated to providing valuable resources for students and faculty to support their academic and research needs. Located on the first floor of the HUC building, the library offers a diverse collection of approximately 14,866 reference books, 9,142 titles, 3 magazines, and 9 newspapers. A dedicated graduate section includes specialized books for advanced studies. The library is equipped with computers, discussion rooms, and conference room facilities.

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

f. Digital Library

The HUC Library is equipped with 23 computer terminals with internet access. Stakeholders of HUC can access online databases subscribed by the library, providing access to over 78,956 ebooks and more than 41,614 e-journals & e-magazines.

g. Research Zone with Discussion rooms & Conference room

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

Learning Support Services

- a. Well-equipped IT infrastructure in the campus
- b. Interactive in-class facilities and online learning support services
- c. Library facilities with rich physical and online resources
- b. User-friendly online portal combining journals and e-databases

Learning Management System (LMS) Portal Services

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

- a. Attendance
- b. Information about the IELTS web sites suggested by the teacher

- c. Updated news and events
- d. Results
- e. All requests
- f. Car registration
- g. All kinds of letters
- h. Names of Advisor / Mentor
- i. Room allocation
- j. Class schedule
- k. Courses registered
- l. Learning materials

Financial Services

Student Finance Policy

I. Fee Structure

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

A. Tuition Fees

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

B. Miscellaneous Fees

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

C. Fee changes

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

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

II. Fees Collection

A. General Terms & Conditions

- a. Students will be issued Fees Payment Plan upon their admission and will form the base for their payment schedule. Any change in the student's graduation plan due to, Satisfactory Academic Progression (SAP) status, postponement, reactivation, and late re-registration will result in change of Fees Payment Plan.
- b. The current fee structure and payment plan exclude the summer semester. Students who wish to register in the summer semester must contact the SSD Department to submit an application. Upon approval, the Finance Department will issue a revised payment plan, which will subsequently be updated on the student portal.
- c. Students are required to pay fees using Wallet/ Online/ Cash/Postdated Cheque, as per the fee payment plan issued to the student at the time of the admission. The fees should

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

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

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

B. Introduction of VAT

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

III. Refund terms and conditions

A. Refund terms and conditions for the Undergraduate Programs

i. Non-Visa Applicant

1. Application fees are non-refundable. However, if students wish to cancel their admission before commencement of the program, other fees including deposited post-dated Cheque(s) will be refunded.
2. If a student is not meeting the admission criteria before commencement of the batch, the conditional admission will be cancelled. The application fee is nonrefundable and remaining fee paid including PDC will be refunded.
3. The tuition fees will be calculated until the date of official cancellation by the student or their guardian, outstanding fee if any has to be paid before issuance of any academic or non-academic documents. (Refer WCPR policy)
4. If a student transfers his/her application to the next semester and then decides to cancel thereafter, A.i.2 will be applicable.
5. If a student wishes to postpone after commencement of the semester (even if the student has not attended any class), postponement fee as per the published Miscellaneous Fee Structure of current academic year will be applicable.
6. If a student wishes to cancel his/her admission after commencement of the semester (even if the student has not attended any class), the first installment fees are non-refundable and Tuition fees is prorated until the date of cancellation.

ii. Visa Students – Local

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

1. Application fees are non-refundable. However, if students wish to cancel their admission before visa application and commencement of the program, other fees including deposited post-dated Cheque(s) will be refunded
2. If a student cancels his / her admission after the visa is applied and before commencement of the program, there will be no refund of the visa fee, and the first Installment. Additionally, the visa cancellation fees () shall be paid by the student as per the government charges. (Refer WCPR policy)
3. If a student wishes to cancel their admission after visa approval and commencement of the program, the visa cancellation fees, tuition fees accrued until the date of cancellation (excluding scholarship/fee-waiver granted), and any other miscellaneous fees due, must be paid before the release of any academic & non-academic documents. Postdated Cheque(s) submitted towards the fee of the next semester, will be refunded after deductions of any outstanding dues. (Refer WCPR policy)
4. If a student doesn't meet the admission criteria before commencement of their program, their conditional admission will be revoked and there will be no refund of visa fee and the first Installment. Additionally visa cancellation fees () shall be paid by the student as per the government charges.
5. If visa is rejected by the Immigration and Naturalization authorities, HUC will deduct AED 1,000.00+ VAT as service charges from the visa fees and refund the remaining fees.
6. If visa of the student is rejected on health grounds by the Immigration and Naturalization Authorities, the first installment fee & visa fee will be non-refundable.

7. If a student does not attend any class for 2 consecutive weeks from the commencement of the class, HUC has the right to cancel the visa and no refund is applicable, visa cancellation charges has to be paid by the student.
8. Postponement to the next intake is not allowed after commencement of the semester. (Refer WCPR policy)

iii. **Visa-Embassy Letter Case**

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

1. Application fees are nonrefundable
2. If the student wishes to cancel before commencement of the semester and issuance of visa letter AED 1,000/- plus VAT will be deducted.
3. If the visa is rejected before the commencement of classes and the student wishes to discontinue and returns the original visa/embassy letter issued by HUC, the fees paid excluding the First Installment Fee will be refunded.
4. In case student wishes to cancel his admission after receiving the letter from HUC and before commencement of the semester, , HUC will inform the concerned Immigration Authorities for the cancellation of student's admission, with no refund of semester fees.
5. If the student wishes to cancel his admission after commencement of the program, fees accrued until the month of cancellation excluding scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents. Postdated Cheque(s) submitted towards the fee of the next semester, will be refunded after deductions of any outstanding dues.
6. If the student does not attend any class for 2 consecutive weeks from the commencement of the class, HUC has the right to cancel/revoke the letter issued with the concerned authority, no refund is applicable.
7. Postponement to the next intake is not allowed after commencement of the semester.
8. If a student is not meeting the admission criteria before commencement of the semester , the conditional admission will be cancelled. There will be no refund of the application fees and first Installment. HUC will inform the concerned Immigration Authorities for the cancellation of student's admission. Postdated Cheque(s) submitted towards the fee of the next semester, will be refunded only once student submits, within 15 days, the proof of visa cancellation.

iv. **Visa Students – Overseas**

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

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

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

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

B. Refund terms and conditions for Students enrolled with Scholarship/Fee Waiver

1. Scholarships and Fee waiver discounts will be applicable from the first semester onwards. If students cancel their admission before completion of the program, the fees will be calculated as per the original fee structure and the scholarships and Fee waiver granted will be revoked and refund, if applicable, will be processed on prorated basis.
2. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver granted must be paid before the release of any academic & non-academic documents.

C. Transportation fees

Transportation fee as per the published Miscellaneous Fee Structure of the current academic year, to be paid in advance for a minimum period of one month and no refund is applicable if the student wishes to cancel it in the middle of the month.

D. Miscellaneous Fees

Miscellaneous fees is nonrefundable, and needs to be paid in advance to initiate the service process.

E. Refund in Case Class Size Policy is not Met

ii. If class size is not met at the beginning of the program:

1. Student will be shifted to another major / concentration as per the undertaking form signed by the student at the time of admission in which case the fees paid will be adjusted

2. If the student, after shifting to another major / concentration at HUC, wishes to cancel his/her admission within one week of commencement of the semester, fees paid will be refunded.

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

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

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

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

IV. Scholarship / fee waiver

Refer to Scholarship policy for details.

Scholarship Policy

I. Introduction

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

II. Purpose

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

- a. High achieving students
- b. Employees of the Government and private organizations with whom HUC has signed MOU and their immediate family members
- c. Sports enthusiasts to pursue their academic journey
- d. Eligible for the Youth Empowerment Sponsorship program
- e. Alumni / Siblings of current students or alumni
- f. Approved for fee waiver under President Office / Vice President Office fund

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

III. Scholarship allocation

HUC provides scholarship to prospective undergraduate students based on merit as well as MOUs signed.

A. Merit based Scholarships:

Merit based Scholarships for new admissions are allocated and distributed to the schools, government & semi-government entities, corporates, social clubs & associations, embassies and consulates. At the undergraduate level, merit based scholarships are offered up to 75% on tuition fees only.

These scholarships are awarded to UAE citizens or residents and international students for undergraduate admissions based on below given criteria:

A. Undergraduate Programs - UAE

Programs	Scholarship Percentage (Tuition Fees)	Marks at the Time of Admission for all local and international curriculum (except Indian and Pakistani curriculum)	Marks at the Time of Admission Asian Schools (Indian and Pakistani Curriculum)
Undergraduate Programs A) School of Business B) School of Computing	75%	95% and Above	90% and Above
	50%	90% - 94.99%	85% - 90%
	35%	85% - 89.99%	80% - 84.99%
	25%	80% - 84.99%	70% - 79.99%
	15%	70% - 79.99%	60% - 69.99%

B. Undergraduate Programs - International Market

Programs	Scholarship Percentage on Tuition Fees	Marks at the Time of Admission
Undergraduate Programs	50%	95% and Above
A) School of Business	25%	80% - 94.99%
B) School of Computing	15%	70% - 79.99%

B. MOU based scholarships

Horizon University College signs MOU with various government departments, Consulates, Embassies, Social Clubs, Schools, and corporate sectors; and provides scholarship to the employees of these organizations as well as their immediate family members for studying at HUC. The percentage of scholarship on Tuition fees varies based on the terms and conditions of the MOU signed with the specific organization. A 100% scholarship may be awarded on an exceptional basis for specific government entities and this will be decided by HUC on a case-to-case basis and is subject to approval by the President. Students seeking admission with a transfer of credits in the undergraduate program are eligible for a merit-based scholarship of maximum 50% on tuition fee irrespective of the number of courses that are awarded as transfer of credits.

The Scholarship to Local students working in Government organizations will be as per below criteria:

Government - Local UAE		
Sr.No		Marks / Requirement

	Scholarship Percentage On The Tuition Fees	[At The Time Of Admission]
		Undergraduate
1	100%	Open for maximum 10 students As per letter of recommendation from the office of the <signatory>
1	75%	95% and Above
2	50%	90% - 94.99%
3	35%	60% - 89.99%

IV. Fee waiver

HUC provides a fee waiver /discount on tuition fees to prospective students under the following categories:

A. President's Office fund for fee waiver: A fee waiver / discount of tuition fees may be allocated based on the recommendation of the Marketing Department to the President's office. The President reviews the proposal and recommends the fee waiver to the Academic Affairs Council for their final approval. The President's office fee waiver may range from **15% to 50%** discount on tuition fees, or as otherwise approved. This allocation is subject to the final approval of the AAC.

B. Vice President's Office fund for fee waiver: A fee waiver / discount of tuition fees may be allocated based on the recommendation of the Marketing Department to the Vice President's office. The Vice President reviews the proposal and recommends the fee waiver to the President and University Council for their approval. The Vice President's office fee waiver may range from **15% to 50%** discount on tuition fees, or as otherwise approved. This allocation is subject to the final approval of the President and UC.

C. Fee waiver to Alumni and siblings

HUC offers a discount of 15% on the tuition fees for undergraduate programs to its alumni and siblings of current students or alumni.

D. Fee waiver based on MOUs with industry

Horizon University College signs MOU with corporates and provides scholarship to the employees of these organizations for studying at HUC. It offers 15% fee waiver on the tuition fees for undergraduate program to the employees of these organizations.

V. Sponsorship

HUC offers following Sponsorship programs to empower the community with advanced education

a. Sports Sponsorship

HUC also offers sports scholarships for students who have shown excellent ability in sports before joining HUC. A discount on tuition fees ranging from 15% to 50% is offered to prospective students with a sports background. Interested students should submit their application along with proof of their sports achievements, academic qualifications and a recommendation letter from their high school or university. The percentage of discount on tuition fees shall be decided based on the evaluation of application and documentary evidences submitted to show the achievement level of the candidate in sports.

b. Youth Empowerment Sponsorship

Horizon University College has launched the new Youth Empowerment Sponsorship program that aims to empower young students of all nationalities and make them obtain the best higher education in the UAE. This Youth Empowerment Sponsorship program is available to all young students who have successfully completed their high school and meet the admission criteria required by the Ministry of Higher Education and Scientific Research. Under this program, HUC offers a 25% discount on tuition fees to all eligible candidates across all undergraduate programs at HUC.

VI. General Guidelines to Students availing Scholarship / Sponsorship / fee waiver

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

- a. The approval of the scholarship Sponsorship/fee waiver application is subject to meeting the admission criteria and submission of the supporting documents.
- b. Students must submit all relevant academic and non-academic documents as per the requirement of admission and scholarship Sponsorship/fee waiver criteria before the commencement of the batch
- c. The scholarship Sponsorship/fee waiver will be withheld if any document is pending before the commencement of the second semester until pending documents are submitted.
- d. Students will have to pay normal fees without any scholarship Sponsorship/fee waiver for the month where documents were incomplete. Once the documents are submitted after the timeline mentioned above, the scholarship will be applied to the remaining fees
- e. Students seeking admission with TOC (Transfer of Credits) in the undergraduate program offered at HUC are eligible for a merit-based scholarship of a maximum 50% on tuition fees based on the criteria mentioned in the above section for Merit-based Scholarship. However, there will be no reduction in fees for the courses that are awarded as transfer of credit.
- f. The MOU signed with an organization for granting scholarship/fee waiver shall be effective from the date of signing by both parties
- g. Any previous academic year scholarship proposal/MOU will be treated as null and void
- h. In case of termination of the Scholarship / Fee waiver proposal/ MOU by either party before the expiry of the agreement, the students who are continuing their studies with HUC will be honored by both parties. Both parties can terminate the scholarship MOU for any valid reason with written notice of sixty (60 days).
- i. In case of any revision in the fee structure, the scholarship will be applicable on the revised fee. The current fee structure and payment plan exclude the summer semester. Students who wish to register in the summer semester must contact the SSD Department to submit an application. Upon approval, the Finance Department will issue a revised payment plan, which will subsequently be updated on the student portal.
- j. No encashment of scholarships is allowed.
- k. Students will be entitled to avail only one type of scholarship throughout their study term with Horizon University College. Students enrolled in a degree program must complete the program to retain the Scholarship /fee waiver granted to them. Students will be issued a fee payment plan along with the scholarship / fee waiver granted to them at the time of admission upon fulfilling the admission requirements and completing the registration formalities. The student must complete the admission requirements before the

commencement of the semester; otherwise scholarship granted will be forfeited and the regular fee structure of the academic year will be applicable.

- l. Student must complete their admission process by depositing the semester fee in cash or Postdated Cheque (s) (excluding the first installment), at the time of admission. Please refer to Student Finance Policy for more details.
- m. Continuing Students must complete their semester registration process (as per the Semester Registration Policy), and ensure the regularity in their payment in order to retain the scholarship/fee waiver.

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

- i. Copy of attested Transcript and, High School Certificate for undergraduate program before the commencement of the semester
- ii. Valid Identification Cards/Documents (UAE ID, Passport Copy & Valid Visa)
- iii. "Letter of confirmation" for applicants of merit-based scholarship which must be "Signed by Authorize Signatory" within 30 days of closing of the semester, if required
- iv. Equivalency or No Objection Certificate from the Ministry of Higher Education and Scientific Research, UAE before commencement of the semester.
- v. Other applicable documents as per the requirements for specific type of Scholarship/Sponsorship/fee waiver

Transportation

A. Introduction

The Transportation policy has been established to facilitate the students and staff to commute from the place of residence to the University College and back to place of residence and ensures safe transportation for those travelling to and from HUC campus.

B. Purpose

The purpose of this policy is to ensure the safety of students and staff while using HUC transport facility for daily commutation or for university organized events and activities located within UAE.

C. Role of HUC in Providing the Transportation Facility

HUC has entered into a contract with Swiftline Transport Company to provide transportation to the students and employees availing transport services.

Swiftline is required to provide transportation on agreed terms stated in the contract between both the parties. The transportation provider must ensure the compliance to following road safety requirements:

- i. Having well maintained licensed vehicles authorized to operate in UAE with a permit for providing transportation services
- ii. Having well trained and experienced drivers with valid driving license, integrity and reasonable communication skills
- iii. Vehicles equipped with basic health and safety equipment like first aid, fire extinguishers and digital surveillance systems
- iv. Ensure buses are free of defects and meet, but are not limited to the following safety requirements:
 - a. Seating capacity not exceeded
 - b. Clean and hygienic
 - c. Ventilated and air-conditioned

- d. Free from pests
- e. Working seat belts
- f. Emergency exit doors are free from defects and alarmed
- g. Maintenance records.

The services of the transport provider would be evaluated to continue, to refine terms and to discontinue the services based on the status of evaluation. Continuation will be considered upon satisfactory services.

D. Transportation Services to Students

i. Submission of Transportation request form

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

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

ii. Transportation fees and mode of payment:

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

iii. Roles and responsibilities of students using the transportation services

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

- a. For the pick-up, be ready and prepared for the bus at the time specified by the driver.
 - b. Students, who have not registered by submitting the online request are strictly not allowed travel in the bus. Registered students are not allowed to invite other students to travel in the bus with them in any circumstances
 - c. It is strictly not allowed for any student to travel in a different bus from the bus he/she has been assigned. Students can only travel in the bus in which they have been assigned.
 - d. It is strictly not allowed for any student to be dropped off or picked up from any other location other than the registered pick-up/drop-off location.
 - e. The student must maintain proper conduct throughout the ride, any reported misconduct will be investigated and the DAC committee will take appropriate action.
 - f. Food and drinks are strictly not allowed in the bus.
- iv. Terms and conditions for using transportation service**
1. The booking will be cancelled automatically If payment is not done within 24hrs of submitting the online request and the student will receive an email notification regarding the cancellation.
 2. In case of route change, student has to pay the difference in the amount based on the new pickup and drop off location
 3. The student must submit the form by the cut-off date otherwise the system will not accept the request for that month.
 4. The transportation fees is payable for the entire month even if the request is submitted in the middle of the month.

v. Responsibility and authority

Department	Designated staff	Responsibility	Authority
Finance department	Cashier	Receive Transportation fees for offline payment mode	-
	Deputy-Director Finance	i. Verification of successful receipt of transport fees through online and offline ii. Coordinating with Transportation company for the transportation contract	Approval receipt of payment
Administration	Deputy Director Administration	i. Check availability of seat in the bus to registered students ii. Reporting student disciplinary issues occurring in the bus to DAC	
Office of the President	President	-	Approval of the contract with the

			Transportation company
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Computer Learning Resources

Software Centre

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

Technical Services

The Computing Department assesses the requirements of academic and academic support services to serve the needs of faculty, staff and students and provides updated resources at regular intervals facilitate them for improving the IT services to the users.

Computing Department uses IT helpdesk ticketing system. The IT support requests are received by the department via calls, e-mail and WhatsApp.

Internet Services

The internet facilities are provided to faculty, staff and students to enable them to communicate at regular intervals. The internet network for Staff is connected with 2.7 Gbps, Computer Lab internet is 900 Gbps, Classroom and Library 2.7 Gbps and Wi-Fi network is 2.7 Gbps all networks are fiber optics connections to provide adequate speed for enabling access to internet services throughout the campus. The internet facility is provided free of cost to its users 24x7, which enables the students to get global information from a worldwide network. In addition to this an internet based mail server that offers mail services is extended to the stakeholders to facilitate internal and external communications.

Networking & Intranet Services

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

LMS Portal Services

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

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

Timings & Access to Computing Labs

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

Turnitin Software

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

Microsoft Teams

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

Library Learning Resources

Library Timings

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

Library Services

a. Online Public Access Catalogue

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

b. Online Resources

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

c. Information Services

The library offers a variety of information services to support students and faculty in their academic and research activities. These include Current Awareness Service (CAS), Selective Dissemination of Information Services (SDI), Query Based Information Service (QBS), New Arrivals of the Week, Research Support Information Service (RSIS), Table of Contents (TOC), Book Review of the Month, and Good Reading Quotes. These services are aimed at keeping patrons informed, assisting with personalized information needs, showcasing new additions to the collection, providing research support, and promoting good reading habits.

d. Current Awareness Service

The library offers a Current Awareness Service, delivering timely news articles from local, regional, and international media sources directly to users via email. This service ensures

that users stay informed about current events and developments across various topics and regions.

e. Inter Library Loan

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

f. Research Zone with Discussion Rooms and Conference Room

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

g. Training and Orientation

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

h. Internship opportunity

HUC library will provide internship opportunities to the eligible students on part time basis

Media and Communications

A. Introduction

Media and Communication Department (MCD) at Horizon University College (HUC) handles online and offline media related activities and transmits constant communication to relevant audiences. It primarily plays a key role in disseminating and communicating the university's message to both internal and external audience. The department is divided into: Content, Design, Website, Portal, SMO and SEO, Videos offline and Online Campaign Management.

The content management is the department's responsibility of providing necessary contents to concerned departments. Contents created, edited, and conceptualized by the department are press releases, social media posts, website contents, and marketing material contents. The department circulates these contents to a targeted platform—online media and offline media, university website, and social media channels.

The designing responsibility is also under the department's domain of work where it provides artwork and design collaterals to all departments and international offices that need assistance internally and externally. The department conceptualizes ad materials for both online and offline media, executes website design development, and creates structure and design of the university publication and e-newsletter. It also handles design-related duties of various university activities and events such as banners, invitations, and posters.

The department ensures that the university's online presence is strong in various social media channels through Social Media Optimization (SMO) and maintains an increased number of website traffic by means of Search Engine Optimization (SEO). It is responsible for listing the website in different sites and improving the website ranking in several search engines.

MCD is also responsible for creating videos and HTML online campaigns for branding marketing purposes. Videos are created as per request of various departments related to HUC and its activities throughout the academic year.

The department is also responsible on updating the HUC Mobile Application, to ensure that its user friendly and all the sections are working properly.

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

B. Goals

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

HUC Publications

Newsline

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

Knowledge Updates

Knowledge @ Horzion is the interactive platform for communicating knowledge with HUC stakeholders, industry and outside world on the pattern of leading business schools of the world. It helps in branding of HUC as a leading institution and encourages faculty, students and others

to create and contribute under different streams of knowledge. As a pivot point for sharing knowledge pertaining to different arena, it acts as a catalyst to learning and sharing the knowledge.

Learning Centres at HUC

Horzion Case Study Center

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

Horzion Entrepreneurship and Innovation Center (HEIC)

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

The Center engages group members in various entrepreneurial activities through:

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

The three pillars of the Center are:

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

Corporate Affairs and Outreach Department

Corporate Affairs and Outreach department is responsible for building long term relationships with corporate establishments for the purpose of integrating the academics and industry for mutual benefit through Knowledge Partnership which get into Memorandum of Understanding and includes the following collaborations: Internships and Placements, Guest Lecture & Technical Visits, Corporate & School (Non – Arab) Scholarship Program, Participation in Management Development Program (MDPs), Local and International Conferences, Schools and Universities Educational Fair, School Career Fair, Curriculum Enhancement, Course development ,Professional Certifications, Students Industrial Inputs, Industry Professional Trainings, Panel Discussions and Community Development Immersion. Also, engages in identifying the Industrial Training Needs and Knowledge, Skills & Competencies expected for the student's employability and professional development

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

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

The Corporate Affairs and Outreach department is responsible for following activities:

Articulation & Collaboration

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

Career services

i. Career Counseling to students

The Corporate Affairs and Outreach department provides career counseling to students. The purpose of the career counseling is as follows:

- a. To provide career counseling and guidance to students and alumni.
- b. To provide career development and job search counseling to both undecided and decided students in both individual and group settings
- c. To build partnerships with employers, recruiters, and industry stakeholders
- d. To facilitate internships and employment opportunities through collaborations with industry, government, and nonprofit sectors
- e. To develop a general knowledge and understanding of the related professions represented by HUC programs and maintain familiarity with the education, training and career opportunities and expectations
- f. To conduct regular outreach activities, including workshops, classroom sessions, and presentations to student clubs and organizations
- g. To collaborate with key faculty members for recruitment opportunities
- h. To implement advertising strategies to increase student participation in career services, including on-campus recruiting and online platforms
- i. To provide timely information on employment and internship opportunities to appropriate faculty, organizations, and students

- j. To participate in employer development activities, including company visits, advisory boards, on-campus recruitment, and development of job and internship leads
- k. To identify online resources for a variety of career issues, academic majors and career fields
- l. To organize and coordinate career fairs, employer panels, and other outreach programs.
- m. To enhance awareness and visibility of career development. Activities across campus
- n. To encourage faculty members to post jobs and internships received directly to ensure equal access for all students
- o. To provide consultation support to departments for discipline-specific career-related events
- p. To maintain professional development of career services staff through engagement with relevant professional associations
- q. To develop and enhance the Career Development portal in coordination with the Computing department.
- r. To provide career assessment and interpretation to undecided students through services offered by the Peer Career Program (training is provided)
- s. To organize and plan seminars and workshops on career planning and development.
- t. To evaluate students' background, education, and training, to help them set realistic goals
- u. To guide students in making decisions about their careers, such as choosing a new profession and the type of degree to pursue
- v. To support students in developing employability skills, including CV writing, interview preparation, networking and workplace readiness
- w. To train students in job search strategies and application processes
- x. To assist students in locating and applying for jobs, by teaching them strategies to find openings and how to write a resume
- y. To advise students on addressing workplace challenges, including conflict resolution and professional conduct.

ii. Procedures related to career services

a. Internship Opportunities

The Corporate Affairs & Outreach Department coordinates with industry partners to identify suitable internship opportunities for undergraduate students.

- 1. Students must complete the **Professional Skills Development Program (PSDP)** before registering for the Internship course.
- 2. The Career Counselor assists students in resume preparation, interview readiness, and post-employment support.
- 3. Internship opportunities are communicated through the student portal and official channels.

b. Procedure:

- 1. Organize workshops each semester (resume writing, mock interviews) in coordination with the Academic Planning and Enhancement Committee.

2. Receive internship requirements for eligible students from the Administration Department, including:
 - 2.1. Specialization details
 - 2.2. Contact information
 - 2.3. Passport-size photo
 - 2.4. Passport/visa copies
 - 2.5. UAE National ID copy
 - 2.6. Letter of Consent from the student
 - 2.7. Updated CV/resume
 - 2.8. HUC Supervisor's contact details
3. Share internship opportunities with students after initial verification.
4. Ensure companies provide official offer letters, copies of which are submitted to the Corporate Affairs Office.
5. Conduct in-house orientation for interns with support from Corporate Affairs, Administration, and Supervisors.
6. Monitor student progress through assigned HUC supervisors.
7. In case of withdrawal or non-joining, students are responsible for securing alternative placements.
8. Students must submit internship project reports upon completion.
9. Administration records internship placements and organizations engaged.
10. Corporate Affairs sends official "Thank You" letters to participating companies.

c. Placement Services

The Corporate Affairs & Outreach Department provides placement support to current students, graduating students, and alumni.

1. Participation requires successful completion of the PSDP program.
2. Placement effectiveness is measured by conversion ratios and employment outcomes.
3. The Administration Department coordinates placement activities.

d. Role of Corporate Affairs and Outreach department:

1. Conduct resume writing and mock interview workshops every semester.
2. Identify national, regional, and international job opportunities.
3. Maintain and update the employer database.
4. Display verified opportunities on the career portal, student plasma screens, SMS, and other channels.
5. Coordinate employer requests (Need Analysis Form, Student Placement Request Form) and match CVs accordingly.
6. Conduct job description (JD)-based workshops with faculty support.
7. Organize campus recruitment weeks and placement drives.
Submit semester-wise placement reports detailing organization, student, position, and salary.
8. Maintain records of placement activities through monthly and annual reports.

e. Campus Interviews

Corporate Affairs & Outreach department invites companies, banks, government agencies, and business houses to conduct on-campus recruitment drives for students and short-term program participants.

f. Career Fairs

- i. Career Fairs are organized twice annually, in January and May, following the completion of the Fall and Spring semesters.
- ii. Career Fairs provide a structured platform for employer-student engagement and job matching.

g. Student Networking Opportunities

The Corporate Affairs & Outreach Department facilitates networking between students and the corporate sector.

i. For Students:

Opportunity for participation in seminars, summits, guest lectures, industry visits, and CEO lecture series.

ii. For Alumni:

- a. Engagement in international conferences, alumni lecture series, and CEO lecture series.
- b. Alumni shall be encouraged to actively participate in mentoring programs, networking sessions, and recruitment initiatives.
- c. Alumni data shall be used responsibly and only for professional development purposes.

iii. Procedure:

- a. Identify and organize networking events (seminars, conferences, business meets).
- b. Notify students via plasma displays and official communication channels.
- c. Orient students on networking skills, professional etiquette, and expected behavior.
- d. Provide visiting cards to participating students.
- e. Coordinate logistics with the Finance Department (transportation, refreshments).
- f. Gather feedback in collaboration with Alumni Office.
- g. Submit post-event reports.

Coordinate and support for PSDP

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

Organize student activities

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

Alumni Relations

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

The Alumni will benefit as there will be continuous learning for them by attending various events organized by Corporate Affairs and Outreach department.

1. International conferences
2. CEO Lecture series
3. Alumni Lecture series

a. Coordinate and support for Alumni activities

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

Student Exchange Policies and Procedures

A. Introduction

As part of our vision and pursuing its goal of internationalization, HUC encourages both inbound and outbound student exchange in order to gain international exposure of the institution, provide exposure to international best practices and enable students to learn from experienced faculty members in foreign universities. This process will enhance learning experience to the students.

Student exchange between the partnering universities can be in the form of inbound and out bound movement of the faculty members, permitted by respective universities, to go and teach for a semester or two.

B. Inbound Student:

i. Definition

Students from outside the country, who are enrolled for at least one semester at the undergraduate or graduate level at Horizon University College, and attending onsite classes are considered as inbound students under student exchange program.

Additionally, students who have registered for a student mobility program/Global Immersion program at Horizon University are considered as inbound students under the Student mobility program.

ii. Selection process for students under inbound student exchange program:

- a. Announcing the opening of study exchange/mobility program to students with details
- b. Defining the eligibility requirement for student exchange program
- c. Receiving Letter of intents from students
- d. Evaluating requirements of the admission to semester in the Horizon University College
- e. Verification of documents as per admission requirements shortlisting
- f. Dean/nominee to have a brief discussion /interview with the student
- g. Selection of appropriate candidate
- h. Explaining academic policies and socio-cultural aspects of the country
- i. Getting the consent of the sponsor or parent
- j. Ensuring funding for the stay

iii. Eligibility criteria for inbound students:

- a. Students from international universities fulfill admission requirements to study at the Horizon University College
 - b. Admission requirement at the undergraduate or graduate level
 - c. Payment of the required fee
 - d. Letter of permission for student exchange program from the host university
 - e. Letter of admission from Horizon University College
 - f. Demonstrating the ability to bear the expenses in the host country
- iv. General Terms of agreement for inbound student exchange through ERASMUS**
- a. The duration of student exchange program through ERASMUS is five months during Fall / Spring semester and it is two months during Summer semester
 - b. The inbound students can take a maximum of 5 courses or 15 credits hours during Fall / Spring semester and they can take a maximum of two courses or 6 credit hours during Summer semester. They can also take Internship which is optional.
 - c. The Student Exchange / mobility shall be funded by ERASMUS. HUC and the Partner University shall not charge any amount from the student except Visa Cost, Insurance cost, E Books cost, Registration Charges or other expenses/ fines if applicable to be paid
- v. General Terms of agreement for inbound student exchange through partner universities**
- a. The duration of student exchange program is four months during Fall / Spring semester and it is two months during Summer semester.
 - b. The inbound students can take a maximum of 4 courses or 12 credits hours during Fall / Spring semester and they can take a maximum of two courses or 6 credit hours during Summer semester along with an optional Internship
 - c. The Inbound Students are required to pay the applicable charges for Fall /Spring and Summer semester which includes Course fees, registration fees, Learning resources fees, Accommodation charges, Visa charges, insurance charges and examination fees and the details can be referred in Appendix-A. These charges are subject to change as per directions received from President.
- vi. General Terms of agreement for student mobility program**
- a. The duration of a student mobility program may range from 1 day to 30 days
 - b. The Global Immersion Program including Boot camps is considered as a part of the Student Mobility Program, which can be both inbound as well as outbound. Each program shall consist of specific Modules with different time duration and hence charges for each program shall vary accordingly.
 - c. The charges for each student mobility program will be finalized in consultation with the Deans, VP-AO and VP-IRQA and approved by the President
- vii. Roles of HUC departments**
- a. Role of Human Resources Department**
 - 1. Requesting documents for visa processing and processing visa
 - 2. Provide support in opening bank account in UAE
 - 3. Requesting Contact points at home country

4. Pick from and drop to airport
5. Boarding facility in a pre designated location
6. Providing accommodation and transportation
7. Any health conditions that need to be informed or a medical report
8. Provide health insurance
9. Ensuring availability of basic facility on occupying the accommodation
10. Orientation of the university and departments, academic policies
11. Orientation on the socio cultural aspects
12. Requesting contact point of local guardian or mentor and back at home
13. Providing arrangement for sim card and basic shopping
14. Showing nearby prayer places depending on their faith

b. Role of HUC Dean

1. Allocation of semester courses to the student
2. Sending approved syllabus
3. Induction of the Program Chair, discipline leader and faculty members
4. Providing orientation on use of academic related ERP and LMS
5. Orienting on academic policies
6. Orientation on teaching pedagogy and modes of assessment and grading
7. Introducing to learning support services Library
8. Introducing to learning support services labs and software
9. Orienting on labs and available software on the workstation

c. Role of Student support Department

1. Orientation of the university and departments
2. Orientation on clubs and committees
3. Advisory orientations
4. Introducing to the class
5. Arranging a Peer mentor
6. Providing assistance for printing and photocopying or typing

d. Role of Administration department

1. Submission of documents as per Admission Requirements:
2. Preparing schedule for the student
3. Explaining examination process
4. Orienting on the general policies of HUC

C. Outbound Students:

i. Definition

Students from the Horizon University College, who go outside the country, to study at undergraduate or graduate level of a partnering international university, and are attending onsite classes are considered as outbound students under the student exchange program. Additionally, students from the Horizon University College who have registered for a student mobility program/Global Immersion program of a partnering international university are considered as outbound students under the Student mobility program.

ii. Selection process of Outbound Students from Horizon University College :

1. Announcing the opening of study exchange program to students with details

2. Defining the eligibility requirement for student exchange program
3. Receiving Letter of intents from students
4. Evaluating requirements of the admission to semester in the host university
5. Verification of documents as per admission requirements in the host university and shortlisting candidates
6. Dean/nominee to have a brief discussion /interview with the student
7. Selection of appropriate candidate
8. Explaining academic policies and socio-cultural aspects of the host university
9. Getting the consent of the sponsor or parent
10. Ensuring funding for the stay

iii. Information required from outbound students:

1. Intent to study for a semester or a maximum of 1 year
2. Submission of academic credentials
3. Submission of documents related to qualifications
4. Any health conditions that need to be informed or a medical report
5. Submitting Contact points back home

iv. Commitment of host university to facilitate outbound students from HUC

1. Requesting documents for visa processing and visa processing
2. Providing support in opening bank account
3. Pick from and drop to airport
4. Contact points at home country
5. Provide health insurance
6. Boarding facility in a pre designated location
7. Provide internal transportation
8. Informing the allocation of semester courses to the student
9. Handing over the approved syllabus for the semester
10. Induction of the Program Chair, discipline leader, faculty members and introducing to the class
11. Providing orientation on the availability of academic-related ERP and LMS
12. Orienting on academic policies of host University
13. Orientation on teaching pedagogy and modes of assessment and grading in host university
14. Providing a Peer mentor
15. Providing Academic guidance and support

v. General Terms of agreement for outbound students exchange

- a. Outbound students shall be given the option of studying for one or two semesters in the partner university
- b. The selection of semester/s and courses along with number of courses to be taken at the partner university, will be decided by the Dean of respective School along with the program Chairs
- c. President in consultation with VP-AO and VP-IRQA shall take decision related to payment of tuition fees by the outbound students

Continuous Education and Lifelong Learning

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

i. Objectives

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

ii. Continuous Education and Lifelong learning programs

a. Training Offerings

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

b. Professional Certifications and Career Advancement

1. HUC will actively support and guide participants in pursuing professional certifications and credentials recognized by relevant professional bodies and organizations, such as, ACCA, IATA, SHRM, Confederation of Tourism and Hospitality, ICDL Arabia, EC-Council, IFA, CISCO Academy, Coursera, and ATHE.
2. HUC will provide resources, guidance, and preparation materials to help participants prepare for certification exams and meet the necessary requirements.
3. Career counseling services, job placement assistance, networking events, and alumni connections will be facilitated to support participants in securing career advancement opportunities.

c. Non degree courses

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

iii. Admission requirements and financial policies

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

Student Development and Employment Opportunities

- a. 5 Star QS rating on employability
- b. Training and testing center for IELTS, TOEFL and Cambridge English preparatory courses
- c. Professional Skills Development Programs to develop professional skills and abilities essential for career progression
- d. Toastmasters club which helps in strengthening communicative and leadership skills
- e. Enrollment in IEEE
- f. Student Care package which caters to new international students through a bridging program and to academically weak HUC students through student tutorials
- g. Counseling is provided to help student progress in their academic career.
- h. Corporate Affairs Department administers student's placement and industry networking opportunities like internship and placement opportunities
- i. Academic tours to various foreign countries
- j. Well-equipped Innovation Lab to foster creativity
- k. Opportunities for lifelong learning anywhere in the world with the articulation agreements
- l. Year round thematic community service and outreach activities
- m. Student clubs and committees focusing on overall personality development through various co-curricular and extra-curricular activities
- n. Opportunity to showcase creative writing skills through contribution to HUC's Newslane publication
- o. CEO Series and guest lectures by renowned industry speakers
- p. Orientation through guest lectures by Alumni speakers
- q. Emphasis on practical knowledge through industry visits
- r. Real life experience and exposure through internships

Community Services

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

Sports & Recreational Facilities

a. Multi-gym

HUC has a well-equipped gym, which can be used by its students, faculty and staff under the supervision of the gym instructor. Students have to register their names with the sports department before using the gym facilities. All users of gym facilities must follow the displayed instructions of how to use equipment and the need for warm up activities. Students can use this facility between 11 AM to 7 PM from Monday to Thursday and 3PM to 7PM on Fridays, wherein the days allocated to male students and male faculty/staff are

Monday, Wednesday, Friday and for female students /faculty/staff it is on Tuesday and Thursday. Male students and female students are not allowed to use the gym simultaneously.

b. Student Common Room

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

Auditorium

HUC has an auditorium that serves as a distinguished venue for academic, cultural, and institutional events. The spacious seating capacity allows for the hosting of large gatherings, including conferences, seminars, convocations, theatrical performances, and student activities.

Health Clinic

The University College has a health clinic, which provides first aid and basic medical facilities to students and employees whenever required. However, in case of emergencies where immediate medical attention is required, the students are taken to the nearest medical centers, which have a tie up with Horizon University College. The University College also arranges for ambulance service in extreme situations.

Health Campaigns

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

Other Facilities

Other facilities include:

- i. Cafeteria**
The HUC has a cafeteria wherein food is available at subsidized rates to the students.
- ii. Parking [Campus]**
Students using their own transportation can park their cars in the parking areas available outside the campus. Students are urged to drive slowly and cautiously when entering and leaving the parking area.
- iii. Mosque and Prayer Rooms**
Prayer room including ablution is available for men and women separately.
- iv. M- Hall (Multi-Purpose Hall)**
Multipurpose Hall is designated to students for the various activities, seminars, birthday celebrations and for conducting rehearsals for any upcoming events.

v. Lockers

Students are provided with a locker facility with keys to keep their belongings. Students must submit their requests to the Student Services department and based on availability; the facility will be provided. Students leaving the HUC due to cancellation or transfer to another institution, or graduation, are requested to return the key to the Student Services department.

BBA Academic Calendar

i. BBA Full Time Academic Calendar

ACTIVITIES	SPRING 2026	SUMMER 2026
Commencement of Study	05-Jan-2026	18-May-2026
Orientation Day	05-Jan-2026	18-May-2026
Add/Drop Period	05 – 16 Jan 2026	18 – 28 May 2026
Advisory Presentation	19-Jan-2026	29 May 2026
1st Advising Meet with Advisor [In Office]	12-16-Jan-2026	20 – 28 May 2026
2nd advising meet with advisor [in office]	6-10-April-2026	15 – 19 June 2026
Advisory Meet	10-April-2026	19 June 2026
Semester Break	23-March-2026 to 03-April-2026	N/A
Eid Al-Fitr Holidays [Tentative]	20-March-2026 to 22-March-2026	N/A
Eid Al-Adha Holidays [Tentative]	N/A	26-May-2026 to 31-May-2026
Exam Hall Ticket Collection	27-April-2026	30-July-2026
Last Day of The Semester	08-May-2026	07-August-2026
Final Exam Week	04-08-May-2026	06-07-August-2026
Deadline to Submit the Internship/Internship Project	08-May-2026	07-August-2026
Internship Project - Viva	To be announced	To be announced
Result Publication of Final Exam	13-May-2026	12-August-2026
Resit/Mitigation Exam	20-22-May-2026	17-18-August-2026
Result Publication of resit/mitigation exam	27-May-2026	21-August-2026

ii. BBA Part time Time Academic Calendar

ACTIVITIES	SPRING 2026	SUMMER 2026
Commencement of Study	09-Jan-2026	22-May-2026
Orientation Day	09-Jan-2026	22-May-2026
Add/Drop Period	09- 16 Jan 2026	22 – 28 May 2026
Advisory Presentation	19-Jan-2026	29 May 2026
1st Advising Meet with Advisor [In Office]	12-16-Jan-2026	20 – 28 May 2026
2nd advising meet with advisor [in office]	6-10-April-2026	15 – 19 June 2026
Advisory Meet	10-April-2026	19 June 2026
Semester Break	23-March-2026 to 03-April-2026	N/A
Eid Al-Fitr Holidays [Tentative]	20-March-2026 to 22-March-2026	N/A
Eid Al-Adha Holidays [Tentative]	N/A	26-May-2026 to 31-May-2026
Exam Hall Ticket Collection	27-April-2026	30-July-2026
Last Day of The Semester	08-May-2026	07-August-2026
Final Exam Week	04-08-May-2026	06-07-August-2026
Deadline to Submit the Internship/Internship Project	08-May-2026	07-August-2026
Internship Project - Viva	To be announced	To be announced
Result Publication of Final Exam	13-May-2026	12-August-2026
Resit/Mitigation Exam	20-22-May-2026	17-18-August-2026
Result Publication of resit/mitigation exam	27-May-2026	21-August-2026