



HORIZON UNIVERSITY COLLEGE

School of Computing Undergraduate Catalog Academic Year 2025-26

Al Jurf-1
Ajman, U.A.E.
Tel: 06-5441155 Fax: 06-5441166 / 06-5441661

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I. HUC Founder's Message

It gives me great pride and pleasure to welcome you to the Horizon University College (HUC), formerly known as Skyline University College. Horizon University College (HUC) has been officially authorized by the Ministry of Higher Education and Scientific Research (MOHESR), UAE to operate in the field of higher education with the new name and relocation in the Emirate of Ajman. Guided by its vision, HUC is committed to nurturing creativity, fostering innovation, and instilling sustainability in learners, preparing them to excel as global citizens and leaders in their fields. In doing so, the HUC strives to contribute meaningfully to the advancement of society.

This new identity reflects our aspirations to expand opportunities, strengthen our programs, and align ourselves with national and global developments in education. It represents both continuity and progress, building on our strong foundation while striving towards greater achievements.

We are committed to providing students with the resources and opportunities to realize their full potential, while fostering a spirit of responsibility towards their community at large. Over the years, we have strived to blend academic rigor with practical experience, ensuring that our students are not only well-prepared for their chosen careers but also equipped with the skills and values to excel in an ever-changing world.

The programs offered at HUC reflect our dedication to academic excellence, relevance to industry needs, and alignment with national and global aspirations.

To our students, I extend my heartfelt encouragement to make the most of the opportunities available here, embrace challenges, seek knowledge with passion, and uphold the values of integrity, respect, and responsibility. You are the true ambassadors of this University's vision and mission.

I extend my deepest gratitude to our students, faculty, and community for your trust and support. Together, we will continue to uphold the highest standards of teaching, research, and service, ensuring that HUC remains an inspiration of quality education and a catalyst for positive change.

I look forward to witnessing your journey of learning and achievement, and to seeing you contribute to a brighter and more promising future for all.

Kamal Puri
HUC Founder

II. President's Message

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.).**"

This commitment is further reflected in the university's recent academic milestones. Reinforcing our pursuit of global business education standards being a member of **AACSB**. Our **ABET accreditation** continues to validate the quality of our technology and computing programs. We have also entered the **Final Review Stage for the International Quality Review (IQR)** under the **Quality Assurance Agency (QAA)**. We have achieved the QS Star rating with an overall four-star

rating and five-star ratings in four significant areas; namely academic development, teaching, employability and facilities —a testament to our dedication to continuous improvement and international best practices.

As we move forward under the banner of Horizon University College, our vision remains clear: to be an internationally renowned institution that nurtures creativity, innovation, and sustainability of learners as global citizens and leaders in their fields.

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.

Let us step confidently into this new era —together— as we rise, evolve, and shape the future of education in the UAE and beyond by *“Leading with Innovation, Creating Impact, and Learning for Life.”*

Prof. Mohammad In'airat
President

III. Message from the Dean School of Computing

Welcome to the School of Computing (SOC) at Horizon University College, where we thrive in a vibrant and dynamic environment with a vision of becoming a leading, internationally recognized institution. Our goal at the School of Computing is to develop and offer robust academic programs in Computing Sciences and Information Technology that meet national and international standards, aligning with emerging industries and global trends. The School of Computing offers several programs, including:

- The Bachelor of Science in Information Technology (BSIT) is internationally accredited by the Computing Accreditation Commission of ABET.
- The Bachelor of Science in Computer Science with concentrations in Artificial Intelligence (AI) and Software Engineering.

We continually analyze local and global markets to ensure our programs meet the latest industry standards and are aligned with the UAE Vision. Our commitment extends to providing students with the best learning resources, including access to the library, open computer labs, an innovation center, the IEEE (Institute of Electrical and Electronics Engineers) student club, and numerous curricular and extracurricular activities. Additionally, our Student Professional Development Program (PSDP) prepares students for their future careers and helps them secure top jobs in the market.

Horizon University College values its students by offering flexible scheduling, including evening and weekend classes for working students. Our excellent student follow-up system guides students from enrollment through graduation. Even after graduation, we maintain contact with our alumni through a comprehensive alumni network.

Our faculty members are dedicated to their professional development, research, and community service. They use the best teaching and learning pedagogies and maintain close contact with the community, industry, and top universities both locally and internationally.

Thank you for choosing the School of Computing at Horizon University College.

Dr. Ghassan Issa

Dean of the School of Computing

IV. Horizon University College Board of Trustees

- 1. Mr. Kamal Puri**
Founder and Board member, Horizon University College, UAE – Ex-officio
- 2. Mr. Nitin Anand**
Board member, Horizon University College, UAE - Ex-Officio
- 3. Dr. Ghanem Mohammed Al Hajri**
Board member, Chairman-Al Hawajer Group, Sharjah, UAE
- 4. Dr. Mouza Ghubash**
Board member, Director, Al Rewaq Cultural & Charity Association
- 5. Mr. Ibrahim Barakeh**
Board member, Principal, Al Shola Private School, Sharjah
- 6. Dr. Hani H. D-Almour**
Board member, President, Al al-Bayt University, Mafraq, Jordan
- 7. Dr. Blake Faulkner**
Board member, Vice President of Online Education & Innovation, Career College Group,
Toronto, Ontario, Canada
- 8. Mr. Amit Nayak**
Board member, Hotel Asset Managers Association MEA, Dubai, UAE

V. School of Computing External Advisory Council Members

A. School of Computing

1. Mr. Fadi Almoudi

CEO - IQ Fulfillment, IQ Robotics, IQ Express

2. Dr. Ramamurthy Venkatesh

CEO - Nets – International Group

3. Mr. Prashant K. (PK) Gulati

Member of Board Governors - TiE Dubai, Chairman Emeritus

4. H.E. Ghanim Al Falasi

CEO- DTEC/Vice Chairman-Silicon Oasis

5. Mr. Nasser Masri

Vice President - Global Head of Credit Control and Operation Risk

6. Mr. Xavier Anglada

Managing Director -Accenture Digital and Innovation Lead, MENA

7. Mr. Sarmad Zadjalay

CEO - Events 82

8. H.E. Jamal Saeed Ahmed Buzinjal Al Ali

Director of Corporate Communication – Sharjah Chamber

9. Mr. Khalid Kabbara

CEO, Direct -Trading LLC - UK

10. Mr. Rohit Raina

CEO - Al Dobowi Group

11. Mr. Tariq Dweik

IT Governance and Risk Consultant (GRC) and Auditor at MOXTAR

- 12. Mr. Shabbir Merchant**
Group Chairman- Champion Group
- 13. Mr. Majdi Abu AlHaaj**
CEO - Quantum Higher Education
- 14. Mr. Khalifa Ali Malala**
HUC Alumni
- 15. Mr. Ahmed Alzarooni**
Founder and CEO of Linkconnects

VI. University Council Members

- 1. Prof. Mohammad In'airat**
Professor, President and Chair of University Council
- 2. Prof. Deepak Kalra**
Professor, Vice President-Institutional Research & Quality Assurance
- 3. Prof. Ghassan Issa**
Professor, Vice President-Academic Operations and Acting Dean – School of Computing
- 4. Prof. Naseem Abidi**
Professor, Dean – School of Business
- 5. Dr. Osama Thawabeh**
Associate Professor, Registrar
- 6. Mr. Firas Al Tabbaa**
Director – Government and Public Relations
- 7. Prof. Nizar Sahawneh**
Professor, Director of Academic Engagement and Impact
- 8. Dr. Abdul Salam**
Assistant Professor, Head of General Education

VII. 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

VIII. Glossary of Terms

Academic Calendar	Detailed schedule of HUC academic activities during the academic year
Academic Standing	Determined by the quality and quantity of satisfactory academic work completed during the study at HUC
Academic Year	The period from September to July which consists of Fall, Spring and Summer semesters
Adding / Dropping	Addition or dropping courses from the course plan within two weeks of starting the semester [dropping within one week]
Additional Degree	Students with good standing CGPA of 2.0 and above are eligible to enroll for an additional degree in another major by completing a total of 141 credits (120 credits earned from first degree and additional 21 credits for major requirements of second degree)
Admission	Process through which students undergo while being admitted in HUC
Advisor	A faculty member with the closest expertise relevant to the student's field of study, assigned to the group of students
Alumni	Former students who have graduated from HUC
Articulation	Agreement or arrangement with other accredited universities/institutions
Bachelor of Science in Information Technology degree	An award of degree on completion of Graduation requirements for Bachelor of Science in Information Technology program
Bachelor of Science in Computer Science degree	An award of degree on completion of Graduation requirements for Bachelor of Science in Computer Science program
Cancellation	A student who wishes to discontinue the study for the semester
Capstone	A mandatory course offered to Senior status students having a minimum pass grade of 'C', with no Transfer Of Credit allowed and is a requirement for graduation.
Catalog	Comprehensive information about the admission and academic policies, programs offered, academic progression and course descriptions of courses offered in HUC
CGPA	Cumulative Grade Point Average
Credit Hours	Refer to one lecture hour per week for fifteen weeks supplemented by two hours of practical study per week

Curriculum	Set of courses offered for obtaining a degree with major or concentration						
Concentration	A concentration in undergraduate program is recognized when a student completes at least 15 credits or equivalent in the area of specialization of the study with an exception to BSIT where minimum 18 credits needed.						
Core courses	Core courses are mandatory courses which a student is required to study to meet the curriculum requirements of an undergraduate or graduate program						
Elective Courses	Elective Courses are courses which are not mandatory for students. Students can choose the required number of elective course/s out of the predefined list of courses to meet the curriculum requirements of an undergraduate or graduate program						
GPA	Grade Point Average is determined by dividing total grade points earned by total hours attempted for each semester						
Graduation	Recommendation for awarding degree by the Graduation Board on fulfilling the graduation requirements by the students						
Honors	Academic honors are awarded to students scoring as per the following: <table border="1"> <tr> <td>Cum Laude</td><td>An average CGPA of 3.5 to 3.69</td></tr> <tr> <td>Magna Cum Laude</td><td>An average CGPA of 3.7 to 3.89</td></tr> <tr> <td>Summa Cum Laude</td><td>An average CGPA of 3.9 to 4.0</td></tr> </table>	Cum Laude	An average CGPA of 3.5 to 3.69	Magna Cum Laude	An average CGPA of 3.7 to 3.89	Summa Cum Laude	An average CGPA of 3.9 to 4.0
Cum Laude	An average CGPA of 3.5 to 3.69						
Magna Cum Laude	An average CGPA of 3.7 to 3.89						
Summa Cum Laude	An average CGPA of 3.9 to 4.0						
ID Card	A unique identification card issued to student						
Internship	Internship is a practical orientation provided with the students to gain experience of real time work environment						
Internship Project	Internship Project is offered instead of Internship to students who are working						
Joint Degree	A joint degree program is a program that is designed and delivered by HUC in conjunction with one or more partner institutions and issues a single degree certificate to a student who has registered for this program upon successful completion of this program						
Major	The major is the specialized field of study at the undergraduate level which usually requires that a student has to complete at least 30 semester credits (or equivalent) that are specified for the major and distinctive to that subject area.						

Mitigation	Students seeking excuse for absence from examination on medical or emergency grounds as per HUC policy
Postponement	Carrying over the course for the next semester
Pre-Requisite	A Pre-requisite is a course which is required to be completed in order to study an advanced course. A student will not be eligible to take a course with pre-requisites unless the required pre-requisite is completed
Probation	Academic standing of student falling below the qualitative and quantitative academic progression
Protected	A course for which no Transfer Of Credit will be allowed
Re-Registration	Postponed, cancelled, withdrawn students re-joining the program to complete the degree
Resit Examination	Students with shortage of attendance, mitigation, grade improvement and failure students can re-take the examination
SAP	Satisfactory Academic Progression
SGPA	Semester Grade Point Average
Semester	Period of time an institution offers consisting of 15 weeks
Senior Status	successful completion of 90 credits
HUC	Horizon University College
Suspension	Academic standing of student failing to fulfill the qualitative and quantitative academic progression requirement even after the final warning
Tuition Fee	Charges paid for the attempted credits
Final Warning	Warning given to a student who is on probation and still unable to improve academic performance as per qualitative and quantitative requirements.
Full Time	Courses conducted during weekdays from Monday to Friday
Part Time	Courses conducted during weekends on Saturday and Sunday
Withdrawal	Student dropping the course after two weeks of starting the semester

IX. About UAE and Ajman

About UAE

The United Arab Emirates is the constitutional federation of seven emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al-Quwain, Ras Al Khaimah, and Al Fujairah. It is stretched over 1448 Sq.km from the west coast of Persian Gulf and Gulf of Oman, where water and land overlap, to the Arabian Peninsula.

UAE economy was sustained by pearl industry for centuries, the coastline is studded with islands, coral reefs and ridges. Nearly 200 islands fall under the UAE territory on Arabian Gulf including Abu Dhabi Island, capital of United Arab Emirates, Das Island which is rich in Oil, Delma Island which is rich in pearls, Umm Al Nar Island, Saadyat Island, Hamra Island near Ras Al Khaimah, Abu Moosa Island, Greater Tunb Island, Lesser Tunb Island, and other islands which have left their mark on UAE.

UAE is the world's eighth largest oil producer and is the main driver of the economy. In the recent past non-oil based share in the economy is on the rise. Few sectors that are thriving are retail, hospitality, financial, tourism, logistic and supply chain sectors. Being a free-market economy, it has made policy amendments to attract FDI in the Free Zone areas. UAE is one of the most politically stable and secure country in the region. As a result of this stability prosperity, harmony and modernity characterizes UAE. Its development and standard of living of its citizens is due to visionary leaders of UAE especially like Sheikh Zayed who focused on welfare of the country during the pre and post formation years. In the recent years UAE is credited to be pioneer in establishing ministry of happiness to ensure Quality life to their citizens in Asia.

Its place in the GCC is very important as second largest economy and the most tolerant towards different cultures and religions of the world. The United Arab Emirates is a founding member of the Cooperation Council for the Arab States of the Gulf, and a member state of the Arab League. It is also a member of the United Nations, Organization of the Islamic Conference, the OPEC, and the World Trade Organization.

Over the past five decades, the UAE has transformed from a primarily oil-based economy into a diversified economic hub, including major investments in non-oil sectors such as finance, tourism, real estate, logistics, renewable energy, and technology. The UAE has become a leading regional center for trade, attracting foreign direct investment and hosting global events such as Expo 2020 Dubai, which showcased innovation and cross-cultural collaboration. Guided by the UAE Net Zero by 2050 strategic initiative, the country is pioneering projects in renewable energy.

This diversification has positioned the UAE as one of the most competitive economies in the Middle East, with strong resilience against global economic fluctuations, thereby giving immense scope of progress and providing opportunities to the citizens in employment, self-employment, innovation and creativity.

The UAE's vision for the future is rooted in sustainable economic diversification, innovation, and knowledge creation. Through proactive strategies, the nation has evolved into a competitive global economy while establishing itself as a regional hub for higher education. With continued investment in human capital, innovation, and research, the UAE is well positioned to achieve its long-term vision of becoming one of the most advanced and forward-looking nations in the world.

About Ajman

The Emirate of Ajman, is strategically significant due to its cultural heritage, economic diversification, and emerging role in higher education. While traditionally known for its maritime trade, fishing, and shipbuilding, Ajman has transformed into a modern economy supported by industry, real estate, tourism, and services. Its cultural identity remains rooted in Emirati traditions, hospitality, and Islamic values, complemented by a growing cosmopolitan influence. The emirate has also made strides in higher education by hosting universities and academic institutions that contribute to workforce development and align with the UAE's vision of a knowledge-based economy.

Ajman hosts more than **2,000 companies in Ajman Free Zone (AFZ)**, which has become a major driver of industrial and trade growth.□ Ajman's real estate sector has expanded significantly, attracting local and international investors due to competitive pricing compared to other emirates. Infrastructure projects support urban growth, housing, and commercial development. The emirate is gaining recognition for its beaches, resorts, and cultural tourism. Heritage tourism and eco-tourism are also emerging as niche sectors. The **Ajman Port and Free Zone** contribute to logistics, re-exports, and global trade connectivity.

Investment-friendly regulations and proximity to Dubai and Sharjah make Ajman attractive for entrepreneurs. Its cultural heritage continues to shape its identity, while economic diversification through free zones, real estate, tourism, and industry drives growth.

Ajman's affordable living costs and proximity to Dubai and Sharjah position it as an attractive destination for students from the Middle East, Africa, and South Asia.

By leveraging its strategic location, affordability, and supportive regulatory environment, Ajman can strengthen its position as a regional hub for higher education and contribute to the UAE's broader vision of a knowledge-based economy.

X. About HUC

A. Overview

Horizon University College (HUC), formerly known as Skyline University College, Sharjah has relocated its campus to the dynamic emirate of Ajman, representing a distinguished 35-years legacy in producing globally competent graduates in the UAE. As a forward-looking higher education institution, HUC is committed to shaping the next generation of leaders, innovators, and problem-solvers in the field of business and technology. Internationally benchmarked and accredited programs of HUC in Business and Computing combine global best practices with local relevance, equip students with the knowledge, skills, values and mindset needed to excel in today's rapidly evolving global economy.

HUC has a School of Business offering undergraduate degrees in Business Administration and a School of Computing offering undergraduate degrees in Information Technology and Computer Science, which are fully-approved and accredited by the Ministry of Higher Education and Scientific Research (MOHESR), UAE. Programs offered by HUC, blends contemporary theories with real-world applications, ensuring that graduates are not only career-ready but also future-ready.

To foster creativity, innovation and entrepreneurship, HUC campus is fully prepared with; **State-of-the-art facilities** for learning, research and practice. **Experienced faculty members** with global expertise and local insights.

- **Industry-aligned programs** developed in consultation with business and technology leaders.
- **Strong Industry Partnerships** to provide internships, projects, and career opportunities.

The School of Business, offers a Bachelor of Business Administration (BBA) in Accounting and a BBA with concentrations in International Business, Marketing and Retail Management,

Tourism and Hospitality Management, Public Administration, Human Resource Management, Innovation and Entrepreneurship.

The School of Computing, offers a Bachelor of Science in Information Technology (BSIT) program with Enterprise Computing concentration and a Bachelor of Science in Computer Science program with concentrations in Artificial Intelligence and Software Engineering.

HUC provides extensive learning opportunities supported by a modern, fully equipped library that offers access to a wide range of prestigious databases, including ProQuest, E-Book Central, EBSCO, IGI Global, IEEE Computer Science Digital Library, SCOPUS, as well as online learning resources such as IGI and Springer Nature. In addition to academic resources, HUC enriches the student experience through diverse activities that enable learners to apply their knowledge, skills, and competencies in real-world contexts by organizing and participating in co-curricular and extra-curricular events.

HUC offers a comprehensive Student Care Package, a structured advising system and an effective feedback mechanism, all designed to help students consistently enhance their performance. From the outset, HUC ensures that all students entering are well-oriented to both the University's academic environment and the cultural context of the UAE. The advising system provides individualized academic and professional guidance, helping students navigate their educational journey with confidence. Additionally, HUC's continuous student feedback mechanism enables the institution to understand evolving needs and deliver enhanced support throughout the students' campus life.

The University reinforces students' communication competencies through structured participation in Toastmasters Club activities, which systematically develop public speaking, leadership, and interpersonal skills, thereby supporting students' overall professional growth and career readiness.

HUC preserves its legacy of academic excellence and attracts diverse students to inspire them to contribute, innovate and lead the social and economic development of the country, region and beyond.

B. HUC Vision, Mission and Purpose

i. 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.

ii. 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.

iii. 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.

C. 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

i. School of Computing Vision, Mission, Goal and Objectives

i. Vision

To be internationally recognized school that nurtures academic excellence, innovation, research and emerging ICT skills.

ii. Mission

To serve industry and society by offering futuristic academic programs in the fields of Computing Sciences and Information Technology that are carefully planned, executed, and continuously improved for stimulating excellence, creativity, innovation and leadership in related areas of research and education for faculty as well as students, and to prepare graduates who will be successful professionals, be engaged in lifelong learning, and who will be committed to serve their community.

iii. Goal and Objectives

Goal

To continue to serve with dedication in the fields of Computing Sciences and Information Technology education to meet the changing needs of society and to develop responsible professionals, who are engaged in lifelong learning and community service.

Objectives

1. To develop and offer academic programs in Information Technology and Computing Sciences that adhere to national and international standards in line with emerging industries and global trends.
2. To use continuous improvement procedures in academic programs, research, learning resources and learning environment, and community service.
3. To develop graduates who are professionally ready to compete in local and global job markets, and who are capable of continuing their education and research activities.
4. Encourage students to use their effective communication skills, innovative thinking, and technical background to conduct themselves in a professional and ethical manner to provide services that support the community and the region.
5. To strengthen stakeholder's involvement and extend the collaboration with top worldwide educational and research institutions as well as industry leaders and government agencies to arrive at an eco-system that fosters innovation and research, academic excellence, and industrial expertise for both students and faculty.

D. Licensure

In accordance with the Ministerial Decree No. (171) of the Year 2025, issued by the Ministry of Higher Education and Scientific Research, which grants Horizon University College (HUC) licensure to operate in the higher education sector, the Commission hereby certifies that the accreditation of the undergraduate programs formerly active and offered by Skyline University College has been transferred to HUC, effective 3rd August 2025. This accreditation is valid until 31st July 2027, subject to ongoing compliance with MOHESR regulations and the Accreditation Standards.

The HUC programs accredited by the Ministry of Higher Education and Scientific Research are as follows:

School of Business

- i. Bachelor of Business Administration
- ii. Bachelor of Business Administration in Accounting

School of Computing

- i. Bachelor of Science in Information Technology
- ii. Bachelor of Science in Computer Science

iii. Program Accreditation by Ministry of Higher Education and Scientific Research, UAE

The accreditation information for School of Computing undergraduate programs is given below:

Program	Date of Initial Accreditation	Date of recent re-accreditation	Valid until
School of Computing - Undergraduate Program			
Bachelor of Science in Information Technology	October 16, 2017	December 22, 2024	October 16, 2027
Bachelor of Science in Computer Science	March 10, 2023	-	June 15, 2028

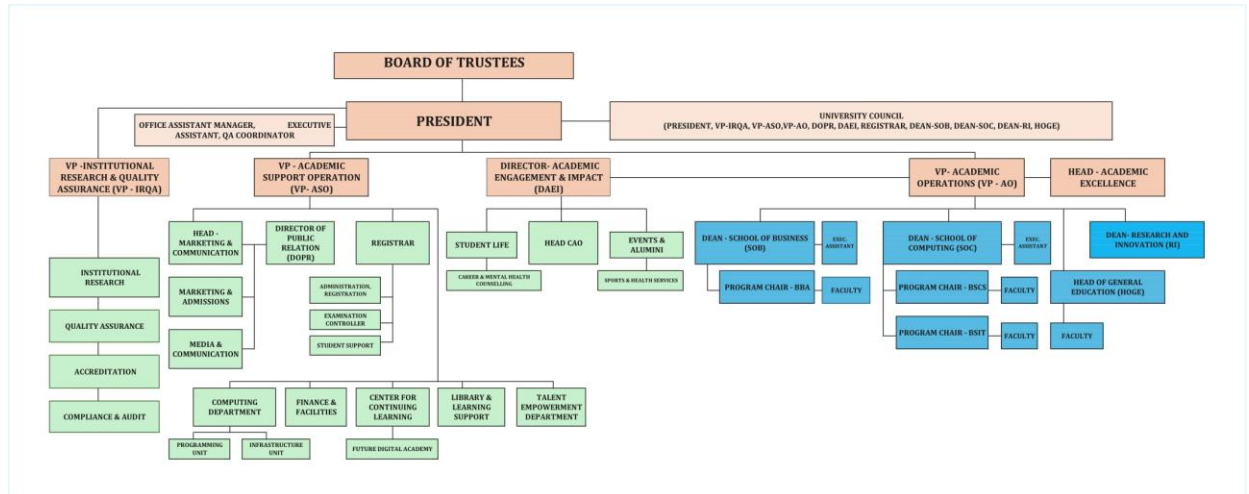
iv. International Accreditation

The Bachelor of Science in Information Technology (BSIT) program offered by the School of Computing is accredited by the Computing Accreditation Commission of ABET.

v. **International Rating**

The globally renowned QS star rating agency has rated Horizon University College as a four-star institution. HUC has achieved a five-star rating in the categories of Academic Development, Teaching, Employability and facilities.

vi. **Organization Structure**



vii. Why Horizon?

i. Institutional

- a. Approved and Accredited by MOHESR, UAE
- b. Multicultural learning environment
- c. Overall 4 Star QS Rating of the institution

ii. Academic Excellence

- a. Faculty and Staff from professional fields with diverse nationality and educational backgrounds
- b. First University in the UAE to achieve memberships of IATA, Confederation of Tourism and Hospitality (CTH), IFA-UK
- c. 5 Star QS rating on Teaching and Academic Development

iii. 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
- d. User-friendly online portal combining journals and e-databases

iv. School Of Computing

- a. Programs in Artificial intelligence and Software Engineering
- b. Professional certifications with Coursera Career path, Microsoft, ORACLE, EC Council , CISCO and SAP.
- c. BSIT accredited by ABET
- d. Home to the first HP Creators' Garage in the Northern Emirates

v. Student Development & Employment

- a. 5-star QS rating in Employability
- b. Clubs & chapters: Toastmasters, IEEE
- c. Student Care bridging & support in Math/English
- d. Corporate Affairs support for internships, networking & placements

vi. Financial Aid

- a. Youth Empowerment, Girls and Young Women empowerment and Sports
Scholarships offered to students based on outstanding achievement in academics and extra-curricular activities
- b. MOU based scholarships to employees of government and non-government organizations

XI. Programs Offered by School of Computing

The programs offered by the School of Computing are given below. Generally, these programs are offered on campus but in case of emergencies like COVID situations or any other conditions where the Ministry of Higher Education and Scientific Research / Ministry of Health, Risk and disaster Management directs the University is equipped to teach online or blended mode of lectures.

The School of Computing offers following undergraduate and graduate programs:

- i. Bachelor of Science in Information Technology
- ii. Bachelor of Science in Computer Science

XII. School of Computing

A. School of Computing General Education Details

i. Introduction

The general education program at the undergraduate level is designed to develop a well-rounded personality. The courses aim at improving communication and interpersonal skills along with instilling in students lifelong learning attitude. An all-inclusive knowledge base that is provided to the students encompassing science, computing, humanities, and culture inculcates a sensitive and scientific temper in the young professionals.

ii. General Education Goals

- a. To improve communication skills in English and Arabic language.
- b. To develop mathematical, analytical skills, identify qualitative and quantitative relationships and utilize logical thinking.
- c. To develop an understanding of cultural diversity, social responsibility and ethical values.
- d. To develop a sound knowledge of Islam culture, UAE culture and history.
- e. To develop a scientific temper among students by introducing them to the basic concepts of natural sciences.
- f. To enable students to use Information Systems tools to analyze, describe and present data effectively using emerging technologies
- g. To develop well-rounded personalities in students enabling them to pursue excellence in career and as members of society.

iii. General Education – Learning Outcomes (LO)

Student will be able to

- a. Communicate effectively in Arabic and English
- b. Demonstrate skills in problem solving through the application of mathematical and statistical tools
- c. Identify and critically evaluate ideas, structure clear and persuasive arguments based on an analysis and presentation of evidence.
- d. Explain culture, ethical values with a view to understanding of the global community

- e. Explain Islamic culture, UAE culture and history
- f. Demonstrate an understanding of basic scientific principles for practical application and decision-making.
- g. Demonstrate skills of information technology in effective data processing and analyzing
- h. Demonstrate understanding and apply life skills for self-improvement and enhancing relationships with others

B. BSIT Program details

i. BSIT Program Overview

Horizon University College undergraduate program leading to the award of Bachelor of Science in Information Technology degree is equipped to meet the needs of dynamic information technology environments. The program focuses on providing graduates with competencies and skills required to design, build, test and apply information technology solutions for organizations.

ii. BSIT Program Rationale

Around the globe, organizations are increasingly becoming more connected, both internally and with other stakeholders like suppliers, customers and government authorities. Information Technology is playing a critical part for achieving excellence; develop product and service mix, enhancing decision making, and achieving sustainable competitive advantage in the organization at the global level.

At the national level, the UAE's Vision 2030 aims to develop a knowledge-based and highly productive economy through innovation, scientific research, and technology, and digital transformation. The UAE is investing heavily in adopting and implementing Information and Communication Technology (ICT) in both its government and private sectors. Government-led initiatives such as Smart Government, open data policies, and digital governance are key drivers of growth in the ICT sector. The expansion in scale and sophistication of the UAE's ICT ecosystem has drawn many international IT organizations to establish regional offices, development centers, and R&D hubs in the UAE. Moreover, initiatives such as the Digital Economy Strategy, the AI Strategy 2031, and incentives for foreign direct investment are reinforcing the UAE's attractiveness to global tech firms.

This requires trained manpower to meet the requirements of business organizations for implementing IT initiatives at the global and national level

iii. BSIT Program Goals

- a. To improve skills in professional communication, problem-solving, and numerical capabilities for decision-making.
- b. To develop an understanding of the theory and complexities of information technology towards application and benefit of the organization and society at large.
- c. To develop an understanding of the legal, ethical and security issues associated with information technology in the workplace and in society.
- d. To develop higher-order thinking and competitive skills and competencies of students through meaningful industry interaction, thereby improving their employability.
- e. To provide a conducive value-based learning environment to the students during their study and inculcate a habit of lifelong independent learning for continuous growth and development.

iv. BSIT Program Educational Objectives

The BSIT Program will enable its graduates after a few years of graduation to:

- PEO1.** Work collaboratively and communicate effectively to integrate new technologies in the workplace and community and ensure a superior and productive experience for the user and all the organization's functions. (Teamwork and Communication)
- PEO2.** Apply understandings of system integration, development, and operation, and also deploy, manage IT services and platforms that meet the business goals and objectives of the organization. (Professional Career)
- PEO3.** Use expertise in implementing a wide range of innovative and sustainable IT solutions to support the community. (Community support)
- PEO4.** Recognize social responsibilities and perform duties professionally and ethically. (Social Responsibility and Ethics)
- PEO5.** Engage in professional and personal development through life-long learning and continuing education. (Life-Long Learning)

v. BSIT Program Learning Outcomes

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

PLO1: Apply foundational knowledge and skills in computing to recall key concepts, explain their applications, and solve basic problems.

PLO2: Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.

PLO3: Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

PLO4: Communicate effectively in a variety of professional contexts.

PLO5: Recognize professional responsibilities and make informed and equitable judgments in computing practice based on legal and ethical principles.

PLO6: Function effectively as a member as well as a leader of a team engaged in activities appropriate to the program's discipline.

PLO7: Use systemic approaches to select, develop, apply, integrate, and administer secure computing technologies to accomplish user goals. [IT]

PLO8: Conduct comprehensive research and utilize innovative practices to design and implement sustainable computing solutions.

PLO9: Develop and apply entrepreneurial strategies to create, manage, and sustain enterprise computing solutions.

C. BSCS Program details

i. BSCS Program Overview

Pursuing the School of Computing (SOC) mission, two new concentrations in the areas of Artificial Intelligence and Software Engineering are introduced. The need for introducing the new program is felt because of the enquiries regarding Artificial Intelligence and Software Engineering from the prospective students and demand for the new areas of study by the Alumni, faculty members and the prospective employers. The demand for graduates from Software Engineering and Artificial Intelligence is immensely growing in the UAE and regional markets.

The program has been carefully designed in line with international standards and it satisfies all of the 18 competencies specified in the ACM/IEEE.

This introduction of Computer Science program will facilitate the students in acquiring knowledge, skill and responsibilities in Artificial Intelligence and Software Engineering which opens up new avenues for jobs and start-ups in the field of Computer Science. On completion of the program with the proposed concentration the student would be equipped to contribute to his personal and National growth. HUC has adequate resource capacity to offer the new concentrations for the benefit of the learning society.

ii. BSCS Program - Rationale

The Computer Science (CS) discipline started in the early 1960s with roots lie primarily in the related fields of mathematics, electrical engineering, physics, and management information systems. The discipline of computer science includes the study of algorithms and data structures, systems design, network design, information processes, and artificial intelligence. It builds on theoretical and algorithmic foundations, hardware and software, and their uses for processing information.

Computer Science (CS) is sometimes considered as a fundamental discipline due its theoretical foundations and due to its strong reliance on abstract mathematics.

As stated in the ACM/IEEE 2013, a “CS degree alone typically does not provide expertise regarding a specific context applicable to computing. Instead, CS programs emphasize abstract computational capabilities. Abstraction, complexity, and evolutionary change as recurring themes in computer science, while sharing common resource, security, and concurrency as general principles. These principles are strongly linked to proficiency in programming and software development which are especially important in most CS programs.”

In order, to give the Computer Science program at Horizon University College a more practical approach and to provide students with better expertise in areas or specializations that are required by today’s market needs, the proposed CS program has been designed to allow students to choose among different concentrations. Currently two concentrations in Artificial Intelligence and Software Engineering are offered, with additional concentrations that can be added in the near future.

iii. BSCS Program Goals

- a. To improve skills in professional communication, problem solving, and numerical capabilities for decision making.
- b. To develop an understanding of the theory and complexities of computer science and apply software development fundamentals for the benefit of the organization and society at large.
- c. To develop an understanding of the legal, ethical and security issues associated with computing-based technologies in the workplace and in society.
- d. To develop higher order thinking and competitive skills and competencies of students through meaningful industry interaction, thereby improving their employability.
- e. To provide a conducive value-based learning environment to the students during their study and inculcate a habit of lifelong independent learning for continuous growth and development.

iv. BSCS Program Educational Objectives

The BSCS Program will enable its graduates to:

- PEO1.** Work collaboratively and communicate effectively to ensure a superior and productive experience for the user and all the organization's functions. (Team work and Communication)
- PEO2.** Apply knowledge and Skills to have a successful professional career. (Professional Career)
- PEO3.** Use expertise in implementing a wide range of innovative and sustainable Computing solutions to support the community. (Community support)
- PEO4.** Recognize social responsibilities and perform duties professionally and ethically. (Social Responsibility and Ethics)
- PEO5.** Engage in professional and personal development through life-long learning and continuing education. (Life-Long Learning)

v. BSCS Program Learning Outcomes

PLO1: Demonstrate an understanding of various concepts of Computer Science and its applications

PLO2: Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.

PLO3: Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

PLO4: Communicate effectively in a variety of professional contexts.

PLO5: Recognize professional responsibilities and make informed and equitable judgments in computing practice based on legal and ethical principles.

PLO6: Function effectively as a member as well as a leader of a team engaged in activities appropriate to the program's discipline.

PLO7: Apply computer science theory and software development fundamentals to produce computing-based solutions. [CS]

PLO8: AI: Use specialized technical knowledge and professional practices from various sources in the field of Artificial Intelligence, to develop innovative and sustainable intelligent solutions [*Artificial Intelligence Concentration*]

PLO8: SW: Use specialized technical knowledge and professional practices from different sources in the field of Software Engineering, to develop innovative and sustainable computing-based solutions. [*Software Engineering Concentration*]

D. Bachelor of Science in Information Technology Program Structure

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
CIS1003	Introduction to Information Technology	3	None
ENG1001	English	3	None
GEN1001	Core Life Skills and Happiness	3	None
MAT1004	Mathematics - I	3	None
GEN1002	UAE Society	3	None
ENG1102	Business Communication	3	ENG1001
HUM1001	Critical Thinking & Problem Solving	3	None
MAT1105	Mathematics - II	3	MAT1004
GEN2008	Innovation, Entrepreneurship & Sustainability	3	HUM1001
GEN2004	General Science	3	None
GEN2005 / GEN2006	Basic Arabic / Advanced Arabic	3	None
GEN2007	Islamic Culture	3	None
Total		36	

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite
SIT1001	Digital Logic	3	None
SIT1102	Introduction to Programming	3	CIS1003
SIT2103	Database Management Systems	3	SIT1102
SIT2104	Advanced Programming	3	SIT1102
SIT2105	Computer Organization and Architecture	3	SIT1001
BIT2126	Data Structures and Algorithm Analysis	3	SIT2104
SIT2107	Web Design and Development	3	SIT1102
SIT2108	Computer Networks	3	CIS1003
SIT3109	Operating Systems	3	SIT2105
SIT3110	Mobile Application Development	3	SIT2107
BIT3131	E-Commerce	3	SIT2107
SIT3112	Cybersecurity Essentials	3	SIT2108
SIT4114	Ethics in Computing and Information Technology	3	SIT3112
AIT3101	Artificial Intelligence	3	BIT2126
AIT3102	Machine Learning	3	AIT3101
SWE3101	Software Engineering	3	SIT2103
SWE3102	Information Technology Project Management	3	SWE3101
BIT4290	Internship (C, S, P)	6	SWE3102 Completion of 90 Credits
BIT4291	Graduation Project (C, S,P)	3	SWE3102 Completion of 90 Credits
Total		60	

Elective Courses (Any One)

Course Code	Course Title	Credit Hours	Prerequisite
SIT4111	Human Computer Interaction	3	SIT3110
BIT4122	Knowledge Management Technology	3	SIT2103
BIT4123	Internet of Things (IoT)	3	SIT2108
BIT4124	Distributed Database Systems	3	SIT2103
BIT4125	Strategic Information System Management	3	SWE3102
Total		3	
Total Credit Hours Required in Core Courses		63	

Enterprise Computing Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
ECT3101	Enterprise Systems	3	SWE3101
ECT3102	Business Process Modeling	3	SWE3101
ECT3103	E-Supply Chain Management	3	BIT3131
ECT4104	Enterprise Governance using Information Technology	3	ECT3101
ECT4105	Blockchain	3	SIT3112
ECT4106	Enterprise Systems Audit & Control	3	SWE3101
Total		18	

Elective - Choose Any One

Course Code	Course Title	Credit Hours	Prerequisite
ECT4121	Cloud Computing	3	SIT2108
ETC4122	Cryptocurrency	3	SIT3112
SIT4112	Big Data Analytics	3	AIT3101
Total		3	
Total Credit Hours Required in Concentration Courses		21	

S – Senior Level, C – Capstone, P – Protected

E. Bachelor of Science in Computer Science Program Structure

General Education Courses	38 Credit Hours
Core Courses	75 Credit Hours
Concentration Courses	15 Credit Hours
Total	128 Credit Hours

General Education Courses

Course Code	Course Title	Credit Hours	Prerequisite
CIS1003	Introduction to Information Technology	3	None
ENG1001	English	3	None
ENG1102	Business Communication	3	ENG1001
GEN1002	UAE Society	3	None
GEN2005/ GEN2006	Basic Arabic/ Advanced Arabic	3	None
GEN2007	Islamic Culture	3	None
GEN2008	Innovation, Entrepreneurship and Sustainability	3	None
MAT1006	Calculus	3	None
MAT1107	Linear Algebra	3	MAT1006
MAT2108	Introduction to Probability and Statistics	3	MAT1006
PHY1001	Physics I	4	None
PHY2101	Physics II	4	PHY1001
Total		38	

Core Courses

Course Code	Course Title	Credit Hours	Prerequisite
SIT1001	Digital Logic	3	None
SIT1102	Introduction to Programming	3	CIS1003
SIT2103	Database Management Systems	3	SIT1102
SIT2104	Advanced Programming	3	SIT1102
SIT2105	Computer Organization and Architecture	3	SIT1001
SIT2107	Web Design and Development	3	SIT1102
SIT2108	Computer Networks	3	CIS1003
SIT3109	Operating Systems	3	SIT2105
SIT3110	Mobile Application Development	3	SIT2107
SIT3112	Cybersecurity Essentials	3	SIT2108
SIT4111	Human Computer Interaction	3	SIT3110
SIT4112	Big Data Analytics	3	AIT3101
SIT4114	Ethics in Computing and Information Technology	3	SIT3112
SWE3101	Software Engineering	3	SIT2104
AIT3101	Artificial Intelligence	3	BCS2202
BCS2101	Discrete Structures	3	SIT1102
BCS2202	Data Structures	3	BCS2101
BCS2203	Numerical Computation	3	MAT1107
BCS3104	Design and Analysis of Algorithms	3	BCS2202
BCS3105	Theory of Computation and Automata	3	BCS2101
BCS4106	Parallel and Distributed Computing	3	SIT3109
BCS4207	Computer Graphics and Visualization	3	MAT1107
BCS4290	Internship (C,S,P)	6	SWE3101 and Completion of 90 Credits
BCS4291	Graduation Project (C,S,P)	3	SWE3101 and Completion of 90 Credits
Total Credit Hours Required in Core Courses		75	

Artificial Intelligence Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
AIT3102	Machine Learning	3	AIT3101
AIT3203	Data Warehousing and Data Mining	3	AIT3101, SIT2103
AIT4104	Deep Learning	3	AIT3102
AIT4105	Natural Language Processing	3	AIT3101
AIT4106	Virtual and Augmented Reality	3	AIT3101
Total		15	
Total Credit Hours Required in Concentration Courses		15	

Software Engineering Concentration Courses

Course Code	Course Title	Credit Hours	Prerequisite
SWE3102	Information Technology Project Management	3	SWE3101
SWE3103	Software Development Methodologies	3	SWE3101
SWE4104	Requirements Engineering and Specification	3	SWE3101
SWE4105	Software Testing	3	SWE3101
SWE4106	Software Quality Assurance and Process Improvement	3	SWE3103
Total		15	
Total Credit Hours Required in Concentration Courses		15	

S – Senior Level, C – Capstone, P – Protected

F. Mapping of Program Learning Outcomes with QF Emirates Level Descriptors

i. BSIT Program-PLO Mapping with QF Emirates Level 6 Descriptors

Program Learning Outcomes (PLOs)	QF Emirates Strands (Level 6)									
	Knowledge				Skills			Responsibility		
	K1	K2	K3	K4	S1	S2	S3	R1	R2	R3
PLO1	P				P					
PLO2			P	P	P					
PLO3						P		P		
PLO4							P			P
PLO5										P
PLO6									F	
PLO7						P		P		
PLO8		P		P		P				
PLO9								P	P	

ii. BSCS Program-PLO Mapping with QF Emirates Level 6 Descriptors

Program Learning Outcomes (PLOs)	QF Emirates Strands (Level 6)									
	Knowledge				Skills			Responsibility		
	K1	K2	K3	K4	S1	S2	S3	R1	R2	R3
PLO1	P				P					
PLO2			P	P	P					
PLO3						P		P		
PLO4							P			P
PLO5										P
PLO6									F	
PLO7						P		P		
PLO8-SW				P		P		P		
PLO8-AI				P		P		P		

F-Full mapping, P-Partial Mapping

The QF Emirates Level 6 strands defined for BSIT and BSCS Program are given below:

Knowledge	K1. Builds specialized factual and theoretical knowledge with substantive depth in core computing principles.
	K2. Engages critically with multiple sources to construct systematic bodies of knowledge.
	K3. Demonstrates understanding of research methods, inquiry systems, and evaluative techniques to address complex problems.
	K4. Integrates emerging research and interdisciplinary concepts into disciplinary understanding.
Skills	S1. Applies advanced analytical, cognitive, and technical skills to solve specialized and unfamiliar problems using evidence-based reasoning.
	S2. Selects and implements appropriate investigative and research techniques to generate justified solutions.
	S3. Uses advanced communication and ICT skills to present, critique, and defend complex professional or academic outputs.
Responsibility	R1. Takes responsibility for managing and making decisions in complex and unpredictable professional contexts with leadership and accountability.
	R2. Leads individuals and groups, supports achievement of outcomes, and contributes to professional development and mentoring.
	R3. Demonstrates ethical conduct, responsible citizenship, collaboration, and commitment to lifelong learning and professional growth.

G. Study Plan for BSIT Program

BSIT with Enterprise Computing Concentration	
Semester I	Semester II
CIS1003 - Introduction to Information Technology	ENG1102 - Business Communication
ENG1001 - English	MAT1105 - Mathematics-II
GEN 1002 - UAE Society	SIT1001 - Digital Logic
MAT1004- Mathematics-I	SIT1102 - Introduction to Programming
GEN1001 - Core life skills and happiness	HUM1001 - Critical Thinking & Problem Solving
Semester III	Semester IV
GEN 2004 - General Science	BIT2126 - Data Structures and Algorithm Analysis
GEN2004 - Basic Arabic/ GEN 2005 - Advanced Arabic	GEN 2008 - Innovation, Entrepreneurship & Sustainability
GEN2007 - Islamic Culture	SIT2105 - Computer Organization and Architecture
SIT2103 - Database Management Systems	SIT2107 - Web Design and Development
SIT2104 - Advanced Programming	SIT2108 - Computer Networks
Semester V	Semester VI
AIT3101 - Artificial Intelligence	AIT3102 - Machine Learning
BIT3131- E-Commerce	ECT3101 - Enterprise Systems
SIT3109 - Operating Systems	ECT3102 - Business Process Modeling
SIT3110 - Mobile Application Development	ECT4106 - Enterprise Systems Audit & Control
SIT3112 - Cybersecurity Essentials	SIT4114 - Ethics in Computing and Information Technology
SWE3101 - Software Engineering	SWE3102 - Information Technology Project Management
Semester VII	Semester VIII
BIT4291 - Graduation Project (C,S,P)	BIT4290 - Internship(C,S,P)
ECT3103 - E-Supply Chain Management	
ECT4105 - Blockchain	
ECT4104 - Enterprise Governance using Information Technology	
SIT4111 - Human Computer Interaction (E)	
SIT4112 - Big Data Analytics (E)	
BIT4122 - Knowledge Management Technology (E)	
BIT4123 - Internet of Things(E)	
BIT4124 - Distributed Database Systems (E)	
BIT4125 - Strategic Information System Management (E)	
ECT4121 - Cloud Computing(E)	
ECT4122 - Cryptocurrency (E)	

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

H. Study Plan for BSCS Program

BSCS with Artificial Intelligence Concentration	
Semester I	Semester II
ENG1001 - English	MAT1107 - Linear Algebra
GEN1002 - UAE Society	PHY2101 - Physics II
MAT1006 - Calculus	SIT1001 - Digital Logic
PHY1001 - Physics I	SIT1102 - Introduction to Programming
CIS1003 - Introduction to Information Technology	ENG1102 - Business Communication
Semester III	Semester IV
BCS2101 - Discrete Structures	BCS2202 - Data Structures
GEN2005 - Basic Arabic/ Gen2006 - Advanced Arabic	BCS2203 - Numerical Computation
GEN2007 - Islamic Culture	GEN2008 - Innovation, Entrepreneurship and Sustainability
MAT2108 - Introduction to Probability and Statistics	SIT2105 - Computer Organization and Architecture
SIT2103 - Database Management Systems	SIT2107 - Web Design and Development
SIT2104 - Advanced Programming	SIT2108 - Computer Networks
Semester V	Semester VI
AIT3101 - Artificial Intelligence	AIT3102 - Machine Learning
BCS3104 - Design and Analysis of Algorithms	AIT3203 - Data Warehousing and Data Mining
SIT3109 - Operating Systems	BCS3105 - Theory of Computation and Automata
SIT3110 - Mobile Application Development	BCS4106 - Parallel and Distributed Computing
SIT3112 - Cybersecurity Essentials	SIT4111 - Human Computer Interaction
SWE3101 - Software Engineering	SIT4112 - Big Data Analytics
Semester VII	Semester VII
BCS4291 - Graduation Project (C,S,P)	BIT4290 - Internship (C,S,P)
BCS4207 - Computer Graphics and Visualization	
SIT4114 - Ethics in Computing and Information Technology	
AIT4104 - Deep Learning	
AIT4105 - Natural Language Processing	
AIT4106 - Virtual and Augmented Reality	

S – Senior Level, C – Capstone, P – Protected

BSCS with Software Engineering Concentration	
Semester I	Semester II
ENG1001 - English	MAT1107 - Linear Algebra
GEN1002 - UAE Society	PHY2101 - Physics II
MAT1006 - Calculus	SIT1001 - Digital Logic
PHY1001 - Physics I	SIT1102 - Introduction to Programming
CIS1003 - Introduction to Information Technology	ENG1102 - Business Communication
Semester III	Semester IV
BCS2101 - Discrete Structures	BCS2202 - Data Structures
GEN2005 - Basic Arabic/ Gen2006 - Advanced Arabic	BCS2203 - Numerical Computation
GEN2007 - Islamic Culture	GEN2008 - Innovation, Entrepreneurship and Sustainability
MAT2108 - Introduction to Probability and Statistics	SIT2105 - Computer Organization and Architecture
SIT2103 - Database Management Systems	SIT2107 - Web Design and Development
SIT2104 - Advanced Programming	SIT2108 - Computer Networks
Semester V	Semester VI
AIT3101 - Artificial Intelligence	BCS3105 - Theory of Computation and Automata
BCS3104 - Design and Analysis of Algorithms	BCS4106 - Parallel and Distributed Computing
SIT3109 - Operating Systems	SIT4111 - Human Computer Interaction
SIT3110 - Mobile Application Development	SIT4112 - Big Data Analytics
SIT3112 - Cybersecurity Essentials	SWE3103 - Software Development Methodology
SWE3101 - Software Engineering	SWE4105 - Software Testing
Semester VII	Semester VIII
BCS4291 - Graduation Project (C, S, P)	BIT4290 - Internship (C,S,P)
BCS4207 - Computer Graphics and Visualization	
SIT4114 - Ethics in Computing and Information Technology	
SWE4104 - Requirements Engineering and Specification	
SWE3102 - Information Technology Project Management	
SWE4106 - Software Quality Assurance and Process Improvement	

S – Senior Level, C – Capstone, P – Protected

I. Academic Calendar

i. BSIT/ BSCS 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	TBA	TBA
Result Publication of Final Exam	13-May-2026	12-August-2026
Resit/Mitigation Exam	20-22-May-2026	17-18-August-2026

ii. BSIT/ BSCS Part 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

XIII. Facilities

A. 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, and bulletin boards.

B. Learning Resources and Facilities

i. 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.

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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.

C. Sports and Recreational Facilities

i. 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.

ii. 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.

D. 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.

E. 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.

F. 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.

G. 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.

XIV. Academic Support Services

A. Student Admission Counseling Services

On an inquiry about admission to HUC, the Marketing & Admission Department counsels the students regarding Undergraduate Programs, academic progress, career opportunities, and the importance of accredited degrees in the job markets. HUC also conducts aptitude tests to enable students to identify their strengths and help them decide which program to enroll in. In addition, the marketing personnel provide career counseling to help the prospective student choose the appropriate program suitable for the prospective student's career growth. They also explain the opportunities for furthering higher studies in local & international universities articulated with HUC.

The Marketing Department extends counseling services to the students in three stages:

- i. **Pre Admission Services**
- ii. **During Admission Services**
- iii. **Post Registration Services**

i. Pre – Admission Services

The following pre-admission services are provided by the Marketing Department while helping the prospective student to make the right choice of program concentrations or focus to match their career opportunities, the Marketing Officers:

- a. Interact with prospective students and understand their areas of interest, strengths, and weaknesses.
- b. Explains the standing of the HUC and the importance of its accreditation by MOHESR and its acceptability in the job market and for pursuing higher studies locally and internationally.
- c. Explain about HUC's international accreditations, ratings and affiliations
- d. Explain the details of undergraduate programs, brief students on the class timing offered full-time (weekday) and part-time (weekend) schedule, and the potential career opportunities in UAE and international market.
- e. Inform students about part-time placement/internship opportunities.
- f. Inform students regarding the visa regulations
- g. Inform Students about Toastmasters Club / IEEE
- h. Guide the prospective students to choose a suitable area of concentration to be pursued through the Personality Assessment
- i. Explain the admission requirements, Equivalency and any other NOC requirements to be submitted at the time of Admission

- j. To explain the fee structure along with PDC for payment of Fees
- k. Explains the admission related policies including class size, change of program and financial policies including fee payment and refund policy
- l. Explains the facilities available in HUC
- m. Verifies the documents to check the eligibility
- n. Verifies the eligibility for transfer of credits, if applicable
- o. Complete the Application Process
- p. To follow up with the student to complete his/her Admission Process if an Offer Letter is issued

ii. During Admission Services

- a. Helps in filling up of Admission Forms
- b. Re-orient about the placement test requirement as per the admission policy / provide sample papers
- c. Inform the date and time of the test if applicable
- d. Help students complete the process of fee payment
- e. Inform about the placement test results and organize retest, if applicable
- f. In case the candidate fails English and/or Math or science, the counselor advises the candidate to enroll in Preparatory Courses based on score attained
- g. For TOC cases - Inform student regarding courses approved for transfer of credits and graduation plan
- h. Inform Students about the Batch Commencement and Orientation Date
- i. To ensure PDC are submitted at the time of admission, or semester fee is paid in advance

iii. Post Registration Services

- a. Guide the enrolled students about the academic and academic support services through the orientation program
- b. Inform students about the commencement date of classes and use of portal services
- c. Inform students about the collection of the admission kit
- d. Receive the students on the first day of classes and guide them to the orientation program
- e. To help students get acquainted with the facilities and services available at HUC a campus tour is organized by the marketing department.
- f. Encourage students to use LMS to know about class schedule and other updates
- g. Encourage student to use request management system and contact student services department for any further information or concern.

A. Administrative Services

i. Issuance of Identity Cards

Students are issued with a HUC Identity card according to their admission status. For provisional students, the validity of the card is for one semester and for confirmed students, it is valid till the end of the program. Students need to carry their Identity cards at all times while being in the HUC Campus. Identity cards will be checked randomly

ii. Providing Admission Kit (Letters and Invoice)

Once the student's admission is confirmed, a 'Letter of Admission' and 'Invoice' are issued. Students need to pay their HUC fees according to the Invoice raised.

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 is issued.

iii. Issuance of Letters [Arabic / English]

Recommendation letter, Bona-fide 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, Rewardships letter, Topper letter, appreciation letter, Presidents List letter.

iv. Class Details

Details of the classes along with the students list will be displayed on the notice board on the first day of the class.

v. Class Schedules

Class schedules along with the class room number will be uploaded in student portal. The same will be displayed on the notice board as well. Assessment schedules along with the Final examination dates will be announced within two weeks from the start of the class and will be displayed on the HUC website and Student portal. No information on the above will be provided through telephone. The 'How to access student portal' attachment will be handed over to the students during 1st week.

- vi. LMS Portal Id**

Every student is issued a LMS portal ID and password through which they can access their class attendance, assessments and the results online. The academic profile, Academic Advisor / Mentor and the events of the HUC can also be accessed through the portal.
- vii. Lost and Found service**

Any lost and found items can be deposited in the Administration department who will register the item and keep it in safe custody under the Lost and found section. Students can report any missing belongings to Administration department as soon as possible so that the same can be returned to the student upon its receipt.
- viii. Mail Services**

All the mails addressed to the students are kept in the Administration Department. Students are requested to check their respective mails weekly.
- ix. Issuing car stickers for Parking inside the campus**

Students who use their own transportation are requested to collect the car stickers from the Administration Department. Students are requested to 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. Students who wish to use the college transport are requested to register with the Finance Department.
- x. SMS Services**

The administration also provides SMS services to inform the students of any emergency needs that might arise.
- xi. Wireless Services**

Wireless services are activated in the campus for accessing internet services.
- xii. Online Services**

Students can avail the online services for their various requests
- xiii. Information / updates on Plasma Electronic Display**

A plasma monitor is placed in the campus premises for the updates about the campus activities.

xiv. Information / updates on Bulletin Boards

Bulletin boards are available at Horizon HUC for posting informational notices. Student Counseling Office is responsible for updating the bulletin boards. Notices may only be displayed on designated bulletin boards and for a period of time. No notices may be posted on glass doors or building walls.

xv. Help Desk service

A friendly staff member is assigned to help new intake students to be of assistance with regards to the campus whereabouts.

xvi. Issuance of Graduation Plan

Every student is issued with the graduation plan at the time of admission. The graduation plan helps the students to plan their studies accordingly.

xvii. Issuance of Pro forma Invoice

Pro forma invoice is an invoice generated and given to the student applicant at the time of admission and a copy is maintained in the student file. Pro forma invoice includes the following details:

- a. Application Fee
- b. First Installment Fee
- c. TOC Fees (If applicable)
- d. TOEFL Exam Fee (If applicable)
- e. TOEFL Book (If applicable)

xviii. Issuance of Invoice

After the student applicant fulfills the admission criteria, an invoice is generated for the Program fees mentioning the mode of payment on a monthly / semester basis.

A copy of this invoice is maintained in the student file.

xix. 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

A. Financial Services

i. Fee payments and refunds

The Finance department collects all the fee payments from students through cash / cheque/bank card as per the fee payment policy. The department also provides refunds to those who apply for it as per the refund policy applicable.

ii. Transportation

HUC provides transport facilities to the students living in Sharjah, Dubai and Ajman. The transportation facilities are arranged with the Swift Line Transport Company.

a. 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.

b. Transportation fees and mode of payment:

1. 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.
2. Student is required to pay the fees amount displayed on LMS.
3. The fees can be paid through one of the following two options A) Online Payment. B) Off Line Payment
4. In case of Option A, Student is required to make the online payment for transportation fees through Debit/Credit Card.
5. 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.
6. 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.
7. The Deputy-Director of Finance will verify the successful receipt of transportation fee payments either online or offline as mentioned above.
8. 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.
9. 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

c. 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.

1. For the pick-up, be ready and prepared for the bus at the time specified by the driver.
2. 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
3. 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.
4. 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.
5. The student must maintain proper conduct throughout the ride, any reported misconduct will be investigated and the DAC committee will take appropriate action.
6. Food and drinks are strictly not allowed in the bus.

d. Terms and conditions for using transportation service

1. The booking will be cancelled automatically if payment is not done within 24 hours 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.

B. Computer Learning Resources

i. 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.

ii. 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.

iii. 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.

iv. Networking and 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.

v. 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.

vi. Timings and 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.

vii. 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.

viii. Mobile Apps

Students are given access to the Mobile Apps in both the platform (Android and iOS) which enables them to get information about their attendance, grades, online appointment, registering online, suggestions and complaints, Students can download course syllabus and study materials, assignment, 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.

ix. 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.

B. Library Learning Resources

i. 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.

ii. 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.

C. Health and Safety Services

HUC provides following services related to health and safety related:

- i. Provides the health services, which include first aid and medicines for minor illness.
- ii. Organizing Health and Safety awareness sessions.
- iii. Organizing First-Aid and Safety Training sessions.
- iv. Conducting Mock drills for Fire and Safety awareness.
- v. Maintenance of Fire and Safety equipment on a regular basis.

D. 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:

i. 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.

ii. Students Networking

Corporate Affairs and Outreach department facilitates students to develop networking with the corporate world by providing them with an opportunity to participate in various summits and conferences in the UAE which will help students to network. The students will be oriented towards the importance and approaches of networking and the desirable etiquette during the event.

The current students will be able to network with the industry people by attending various forums organized by the Corporate Affairs and Outreach department like:

- a. Seminars, Conferences, Workshops and Summits
- b. CEO Lecture Series
- c. Guest Lecture Series
- d. Industry Visits

iii. Alumni Relations

The Student Services Department 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 a continuous learning for them by attending various events organized by Corporate Affairs and Outreach department.

- a. International conferences

- b. CEO Lecture series
- c. 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.
- iv. **Conduct student activities**
Conduct CEO Lecture series, Industrial & Technical Visits, Corporate Guest Lectures, for both School of Business and School of Computing in coordination with the respective Faculty
- v. **Coordinate and support for PSDP**
Corporate Affairs and Outreach department will coordinate and support the General Education Department for conducting PSDP program in the University. Shall assist in finding Corporate / Academic resources to deliver training or lectures.

E. Media and Communications

i. 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. The department is under the Director – Marketing and Communications and is committed to strengthening the university's image and increasing brand awareness nationally, regionally, and internationally. 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 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.

ii. Goals

1. To represent Horizon 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 brand 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.

F. Learning Centers at HUC

i. Horizon Case Study Center

Case Study Center in Horizon 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 participates in case study exchanges with these institutions.

ii. Horizon Innovation and Entrepreneurship Center (HIEC)

The Horizon Innovation and Entrepreneurship Center at Horizon 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. **Developing:** The Center provides the avenues for prototype development. 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 incubates 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.

G. Centre for Continuing Learning

HUC, through its Centre for Continuing Learning, offers participants 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 International Air Transport Association (IATA), Society for Human Resource Management (SHRM), Confederation of Tourism and Hospitality (CTH), ICDL Arabia, EC-Council, Institute of Financial Accountants (IFA), CISCO Academy, Coursera, and Awards for Training and Higher Education (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, International Air Transport Association (IATA), Society for Human Resource Management (SHRM), Confederation of Tourism and Hospitality (CTH), ICDL Arabia, EC-Council, Institute of Financial Accountants (IFA), CISCO Academy, Coursera, and Awards for Training and Higher Education (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.

H. Community Services

Community Engagement is an important element of HUC's Vision and Mission. It is the manifestation of 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 to the community service activities.

XV. Student Services

A. Orientation to Students

The Student Support Department carries out orientation program for the new and continuing students registered for HUC Programs.

The orientation to new students enables them to understand the various facilities and services provided by HUC. It also familiarizes them with the policies and procedures of HUC to enable them in settling down comfortably in the new environment. The students are provided with complete information on the Professional Skills Development Program embedded with their curriculum, Toastmasters club and student Care package.

The orientation provided to continuing students helps them to progress smoothly in their academics and attain good standing in academics. The students in the final year of the program are provided with orientation on the graduation requirements and are counseled on planning their careers.

B. Counseling Services

Student Counseling Policy is aimed at comforting the students in the first month of joining 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 requirements. 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, similarly Academic Counseling at the Graduate level is carried out by Academic Mentor.

i. Counseling to New Students

The various counseling services provided by the department to new students are as follows:

- a. Provisional Admission Counseling
- b. TOC Counseling

ii. Counseling to Continuing Students

The various counseling services provided by the department to continuing students are as follows:

- a. Provisional Admission Counseling

- b. TOC Counseling
- c. SAP Counseling
- d. Graduation counseling
- e. Withdrawal and repeating course counseling
- f. Low attendance counseling
- g. Low CGPA student counseling
- h. Exam Absentees Counseling
- i. Mitigation Counseling
- j. Resit Counseling
- k. Financial Outstanding Counseling
- l. Postponement and Reactivation Counseling
- m. Cancellation and Exit Interview Counseling
- n. Visa Student Counseling

C. Advising Services

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 field of study, is assigned as an Advisor to a group of students. Every undergraduate 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.

D. International Students

The Registrar meets the international students regularly and resolves any major disciplinary issues in consultation with the Director-Employee and Student Engagement. Registrar along with SSD regularly counsels the international students on their visa status, passport submission status, outstanding fee and academic progression.

The Student Services department maintains communications with parents/guardians of international students for updating on academic progression, attendance, fee outstanding, disciplinary issues, undertaking forms from guardians in case of disciplinary issues or financial outstanding as may be deemed necessary.

E. Career Placement Services

i. Internship Opportunities

The Corporate Affairs & Outreach Department coordinates with industry partners to identify suitable internship opportunities for undergraduate students.

- a. Students must complete the **Professional Skills Development Program (PSDP)** before registering for the Internship course.
- b. The Career Counselor assists students in resume preparation, interview readiness, and post-employment support.
- c. Internship opportunities are communicated through the student portal and official channels.

ii. Procedure:

- a. Organize workshops each semester (resume writing, mock interviews) in coordination with the Academic Planning and Enhancement Committee.
- b. Receive internship requirements for eligible students from the Administration Department, including:
 1. Specialization details
 2. Contact information
 3. Passport-size photo
 4. Passport/visa copies
 5. UAE National ID copy
 6. Letter of Consent from the student
 7. Updated CV/resume
 8. HUC Supervisor's contact details
- c. Share internship opportunities with students after initial verification.
- d. Ensure companies provide official offer letters, copies of which are submitted to the Corporate Affairs and Outreach department.
- e. Conduct in-house orientation for interns with support from Corporate Affairs and Outreach department, Administration, and Supervisors.
- f. Monitor student progress through assigned HUC supervisors.
- g. In case of withdrawal or non-joining, students are responsible for securing alternative placements.
- h. Students must submit internship project reports upon completion.
- i. Administration records internship placements and organizations engaged.
- j. Corporate Affairs sends official "Thank You" letters to participating companies.

iii. Placement Services

The Corporate Affairs & Outreach Department provides placement support to current students, graduating students, and alumni.

- a. Participation requires successful completion of the PSDP program.
- b. Placement effectiveness is measured by conversion ratios and employment outcomes.
- c. The Administration Department coordinates placement activities.

a. 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.

iv. 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.

v. Career Fairs

- a. Career Fairs are organized twice annually, in January and May, following the completion of the Fall and Spring semesters.
- b. Career Fairs provide a structured platform for employer-student engagement and job matching.

vi. Student Networking Opportunities

a. Procedure:

1. Identify and organize networking events (seminars, conferences, business meets).
2. Notify students via plasma displays and official communication channels.
3. Orient students on networking skills, professional etiquette, and expected behavior.
4. Provide visiting cards to participating students.
5. Coordinate logistics with the Finance Department (transportation, refreshments).
6. Gather feedback in collaboration with Alumni Office.
7. Submit post-event reports.

F. Class Representatives

The Student Support Department (SSD) conducts the election of Class representatives from each class. The Class Representatives meet twice every semester and provide their feedback on various concerns related to academic and academic support services offered by the institution.

SSD coordinates with the concerned academic and academic support services units at the institution and assists in resolving the issues reported by the Class representatives.

G. Student Council

HUC Student Council (HSC) is a student representative body, elected by the students of the university in order to conduct the business of student council in the best interests of the students within the university policy and procedure framework. HSC is involved in managing and coordinating with the student affairs department to execute academic and non-academic activities that promote student welfare and satisfaction of the student body 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.

XVI. Events and Activities for Students

A. 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 Students Event Coordinator 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.

B. CEO Lecture Series

The Corporate Affairs and Outreach department coordinates with the corporate sector and extends invitation to the President/CEO, generally having responsibility of entire Asia, Middle East and Africa region to attend the “CEO Lecture Series” organized by HUC for its current students and alumni. During this event, the President / CEO provides a lecture on specific industry related topics.

C. Guest Lectures and Technical Visits

The Corporate Affairs and Outreach department interacts with industry professionals and organizes guest lectures and industry visits for students, which will be focused on specific topics based on requests sent by the faculty members. The Guest lectures and Industry visits shall provide practical knowledge of the specific course and help the students in the better understanding of concepts studied in the classroom.

D. Student Clubs and Committees

HUC focuses on the overall development of the students through essential extracurricular and co-curricular activities at various levels. Student Events Coordinator 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.

i. Student Events Clubs

Following are the active clubs at Horizon University College:

a. Performing Arts Club

The Performing art club consists of following sub clubs:

1. Dance and Music Club

1.1 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.

1.2 Benefits of Joining the Club

1.2.1 Participation in University College's events and competitions as a dancer.

1.2.2 Being in the spotlight!

1.2.3 Gaining additional skills and talents from other members by sharing.

2. Drama Club

2.1. 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.

2.2. Benefits of Joining the Club

2.2.1. Participate in the University College plays.

2.2.2. Develop and share your talent and skills in play production.

2.2.3. Build strong social ties with fellow club members.

2.2.4. Have fun!

b. 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 Horizon College'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.

c. Toastmaster and 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 at the 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

d. 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 Horizon University 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 out trips, meet new people, learn new skills, and try new types of activities.
- 2.4 Promote personal growth.

ii. School of Computing Academic Clubs

a. Coding Club

1. 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 Horizon University 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 Horizon University using different programming platforms.

2. Objectives

The Primary objective of this club is to inculcate a culture of programming at HUC.

2.1. Providing students with a platform where they can discuss and share their ideas with fellow students.

2.2. Building a group of students who are strong in programming who could represent our university in programming competitions.

3. 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.

4. Functions of the coding club

4.1. To plan a yearly calendar of activities and inform the student community.

4.2. To conduct the planned activities

4.3. To review and provide feedback

4.4. To recommend appreciation for outstanding performance of the team members

4.5. To conduct pre and post activity meetings

5. Activities

Following are the activities associated with this club:

- 5.1. Offering programming boot camps open to all students.
- 5.2. Conducting competitive programming competitions within the university.
- 5.3. Participating in the competitions worldwide.
- 5.4. Conducting student seminars.
- 5.5. However, the club is not restricted to the above activities.

b. HUC IEEE Student Branch

1. About HUC IEEE student Branch

Horizon University College (HUC) Student Branch 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.

2. Objectives of the Student Branch

- 2.1. To provide platform for students to enhance their technical skills in the areas of computer science and information technology
- 2.2. To conduct workshop and technical awareness programs for students
- 2.3. To encourage project activity among students
- 2.4. To prepare students to present papers in the IEEE international conferences

c. Hult Club

1. 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.

d. Horizon Entrepreneurship and Innovation Club (HEIC)

1. 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.

2. Objectives of the club

- 2.1. To provide a platform to generate innovative ideas
- 2.2. To Promote entrepreneurial skills among the students
- 2.3. To help students in preparing business plan
- 2.4. To conduct competitions, and training programs in the areas of innovation and entrepreneurship for students

iii. 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 News Line Magazine.

The purpose of News and Media Committee is to provide the 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.

This committee coordinates in developing HUC's annual publication "News line" magazine. This publication involves contributions from students and 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 department
5. Computing department

The News Line Committee shall be responsible for:

1. The publication of the News line.
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 HODs 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.

d. Sports Committee

Sports Committee is responsible for coordinating various indoor and outdoor sports activities at Intra University and Inter-University level. The responsibilities of the committee are as follows:

1. Holding regular meetings with the committee members as and when required
2. Declaring list of award winning students of the scholarship.
3. Preparing a calendar of the meetings and send a copy to Deputy Director - Administration department.

Monitoring timely communications with students and staff related to various events around the year.

XVII. Student Requests

Any student request, which comes through the due process, will be segregated by the Student Support Department and the request is sent to the respective departments to fulfill the student request within the policy framework of HUC will be responded to the students within 48 hours. Issues relating to external agencies the response time varies based on the time taken by the outside agency.

A. 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 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.

B. Change of Class Timing

Students willing to shift their classes from Morning to Evening or from Full time to Part Time or vice-versa should fill up the request form available on student portal/LMS 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 Deputy Director - Admin & Exam Department.

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

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

Step 3: The document will be forwarded to Deputy Director of Administration 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.

C. Change of Major / Concentration

Students may change their major / 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 major / 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 major / 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 major.

Step 6: Student pays the amount debited to his account

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

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

D. Withdrawal, Cancellation, Postponement and Re-activation

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 or 9 graduate credits 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 36-months for the graduate program and Maximum 6 years for the undergraduate program.

Course withdrawal is not applicable for Capstone Courses, Internship, Dissertation, 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 36 months for the graduate program and 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

1. *Marketing & Registration Department for their comments.*
2. *Finance department for checking whether the student's account is cleared.*
3. *Library to check for any pending books to be returned.*
4. *Computing department will de-activate the portal and email address.*
5. *Human Resource Department for the verification of the student visa status if applicable.*
6. *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:

- a. The revised graduation plan complies with the stipulated length indicated for program completion Such as Maximum 36 months for the graduate program and Maximum 6 years for the undergraduate program.

- b. There should not be any outstanding amount in student ledger.
- c. 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.
- d. 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.

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:

- a. Failure to meet graduation completion requirements as per Undergraduate and Graduate Completion Requirement Policies

- b. Poor academic standing as per Academic Progress / Academic Standing Policy
- c. Low attendance as per Student Attendance Policy
- d. Disciplinary Action as per Student Discipline Policy
- e. Informal Withdrawal from the Institution
- f. 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 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:

1. *Marketing & Registration Department for their comments.*
2. *Finance department for checking whether the student's account is cleared.*
3. *Library to check for any pending books to be returned.*
4. *Computing department will de-activate the portal and email address.*
5. *Human Resource Department for the verification of the student visa status if applicable.*
6. *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:

1. Emirates ID (Original)
2. Passport
3. Ticket Copy
4. Visa Cancellation Letter from Immigration

E. 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 for 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 of the respective school.

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

F. Requests for Letters / Transcripts

Besides the above, students also request for the following letters / transcript from the University:

- a. Bona-fide student letter (In English or Arabic)
- b. Letter mentioning dates of examination
- c. Copy of course syllabus / syllabi for course/s attended
- d. Transcripts
- e. Reference Letters
- f. Course Equivalency Letters
- g. Certificate Equivalency Letters
- h. No Objection Letters (Opening a bank account, applying for driving license, applying for visa)
- i. Letters for Government Departments
- j. Letters of Introduction for Internship / Dissertation
- k. Sponsor Request Letters
- l. 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.

Normal time to respond the request is mentioned below:

Letter from HUC	48 hours
Course Syllabus	Three working days
Transcript	48 hours
Duplicate and Transcript request from external bodies	Timeframe for issuing the letter is subject to receiving request from the external agency.

XVIII. Student Code of Conduct

A. 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 and particularly that of the Emirate of Sharjah. Personal hygiene is essential and requires continuous attention. Hair must always be well groomed. Short pants and short sleeves are not allowed as per the Sharjah law and if found, the student will be asked to leave the HUC.

B. 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 Services 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

C. 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 classrooms.
- 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 pagers 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 and 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 and drawing on desks is strictly prohibited. Any violation will lead to fines.
- xvii. Eatables and 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 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

XIX. Special Programs

A. Professional Skills Development Program

The purpose of the professional skills development program is to provide students with the fundamental qualities needed for undergraduate students to excel in both future occupations and employable skill sets needed to unlearn, learn, and relearn to survive the modern employment environment. Furthermore, our goal is to create graduates who are not simply academically talented but also well-rounded. In addition to possessing human skills, Professional skills, Employability skills, and talents for lifelong learning, they will be able to succeed in a constantly changing environment and professional setting.

i. PSDP Academic Requirements

- a. The Professional Skills Development program has zero credits. However, it is required to be completed in order to qualify for the Internship
- b. The Professional Skills Development program will be offered without any additional fee payment from the students
- c. Students need to complete the Professional Skills Development program requirement for the Freshman, Sophomore, and Junior levels before graduating.
- d. Attendance for PSDP sessions shall be recorded for reference purposes.

ii. PSDP Learning Outcomes

Upon completion of this course, the students will be able to:

- a. Demonstrate improved interpersonal abilities such as empathy, active listening, and cultural awareness.
- b. Apply effective communication skills, resolve conflicts, and use critical thinking and problem-solving skills to handle obstacles at work.
- c. Display employability skills, personal branding, and lifelong learning by equipping them with professional certifications.
- d. Will be able to solve real-time problems using systemic critical thinking and problem-solving approaches.

iii. PSDP Program Details

Areas of the PSDP program for various levels of the Undergraduate program are given below:

Level	PSDP Topics
Freshman	Knowing Yourself (2.5 hours) <ol style="list-style-type: none">1. Emotional intelligence,2. Self-Reflection3. Personality Traits4. Self-Awareness5. Goal and Aspirations
	Ethics and Values (2.5 hours) <ol style="list-style-type: none">1. Applied Ethics2. Professional Ethics3. Personal Values and Beliefs
	Communication Skills (2.5 Hours) <ol style="list-style-type: none">1. Verbal and Non-Verbal Communication2. Cross-cultural Communication
	Basic Computer Skills (5 Hours) <ol style="list-style-type: none">1. Operating systems (Windows)2. Browsing and searching3. Online safety and cybersecurity4. Email etiquette and management5. Video conferencing (Zoom, Microsoft Teams, Google Meet)6. Instant messaging platforms (Slack, WhatsApp)
	Teamwork and Collaboration (2.5 Hours) <ol style="list-style-type: none">1. Building and Leading Effective Teams2. Collaborative Problem Solving3. Conflict Resolution
	Sustainable Development (2.5 Hours) <ol style="list-style-type: none">1. Understanding sustainable development goals (SDGs)2. Climate change and its impacts3. Conservation and biodiversity4. Types of renewable energy sources (solar, wind, hydro, geothermal, biomass)5. Installation and maintenance of renewable energy systems

Sophomore	<p>Risk Management (5 Hours)</p> <ol style="list-style-type: none"> 1. Contingency planning 2. Risk monitoring <p>Leadership Skills</p> <ol style="list-style-type: none"> 1. Decision Making and Delegation 2. Motivating and Inspiring Others 3. Time Management 4. Ethical Leadership and Social Responsibility
	<p>Cover Letter and CV Writing (2.5 Hours)</p> <ol style="list-style-type: none"> 1. Cover Letter Basics 2. Addressing Employers 3. Professional Language and Tone 4. CV versus Resume 5. Summary or Objective Statement
	<p>Life Long Learning (5 Hours)</p> <ol style="list-style-type: none"> 1. Benefits of Lifelong Learning 2. Learning Styles and Preferences 3. Setting Learning Goals 4. Developing Critical Thinking and Problem-Solving Skills 5. Learning in a changing world 6. Self-Esteem 7. Self-Identity 8. Body Image 9. Role Identity
Junior	<p>Mock Interview (2.5 Hours)</p> <ol style="list-style-type: none"> 1. General Interview Questions 2. Behavioral Questions 3. Cultural Fit and Values 4. Body Language and Communication Skills 5. Stress Management and Confidence Building
	<p>Etiquette: Face-to-Face Conduct (2.5 Hours)</p> <ol style="list-style-type: none"> 1. Greetings and Arrival 2. Dress Code 3. Respecting Personal Space 4. Handling nervousness 5. Respecting Diversity and Inclusion

	Identifying Job Opportunities (2.5 Hours) <ol style="list-style-type: none"> 1. Networking 2. Company Websites 3. Career Fairs and Events 4. Job Alerts and Notifications 5. Alumni Networks
Freshmen/ Sophomore/Junior/ Senior	Health and Safety Environment (2.5 Hours) <ol style="list-style-type: none"> 1. Importance of Healthy Living 2. Importance of knowing First-Aid procedures 3. Basic principles 4. Legal Ethical Considerations 5. CPR – Cardiopulmonary Resuscitation 6. Safety and Emergency Evacuation

B. Student Care Package

HUC Student Care Package is designed for catering new students through a Bridging program and academically weak HUC students through the 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 the host community as well as improving their Academic standing/quality of students respectively.

These packages will run concurrently and will be closely monitored for the expected outcomes which is to build well-adjusted and academically sound students.

XX. Student Grievance

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
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

XXI. Student Appeal

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.

XXII. HUC Publications

A. Horizon Journal (HJ):

Horizon Journal (formerly known as Skyline Business Journal) is published by the Horizon University College. It is one of the prominent research journals in UAE that has made inroads into those segments of industry and economy that are integral, but often underplayed. Horizon Journal moves away from the beaten track of unloading high volumes of cumbersome information onto weary readers. Instead, it endeavors to be concise yet complete in its contents. The journal attempts to bring to its readers important events and happenings both locally and globally and keeps them abreast with the ever-changing world. The journal provides invaluable information in order to broaden the readers' perspective and also to aid them in their decision-making process.

B. Newslines

The HUC publishes an in-house magazine called "Newslines" once a year in addition to the Graduation Compendium. This publication involves contributions from students and faculty members and highlights the year round activities. The publication of the magazine is by the efforts of "Newslines" committee and the student coordinator. Regular meetings are convened for compiling and publishing this magazine.

C. Knowledge Updates

Knowledge@Horizon 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.

XXIII. Study Abroad

Horizon University College has established collaborative agreements with various Universities spread over UK, US, Canada and Asian countries to promote cooperation with these universities through exchange of expertise, exchange of faculty, exchange of students, exchange of information and best practices, conference participation, collaborative research and scholarly activities, etc. The Student exchange programs provide HUC students with the opportunity to pursue their higher studies abroad.

Upon signing of Memorandum of Understanding, the Corporate Affairs and Outreach department at Horizon University College coordinates with partner institutions for identifying collaborative projects which can be undertaken mutually. The main purpose of establishing Memorandum of Understanding is to initiate the articulation agreements between the two institutions after fulfilling all the academic requirements for equivalency of courses, which is approved by the respective Deans and President at HUC. The agreements are sent to Ministry of Higher Education and Scientific Research for seeking their necessary approvals.

XXIV. Admission Requirements for School of Computing Undergraduate Programs

A. Direct Entry Requirement for the Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science Program

An applicant seeking admission for the Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science 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 qualification.
- b. Students 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 Science in Information Technology/ Bachelor of Science in Computer Science 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.

B. Conditional Admission Requirement for Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science Program

Applicants can be admitted on conditional admission to the Bachelor of Science in Information Technology/ Bachelor of Science in Computer Science program under the following circumstances:

- i. In case equivalency is delayed, the applicant may be conditionally admitted for one semester provided 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 C(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 C(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**.
- c. Passing the preparatory courses mentioned in the Letter of No Objection for Conditional Admission issued by MOHESR with a minimum **grade B**.

C. Transfer Admission Requirement for School of Computing Undergraduate Programs

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 requirements

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 a BSIT/BSCS program offered at HUC must meet the direct entry requirements for admission to BSIT/BSCS 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. In case 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:

1. *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.*
2. *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.

a. 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.

D. Admission to People of Determination

HUC admits People of determination after a due process of understanding the learning abilities and the approaches of teaching. HUC facilitates the special needs student by allocating additional time and resources 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

E. 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

F. 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 *SPA*, 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 SPA.
- 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.

G. Recognition of Prior Learning and Advanced Standing Policy

i. 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.

ii. 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 CAA or NQA.

iii. 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.

iv. Guide for applying for the program

- a. RPL and Advanced Standing applicants also needs 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.
- b. Job descriptions of the work or statements of work, roles and responsibilities or projects done
- c. Reference letters detailing relevant skills and competencies connected to the program applied
- d. Submit attested testimonies of certificates at the time of application
- e. 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.
- f. 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 or graduate programs.
- g. Minimum grade for consideration is 'C+' grade with grade point 2.5 over 4 scale.

- h. Prospective students who are seeking credit based on formal and/or non-formal prior learning need to submit the application with requisite fee.
- i. No grades will be assigned for transferred credited courses.
- j. The result of assessment will be formally communicated to the applicant by the RPL and Advanced Standing committee
- k. No more than 50 % of the total program credits will be awarded for any RPL and Advanced Standing application, in case of graduate program no more than 25% of the credits are transferable.

Issue a letter of admission

v. 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 of 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 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.

vi. Criteria for awarding TOC for RPL and advanced standing

S.No.	Nature of Certificate (Diploma / Certificate) mapped with Level 5 and 4 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	10 years	Approved by MOHESR	50% of total credits

vii. 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.

viii. Appeal Process

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

- a. Make an appeal in one week time from the date of receipt of the communication from HUC.
- b. 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.
- c. The candidate must refer to the case and the issue in clear terms through a letter.
- d. Appeals can be made with necessary fee for consideration.
- e. The candidate may submit any further documents as evidences to support in case of decline and the reasons are clearly specified.
- f. 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.

XXV. 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 Programs of HUC. 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.

XXVI. Application

A. Contact us

For more information on HUC programs, please call +971 6 544 11 55 or email admissions@Horizonuniversity.ac.ae.

B. Application Procedure

- i. Fill-up the application form in capital letter
- ii. Student information should be accurate and correct [especially date of birth, nationality, photo, gender]
- iii. Signature of applicant, guardian and registration officer is mandatory
- iv. In the event that students would like to avail visa letter from HUC, visa letter fee structure will be applicable
- v. Medical insurance is mandatory for international students
- vi. Student is eligible only for one type of fee waiver / scholarship throughout the study period.
- vii. Scholarship recommendation letter must be submitted within 30 days of registration; noncompliance will forfeit the scholarship awarded.
- viii. Fee waiver will be adjusted in the first 2 years for undergraduate students. If student wishes to get this included in monthly installment (subject to approval from the finance department) and cancels his registration in between the semester, the fees will be calculated as per the original fee structure and the fee waiver granted will be revoked.
- ix. Graduation fee will be additional and be applied in final year.
- x. If the student wishes to avail transportation facility, applicable Transportation fee must be paid as per the **Transportation policy**.
- xi. Undertaking letter/form is mandatory in case of any missing document
- xii. Placement test/entrance exam date
- xiii. Work experience to be mentioned if availing scholarship
- xiv. TOC details to be mentioned if TOC applicable
- xv. Student type to be mentioned (local candidate own visa/students seeking visa, visa letter, embassy letter/international students)
- xvi. Parent / guardian details (address, email id, contact number to be provided for international students)

- xvii. Local guardian details Such as emirates id, tenancy contract and contact number, email id for international students who are staying outside HUC accommodation
- xviii. Student declaration of authenticity of submitted documents is required. If found fraudulent, the university holds the right to revoke the degree at any point of time.
- xix. Student must read and understand the general terms and conditions governing the program fee structure
- xx. Student must comply with the rules and regulations of HUC
- xxi. Student must declare that the information provided is correct and complete

C. Documents required to be submitted along with Application

The authenticity of documents submitted is the sole responsibility of the student, failure to adhere will lead to cancellation of admission during the tenure of study as well as withdrawal of degree, with no responsibility of university to issue documents/ transcripts and/or refund of fees. Prospective student is required to submit attested documents for the completion of the admission as per the below list:

i. Local Undergraduate Candidates with Own Visa

- a. National Security Services clearance certificate for UAE Nationals effective from 2014.
- b. 2 Passport size colored photographs with white background (not Polaroid) along with a digital copy.
- c. Passport Copy with minimum six months' validity
- d. UAE National ID
- e. Attested copy of High School Certificate along with marks sheet (as applicable).
 - 1. UAE 12th standard High School certificate students should submit the attested copy by the school and Ministry of Higher Education and Scientific Research, UAE
 - 2. Students from foreign schools operating in UAE approved by the Ministry of Higher Education and Scientific Research, UAE should submit attested certificate by the school and private Department in Ministry of Higher Education and Scientific Research, UAE
 - 3. Students from overseas school certificate should submit attested copy by the school, Ministry of Higher Education and Scientific Research, Ministry of Foreign Affairs and UAE Foreign Embassy from the country of origin

- f. Applicants with a Higher Secondary School Certificate in other than English medium are required to submit Proof of English Language proficiency as per admission criteria Such as EmSAT score 1100 or IELTS score of (5.0) TOEFL score of 500 on the Paper-Based, 173 on the Computer-Based, or 61 on the Internet- Based test, or equivalent score.
- ii. Local Undergraduate Candidates Seeking HUC Visa/Visa Letter/Embassy Letter**
 - a. National Security Services clearance certificate for UAE Nationals effective from 2014.
 - b. 2 Passport size colored photographs with white background (not Polaroid) along with a digital copy.
 - c. Passport Copy with minimum eight months validity.
 - d. Attested copy of High School Certificate along with marks sheet (as applicable).
 1. UAE 12th standard High School certificate students should submit the attested copy by the school and Ministry of Higher Education and Scientific Research, UAE
 2. Students from foreign schools operating in UAE approved by the Ministry of Higher Education and Scientific Research, UAE should submit attested certificate by the school and private Department in Ministry of Higher Education and Scientific Research, UAE
 3. Students from overseas school certificate should submit attested copy by the school, Ministry of Higher Education and Scientific Research, Ministry of Foreign Affairs and UAE Foreign Embassy from the country of origin
 - e. Applicants with a Higher Secondary School Certificate in other than English medium are required to submit Proof of English Language proficiency as per admission criteria Such as EmSAT score 1100 or IELTS score of (5.0) TOEFL score of 500 on the Paper-Based, 173 on the Computer-Based, or 61 on the Internet- Based test, or equivalent score.
 - f. PDC for the academic year
- iii. Visa Undergraduate Students (Overseas)**
 - a. 2 Passport size colored photographs (not Polaroid) with white background.
 - b. Passport Copy with minimum eight months validity.

- c. Police clearance certificate and Medical certificate from any registered hospital, if applicable (Nigerian Students)
- d. Attested copy of High School Education Certificate along with marks sheet (12th Standard certificate attested by Ministry of Higher Education and Scientific Research, Ministry of Foreign Affairs and UAE Foreign Embassy from country of origin).
- e. Applicants with a Higher Secondary School Certificate in other than English medium are required to submit Proof of English Language proficiency as per admission criteria Such as EmSAT score 1100 or IELTS score of (5.0) TOEFL score of 500 on the Paper-Based, 173 on the Computer-Based, or 61 on the Internet- Based test, or equivalent score.

D. Application Fees Payment

Prospective student is required to pay a non-refundable application fee of as applicable + VAT, as per the published fees structure for the respective Academic Year within 48 hours. Failure to do so will lead to cancellation of the application process, and student needs to reapply from the beginning. Student applying for TOC or Direct Entry are required to pay the required fees as per the published fees policy for the respective Academic Year.

E. Application Deadlines

Program	Application Deadline (Full Time)		Application Deadline (Part Time)	
	Spring	Summer	Spring	Summer
BSIT	2-Jan-2026	15-May-2026	8-Jan-26	21-May-26
BSCS	2-Jan-2026	15-May-2026	8-Jan-26	21-May-26

XXVII. Admission Procedure

A. Verification of Documents for Admission

The admission file for each student including application documents is send to Administration Department to audit the file for the fulfillment of documents required for confirming the admission of candidate into HUC's program. The Administration Department audits the student file to verify if the application documents are complete and they indicate that all the requirements for admission are met as per policy. Upon verification, the Administration department approves the student file and submits to Registrar for confirmation of admission. In case of documents being incomplete or not submitted the file is returned to Marketing and Admissions department to follow up with the candidate to fulfill the requirement as per policy.

B. Rejection of Admission

If a candidate does not fulfill the basic entry requirement for the degree program, the admission will be rejected.

The admission will also be rejected under the following conditions:

- i. In case of non-submission of documents required by the institution or government authorities
- ii. In case of submission of any forged documents for admission
- iii. In case of non-attestation of degree certificates submitted for admission
- iv. Any information received from the parent organization regarding the irregularities in the documents submitted.
- v. Criminal charge(s) are proved against the student at the time of admission.

XXVIII. Registration of Students

A. Registration of Students into Class

The Administration, Registration and Examination 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.

B. Post Registration

i. Issuance of Student Kit

a. New Students:

The kit gives the student a clear idea about his/her admission status, academic program, class shift, guidance on portal usage, 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 and Invoice [Confirmed Admission]

Once the student's admission is confirmed, he/she is issued a 'Letter of Admission' and '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 and Invoice [Conditional Admission]

When a student is admitted conditionally, he/she is issued a 'Conditional Letter of Admission' and '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.

4. Portal ID

Every student is issued a portal 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 portal.

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 are issued the RFID car stickers along with the kit.

7. 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 and Invoice

Once the student's progression is confirmed, he/she is issued a 'Letter of Admission' and '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.

XXIX. Institutional Policies

A. 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.

B. 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 nonacademic records without the consent of the student. The exceptions could be the following:

- i. President and Dean of respective schools
- ii. CAA and MOHESR Officials
- iii. Another University / College where student might be interested in joining, on student's request.
- iv. Person(s) or organization(s) providing financial support
- v. Accreditation Agencies
- vi. Judicial Orders
- vii. Academic Advisors/Mentors

Information regarding name, age, address, telephone number, date and 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

C. Academic Terms and Policies

i. 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 15 to 16 weeks. HUC may arrange for a summer semester, which is a 9 weeks. During the summer session, a student can earn a maximum of 6 credits.

ii. 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.

iii. Maximum Period of Study and Maximum Credits

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

Students enrolled for a Full time BSCS Program shall complete within a maximum of 6 years and those enrolled for a Part time BSCS program shall complete within a maximum of 7.5 years by attempting maximum of 192 credits.

iv. 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

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

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

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

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

GPA - Grade Points Average

CGPA - Cumulative Grade Point Average

v. Student Evaluation and Grading

The grading system for School of Computing Undergraduate programs is given below:

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.

- f. Status “I” must be updated by the Administration within stipulated timelines for each of the following cases, otherwise an “F” grade will be awarded.
 1. Absence from Final exam till the conduct of resit exam (Refer Student Appeals Policy and Examination policy)
 2. Incomplete Internship requirements until the end of next regular semester (Refer Internship policy and Examination policy)
 3. 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.

An “I” status is not to be assigned in place of a Failing grade “F”.

vi. Academic Standing

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 for the following:

a. Qualitative Requirements

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

Table - 1		
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. **Progression and Retention**

Progression is an indication of semester wise academic progress of the student based on successful completion of qualitative and quantitative requirement (as mentioned in above sections) 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.

d. **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) and (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.

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 and 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 for which the student has to approach the Student Services department for counseling.

f. **Dismissal**

In case the student has not achieved 'Good Standing' as per section (i) and (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.

vii. **Student 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:

1. Copying work produced by a person or generative AI tools.
2. Using the words, images, source code, ideas, or any work created by someone else or generative AI tools without acknowledgment.
3. 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.

1. Paraphrasing materials or ideas of others without identifying the sources.
2. Using sources of information (published or unpublished) without referencing the source.
3. Directly quoting the words of others without using quotation marks or indented format to identify them.
4. Verbatim quotation without proper referencing
5. Cut and paste from any electronic/print media without proper referencing
6. Inaccurate citation
7. Self-plagiarism- the author reuses significant portions of his or her previously published work without attribution.
8. Use of any generative Artificial Intelligence based applications including Chat GPT.
9. Any figure which is directly extracted or used from other sources without providing the source name

c. Training for Students on Academic Integrity and Plagiarism

1. 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.
2. 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:
 - 3.1. Write, and use their (student's) own words.
 - 3.2. To acknowledge and attribute references and give citations while paraphrasing in one's own words.
 - 3.3. Provide APA citations as applicable to text or image-generated by AI tools.
 - 3.4. 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

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

3. Facilitating Academic Dishonesty

- 3.1. Allowing another student to copy an assignment or problem set that is supposed to be done individually.
- 3.2. Allowing another student to copy answers during an exam.
- 3.3. Taking an exam or completing an assignment for another student.

4. Collusion

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

5. Fabrication Of Data

- 5.1. The falsification of data, information, or citations in any formal academic exercise.

5.2. 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:

- 1.1. Dean of the respective school, Chairman of DAC-Academics
- 1.2. Registrar
- 1.3. A faculty member not involved in the disciplinary violation case.
- 1.4. The Advisor of the student
- 1.5. Class Representative
- 1.6. Student Counselor
- 1.7. 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.

viii. Repeating Courses

- a. A student who scores less than 'A' grade in any course will be allowed to repeat that course. In this case the better of the two grades shall be used for the purpose of CGPA calculation.
- b. A student is allowed to repeat the course only twice.
- c. Students who repeat the course will not be included in the toppers list.

ix. Re-Sit/Mitigation Final Examinations

- a. Re-Sit Final examinations will be based on comprehensive syllabus.
- b. Re-Sit final examinations will be normally held after 1 week of declaration of first-sit results. Regular classes will not be suspended for such examinations.
- c. Only students with grade D who will benefit with grade improvement or students with grade F who benefit from re-sit will be allowed to re-sit the final examinations, based on their performance in the continuous modes of assessments.
- d. These examinations will be conducted as per the pre-released schedule.

x. Graduation Requirements

a. BSIT Graduation Requirement

Bachelor of Science in Information Technology degree is awarded to a student upon fulfilling the following requirements:

1. Students enrolled for a Full time BSIT 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
2. The successful completion of 120 credit hours
3. The number of credit hours as specified in the as specified in the core and concentration
4. Achievement of CGPA not less than 2.00 in the following:
 - 4.1. Overall 120 credits earned
 - 4.2. In Concentration Courses
5. Students must attain a minimum of “C” grade in every Capstone course
6. Students are required to fill the graduation application along with fee as applicable.
7. Recommended for graduation by Graduation Board

b. BSCS Graduation Requirement

Bachelor of Science in Computer Science degree is awarded to a student upon fulfilling the following requirements:

1. Students enrolled for a Full time BSCS Program must have completed the program within a maximum duration of 6 years and attempted not more than 192 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 192 credits
2. The successful completion of 128 credit hours
3. The number of credit hours as specified in the as specified in the core and concentration
4. Achievement of CGPA not less than 2.00 in the following:
 - 4.1. Overall 128 credits earned
 - 4.2. In Concentration Courses
5. Students must attain a minimum of “C” grade in every Capstone course
6. Students are required to fill the graduation application along with fee as applicable.

7. Recommended for graduation by Graduation Board

xi. Provisional Certificate

Provisional certificate is issued to the students who have successfully completed the graduation requirement. It serves an interim document before the award of the degree on the graduation ceremony. The provisional certificate is valid for 1 year from the date of issue.

xii. 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.

xiii. 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

xiv. Independent Study

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 CAA in Such special circumstances and will allow the student to take the courses only after receiving prior approval from 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 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.

D. 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:

i. 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.

ii. 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:

- 1. Dean of the respective school, Chairman of DAC-Academics
- 2. Registrar
- 3. A faculty member not involved in the disciplinary violation case.
- 4. The Advisor of the student
- 5. Class Representative
- 6. Student Counselor
- 7. Deputy Director-Administration

iii. 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.

iv. 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.

v. 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.

vi. 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.

E. 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.

i. 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.

ii. **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:

- 1. Registrar, Chairman of DAC-Non-Academics
- 2. Program Chair

3. Faculty members nominated by the Chairman of DAC-Non-Academics
4. The Advisor of the student
5. Director-Academic Engagement and Impact
6. President of Student Council
7. SSD-Incharge

iii. 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.

iv. 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.

v. 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.

vi. 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.

F. Student 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 both Undergraduate and Graduate 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 Service 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.

i. 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 Services Department at least 10 days before start of final examination/assessment. A committee consisting of Registrar and Vice President- Academic Operations 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.

ii. 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 cancelled from the HUC and has to apply for the re-registration and in such case new academic policy (if applicable) will be applied.

G. 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 President of HUC.

Please refer Student Handbook for further details

H. Student Finance

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. The Miscellaneous Fee Structure is available on HUC's website.

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

1. 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.
2. 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.
3. 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).
4. Continuing Students have to complete their semester registration as per the Semester registration policy.
5. 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).
6. 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.
7. 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.
8. Miscellaneous fees need to be paid in advance before the necessary service is availed (Refer Miscellaneous Fees Structure).
9. Student enrolling for repeating course(s) (maximum up to 5 in a semester):
 - 9.1. Must pay in advance for the repeating course fees as mentioned in the Miscellaneous Fees Structure using Wallet/Online/ Cash / Postdated Cheque.
 - 9.2. A new graduation plan will be provided upon Successful completion of the repeating course(s).

- 9.3. 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)
10. 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

1. Non-Visa Applicant

- 1.1. 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.
- 1.2. 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.
- 1.3. 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)
- 1.4. If a student transfers his/her application to the next semester and then decides to cancel thereafter, A.i.2 will be applicable.
- 1.5. 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.
- 1.6. 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.

2. 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

- 2.1. 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
- 2.2. 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)

- 2.3. 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)
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. Postponement to the next intake is not allowed after commencement of the semester. (Refer WCPR policy)

3. 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

- 3.1. Application fees are nonrefundable
- 3.2. If the student wishes to cancel before commencement of the semester and issuance of visa letter AED 1,000/- plus VAT will be deducted.
- 3.3. 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.

- 3.4. 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. Postponement to the next intake is not allowed after commencement of the semester.
- 3.8. 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.

4. 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:

- 4.1. 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.
- 4.2. 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.
- 4.3. 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.

- 4.4. 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.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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

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:

- i 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.
- ii 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

I. Scholarship, Sponsorship and Fee Waiver 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 the criteria given below:

1. 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)
SOC Undergraduate Programs	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%

2. Undergraduate Programs - International Market

Programs	Scholarship Percentage on Tuition Fees	Marks at the Time of Admission
SOC Undergraduate Programs	50%	95% and Above
	25%	80% - 94.99%
	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 Scholarships to Local students working in Government organizations are awarded based on the criteria given below:

Government - Local UAE		
S.No	Scholarship Percentage on the Tuition Fees	Marks / Requirement
		[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

- a. Copy of attested Transcript and, High School Certificate for undergraduate program before the commencement of the semester
- b. Valid Identification Cards/Documents (UAE ID, Passport Copy & Valid Visa)
- c. "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
- d. Equivalency or No Objection Certificate from the Ministry of Higher Education and Scientific Research, UAE before commencement of the semester.
- e. Other applicable documents as per the requirements for specific type of Scholarship/Sponsorship/fee waiver

Please refer Annexure D-Scholarship/Fee Waiver for more details

XXX. Faculty Members and their Credentials

A. School of Computing Full Time Faculty Members

Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution	Research interest	Experience
Prof. Ghassan Farid Ateih Issa	Professor, Dean- School of Computing	Master of Science	Doctor of Philosophy in Computer Science	Old Dominion University	Machine Learning, Computer Networks	Computer Science, Artificial Intelligence & Internet of Things
Prof. Manas Ranjan Pradhan	Professor	Master of Technology (Computer Science)	Doctor of Philosophy in Computer Science	University of Mysore	Data Science & Artificial Intelligence, Machine Learning, Cloud Computing & Bioinformatics	Computing & Data Mining
Dr. Beenu Mago	Associate Professor	Master of Computer Applications	D. Phil (Computer Science)	Banasthali University	Machine Learning, I – Learning Management Algorithm	Computer Science & Applications
Dr. Mahmoud Alkasawneh	Assistant Professor	Master of Computer Science	Doctor of Philosophy in Computer Science	Universiti Teknikal Malayasia Melaka	Neural Network , Algorithm	Computer Science & Network Systems
Dr. Karamath Ateeq	Lecturer	Master of Engineering in Electrical and Electronics Engineering (Applied Electronics)	Doctor of Philosophy in Computer Science and Engineering	Bharathisan University	Engineering & Technology, Algorithm, Computational Intelligence & Emerging Technologies	Computer Science Engineering & Cloud Computing
Dr. Hamza Alrababah	Lecturer	Master of Computer Science	Doctor of Philosophy in Engineering Sciences	Donetsk National Technical University	Cyber Security & Business Analytics	Computer Science & Cyber Security

Dr. Muhammad Adnan Khan	Associate Professor	Master of Electronic Engineering	Doctor of Philosophy in Electronic Engineering	ISRA University	Extreme Learning Machine, Computational Intelligence & Intelligent Diagnosis	Computing & Automation
Dr. Zenab Elgamal	Lecturer	Masters of Computer Science (Information systems)	Doctor of Philosophy in Computer Science	University of Malaya	Artificial Intelligence	Computer Science
Dr. Hussain Dawood	Associate Professor	Masters of Engineering (Computer Application Technology)	Doctor of Philosophy in Computer Application Technology	Beijing Normal University, China	Artificial Intelligence	Artificial Intelligence
Dr. Alaa Momani	Associate Professor	Masters of Computer Information Systems	Doctor of Philosophy in Information and Communication Technology	Al-Madinah International University, Malaysia	Software Engineering, Decision System, AI, Software Testing, E-learning.	Software Engineering
Dr.Said salloum	Assistant Professor	Masters in Informatics(Data Management)	Doctor of Philosophy in Computer Science	University of Salford, United Kingdom	AI and Cybersecurity	Natural language processing; Phishing; Cybersecurity; AI in medicine; AI in education
Dr.Ahmad Siddiqui	Lecturer	Masters in Computer Applications	Doctor of Philosophy in Computer Science	OPJS University Churu, Rajasthan, India	Web design and development	E-learning, e-commerce, IOT, Cloud computing etc

B. General Education Full time Faculty Members

S. No.	Name of Faculty	Rank	Specialization At Masters Level	Highest Degree Earned	Degree Conferring Institution
1	Dr. Mohammad Abdul Salam	Assistant Professor, Head of General Education	Master of Computer Applications	D. Phil (Computer Science)	Banasthali University
2	Dr. Osama Ali Thawabeh	Associate Professor	M.Sc. (Physics)	Doctor of Philosophy in Science (Physics)	University of Rajasthan, Jaipur
3	Mr. Muhamad Hosain Habbosh	Sr. Instructor	Master of Arts in Linguistic Studies	Master of Arts in Linguistic Studies	University of Essex
4	Mr. Venkata Ramana Durga Kumar	Sr. Instructor	Master of Science in Mathematics	Master of Science in Mathematics	ANU, India
5	Dr. Suhair Al Alami	Assistant Professor	Masters of English Linguistics	Doctor of Philosophy in Applied Linguistics	Aston University
6	Dr. Reyaz Ahmad	Sr. Instructor	Masters of Science in Mathematics	Doctor of Philosophy in Science	Magadh University
7	Ms. Anjum Azeez	Sr. Instructor	Master of Arts in English Literature	Master of Arts in English Literature	Nagarjuna University
8	Dr. Ghaseb	Assistant Professor	Master of Science in Applied Physics	Doctor of Philosophy in Biophysics	Universiti Sains Malayasia
9	Dr. Ahmed Sebihi	Assistant Professor	Master of Arts in Islamic Studies	Doctor of Philosophy in Islamic Studies	American University of London
10	Dr. Madiha	Instructor	Master of Science in Mathematics	Masters of Science in Mathematics	Quaid-I Azam Univesity
11	Dr. Anjali	Instructor	Master of Science in Physics	Master of Science in Physics	Kannur University
12	Dr. Mohammed Hassan	Sr. Instructor	Masters in Islamic Studies & Culture	Masters in Islamic Studies & Culture	Lebanon
13	Dr. Assel Khaleel	Lecturer	Doctorate in English Literature and Criticism	Doctorate in English Literature and Criticism	University of Jordan

XXXI. Professional and Collaborative Relationships

The Institution has Memorandum of Understanding with various colleges/universities in Canada, UK, USA, Russia, Africa, Malaysia, Philippines, China, India and Pakistan, which facilitates the exchange of students for further studies.

HUC also maintains professional relationships with European Marketing and Management Association (EUMMAS), International Air Transport Association (IATA), Confederation of Tourism and Hospitality (CTH), International Council of Electronic Commerce Consultants (EC Council), , IEEE, VIRDI, ORACLE Academy, Institute of Financial Accountants (IFA), Awards for Training and Higher Education (ATHE), Hock International, British Council , Coursera Career path, CISCO and SAP.

XXXII. Annexure

A. Bachelor of Science in Information Technology Course Descriptions

CIS1003	Introduction to Information Technology	3 Credits
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This course is designed to provide students with an understanding of the essential components of Information Technology (IT) covering hardware, software, networking and databases. The course also provides an introduction to cloud computing, security and future developments in IT. Students will also be given hands on training using MS office suite.

Pre-requisite: None

ENG1001	English	3 Credits
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This course helps students to have a good understanding of English reading and writing skills. It hones their reading and writing skills and communicate their thoughts in an articulated manner to the readers. It also facilitates the students to prepare documents & presentations and deliver effectively.

Pre-requisite: None

GEN1001	Core Life Skills and Happiness	3 Credits
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This course introduces the students to understand concepts of core life skills and happiness that enables them to cope up with attitudes and values in the life situations. This course also provides students with an understanding of managing self and coping up with the contemporary life style in personal, professional and societal context.

Pre Requisite: None

MAT1004	Mathematics- I	3 Credits
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This course introduces to the students about the main mathematical skills used in Information Technology applications. The focus of attention is on developing the basic concepts of algebra and calculus such as Set theory, Relations and functions, Graphs, Trees Fundamental counting principles, Logic and Boolean algebra, limit of a function, derivatives, and integrals and its applications to solve problems.

Pre-requisite: None

GEN1002	UAE Society	3 Credits
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The course provides an understanding of UAE Society in terms of its geography, culture and history as well as social, economic, and environmental development. The course focuses on introducing students to the main social features of Emirati community, its core values and heritage. It also elaborates the importance of future plans of the country.

Pre Requisite: None

ENG1102	Business Communication	3 Credits
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The course offers a basic understanding of, and practical engagement with, some of the typical models used in different types of written and oral communication. Outcomes for the course include developed skills pertaining to: proper business attitudes reflected in writing; creative thinking; cross-cultural communication; document-design and formatting; oral presentation; verbal and non-verbal concepts. The course also develops students' visualization towards creating and formatting videos and images advertisements for the purpose of promoting for products, taking into consideration cultural and habitual conceptions of societies. Emphasis will also be placed on the self-editing of writing and language usage. The course lays the foundations for successful and skillful business communication.

Pre-requisite: ENG1001

HUM1001	Critical Thinking and Problem Solving	3 Credits
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The course is designed to help the students develop their skills in reasoning, analysis, and the use of logical arguments. This will help improving their scientific approach in identifying problems, collecting adequate information and analyzing data solving problems. This course improves students' attitude towards applying sound critical reasoning and logic while presenting inferences and breaking down complex problems using techniques such as algorithms, flowcharts, and robotics tools.

Pre-requisite: None

MAT1105	Mathematics-II	3 Credits
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This course focuses on the usage of appropriate concepts in quantitative techniques for decision-making. The course offers basic understanding of probability distribution and quantitative techniques for decision in inventory, forecasting and network analysis.

Pre-requisite: MAT1004

GEN2008	Innovation, Entrepreneurship and Sustainability	3 Credits
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This course on Innovation, Entrepreneurship and Sustainability provides a contemporary view of the growing importance of innovation, entrepreneurial and sustainable businesses to improve, venture and understand sustainable development. Students will be enable to analyze, how sustainable businesses provide competitive advantage and practices that firms adopt to grow revenues, cut costs, improve market share, enhance brands, and redesign products and processes.

Pre Requisite: None

GEN2004	General Science	3 Credits
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The course provides an introduction to the scientific way of thinking as it introduces fundamental scientific concepts. The course provides opportunities for students to experience the methods of science by evaluating situations from a scientific point of view .The course encompasses Physics ,Chemistry ,Astronomy and earth sciences and emphasizes general principles and their application to real world situations. This course gives students the intellectual frame work that will allow them to deal with the scientific aspects of problems that come into public debate.

Pre-requisite: None

GEN2005	Basic Arabic	3 Credits
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The course offers an introduction to understanding of and practical engagement of written and oral Arabic communication for non-native speakers. The contents of the course cover alphabets, basic reading, writing and speaking skills related to daily life. By the end of the course students should be able to hold simple conversation in Arabic and read and write basic sentences.

Pre Requisite: None

GEN2006	Advanced Arabic	3 Credits
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The course is designed to teach detailed topics in Arabic Language for Arabic speakers and improve student's Arabic language skills in reading, writing and grammar. Reading texts, understanding context and idea of text in detail and answering related questions, learning new vocabulary of the reading text, practicing writing short paragraphs about general topics following grammar rules are the highlights of the course.

Pre Requisite: None

GEN2007	Islamic Culture	3 Credits
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Islam is a code of behavior and a way of life. This course introduces the history of Islamic culture. Students will be able to get an insight into issues of gender, marriage, law, economics, business, art and architecture. The course explains the relationship between the Islamic concepts with society, business and issues of globalization.

Pre Requisite: None

SIT 1001	Digital Logic	3 Credits
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Students will be introduced to the concepts of number representation and Boolean algebra to design and test logic circuits. The students will gain skills in Logic Circuit Design concepts, Logic Gates and Networks Synthesis Using AND, OR, and NOT Gates, Design Examples, (introduction to VHDL), Number representation and arithmetic circuits, Combinational-Circuit Building Blocks, Sequential circuits and Karnaugh Maps, Flip-Flops, Registers, Counters, and a Simple Processor. Students will gain skills in testing logic circuits. Students will be introduced to future trends in Digital Logic. The course involves a project that allows to apply of the concepts learned throughout the digital logic course. Each phase builds on the previous one, providing a comprehensive understanding of digital hardware design and implementation. Students will be guided to complete the Coursera certification that reflects their skills developed during the course

Pre-requisite: None

SIT1102	Introduction to Programming	3 Credits
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The course covers Data Types in Python and control Structures, including the if statement, the if-else statement, the for-loop Statement, and the while loop. Students will also learn how to use functions, pass arguments to functions, and differentiate between local and global variables. Students will learn how to use exception handling to create more reliable, user-friendly programs by effectively managing errors. Other topics covered in the course include Lists, Tuples, Strings, Dictionaries, Sets, Files, and File Handling statements, including Create, read, Append, and write. A 2-hour/week laboratory is included in the delivery course in addition to a multi-phase project with version control tools.

Pre-requisite: CIS1003

SIT2103	Database Management Systems	3 Credits
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This course provides a comprehensive introduction to database management systems (DBMS) and their applications in modern organizations. It covers core topics such as database concepts and architecture, conceptual and logical data modeling, and database design using the Entity-Relationship (ER) model. Students will explore the relational data model, relational database constraints, and Structured Query Language (SQL) for data definition, manipulation, and retrieval. In addition, students will learn about database security principles, including security threats, control mechanisms, and data protection strategies. The course concludes with an overview of emerging trends and technologies in database systems. Practical experience is reinforced through

lab sessions and a comprehensive database project that integrates the concepts learned throughout the course. Hands-on lab exercises focus on SQL programming, including data definition, data types, constraint specification, and query development. The course further examines relational algebra and calculus, object-oriented database concepts, normalization theory, query processing and optimization, and file structures, hashing, and contemporary storage architectures. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: SIT1102

SIT2104	Advanced Programming	3 Credits
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This course provides a comprehensive introduction to the core concepts of object-oriented programming (OOP), including classes, objects, data abstraction, encapsulation, inheritance, and polymorphism. Students will explore advanced programming topics, including importing libraries, multithreading, exception handling, and string operations. The course also emphasizes best practices in code organization and introduces essential design patterns for creating robust and maintainable software. Additionally, students will gain hands-on experience by developing an application with a Graphical User Interface (GUI), applying debugging techniques, and testing programs using OOP principles. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: SIT1102

SIT2105	Computer Organization and Architecture	3 Credits
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This course covers the fundamentals of computer architecture, including the architecture of the Von Neumann and Turing Machines, arithmetic & logical operations, integer and floating-point number representations, and the analysis of memory systems. The course enables students to get an understanding of the Functions of the processor, Simulation -Pipelining Fetch, decode, execute, and store operations, Design of computer systems, Multiprocessor and multicore, cache optimization techniques and superscalar techniques, Parallelism and Superscalar techniques, I /I/O system, Pipelined Architecture, and Future trends in computer organization and Architecture. The course also introduces students to Assembly Language Programming, the MIPS processor instruction set. This course will be conducted in the Lab with hands-on practical exercises. Coursera certification is included to improve skills in computer organization and architecture.

Pre-requisite: SIT1001

BIT2126	Data Structures and Algorithm Analysis	3 Credits
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This course introduces students to fundamental concepts in data structures and algorithm analysis. It covers essential Abstract Data Types (ADTs) such as arrays, stacks, queues, and linked lists (singly, doubly, and circular). Students will explore recursion, priority queues, heaps, and hashing techniques, including hash tables and hash functions. The course also delves into tree structures, including binary trees, binary search trees, and general trees, with a focus on tree traversal algorithms. Additionally, students will study graph structures and graph traversal algorithms, learning to apply these concepts in various scenarios. The course provides a comprehensive understanding of sorting algorithms, including Bubble Sort, Quick Sort, and Heap Sort, as well as searching techniques. An emphasis on asymptotic analysis will enable students to evaluate the efficiency of algorithms, particularly in terms of time and space complexity. By the end of the course, topics such as Real-World Applications of Data Structures, Current Trends and Emerging Topics, and Case Studies will be covered. Students will have the opportunity to reinforce their learning through scheduled lab sessions, where they will solve problems, implement the discussed data structures, and analyze the performance of various algorithms. This hands-on experience is designed to solidify their understanding and prepare them for more advanced studies in computer science. In addition to lab sessions, a project will be assigned to ensure that students gain sufficient hands-on experience and can apply their knowledge in a practical setting.

Pre-requisite: SIT2104

SIT2107	Web Design and Development	3 Credits
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This course helps students to design and create web pages and websites using Hyper Text Markup Language (HTML5), Cascading Style Sheets (CSS3), and JavaScript. Students will learn the concept of HTML files, create the general structure of a web page using HTML tags. CSS3 will be utilized to improve web pages' overall presentation in terms of its layout, fonts, and themes. Further, students will apply JavaScript to create interactive web forms to enhance their websites. A 2-hour/week laboratory is included in the course delivery; in addition, the course includes a project with five phases.

Pre-requisite: SIT1102

SIT2108	Computer Networks	3 Credits
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This course covers the fundamental concepts of data communication and computer networks. Students will gain an understanding of network hardware and software that enables network communication, network models and protocols that control network communication, and various modern network technologies and applications. The course also introduces the student to advanced networking concepts such as congestion control, quality of services, network security, and wireless and mobile networks. Further, this course helps students plan, design, and analyze computer networks in small- to medium-sized enterprises. Students will gain practical knowledge of computer networks by using tools such as Cisco Packet Tracer and Wireshark.

Pre-requisite: CIS1003

SIT3109	Operating System	3 Credits
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This course begins with an overview of computer systems and an introduction to operating systems. Key topics include Process Description and Control, Threads, Concurrency (including Mutual Exclusion, Synchronization, and Deadlock and Starvation), Memory Management, Virtual Memory, Uniprocessor Scheduling, Multiprocessor, Multicore, and Real-Time Scheduling, I/O Management and Disk Scheduling, and File Management. The course also covers advanced topics and current trends, including Embedded Systems, Modular OS Design, Virtualization, Distributed and Cloud-Native Operating Systems, Real-Time Operating Systems, Operating System Security, Zero Trust Architecture, and Fault Tolerance.

Pre-requisite: SIT2105

SIT3110	Mobile Application Development	3 Credits
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The course equips students with fundamental concepts of mobile application development for the Android Operating System (OS). The course provides students with the skills to develop Android applications using Kotlin. The course provides an overview of using control flow statements, Functions, & Object-Oriented Programming (OOP). Students will learn the Android Framework, Creating User Interfaces, Android Layouts, Styles, Themes, and Menus, Snackbar, Activities, Android Intent, Alert Dialogs, Android Notifications, Android Widgets, Android Navigation Components, Firebase Authentication and Database, and Location-Aware Apps: Using GPS and Google Maps. The student will be able to run, test, and implement the developed application in a real-time environment.

Pre-requisite: SIT2107

BIT3131	E-Commerce (E)	3 Credits
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This course introduces the foundational principles of electronic commerce, emphasizing technological frameworks and diverse business models. Students will explore E-commerce Infrastructure, Website and Mobile Application Development, and strategies for building an Online Presence. Core topics include E-commerce Security, Payment Systems, and Digital Marketing – covering social, mobile, and local marketing approaches. The course also examines Ethical and Legal Issues in E-commerce, Online Retail and Services, and methods for Evaluating the Viability of Online Firms. Additionally, students will study Online Media, B2B E-commerce, and Emerging Trends to align with current industry developments.

Pre-requisite: SIT2107

SIT3112	Cybersecurity Essentials	3 Credits
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This course identifies and explains the ever-changing vulnerabilities, threats, and attacks that expose computer security to cyberspace. It provides a critical analysis and a thorough, step-by-step evaluation to assess the strength of the network infrastructure and prevent sophisticated, unpredictable cybercriminals from exploiting these vulnerabilities to steal wealth, information, and secrets. Topics covered include Infrastructure Security, Understanding Access-Control and Monitoring Systems, Understanding Intrusion-Detection and Reporting Systems, Protecting the Inner Perimeter, Protecting Remote Access, Anomaly-Detection Systems and Configuring, Defending Against Malicious Software, Local Network Security, Securing the Perimeter, Understanding the Environment, Understanding Private Networks, Internet Security, Identifying and Defending Against Vulnerabilities, and Future Trends in Cybersecurity. This course will be conducted in the Lab with hands-on practical exercises and demonstrations, including a research project.

Pre-requisite: SIT2108

SIT4114	Ethics in Computing and Information Technology	3 Credits
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This course provides the framework for identifying and analyzing ethical issues in computer science and information technology. This course covers topics such as: Introduction to Ethics in Computing and IT, Professional Ethics and Code of Conduct, Professional Ethics in the Computing and IT Fields, Privacy and Anonymity, Intellectual Property, Ethical Issues in Globalization, Cybersecurity Ethics, Computer and Information Crimes, Computer Viruses and Malware, Ethical Hacking and Vulnerabilities, Spyware and Ethical Issues, Network Security Risks and Ethics, Emerging Ethical Issues in IT. Students are expected to work on a research project that includes a presentation on an emerging topic in ethics and computing, as well as a group project on ethical hacking.

Pre-requisite: SIT3112

AIT3101	Artificial Intelligence	3 Credits
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This course introduces the essential concepts and techniques of AI, along with their applications. It provides students with the basic concepts, knowledge, and skills required to apply artificial intelligence techniques to evaluate and solve problems under various conditions and constraints. Major topics included in this course are Knowledge Representation, Intelligent Agents, Problem Solving and Search Algorithms, Uninformed and Heuristic Search, First-order Logic, Constraint Satisfaction, Automated Reasoning and Planning, Reasoning under Uncertainty, and Decision Making, covering both simple and complex decision-making, Machine Learning, including learning from examples, neural networks and deep learning, a brief introduction of different AI applications with latest advancements and future directions. Students are required to work on a few programming assignments to implement key AI concepts.

Pre-requisite: BIT2126

AIT3102	Machine Learning	3 Credits
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This course offers a comprehensive exploration of the key concepts and techniques in machine learning, starting with fundamental principles and progressing to advanced topics. Students will gain experience with classification, model training, and various algorithms, including Support Vector Machines, Decision Trees, and Ensemble Learning with Random Forests. The curriculum covers both supervised and unsupervised learning, with a focus on dimensionality reduction and neural networks using Keras and TensorFlow. Advanced topics such as deep learning in computer vision, sequence processing with RNNs and CNNs, natural language processing with attention mechanisms, and representation learning with autoencoders and GANs are also included. The course culminates with an introduction to reinforcement learning, equipping students with the skills to tackle complex machine learning problems.

Pre-requisite: AIT3101

SWE3101	Software Engineering	3 Credits
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This course enables students to understand the various phases of the software development life cycle (SDLC) and software process models. The students learn to perform system analysis and design, enabling them to prepare a detailed scope-of-work document that specifies user and system requirements. Additionally, this course helps students design the architecture of an information system and its implementation, testing, and verification. Software quality attributes are also introduced and evaluated, including project management skills and quality management approaches.

Pre-requisite: SIT2103

SWE3102	IT Project Management	3 Credits
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The Information Technology (IT) Project Management course emphasizes managing IT projects within the specified scope, time, cost, and quality constraints. The different phases of the IT projects should reflect the software development process. This course begins with an introduction to project management, considering the IT perspective, and the Project management process groups. Topics covered include Project scope management, time management, Schedule Management, cost management, and quality management. Project integration management, tools and techniques for Quality Control, Modern Quality Management, Project Human Resource management, communication management, risk management, procurement management. The course concludes with Current Trends in Project Management.

Pre-requisite: SWE3101

BIT4290	Internship(C, S)	6 Credits
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The internship program provides students with the opportunity to work, learn, and gain hands-on experience within an organization. It helps students to develop a professional understanding of an industry in their major area of study. Students can apply classroom knowledge in a work setting, thereby enriching their learning experience.

Pre-requisite: SWE3102, Completion of 90 Credits

BIT4291	Graduation Project (C, S, P)	3 Credits
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Students will be organized into teams and will be given an integrated approach to develop a computing project. Students will, as a group project, design and test software solutions to address organizational or societal requirements. The course will enable students to critically evaluate and justify proposed design solutions. The project contains various phases starting from preparing the proposal, analysis of the requirement specification, designing the prototype, building and deploying the prototype. Students are required to submit full system documentation and present their project to a panel of judges.

Pre-requisite: SWE3102, completion of 90 credits

SIT4111	Human-Computer Interaction	3 Credits
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In this course, the students will understand the interaction between computer systems and a wide range of users, stressing Accessibility, Usability, and User Experience. Topics covered include: Guidelines, Principles, and Theories of HCI; Cultural and International Diversity; Users with Disabilities; User Interface development; Discovering Requirements; Natural language; Fluid Navigation; HCI prototype; User Interface evaluation; and Usability testing. Students are introduced to several practical assignments, such as applying usability testing and a group project to perform a full interactive design evaluation.

Pre-requisite: 3110

BIT4122	Knowledge Management Technology (E, P)	3 Credits
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This course covers the importance of Knowledge Management (KM), its process, and lifecycle models. The course explores key topics, including the distinction between tacit and explicit knowledge, the importance of learning organizations, and how knowledge is shared and used. The impact of organizational culture on knowledge sharing and learning is also emphasized. The course enables students to build knowledge networks and use Information and Communication Technologies (ICT) for KM. The course covers knowledge boundaries, boundary-spanning mechanisms, and mechanisms for managing knowledge within organizations. Additionally, the course covers decision-making processes, knowledge-based decision support systems, and emerging trends in KM technology. By the end of the course, students will have a comprehensive understanding of the future of KM and its critical role in supporting organizational decision-making and strategic goals.

Pre-requisite: SIT2103

BIT4123	Internet of Things	3 Credits
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The course outlines the background and overall vision for the Internet of Things (IoT) and Cyber-Physical Systems (CPS), along with associated emerging technologies. Following the introduction, the course begins with the origins and the IoT landscape, then moves to the IoT business and Architectural Perspectives. IoT technology fundamentals are then presented, followed by the IoT Architecture and the Architecture reference model. IoT Security issues, trust, identity, and privacy are introduced, followed by a discussion of Real-World Design Constraints. In the following weeks, the course introduces several real-world use cases, including: Asset Management, Industrial Automation, Smart Grid, Commercial Building Automation, Smart Cities, Participatory Sensing, Robotics and Autonomous Vehicles, and Logistics. In addition to the 2-hour-per-week laboratory, students are required to complete an Arduino-based practical project and present on the latest advancements in IoT technology.

Pre-requisite: SIT2108

BIT4124	Distributed Database Systems	3 Credits
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Throughout this course, students will gain a deep understanding of the fundamental concepts, design principles, and advanced techniques used in distributed database systems. The course will cover a wide range of topics, including the Introduction of distributed databases, Distributed database design, and Distributed Query Processing. Students will also delve into more specialized areas such as Query Optimization in Distributed Systems, Transaction Processing Systems, Distributed Data Control, controlling Concurrency, Deadlock Management, and Replication Control. Additionally, the course will address critical aspects of Replication control algorithms, including failure and commit protocols, data integration, and security in distributed environments. To keep the student abreast of the latest developments, The Course will explore current trends and emerging technologies in the field.

Complementing the theoretical knowledge, the course includes hands-on lab sessions and a comprehensive project, allowing you to apply what you've learned to real-world scenarios. By the end of the course, the students will be well-equipped to design, implement, and manage distributed database systems, ready to tackle the challenges of modern data management

Pre-requisite: SIT2103

BIT4125	Strategic Information System Management (C, S)	3 Credits
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This course explores the intersection of business strategy and information systems (IS), focusing on the Information System Strategy Triangle, Strategic Use of Information Resources, Organizational Strategy and Information Systems, Information Systems and Digital Transformation, Architecture and Infrastructure, Security, Governance of the Information Systems Organization, Information Systems Sourcing, Business Intelligence, Knowledge Management, and Analytics, Privacy and Ethical Considerations in Information Management. This course integrates the strategic, governance, and ethical aspects of IS and ties them into real-world applications using case studies, providing a comprehensive overview of the course content.

Pre-requisite: SWE3102

ECT3101	Enterprise System (C, S)	3 Credits
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This course offers a comprehensive introduction to Enterprise Resource Planning (ERP) systems, emphasizing their role in modern business environments and their integration with various business functions. Students will gain a thorough understanding of ERP technologies, methodologies, and practices through detailed exploration. This course introduces Enterprise Resources Planning (ERP) Systems and ERP technology within different organizational settings. Topics related to Business Process Reengineering (BPR), Systems Diagramming, and Process Mapping illustrate how business processes are integrated across functional divisions. The ERP life cycle is described with ERP Life Cycle: Planning and Package Selection, Development, Implementation, and Maintenance. Different functional modules of the enterprise are covered, mapping to ERP and Customer Relationship Management (CRM), Sales, Order Management, and Accounting. ERP Supply Chain Management and its functionality are detailed across various topics, including Procurement and Supplier Relationship Management; Logistics and Distribution (Warehouse Management Systems (WMS) and ERP Integration and Transportation Management Systems (TMS) within ERP); and Production Planning and Control within ERP Systems. Security and Risk Management and Emerging Trends in ERP are discussed to give an edge over current trends in enterprise system operations. Practical exercises and projects are included to help students acquire technical skills that will benefit them in their future workplaces.

Pre-requisite: SWE3101

ECT3102	Business Process Modeling	3 Credits
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This course deeply explores systems analysis and design, focusing on methodologies for determining system requirements, modeling business processes, and applying object-oriented design principles. The course covers key topics: Object Oriented Systems Analysis and Design, Requirement Determination, Project Management, moving on to design, Understanding BPMN, Design process paths with gateways, Design process paths without gateways, Events, Special tasks, Subprocesses, Structural Modeling, Behavioral Modeling, BPMN on a broad base, Latest Trends and Future Advancements. Students will gain hands-on experience in business process modeling using BPMN and develop project management skills for system development.

Pre-requisite: SWE3101

ECT3103	E-Supply Chain Management	3 Credits
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This course describes the implications of technological advancements on supply chain management. The Concepts of E-Logistics and E-Supply Chain Management are introduced. Technologies in supply chain management and logistics cover maturing technologies such as optimization software, sensors/telematics, cloud computing, data warehouse and integration, automated storage (AS), and retrieval. The Growth technologies include Mobility, Wearability, Data Analytics, and Social Media. Emerging technologies are discussed on 3D printing, Drones, and Autonomous vehicles. Exponential technologies, such as Blockchain, Internet of Things, Virtual Reality (VR), and Machine learning, are explained in detail. The course explains the Impact of exponential technologies on global supply chain management in the context of technology providers. The course exposes students to the supply block chain: integrating block chain technology within supply chain operations that covers use cases in vertical markets, Smart contracts, and other supply chain use cases. Technologies for dealing with errors in supply chain planning are elaborated, covering the science of inventory optimization components for planning a perfect order, additional essential capabilities of a world-class inventory optimization solution, and various key capabilities of a world-class replenishment optimization solution. Emerging technologies in the healthcare supply chain are discussed to help students learn about real-life scenarios. The concepts of the emergence of new containers in the cold chain discuss facts about changes in the cold chain. The unlocking digital innovation: guiding principles for driving digital technology in the supply chain for value addition, and current trends in e-supply chain management are integrated to align with ongoing changes in supply chain technologies. This course covers many online video cases to provide a thorough understanding of supply chain technologies and other real-life implementations.

Pre-requisite: BIT3131

ECT4104	Enterprise Governance Using Information Technology	3 Credits
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This course provides a comprehensive understanding of how information technologies drive effective enterprise governance and strategic decision-making. It begins by examining disruptive IT innovations and their influence on companies, competition, and careers. Students will explore information systems, IT architecture, data governance, and cloud computing as foundational elements supporting organizational efficiency and accountability. The course delves into data management, analytics, and business intelligence for informed governance and performance monitoring. Emphasis is placed on networks, collaborative technologies, and the Internet of Things

(IoT) as enablers of digital connectivity, along with cybersecurity and risk management technologies to safeguard enterprise assets. Learners will also study enterprise social networks, semantic and recommendation technologies, and Web 2.0 and social platforms that enhance organizational communication and customer engagement. Further topics include retail, e-commerce, and mobile commerce technologies, functional business systems, and enterprise systems that integrate operations across business units. Practical applications include data visualization and geographic information systems (GIS) for generating insights. Students will analyze IT strategy, sourcing, and strategic technology trends, apply systems development and project management frameworks, and address IT ethics, privacy, and sustainability as critical aspects of governance. The course concludes with an overview of the latest trends in enterprise governance, aligning technological innovation with responsible leadership and corporate performance.

Pre-requisite: ECT3101

ECT4105	Blockchain	3 Credits
<p>This course offers a comprehensive exploration of blockchain technology, tracing its origins, examining Bitcoin's predecessors, and examining the evolution of Ethereum, which expanded the functionality of blockchain. Key topics will include the development of decentralized applications (DApps), the deployment and execution of smart contracts, and the concept of tokenization, which enables the digital representation of assets on the blockchain. The course will also cover crucial cryptocurrency fundamentals, including public and private keys, transaction mechanisms, hashes, and the significance of forks and altchains. Students will investigate the market infrastructure surrounding cryptocurrencies, analyze the evolution of Bitcoin prices, and understand the regulatory challenges facing the blockchain landscape. Additional focus will be placed on decentralized finance (DeFi), the rise of crypto laundering, and the role of other blockchains in the ecosystem. Practical applications will be emphasized, including the use of exchange APIs, trading bots, and enterprise implementations of blockchain solutions. Students will explore Blockchain as a Service (BaaS) and engage with emerging trends that shape the future of this rapidly evolving technology. At the end of the course, students will possess a robust understanding of blockchain technology, its applications, and its potential to revolutionize industries, preparing them for careers in this dynamic field.</p>		

Pre-requisite: SIT3112

ECT4106	Enterprise Systems Audit & Control	3 Credits
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This course begins with an introduction to the IT environment and IT audit, the need for auditing, and the auditor's role. The ITIL Framework is introduced, including the ITIL service lifecycle stages. Topics covered include Legislation Relevant to IT, IT Crimes and Cyberattacks, the IT Audit Process, Audit Planning, tools and Techniques Used in Auditing IT, Audit Productivity Tools, System Documentation Techniques and flowcharting, Computer-Assisted Audit Techniques (CAATs), IT Governance and Strategy, IT Performance Metrics, ITIL Governance framework, Risk Management, Risk Assessment, Project Management and Auditor's Role, System Development Life Cycle, Approaches to System Development, and Risks and Controls. Students are expected to work in a group project to apply the ITIL Framework to a mid-size financial institution. The project will be presented as a case study.

Pre-requisite: SWE3101

ECT4121	Cloud Computing	3 Credits
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This course provides the skills and knowledge required to analyze and implement cloud-computing technologies, including its delivery service models such as Infrastructure as a Service (IAAS), Software as a Service (SAAS), and Platform as a Service (PAAS). The course evaluates key drivers of Cloud Computing solutions, their barriers, service scenarios, and building solutions using various technology stacks, cloud storage sizing and technologies, and other solutions available in the cloud marketplace. The course includes practical lab sessions, as well as a group project requiring students to build a complete cloud-based application.

Pre-requisite: SIT2108

ECT4122	Cryptocurrency	3 Credits
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This course provides a deep dive into the world of cryptocurrency, starting with the historical evolution of money and progressing through to the latest trends in digital finance. Students will explore the basic concepts of cryptocurrency, including Bitcoin, Ethereum, cryptography, and blockchain technology. The course covers a wide array of topics, including emerging blockchains, various crypto-assets, payment tokens, stablecoins, and central bank digital currencies (CBDCs), with a focus on their practical applications and regulatory considerations. Learners will gain insights into utility tokens, social tokens, security tokens, and non-fungible tokens (NFTs), as well as the mechanics of crypto mining and asset creation. Additionally, the course covers decentralized finance (DeFi), crypto exchanges, and the cybersecurity challenges of the crypto ecosystem. By examining current trends and future developments, this course equips students with a thorough understanding of how digital currencies are shaping the financial landscape and prepares them for the evolving future of cryptocurrency.

Pre-requisite: SIT3112

SIT4112	Big Data Analytics	3 Credits
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Big data analytics is the process of analyzing massive amounts of data to uncover hidden patterns and useful insights. The course introduces the world of big data and helps learners to analyze, apply and evaluate various aspects of big data analytics that includes topics on Big Data Storage Concepts, NoSQL Database, Big Data Processing and Management Concepts, Managing and Processing Big Data in Cloud Computing, Driving Big Data with Hadoop Tools and Technologies, Big Data Analytics, Big Data Analytics with Machine Learning, Cluster Analysis, and Big Data Visualization. Various Big Data Application Areas and Big Data analytics trends are discussed to update the learners about the latest advancements in big data implementation. Lab sessions are included to provide better perspectives on acquiring skills in big data analytics using the latest tools, technologies, and programming languages. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: AIT 3101

B. Bachelor of Science in Computer Science Course Descriptions

CIS1003	Introduction to Information Technology	3 Credits
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This course is designed to provide students with an understanding of the essential components of Information Technology (IT) covering hardware, software, networking and databases. The course also provides an introduction to cloud computing, security and future developments in IT. Students will also be given hands on training using MS office suite.

Pre-requisite: None

ENG1001	English	3 Credits
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This course helps students to have a good understanding of English reading and writing skills. It hones their reading and writing skills and communicate their thoughts in an articulated manner to the readers. It also facilitates the students to prepare documents & presentations and deliver effectively.

Pre-requisite: None

ENG1102	Business Communication	3 Credits
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The course offers a basic understanding of, and practical engagement with, some of the typical models used in different types of written and oral communication. Outcomes for the course include developed skills pertaining to: proper business attitudes reflected in writing; creative thinking; cross-cultural communication; document-design and formatting; oral presentation; verbal and non-verbal concepts. The course also develops students' visualization towards creating and formatting videos and images advertisements for the purpose of promoting for products, taking into consideration cultural and habitual conceptions of societies. Emphasis will also be placed on the self-editing of writing and language usage. The course lays the foundations for successful and skillful business communication.

Pre-requisite: ENG1001

GEN1002	UAE Society	3 Credits
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The course provides an understanding of UAE Society in terms of its geography, culture and history as well as social, economic, and environmental development. The course focuses on introducing students to the main social features of Emirati community, its core values and heritage. It also elaborates the importance of future plans of the country.

Pre Requisite: None

GEN2005	Basic Arabic	3 Credits
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The course offers an introduction to understanding of and practical engagement of written and oral Arabic communication for non-native speakers. The contents of the course cover alphabets, basic reading, writing and speaking skills related to daily life. By the end of the course students should be able to hold simple conversation in Arabic and read and write basic sentences.

Pre Requisite: None

GEN2006	Advanced Arabic	3 Credits
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The course is designed to teach detailed topics in Arabic Language for Arabic speakers and improve student's Arabic language skills in reading, writing and grammar. Reading texts, understanding context and idea of text in detail and answering related questions, learning new vocabulary of the reading text, practicing writing short paragraphs about general topics following grammar rules are the highlights of the course.

Pre Requisite: None

GEN2007	Islamic Culture	3 Credits
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Islam is a code of behavior and a way of life. This course introduces the history of Islamic culture. Students will be able to get an insight into issues of gender, marriage, law, economics, business, art and architecture. The course explains the relationship between the Islamic concepts with society, business and issues of globalization.

Pre Requisite: None

GEN2008	Innovation, Entrepreneurship and Sustainability	3 Credits
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This course on Innovation, Entrepreneurship and Sustainability provides a contemporary view of the growing importance of innovation, entrepreneurial and sustainable businesses to improve, venture and understand sustainable development. Students will be enable to analyze, how sustainable businesses provide competitive advantage and practices that firms adopt to grow revenues, cut costs, improve market share, enhance brands, and redesign products and processes.

Pre Requisite: None

MAT1006	Calculus	3 Credits
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Topics include concepts, techniques, and applications of limits, continuity, derivatives, and integrals of algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Appropriate technology is used to discover relationships and to work problems not usually possible to work by hand.

Pre-requisite: None

MAT1107	Linear Algebra	3 Credits
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This course provides you with mathematical material in Linear Algebra foundational for mathematics, engineering and the sciences. It focuses on linear equations, matrix methods, analytical geometry and linear transformations.

Pre-requisite: MAT1006

MAT2108	Introduction to Probability and Statistics	3 Credits
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An introductory course in probability and statistics, including statistical terminology, descriptive data, linear regression, probabilities, probability distributions, discrete and random variables, sampling distributions, point, and interval estimation, and hypothesis testing.

Pre-requisite: MAT1006

PHY1001	Physics – 1	3 Credits
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This course aims at developing an understanding of the basic concepts in physics which has its application in the field of engineering. The course includes fundamental concepts of measurement, precision, accuracy, and vectors, along with concepts from mechanics which include motion in one and two dimensions, Newton's laws of motion and their applications, work and energy, rotational dynamics, rolling motion, conservation of angular momentum with special emphasis on engineering applications.

Pre-requisite: None

PHY2101	Physics II	3 Credits
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This is the second part of a two-semester Physics course. Topics cover electrostatics, electricity, magnetism, and optics giving special emphasis on engineering applications. Laboratory experiments emphasize theoretical concepts and utilize advanced computerized technology.

Pre-requisite: PHY1001

SIT1001	Digital Logic	3 Credit
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Students will be introduced to the concepts of number representation and Boolean algebra to design and test logic circuits. The students will gain skills in Logic Circuit Design concepts, Logic Gates and Networks Synthesis Using AND, OR, and NOT Gates, Design Examples, (introduction to VHDL), Number representation and arithmetic circuits, Combinational-Circuit Building Blocks, Sequential circuits and Karnaugh Maps, Flip-Flops, Registers, Counters, and a Simple Processor. Students will gain skills in testing logic circuits. Students will be introduced to future trends in Digital Logic. The course involves a project that allows to apply of the concepts learned throughout the digital logic course. Each phase builds on the previous one, providing a comprehensive understanding of digital hardware design and implementation. Students will be guided to complete the Coursera certification that reflects their skills developed during the course.

Pre-requisite: NONE

SIT1102	Introduction to Programming	3 Credit
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The course covers Data Types in Python and control Structures, including the if statement, the if-else statement, the for-loop Statement, and the while loop. Students will also learn how to use functions, pass arguments to functions, and differentiate between local and global variables. Students will learn how to use exception handling to create more reliable, user-friendly programs by effectively managing errors. Other topics covered in the course include Lists, Tuples, Strings, Dictionaries, Sets, Files, and File Handling statements, including Create, read, Append, and write. A 2-hour/week laboratory is included in the delivery course in addition to a multi-phase project with version control tools.

Pre-requisite: CIS1003

SIT2103	Database Management Systems	3 Credit
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This course provides a comprehensive introduction to database management systems (DBMS) and their applications in modern organizations. It covers core topics such as database concepts and architecture, conceptual and logical data modeling, and database design using the Entity-Relationship (ER) model. Students will explore the relational data model, relational database constraints, and Structured Query Language (SQL) for data definition, manipulation, and retrieval. In addition, students will learn about database security principles, including security threats, control mechanisms, and data protection strategies. The course concludes with an overview of emerging trends and technologies in database systems. Practical experience is reinforced through lab sessions and a comprehensive database project that integrates the concepts learned throughout the course. Hands-on lab exercises focus on SQL programming, including data definition, data types, constraint specification, and query development. The course further examines relational algebra and calculus, object-oriented database concepts, normalization theory, query processing and optimization, and file structures, hashing, and contemporary storage architectures. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: SIT1102

SIT2104	Advanced Programming	3 Credit
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This course provides a comprehensive introduction to the core concepts of object-oriented programming (OOP), including classes, objects, data abstraction, encapsulation, inheritance, and polymorphism. Students will explore advanced programming topics, including importing libraries, multithreading, exception handling, and string operations. The course also emphasizes best practices in code organization and introduces essential design patterns for creating robust and maintainable software. Additionally, students will gain hands-on experience by developing an application with a Graphical User Interface (GUI), applying debugging techniques, and testing programs using OOP principles. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: SIT1102

SIT2105	Computer Organization and Architecture	3 Credit
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This course covers the fundamentals of computer architecture, including the architecture of the Von Neumann and Turing Machines, arithmetic & logical operations, integer and floating-point number representations, and the analysis of memory systems. The course enables students to get an understanding of the Functions of the processor, Simulation -Pipelining Fetch, decode, execute, and store operations, Design of computer systems, Multiprocessor and multicore, cache optimization techniques and superscalar techniques, Parallelism and Superscalar techniques, I /I/O system, Pipelined Architecture, and Future trends in computer organization and Architecture. The course also introduces students to Assembly Language Programming, the MIPS processor instruction set. This course will be conducted in the Lab with hands-on practical exercises. Coursera certification is included to improve skills in computer organization and architecture.

Pre-requisite: SIT1001

SIT2107	Web Design and Development	3 Credit
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This course helps students to design and create web pages and websites using Hyper Text Markup Language (HTML5), Cascading Style Sheets (CSS3), and JavaScript. Students will learn the concept of HTML files, create the general structure of a web page using HTML tags. CSS3 will be utilized to improve web pages' overall presentation in terms of its layout, fonts, and themes. Further, students will apply JavaScript to create interactive web forms to enhance their websites. A 2-hour/week laboratory is included in the course delivery; in addition, the course includes a project with five phases.

Pre-requisite: SIT1102

SIT2108	Computer Networks	3 Credit
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This course covers the fundamental concepts of data communication and computer networks. Students will gain an understanding of network hardware and software that enables network communication, network models and protocols that control network communication, and various modern network technologies and applications. The course also introduces the student to advanced networking concepts such as congestion control, quality of services, network security, and wireless and mobile networks. Further, this course helps students plan, design, and analyze computer networks in small- to medium-sized enterprises. Students will gain practical knowledge of computer networks by using tools such as Cisco Packet Tracer and Wireshark.

Pre-requisite: CIS1003

SIT3109	Operating Systems	3 Credit
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This course begins with an overview of computer systems and an introduction to operating systems. Key topics include Process Description and Control, Threads, Concurrency (including Mutual Exclusion, Synchronization, and Deadlock and Starvation), Memory Management, Virtual Memory, Uniprocessor Scheduling, Multiprocessor, Multicore, and Real-Time Scheduling, I/O Management and Disk Scheduling, and File Management. The course also covers advanced topics and current trends, including Embedded Systems, Modular OS Design, Virtualization, Distributed and Cloud-Native Operating Systems, Real-Time Operating Systems, Operating System Security, Zero Trust Architecture, and Fault Tolerance.

Pre-requisite: SIT2105

SIT3110	Mobile Application Development	3 Credit
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The course equips students with fundamental concepts of mobile application development for the Android Operating System (OS). The course provides students with the skills to develop Android applications using Kotlin. The course provides an overview of using control flow statements, Functions, & Object-Oriented Programming (OOP). Students will learn the Android Framework, Creating User Interfaces, Android Layouts, Styles, Themes, and Menus, Snackbar, Activities, Android Intent, Alert Dialogs, Android Notifications, Android Widgets, Android Navigation Components, Firebase Authentication and Database, and Location-Aware Apps: Using GPS and Google Maps. The student will be able to run, test, and implement the developed application in a real-time environment.

Pre-requisite: SIT2107

SIT3112	Cybersecurity Essentials	3 Credit
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This course identifies and explains the ever-changing vulnerabilities, threats, and attacks that expose computer security to cyberspace. It provides a critical analysis and thorough step-by-step evaluation to assess the strength of the network infrastructure to prevent the unpredictable and sophisticated cyber criminals exploit these vulnerabilities to steal wealth, information, and secrets. Topics covered include: Access control and monitoring, intrusion detection, infrastructure security, local security, confidentiality and protecting secrets, integrity and protecting information, and availability and the five nines concept. This course will be conducted in the Lab with hands on practical exercises and demonstration.

Pre-requisite: SIT2108

SIT4111	Human-Computer Interaction	3 Credit
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In this course, students will understand the interaction between computer systems and a wide range of users. Essential Human Computer Interaction (HCI) topics are covered in this course including: Accessibility, Usability, and User Experience, Theories of HCI, Cultural and International Diversity, Users with Disabilities, User HCI prototype, User Interface evaluation and Usability testing, interface development, Discovering Requirements, Natural language, and Fluid Navigation.

Pre-requisite: SIT3110

SIT4112	Big Data Analytics	3 Credit
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This course identifies and explains the ever-changing vulnerabilities, threats, and attacks that expose computer security to cyberspace. It provides a critical analysis and a thorough, step-by-step evaluation to assess the strength of the network infrastructure and prevent sophisticated, unpredictable cybercriminals from exploiting these vulnerabilities to steal wealth, information, and secrets. Topics covered include Infrastructure Security, Understanding Access-Control and Monitoring Systems, Understanding Intrusion-Detection and Reporting Systems, Protecting the Inner Perimeter, Protecting Remote Access, Anomaly-Detection Systems and Configuring, Defending Against Malicious Software, Local Network Security, Securing the Perimeter, Understanding the Environment, Understanding Private Networks, Internet Security, Identifying and Defending Against Vulnerabilities, and Future Trends in Cybersecurity. This course will be conducted in the Lab with hands-on practical exercises and demonstrations, including a research project..

Pre-requisite: AIT3101

SIT4114	Ethics in Computing and Information Technology	3 Credit
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This course provides the framework for identifying and analyzing ethical issues in computer science and information technology. This course covers topics such as: Introduction to Ethics in Computing and IT, Professional Ethics and Code of Conduct, Professional Ethics in the Computing and IT Fields, Privacy and Anonymity, Intellectual Property, Ethical Issues in Globalization, Cybersecurity Ethics, Computer and Information Crimes, Computer Viruses and Malware, Ethical Hacking and Vulnerabilities, Spyware and Ethical Issues, Network Security Risks and Ethics, Emerging Ethical Issues in IT. Students are expected to work on a research project that includes a presentation on an emerging topic in ethics and computing, as well as a group project on ethical hacking.

Pre-requisite: SIT3112

SWE3101	Software Engineering	3 Credits
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This course enables students to understand the various phases of the software development life cycle (SDLC) and software process models. The students learn to perform system analysis and design that enables them to prepare a detailed scope of work document where user and system requirements are specified. Additionally, this course helps students in designing the architecture of an information system, its implementation, testing, and verification. Software quality attributes are also introduced and evaluated, including project management skills and quality management approaches.

Pre-requisite: SIT2104

AIT3101	Artificial Intelligence	3 Credit
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This course introduces the essential concepts and techniques of AI, along with their applications. It provides students with the basic concepts, knowledge, and skills required to apply artificial intelligence techniques to evaluate and solve problems under various conditions and constraints. Major topics included in this course are Knowledge Representation, Intelligent Agents, Problem Solving and Search Algorithms, Uninformed and Heuristic Search, First-order Logic, Constraint Satisfaction, Automated Reasoning and Planning, Reasoning under Uncertainty, and Decision Making, covering both simple and complex decision-making, Machine Learning, including learning from examples, neural networks and deep learning, a brief introduction of different AI applications with latest advancements and future directions. Students are required to work on a few programming assignments to implement key AI concepts.

Pre-requisite: BCS2202

BCS2101	Discrete Structures	3 Credit
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Discrete Structures forms the foundational basis for several core areas within Computer Science, including programming, algorithms, software development, data structures, and automated theorem proving. This course introduces students to essential mathematical concepts such as set theory, combinatorics, propositional and predicate logic, matrix algebra, relations and functions, recursion and recurrence relations, graphs and trees, algebraic structures, and Boolean algebra. Emphasis is placed on developing analytical thinking and problem-solving skills necessary for advanced computing courses and practical applications in computer science.

Pre-requisite: SIT1102

BCS2202	Data Structures	3 Credit
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This course introduces students to basic concepts of data structure. Data structures concepts such as Arrays, Stacks, queues and Linked lists, Priority Queues, Sorting Algorithms, Trees and Graphs, Heap Data Structure, Recursion & Recursive functions, Search algorithms, Search Trees, and Hash Tables and Functions. Students will learn how to create and perform different operations on data structures. The students will attend scheduled lab sessions to solve problems, practice the learned data structure, and analyze the various data structure techniques. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: BCS2101, SIT2104

BCS2203	Numerical Computations	3 Credit
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This course provides an overview of and practical experience in utilizing algorithms for solving numerical problems arising in applied sciences. The course includes topics such as solution of linear and nonlinear equations, interpolation, curve fitting, eigen values and eigen vectors, numerical differentiation and integration, solution of differential equations and partial differential equations, and solution of system of linear algebraic equations.

Pre-requisite: MAT1107 &SIT2104

BCS3104	Design and Analysis of Algorithms	3 Credit
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This course provides a foundational introduction to the principles of designing and analyzing algorithms. Students will explore core algorithmic paradigms and develop skills to evaluate algorithm efficiency in terms of time and space complexity. Key topics include an overview of algorithms, fundamentals of algorithm analysis, brute-force and exhaustive search methods, decrease-and-conquer and divide-and-conquer strategies, transform-and-conquer techniques, space-time trade-offs, dynamic programming, and greedy algorithms. Emphasis is placed on developing a deep understanding of algorithmic thinking and applying appropriate techniques to solve computational problems effectively.

Pre-requisite: BCS2202

BCS3105	Theory of Computation and Automata	3 Credit
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This course introduces the theory of computation through a set of abstract machines that serve as models for computation - finite automata, pushdown automata, and Turing machines - and examines the relationship between these automata and formal languages. This course also includes additional topics of deterministic and nondeterministic machines, regular expressions, context free grammar, Context-sensitive Grammar (CSG) and Language (CSL), undecidability, and the time complexity covering P and NP class problems, the P versus NP question and NP-completeness.

Pre-requisite: BCS2101

BCS4106	Parallel and Distributed Computing	3 Credit
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This course covers the design and implementation of parallel and distributed computing systems, including parallel architecture, classification schemes, performance metrics, Serial and parallel algorithms, techniques for parallelism, and pipelining. The course includes distributed systems, programming frameworks, resource management, synchronization, replication, consistency and distributed file system. The course will also cover current trends such as CUDA, OpenMP, POSIX Threads, and Apache Hadoop. By the end of the course, students will have a solid understanding of the principles and techniques used in the design and implementation of parallel and distributed systems, as well as the ability to analyze and evaluate the performance of these systems.

Pre-requisite: SIT3109

BCS4207	Computer Graphics and Visualization	3 Credit
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This course introduces graphics systems & models, and graphic programming. It covers computer graphics fundamentals, interaction & animation and geometric objects & transformations. The course also provides application of important topics such as viewing, lighting and shading, texture mapping, and working with framebuffers. Students will also learn about modeling and hierarchy, procedural methods, curves and surfaces, and representation and visualization methods including Scientific Visualization. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: SIT2104 & MAT1107

BCS4290	Internship (C, S, P)	6 Credit
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The internship program provides students with the opportunity to work, learn, and gain hands-on experience within an organization. It helps students to develop a professional understanding of an industry in their major area of study. Students can apply classroom knowledge in a work setting, thereby enriching their learning experience.

Pre-requisite: SWE3101

BCS4291	Graduation Project (C, S, P)	3 Credit
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Students will be organized into teams and will be given an integrated approach to develop a computing project. Students will, as a group project, design and test software solutions to address organizational or societal requirements. The course will enable students to critically evaluate and justify proposed design solutions. The project contains various phases starting from preparing the proposal, analysis of the requirement specification, designing the prototype, building and deploying the prototype. Students are required to submit full system documentation and present their project to a panel of judges.

Pre-requisite: SWE3101

AIT3102	Machine Learning	3 Credit
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This course offers a comprehensive exploration of the key concepts and techniques in machine learning, starting with fundamental principles and progressing to advanced topics. Students will gain experience with classification, model training, and various algorithms, including Support Vector Machines, Decision Trees, and Ensemble Learning with Random Forests. The curriculum covers both supervised and unsupervised learning, with a focus on dimensionality reduction and neural networks using Keras and TensorFlow. Advanced topics such as deep learning in computer vision, sequence processing with RNNs and CNNs, natural language processing with attention mechanisms, and representation learning with autoencoders and GANs are also included. The course culminates with an introduction to reinforcement learning, equipping students with the skills to tackle complex machine learning problems.

Pre-requisite: AIT3101

AIT3203	Data Warehousing and Data Mining	3 Credit
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This course covers concepts of different kinds of data and related statistical inference. The data pre-processing stages and data visualization are explained. The various data warehouse models are explained along with OLAP operations and data cube technology. Data mining techniques such as associations, correlations, data classification, data clustering, and outlier detection are explained in view of many datasets in practice. The trends, applications, and research frontiers in data are discussed to give an idea about current happenings in the subject area. The lab sessions are included to have a better perspective of acquiring skills of data warehouse and data mining practices using the latest tools and technologies. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: AIT3101, SIT2103

AIT 4104	Deep Learning	3 Credit
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The course covers a wide range of deep learning techniques, including an introduction to Convolutional Neural Networks (CNNs), hyperparameter optimization for model tuning, and the use of deconvolutions to visualize ConvNet layers. It also explores pre-trained models and the application of CNN methods to text and sequence data. Additional topics include one-hot encoding, word embeddings, 1D convolutions and pooling, Generative Adversarial Networks (GANs), Recurrent Neural Networks (RNNs), Long Short-Term Memory (LSTM) networks, Gated Recurrent Units (GRUs), and advanced recurrent architectures. The course further addresses Neural Style Transfer along with content and style loss functions. To reinforce learning, the course includes practical sessions supported by a 2-hour weekly laboratory component.

Pre-requisite: AIT3102

AIT4105	Natural Language Processing	3 Credit
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The course introduces the fundamental concepts, stages, and real-world applications of Natural Language Processing (NLP). It covers essential topics such as text preprocessing, morphology, and language modeling using n-gram techniques. Students will explore word sense disambiguation, part-of-speech (POS) tagging using methods like Hidden Markov Models (HMMs) and the Brill Tagger, as well as sequence models including Recurrent Neural Networks (RNNs) and Long Short-Term Memory (LSTM) networks. The course also examines statistical parsing through the Inside-Outside algorithm, dependency-based parsing models, and syntactic and semantic analysis using shallow parsing and chunking. Additional topics include Conditional Random Fields (CRFs), lexical semantics, machine translation, text mining, and sentiment analysis. A 2-hour weekly laboratory component is integrated to provide hands-on experience with NLP tools and techniques.

Pre-requisite: AIT3101

AIT4106	Virtual & Augmented Reality	3 Credit
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This course presents an introduction to virtual and augmented reality technologies, with emphasis on designing and developing interactive virtual and augmented reality experiences. The course covers state of the art in augmented reality (AR) and virtual reality (VR) technologies and their applications in various industries. The course explains techniques of VR/AR such as locomotion, tracking, rendering and interactions. Students enhance their application skills using visual and aural immersion, Virtual Reality Toolkit, XR Interaction Toolkit, Game Engine and 3D Modeling. A 2-hour/week laboratory is included in the course delivery.

Pre-requisite: AIT3101

SWE3102	IT Project Management	3 Credits
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The Information Technology (IT) Project Management course emphasizes managing IT projects within the specified scope, time, cost, and quality constraints. The different phases of the IT projects should reflect the software development process. This course begins with an introduction to project management, considering the IT perspective, and the Project management process groups. Topics covered include Project scope management, time management, Schedule Management, cost management, and quality management. Project integration management, tools and techniques for Quality Control, Modern Quality Management, Project Human Resource management, communication management, risk management, procurement management. The course concludes with Current Trends in Project Management.

Pre-requisite: SWE3101

SWE3103	Software Development Methodologies	3 Credits
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The course introduces several software development methodologies. It presents the software development life cycle by discussing the concepts of V-Model, Waterfall model, and Agile/Scrum Software Development model, and the application of some methodologies such as: DevOps, Disciplined Agile Development (DAD), Rapid Application Development (RAD), Feature-Driven Development (FDD), CASE Software Development, Dynamic Systems Development Method (DSDM), Hybrid Agile/Waterfall Software Development, Model-Based Development, Object-Oriented Methods, Open-Source Software Development, Rational Unified Process (RUP), Extreme Programming (XP), Reverse Engineering, and Structured Development.

Pre-requisite: SWE3101

SWE4104	Requirements Engineering & Specification	3 Credits
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This course covers the concepts and applications of the methodologies and tools of Requirements Engineering. It includes knowledge and skills needed to elicit and analyze requirements using various Trawling Techniques and their relative usefulness to various types of Projects, Requirement Risks and their impact on System Development Lifecycle. The course also covers the Requirements Management Practices involving the process of documenting, analyzing, tracing, prioritizing and agreeing to requirements and controlling change requests, and the management of risks and uncertainties using System Modelling Language based approach and Value Based Requirements Risk Management Process. This course will be conducted in the Lab with hands-on practical exercises and demonstration.

Pre-requisite: SWE3101

SWE4105	Software Testing	3 Credits
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The course provides an understanding of the fundamental principles and processes of software testing. It also covers approaches to learning software application testing. Students will learn formulation of software test cases, software testing techniques and crucial strategies, principles, and practices that can be followed in real life scenarios. Students will learn how to use different types of software testing techniques such as equivalence partitioning, boundary value partitioning, combinatorial, decision table, structural, case design, regression, unit, integration, and performance testing. This course will be conducted in the Lab with hands on practical exercises and demonstration.

Pre-requisite: SWE3101

SWE4106	Software Quality Assurance & Process Improvement	3 Credits
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This course introduces the concepts of Quality Assurance and Process Improvement in Software Engineering. The course covers topics including strategic role of systems and software quality, basic elements of Quality and Continuous Process Improvement, Software Quality and Continuous Process Improvement Models including Capability Maturity Model Integration (CMMI), People CMM, Personal and Team Software Process (TSP), Quality Standards including e-Services Capability Model (eSCM), Information Technology Infrastructure Library (ITIL) Standards, and ISO Standards. This course also includes System and Software Measurement Programs, System and Software Development Process Improvement, System and Software Testing Strategies, System and Software Beta and Usability Programs, Data Reporting and Analysis, Systems Development Management, and Dashboards and Decision Making.

Pre-requisite: SWE3103

C. Fee Structures

i. BSIT Full time Fee Structure for Non-Visa Applicant (in AED)

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	53,182.50
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	Freshman Monthly Installments	4,850.00	242.50	5,092.50	9.00	45,832.50	
Second Year	Sophomore- First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	52,132.50
	Sophomore- Monthly Installments	4,850.00	242.50	5,092.50	9.00	45,832.50	
Third Year	Junior-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	52,132.50
	Junior- Monthly Installments	4,850.00	242.50	5,092.50	9.00	45,832.50	
Fourth Year	Senior-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	52,027.50
	Senior- Monthly Installments	4,850.00	242.50	5,092.50	8.00	40,740.00	
	Senior- Last Installments	4,750.00	237.50	4,987.50	1.00	4,987.50	
Total Fees Including VAT						209,475.00	209,475.00

ii. BSIT Part time Fee Structure for Non-Visa Applicant (In AED)

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	42,735.00
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	First Year Monthly Installments	3,370.00	168.50	3,538.50	10.00	35,385.00	
Second Year	Second Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	41,685.00
	Second Year -Monthly Installments	3,370.00	168.50	3,538.50	10.00	35,385.00	
Third Year	Third Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	41,685.00
	Third Year Monthly Installments	3,370.00	168.50	3,538.50	10.00	35,385.00	
Fourth Year	Fourth Year- First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	41,685.00
	Fourth Year Monthly Installments	3,370.00	168.50	3,538.50	10.00	35,385.00	
Fifth Year	Fifth Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	41,685.00
	Fifth Year Monthly Installment	3,370.00	168.50	3,538.50	10.00	35,385.00	
Total Fees Including VAT						209,475.00	209,475.00

iii. **BSIT Full-time Fee Structure for Visa Applicant/ Visa Embassy Letter case (in AED)**

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	57,907.50
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	Freshman-1 st Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
	Freshman-2 nd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
	Freshman-3 rd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
Second Year	Sophomore-1 st Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	50,557.50
	Sophomore-2 nd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
	Sophomore-3 rd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
Third Year	Junior-1 st Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	50,557.50
	Junior-2 nd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
	Junior-3 rd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
Fourth Year	Senior-1 st Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	50,452.50
	Senior-2 nd Cheque	16,050.00	802.50	16,852.50	1.00	16,852.50	
	Senior-3 rd Cheque	15,950.00	797.50	16,747.50	1.00	16,747.50	
Total Fees including VAT						209,475.00	209,475.00

iv. **BSIT Full time Fee Structure for International Visa students (In USD)**

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Freshman-First Installment	4555.00	227.75	4782.75	1.00	4782.75	14,348.25
	Freshman-Second Installment	4555.00	227.75	4782.75	1.00	4782.75	
	Freshman-Third Installment	4555.00	227.75	4782.75	1.00	4782.75	
Second Year	Sophomore-First Installment	6,832.00	341.60	7173.60	1.00	7173.60	14,347.20
	Sophomore-Second Installment	6,832.00	341.60	7173.60	1.00	7173.60	
Third Year	Junior-First Installment	6,832.00	341.60	7173.60	1.00	7173.60	14,347.20
	Junior-Second Installment	6,832.00	341.60	7173.60	1.00	7173.60	
Fourth Year	Senior- First Installment	6,832.00	341.60	7173.60	1.00	7173.60	14,347.20
	Senior-Second Installment	6,832.00	341.60	7173.60	1.00	7173.60	
Total Fees including VAT						57,389.85	57,389.85

v. BSCS with Artificial Intelligence concentration Full time Fee Structure for Non-Visa Applicant (in AED)

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	59,561.25
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	Freshman Monthly Installments	5,525.00	276.25	5801.25	9.00	52,211.25	
Second Year	Sophomore-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	58,511.25
	Sophomore Monthly Installments	5,525.00	276.25	5801.25	9.00	52,211.25	
Third Year	Junior-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	58,511.25
	Junior-Monthly Installments	5,525.00	276.25	5801.25	9.00	52,211.25	
Fourth Year	Senior First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	58,406.25
	Senior- Monthly Installments	5,525.00	276.25	5801.25	8.00	46,410.00	
	Senior- Last Installments	5,425.00	271.25	5,696.25	1.00	5,696.25	
Total Fees including VAT						234,990.00	234,990.00

vi. **BSCS with Artificial Intelligence concentration Part time Fee Structure for Non-Visa Applicant (in AED)**

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	47,838.00
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	First Year Monthly Installments	3,856.00	192.80	4,048.80	10.00	40,488.00	
Second Year	Second Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	46,788.00
	Second Year- Monthly Installments	3,856.00	192.80	4,048.80	10.00	40,488.00	
Third Year	Third Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	46,788.00
	Third Year Monthly Installments	3,856.00	192.80	4,048.80	10.00	40,488.00	
Fourth Year	Fourth-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	46,788.00
	Fourth Year Monthly Installments	3,856.00	192.80	4,048.80	10.00	40,488.00	
Fifth Year	Fifth Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	46,788.00
	Fifth Year Monthly Installment	3,856.00	192.80	4,048.80	10.00	40,488.00	
Total Fees including VAT						234,990.00	234,990.00

vii. BSCS with Artificial Intelligence concentration Full time Fee Structure for Visa Applicant / Visa Embassy Letter case (in AED)

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	64,270.50
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	Freshman- 1st Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
	Freshman- 2 nd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
	Freshman- 3 rd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
Second Year	Sophomore- 1st Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	56,920.50
	Sophomore- 2 nd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
	Sophomore- 3 rd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
Third Year	Junior- 1st Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	56,920.50
	Junior 2 nd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
	Junior- 3 rd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
Fourth Year	Senior- 1st Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	56,878.50
	Senior-2 nd Cheque	18,070.00	903.50	18,973.50	1.00	18,973.50	
	Senior- 3 rd Cheque	18,030.00	901.50	18,931.50	1.00	18,931.50	
Total Fees including VAT						234,990.00	234,990.00

viii. **BSCS with Artificial Intelligence concentration Full time Fee Structure for International Visa students (in USD)**

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Freshman-First Installment	5,110.00	255.50	5,365.50	1.00	5,365.50	16,096.50
	Freshman--Second Installment	5,110.00	255.50	5,365.50	1.00	5,365.50	
	Freshman--Third Installment	5,110.00	255.50	5,365.50	1.00	5,365.50	
Second Year	Sophomore-First Installment	7,664.00	383.20	8047.20	1.00	8047.20	16,094.40
	Sophomore-Second Installment	7,664.00	383.20	8047.20	1.00	8047.20	
Third Year	Junior-First Installment	7,664.00	383.20	8047.20	1.00	8047.20	16,094.40
	Junioir-Second Installment	7,664.00	383.20	8047.20	1.00	8047.20	
Fourth Year	Senior- First Installment	7,664.00	383.20	8047.20	1.00	8047.20	16,094.40
	Senior-Second Installment	7,664.00	383.20	8047.20	1.00	8047.20	
Total Fees including VAT						64,379.70	64,379.70

ix. **BSCS with Software Engineering concentration Full time Fee Structure for Non-Visa Applicant (in AED)**

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	56,206.50
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	Freshman Monthly Installments	5,170.00	258.50	5,428.50	9.00	48,856.50	
Second Year	Sophomore- First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	55,156.50
	Sophomore- Monthly Installments	5,170.00	258.50	5,428.50	9.00	48,856.50	
Third Year	Junior- First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	55,156.50
	Junior- Monthly Installments	5,170.00	258.50	5,428.50	9.00	48,856.50	
Fourth Year	Senior-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	54,820.50
	Senior Monthly Installments	5,170.00	258.50	5,428.50	8.00	43,428.00	
	Senior- Last Installment	4,850.00	242.50	5,092.50	1.00	5,092.50	
Total Fees including VAT						221,340.00	221,340.00

x. BSCS with Software Engineering concentration Part time Fee Structure for Non-Visa Applicant (in AED)

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	45,108.00
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	First Year Monthly Installments	3,596.00	179.80	3,775.80	10.00	37,758.00	
Second Year	Second Year First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	44,058.00
	Second Year Monthly Installments	3,596.00	179.80	3,775.80	10.00	37,758.00	
Third Year	Third Year-First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	44,058.00
	Third Year Monthly Installments	3,596.00	179.80	3,775.80	10.00	37,758.00	
Fourth Year	Fourth Year First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	44,058.00
	Fourth Year Monthly Installments	3,596.00	179.80	3,775.80	10.00	37,758.00	
Fifth Year	Fifth Year First Installment	6,000.00	300.00	6,300.00	1.00	6,300.00	44,058.00
	Fifth Year Monthly Installment	3,596.00	179.80	3,775.80	10.00	37,758.00	
Total Fees including VAT						221,340.00	221,340.00

**xi. BSCS with Software Engineering concentration Full time Fee Structure for Visa Applicant
/ Visa Embassy Letter case (in AED)**

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Application Fees	1,000.00	50.00	1,050.00	1.00	1,050.00	60,868.50
	First Installment Fee	6,000.00	300.00	6,300.00	1.00	6,300.00	
	Freshman- 1 st Cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
	Freshman- 2 nd - Cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
	Freshman- 3 rd - Cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
Second Year	Sophomore-1st Cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	53,518.50
	Sophomore-2nd Cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
	Sophomore-3 rd Cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
Third Year	Junior- 1 st cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	53,518.50
	Junior- 2 nd cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
	Junior- 3 rd cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
Fourth Year	Senior- 1 st cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	53,434.50
	Senior- 2 nd cheque	16,990.00	849.50	17,839.50	1.00	17,839.50	
	Senior- 3 rd cheque	16,910.00	845.50	17,755.50	1.00	17,755.50	
Total Fees including VAT						221,340.00	221,340.00

xii. BSCS with Software Engineering concentration Full-time Fee Structure for International Visa students (in USD)

Year		Installment	Vat Amount	Gross Amount	No. of Installments	Net Amount	Net Total Level Wise
First Year	Freshman-First Installment	4,813.00	240.65	5,053.65	1.00	5,053.65	15,160.95
	Freshman-Second Installment	4,813.00	240.65	5,053.65	1.00	5,053.65	
	Freshman-Third Installment	4,813.00	240.65	5,053.65	1.00	5,053.65	
Second Year	Sophomore-First Installment	7,219.00	360.95	7,579.95	1.00	7,579.95	15,159.90
	Sophomore-Second Installment	7,219.00	360.95	7,579.95	1.00	7,579.95	
Third Year	Junior-First Installment	7,219.00	360.95	7,579.95	1.00	7,579.95	15,159.90
	Junior-Second Installment	7,219.00	360.95	7,579.95	1.00	7,579.95	
Fourth Year	Senior-First Installment	7,219.00	360.95	7,579.95	1.00	7,579.95	15,159.90
	Senior-Second Installment	7,219.00	360.95	7,579.95	1.00	7,579.95	
Total Fees including VAT						60,640.65	60,640.65

Note:

1. Tuition fees, miscellaneous fees are non-transferable and is subject to change annually by maximum of 10%. Any changes in the Tuition fees and Miscellaneous Fees will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook at the beginning of the academic year. Students are required to take note of Such changes and clarify with appropriate officials if needed.
2. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.
3. Continuing students understand that they must complete their semester Re-Registration process 30 days before the final examination of the ongoing semester. Refer to "Semester Registration" Policy.
4. In case of cancelation/Postponement, refer to Refund Policy.
5. Students shall be responsible for all signed undertakings even if the same has been signed by the parent/local guardian. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of conditional admission with no refund of fees, and release of records.

D. Scholarship / Fee Waiver

i. Scholarship / Fee Waiver for Prospective BSIT Students

The fee waiver considered for students joining BSIT program will be as follows:

Local					
Percentage	BSIT - EC Fees	VAT (5%)	Net Fees	Fee Waiver	Total Fees After Discount
15.00%	199,500	9,975	209,475	20,790.00	188,685.00
25.00%	199,500	9,975	209,475	34,650.00	174,825.00
30.00%	199,500	9,975	209,475	41,580.00	167,895.00
35.00%	199,500	9,975	209,475	48,510.00	160,965.00
50.00%	199,500	9,975	209,475	69,300.00	140,175.00
75.00%	199,500	9,975	209,475	03,950.00	105,525.00
100.00%	199,500	9,975	209,475	138,600.00	70,875.00

International					
Percentage	BSIT - EC Fees - USD	VAT (5%)	Net Fees	Fee Waiver - USD	Total Fees After Discount
15%	54,658	2,733	57,390	5,695.89	51,694.52
25%	54,658	2,733	57,390	9,493.15	47,897.26

ii. **Scholarship / Fee Waiver for Prospective BSCS-AI Students**

The fee waiver considered for students joining BSCS-AI program will be as follows:

Local					
Percentage	BSCS-AI Fees	VAT (5%)	Net Fees	Fee Waiver	Total Fees After Discount
15%	223,800	11,190	234,990	22,176	212,814
25%	223,800	11,190	234,990	36,960	198,030
30%	223,800	11,190	234,990	44,352	190,638
35%	223,800	11,190	234,990	51,744	183,246
50%	223,800	11,190	234,990	73,920	161,070
75%	223,800	11,190	234,990	110,880	124,110
100%	223,800	11,190	234,990	147,840	87,150

International					
Percentage	BSCS-AI Fees - USD	VAT (5%)	Net Fees	Fee Waiver - USD	Total Fees After Discount
15%	61,314	3,066	64,380	6,076	58,304
25%	61,314	3,066	64,380	10,126	54,254

iii. **Scholarship / Fee Waiver for Prospective BSCS-SE Students**

The fee waiver considered for students joining BSCS-SE program will be as follows:

Local					
Percentage	BSCS-SE Fees	VAT (5%)	Net Fees	Fee Waiver	Total Fees After Discount
15%	210,800	10,540	221,340	22,176.00	199,164.00
25%	210,800	10,540	221,340	36,960.00	184,380.00
30%	210,800	10,540	221,340	44,352.00	176,988.00
35%	210,800	10,540	221,340	51,744.00	169,596.00
50%	210,800	10,540	221,340	73,920.00	147,420.00
75%	210,800	10,540	221,340	10,880.00	110,460.00
100%	210,800	10,540	221,340	47,840.00	73,500.00

International					
Percentage	BSCS-SE Fees - USD	VAT (5%)	Net Fees	Fee Waiver - USD	Total Fees After Discount
15%	57,753	2,888	60,641	6,076	54,565
25%	57,753	2,888	60,641	10,126	50,515

XXXIII. Directory

University Council			
Name	Designation	Ext.	Email
Prof. Mohammad In'airat	Professor, President	7007	president@hu.ac.ae president.office@hu.ac.ae
Prof. Deepak Kalra	Professor, Vice President- Institutional Research & Quality Assurance	7077	vp.irqa@hu.ac.ae deepak.kalra@hu.ac.ae
Prof. Ghassan Issa	Professor, Vice President- Academic Operations, Acting Dean- School of Computing	7064	vp-ao@hu.ac.ae dean.soc@hu.ac.ae
Prof. Naseem Abidi	Professor, Dean- School of Business	7010	dean.sob@hu.ac.ae sob.office@hu.ac.ae
Prof. Nizar M.F. Sahawneh	Professor, Director- Academic Engagement and Impact	7068	daei@hu.ac.ae snizar@hu.ac.ae
Dr. Osama Ali Thawabeh	Associate Professor, University Registrar	7011	registrar@hu.ac.ae
Mr. Firas Al Tabbaa	Director - Government and Public Relations	7013	dopr@hu.ac.ae
Dr. Mohammad Abdul Salalm	Assistant Professor, Head of General Education	7043	hoge@hu.ac.ae asalam@skylicuniversity.ac.ae

Academic Faculty Members			
Name	Designation	Ext.	Email
Prof. Deepak Kalra	Professor, Vice President- Institutional Research & Quality Assurance	7077	vp.irqa@hu.ac.ae deepak.kalra@hu.ac.ae
Prof. Ghassan Issa	Professor, Vice President – Academic Operations, Acting Dean-School of Computing	7064	dean.soc@hu.ac.ae soc.office@hu.ac.ae
Dr. Osama Ali Thawabeh	Associate Professor, University Registrar	7011	registrar@hu.ac.ae
Prof. Nizar M.F. Sahawneh	Professor, Director- Academic Engagement and Impact	7068	daei@hu.ac.ae snizar@hu.ac.ae
Prof. Manas Ranjan Pradhan	Professor, Program Chair- BSCS	7102	manas.pradhan@hu.ac.ae
Dr. Beenu Mago	Associate Professor	7081	beenu.mago@hu.ac.ae
Dr. Mahmoud Al Khasawneh	Assistant Professor, Discipline Leader-BSIT	7056	mahmoud.alkhasawneh@hu.ac.ae
Dr. Karamath Ateeq	Lecturer, Discipline Leader- BSCS	7058	karamath.ateeq@hu.ac.ae
Dr. Muhammad Adnan	Associate Professor	7125	muhammad.adnan@hu.ac.ae
Dr. Hussain Dawood	Associate Professor	7136	dawood.hussain@hu.ac.ae
Dr. Zenab Elgamal	Lecturer	7131	zenab.elgamal@hu.ac.ae
Dr. Alaa Momani	Assistant Professor-Program Chair-BSIT	7066	alaa.momani@hu.ac.ae
Dr. Mohammad Abdul Salalm	Assistant Professor, Head of General Education	7043	hoge@hu.ac.ae asalam@hu.ac.ae
Dr. Hamza Alrababah	Lecturer	7089	hamza.alrababah@hu.ac.ae
Dr. Suhair Al Alami	Assistant Professor	7113	suhair.alalami@hu.ac.ae
Mr. Muhamad Hosain Habboosh	Sr. Instructor	7052	muhammad.habboosh@hu.ac.ae
Mr. Venkata Kumar	Sr. Instructor	7055	venkata.kumar@hu.ac.ae
Ms. Anjum Azeez	Sr. Instructor	7050	anjum@hu.ac.ae
Dr. Reyaz Ahmed	Sr. Instructor	7128	reyaz.ahmad@hu.ac.ae
Dr. Ahmed Sebihi	Assistant Professor	7087	ahmed.sebihi@hu.ac.ae

Dr. Ghaseb Makhadmeh	Assistant Professor	7086	ghaseb.makhadmeh@hu.ac.ae
Dr. Madiha Rashid	Instructor	7082	madiha@hu.ac.ae
Dr. Anjali Puthalat	Instructor	7112	anjali.puthalat@hu.ac.ae
Dr. Aseel Khaleel Ahmad Dar Khaleel	Lecturer	7166	aseel.khaleel@hu.ac.ae
Dr. Mohammed Hassan	Sr. Instructor	7167	mohammed.hassan@hu.ac.ae

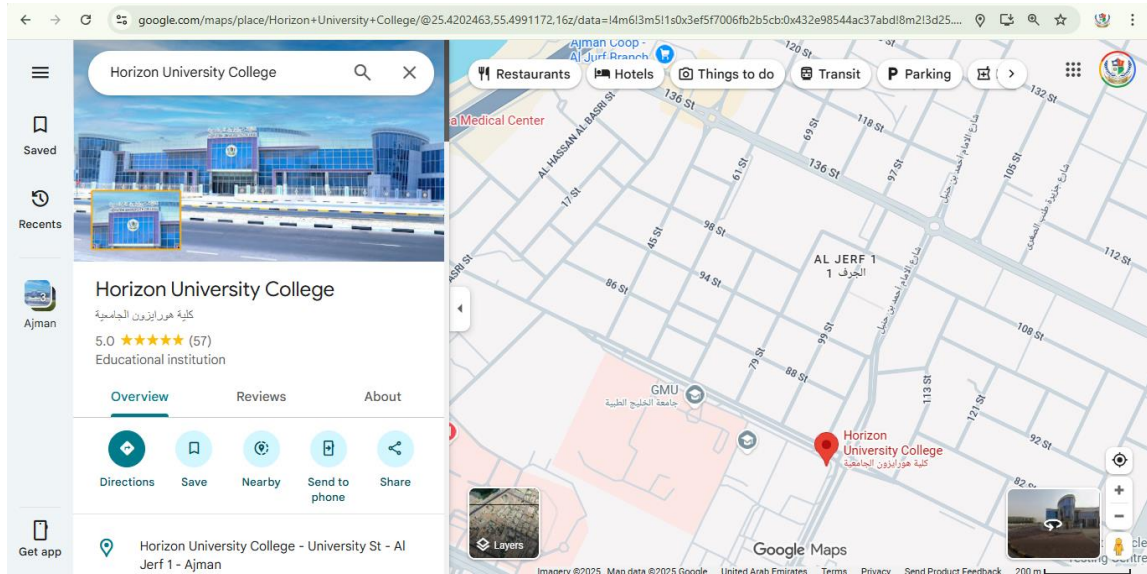
Academic Support Services				
Department	Name	Designation	Ext.	Email
President's Office	Ms. Claire Visande	Sr. Executive Assistant to the President	7012	president.office@hu.ac.ae
	Ms. Iris Melody Mendoza	Office Assistant Manager	7004	horizon@hu.ac.ae
	Mr. Christian Matthew	QA Coordinator - President Office	7005	huc@hu.ac.ae
Office of the Vice President-Operations(VP-AO)	Ms. Sophia Soldevilla	Executive Assistant to the Vice President - Academic Operations	7065	vp.ao.office@hu.ac.ae
Dean-School of Business Office	Ms. Janeryl Tamondong	Executive Assistant to Dean-SOB	7114 / 7059	sob.office@hu.ac.ae
Dean- School of Computing Office		Executive Assistant to the Dean - School of Computing	7065	soc.office@hu.ac.ae
	Ms. Ammani Vijayakumar	Lab Assistant	7168	amani.vijayakumar@hu.ac.ae
Marketing and Admissions	Mr. Bilal Banat	Assistant Manager-Business Development	7015	bilal.banat@hu.ac.ae
	Ms. Samira Botros	Marketing Supervisor	7017	online@hu.ac.ae
	Ms. Helen Rallos	Sr. Marketing Assistant	7002	admission@hu.ac.ae
	Ms. Sahera Al Bashi	Marketing Executive	7078	mktg.exe1@hu.ac.ae sahera.bashi@hu.ac.ae
	Ms. Tasnim Alshaar	Receptionist	7001	admissions@hu.ac.ae
	Ms. Kimberly Meguiso	Receptionist	7008	admissions@hu.ac.ae
	Mr. Anas Bin Salim	Asst. Marketing Manager	7018	mktg.am@hu.ac.ae
	Ms. Rui Zhang	Asst. Marketing Manager (Chinese)	7088	mkt.intl@hu.ac.ae
TED	Mr. Abdallah I.H. Abuhamam	PRO	7023	pro@hu.ac.ae
	Ms. Diya Singh	TED In-charge	7022	ted.incharge@hu.ac.ae
	Ms. Rhea Doringo	TED Assistant	7095	ted.assistant@hu.ac.ae

	Ms. Neha Chavan	TED Executive	7021	ted@hu.ac.ae
	Mr. Khan Zeb Swab Gul	Sr. Driver	7023	pro@hu.ac.ae
	Mr. Muhammed Saleem	Sr. Driver		
	Mr. Sugesh P Kudi	Sr. Driver		
	Mr. Sanjay Sathyan	Driver		
	Mr. Vivek Kumar	Driver		
	Mr. Hira Lal	Driver		
	Mr. Bharatram Krishnan	Driver		
	Mr. Ram Awadh	Driver		
Administration	Dr. Harish Gopalkrishnan Nair	Deputy Director - Administration	7030	dydir.admin@hu.ac.ae harish@hu.ac.ae
	Mr. Jousha	Administrative Assistant	7124	registration@hu.ac.ae registration.soc@hu.ac.ae
	Mr. Sanjith Soman	Filing Clerk	7029	request@hu.ac.ae
	Ms. Hanane Chmani	Administrative Assistant	7026	student.records@hu.ac.ae
	Ms. Fatima Alblooshi	Administrative Assistant	7027	request@hu.ac.ae
	Ms. Greeshma Ajendran	Administrative Assistant	7025	examination@hu.ac.ae
Student Services	Ms. Tsetsei George -Okoro	SSD In Charge & Sr. Student Counselor	7094	counselor@hu.ac.ae
	Ms. Anoud Diya	Student Services Assistant	7028	ssd@hu.ac.ae
	Ms. Rokhiya Tasneem	Sr. Student Counselor	7098	student.counselor@hu.ac.ae
	Ms. Eiman Al Marzookqi	Student Services Assistant	7130	ssd.assistant@hu.ac.ae
Finance Department	Mr. Elvin Miranda	Deputy Director - Finance	7031	dydir.finance@hu.ac.ae elvin@hu.ac.ae
	Mr. Jayson Caole	Accounts Assistant	7096	accounts@hu.ac.ae

	Ms. Zandrea Lopez	Accounts Assistant (Cashier)	7032	cashier@hu.ac.ae
	Mr. Venkidesh Pilla	Accounts Assistant (Cashier)	7032	cashier@hu.ac.ae
Computing Department				
	Mrs. Nisha Ratheesh	IT Supervisor - Software	7090	software@hu.ac.ae
	Mr. Shihab A.M.	Sr. Programmer -	7061	developer@hu.ac.ae
	Mr. Faiz Ahmed	Technical Support Assistant		hardware.support@hu.ac.ae
	Mr. Lokesh Ameriya	IT Supervisor - Hardware & Network	7036	hardware@hu.ac.ae
Library		Head Librarian	7037	head.library@hu.ac.ae
		Assistant Librarian	7038	library@hu.ac.ae
Institutional Research and Quality Assurance	Ms. Sarika Satish Banjan	Assistant Manager - Quality Assurance	7019	sarika@hu.ac.ae
	Mr. Waqas Ahmed	IRO Incharge	7020	iro.incharge@hu.ac.ae
	Mr. Mohanan Karicherry	Filing Clerk	7120	qa.assistant@hu.ac.ae
	Ms. Nikhita Luke Almeida	Coordinator-Int'l. Accreditation & Benchmarking	7140	accreditation.sob@hu.ac.ae
	Mr. Mahesh Raman			ir.analytics@hu.ac.ae
	Mr. Mohammed Ehsan	Technical Support Assistant	7115	ir.it@hu.ac.ae
Sports	Ms. Blessy Jose	Nurse	7084	sports@hu.ac.ae ; nurse@hu.ac.ae
Center For Continuing Learning	Mr. Mohammad Shoaib	Senior Instructor	7101	instructor.acca@skyineuniversity.ac.ae
	Ms. Nimisha Vinu	Instructor	7163	tourism@hu.ac.ae
	Mr. Roel Bacani Pulangco	FDC In Charge	7079	ccl@hu.ac.ae
	Ms. Aisa Segovia	CCL Assistant	7097	ccl.assistant@hu.ac.ae

Corporate Affairs and Outreach department	Mr. Mohammad Rasheed Khalid	Head - Corporate Affairs	7076	head.ca@hu.ac.ae m.khalid@hu.ac.ae
		CAO Assistant	7063	corporate.affairs@hu.ac.ae
		Corporate Affairs and Outreach departmentr	7016	ca.officer@hu.ac.ae
Media and Communication	Mr. Neel Kapoor	Designing Assistant	7062 /7162	design.support@hu.ac.ae
	Ms. Oshin Daniell	Media & Communication In-Charge	7162	mediacom@hu.ac.ae
	Mr. Muhammad Shahzeb	Social & Digital Marketing Assistant	7062	digital@hu.ac.ae
	Mr. Mazen Alnafouri	Arabic Content Writer	7062	Media.content@hu.ac.ae
	Mr. Abhiram Pradeep	Designing Assistant	7162	mediasupport@hu.ac.ae
Maintenance	Mr. Raveendran Karicheri	Maintenance Supervisor	7040	maintenance@hu.ac.ae
	Mr. Abdul Mutaleb	Sr. Support Staff		
	Mr. Adharsh Jayakum	Support Staff		
	Mr. Mohammad Irfan	Support Staff		
	Mr. Atif Rehman	Support Staff		
	Mr Sulaiman Berbei	Support Staff		
	Mr. Lucky Chigbu	Support Staff		
	Mr Collins Nedum	Support Staff		
	Mr Ishmeal Bah	Support Staff		
	Mr. Baijul Haque	Electrician		
	Ms. Elizabeth Musalia	Support Staff		

XXXIV. Location Map



List of Abbreviations

Abbreviation	Full Form
BBA	Bachelor of Business Administration
BOT	Board of Trustees
BSIT	Bachelor of Science in Information Technology
BSCS	Bachelor of Science in Computer Science
CAA	Commission for Academic Accreditation
CLO	Course Learning Outcomes
DAC	Disciplinary Action Committee
DSOB	Dean – School of Business
DSOC	Dean - School of Computing
DPR	Director - Government and Public Relations
DAEI	Director-Academic Engagement and Impact
VP-AO	Vice President- Academic Operations
VP-ASO	Vice President- Academic Support Operations
VP-IRQA	Vice President-Institutional Research & Quality Assurance
FDP	Faculty Development Program
FR	Freshman
TED	Talent Empowerment Department
HOGES	Head - General Education
IRQA	Institutional Research & Quality Assurance
JR	Junior
KPI	Key Performance Indicator
LRC	Learning Resource Committee
MOHESR	Ministry of Higher Education and Scientific Research
PSDP	Professional Skills Development Program

SOB	School of Business
SOC	School of Computing
SO	Sophomore
SR	Senior
HUC	Horizon University College
TOC	Transfer of Credit