

جميرا

جامعة جميرا
JUMEIRA UNIVERSITY

جميرا

Academic Year
2023/2024

JUMEIRA UNIVERSITY CATALOG

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Table of Content

INTRODUCTION AND EXECUTIVE SUMMARY	1
1. UNIVERSITY PROFILE	2
1.1 UNIVERSITY GENERAL INFORMATION	2
1.1.1 ACADEMIC CALENDAR	2
1.1.2 UNIVERSITY BACKGROUND	3
1.1.3 UNIVERSITY COLLEGES AND ACCREDITATION	3
1.1.4 FACILITIES AND RESOURCES.....	3
1.1.5 STUDENT LIFE	5
1.2 STRATEGIC DIRECTION AND ORGANIZATION STRUCTURE.....	5
1.2.1 MISSION, VISION AND VALUES	5
1.2.2 STRATEGIC OBJECTIVES	6
1.2.3 ORGANIZATION STRUCTURE	7
1.3 CORPORATE RELATIONS.....	7
1.4 STUDENT SATISFACTION.....	9
1.5 CLASS SIZE AND FACULTY AND STUDENT RATIO	9
2. ADMISSIONS AND FEES	10
2.1 UNDERGRADUATE ADMISSION	10
2.1.1 CONDITIONAL ADMISSIONS.....	10
2.1.2 REMEDIAL COURSES ADMISSIONS.....	10
2.1.3 APPLICATION AND ADMISSION FEES.....	10
2.1.4 APPLICATION DEADLINES.....	10
2.1.5 ADMISSION ENTRY REQUIREMENTS.....	11
2.1.6 ADMISSIONS APPLICATION DOCUMENTS	18
2.2 POSTGRADUATE ADMISSION	20
2.2.1 ENTRY REQUIREMENTS FOR POSTGRADUATE	20
2.2.2 CRITERIA FOR APPLICANTS SELECTION.....	23
2.2.3 ADMISSION DOCUMENTS	23
2.2.4 ADMISSION DEADLINES.....	26
2.3 REMEDIAL COURSE ADMISSIONS	26

2.4	TUITION AND FEES.....	26
2.4.1	TUITION SCHEDULE FOR INTERNSHIPS, PRACTICUMS AND LABORATORY COURSES	26
2.4.2	FEES SCHEDULE	28
2.4.3	METHODS OF PAYMENT	30
2.4.4	TUITION REFUND POLICY	31
2.4.5	TUITION AND FEES PAYMENT AND COLLECTIONS	31
2.4.6	TUITION DEFERMENT.....	32
2.5	SCHOLARSHIPS AND FINANCIAL AID	33
2.5.1	FINANCIAL AID ELIGIBILITY AND PROCESS	33
2.5.2	SCHOLARSHIPS ELIGIBILITY AND PROCESS	33
2.5.3	SCHOLARSHIPS LIST AND TERMS	34
2.5.4	SCHOLARSHIPS APPLICATION DEADLINES	38
3.	ACADEMIC PROGRAMS OFFERINGS	39
3.1	BACHELOR OF BUSINESS ADMINISTRATION	39
3.1.1	PROGRAM DESCRIPTION	39
3.1.2	PROGRAM GOALS AND LEARNING OUTCOMES.....	39
3.1.3	ENTRY AND LANGUAGE REQUIREMENTS	41
3.1.4	STUDY MODE AND DURATION	41
3.1.5	DEGREE REQUIREMENTS.....	42
3.1.6	PROGRAM STUDY PLAN	43
3.1.7	CAREER OPPORTUNITIES	43
3.2	BACHELOR OF SCIENCE IN HEALTHCARE MANAGEMENT.....	46
3.2.1	PROGRAM DESCRIPTION	46
3.2.2	PROGRAM GOALS AND LEARNING OUTCOMES.....	47
3.2.3	ENTRY AND LANGUAGE REQUIREMENTS	50
3.2.4	STUDY MODE AND DURATION	50
3.2.5	DEGREE REQUIREMENTS.....	50
3.2.6	PROGRAM STUDY PLAN	51
3.2.7	CAREER OPPORTUNITIES	53
3.3	BACHELOR OF ISLAMIC STUDIES	53
3.3.1	PROGRAM DESCRIPTION	53

3.3.2	PROGRAM GOALS AND LEARNING OUTCOMES	54
3.3.3	ENTRY AND LANGUAGE REQUIREMENTS	57
3.3.4	STUDY MODE AND DURATION	57
3.3.5	DEGREE REQUIREMENTS.....	57
3.3.6	PROGRAM STUDY PLAN	57
3.3.7	CAREER OPPORTUNITIES	60
3.4	MASTER IN FIQH AND ITS FUNDAMENTALS	60
3.4.1	PROGRAM DESCRIPTION	60
3.4.2	PROGRAM GOALS AND LEARNING OUTCOMES.....	60
3.4.3	ENTRY AND LANGUAGE REQUIREMENTS	61
3.4.4	STUDY MODE AND DURATION	62
3.4.5	DEGREE REQUIREMENTS.....	62
3.4.6	PROGRAM STUDY PLAN	62
3.4.7	ACADEMIC ROADMAP	63
3.4.8	PROGRAM ACHIEVEMENT PHASES	64
3.4.9	CAREER OPPORTUNITIES	64
4.	ACADEMIC POLICIES RELATING TO CURRICULUM FOR UNDERGRADUATE DEGREES	65
4.1	COURSE CODE AND CREDITS	65
4.2	STUDY PERIOD	65
4.3	STUDY LOAD	65
4.4	TRANSFER COURSES.....	66
4.4.1	TRANSFER OF CREDIT CRITERIA AND REQUIREMENTS.....	66
4.4.2	DOCUMENTS REQUIRED FOR CREDIT TRANSFER	68
4.5	SUMMER COURSES.....	68
4.5.1	SUMMER SCHEDULE.....	68
4.5.2	SUMMER COURSE OFFERING.....	68
4.5.3	SUMMER FINAL EXAMINATIONS.....	68
4.5.4	SUMMER ADD/DROP/WITHDRAW POLICY.....	68
4.5.5	SUMMER TUITION/FEES/WITHDRAWAL/REFUND POLICY	68
4.5.6	SUMMER COURSE CANCELLATION	69
4.5.7	SUMMER ATTENDANCE POLICY	69
4.5.8	SUMMER DELIVERY MODE	69

4.5.9	SUMMER EXAMINATIONS, ASSESSMENTS AND GRADE REPORTS	69
4.6	SUMMER COURSES OUTSIDE JU	69
4.6.1	REQUIREMENTS	70
4.6.2	NUMBER OF CREDITS.....	70
4.6.3	TRANSFER OF CREDITS	70
4.7	DECLARATION OF AREA OF STUDY	70
4.7.1	DECLARATION OF CONCENTRATION.....	70
4.7.2	CHANGE OF DEGREE.....	70
4.7.3	DECLARATION OF A DOUBLE DEGREE.....	71
4.7.4	DEGREE DECLARATION TRACK	71
4.8	CURRICULUM FRAMEWORK	71
4.8.1	THE CURRICULUM CONTENT	71
4.8.2	THE ACHIEVEMENT STANDARDS: PROGRAM GOALS AND LEARNING OUTCOMES.....	71
4.8.3	THE ASSESSMENT FRAMEWORK	72
4.9	GRADING SYSTEM AND GPA.....	73
4.10	COURSE REQUISITES STATEMENT	74
4.11	AUDIT COURSES	74
4.12	NON-CREDIT COURSES.....	75
4.13	INTERNSHIP COURSES	75
5.	ACADEMIC POLICIES RELATING TO STUDENT PROGRESSION FOR UNDERGRADUATE DEGREES	76
5.1	COURSE REGISTRATION.....	76
5.1.1	REGISTRATION OF REGULAR STUDENTS	76
5.1.2	REGISTRATION OF FRESHMAN STUDENTS	76
5.1.3	REGISTRATION OF FRESHMAN STUDENTS WITH CONDITION	76
5.1.4	REGISTRATION OF STUDENTS ON PROBATION	76
5.1.5	SUMMER COURSE REGISTRATION	77
5.1.6	INTERNSHIP COURSE REGISTRATION	77
5.1.7	AUDIT COURSE REGISTRATION	78
5.1.8	REMEDIATION COURSE REGISTRATION	78
5.2	COURSE DROP AND ADD	78
5.3	COURSE WITHDRAWAL.....	78
5.4	COURSE RETAKE AND COURSE REPEAT	78

5.4.1	COURSE RETAKE	78
5.4.2	COURSE REPEAT	78
5.5	ACADEMIC STANDING	79
5.6	HONORS AND AWARDS	79
5.6.1	HONORS LIST	79
5.6.2	GRADUATION WITH HONORS	80
5.6.3	FINAL CUMULATIVE GPA ON THE STUDENT'S TRANSCRIPT.....	80
5.7	ACADEMIC PROBATION	80
5.8	DEGREE CERTIFICATES	81
5.9	COURSE AND CLASS SCHEDULING	81
5.10	EXAMS ADMINISTRATION	82
5.10.1	EXAMINATIONS SCHEDULE.....	82
5.10.2	LATE ARRIVAL FOR AN EXAM.....	82
5.10.3	FAILING TO ATTEND AN EXAM	82
5.10.4	REPEAT OF EXAMINATION OR RE-SUBMISSION OF COURSEWORK TO IMPROVE ACADEMIC STANDING ..	83
5.11	STUDENT RECORDS	83
5.11.1	TRANSCRIPTS.....	83
5.11.2	STUDENTS' STATUS	84
5.11.3	STUDENTS' CONFIDENTIALITY AND PRIVACY RIGHTS.....	84
5.12	ACADEMIC ADVISING.....	84
5.13	ACADEMIC INTEGRITY	85
5.14	ACADEMIC VIOLATIONS.....	85
5.15	ACADEMIC VIOLATION PENALTIES	86
5.16	ACADEMIC STUDENT GRIEVANCES.....	86
5.16.1	STUDENT RESPONSIBILITY	86
5.16.2	GRIEVANCE OF GRADES.....	86
5.16.3	APPEAL OF ACADEMIC VIOLATION PENALTY	87
5.16.4	APPEAL OF OTHER ACADEMIC-RELATED ISSUES.....	87
5.16.5	STUDENT ACADEMIC GRIEVANCE PROCESS	88
5.17	STUDENT RIGHTS	88
5.18	STUDENT RESPONSIBILITY AND CODE OF CONDUCT	88
5.18.1	ACADEMIC RESPONSIBILITY	88
5.18.2	CODE OF CONDUCT	89

5.19	VIOLATION OF CODE OF CONDUCT	91
5.19.1	STUDENT MISCONDUCT AND OFFENCES	91
5.19.2	DISCIPLINARY TERMS AND REFERENCE	91
5.20	INTEGRITY AND STUDENT CONDUCT COMMITTEE (IASCC)	96
5.21	PROCEDURE FOR HANDLING COMPLAINTS OF MISCONDUCT	97
5.22	STUDENT GRIEVANCE PROCEDURE	98
5.23	POSTMONEMENT/DISCONTINUITY OF STUDY.....	98
6.	ACADEMIC POLICIES RELATING TO CURRICULUM FOR POSTGRADUATE DEGREES	100
6.1	COURSE CODE AND CREDITS	100
6.2	MASTER DEGREE STUDY PERIOD.....	100
6.3	MASTER DEGREE STUDY LOAD.....	100
6.3.1	FULL-TIME STUDENTS	100
6.3.2	PART-TIME STUDENTS	100
6.4	TRANSFER COURSES.....	101
6.4.1	TRANSFER OF CREDIT CRITERIA AND REQUIREMENTS.....	101
6.4.2	DOCUMENTS REQUIRED FOR CREDIT TRANSFER	101
6.5	DECLARATION OF AREA OF STUDY	101
6.5.1	DECLARATION OF CONCENTRATION.....	102
6.5.2	CHANGE OF DEGREE.....	102
6.5.3	DECLARATION OF A DOUBLE DEGREE.....	102
6.6	CURRICULUM FRAMEWORK	102
6.6.1	MASTER DEGREE CURRICULUM CONTENT.....	102
6.6.2	THE ACHIEVEMENT STANDARDS: PROGRAM GOALS AND LEARNING OUTCOMES.....	103
6.6.3	THE ASSESSMENT FRAMEWORK	103
6.7	MASTER DEGREE THESIS	104
6.8	MASTER DEGREE GRADING SYSTEM AND GPA.....	104
7.	ACADEMIC POLICIES RELATING TO STUDENT PROGRESSION FOR POSTGRADUATE DEGREES	103
7.1	COURSE REGISTRATION.....	103
7.1.1	REGISTRATION OF MASTER STUDENTS	103
7.1.2	REGISTRATION OF MASTER STUDENTS ON ACADEMIC PROBATION.....	103
7.2	REPEATING A COURSE	105
7.2.1	REPEATING MASTER DEGREE COURSES	105

7.3	ACADEMIC STANDING	105
7.4	ACADEMIC PROBATION	106
7.4.1	MASTER DEGREE ACADEMIC PROBATION	106
7.5	CLASS SCHEDULING	106
7.5.1	MASTER STUDENT CLASS SCHEDULING.....	106
7.6	ACADEMIC INTEGRITY.....	106
7.7	ACADEMIC VIOLATIONS	107
7.8	ACADEMIC VIOLATION PENALTIES	107
7.9	ACADEMIC STUDENT GRIEVANCES.....	107
7.10	STUDENT RIGHTS	107
7.11	STUDENT RESPONSIBILITY AND CODE OF CONDUCT	107
7.12	VIOLATION OF CODE OF CONDUCT	107
7.13	INTEGRITY AND STUDENT CONDUCT COMMITTEE	107
7.14	PROCEDURE FOR HANDLING COMPLAINTS OF MISCONDUCT	107
7.15	STUDENT GRIEVANCE PROCEDURE.....	107
7.16	POSTPONEMENT/DISCONTINUITY OF STUDY	107
8.	STUDENT SERVICES AND SUPPORT	109
8.1	STUDENT OFFICES	109
8.1.1	ENROLLMENT AND ENGAGEMENT OFFICE	109
8.1.2	REGISTRAR'S OFFICE	113
8.1.3	LEARNING AND DEVELOPMENT ACADEMY	114
8.1.4	INTERNSHIP PLACEMENT SERVICES.....	117
8.1.5	STUDENT FINANCE OFFICE	117
8.2	COMPUTING AND IT SERVICES.....	118
8.2.1	COMPUTING ORIENTATION AND TRAINING	118
8.2.2	STUDENT E-PORTAL	118
8.2.3	CONNECTIVITY	118
8.2.4	EQUIPMENT	118
8.2.5	TECHNICAL SUPPORT	119
8.3	STUDENT FACILITIES.....	119
8.3.1	CAMPUS ACCESS AND SECURITY	119
8.3.2	EATING AND DRINKING	120

8.3.3	SPORTS HALL.....	120
8.3.4	AUDITORIUM	120
8.3.5	LOCKERS	120
8.4	LEARNING RESOURCES CENTRE (LRC)	121
9.	CONTACT INFORMATION	122
9.1	UNIVERSITY BOARD DIRECTORY.....	122
9.2	UNIVERSITY ADMINISTRATION DIRECTORY	122
9.3	FACULTY DIRECTORY	122
10.	COURSE DESCRIPTIONS	132
10.1	GENERAL EDUCATION - ARABIC COURSES	132
10.2	GENERAL EDUCATION - ENGLISH COURSES	134
10.3	COLLEGE OF BUSINESS ADMINISTRATION	139
10.4	COLLEGE OF HEALTH SCIENCES	151
10.5	COLLEGE OF ISLAMIC AND ARABIC STUDIES.....	157
10.5.1	BACHELOR OF ISLAMIC STUDIES	157
10.5.2	MASTER IN FIQH AND ITS FUNDAMENTALS	168

INTRODUCTION AND EXECUTIVE SUMMARY

This document (The University Catalog – 2023/24) is the official source of information about the University, the academic programs and courses' policies and procedures.

The Catalog has been approved by the University Board and circulated to the key stakeholders and published in accordance with the University procedures. This document serves as a comprehensive reference to the academic programs and academic policies and procedures relating to students' admission, registration, academic progression, services and support. Materials contained in this Catalog are intended to be a guide in planning a course of study and in meeting requirements for graduation.

The master copy of this document will be kept and updated by the Excellence and Compliance Office. Amendments should strictly follow the document approval process. The approved copy of this document is issued to University Officers, Directors, Heads of Departments and Teams and published on the University website.

1. University Profile

1.1 University General Information

1.1.1 Academic Calendar

Fall Semester 2023	Day	Date	Month
First Day of Classes	Monday	28	August
Add Period – Drop Period – Full Tuition Refund (Week 1)	Monday - Friday	28 - 01	Aug - Sep
Course Withdraw Period – No Refund	Monday - Friday	04 - 24	Sep - Nov
**Public Holiday – Prophet Muhammad's Birthday	Friday	29	September
Midterm Examinations Period	Monday - Friday	16 - 20	October
*Holiday, Commemoration Day	Friday	01	December
*Holiday, National Day	Saturday - Sunday	02 - 03	December
Winter Break	Monday - Friday	25 - 05	Dec - Jan
Last Day to Withdraw from a Course – No Refund	Friday	24	November
Last Day of Classes	Friday	08	December
Final Examinations Period	Saturday - Sunday	09 - 17	December
Make up Exam Period for Fall 2023	Monday - Friday	08 - 12	January
Spring Semester 2024	Day	Date	Month
First Day of Classes	Monday	22	January
Add Period – Drop Period – Full Tuition Refund (Week 1)	Monday - Friday	22 - 26	January
Course Withdraw Period – No Refund	Monday - Friday	29 - 26	Jan - April
Midterm Examinations Period	Monday - Friday	11 – 29	March
Spring Break – Eid Public Holiday	Monday - Friday	08 - 12	April
Last Day to Withdraw from a Course – No Refund	Friday	26	April
Last Day of Classes	Friday	10	May
Final Examinations Period	Monday - Friday	13 - 24	May
Make up Exam Period for Spring 2024	Monday - Friday	10 - 14	June
Summer I Term 2024	Day	Date	Month
First Day of Classes	Monday	03	June
Add ONLY Period	Monday - Tuesday	03 - 04	June
Midterm Examinations Period	Thursday - Friday	20 - 21	June
Last Day to Withdraw from a Course without Grade Penalty	Friday	28	June
Last Day of Classes	Friday	05	July
Final Examinations Period	Monday - Wednesday	08 - 10	July
Summer II Term 2024	Day	Date	Month
First Day of Classes	Monday	15	July
Add ONLY Period	Monday - Tuesday	15 - 16	July
Midterm Examinations Period	Thursday - Friday	01 - 02	August
Last Day to Withdraw from a Course without Grade Penalty	Friday	09	August
Last Day of Classes	Friday	16	August
Final Examinations Period	Monday-Wednesday	19 - 21	August

*Make up classes are scheduled within the PBL sessions detailed in Course

**Date subject to change in accordance with Islamic Calendar

1.1.2 University Background

Jumeira University, a private higher education institution, prepares students for professional careers in Business and Islamic and Arabic Studies.

The University was founded by the owner Mr. Khalifa Bin Dhaen in 2009. The University was granted its initial licensure from the Ministry of Education on 1st of March 2011. The main campus building was completed in December 2011. The University opened for its first term in February 2012.

Jumeira University is committed to providing advanced and supportive learning environments that recognize talent and nurture aspirations. The University provides cutting edge technology facilities with options to study in English and Arabic and provides separate teaching and recreational facilities for both male and female students.

1.1.3 University Colleges and Accreditation

The University offers the following accredited programs as listed below:

- **College of Business**

The College offers Bachelor of Business Administration.

The Business Administration Program earned its initial accreditation in January 2012.

- **College of Health Sciences (Healthcare Management program is sized from 2023).**

The College offers Bachelor of Science in the following concentrations:

- Healthcare Management.

The Healthcare Management program earned its accreditation in October 2013.

- **College of Islamic and Arabic Studies**

The College offers one accredited undergraduate degree and one accredited postgraduate degree as noted below:

- Bachelor in Islamic Studies.

The Islamic Studies program earned its initial accreditation in September 2012, and renewed in August 2023.

- Master in Fiqh and its Fundamentals.

The Master in Fiqh and its Fundamentals earned its initial accreditation in May 2018, and renewed in August 2023.

1.1.4 Facilities and Resources

The University sits on a 40,000 m² of land of which currently occupies one third of the Campus. Currently, the Campus comprises of:

- Administration Building (two stories);
- Male Classroom campus with 11 classrooms and IT Laboratory;
- Female Classroom campus with 15 classrooms and IT Laboratory;

- Health Sciences Laboratories;
- Male and Female Cafeteria;
- Multi-Purpose Hall;
- Auditorium with 265 seats;
- Student Lounges
- First Aid Rooms
- Offices for Faculty, Students Services and Campus Life;
- Outdoor Grounds and Parking
- Mosque.



1.1.5 Student Life

The JU Campus provides students with the opportunity for involvement within a university learning and social community of their interest. The University has relatively small class sections, access to faculty, opportunities for internships and field experiences, student engagement programs and a variety of student activities spanning from sports, leisure, culture, networking, community, and recreational events.

1.2 Strategic Direction and Organization Structure

1.2.1 Mission, Vision and Values

JU Vision:

We believe in education that empowers students to find their own paths to fulfill their dreams and create lifelong learners who are prepared for the modern world as well as the future and make a positive impact in their communities.

Mission:

JU strives to be a student-centered learning institution dedicated to:

- Knowledge advancement in Business and Islamic and Arabic Studies.
- Recognizing talents and nurturing aspirations.
- Embracing and celebrating the individuality and identity of our local culture and values.
- Contributing to the human development of the community in Dubai, UAE and the world.
- Fostering culture of proactive citizenship.

Education Philosophy

At JU, we believe in the Education that creates lifelong learners and promotes authentic learning experiences for our community members. We strive to facilitate collaborative effort through ethical leadership, dedication to knowledge empowerment and devotion to Education.

Values

JU values define the kind of University we are now and the one we want to become in the future. Our values are the foundations of our University. They define who we are and how we work. Our decisions are grounded in these values, and they guide our relationships with students, partners, alumni, vendors, the community and each other.

JU is committed to embrace the following values:

Commitment

We are committed to provide quality education and encourage life-long learning.

We are committed to care for our students and provide them with the support they need.

We are committed to quality service across the university operations.

We are committed **to making higher education affordable** for students within our region especially student populations from low-income families in the emirates.

We are committed to contribute positively to our society and be proud of our UAE Identity and Islamic Culture.

Dynamic

We thrive on challenges, viewing them as an invitation to success.

We are result driven, determined, enthusiastic and energetic.

We operate in an open style and share knowledge.

We foster innovation and encourage diverse opinions.

Spirited

We are eager and ambitious.

We are confident in our abilities and team spirit.

We find joy in educating and supporting our students and community.

Integrity

We are professional, reliable, trustworthy and honest.

We are respectful to our students, team members, partners, vendors and the community.

We cherish our university and represent it with pride.

We set high standards and we abide by them and behave ethically.

We strive to build a learning environment and work culture on mutual values, trust and goodwill.

1.2.2 Strategic Objectives

The focus of the JU strategic direction is to create a solid approach for planning, quality and continuous improvement to achieve the University's vision, direction and goals. This facilitates decision-making to enable best allocation of resources to achieve University's Vision and comply with the statutory requirement of the Ministry of Education.

To realize the vision, mission and values, JU has developed the following long-term strategic goals:

- Trusted University in the Community.
- Among the top 10 universities in the UAE in the next 5 years.
- Proactive Community Engagement.

In order to achieve these strategic goals, JU has developed strategic priorities as outlined below:

- Enable Access to JU Experience.
- Drive Academic Excellence, Learning and Research Achievements.
- Valuing People and Creating High Performance Organization.
- Developing and Managing Resources.
- Developing Stakeholders – University Engagement.
- Establish Efficient and Attractive Physical Environment.

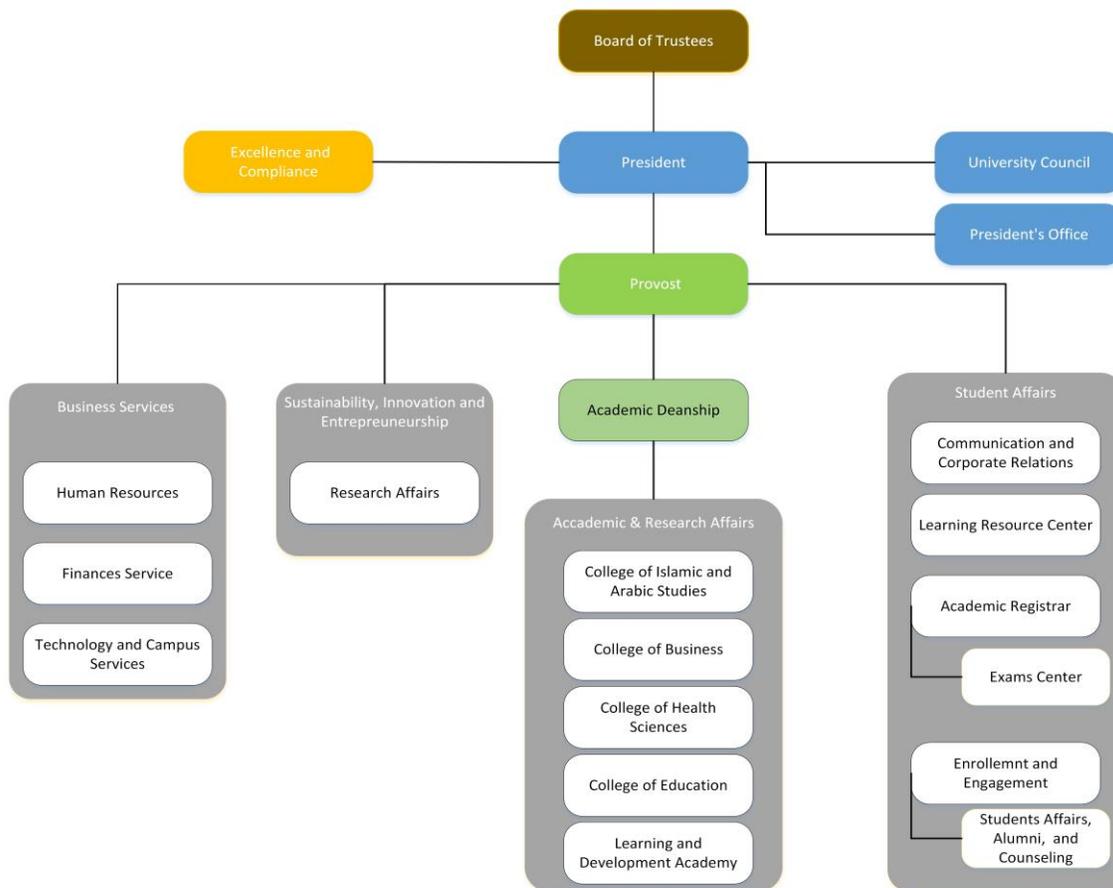
1.2.3 Organization Structure

JU Management Model is built around three strategic business units (SBU):

- The Governance Office : Managed by the President;
- The Learning Platform : Managed by the Provost;
- The Support Platform : Managed by Directors and JU Office Managers

The structure is designed to establish clear accountability and create a management infrastructure that will translate the high-level strategy of the university board into operational terms.

The below structure details JU business units and departments:



***Note: TBA**

1.3 Corporate Relations

JU enjoys several partnerships with local schools and organizations to serve the University Mission in providing affordable education to the community and network. The following table lists those partnerships and the nature and details of JU’s contracts with them:

#	Organization	Contract Details
1	National Charity School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
2	Dubai International School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
3	SRAMPS	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
4	Al Saleh Private School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
5	Al Shola American School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
6	Manarat Al Sharjah	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
7	Al Shola School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
8	Pakistan Consulate	Collaboration, Scholarship, and Community Engagement (MOU)
9	Pakistan Association Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
10	Eissa Al Grug Charity	Community Engagement, Scholarship, and Internship (MOU)
11	American School of Creative Science	Collaboration, Scholarship, and Community Engagement (MOU)
12	International School of Creative Science	Collaboration, Scholarship, and Community Engagement (MOU)
13	مؤسسة رأس الخيمة للقرآن الكريم وعلومه	Collaboration, Scholarship, and Community Engagement (MOU)
14	Dubai Police - Esaad	Student Scholarship and Community Engagement (MOU)
15	Sudanese Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
16	Yemen Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
17	Egypt Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
18	Syrian Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
19	Somali Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
20	Iraqi Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
21	Palestine Consulate Dubai	Collaboration, Scholarship, and Community Engagement (MOU)
22	Al Arqam Private School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
23	Manar Al Eman	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
24	Al Ansar International School Sharjah	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
25	Al Noor	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
26	Al Shurooq Private School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)

#	Organization	Contract Details
27	Al Ola Private School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
28	New Indian Model School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
29	Indian Consulate	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
30	Salman Al Farisi School	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
31	Al Zuhoor PVT School Sharjah	Exchange Knowledge, Scholarship, Internship, and Community Engagement (MOU)
32	Absher	Donation, and Community Engagement (MOU)
33	Riad Al Salheen	Internship (MOU)
34	Ajman Hospital	Internship (MOU)
35	Zakat Fund	Donation, and Community Engagement (MOU)

1.4 Student Satisfaction

Last year, AC 2022/2023, JU has scored the following student satisfaction rates in the following themes:

#	Student Experience Theme	Student Satisfaction Rate
1	Overall Student Satisfaction	89%
2	Student Learning Experience	89%
3	Library and Learning Resources	85%
4	Technology Resources	91%
5	Student Offices Services	88%
6	Campus Services	89%

1.5 Class Size and Faculty and Student Ratio

JU has the following class size policy to ensure effective Learning environment for learning at JU:

- (a) Computer/Sciences Laboratory – maximum enrollment 25 students.
- (b) Foundation Language Classroom – maximum enrollment 20 students.
- (c) Regular Classroom – maximum enrollment 35 students.
- (d) Lecture Hall Classroom – maximum enrollment 50 students.

In 2022-2023, the average class size at JU was 10 students per class.

The faculty-student ration indicates how many full-time equivalent students were on campus for every full time faculty member.

In 2022-2023, the faculty-student ration at JU was around 10 students per faculty.

2. Admissions and Fees

2.1 Undergraduate Admission

Jumeira University admits students to the undergraduate programs according to the applicant categories presented below:

- Freshman Students (High School is less than 3 years old)
- Mature Students (High School is more than 3 years old)
- Transfer Students
- Visiting Students

2.1.1 Conditional Admissions

Conditional admissions apply to students who:

- Did not meet English Language competency criteria of their program except for business program which is mandatory to submit a valid passing score (IELTS, TOEFL, EmSAT) before joining the program.
- Did not meet Math competency criteria of their program.
- Did not meet Arabic competency criteria of their program.
- Have a high school diploma that is more than 3 years old and do not have evidence of continuous studies or an employment letter.
- Have missing original documents but provided copies at time of admissions.

2.1.2 Remedial Courses Admissions

Students who wish to enroll in one of Remedial courses must submit:

- (a) The JU Admission Application Form,
- (b) Academic Certificate Copies,
- (c) Recent Proficiency Test Score, or Sit for JU Placement Test.

2.1.3 Application and Admission Fees

The student's application and admission fee is not refundable. The fee must be paid after the student's application meets the admission criteria.

2.1.4 Application Deadlines

Jumeira University has rolling admission deadlines. Students may apply any time of the year; students are admitted into JU academic programs at Fall, Spring and Summer intake of each year.

2.1.5 Admissions Entry Requirements

Jumeira University admits students to the undergraduate programs according to the applicant categories presented below:

2.1.5.1 FRESHMAN ADMISSIONS

Freshman students should meet the following requirements based on their High School Curriculum:

2.1.5.1.1 MOE High School Curriculum

- (a) The minimum average required in the secondary school certificate for disciplines/programs not in (Medicine, Pharmacy, Dentistry, Engineering, and Law) must be at least 60%. Applicants whose average is less than 60% may be accepted, provided that they register in 3 remedial courses to be determined by the JU according to the degree requirements and the grades of relevant subjects in the high school certificate.
- (b) Verified High school graduation certificate earned within the past three years.

Mature students with High school graduation certificate for more than three years, must provide evidence of continuous studies or employment letter.

- (c) Meet **English Language Proficiency** as outlined below:

(1) University English language admission entry score:

EmSAT 1100 or TOEFL 500 or Academic IELTS 5 or an equivalent (using standardized nationally or internationally recognized tests approved by the MOE) for the programs whose instructional language is English (Students without minimum requirement in one of the authenticated English test will not be accepted in the Business Administration college).

EmSAT 950 or TOEFL 450 or Academic IELTS 4.5 or equivalent (using standardized nationally or internationally recognized tests approved by the MOE) for Programs Instructional Language is Arabic.

(2) Program English Language Admission Gateway score

Business Administration	EmSAT 1250 or TOEFL 530 or Academic IELTS 5.5
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- (d) Meet **Arabic Language Proficiency** as outlined below:

- (i) Minimum score of 1000 in EmSAT or doing an internal Arabic competency Test that is aligned with EMSAT with a minimum score 60 out of 100 for Programs taught in Arabic.
- (ii) Minimum score of 600 in or doing an internal Arabic competency Test that is aligned with EMSAT with a minimum score 50 out of 100 for programs in the college of Business.

- (e) Minimum score of 600 in EmSAT Math or SAT Math with minimum score of 485 or an equivalent that is approved by the MOE for Business Programs for all high schools graduates. For Sciences, minimum EmSAT score in math and one science subject (Physics, Chemistry, Biology) of 700, or Math with minimum score of 520 or an equivalent.
- (f) Submit proof documents as requested by the Enrollment Office at the time of application that include education and personal credentials and certificates.
- (g) Successful interview.

2.1.5.1.2 American High School Curriculum

- (a) A minimum of 60% on the 12th grade in the UAE secondary school certificate.
- (b) Meet freshman requirements from section 2.1.1.1 from (b) to (i)
- (c) High School Diploma Equivalency from the Ministry of Education.

2.1.5.1.3 British High School Curriculum

- (a) Complete 5 courses in (IGCSE or GCSE) with a minimum grade of E and 2 subjects in (AS/A Level) with a minimum grade of D (Arabic and Islamic courses are not counted in both levels) and complete 13 years of studies.
- (b) Meet freshman requirements from section 2.1.1.1 from (b) to (i)
- (c) High School Diploma Equivalency from the Ministry of Education.

2.1.5.1.4 IB High School Curriculum

- (a) IB curriculum students must obtain the IB diploma with a minimum score of 21 in year 12, and to complete 6 subjects with a minimum score of 3 in the following subjects:
 - (i) English;
 - (ii) Math; and
 - (iii) Physics or Chemistry or Biology
- (b) Meet freshman requirements from section 2.1.1.1 from (b) to (i)
- (c) High School Diploma Equivalency from the Ministry of Education.

2.1.5.1.5 CBSE High School Curriculum

- (a) Complete successfully the final examination of CBSC curriculum with MOE approved Arabic and Islamic subjects with a minimum passing score of 60.
- (b) Meet freshman requirements from section 2.1.1.1 from (b) to (i)
- (c) High School Diploma Equivalency from the Ministry of Education.

2.1.5.1.6 Pakistani High School Curriculum

- (a) Complete successfully the final examination of Pakistani curriculum with MOE approved Arabic and Islamic subjects with a minimum passing score of 60.
- (b) Meet freshman requirements from section 2.1.1.1 from (b) to (i)
- (c) High School Diploma Equivalency from the Ministry of Education.

2.1.5.1.7 French High School Curriculum

- (a) Complete successfully the French baccalaureates with minimum passing score of 11 in one of the following tracks:
 - (i) Literacy (L);
 - (ii) Economic; or
 - (iii) Social Studies (ES); or
 - (iv) Science (S).
- (d) Meet freshman requirements from section 2.1.1.1 from (b) to (i)
- (e) High School Diploma Equivalency from the Ministry of Education.

2.1.5.2 FRESHMAN ADMISSIONS WITH CONDITION

The University provides conditional offer for students that did not meet one of the following requirements:

1. Language competency score of their program.
2. Foundation courses to meet additional admission requirements by their College.
3. High School Diploma Equivalency.

4. Employment or working experience or evidence of continuous education for mature students that have high school diploma more than 3 years old.
5. Missing authenticated documents at time admission.

Conditional admissions apply to the following students detailing the terms of their conditional offer:

2.1.5.2.1 Freshman Student with University Gateway English Language Condition

This condition is only provided for students enrolled in a program at **College of Islamic and Arabic Studies and College of Health Sciences**. The students at the time of admissions did not meet the required English language proficiency stated in point 2.1.5.1.1 (e.1)

The students in the **College of Islamic and Arabic Studies**, will be given a conditional admission and must fulfil the following requirements in the first academic semester

- (i) Fulfill the same requirements as freshmen students stated in 2.1.5.1 except point (e.1).
- (ii) Enroll in English foundation Level: English for Academic Studies (EAS 011) in the first semester.
- (iii) Obtain 4.5 in academic IELTS or equivalent in the first semester.

The students in the **College of Health Sciences**, will be given a conditional admission and must fulfil the following requirements in the first academic semester:

- (i) Fulfill the same requirements as freshmen students stated in 2.1.5.1 except point (e.1).
- (ii) Enroll in English foundation Level: English for Academic Studies (EAS 012 and EAS 013) in the first semester (students with a placement test score below 4 must register in EAS 011 course only without any academic course).
- (iii) Obtain 5 in the IELTS or equivalent in the end of the first academic year.
- (iv) If a student failed to obtain the required score in JU English Proficiency test, at the end of the first semester, then their admissions on the program will be suspended for maximum period of two semesters until they obtain the required score.

2.1.5.2.2 Freshman Student with Program Gateway English Language Condition

This condition is only provided for students enrolled in a Program at JU for which the **Instructional Language** is **English** and at the time of admissions the students did not meet the **English language gateway score of their program**. These students, will be given a conditional admission and must fulfil the following requirements:

- (i) Fulfill the same requirements as freshmen students stated in 2.1.5.1. Except point (e.2).

- (ii) Take English Gateway Exam at the End of First Year. If a student did not obtain the required score, then he/she must register for EL 001 or EL 002 in the summer or in the fall semester. (3rd semester).
- (iii) Obtain the Gateway score in JU English Language Gateway Exam as outlined in their conditional offer at the end of their second academic year.
- (iv) If a student failed to obtain the required score in JU English Language Gateway Exam, at the end of the second year, then their admissions on the program will be suspended for maximum period of two semesters until they obtain the required English language gateway score.
- (v) During their suspension students will be allowed to take College Requirement Courses in addition to the non-credit tutorial courses. Students will not be allowed to take any program courses until they pass JU English language Gateway of their program.

Students may choose to take the English tutorial offered by LDA during Summer I and Summer II to reduce their suspension period.

2.1.5.2.3 Foundation Courses as required by University Admission Requirements

This condition is applicable to students who are required to take foundation courses as part of their program admission requirements.

These students must take the mandated foundation courses outlined in their admission letter and obtain a pass grade in their first semester of admission.

2.1.5.2.4 Freshman Student with Conditional Letter from Ministry of Education

This condition is applicable to high school graduates who have obtained a conditional letter from Ministry of Education to obtain their high school equivalency.

These students are provided with conditional offer and must meet the following requirements:

- (i) Fulfill the requirements detailed in the Ministry of Education conditional letter
- (ii) Obtain a score of 500 in EmSAT math or 450 in SAT Math for all programs, and this condition must be fulfilled as per the MOE conditional letter in order to obtain high school equivalency from the MOE.
- (iii) Students willing to enroll in BBA program must score 600 in EmSAT or 485 in SAT Math for University admissions.

- (iv) Sciences where they must score 700 in EmSAT, or 520 in SAT Math for University admissions.
- (v) Fulfill the same requirements as freshmen students stated in 2.1.5.1 at the end of the academic semester.

2.1.5.2.5 Freshman Student with Arabic Language Condition

This condition is applicable to students enrolled in a Business or Islamic Studies or Education Program, and at the time of admissions the student did not meet the Arabic Language admissions requirement of their program.

These students are provided with conditional offer and must meet the following requirements:

- (i) Fulfill the same requirements as freshmen students stated in 2.1.5.1 except point (f).
- (ii) For native Arabic Speakers studying in Business and Education Programs: Student must enroll in ESA 002 course and obtain required EmSAT score in Arabic Language as stated point 2.1.1 (e) by the end of the first academic semester.
- (iii) Alternatively Non-Native Arabic speakers in the undergraduate programs instructed in English may choose to complete a non-credit Arabic Basic Language Course in the first academic semester who are studying **Business Program**.

2.1.5.3 Freshman Student with High School Diploma more than 3 years old

This condition is applicable to students who has high school diploma more than 3 years old and do not have evidence of continuous studies or employment letter.

These student are provided with conditional offer and must meet the following requirements:

- (i) Fulfill the same requirements as freshmen students stated in 2.1.5.1 except point (b and part (c)).
- (ii) Successfully pass the EmSAT Math 600 or SAT 485 for business, and successfully pass the EmSAT Math 700 or SAT 520 for sciences; or
- (iii) Successfully complete a Foundation Math course in their first semester if they are enrolled in the College of Business or Health Sciences.

2.1.5.4 Freshman Student with **Missing documents**

This condition is applicable to students who have successfully completed all admissions requirements stated in 2.1.1 but have missing authenticated documents.

These students are provided with conditional offer and must meet the following requirements:

- (i) Fulfill the same requirements as freshmen students stated in 2.1.5.1.
- (ii) Submit missing documents within the first semester to the Enrollment Office otherwise their admission will be revoked. Acceptable missing documents are listed below:
 - Missing High School Equivalency, but submitted the receipt from MOE.
 - Expired passport and submitted evidence for renewal
 - Expired Emirates ID but submitted renewal application.
 - Expired Visa Residence but submitted renewal application.
 - Employment Letter for mature students.
 - Proof of continuous education documents for mature students.

2.1.5.5 **TRANSFER STUDENT ADMISSIONS**

Transfer students are required to meet the following requirements:

- (a) Fulfill the same requirements as freshmen students stated in 2.1.5.1.
- (b) Must have a cumulative Grade Point Average (GPA) of 2.0 on scale of 4.0.
- (c) Transfer students must be from a university or college recognized or licensed by the Ministry of Education in the UAE.
- (d) Earned grade of the transferred course must be “C” or higher.
- (e) Transferred credit courses must be at the same academic level.
- (f) Transfer credits must be on a 15+ week semester basis and face-to-face teaching hours per week. Quarter credits are calculated at 2/3 credit value of semester credits, with fractions of credits dropped.
- (g) Transfer students must meet admission requirements for English language proficiency either for the university or the program requirement.

- (h) Pass Interview.
- (i) Evaluation of transcripts will be conducted after the student has applied for admission at JU.

2.1.5.6 VISITING STUDENT ADMISSIONS

- (a) Enroll at JU for one semester or one Summer Term.
- (b) Obtain written permission from home university to be enrolled at JU (indicating the course(s) to be registered for).
- (c) Sign a document indicating the student's full responsibility regarding the transferability of the courses taken at JU.
- (d) Taken Courses must be approved by the department chairs in the student's respective college.
- (e) Meet the various academic and course prerequisite requirements.
- (f) Meet the language proficiency requirements of the selected course of study as outlined in the language admission requirements in section 2.1.1 in this document.

2.1.6 Admissions Application Documents

Students must submit the following documents:

2.1.6.1 Freshman admission application checklist for UAE nationals or UAE resident students

- (a) Completed online Admission Application **Form**.
- (b) Attested and verified secondary school certificate from the Ministry of Education, The Knowledge and Human Development Authority (KHDA) or The Abu Dhabi Education Council (ADEC).
- (c) Certificate of Good Conduct.
- (d) Original High School Certificate Equivalence from Ministry of Education.
- (e) Original Certificate of English Language Competency valid for 18 months.
- (f) Original Certificate of Arabic Language Competency valid for 18 months for programs.
- (g) 4 recent passport-size photos taken against a white background.

- (h) Copy of valid Emirates ID.
- (i) Passport copy with valid UAE residence visa.
- (j) Family Book for UAE nationals.
- (k) Ethbara and Unified ID Number (UAE Nationals Only).
- (l) No Objection Certificate from the National Service and Reserve Authority for UAE male nationals.
- (m) Valid Health Plan or application to join JU health Plan.
- (n) Pay admission fees.

2.1.6.2 Freshman admission application checklist for international students

- (a) Submit all documents outlined in point (2.1.6.1) above.
- (b) Attested and verified Secondary school certificate from home country, Ministry of Foreign Affairs in home country and UAE embassy in home country.
- (c) Completed Visa Requirements Information Form.
- (d) Completed Health Review Form.
- (e) Completed Financial and Accommodation Declaration Form.
- (f) Pay admission and UAE residence visa fees.

2.1.6.3 Freshman admission application checklist for students with condition

- (a) Submit all documents outlined in point (2.1.6.1) above.
- (b) Completed Admission form for Non-Credit Courses as outlined in their admissions:
 - (i) English for Academic Studies EAS 011; EAS 012 or EAS 013.
 - (ii) Math Foundation Course; or
 - (iii) non-credit Arabic Basic Language Course

2.1.6.4 Freshman admission application checklist for transfer students

- (a) Submit all documents outlined in point (2.1.6.1) above.

- (b) Original Transcript to be mailed directly or submitted in a sealed and stamped envelope to JU Registrar's Office by the educational institution.
- (c) Course syllabus for each course successfully completed at the educational institution being transferred from for all courses with grade C and above.

2.1.6.5 Freshman admission application checklist for visiting students (UAE Residence)

- (a) Submit all documents outlined in point (2.1.6.1) above.
- (b) A written permission from the Dean of the home university of the student indicating the course(s) to be registered.
- (c) Transfer Credit Consent Declaration form indicating that he/she takes full responsibility regarding the transferability of the courses taken at JU.

2.1.6.6 Freshman admission application checklist for visiting students (International Student)

- (a) Submit all documents outlined in point (2.1.6.2) above.
- (b) A written permission from the Dean of the home university of the student indicating the course(s) to be registered.
- (c) Transfer Credit Consent Declaration form indicating that he/she takes full responsibility regarding the transferability of the courses taken at JU.

2.2 Postgraduate Admission

Jumeira University admits students to the postgraduate programs according to the applicant categories, selection criteria, and submission of complete application as detailed below:

2.2.1 ENTRY REQUIREMENTS FOR POSTGRADUATE

Jumeira University admits students to the master programs according to the applicant categories detailed below:

- Freshman Students
- Students with Conditional Admission
- Transfer Students
- Visiting Students

Entry requirements for each category is detailed below:

2.2.1.1 FRESHMAN ADMISSIONS

Applicant for a master degree at the College of Islamic Studies and Arabic Language meet the following criteria:

- (a) Must have earned his/ her bachelor degree from an accredited university recognized by the UAE Ministry of Education with a minimum cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale or equivalent in the undergraduate work and in a major similar to that of the master program.
- (b) Must be of good conduct.
- (c) Submit two recommendation letters from professors or work supervisors who are familiar with his/ her capacity for graduate-level work.
- (d) Submit, if an employee, a no objection certificate from his/ her employer.
- (e) Meet Arabic Language Proficiency with a Minimum score of 1250 in EmSAT or attend an internal Arabic competency Test that is aligned with EMSAT with a minimum score 70 out of 100.
- (f) Submit an English language proficiency certificate with a score of at least 950 on the EmSAT or 4.5 on academic IELTS or equivalent.
- (g) Must pass the personal interview.
- (h) Submit a personal statement of no less than 500 words explaining his/ her interests, the reasons for pursuing the degree, and the current achievements.

2.2.1.2 FRESHMAN ADMISSIONS WITH CONDITION

The applicant may be conditionally admitted in the following cases:

2.2.1.3 Freshman Student with Arabic Language Condition

The applicant has met all the criteria except for obtaining the Arabic language proficiency test. In this case, the applicant must fulfill the following.

- (i) Fulfill the same requirements as freshmen students stated in 2.2.1.1.
- (ii) Obtain Arabic Language Proficiency with a Minimum score of 1250 in EmSAT or attend an internal Arabic competency Test that is aligned with EMSAT with a minimum score of 70 out of 100 by the end of the first semester.

2.2.1.4 Freshman Student with English Language Condition

The applicant has met all the criteria except for obtaining the English language proficiency test. In this case, the applicant must fulfill the following.

- (i) Fulfill the same requirements as freshmen students stated in 2.2.1.1.
- (ii) Enroll in English foundation Level: English for Academic Studies (EAS 011 or EAS 012) in the first semester.

(iii) Obtain 4.5 in the IELTS or EmSAT 950 or TOEFL 450, or equivalent in the semester year.

2.2.1.4 Freshman Student with CGPA Condition

The applicant has met all criteria except obtaining 3.0 CGPA. In this case, the applicant may be granted conditional admission for **one semester** provided he/she meet the following conditions.

- (iv) Obtain a CGPA of 3.0 in the semester.
- (v) Applicant quality point average in his bachelor degree for Fiqh courses are above 2.50.
- (vi) Applicant CGPA in his bachelor degree is above 2.50.

2.2.1.5 TRANSFER STUDENT ADMISSIONS

Students transferred from other universities should meet the following criteria:

- (a) Meet the same new students admission criteria stated in (Items 1& 2& 3 above).
- (b) The college or university transferred from must be recognized by the Ministry of Education, and the undergraduate degree earned must be with a minimum GPA 2.5 on a 4.0 scale.
- (c) The transfer shall be accepted only for full-time students.
- (d) Must submit a detailed transcript of all the grades earned and the subjects covered to match their correspondence with the major subjects to be transferred to at JU.
- (e) The language of the major transferred from and that transferred to at JU is the same- Arabic Language- with the exception of some courses.
- (f) The maximum transferred credits to be accumulated for the corresponding courses at JU shall not exceed 9 credits with an average of “very good” each.
- (g) Must not have been dismissed from any university for misconduct or misbehavior.

2.2.1.6 VISITING STUDENT ADMISSIONS

Regular students at an accredited college or university recognized by the UAE Ministry of Education may follow up their regular study at JU for one semester when meeting the following:

- (a) Prior approval issued by the home university- signed by the dean of the concerned college- indicating the course(s) the applicant wants to register at JU. Together, the applicant should

sign a personal statement that he/ she holds themselves fully responsible for the courses to be studied at JU.

- (b) A letter addressed to JU, attached with is an official transcript issued by the home university.
- (c) Obtain visiting student program study plan from his/her home college to allow the academic advisor at JU identify the right courses for the visiting applicant.
- (d) Meet all other academic and study conditions.
- (e) Settle out all the study and registration fees.
- (f) Meet the language proficiency requirements for the studying courses.

2.2.2 CRITERIA FOR APPLICANTS SELECTION

The Graduate Admission Committee identifies the number of students within the following eligibility/ priority criteria:

- (a) Undergraduates of JU College of Islamic Studies provided they are of higher academic records than other applicants.
- (b) Applicants fluent/ competent in English language.
- (c) Applicants with a personal statement cemented with documents showing their achievements and personal interests in the graduate major.
- (d) Applicant distinguished at the personal interview, particularly in areas of:
 - Communications skills
 - Personal attributes
 - Personal integrity
 - Personal and academic interests and orientations

2.2.3 ADMISSION DOCUMENTS

2.2.3.1 Freshman admission application checklist for UAE national or UAE resident students

- (a) Completed online Admission Application **Form**.
- (b) True copy of attested bachelor degree certificate from the Ministry of Education (MOE).
- (c) Copy of secondary school certificate from the Ministry of Education, The Knowledge and Human Development Authority (KHDA) or The Abu Dhabi Education Council (ADEC).
- (d) Scientific Recommendation letter from 2 faculty who have already taught the applicant in the Bachelor Degree.
- (e) No Objection Certificate from working place if applicant is an employee.
- (f) Statement of 500 words describing the applicant's interests and why they have chosen to study the program they are applying for.
- (g) Original Certificate of English Language Competency valid for 18 months.
- (h) Original Certificate of Arabic Language Competency valid for 18 months.
- (i) Certificate of Good Conduct.
- (j) 4 recent passport-size photos taken against a white background.
- (k) Copy of valid Emirates ID.
- (l) Passport copy with valid UAE residence visa.
- (m) Family Book for UAE nationals.
- (n) Ethbara and Unified ID Number (UAE Nationals Only).
- (o) No Objection Certificate from the National Service and Reserve Authority for UAE male nationals.
- (p) Valid Health Plan that is inclusive of JU Clinic Network or application to join JU health Plan.
- (q) Pay admission fees.

2.2.3.2 Freshman admission application checklist for international students

- (a) Submit all documents outlined in point (2.2.3.1) above.
- (b) True copy of the bachelor degree certificate from home country, attested by the Ministry of Education in home country, Ministry of Foreign Affairs in home country, and UAE embassy in home country.
- (c) Completed Visa Requirements Information Form.
- (d) Completed Health Review Form.
- (e) Completed Financial and Accommodation Declaration Form.
- (f) Pay admission and UAE residence visa fees.

2.2.3.3 Freshman admission application checklist for students with condition

- (a) Submit all documents outlined in point (2.2.3.1) above
- (b) Completed Admission form for the English language program for academic studies EAS 011 or EAS 012.

2.2.3.4 Freshman admission application checklist for transfer students

- (a) Submit all documents outlined in point (2.2.3.1) above.
- (b) Original Transcript to be mailed directly or submitted in a sealed and stamped envelope to JU Registrar's Office by the educational institution.
- (c) Course description for each course successfully completed at the educational institution being transferred from and the university might ask for the syllabus if required.

2.2.3.5 Freshman admission application checklist for visiting students (UAE Residence)

- (a) Submit all documents outlined in point (2.2.3.1) above.
- (b) A written permission from the Dean of the home university of the student indicating the course(s) to be registered.

- (c) Transfer Credit Consent Declaration form indicating that he/she takes full responsibility regarding the transferability of the courses taken at JU.

2.2.3.6 Freshman admission application checklist for visiting students (International Student)

- (a) Submit all documents outlined in point (2.2.3.2) above.
- (b) A written permission from the Dean of the home university of the student indicating the course(s) to be registered.
- (c) Transfer Credit Consent Declaration form indicating that he/she takes full responsibility regarding the transferability of the courses taken at JU.

2.2.4 ADMISSION DEADLINES

The admission deadline for master program is 3 weeks before the start of the Fall or Spring or summer Semester. Dates are mentioned in the academic calendar.

2.3 Remedial Courses Admissions

Students who wish to enroll in one of JU Non-Credit Programs must submit:

- (a) The JU Admission Application Form.
- (b) Academic Certificate Copies.
- (c) Recent English Proficiency Test Score, or sit for JU English Placement Test.

2.4 Tuition and Fees

The University tuition and fees are determined by the Board of Trustees with the approval of the President on an annual basis. Any tuition fees increase is subject to the Board of Trustees' approval and shall apply and be advertised ahead of time by at least one academic year.

2.4.1 Tuition Schedule

2.4.1A Tuition Schedule for Credit Bearing Programs:

#	Tuition	Amount (AED)	Remark
1	General Education Courses	1,500	Per Credit Hour
2	Islamic Studies Program Courses	1,500	Per Credit Hour
3	Business Program Courses	1,800	Per Credit Hour
4	Healthcare Management Program Courses	1,800	Per Credit Hour

#	Tuition	Amount (AED)	Remark
5	Master in Fiqh and its Fundamentals	JU Std- 1,725 Non-JU Std – 2,000	Per Credit Hour
6	Seminar Classes (students less than 6)	2,500	Per Credit Hour

2.4.1B Tuition Schedule for Non Credit Programs (Remedial Courses):

#	Tuition	Amount (AED)	Remark
English Language Program			
1	English for Academic Studies (EAS 011) – 12 non-credit hours	13,500	Per Level
2	English for Academic Studies (EAS 012) – 10 non-credit hours	3,500	Per Level
3	English for Academic Studies (EAS 013) – 10 non-credit hours	13,500	Per Level
4	English Language Tutorial (ELT 001 or ELT 002) – (2hrs/per Week) for 12 weeks	3,600	Per Tutorial
5	IELTS Test Preparation (ITP 001) (4 hours/week) (32 hours) for 8 weeks	4,800	Per Tutorial
6	English Language Remedial Tutorial (EAS 011-T or EAS 012-T or EAS 013-T) – (4hrs/week) for 12 weeks	4,500	Per Level
Arabic Language Program			
7	Arabic for Academic Studies – (4 Progressive Level Modules) (AAS M01, AAS M02, AAS M03, AAS M04)	3,500	Per Module
8	Arabic for Academic Studies – (4 Advanced Level Modules) (AAS M05, AAS M06, AAS M07, AAS M08)	3,500	Per Module
9	Arabic foundation course for non-native speakers - ARB 001 (2hrs/per Week) for 14 weeks	4,200	Per Course
10	EmSat Arabic Preparation - ESA 002 (4 hours/ week) for 10 weeks	6,000	Per Course
Math Foundation Courses			
11	EmSAT math Preparation Course (ESM 001) - (2hrs/per Week) for 12 weeks	3,600	Per Course
12	Math Foundation Course - MTH 001 - (2hrs/per Week) for 14 weeks	4,200	Per Course
Independent LDA Courses			
13	English Language Level – (EAS 011, EAS 012 or EAS 013)	25,000	Per Level
14	Math SAT Preparation (MSAT 001) – (2hrs/per Week)	18,000	Per Level
15	English Language Tutorial (ELT 001 or ELT 002) – (2hrs/per Week) for 12 weeks	12,000	Per Hour
16	Arabic for Academic Studies – (4 Progressive Level Modules) (AAS M01, AAS M02, AAS M03, AAS M04) Minimum 3 students	22,600	Per 4 Modules
17	Arabic for Academic Studies – (4 Advanced Level Modules) (AAS M05, AAS M06, AAS M07, AAS M08) Minimum 3 students	19,600	Per 4 Modules

Note: Textbooks for English courses and English and Arabic language programs are mandatory to purchase. For prices check JU bookstore.

2.4.1C Tuition Schedule for Internships, Practicums and Laboratory Courses

#	Tuition	Amount (AED)	Remark
1	Bachelor in Islamic Studies Internship Course Fees – BIS 499	3,500	Per Course
2	Health Science Lab Fees – General Level (100 level)	500	Per Course
3	Health Science Lab Fees – Advanced Level (200 & 300 Level)	1,500	Per Course
4	Quran Recitation Lab	300	Per Course

2.4.2 Fees Schedule

A. Course and Exam Fees

#	Fees - Non Refundable	Amount (AED)	Remark
1	Language Gateway Exam Fees	400	Per Exam
2	Substitute Exam Fees	100	Per Application
3	Make Up Exam Fees	500	Per Application
4	Course Retake Fees	1,500	Per Exam
5	Master Course Retake Fees	2,500	Per Exam
6	Master thesis extension	3,500	Per Semester
7	Placement Tests	200	Per Exam
8	English Language Course Fees – EAS 011 for all except Islamic Studies	Up to 500 (Based on the cost of the book)	Per Course
9	English Language Course Fees – EAS 011 for Islamic Studies	Up to 2200 (Based on IELTS fees and cost of books)	Per Course
10	English Language Course Fees – EAS 012	Up to 800 (Based on the cost of the books)	Per Course
11	English Language Course Fees – EAS 013	Up to 2200 (Based on IELTS fees and cost of books)	Per Course
12	Arabic Language Course Fees	Up to 350 (Based on the cost of the books)	Per Module

B. Student Services Fees

#	Fees - Non Refundable	Amount (AED)	Remark
1	Undergraduate Enrollment Fees	1,500	One-Time Fee
2	Postgraduate Enrollment Fees		One-Time Fee
3	LDA Program Enrollment & Registration	1550	One-Time Fee
*4	Semester Registration Fees	750	Every Semester

#	Fees - Non Refundable	Amount (AED)	Remark
*5	Learning and Engagement Fees during regular semester	750	Every Semester
*6	Learning and Engagement Fees during summer term	250	Summer Term
7	Scholarship Application Fees	500	One-Time Fee, Refundable from Enrollment Fees
8	Official Transcript	200	Per Transaction
9	Credit Transfer/Evaluation	100	Per Evaluation
10	Official Letter	50	Per Letter
11	Application for Grade Appeal	20	Per Application
12	Application for Grade Challenge Request	650	Per Application
13	Application for Incomplete Grade Request	500	Per Application
14	Course Description	25	Per Course Description
15	Degree Courses Descriptions	400	Per Degree
16	Official Course Syllabus	75	Per Syllabus
17	Application for Program/Concentration Change	500	Per Application
18	Graduation Application and Certificate Issue	500	Per Degree
19	Attestation Certificate	800	Per Degree
20	Urgent Service within 24 hours	100 to 300	Per Transaction
21	International Delivery Charges	500	Per Transaction
22	Local Delivery Charges	100	Per Transaction
23	Locker Fees Per Semester	100	Per Semester

* Not applicable for Students enrolled only in LDA courses

C. Student Fines and Penalties

#	Description	Amount (AED)	Remark
1	Late Registration Fine (for returning student only)	500	First day of first week of semester
		1,000	Second day of first week of semester
		1,500	Third day of first week of semester
		2,000	Fourth day of first week of semester
		2,500	Fifth day of first week of semester
2	Tuition Refund during Fall and Spring Semester	100% Refund	1 st and 2 nd week of semester excluding the non-refundable registration fees
		0 Refund	After the 3 rd week of semester
3	*Tuition Refund during Summer Term	0 Refund	1 st day of Class
4	LRC Fines for Overdue Items	5	Per Day, Per Item, up to a maximum of 30 days
		10	For every additional day beyond the 30 day period

#	Description	Amount (AED)	Remark
5	LRC Replacement of Lost Items	Item sales cost Plus 50% + handling and processing charges	Per Item
6	LRC Lost items handling and processing charges	200	Per Item
7	Parking Fines, Except for People of Determination and Reserved Parking Violations	0 – Warning 100 200 500	First Offence Second Offence Third Offence Repeated Offence
8	People of Determination and Reserved Parking Violations	1,000	Per Violation
9	Health and Safety Regulation Violation penalty	1,000	Per Violation
10	Replacement of a Lost or Damaged University ID Card	100	Per Card
11	Replacement of a Lost Locker Key	100	Per Key

*ZERO refund if summer classes start.

*This policy does not apply to summer term. The University policy applies ZERO refund policy when summer classes start. Students can only drop classes during summer registration period.

*All Postgraduate students are eligible for Scholarships that not exceed 40% if they meet the admission requirements and been successful to get through the scholarship committee approval.

D. Transportation Fees (For Female Students Only)

Transpiration Fees will vary depending on student numbers, location, and trips per week. Students are kindly requested to contact the engagement office for transportation service.

2.4.3 Methods of Payment

University fees should be paid in **full at the time of registration**. However, deferral payment is offered based on student credit load.

Students who want to benefit from the Easy Payment scheme must sign the “Easy Payment Plan Agreement” provided by the Finance Office. The Easy Payment Plan will include an undertaking from students and a submission of postdated cheques as per the agreed tuition fee installments’ due dates.

Fees may be paid in cash or cheques issued in the name of the University.

2.5.3.1 Important Notes for Tuition Payment Plan

- (a) Easy payment plan is applicable to tuition charges only. All other fees including registration, text books etc., must be paid at time of registration.

- (b) Installment payments must be guaranteed with postdated cheques and must be cleared at the stated dates.
- (c) Installment cheques should be given to finance office within the scheduled date for submission dates of cheque installments. Failure to submit cheques may result in withdrawal of student courses and denying privileges of easy payment plan.
- (d) Students defaulting on their payment will be issued with notice of late payments. Students defaulting twice on their payment will be denied privileges of easy payment plan.
- (e) Student will be charged Administrative Handling charge of AED 300, if any of the installments cheques bounced or returned. Students are highly advised to approach the Finance Office if they are facing financial difficulties and discuss and seek approval for Deferral Tuition to avoid any legal proceeding to be taken against them.
- (f) Students defaulting on their payment will be issued with notices of late payments and placed on financial block and not allowed to attend classes if the default period exceeded the grace period of two days.

2.4.4 Tuition Refund Policy

Refunds are only applicable to credit courses. Non-credit courses including learning and development courses are not eligible for any refunds. Refunds are governed by the following regulations and will be processed at the end of the semester. In the event that a student withdraws from a credit course in a given semester or is dismissed from all courses during the semester, refunds of tuition will be calculated according to the following schedule:

Refund Policy during Fall and Spring semesters:

Refund Request Date	Refund %
*First Week and Second Week	100%, excluding the non-refundable registration or any administrative fees
Third Week and beyond	0

Refund Policy during Summer I and Summer II Terms:

Refund Request Date	Refund %
*Registration Week	100% tuition only, no refund on registration or any administrative fees
First Day of Class and Beyond	0

2.4.5 Tuition and Fees Payment and Collections

The Finance and Accounts Department is responsible for collecting tuition and fees from students. All tuition and fees are due before the start of classes. Students who applied for the Easy Payment Plan Scheme must pay their first installment along with the required postdated cheques by the same closing payment deadline of the semester. Once students sign up the easy payment plan, they are immediately

indebted to the University and it is the student's responsibility to check his/her account for fee information and amount due. Students may view their billing statement via self-service using Student Portal.

The Finance Office will send reminders if the students default on any payments. Once a debt becomes overdue, reminders are sent to the students at their registered JU student e-mail address. The following is a brief explanation for the recovery procedure:

- **First Reminder** – within the first day of default:
Students are advised that a late payment fee has been incurred and an email is sent.
- **Second - within the first week of default:**
Students are advised again of the late payment fee and that non-payment may result in withdrawal from studies. An email is sent.
- **Final Demand:**
Students are advised that they have 14 days to pay or they will be withdrawn from studies. An email is sent and student will be placed on financial block
- **Registrar's de-matriculation letter:**
Students are advised that they have been withdrawn and this verdict will be effective within one week from the date of this letter unless they pay the fees. An email is sent.
- **Discharge and Legal Warning letter:**
Students are sent an official discharge letter from the university and a legal notice in accordance with the university's legal proceedings, and unless they pay, legal action will be initiated against them. An email is sent.
- **Proceed with Legal Action:**
Legal action is initiated against students who ignore all previous communications issued earlier with no justifications. An email is sent.

2.4.6 Tuition Deferment

Deferments allow students to extend the payment beyond the published due date for tuition and fees. Students facing financial difficulties should approach the Finance Office and discuss their financial situation and seek approval for Tuition Deferral and Fees to avoid any legal proceeding to be taken against them.

Deferral is subject to University management approval and applies only to full-time students. Please note that all tuition payments must be made in full by the end of any semester. If a student has already registered for classes and decided not to attend JU, he/she must officially drop those classes by the end of the Drop period; otherwise, the student will be obligated to pay the debts and full tuition charged to the student account.

Students are highly advised to secure their financial tuition funding before they register for classes or

Sign-up for the University Easy Payment Plan.

2.5 Scholarships and Financial Aid

Jumeira University offers a range of scholarships and financial support opportunities to students. The Enrollment office is responsible for processing student's scholarship and financial aid applications.

2.5.1 Financial Aid Eligibility and Process

Student facing financial hardship are eligible for financial Aid up to 85%. The financial Aid scheme is supported through partnership with zakat fund.

To be eligible for zakat fund financial aid student must meet the following criteria:

- (1) Must be in good academic standing. Student under probation are not eligible for financial aid.
- (2) Submit proof of financial hardship.

Application for financial aid is available from the enrollment office and can be found on JU website.

There is no deadline for submitting the application, and student may submit the financial aid application in time within the academic year. Processing of the application will take maximum of 4 weeks.

2.5.2 Scholarships Eligibility and Process

Jumeira University offers new and returning full time students different types of scholarships. Scholarships are given only to students who register a minimum of 15 credit hours in a given semester, follow their academic road maps, maintain the required GPA and CGPA for each scholarship, and don't violate academic integrity or code of conduct.

Students on scholarship must undertake completing their studies at Jumeira University until graduation. If the student withdraws from the University for any Reason, then, the student must refund 100% of the tuition fees received since the start of the scholarship award.

Students are awarded scholarships during the Fall and Spring semester. During the summer term, scholarship are not applicable and students with scholarships must pay full tuition fees.

Students with scholarships are not allowed to repeat a course under the scholarship. Should a student repeat a course, he/she will be required to pay for the course tuition in full.

Student can apply for scholarship at the Enrollment Office. Application is available on student portal or student can request the application directly by e-mail from enrollment office via enrollment@ju.ac.ae.

Scholarships descriptions and terms and conditions offered to students are available on JU website and listed below:

2.5.3 Scholarships List and Terms:

(a) Khalifa Scholarship

Full tuition scholarships for each year of the degree offered to UAE nationals who have obtained a score of (80%) in their high school certificate.

Khalifa Scholarship terms:

- (1) Applicant must be a UAE national.
- (2) Must be between 18 to 19 years old.
- (3) Must hold a score of at least 80% in high school certificate with graduation date same year as the admission application.
- (4) Must retain good academic standing with a CGPA of 3.00
- (5) Must be a full-time student with 15 credit load each semester.
- (6) Must meet the language requirement of the program.
- (7) Must submit scholarship application with all relevant documents.
- (8) Must pass a required interview.

(b) Honors Scholarship

The scholarship offers 50% and 75% discount on tuition fees, offered to students who are residents in the UAE and who have obtained a score between (80% to 90%) in high school for the current year.

Honors Scholarship terms:

- (1) Applicant must be a UAE citizen or permanent resident.
- (2) Must be between 18 to 19 years old.
- (3) Holds a score of at least 90% in the secondary school certificate for the first Honor Scholarship, or 80% for the second Honor Scholarship.
- (4) Retains a good academic standing, with a GPA of 3.0 throughout the program for the first Honor Scholarship, or a GPA of 2.7 for the second Honor Scholarship
- (5) Must be a full-time student with 15 credit load each semester
- (6) Must meet the language requirements of the program.
- (7) Must submit scholarship application with all relevant documents.
- (8) Must pass a required interview.

(c) Mujtamaee Scholarship

Partial tuition scholarship for one academic year for students who obtained a score of (75%) in high school in the current year on a pro rata basis.

Mujtamaee Scholarship terms:

- (1) Applicant must be a UAE citizen or permanent resident
- (2) Must be between 18 to 19 years old.
- (3) Hold a score of at least 75% in high school certificate with gradation date same year as the admission application.
- (4) Must retain good academic standing with a GPA of 2.5.
- (5) Must meet the language requirements of the program.

(d) Family Scholarship

This is a partial scholarship for one academic year. Siblings of any student receive 10% waiver of tuition for the first year of study.

Family Scholarships terms:

- (1) Students must meet admission requirements of program they are willing to join.
- (2) Submit required program admission documentation by the required deadline.
- (3) Must meet the language requirements of the program.

(e) Access Scholarship

This is a partial scholarship for each year of the degree. The scholarship includes a tuition waiver between 25%-75% for students from underprivileged backgrounds.

Access Scholarship terms:

- (1) Applicant must be a UAE citizen or permanent resident
- (2) Must meet admission requirements of the program they are willing to join.
- (3) Must hold a score of at least 75% in high school certificate.
- (4) High school certificate dated within two years of application.
- (5) Students must retain good academic standing with a CGPA of 2.3
- (6) Must be a full-time student with 15 credit load each semester.
- (7) Must meet the language requirements of the program.

(f) Academic Achievement Scholarships

Jumeira University offers the Academic Achievement Scholarship to the university's full-time students based on annual academic performance; whereby the university covers up to 15% of the tuition for returning students in the three following categories:

- 15% of fees for GPA 3.9 and above
- 10% of fees for GPA 3.7 and above
- 5% of fees for GPA 3.5 and above

Academic Achievement Scholarships terms:

- (1) Students must maintain a good academic standing with a GPA of 3.5 or higher
- (2) Must meet the language proficiency requirements
- (3) Must be a full-time student with 15 credit hours registered each semester
- (4) Must follow the Academic Program Roadmap (ARM) issued by the Registrar's Office
- (5) Must meet the requirements of the program completion plan.
- (6) Must complete the degree at the university without postponing or halting any semester until graduation
- (7) Scholarship will be given as credit after the successful completion of each semester

(g) Early Admission Scholarships

These are partial scholarships for one academic year provided to students who apply before 31st July. Student receives 10% waiver of tuition for the first year of study.

Early Admission Scholarships terms:

- (1) Students must meet admission requirements of the program they are willing to join.
- (2) Submit required program admission documentation by the required deadline.
- (3) Must meet the language requirements of the program.
- (4) Submit admission application before 31st July.

(h) Partnership Scholarship

Offered to students from schools or establishments that have agreements with the university. The scholarship offers up to 100% discount on tuition fees, given annually on a prorated basis.

Partnership Scholarship terms:

- (1) Students must meet admission requirements of program they are willing to join.
- (2) Submit required program admission documentation by the required deadline.
- (3) Must meet the language requirements of the program.

(i) English Program Scholarship

Partial scholarship of 30% of the tuition value for all levels of the English Language Program.

English Program Scholarship terms:

- (1) Student must be enrolled in one of the university programs.
- (2) Should not exceed 1 years in the English programs.

(j) Zayed Scholarship

Full tuition scholarships for each year of the degree offered to UAE residence who have obtained a score of (95%) in their high school certificate.

Zayed Scholarship terms:

- (1) Applicant must be a UAE residence.
- (2) Must be between 18 to 19 years old.
- (3) Must hold a score of at least 95% in high school certificate with graduation date same year as the admission application.
- (4) Must retain good academic standing with a CGPA of 3.50
- (5) Must be a full-time student with 15 credit load each semester.
- (6) Must meet the language requirements of the program.
- (7) Must submit scholarship application with all relevant documents.
- (8) Must complete the degree at the university without postponing or halting any semester until graduation
- (9) Must pass a required interview.

(k) Engagement scholarships

The scholarship offers 50% and 75% discount on tuition fees. The scholarship is offered to students with strong engagement skills. The scholarship is aimed to help students develop their leadership skills and gain professional experience while studying at JU.

Engagement Scholarship terms:

- (1) Applicant must be a UAE citizen or permanent resident.
- (2) Must be between 18 to 19 years old.
- (3) Holds a score of at least 90% in the secondary school certificate for the 75% Scholarship, or 80% for 50% Scholarship.
- (4) Retains a good academic standing, with a GPA of 2.7 throughout the program for the 75% Scholarship, or a GPA of 2.3 for the 50% Scholarship
- (5) Undertake 240 hours of work per academic year until graduation for the 75% scholarship, or 120 hours of work per academic year until graduation for the 50% scholarship
- (6) Must meet the language requirements of the program.
- (7) Must complete the degree at the university without postponing or halting any semester until graduation
- (8) Must submit scholarship application with all relevant documents.
- (9) Must pass a required interview.

(l) Research Scholarship

The scholarship offers 75% and 100% discount on tuition fees. The scholarship is offered to students with outstanding research skills at high school level and obtained above 90% in high school for the current year. The scholarship is designed to develop student research skills and support to JU undergraduate program.

Research Scholarship terms:

- (1) Applicant must be a UAE citizen or permanent resident.
- (2) Must be between 18 to 19 years old.
- (3) Holds a score of at least 90% in the secondary school certificate for the first Honor Scholarship, or 80% for the second Honor Scholarship.
- (4) Retains a good academic standing, with a GPA of 3.0 throughout the program for the first Honor Scholarship, or a GPA of 2.7 for the second Honor Scholarship
- (5) Must be a full-time student with 15 credit load each semester
- (6) Must meet the language requirements of the program.
- (7) Must submit scholarship application with all relevant documents.
- (8) Must pass a required interview.

2.5.4 Scholarships Application Deadlines

Fall Semester Scholarships Deadline	Spring Semester Scholarships Deadline
15 th August	15 th January

3. Academic Programs Offerings

The contents of academic study plans are presented in the language in which they were originally written to preserve the original meaning.

3.1 Bachelor of Business Administration

3.1.1 Program Description

The Bachelor of Business Administration (BBA) program is structured to provide a comprehensive understanding of the diverse aspects of the business world. This program is designed to keep pace with contemporary trends in the business landscape. The curriculum merges fundamental business principles with an understanding of the dynamic nature of modern business operations. Students will gain knowledge in core subjects such as accounting, business law, finance, economics, marketing, and operational management.

Upon completion of the program, graduates will have a solid grasp of essential management practices and skills, with an emphasis on applying these skills in various business contexts. The program focuses on developing competencies in key areas like marketing and sales strategies, project management, financial analysis, supply chain and operations management, and leveraging information and communication technologies in business. This broad skill set prepares students for a successful career in the ever-evolving world of business.

3.1.2 Program Goals and Learning Outcomes

Program Goals

The goals of the BBA program are:

- **Deepen Business Knowledge:** Instill a thorough understanding of core business principles and management theories.
- **Strengthen Analytical Proficiency:** Enhance students' ability to dissect business problems and apply critical thinking and analytical skills for effective resolution.
- **Promote Collaborative Excellence:** Cultivate advanced collaborative techniques to foster leadership and teamwork in diverse business settings.
- **Expand Global and Ethical Awareness:** Broaden awareness of global business trends and underscore the importance of ethical decision-making in an international context.
- **Encourage Innovative Entrepreneurship:** Foster entrepreneurial spirit and innovation, emphasizing the identification and development of sustainable business opportunities.

Program Learning Outcomes

- PLO 1:** Demonstrate comprehension of business management concepts, principles, and theories.
- PLO 2:** Apply analytical and critical thinking skills to solve business problems.
- PLO3:** Analyze business issues and identify emerging technological solutions for ethical business decision-making.
- PLO4:** Employ collaborative skills in team settings to achieve synergistic outcomes.
- PLO5:** Examine global business trends and practices.
- PLO6:** Evaluate business scenarios for sustainability.
- PLO7:** Communicate persuasive, coherent arguments through written and oral methods for addressing diverse groups.
- PLO8:** Develop entrepreneurial and innovative approaches for business opportunities.

Program Learning Outcomes with the QF Emirates

Program-level outcomes (P). Students completing the BBA program will be able to:		QF Emirates Level 7 Descriptors				
		Knowledge	Skills	ASPECTS OF COMPETENCE		
				Autonomy & Responsibility (AR)	Role in Context (RC)	Self-Development (SD)
PLO1	Demonstrate comprehension of business management concepts, principles, and theories	7K1,2				7SD1
PLO2	Apply analytical and critical thinking skills to solve business problems	7K4	7S1		7RC4	
PLO3	Analyze business issues and identify emerging technological solutions for ethical business decision-making		7S3	7AR1		7SD3
PLO4	Employ collaborative skills in team settings to	7K3			7RC3	

	achieve synergistic outcomes					
PLO5	Examine global business trends and practices			7AR2		
PLO6	Evaluate business scenarios for sustainability	7K5	7S2	7AR3		
PLO7	Communicate persuasive, coherent arguments through written and oral methods for addressing diverse groups		7S3	7AR4	7RC2	
PLO8	Develop entrepreneurial and innovative approaches for business opportunities				7RC1	7SD2

QFEmirates Level Descriptors Level 7

7 Knowledge

7K1 - specialised factual and theoretical knowledge and an understanding of the boundaries in a field of work or discipline, encompassing a broad and coherent body of knowledge and concepts, with substantive depth in the underlying principles and theoretical concepts "

7K2 - an understanding of allied knowledge and theories in related fields of work or disciplines and in the case of professional disciplines including related regulations, standards, codes, conventions

7K3 - understanding of critical approach to the creation and compilation of a systematic and coherent body of knowledge and concepts gained from a range of sources

7K4 - a comprehensive understanding of critical analysis, research systems and methods and evaluative problem-solving techniques

7K5 - familiarity with sources of current and new research and knowledge with integration of concepts from outside fields

7 Skill

7S1 - technical, creative and analytical skills appropriate to solving specialised problems using evidentiary and procedural based processes in predictable and new contexts that include devising and sustaining arguments associated with a field of work or discipline

7S2 - evaluating, selecting and applying appropriate methods, procedures or techniques in processes of investigation towards identified solutions

7S3 - evaluating and implementing appropriate research tools and strategies associated with the

field of work or discipline

7S4 - highly developed advanced communication and information technology skills to present, explain and/or critique complex and unpredictable matters

7 Aspects of Competence

Autonomy and responsibility

7AR1 - can take responsibility for developing innovative and advanced approaches to evaluating and managing complex and unpredictable work procedures and processes, resources or learning"

7AR2 - can manage technical, supervisory or design processes in unpredictable, unfamiliar and varying contexts

7AR3 - can work creatively and/or effectively as an individual, in team leadership, managing contexts, across technical or professional activities

7AR4 - can express an internalised, personal view, and accept responsibility to society at large and to socio-cultural norms and relationships

Role in context

7RC1 - can function with full autonomy in technical and supervisory contexts and adopt para-professional roles with little guidance

7RC2 - can take responsibility for the setting and achievement of group or individual outcomes and for the management and supervision of the work of others or self in the case of a specialisation in field of work or discipline

7RC3 - can participate in peer relationships with qualified practitioners and lead multiple, complex groups

7RC4 - can take responsibility for managing the professional development and direct mentoring of individuals and groups

Self-development

7SD1 - can self-evaluate and take responsibility for contributing to professional practice, and undertake regular professional development and/or further learning

7SD2 - can manage learning tasks independently and professionally, in complex and sometimes unfamiliar learning contexts

7SD3 - can contribute to and observe ethical standards.

3.1.3 General Admission Requirements

UAE Nationals who have completed the following requirements, as prescribed in the Jumeira University Admission Policy are eligible to apply for admission to JU:

Elite and Advance Streams

Holders of a Secondary School Certificate (SSC), Elite Stream or Advanced Stream (MOE), or equivalent, are eligible for admission in the undergraduate programs if they satisfy the following requirements:

- A minimum of 70% on the 12th grade in the UAE secondary school certificate. and
- EmSAT with a minimum score of 1100 on EmSAT English
- EmSAT with a minimum score of 600 on EmSAT Arabic

General Stream

Holders of a Secondary School Certificate (SSC), General Stream (MOE), or equivalent, are eligible for admission in the undergraduate programs if they satisfy the following requirements:

- The General School Certificate with a minimum average of 75% and
- EmSAT with a minimum score of 1100 on EmSAT English
- EmSAT with a minimum score of 600 on EmSAT Arabic

Program Placement Criteria

Students with one of the following pre-qualifications have met the minimum English requirements for entry into the Jumeira University BBA program:

- EmSAT English with a minimum score of 1100 (valid for one year); or
- IELTS (valid for two years) overall band 5.0 (or equivalency as stated in admission policy); or
- TOEFL iBT 61, TOEFL PBT 500, TOEFL CBT 173; or
- An equivalent (using standardized nationally or internationally recognized tests approved by the MOE;

Admissions criteria for programs, and for the institution, are regularly evaluated and such information is used in enrolment planning.

3.1.4 Study Mode and Duration

The program is offered on a full time. The total number of required credits for this program is 120. A full time student is expected to complete the degree in four years.

3.1.5 Degree Requirements

The requirements for graduation with a Bachelor's Degree in Business Administration from the University are completing 120 Credit Hours made up of three types of requirements including:

- | | |
|---------------------------|---|
| • University Requirements | 24 Credit Hours (18 Core + 6 Electives) |
| • College Requirements | 54 Credit Hours (45 Core + 9 Electives) |
| • Program Requirements | 42 Credit Hours (33 Core + 9 Electives) |

3.1.6 Program Study Plan

The BA study plan provides the list of courses that BA program students must complete towards their degree. The University and College Requirements and Concentration courses are provided below:

1) University Requirements

1.1 Core Courses

Course Code	Course Title	CH	Requisites
GE 101 or *GE 115	Arabic Language Communication 1 or Basic Arabic Language 1	3	None
GE 103	English Language Communication 1	3	Score 5 in IELTS or equivalent
GE 104	English Language Communication 2	3	Score 5 in IELTS or equivalent
GE 125	Fundamentals of Entrepreneurship & Innovation	3	Score 5 in IELTS or equivalent
GE 142 / GE 144	UAE Society/ مجتمع الإمارات	3	Score 5 in IELTS or equivalent / None
GE 147 / GE 141	Islamic Thought / الثقافة الإسلامية	3	Score 5 in IELTS or equivalent / None
	Total	18	Credit Hours

1.2 Elective Courses

Course Code	Course Title	CH	Requisites
GE 102 or *GE 116	Arabic Language Communication 2 or Basic Arabic Language 2	3	None
GE 114	Principles of Research Skills	3	Score 5 in IELTS or equivalent
GE 123 / GE 107	Personal Management / الإدارة الذاتية	3	Score 5 in IELTS or equivalent / None
GE 131	Critical Thinking	3	Score 5 in IELTS or equivalent
GE 145 / GE 140	Islamic Civilization / الحضارة الإسلامية	3	Score 5 in IELTS or equivalent / None
GE 148	UAE Economy and Labour Market	3	Score 5 in IELTS or equivalent
	Total	6	Credit Hours

2) College Requirements

2.1 Core Courses

Course Code	Course Title	CH	Requisites
BU 102	Principles of Management	3	12 Credits and score of 5.0 in IELTS or equivalent
MR 103	Principles of Marketing	3	12 Credits and score of 5.0 in IELTS or equivalent
AC 104	Principles of Accounting	3	MA 110 and score of 5.0 in IELTS or equivalent
IT 108	Management Information System (MIS)	3	Score of 5.0 in IELTS or equivalent
MA 110	Probability and Statistics	3	Score of 5.0 in IELTS or equivalent
EC 201	Macroeconomics	3	MA 110 and score of 5.0 in IELTS or equivalent

Course Code	Course Title	CH	Requisites
BU 202	Introduction to Leadership	3	BU 102
BU 203	Production & Operation Management	3	BU 102
BU 204	Organizational Behavior	3	BU 102
BU 205	Business Ethics	3	BU 102
EC 210	Microeconomics	3	MA 110
FN 301	Financial Management	3	AC 104
BU 303	Business Law	3	MA 110, BU 102, BU 203
BU 304	International Business Environment	3	MA 110, BU 102, BU 203
BU 305	Corporate Communication	3	BU 102, MR 103
	Total	45	Credit Hours

2.2 Elective Courses

Course Code	Course Title	CH	Requisites
BU 240	Effective Business Writing	3	GE 104
IT 300	Introduction to Artificial Intelligence	3	IT 108, MA 110
MR 303	Contemporary Practices in Marketing	3	BU 103
BU 306	Consumer Behaviour	3	MR 103
BU 307	Supply Chain Management	3	BU 203
BU 308	Sales and Business Development	3	BU 103
BU 401	Investment Analysis and Portfolio Management	3	FN 301
FN 402	International Finance	3	FN 301
	Total	9	Credit Hours

3) Program Requirements

3.1.1 Core Courses

Course Code	Course Title	CH	Requisites
AC 111	Managerial Accounting	3	AC 104
HR 300	Human Resource Management	3	BU 102
MR 302	Digital Marketing	3	MR 103
BU 315	Fundamentals of Enterprise Resource Planning	3	IT 108 and 45 Credits
BU 316	Customer Relationship Management	3	MR 103
BU 403	Business Research Methodology	3	GE 114
IT 404	Business Intelligence and Data Analytics	3	MA 110

Course Code	Course Title	CH	Requisites
BU 405	Project Management	3	IT 108 and 45 Credits
BU 406	Business Strategy	3	MA 110, BU 102, BU 203
BU 490	BA Project	3	BU 403
BU 499	BA Internship	3	90 Credits.

3.1.2 Elective Courses

Course Code	Course Title	CH	Requisites
BU 317	Quantitative Analysis for Better Decision-Making	3	MA 110 Probability and Statistics and 45 credit hours
BU 318	Principles of Retail Management	3	BU 102, MR 103, 45 Credits
BU 319	Entrepreneurship for Small Retail Business	3	BU 102, MR 103, 45 Credits
FN 320	Introduction to Islamic Banking and Finance	3	BU 102 and 45 Credits
BU 320	Risk Management	3	BU 102, BU 205, FN 301
BU 321	Quality Management	3	BU 102 and 45 Credits
BU 422	Knowledge Management	3	IT 108 and 45 Credits
	Total	9	Credit Hours

3.1.7 Career Opportunities

Graduates of our BBA program have the flexibility to pursue a wide array of career paths in various sectors, leading innovative startups, driving digital transformations in technology firms, spearheading marketing campaigns, managing financial portfolios, or shaping the future of global trade.

Key Career Opportunities Include:

- Business Analysts & Consultants
- Marketing & Sales Professionals
- Financial Advisors & Analysts
- Human Resources Managers.
- Operations and Supply Chain Managers:
- Entrepreneurs
- Technology & E-commerce Specialists
- Retail Management

3.2 Bachelor of Science in Healthcare Management

3.2.1 Program Description

Our bachelor's degree program in Health Management equips students with the essential knowledge and skills needed to navigate the complexities of the healthcare industry. Through a comprehensive curriculum, students gain a deep understanding of fundamental health sciences concepts while learning how to apply them effectively to real-world challenges. They delve into financial analysis,

economic principles, and organizational optimization strategies, preparing them to drive efficiency and effectiveness within healthcare organizations.

Furthermore, our program emphasizes the importance of leadership and management in healthcare settings. Students explore key management principles, leadership strategies, and motivational techniques tailored specifically for the healthcare sector. They also examine governance structures and legal frameworks relevant to healthcare organizations, ensuring they understand the regulatory landscape and compliance requirements.

With a focus on practical application, students learn to analyze and improve operational processes, utilize health information technology proficiently, and communicate effectively in healthcare settings. By the end of the program, graduates emerge as skilled and knowledgeable professionals ready to tackle the challenges of healthcare management, contributing positively to the delivery of quality healthcare services.

3.2.2 Program Goals and Learning Outcomes

Program Goals

- Develop a broad understanding of health sciences concepts and their application to real-world issues.
- Translate and apply financial, economic, and organizational concepts to optimize healthcare organizational performance.
- Gain knowledge in key management and leadership principles tailored for the healthcare sector.
- Understand healthcare governance structures and legal frameworks governing healthcare organizations.

Program Learning Outcomes:

PLO1: Demonstrate a comprehensive understanding of health sciences terminology, concepts, and theories.

PLO2: Evaluate financial information to make informed decisions in healthcare management.

PLO3: Apply leadership principles to enhance organizational effectiveness and teamwork in healthcare settings.

PLO4: Analyze governance structures and practices in healthcare organizations to support innovation, entrepreneurship, and sustainability.

PLO5: Apply operations management principles to address challenges and improve efficiency in healthcare delivery.

PLO6: Utilize commonly used healthcare computer applications proficiently.

PLO7: Communicate effectively through written and oral presentations in healthcare settings.

Program Learning Outcomes with the QF Emirates

Program-level outcomes (P). Students completing the BBA program will be able to:		QF Emirates Level 7 Descriptors				
		Knowledge	Skills	ASPECTS OF COMPETENCE		
				Autonomy & Responsibility (AR)	Role in Context (RC)	Self-Development (SD)
PLO1	Demonstrate a comprehensive understanding of health sciences terminology, concepts, and theories.	7K2 7K5 7K1				
PLO2	Evaluate financial information to make informed decisions in healthcare management.	7K3 7K4	7S2 7S3	7AR1		
PLO3	Apply leadership principles to enhance organizational effectiveness and teamwork in healthcare settings.			7AR3	7RC2 7RC4	
PLO4	Analyze governance structures and practices in healthcare organizations to support innovation, entrepreneurship, and sustainability	7K4	7S2 7S3	7AR1		
PLO5	Apply operations management principles to address challenges and improve efficiency		7S1 7S2 7S3		7RC4	

	in healthcare delivery					
PLO6	Utilize commonly used healthcare computer applications proficiently.		7S4			
PLO7	Communicate effectively through written and oral presentations in healthcare settings.		7S4	7AR4		

QFEmirates Level Descriptors Level 7

7 Knowledge

7K1 - specialised factual and theoretical knowledge and an understanding of the boundaries in a field of work or discipline, encompassing a broad and coherent body of knowledge and concepts, with substantive depth in the underlying principles and theoretical concepts "

7K2 - an understanding of allied knowledge and theories in related fields of work or disciplines and in the case of professional disciplines including related regulations, standards, codes, conventions

7K3 - understanding of critical approach to the creation and compilation of a systematic and coherent body of knowledge and concepts gained from a range of sources

7K4 - a comprehensive understanding of critical analysis, research systems and methods and evaluative problem-solving techniques

7K5 - familiarity with sources of current and new research and knowledge with integration of concepts from outside fields

7 Skill

7S1 - technical, creative and analytical skills appropriate to solving specialised problems using evidentiary and procedural based processes in predictable and new contexts that include devising and sustaining arguments associated with a field of work or discipline

7S2 - evaluating, selecting and applying appropriate methods, procedures or techniques in processes of investigation towards identified solutions

7S3 - evaluating and implementing appropriate research tools and strategies associated with the field of work or discipline

7S4 - highly developed advanced communication and information technology skills to present, explain and/or critique complex and unpredictable matters

7 Aspects of Competence

Autonomy and responsibility

7AR1 - can take responsibility for developing innovative and advanced approaches to evaluating and managing complex and unpredictable work procedures and processes, resources or learning"

7AR2 - can manage technical, supervisory or design processes in unpredictable, unfamiliar and varying contexts

7AR3 - can work creatively and/or effectively as an individual, in team leadership, managing contexts, across technical or professional activities

7AR4 - can express an internalised, personal view, and accept responsibility to society at large and to socio-cultural norms and relationships

Role in context

7RC1 - can function with full autonomy in technical and supervisory contexts and adopt para-professional roles with little guidance

7RC2 - can take responsibility for the setting and achievement of group or individual outcomes and for the management and supervision of the work of others or self in the case of a specialisation in field of work or discipline

7RC3 - can participate in peer relationships with qualified practitioners and lead multiple, complex groups

7RC4 - can take responsibility for managing the professional development and direct mentoring of individuals and groups

Self-development

7SD1 - can self-evaluate and take responsibility for contributing to professional practice, and undertake regular professional development and/or further learning

7SD2 - can manage learning tasks independently and professionally, in complex and sometimes unfamiliar learning contexts

7SD3 - can contribute to and observe ethical standards.

3.2.3 Entry and Language Requirements

Prospect students must meet the College of Health Sciences undergraduate general entry requirements according to their admission application category and as detailed in their admissions letter. In addition, students must meet the following language requirements:

- (a) Two science subjects (one must be **Chemistry or Biology**) in each year of the last three years of high school, and obtain a minimum score of 70% in the secondary school.
- (b) The instructional Language of the HM program is English and students must obtain the following language scores (or their equivalent):
 - Freshman Admission: EmSAT 1100 or TOEFL 500 or IELTS 5
 - Program Admission: EmSAT 1250 or TOEFL 530 or IELTS 5.5

3.2.4 Study Mode and Duration

The program is offered on a full-time basis. Full time students with direction admission to the program are expected to complete their degree in four years.

3.2.5 Degree Requirements

The requirements for graduation with a Bachelor of Science in Healthcare from the University are completing 122 Credit Hours made up of three types of requirements including:

- University Requirements (30 Credit Hours)
- College Requirements (29 Credit Hours)
- Program Requirements (63 Credit Hours)

3.2.7 Program Study Plan

The Healthcare Management (HM) program study plan provides the list of courses those students on HM program must complete towards their degree. The University and College Requirements and Concentration courses are provided below:

1) General Requirements

1.1 Core Courses

Course Code	Course Title	CH	Requisites
GE 101 or GE 115	Arabic Language communication 1 Basic Arabic Language 1	3	None
GE 102 or GE 116	Arabic Language Communication 2 Basic Arabic Language 2	3	None
GE 103	English Language Communication 1	3	Score 5 in IELTS
GE 104	English Language Communication 2	3	GE 103
GE 105	Introduction to Information Technology	3	None
GE 130	Introduction to Psychology	3	Score 5 in IELTS
CR 105	College Mathematics	3	None
	Total	21	Credit Hours

1.2 Elective Courses

University Requirements - Elective Courses			
Course Code	Course Title	CH	Requisites
Group 1: UAE Studies (Student Must Select at least one Course)			
GE 142	UAE Society	3	Score 5 in IELTS or equivalent
GE 144	مجتمع الإمارات	3	None
GE 148	UAE Economy and Labour Market	3	Score 5 in IELTS or equivalent
Group 2: Islamic Studies (Student Must Select One Course)			
GE 140	الحضارة الإسلامية	3	None
GE 145	Islamic Civilization	3	Score 5 in IELTS or equivalent
GE 141	الثقافة الإسلامية	3	None
GE 147	Islamic Thought	3	Score 5 in IELTS or equivalent
Group 3: Free Electives (Student Must Select One Course)			
GE 131	Critical Thinking	3	Score 5 in IELTS or equivalent
GE 170	Natural Resources and Environment	3	Score 5 in IELTS or equivalent
GE 114	Principles of Research Skills	3	Score 5 in IELTS or equivalent
GE 123	Personal Management	3	Score 5 in IELTS or equivalent
GE 135	The Art of Dealing with People	3	Score 5 in IELTS or equivalent

University Requirements - Elective Courses			
Course Code	Course Title	CH	Requisites
GE 180	Principals of Healthy Living	3	Score 5 in IELTS or equivalent
	Total	9	Credit Hours

2) College Requirements

Course Code	Course Title	CH	Requisites
HS 100	Biology and Laboratory	4	Score 5 in IELTS or equivalent
HS 105	Chemistry and Laboratory	4	Score 5 in IELTS or equivalent
HS 250	Introduction to Health Sciences	3	Score 5 in IELTS or equivalent
HS 255	Introduction to Environmental Health	3	Score 5 in IELTS or equivalent
CR 110	Probability and Statistics	3	CR 105
BU 102	Principles of Management	3	12 Credit & Score 5 in IELTS or equivalent
BU 103	Principles of Marketing	3	12 Credit & Score 5 in IELTS or equivalent
BU 104	Principles of Accounting	3	CR 105 and Score 5 in IELTS or equivalent
BU 210	Microeconomics	3	CR 105
	Total	29	Credit Hours

3) Program Requirements

3.1 Core Courses

Course Code	Course Title	CH	Requisites
HM 300	Introduction to Healthcare Management	3	BU 102, HS 250 and 60 Credit
HM 302	Ethical and Legal Principles in Healthcare	3	BU 102, HS 250 and 60 Credit
HM 304	Leadership, Management and Governance	3	BU 102, HS 250 and 60 Credit
HM 306	Human Resource Management in Healthcare	3	BU 102, HS 250 and 60 Credit
HM 308	Quality Management in Healthcare	3	BU 102, HS 250 and 60 Credit
HM 310	Planning in Healthcare	3	BU 102, HS 250 and 60 Credit
HM 312	Financing of Healthcare Organizations	3	BU 104, HS 250 and 60 credit
HM 314	Computer Applications for Health Managers	3	HS 250 and 45 Credit
HM 200	Epidemiology and Population Health	3	HS 250 and 45 Credit
HM 402	Operations Management in Healthcare	3	HM 300 and 45 Credit
HM 404	Health Policy Formulation	3	HM 300 and 45 Credit
HM 406	Healthcare Economics	3	HM 300 and 45 Credit
HM 408	Health Informatics	3	HM 300 and 45 Credit
HM 490	Practicum	3	70 credit and CGPA 2.00
HM 491	Project in Healthcare Management	3	80 credit and CGPA 2.00
HM 499	Internship	6	95 credit and CGPA 2.00
	Total	51	Credit Hours

3.2 Elective Courses

Course Code	Course Title	CH	Requisites
Group A: Electives from Business College			
BU 201	Macroeconomics	3	BU 210
BU 203	Production & Operation Management	3	BU 102
BU 204	Organizational Behaviour	3	BU 102
BU 205	Business Ethics	3	BU 102
BU 240	Effective Business Writing	3	GE 104
BU 108	Management Information System (MIS)	3	GE 105 and Score 5 in IELTS
BAem 314	Customer Relationship Management	3	BU 103 and 45 CHs
BAev 312	Introduction to Event Management	3	BU 102, BU 103 , and 45 CHs
BU 306	Consumer Behaviour	3	BU 103
BU 312	E-Marketing Practices	3	BU 103 and 30 CHs
BU 303	Business Law	3	CR 110, BU 102, and BU 203
Group B: Electives from College of Health Sciences			
HS 260	Introduction to Public Health	3	Score 5.0 in the IELTS or equivalent
EH 202	Principles of Occupational Health and Safety	3	HS 255 or HS 260
	Total	12	Credit Hours

3.2.8 Career Opportunities

The BSc in Health Care Management prepares qualified administrators/managers in healthcare practices. Healthcare Management field offers a wide range of diverse career opportunities in:

- Hospitals and clinics;
- health insurance organizations;
- healthcare associations;
- nursing homes and skilled nursing facilities;
- physician practices;
- mental health organizations and rehabilitation centers;
- public health departments;
- consulting firms; and
- Universities and research institutions.

3.3 Bachelor of Islamic Studies

3.3.1 Program Description

The College of Islamic and Arabic Studies offers a Bachelor's degree in Islamic studies focusing on specialized disciplines in Islamic jurisprudence, creed, sciences of hadith, Quran sciences, Arabic language

studies and other key disciplines within modern Islamic studies, such as Islamic banking and principles of Islamic economy.

Successful graduates will have the opportunity to work in: *Daw'aa & Irshad, Imama & Khitaba, Sharia courts, Islamic banking, and social services* in addition to other fields within the public sector.

3.3.2 Program Goals and Learning Outcomes

This program is taught in Arabic Language and the program goals and learning outlines are provided in the instructional language of the program listed below:

مخرجات تعلم البرنامج	أهداف برنامج بكالوريوس الدراسات الإسلامية
	بناء المعرفة والفهم
(1م) أن يشرح مصادر الإسلام الأساسية ويبين خصائص وآثار وقيم هذه المصادر.	(هـ1) إعداد كوادر علمية متميزة في المعرفة والفهم والتحليل لمصادر التراث الإسلامي، وخصائصها، وآثارها.
(2م) أن يحلل الطالب النصوص الشرعية ويعرف دلالاتها وأن يستنبط الأحكام الشرعية.	
(3م) أن يُعدّ البحوث العلمية المتنوعة وفق قواعد مناهج البحث.	(هـ2) بناء القدرة على البحث العلمي وفق الأدوات والوسائل الحديثة.
(4م) أن يستخدم الوسائل الحديثة في العرض والبحث والتحليل والقدرة على تبادل المعلومات مع المتخصصين في العلوم الإسلامية والعلوم الأخرى.	
	بناء الشخصية التفاعلية والقيم المجتمعية
(5م) أن يحسن توظيف التراث العلمي الإسلامي في معالجة قضايا العصر وأن يطبق القيم في نفسه وينشرها بين الآخرين بأسلوب أسر مؤثر لخدمة المجتمع.	(هـ3) صقل مهارات الطالب للجمع بين الأصالة والمعاصرة في التعامل مع قضايا العصر ومستجداته وخدمة المجتمع بفاعلية ودافعية.
(6م) أن يتعامل مع الآخرين بطريقة إيجابية وسطية.	
(7م) أن يجيد توظيف مهارات الاتصال المباشر مع الآخرين والقدرة على إدارة الفريق لتحقيق الأهداف.	
	بناء المهارات الذاتية
(8م) أن يحسن تقييم الذات وإدارة الذات والوقت والمال وحل المشكلات.	(هـ4) تطوير المهارات الذاتية للتعامل مع الحياة بإيجابية.
(9م) أن يجيد اتخاذ القرار وصناعة الأهداف وآليات تغيير الذات والتعليم المستمر.	
	بناء المهارات المهنية
(10م) أن يتمكن من الخطابة والدعوة والفتوى وتقديم الاستشارات.	(هـ5) إعداد كفاءات علمية مصقولة بأخلاقيات المهنة ومزودة بكافة وسائل الاتصال العصرية لتلبية حاجة المجتمع وسوق العمل.
(11م) أن يتحلّى بأخلاقيات وسلوكيات التخصص المهني.	
(12م) أن يستخدم اللغات والتقنيات الحديثة في التواصل والبناء الوظيفي.	

Program Learning Outcomes with the QF Emirates

معايير منظومة المؤهلات الإماراتية - بكالوريوس - مستوى 7					المخرجات التعليمية للبرنامج	
التطوير الذاتي	الاندماج في السياق	الاستقلالية والمسؤولية	المهارات	المعرفة		
				م1	أن يشرح مصادر الإسلام الأساسية ويبين خصائص وأثار وقيم هذه المصادر.	م1
ت2			ر1	م2 م3 م4	أن يحلل الطالب النصوص الشرعية ويعرف دلالاتها وأن يستنبط الأحكام الشرعية.	م2
			ر1	م3 م4 م5	أن يُعد البحوث العلمية المتنوعة وفق قواعد مناهج البحث.	م3
			ر1	م3 م4 م5	أن يستخدم الوسائل الحديثة في العرض والبحث والتحليل والقدرة على تبادل المعلومات مع المتخصصين في العلوم الإسلامية والعلوم الأخرى	م4
ت2		س1	ر1		أن يحسن توظيف التراث العلمي الإسلامي في معالجة قضايا العصر وأن يطبق القيم في نفسه وينشرها بين الآخرين بأسلوب أسر مؤثر لخدمة المجتمع.	م5
		س4			أن يتعامل مع الآخرين بطريقة إيجابية وسوية.	م6
	ن2 ن3 ن4	س3			أن يجيد توظيف مهارات الاتصال المباشر مع الآخرين والقدرة على إدارة الفريق لتحقيق الأهداف	م7
ت1	ن1 ن2	س1 س3	ر2		أن يحسن تقييم الذات وإدارة الذات والوقت والمال وحل المشكلات.	م8
ت1 ت2	ن2 ن4	س2 س3	ر2		أن يجيد اتخاذ القرار وصناعة الأهداف وآليات تغيير الذات والتعليم المستمر.	م9
ت2	ن1		ر4		أن يتمكن من الخطابة والدعوة والفتوى وتقديم الاستشارات.	م10
ت3	ن4	س3			أن يتحلى بأخلاقيات وسلوكيات التخصص المهني.	م11
	ن1	س3	ر4		أن يستخدم اللغات والتقنيات الحديثة في التواصل والبناء الوظيفي.	م12

صفات المؤهلات:

المعرفة (م) :

1. المعرفة النظرية والعملية المتخصصة، وفهم مجال التخصص، وكم معرفي ونظري واسع ومترابط، مع تعمق في المبادئ الأساسية والمفاهيم النظرية.
2. فهم المعارف والنظريات المساندة في مجالات العمل أو التخصصات ذات العلاقة، وفي حالة التخصصات المهنية فهم الأنظمة والمعايير والقوانين والاتفاقيات ذات العلاقة.
3. فهم الأسلوب العلمي لتشكيل وجمع المعرفة المنهجية المترابطة والمفاهيم من مصادر متنوعة.
4. فهم شامل للتحليل النقدي وطرق وأنظمة البحث وأساليب حل المشكلات.
5. الإلمام بالمصادر الحالية والجديدة للبحث والمعرفة، مع دمج مفاهيم من البيئة الخارجية.

المهارات (ر):

1. تقديم المهارات الفنية والإبداعية والتحليلية المناسبة لحل المشكلات الخاصة من خلال استخدام عمليات تستند إلى أدلة إجرائية في سياقات يمكن التنبؤ بها والتي تتضمن الاستنباط والحفاظ على الحجج المرتبطة بمجال العمل أو الانضباط.
2. تقييم واختيار وتطبيق الأساليب والإجراءات والتقنيات المناسبة في عمليات التحقيق للوصول إلى حلول محددة.
3. تقييم وتطبيق أدوات واستراتيجيات البحث المناسبة والمرتبطة بمجال العمل أو التخصص.
4. تحقيق مهارات متقدمة في الاتصال وتكنولوجيا المعلومات المتقدمة لتقديم وشرح ونقد المسائل المعقدة وغير المتوقعة.

الاستقلالية والمسؤولية (س):

1. القدرة على تحمل المسؤولية تجاه تطوير أساليب مبتكرة ومتقدمة تساعد على تقييم وإدارة ظروف عمل معقدة وغير متوقعة والتعامل معها.
2. القدرة على الإدارة الفنية والإشرافية وصياغة الخطوات اللازمة في ظروف غير عادية أو غير متوقعة.
3. القدرة على العمل بكفاءة وإبداع سواء منفردا أو كفائد لفريق عمل، وكذلك القدرة على إدارة المواقف من خلال مختلف الأنشطة التقنية أو المهنية.
4. القدرة على التعبير عن آرائه الشخصية وتحمل المسؤولية تجاه المجتمع على أوسع نطاق، مع مراعاة المعايير والروابط والقيم الثقافية السائدة فيه.

الاندماج في السياق (ن):

1. القدرة على العمل باستقلالية في المجال التقني والإداري والقيام بالمهام المهنية بالقليل من التوجيه.
2. القدرة على تحمل مسؤولية وضع وتحقيق مخرجات فردية أو جماعية، وكذلك القدرة على الإدارة والإشراف على العمل الفردي وأعمال الآخرين في بيئة العمل أو التخصص.
3. المشاركة مع زملائه مع الممارسين المؤهلين والقدرة على قيادة مجموعات متعددة ومختلفة المستوى.
4. يمكن أن يتحمل مسؤولية إدارة التطوير المهني ولديه القدرة على التوجيه المباشر لأفراد وجماعات.

التطوير الذاتي (ت):

1. بإمكانه تقييم ذاته، وتحمل المسؤولية عن المساهمة في الممارسة المهنية والقيام بالتطوير المهني المنتظم جنباً إلى جنب- أو مزيد من التعلم.
2. يمكنه إدارة مهام التعلم على نحو مستقلّ ومهنيّ في سياقات تعلم معقدة وغير مألوفة في بعض الأحيان.
3. يمكنه المساهمة والالتزام بالمعايير الأخلاقية.

3.3.3 Entry and Language Requirements

Prospect students must meet the College of Islamic and Arabic Studies undergraduate general entry requirement according to their admission application category and as detailed in their admissions letter. In addition, students must meet the following language requirements:

- (a) All students must obtain score of 1000 in Arabic EmSAT.
- (b) All students on the program must have minimum English language proficiency of 950 in the EmSAT or 4.5 in the IELTS or 450 in TOEFL.

3.3.4 Study Mode and Duration

The program is offered on a full-time basis. Students are expected to complete their degree in 4 years. Students with English condition will complete the program within 5 years.

3.3.5 Degree Requirements

The requirements for graduation with a Bachelor of Islamic Studies from the University are completing 133 Credit Hours made up of three types of requirements including:

- University General Requirements (24 Credit Hours)
- College Requirements (35 Credit Hours)
- Program Requirements (74 Credit Hours)

3.3.6 Program Study Plan

1) متطلبات جامعة – General Requirements

1.1 متطلبات اجبارية – Core Courses

Requisites	CH	Course Title	Course Code
لا يوجد	3	مهارات الاتصال باللغة العربية (1)	GE 101

Requisites	CH	Course Title	Course Code
أيلس أو مايعادله 4.5	3	مهارات الاتصال باللغة الإنجليزية (1)	GE 112
أيلس أو مايعادله 5	3	مهارات الاتصال باللغة الإنجليزية (1)	GE 103
أيلس أو مايعادله 4.5	3	مهارات الاتصال باللغة الإنجليزية (2)	GE 113
أيلس أو مايعادله 5	3	مهارات الاتصال باللغة الإنجليزية (2)	GE 104
لا يوجد	3	مبادئ ريادة الاعمال والابتكار	GE 122
لا يوجد	3	مقدمة في تكنولوجيا المعلومات	GE 106
لا يوجد	3	الإدارة الذاتية	GE 107
لا يوجد	3	الحضارة الإسلامية	GE 140
	18	إجمالي الساعات المطلوبة	

1.2 Electives Courses – متطلبات اختيارية

Requisites	CH	Course Title	Course Code
		يجب أن اختيار مساق من المساقات التالية:	المجموعة الاولى
لا يوجد	3	مجتمع الإمارات	GE 144
لا يوجد		UAE Society	GE 142
أيلس أو مايعادله 5		UAE Economy and Labour Market	GE 148
			المجموعة الثانية
لا يوجد	3	مهارات الاتصال باللغة العربية (2)	GE 102
لا يوجد	3	فن التعامل مع الآخرين	GE 108
لا يوجد	3	تاريخ الخليج العربي	GE 143
لا يوجد	3	مبادئ علم الاحصاء	GE 150
لا يوجد	3	الموارد الطبيعية والبيئة	GE 172
لا يوجد	3	نظام الاسلام	GE 160
لا يوجد	3	الإرشاد الأسري	GE 155
	6	إجمالي الساعات المطلوبة	

2) College Requirements – متطلبات كلية

Requisites	CH	Course Title	Course Code
لا يوجد	3	المدخل إلى العقيدة الإسلامية	IA 100
لا يوجد	3	المدخل إلى الفقه الإسلامي	IA 115
لا يوجد	3	علوم القرآن	IA 130
-	3	علوم الحديث	IA 145
لا يوجد	1	التلاوة والحفظ والتجويد (1)	IA 131
IA 131 - التلاوة والحفظ والتجويد (1)	1	التلاوة والحفظ والتجويد (2)	IA 132
IA 132 - التلاوة والحفظ والتجويد (2)	1	التلاوة والحفظ والتجويد (3)	IA 133
IA 133 - التلاوة والحفظ والتجويد (3)	1	التلاوة والحفظ والتجويد (4)	IA 134
IA 133 - التلاوة والحفظ والتجويد (3)	1	التلاوة والحفظ والتجويد (5)	IA 135
IA 133 - التلاوة والحفظ والتجويد (3)	1	التلاوة والحفظ والتجويد (6)	IA 136

Requisites	CH	Course Title	Course Code
IA 133 - التلاوة والحفظ والتجويد (3)	1	التلاوة والحفظ والتجويد (7)	IA 137
IA 133 - التلاوة والحفظ والتجويد (3)	1	التلاوة والحفظ والتجويد (8)	IA 138
GE 110 - مهارات الاتصال باللغة العربية (1)	3	النحو والصرف (1)	IA 260
IA 260 - النحو والصرف (1)	3	النحو والصرف (2)	IA 261
GE 110 - مهارات الاتصال باللغة العربية (1)	2	معاجم و فقه اللغة	IA 270
IA 260 - النحو والصرف (1)	2	البلاغة	IA 361
لا يوجد	3	منهج البحث العلمي	IA 175
IA 261 - النحو والصرف (2) و 60 ساعة	2	الخطابة	IA 375
	35	إجمالي الساعات المطلوبة	

3) متطلبات برنامج – Program Requirements

3.1 متطلبات إجبارية – Core Courses

Requisites	CH	Course Title	Course Code
IA 100 – المدخل إلى العقيدة الإسلامية	3	الإيمان (1)	IS 200
IS 200 – الإيمان (1)	3	الإيمان (2)	IS 201
IS 200 – الإيمان (1)	3	الإيمان (3)	IS 300
IS 300 – الإيمان (3) و 60 ساعة	3	الفرق والأديان	IS 400
IA 115 – المدخل إلى الفقه الإسلامي	3	أصول الفقه	IS 215
IS 215 – أصول الفقه	2	القواعد والفروق الفقهية	IS 216
IS 215 – أصول الفقه	2	مقاصد الشريعة	IS 217
IS 215 – أصول الفقه	3	فقه العبادات (1)	IS 218
IS 215 – أصول الفقه	3	فقه العبادات (2)	IS 219
IS 215 – أصول الفقه	3	فقه المعاملات (1)	IS 315
IS 215 – أصول الفقه	3	فقه المعاملات (2)	IS 316
IS 215, IS 216	3	فقه الأسرة (1)	IS 415
IS 215, IS 216	3	فقه الأسرة (2)	IS 416
IS 215, IS 216	3	فقه الجنائيات والقضاء	IS 417
IS 217, IS 216, IS 215	3	فقه النوازل	IS 418
IA 130 – علوم القرآن	3	أصول التفسير وقواعده	IS 230
IS 230 – أصول التفسير وقواعده	2	مناهج المفسرين	IS 330
IS 230 – أصول التفسير وقواعده	3	التفسير التحليلي (1)	IS 331
IA 145 – علوم الحديث	2	مناهج المحدثين	IS 245
IA 145 – علوم الحديث	3	التخريج والأسانيد	IS 345
IA 145 – علوم الحديث	3	الحديث التحليلي (1)	IS 346
IA 145, IA 130, IA 115, GE 113	3	دراسات إسلامية باللغة الإنجليزية	IS 375
لا يوجد	3	السيرة النبوية	IS 260
115 ساعة ومعدل تراكمي 2.0	0	التدريب الميداني	IS 499
	65	إجمالي الساعات المطلوبة	

3.2 Electives Courses – متطلبات اختيارية

Requisites	CH	Course Title	Course Code
IS 230 – أصول التفسير وقواعده	3	التفسير التحليلي (2)	IS 332
IA 145 – علوم الحديث	3	الحديث التحليلي (2)	IS 347
60 ساعة أكاديمية	3	تاريخ الخلفاء الراشدين	IS 360
60 ساعة أكاديمية	3	الهدى النبوي في الأدب والرفائق	IS 361
60 ساعة أكاديمية	3	حاضر العالم الإسلامي	IS 362
80 ساعة أكاديمية	3	المصارف الإسلامية	IS 419
80 ساعة أكاديمية	3	مبادئ الاقتصاد الإسلامي	IS 420
80 ساعة أكاديمية	3	أصول المحاكمات الشرعية والمدنية	IS 421
60 ساعة أكاديمية	3	أصول التربية في الإسلام	IS 376
80 ساعة أكاديمية	3	الدعوة	IS 475
	9	إجمالي الساعات المطلوبة	

3.3.7 Career Opportunities

Graduates of this program will have the opportunity to work in a broad range of career choices in the field of social and community service, such as:

- Daw'aa & Irshad
- Imama & Khitaba.
- Local authorities and Islamic agencies.
- Endowments and charitable work.
- Islamic banks.
- Family counselling in *Sharia* Courts.
- Social media and communication;
- Arbitration and management of Quran competitions.
- Research centers and universities focused on the field of Islamic studies.

3.4 Master in Fiqh and its Fundamentals

3.4.1 Program Description

The program is catered to qualify specialized and competent individuals to truly and soundly understand the principles and complexities of the science of Islamic Shari'ah, its applications and associations with the contemporary jurisprudential issues.

The program provides a ground-breaking learning environment that is compatible to best international quality standards in linking knowledge acquisition to application and originality to contemporaneity. It is designed to prepare graduates owning intellectual abilities, professional ethics, and distinctive technical expertise that allow them to achieve career success, active participation in society, and meet the labor markets need nationally and regionally.

3.4.2 Program Goals and Learning Outcomes

The University has firstly identified the program graduates attributes, based on which the program objectives have been developed. Further, the program learning outcomes have been mapped to the UAENQF Level 9 (Master Degree Level) in order to achieve quality learning and produce graduates enjoying the best international professional and academic standards. The below table shows the graduates attributes and the program objectives and learning outcomes:

مخرجات التعلم	أهداف البرنامج	صفات الخريجين
يعالج القضايا الفقهية المعاصرة والمستجدات، وفق أدوات الاجتهاد ومسالك استنباط الأحكام الشرعية.	1	بناء المعرفة والفهم
يقدر على دراسة الآراء العلمية المختلفة في مجال التخصص وتوضيح المفاهيم والأفكار المغالطة وسبل علاجها وفق الثوابت الإسلامية.	2	
يبنكر معارف جديدة وفق الأدوات العلمية والمعايير الدولية من خلال البحوث والدراسات المستفيضة في القضايا الفقهية، والقضايا ذات العلاقة.	3	
يتواصل مع الآخرين بأسلوب جذاب ومقنع لخدمة الصالح العام ملتزماً بالقيم والأخلاقيات الإسلامية.	4	بناء الشخصية التفاعلية والقيم المجتمعية
ينشر الوعي الديني المعتدل، والعادات الإيجابية في المجتمع.	5	
يجيد استخدام وسائل الاتصال الحديثة لتحقيق تواصل فعال في مجالات التخصص وغيرها.	6	بناء المهارات الذاتية
يتعامل مع المسؤوليات والتحديات والمتغيرات بأسلوب منهجي وعلمي وضمن معايير التميز.	7	
يطور ذاته وقيمه بشفاافية وحيادية بأسلوب منهجي سليم.	8	
يوظف المعرفة الفقهية توظيفاً صحيحاً في بيئة العمل تمكنه من إيجاد الحلول الملائمة وفق الضوابط والقيم الشرعية.	9	بناء المهارات المهنية
يمتلك قدرات قيادية ومهارات العمل الجماعي في بيئة التعلم والعمل.	10	

3.4.3 Entry and Language Requirements

3.4.3A Admission Requirements

Applicants must meet the general admissions requirements for postgraduate degree. Also must have earned a bachelor degree with a Good average (GPA 2.5 on the score of 4.0) in a major of Islamic studies from an accredited university recognized by the Ministry of Education in the UAE.

3.4.3B Arabic Language Requirements

The program is taught in Arabic and all students must achieve a score of 1250 in EmSat Arabic.

3.4.3C English Language Requirements

Students are required to achieve score 950 in the EmSAT or 4.5 in IELTS or B1 in CEFR. All students must pass the University English language proficiency test, excluding those who have passed the IELTS test within 2 years as of the date of joining the University.

3.4.4 Study Mode and Duration

The program is offered on part-time basis. Students are expected to complete Phase I (taught courses) in two years with possible extension of one year. Student are expected start phase II at the end of second year and complete and defend their thesis within two to three years with possible extension for one year.

3.4.5 Degree Requirements

Students must meet the following graduation requirements:

- A- Phase One: Taught Courses
 - Students must successfully achieve all the courses (25 credits)
 - Maintain cumulative GPA 2.5

- B- Phase Two: Thesis
 - Successfully complete taught courses in phase I
 - Submit research proposal
 - Thesis defense
 - Meet the thesis requirements and its approval by the Graduate Studies Committee.

3.4.6 Program Study Plan

Below are the details of the Study Plan:

- Core Courses (19 Credit Hours)
- Elective Courses (6 Credit Hours)
- Thesis (9 Credit Hours)

6. Core Courses – متطلبات إجبارية

Requisites	CH	Course Title	Course Code
لا يوجد	2	قراءات في موضوعات أصولية وفقهية باللغة الإنجليزية	MF 500
لا يوجد	2	قاعة بحث	MF 505
لا يوجد	3	القواعد الأصولية والقواعد والضوابط الفقهية	MF 510
لا يوجد	3	دلالات الألفاظ	MF 520

لا يوجد	3	الأدلة المختلف فيها	MF 530
لا يوجد	3	قضايا معاصرة في المال والاقتصاد والطب	MF 610
لا يوجد	3	نظرية العقد	MF 620
	19	إجمالي الساعات المطلوبة	

7. Electives Courses – متطلبات اختيارية

Requisites	CH	Course Title	Course Code
لا يوجد	3	القياس وتعليل الأحكام	MF 630
لا يوجد	3	السياسة الشرعية	MF 640
لا يوجد	3	طرق الإثبات	MF 650
لا يوجد	3	مباحث في التعارض والترجيح والاجتهاد	MF 660
لا يوجد	3	مباحث النسخ	MF 670
	6	إجمالي الساعات المطلوبة	

8. Thesis – رسالة الماجستير

Requisites	CH	Course Title	Course Code
لا يوجد	0	رسالة الماجستير – مرحلة البحث التمهيدي	MF 697
لا يوجد	0	رسالة الماجستير – مرحلة مشروع البحث	MF 698
لا يوجد	9	رسالة الماجستير – مرحلة إعداد ومناقشة الرسالة	MF 699
	9	إجمالي الساعات المطلوبة	

3.4.7 Academic Roadmap

Below are the details of the academic roadmap, based on a two- year part time mode:

السنة الاولى					
الساعات	فصل الربيع	الساعات	فصل الخريف	الساعات	الساعات
3	قضايا معاصرة في المال والاقتصاد والطب	MF 610	القواعد الأصولية والقواعد والضوابط الفقهية	3	MF 510
2	قراءات في موضوعات أصولية وفقهية باللغة الإنجليزية	MF 500	قاعة بحث	2	MF 505
3	الأدلة المختلف فيها	MF 530	دلالات الألفاظ	3	MF 520
8	مجموع الساعات المعتمدة	8	مجموع الساعات المعتمدة	8	

السنة الثانية					
الساعات	فصل الربيع		الساعات	فصل الخريف	
0	رسالة الماجستير – مرحلة البحث التمهيدي	MF 697	3	مسابق اختياري	MF XXX
0	رسالة الماجستير – مرحلة مشروع البحث	MF 698	3	مسابق اختياري	MF XXX
9	رسالة ماجستير – مرحلة إعداد ومناقشة الرسالة	MF 699	3	نظرية العقد	MF 620
9	مجموع الساعات المعتمدة		9	مجموع الساعات المعتمدة	

3.4.8 Program Achievement Phases

The University adopts a study plan that endures every individual student has attained all the competences each study phase requires. The following prerequisites have to be successfully achieved to earn the MA degree:

- Prerequisite One: Passing the Taught Course Phase:
 - 25 credits of core and elective courses included in the Academic Roadmap
 - Minimum CGPA of 2.5
- Prerequisite Two: Passing the Thesis Phase 1:
 - Details are included in the Master Thesis Course and the Thesis Guidelines.
- Prerequisite Three: Passing the Thesis Phase 2:
 - Details are included in the Master Thesis Course and the Thesis Guidelines.
- Prerequisite Three: Passing the Thesis Phase 3:
 - Details are included in the Master Thesis Course and the Thesis Guidelines.
- Prerequisite Four:
 - Successfully defend the MA thesis.

3.4.9 Career Opportunities

Graduates of Al Fiqh program qualify graduates to work in a broad range of career choices, including but not limited to:

- Consulting in Islamic banking and transactions.
- Fatwa in the jurisprudence of finance and economy.
- Research, analysis, and manuscripts; a wide range of public and private sectors, government or private institutions that need specialists in jurisprudence.

4. Undergraduate Academic Policies Relating to Curriculum

4.1 Course Code and Credits

Courses are valued in credits; each credit represents 50 minutes of class time per week for a total of 750 minutes (contact time) per semester including lectures, discussion and assessment excluding final exam. In addition to minimum 50 minutes for additional class discussion. Courses in each discipline or field of study are represented by a two/three/four-letter prefix followed by a three-digit number indicating the level of the course content.

The prefix represents the group of requirements within an academic program offered by the University. For example, GE 101 Arabic Language Communication I. GE is the course prefix (which represents that this is a general education course) and 101 is the course number.

Normally, 100 level course numbers denote freshman-level courses, 200 level course numbers denote sophomore-level courses, 300 level course numbers denote Junior-level courses and 400 level course numbers denote senior-level courses.

Courses with a 00 number are remedial courses and are intended for students with conditional requirements in a specific subject. These courses do not count towards student GPA.

In general, courses should be taken in order of increasing difficulty and level.

4.2 Study Period

All programs at JU are designed to be completed in four years for full time students and 5 years for part-time students. Students in Academic English Language Program and the Bachelor of Islamic Studies program are allowed to extend their study period for six years. For students to continue their studies beyond six years, they must obtain permission from the Dean and must submit justifications in accordance with established policy for prolonging their studies beyond the six year period. In general, students must complete their degree requirements within the normal limits of their respective program.

4.3 Study Load

The study load requirement varies according to the student's study mode classification indicated below:

Full-Time Students:

In a regular semester, Fall or Spring, **a full-time student may register for 12 to 18 credit hours**. Full-time student's load may not drop below 12 credits/semester and must earn minimum 30 credits per academic year including summer. Students are expected to follow their degree completion plan (DCP). If a student does not follow his/her DCP, the students will be considered irregular students and that will have implications on his/her graduation date.

Part-Time Students

In a regular semester, Fall or Spring, **a part-time student may register for 9 to 12 credit hours**, however, students must earn minimum of 24 credits in a given academic year including summer. In some cases a student may be allowed to register for up to 15 credit hours, if he/she is graduating and attains a minimum Cumulative Grade Point Average (CGPA) of 3.0 and above. Part time students must obtain permission from the Dean in accordance with established policy to lower their study load of 24 credits per academic year.

Students' Summer Study Load

JU does not define full- and part-time student status for the summer term; students will be restricted to a maximum of six credits during the summer term, unless their CGPA is 3.0/4.0 or above. Exemption to summer study load policy shall be provided to graduating students in the summer term or senior students taking an internship course. Internship courses shall be excluded from the summer study load limitation and senior students shall be allowed to take a maximum of 4 credits in addition to their internship course. Graduating students shall be allowed take maximum study load of 9 credits provided that they are graduating in the summer term and obtain approval from the program director.

Freshman Study Load

Freshman students are normally restricted to four/five courses per semester to allow time for adjustment to the learning environment in JU. Freshman students registered on the English program (EAS1, EAS2) can take only up to 9 credits per semester.

Overload students

Graduating senior students with CGPA of 3.0 and above may be allowed to register for up to 21 credit hours. The University does not permit students to take more than 21 credits in any given semester under any circumstance.

4.4 Transfer Courses

Credits earned will be transferred based on the conditions provided below; transferred credits do not count in GPA. Credit hours of transferred courses count in the accumulative earned hours. At least 50% of required credits for a degree must be successfully completed at JU.

4.4.1 Transfer of Credit Criteria and Requirements

1. Generally, JU will accept credits earned at local or international institutions of higher education if the:
 - (a) Sending Institution is recognized and/or accredited by the Ministry of Education (MOE);
 - (b) Program courses considered for transfer have been taught in the instructional language of the program at Jumeira University, with the exception of some General Education courses.

- (c) Courses from the sending institution have been deemed to be roughly 80% equivalent in content and rigor to JU courses by the respective Dean/Program Director.
 - (d) Completed English Language courses at the sending institution have been recommended for transfer by the English Faculty at JU.
 - (e) Courses from the sending institution are at roughly the same academic level. For example, a freshman level course will be equated with a freshman level course at JU, while a sophomore level course will be equated with a freshman or sophomore course at JU, and so forth; and have been taught in English, except for courses where the medium of teaching as deemed by the MOE is not English.
 - (f) Earned grade of the transferred course is C or higher.
 - (g) The credits are on a 15+ week semester basis (face-to-face teaching hours per week) (quarter credits are calculated at 2/3 credit value of semester credits, with fractions of credits dropped).
2. JU must receive the official transcripts directly from the sending institution.
 3. The student must meet admission requirements for English language proficiency.
 4. Transfer students who meet freshman admission language proficiency requirement (IELTS of 5.0) but do not meet language requirements of the program, are admitted on conditional basis and are not allowed to advance in the program until they obtain the required language proficiency.
 5. The English TOEFL or IELTS certificate must be less than two years old. Otherwise, the student has to obtain another certificate prior to enrollment at JU or enroll in the JU English intensive program.
 6. A course for which transfer credit is granted will be assigned a **T** (Transferred/No Quality Point) grade in the official JU records. The original score/grade will not appear on JU official transcript.
 7. Even if the student has completed more than two years at the sending institution, at least 50% of the required credit hours for graduation must be completed at JU in order to earn a JU baccalaureate degree.
 8. Internships and capstone courses are not transferable and must be completed at JU.
 9. Vocational, training and other types of skills acquisition courses, without theoretical basis, are not transferable.
 10. Evaluation of transcripts will be conducted after a student has applied for admission at JU.

4.4.2 Documents Required for Credit Transfer

- (a) Certified copy of a UAE High School Certificate or its equivalent.
- (b) Copy of the applicant's passport photo page.
- (c) Copy of UAE nationality or a residence visa for non-nationals.
- (d) Four recent colored photographs with white background.
- (e) Official transcript (accredited by MOE).
- (f) Course Syllabus for each course completed in the sending institution.

4.5 Summer Courses

Jumeira University offers a six-week Summer Term including a final exam week. The University will offer one, two and three credit courses that comply with the Ministry's regulations for both contact time and study/reflection time. No science laboratory courses will be offered.

4.5.1 Summer Schedule

All multiple credit courses will be offered two or three days/week; and the class schedule will run from Sunday through Thursday. Students are expected to dedicate at least 3 hours a day for homework/reflection.

4.5.2 Summer Course Offering

The University will be selective as to which courses it offers students in the condensed format in order to ensure that there is both adequate in-class contact time and homework/reflection time. The courses selected to be offered during the Summer Term will be those which lend themselves both to (1) delivery in an intensive mode and (2) learning at an accelerated pace. Summer offering list is decided by the College Academic Committee.

4.5.3 Summer Final Examinations

The sixth week of the summer term will be dedicated to class tutoring and final examinations only.

4.5.4 Summer Add/Drop/Withdraw Policy

Students will be allowed to ADD courses ONLY during the first two days of classes. Students will not be allowed to DROP courses after the summer registration period. Students may withdraw a course through the end of fourth week of classes, without any grade penalty (W).

4.5.5 Summer Tuition/Fees/Withdrawal/Refund Policy

Students will be required to pay tuition/fees at the time of registration. Students may withdraw from courses without any financial penalty (full refund) up to, but not including, the first day of classes. No refunds will be provided effective the first day of classes, unless the University cancels the course (full refund).

4.5.6 Summer Course Cancellation

The University reserves the right to cancel any summer course before the second day of classes. If the University cancels a summer course section, the student will be entitled to a full refund for that course section only. All course section cancellations will be completed by the end of the first day of classes, in order to allow students in the sections which has been cancelled to enroll in alternative courses on day two of classes.

4.5.7 Summer Attendance Policy

No student will be allowed to be absent from more than 25% of the course time.

- For one credit courses, a student will receive a WF (Withdrawal for poor Attendance) after missing more than 187.5 minutes of class time.
- For two credit courses, a student will receive a WF (Withdrawal for poor Attendance) after missing more than 375 minutes of class time.
- For three credit courses, a student will receive a WF (Withdrawal for poor Attendance) after missing more than 562.5 minutes of class time.

4.5.8 Summer Delivery Mode

Summer courses will cover the same in-class contact time as in a normal semester, albeit in a condensed format, the delivery of lecture (and lecture/lab) courses will continue in the same active learning mode that includes student participation in class discussions, audio-visual technology, in class group projects, in class writings, as well as student oral presentations. Course syllabi will be prepared by the assigned faculty, consistent with the official course syllabi, as would occur during a regular semester. However, the course syllabus template has to be modified to reflect the five-week class sessions and the sixth week for final examinations.

4.5.9 Summer Examinations, Assessments and Grade Reports

All courses offered during the Summer Term will utilize the same assessments/examinations as laid out in the official course syllabi. However, the timing of such may be adjusted in cases where extra weekend time may be needed to allow for adequate project research, project preparation, or study.

4.6 Summer Courses outside JU

4.6.1 Requirements

Enrolled students are eligible to apply to take courses at another approved university during the summer with aim of transferring credits to JU provided the following conditions are met:

- (a) Student must be in good academic standing (CGPA > 2.0) at JU at the time the application is reviewed and the time the student is studying at the host university.
- (b) The host university must be recognized or accredited by MOE.

- (c) Contact hours for courses at the host university must be equivalent to JU course contact hours.
- (d) Courses at the host university must not be a repeat to JU courses in which student had taken F or D grade.
- (e) The instructional language at the host university must be the same as the instructional language of the equivalent course at JU.
- (f) Student must obtain the prior approval of the Dean or Program Director and submit application to the Registrar's Office.
- (g) Summer course are applicable to undergraduate programs and restricted to general education and elective courses. Exemptions are made only for courses with low enrollment courses.

4.6.2 Number of Credits

- Students may request to transfer up to 6 credits for a five week summer session at the host university.

4.6.3 Transfer of Credits

Credits earned in summer courses outside JU will transfer provided the following:

- Upon completion of the course students submit an official transcript to the Registrar's Office from the host university.
- Student must meet the passing grade requirement.
- Transferred credits do not count in the CGPA but account in the accumulative credit hours of the degree.

4.7 Declaration of Area of Study

All JU students are admitted with a declared degree. Students must choose a major or change the discipline as stated below:

4.7.1 Declaration of Concentration

If the degree of the student has a concentration, then the student must choose his/her concentration at the time of application and is admitted on that basis. The Student can change his/her chosen concentration provided he/she has earned less than 60 credits by filling a change form.

4.7.2 Change of Degree

Students who seek to change their degree in the same college or to different college must submit the Change Degree Form to the Registrar, meet the admission requirements of the new degree and obtain the approval of their academic advisors and the Academic Program Directors of the current and new program.

4.7.3 Declaration of a Double Degree

A student can choose to do a double major or concentration, to be eligible the student must complete at least 30 credits and must be in merit academic standing (GPA 2.5 or higher). Double degree is noted on the student's transcript and diploma.

4.7.4 Degree Declaration Track

To be eligible to apply for a degree track, students must complete at least 60 credits and must be in satisfactory academic standing (GPA 2.5). Completing a track is not a requirement for graduation, but it allows a student to focus on an area of particular interest or prepares him/her for a particular career or graduate school option. At JU, the track is offered as part of the Program Electives (courses are grouped to form a focus area of discipline). Tracks are noted on students' transcripts. Students cannot take more than two tracks.

4.8 Curriculum Framework

The JU curriculum framework is designed with 3 key elements: (i) Curriculum Content, (ii) Achievement Standards and (iii) Assessment Framework.

4.8.1 The Curriculum Content

The curriculum content is designed to meet the standard requirements of the UAE Ministry of Education for Undergraduate programs, the Emirates NQF framework and benchmarked with the standard of a global leading academic association within the program academic field.

The academic content is aimed to educate students to a level appropriate to achieve the competence of the Emirates National Qualifications Framework (NQF).

Courses of study are identified by credit value and by level. The level of a course is an indicator of the relative demand, complexity and depth of learning and learner autonomy, and is demonstrated by the learning outcomes and assessments. The course levels are by Level 1, 2, 3 and 4. Level 1 courses provide an introduction to the subject concerned and core theory, skills, methodologies and techniques related to the course.

Level 2 to Level 3 units require further development of knowledge, skills, attributes and learner autonomy at progressively more advanced level appropriate to advance to Level 4 toward more senior level to achieve employability attribute level.

4.8.2 The Achievement Standards: Program Goals and Learning Outcomes

JU is committed to quality education and to have developed graduates with attributes aligned with the Emirates National Qualification Framework (NQF). JU academic programs are designed to develop successful learners who are confident, informed, engaging individuals with intellectual independence and who become advocates and are eager to make a positive impact in their community.

JU undergraduate program degrees provide the foundational knowledge, field experiences, and professional skills that prepare students for multiple roles within their chosen field. JU academic program goals are developed to ensure that graduates:

- Develop local expertise that compete globally within the program academic field;
- Attain personal and intellectual autonomy;
- Become engaged citizens and life-long learners; and
- Are ready for work and professional life.

Program goals and learning outcomes are designed to ensure that University graduate attributes are met and aligned with the Emirates QF. This is done by mapping the Emirates QF requirements with Program Goals and Program Learning Outcomes against Course Learning Outcomes. The Course learning outcomes are regularly evaluated to ensure alignment and improvements to the curriculum content.

4.8.3 The Assessment Framework

Jumeira University adopts a balanced and effective approach to assessment. JU uses formative, summative, objective and subjective, formal and informal assessment instruments in delivering the curriculum so as to maximize students' learning. The academic program assessment follows three levels of assessments to ensure effective measures of student learning:

- Course Assessments;
- Gateway Assessments; and
- Professional Internship Assessment

4.8.3.1 Course Assessments

A range of assessment methods are used to evaluate students' learning and progress in the program. They include selected response and short answer, extended written response, performance assessment and personal communication assessment. The assessment formats include written and oral examinations, presentations, reports, plans, critical reviews of case studies and other literature. Practical abilities are assessed through practical exercises, applications and internship assignments.

Throughout the program there is a balance between individual and team assessments and between examination and coursework. The assessment plan for each course is aligned to the learning outcomes for that course and appropriate weights are allocated to each component of assessment. Each course is assessed separately, and assessment requirements and marking criteria are communicated to students at the start of each course.

4.8.3.3 C Internship Portfolio

All undergraduate degree-seeking students should present a Professional Portfolio during their internship course that aligned with the University's overall vision to graduate students that are ready to work. The Portfolio is designed as a learning professional tool and also assessment tool to determine and provide

evidence of the students' demonstrated understanding of program key knowledge principles and Emirates NQF standards.

The cumulative portfolio should document each student's dispositions and competencies reflected in assignments throughout internship. Creating a portfolio has value to students, the Jumeira University and potential employers.

The Portfolio consists of three parts:

- (a) The Student Biography, including his/her resume.
- (b) Professional Dossier: That includes designated assignments throughout the internship that include: Introductory Paper to the Internship organization. Weekly Reflective Journals and regularly self-evaluation. A student is responsible for maintaining records of internships and copies of submitted assignments to be included. The dossier will serve as records of the skills that the student has developed during their internship.
- (c) Presentation to Internship Panel: Reflective Summary that demonstrate the overall academic learning and professional experience of the student during their internship and key accomplishments during his/her internship.

4.9 Grading System and GPA

The grade point average (GPA) is based on a four point scale. The following grading chart is used at JU:

Letter Grade	Quality Points	Numerical Grade	Notation
A	4.0	95 – 100	Distinction
A-	3.7	90 – 94	Excellent
B+	3.30	87 – 89	Very Good
B	3.00	83 – 86	Good
B-	2.70	80 – 82	Merit
C+	2.30	75– 79	Satisfactory
C	2.0	70 – 74	Pass
C-	1.70	67 – 69	Marginal Pass
D+	1.30	63 – 66	Low Pass
D	1.00	60 – 62	Minimal Pass
F	0.0	< 60	Fail
XF	0	0	Academic Violation
WF	0	0	Fail for poor attendance

Notations on the Student Transcript that Indicate Student Academic Performance

CGPA	Notation in CGPA in English	Notation in CGPA in Arabic
3.90 - 4.00	Summa Cum Laude	ممتاز مع مرتبة الشرف
3.70 - 3.89	Magna Cum Laude	ممتاز مرتفع

3.50 - 3.69	Cum Laude	ممتاز
3.00 - 3.49	Very Good	جيد مرتفع
2.50 - 2.99	Good	جيد
2.30 - 2.49	Merit	مؤهل
2.00 - 2.29	Satisfactory	مقبول

Grades not calculated in the grade point average are:

Symbol	Acronym meaning
W	Withdrawn
AW	Administrative Withdrawal
EX	Exemption, credit counted
IP	In Progress
POST	Postpone for thesis and dissertation only
CONT	Continuous for thesis and dissertation only
I	Incomplete
T	Transferred Credits (2.0 or higher), credits counted
IE	Inner Equivalence Credit
P	Pass (for non-credit courses and 0 credit courses)
S	Satisfactory (for non-credit courses and 0 credit courses)
AUD	Audit

4.10 Course Requisites Statements

All courses have entry level requirements cited in the course description called requisite statements. The requisite statements are the mandatory conditions that students must fulfill prior to taking a course. These conditions are:

- Prerequisites courses (these are course/s that must be completed successfully before enrolling in a specific course);
- Co-requisites or concurrent courses, these are courses that must be taken together in the same semester;
- Internship Application;
- Test Scores (SAT, English, etc.);
- Credit earned;
- Passing program gateways, e.g. (completing 100 level courses before 300 level courses);
- Passing grades of certain courses, e.g. (obtain minimum 2.00 grade in all 100 level core courses).
- CGPA requirements

The requisite statements are outlined in the study plan of each program and stated in the course syllabus.

4.11 Audit Courses

Students who wish to attend a course but do not want to receive a credit, may register the course as an audit. The Instructor's permission is required to register an audit course. The instructor must establish the

standards for class attendance and participation that must be met by the students to keep audit status. Course registration is managed by the Registrar's Office.

In case of classes with enrollment limits, priorities are given to student registering for credit courses. Changes to or from audit course status must be made before the last day of the Add and Drop week. The audit course will appear on student's transcript as audit and does not count in the student's CGPA. Course fees are the same as for credit course.

4.12 Non-Credit Courses

Noncredit or Remedial Courses are courses taken for personal or professional interest. These courses do not offer college credit, but in some cases students can earn certification or other evidence of class completion to meet personal or professional requirements. Non-credit classes are offered by the JU Learning and Development Academy.

4.13 Internship Courses

Internship courses are practical work placements. All JU undergraduate programs have internship courses integrated as part of the program curriculum. The internship courses are designed as credit-bearing or non-credit bearing courses, but are mandatory requirements for graduation. The internship experience is intended to help students develop professional skills, self-confidence and communication skills and personal qualities.

The full details of internship is provided in the internship handbook available on the student portal. Internship coordinators conduct internship orientation each semester and send invitation to all students via internship@ju.ac.ae. All students are encouraged to attend internship orientation at least one year before their commencing their internship.

5. Undergraduate Academic Policies Relating to Students

5.1 Course Registration

Students register for their courses each semester. The semester's offerings schedule is announced in advance. Initially, students can register online or visit the Registrar's Office. The online registration is available only to sophomore, junior and senior students. The online registration remains provisional and is revoked if students do not pay their tuition fees in accordance with the announced deadlines.

5.1.1 Registration of Regular Students

Regular students are required to register for their courses according to their cohort Academic Road map Plan (ARM). It is the student's responsibility to ensure that course registration is in accordance with the ARM. Failure to follow the cohort ARM will lead to irregularities in student course registration and may lead to delayed graduation.

5.1.2 Registration of Freshman Students

Freshman student registration will take place during the orientation week. It is very important for freshman students to attend registration orientation to enable them to register their courses successfully for their first semester. Freshman students are normally restricted to four/five courses per semester to allow time for adjustment to the learning environment at JU.

5.1.3 Registration of Freshman Students with Condition

Freshman students with conditions must follow the terms stated in their conditional offer and are only allowed to register for courses in accordance with their ARM.

5.1.4 Registration of Students on Probation

Students on probation cannot register online and must meet their academic advisors in person and visit the Registrar's Office to register for their courses and pay their tuition fees. Students on probation must adhere to academic probation study load policy stated below:

Probationary students with the following CGPA range should adhere to the following study load guidelines:

(a) Students with CGPA between 1.99 and 1.70 points:

- The maximum study load will be 12 credit hours and may be increased to 13 credit hours if one of the courses taken is a 4-credit-hour course or is a 1-credit hour required lab course.
- In order to help in raising student's CGPA, the student will be restricted, in the following semester, to registering for no more than six (6) credit hours of *new* credit course and for no more than six (6) credit hours of repeated credit course where grades below C (2.0) were previously earned.

(b) Students with CGPA between 1.69 and 1.50:

- The maximum study load will be 9 credit hours.
- In order to help in raising student's CGPA, the student will be restricted, in the following semester, to registering for no more than three (3) credit hours of *new* credit course and for no more than six (6) credit hours of repeated credit course where grades below C (2.0) were previously earned.

(c) If the student's CGPA falls below 1.50 points:

- The maximum study load will be 9 credit hours.
- In order to help in raising student's CGPA, the student will be restricted, in the following semester, to registering ONLY repeated credit course where grades below C (2.0) were previously earned.

Academic advisors are required to use the **Academic Performance Planner** to calculate the expected performance of the student during a given semester in line with student past performance and agreed learning strategies to be adopted by the student to help him or her improve their academic performance.

Important Note: student may deviate from the above stated study load guideline, if the forecasted grades within academic performance planner realistic, within the student capabilities and approved by the academic advisor.

5.1.5 Summer Course Registration

Summer course registration follows the same standard terms of regular semester registration except that students' study load is restricted to 6 credits study load. Exemption to the above load is only provided to graduating student and student taking internship course.

Student with internship course can register for a maximum of 4 credits. Graduating student can take maximum study load of 9 provided there are graduating in the same semester and obtain approval from the program director.

5.1.6 Internship Course Registration

Internship registration follows a different registration cycle from regular courses. Students must submit the internship application along with all required documentations in accordance with published internship application deadlines by the Registrar's Office for their program.

JU Internships are offered during the academic year: fall, or spring semesters or summer session. Students must start their application process 3 months prior to the start of the semester or term.

5.1.7 Audit Course Registration

Students wishing to take an Audit course must obtain the approval of the course instructor and their academic advisor.

5.1.8 Remedial Course Registration

Remedial course registration for freshman with condition will follow the same procedures for registration of freshman students with condition.

Remedial courses for LDA students and not enrolled in an academic program at JU register their remedial courses on campus via the Enrollment office.

5.2 Course Drop and Add

Students can add courses during the first week of the semester but must obtain their academic advisors' permission. Drop period is two weeks and no financial penalty is applied during this period. After that student can only withdraw a course and zero refund will be applied.

5.3 Course Withdrawal

Students can withdraw courses with permission from their student academic advisors by end of the 13th week. On their transcripts grade W will be given.

5.4 Course Retake and Course Repeat

5.4.1 Course Retake

If a student failed a course because he or she missed an assessment for a good reason but was not a legitimate reason in accordance with JU assessment policy. For example: the student made a mistake in the date/time of a deadline or missed the exam because he or she overslept. The student can apply for a course retake provided that the student's previous course assessments were completed satisfactory and the student had good class attendance.

The application for course retake is available on the student portal or the registrar office. The Academic committee will evaluate the student's circumstances and approve or reject the student application for course retake. Course retake is provided on self-study basis. Course assessment is based on one final exam, however depending on the nature of the course; assessment plan may be modified to include (oral examination or coursework components). Students are assigned a course tutor to guide them to study for the final exam and they will provide them with a minimum of 3 tutoring sessions.

5.4.2 Course Repeat

A student may repeat any course, pending availability, up to three times. Students with academic probation must repeat at least one course in which s/he received a D grade.

5.5 Academic Standing

The students' performance is measured every semester based on the grades that they attain in every course taken during the semester. The CGPA is the measure of the students' level of academic achievement for all semesters attended at the University.

A system of quality points is used to evaluate the quality of work done by a student in completing courses. Quality points earned in a course are calculated by multiplying the grade point value of the letter grade by the number of credit the course is worth. Academic standing is determined by total grade point average earned by the student. JU uses two grade point averages: the semester grade point average (SGPA) and the cumulative grade point average (CGPA).

A student must be in good academic standing to graduate. Student's required academic standing (CGPA) is listed in the study plan gateways of each degree program.

In order to be considered in good academic standing, undergraduate Islamic Studies, Business and Healthcare Management students must obtain a CGPA of at least 2.0 out of 4.0 and postgraduate students must obtain 2.5 out of 4.0. A student must be in good academic standing to graduate.

If the CGPA of a student falls below 2.0 at the end of a semester, he or she is placed on academic probation.

5.6 Honors and Awards

5.6.1 Honors List

Honors students with **CGPA of 3.5 to 3.89** are placed on the Dean List. Honors students with **CGPA of 3.9 to 4.00** are placed on the President's List.

At the end of each semester, excluding summer term, and before the beginning of the following semester, the Registrar will prepare recognition letters for each student who has completed at least 15 semester credit hours of graded course work with a semester GPA stated as below:

- Dean's List: CGPA 3.50 – 3.89/4.0.
- President's List: CGPA \geq 3.9.

Honors students will receive achievement scholarships only if they were regular students (students following their degree completion plan). If students are not following their study plan, then they will not be eligible for achievement scholarships and will receive only recognition letters.

A notation of the List Award is added to a student's transcript in the corresponding semester. To be listed on the honors list, students must have:

- Registered for minimum 15 credit hours.
- A minimum 3.50 GPA
- No incomplete courses.
- Regular continuing registration with no suspension period.

- No record of a sanction resulting from misconduct and violation to student code.

5.6.2 Graduation with Honors

When a student graduates from JU with any baccalaureate degree, his/her transcript will bear the following notations when appropriate:

5.6.3 Final Cumulative GPA on the Student's Transcript

<i>Summa Cum Laude</i>	3.90 to 4.0/4.0
<i>Magna Cum Laude</i>	3.70 to 3.89/4.0
<i>Cum Laude</i>	3.50 to 3.69/4.0

5.7 Academic Probation

At the close of each semester, a student's academic record is reviewed to verify his/her academic standing. All undergraduate students must maintain a good academic standing to progress toward their degree with the exception of freshman students' first semester at JU. Students' Cumulative Grade Point Average (CGPA) determine their academic standing. When the **CGPA of a student falls below 2.0 for Business, Healthcare Management, and Islamic Studies programs** at the end of any semester, the student will receive an Academic Warning and will be placed on Academic Probation in the following semester. Summer term is not counted for this purpose.

Students on academic probation must remove probation status within **three consecutive semesters**, otherwise they will be academically dismissed from the university. Students on probation will receive the following communication:

(a) Academic Warning

A student, who receives Academic Warning, must observe the following rules:

- The student must repeat failed courses within **2** semesters from receiving the failing grades and may have to repeat courses with a grade below "C" as advised by his/her academic advisor.
- The student must register through the academic advisor.

(b) Final Academic Warning

Students who fail to remove the Academic Probation status at the end of the two semesters, in which they were placed on probation, will receive a (Final) Academic Warning. After receiving the Final Academic Warning, a student has the following two options:

- Continue in the same program realizing the consequences of dismissal, while meeting the study load requirements.
- Change the major. In this case, and upon acceptance into the new major, the CGPA will be recalculated according to the courses related to the new major study plan. If the adjusted CGPA for the new major is equal or more than 2.00 (or 2.30 for EH), then the probation status will be removed. However, if the adjusted CGPA for the new major is below 2.00 (or 2.30 for EH), then

probation status remains in effect, and the student is given two semesters in the new major to raise CGPA to 2.00 or above.

(c) Academic Dismissal

A student will be academically dismissed from the University on the following grounds:

- A student fails to remove the probation standing at the end of **third consecutive** semesters.
- A student receives more than three Academic Warnings while studying at the University.
- A student's CGPA falls below 1.00 at any given semester excluding student's first year at the University.

5.8 Degree Certificates

Degree Certificates are the formal award documenting the satisfactory completion of the educational curriculum requirements of degree programs at JU. Graduating students must meet the degree requirements of the program they are enrolled in.

The Degree Certificate that has the instructional language in Arabic will be printed in Arabic Language. The Degree Certificate that has the instructional language in English will be printed in English Language. Names on the degree will be spelled exactly as they appear on the student's passport.

The Registrar's Office will provide information relevant to the attestation of the degree and transcripts of JU from the UAE Ministry of Education.

5.9 Course and Class Scheduling

Courses are offered by an academic department according to the academic program Academic Road map. Students should obtain their ARM from their academic advisors.

The semester course schedule is issued by the Registrar's Office four weeks prior to the start of the semester or term. Classes ordinarily meet according to course credits as follows:

- For one credit hour course: once per week in a 50 minute session.
- For two credit hour course: once/twice per week in a 50 minute session.
- For three credit hour course: once/twice/three times per week in a 50 minute session/
- For four credit hour course: twice per week in a 100 minute session or four times per week in a 50 minute session.

All afternoon classes will have 20 minutes added to the regular class time session to allow for prayer break time.

50 minutes PBL session is allocated per week for each course for collaborative learning, course assessments and feedback. Student's attendance to the PBL sessions is optional.

5.10 Exams Administration

The Registrar is responsible for administering examinations within the regular examination periods designated according to JU Examination Policy. The Registrar will coordinate closely with the Academic Deanship to ensure examinations are conducted in a secure environment. The Registrar is responsible for administering the Mid-term and Final Exams.

The Registrar's Office is responsible for administering all policies relating to exams; this includes exam scheduling, student examination guidelines and disciplinary procedures, exam make up and exam-related announcements.

5.10.1 Examinations Schedule

Mid-term and Final Exams are scheduled by the Registrar's Office. The exam timetables are announced in advance through the University student portal and on bulletin boards. Exams are scheduled outside lecture class time.

5.10.2 Late Arrival for an Exam

No students will be admitted to the exam venue 10 minutes after the start of the exam session. If a student is late for more than 10 minutes, his/her admission to the exam will be subject to the discretion and approval of Head Invigilator and Dean of Academic Affairs. No additional time will be given to the late students, regardless of the reason for their late arrival to the venue.

5.10.3 Failing to Attend an Exam

Students who miss an exam without a legitimate excuse will receive a **0** mark for that exam. Only students with **legitimate** excuse will be allowed to make up the missed exam. Students with legitimate excuse must submit the '**Make-Up Exam Form**' with supporting documents to the Registrar's Office within 5 days from missing the exam. The 'Make-Up Examination Forms', and all other supporting paperwork and documents which are handed after the deadline (5 days), will **NOT** be accepted and student will receive a **0** mark for that exam.

There are only **four** acceptable excuses for a student missing an exam:

- **Serious Illness** This must be supported by the appropriate medical reports from authorized hospitals.
- **Funeral attendance.** This applies for immediate family only and must be supported by the appropriate documentation.
- **Mandatory National Appearance.** This applies only for military and police personnel during emergency and must be supported by acceptable proper documentation.

JU allows **one** missed exam – with legitimate excuse - to be made up per semester. Students who missed more than one exam must submit explanation for missing more than one exam as per the legitimate excuses stated above. E.g. illness period resulted in missing more than one exam with supporting medical certificate to substantiate student statement in this regard. Outpatient sick leave certificate indicating "Unfit to Work" will not be accepted without full medical report detailing the seriousness of the illness.

In the interest of **fairness**, there will be **NO exceptions** to these rules.

5.10.4 Repeat of Examination or Re-Submission of Coursework to Improve Academic Standing

The University does not permit repeat of exams, quizzes or coursework due to student's request to improve academic standing. According to this policy, course instructors may not allow any student to retake any exams or quizzes or to resubmit assignments in an attempt to improve their grade. The University has strict policy in this regards to provide equal opportunity and fair academic competitiveness among students.

5.11 Student Records

The Registrar administers the records and information of all students, which includes records retention/disposition, inactive student records, forms management and document management.

5.11.1 Transcripts

The student's transcripts are the official summary of a student's academic performance and progress to date. Students can view their transcripts from the student portal and are able to print electronic unofficial copies of transcripts online via the student's portal.

Official transcripts are available through the University Registrar. Each transcript has the signature of the Registrar and the Jumeira University seal. Transcripts will not be issued for students with financial block or student with scholarships.

Students on scholarships are not eligible for applying for official transcripts until graduation. However if they withdraw from the University, they must pay the scholarship financial penalty in accordance with the scholarship terms.

Graduating students get one free official transcript. Other students can request an official transcript; the official transcript will be charged. Students can print out their unofficial transcript from the student portal.

Security Features on Transcripts

- Watermarked paper;
- University seal impressed on each page.

5.11.2 Students' Status

Student Status Meaning	
Active	Currently enrolled in a JU program
On Leave	Not enrolled, with JU's consent
Halted	Not enrolled, without JU's consent
Transferred	Transferred to another university
Graduated	Completed his/her program's requirements
Visitor	Temporarily attending JU
Expelled	Permanently removed from JU
Suspended	Removed from JU for a designated period of time
Dismissed	Inactive status for three consecutive semesters

5.11.3 Students' Confidentiality and Privacy Rights

All records will be kept in a manner that will ensure privacy of students' information. Student's information will not be distributed unless with a written approval from the student concerned. The student's privacy will be protected at all times. All student files are confidential and for use within the University only.

Certain circumstances such as audits may require the disclosure of student's information. These circumstances will be preceded with written notification from the relevant authority.

Generally, the University must have written permission from the student in order to release any information from a student's education record.

Jumeira University may disclose student records, without consent, to the following parties or under the following conditions:

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Student legal guardian.
- Accrediting organizations.

5.12 Academic Advising

The Academic Deanship Unit along with the support of the Student Services Team provides academic advising and guidance services to all students during their studies at the University. This is aimed at supporting the academic journey of students and helping them adapt to University life. Academic advisors, faculty and student services team work with students from admission to graduation and beyond to ensure their academic and professional success as well as their social integration and wellbeing. The academic advisor will be the students' focal point to seek direction, advice and guidance regarding their academic courses and performance. All students will be assigned an academic advisor at the start of their academic journey at the University. It is highly advisable that students consult their advisors at least once a semester to complete the registration form and to review their academic achievements.

5.13 Academic Integrity

Jumeira University's constant pursuit is to establish its assurances towards academic integrity and its values. It is an endeavor to solidify its core principles and establish its commitment as a higher educational institution of higher learning among its community. Jumeira University considers academic integrity of paramount significance evidenced by its violation policy. It is a responsibility that aims at securing guidelines with proper controls for a prosperous learning journey and harmonized relationship between the student body and instructors.

At the beginning of each study semester, course instructors provide students with guidance and written instructions that pertain to breaches of academic integrity. It is the responsibility of every student and faculty member to be familiar with and to implement these policies.

5.14 Academic Violations

Jumeira University expects its students to understand and maintain high standards of academic integrity. Breaches of academic integrity include the following:

- **Plagiarism:**
The submission of someone else's work "like idea, words, and images" without proper acknowledgement: "citation of the reference".
- **Inappropriate Collaboration:**
Working with someone to develop, revise, or organize papers or projects without acknowledging that person's help.
- **Inappropriate Presentation:**
Impersonating another student in either attending a class or being present at an exam. The impersonated and impersonator will be suspended or dismissed from the University.
- **Work completed for one course and submitted for another course:**
Submitting the same work for more than one course.
- **Dishonesty in examinations and submitted work:**
Cheating on exam, copying from another paper, giving unauthorized assistance, obtaining authorized advance knowledge of exams questions, and use of devices or procedures to achieve false scores on graded exams.
- **Deliberate falsification of data:**
Deliberately falsify data or distort supporting documentation for course work or other academic activity.
- **Interference with other students' work:**
Students may not intentionally interfere with the work of other students, like sabotaging laboratory experiments, digital files, or research work, or giving misleading information or disrupting class work.

5.15 Academic Violation Penalties

Students are advised that violations of Students Academic Integrity Code will be treated seriously. All academic violations are dealt by the Integrity and Student Conduct Committee (IASCC).

Instructors will report all academic violation incidents to the Registrar's Office. Instructors will submit copies and retain original report. The Registrar will notify the IASCC and present all documentation to the Committee.

The Committee will conduct a review based on the nature of the violation and, if necessary, conduct an investigation. In assigning a penalty, the Committee will take into account the seriousness of the offense and the circumstances involved. If the student is found responsible and this was the student's first offence, then the Committee will sanction one of the instructors' stated recommendations below. Second violations will result in suspension or dismissal. Penalties for academic offences may include the following:

- (a) Re-Submission of the work in question;
- (b) Receive **0** grade on the assignment or examination in question;
- (c) Failing grade of (F) for the course in which offence occurred;
- (d) Suspension for one or more academic semester including the semester in which the offence occurred;
- (e) Dismissal from the university; and
- (f) Extra penalties may be imposed like loss of scholarships, banning from the honors list, etc.

All penalties are maintained in the student's file in the Registrar's Office. Penalties **(c)** and **(d)** will become a permanent part of the student's file, with appropriate notation indicating that there has been violation of the students' academic integrity code. Penalty **(e)** will result in having a transcript notation indicating "dismissal from JU for academic dishonesty."

5.16 Academic Student Grievances

Jumeira University provides fair and just avenues to evaluate students' coursework fairly. Students have the right to appeal and submit a grievance to the Registrar's Office.

5.16.1 Student Responsibility

Students who want to make an appeal or a grievance should contact the Office of the Registrar directly. They should fill the appeal and grievance form and provide the supporting evidence for their grievance.

5.16.2 Grievance of Grades

Students who want to make an appeal or a grievance regarding their grade must have grounds for the grade appeal or want to challenge the grade provided by the course instructor. In both cases students must provide supporting evidence for their grievance.

Students may submit a “Grade Appeal” or “Grade challenge” form to the registrar office. Both grievances must be submitted within 5 days from the posting of course grades to the Registrar’s Office.

For a grade appeal, the student must fill in a “Grade Appeal Form”. Grade appeals must have ground in accordance with JU’s policy and must be supported by evidence. For example, arithmetical error, error in exam paper, assessment requirement violated JU’s assessment policy.

For grade challenge, students must submit a “Grade Challenge Form”. If the appeal meets the appeal criteria, then the student’s work will be evaluated by a second marker. The grade submitted by the second marker is the final course grade and will be placed on the student's records as the final grade. Students will not be able to appeal the final grade.

5.16.3 Appeal of Academic Violation Penalty

Students may appeal an Academic Violation Penalty provided they present viable grounds to negate the college committee decision. The student must submit the appeal in writing to the "PRESIDENT Office" within 5 days from the date of receiving the penalty notification letter by the Registrar’s Office. The appeal is submitted via the following e-mail: tawasol@ju.ac.ae. The e-mail is provided to students in the student handbook.

Student appeal is reviewed by the Compliance Office as Directed by the PRESIDENT office. The Compliance Office review the case to validate the proceedings and confirm to the PRESIDENT office if there was a breach to JU policy or confirm the decision undertaking by the relevant academic committee. The decision rendered by the PRESIDENT office is considered to be a fair, thorough, and final decision.

5.16.4 Appeal of Other Academic-Related Issues

Students may also fill in an appeal and grievance form for the following reasons:

- Issues about academic advising;
- Issues about exam procedures, excused absences, class policies, etc.;
- Issues about faculty performance or faculty behavior;
- Issues about course content, teaching methodology, etc.;
- Issues about class availability, times, etc.;
- Issues about tuition, fees, and other charges; and
- Issues about scholarships, financial aid, school-sponsored loans.

Grievances of such nature are addressed in a formal letter explaining the issues and sent to Tawasol Team via e-mail to: tawasol@ju.ac.ae.

5.16.5 Student Academic Grievance Process

- (a) Students must submit the grievance along with supporting documentation and evidence to the registrar office.
- (b) The Registrar Office will record the grievance and notify students of the processing time.
- (c) The relevant Academic Committee in each College will evaluate the grievance. The standing committee may request additional information, which will be handled via the registrar office.
- (d) The relevant Academic Committee will notify the Registrar's Office of the outcome from the grievance to inform the student.
- (e) The Registrar's Office informs the student of the Academic Committee's decision. The students have the right to appeal the Standing Committee decision and re-appeal to the University Grievance Council.

5.17 Student Rights

Students at the University have the rights and privileges as members of the University community. These rights include:

- The University recognizes the rights of all students to seek knowledge, debate ideas and form opinions, but must responsibly practice these rights in light of others' same rights;
- Students have the right to be treated fairly and with dignity;
- Students have the right to be protected from unjust decision-making by the University and have the right to fair resolution and disputes avenues;
- Students have the right for transparent process of review and appeal; and
- Students have the right to confidentiality protection under the University's confidentiality policy.

5.18 Student Responsibility and Code of Conduct

All students are granted certain rights and have certain shared responsibilities as members of the University community. The university encourages students to make their own decisions and assume full responsibility for all consequences of their actions. Students are expected to adhere to local and federal laws of the United Arab Emirates. The responsibilities outlined below are designed to safeguard and protect the rights, safety, and property of the university community:

5.18.1 Academic Responsibility

Jumeira University is committed to support students learning experience and ensure that the university members provide students with the guidance and support during their studies at the University. However, students are expected to be responsible for their own decisions, education, and personal development. Students are expected to:

- (a) Schedule appointments with their academic advisor.
- (b) Read their University e-mail account on daily basis;
- (c) Learn the requirements of their majors and understand requirements that lead to their graduation and completion of their degree;

- (d) Understand JU core curriculum requirements and monitor their progress to ensure timely advancement toward a degree;
- (e) Know and abide by the academic and disciplinary policies detailed in the University Catalog and Student Handbook including rules governing academic probation and dismissal;
- (f) Attend all classes and actively participate in classroom learning and understanding the consequences of missing classes and not completing their coursework on time; and
- (g) Uphold the code of academic integrity and fully comprehend the seriousness of violating the code which might lead to dismissal from the University.

5.18.2 Code of Conduct

Every member of Jumeira University community is responsible for conducting themselves in accordance with the culture of the UAE and Islamic values in a way that brings credit to themselves, their families, and the University. This includes students, employees and visitors. At Jumeira University we value honesty, we treat all people equally with respect, we resolve our differences civilly, and we assist those in need. Our code of conduct is based on these principles. We want our university to be safe and enjoyable. Actions that are contrary to these principles are dealt with through the code of conduct.

Students are expected to adhere to the following codes and rules:

5.18.2A Dress Code

Jumeira University respects the United Arab Emirates tradition and Islamic Culture and expects all students to wear courteous clothing that is respectful and compliant with the “Hishma” dress code. All students should wear loose clothing, and female students are requested to wear the Abaya and Sheila to cover their hair. Students are expected to respect the dress code while on campus, or representing Jumeira University in any social or cultural activity inside or outside of the Jumeira University Campus.

5.18.2B Noise and Radio/Audio

Students are expected to keep the noise levels appropriate within and around the campus and be mindful of class timings. There are limits to playing radio or any audio material on campus. Students are advised to use head phones to play any audio material. The playing of radio or audio material without head phones is completely prohibited across campus.

5.18.2C Campus Security and Safety

Jumeira University promotes a safe and a secure environment where students and faculty learn and work. Students are expected to comply with the security and safety code listed below:

- (a) Take all reasonable steps to ensure health and safety of themselves and others.
- (b) Cooperate with the University regarding all health and safety arrangements.
- (c) Report all accidents and incidents and to bring to the attention of relevant staff any concerns they have regarding health and safety.
- (d) Behave in a responsible and safe manner at all times, and to take reasonable steps to encourage others to do so – including visitors, vendors and others.

5.18.2D Use of Technology

Jumeira University's information technology resources are critical to the University's mission of teaching, research, and service. Each individual user must therefore comply with JU standards for acceptable use of these shared resources. These resources should be used primarily for University-related research, educational, and administrative purposes. By using the university's information technology facilities and resources, users agree to abide by all related university policies and procedures. Violations may result in the University taking disciplinary action.

Students are expected to use the University's computing resources in an ethical manner, including:

- (a) Use of hardware/software/periphery devices;
- (b) Legal use of licensed software;
- (c) Access to and use of data, including the confidentiality of data or information; and
- (d) Safeguarding of security passwords, user identity and system access.

The University employs various measures to protect the security of information technology resources and individual user accounts. Users should be aware, however, that the University cannot guarantee absolute security. Users should therefore engage in "safe computing" practices by safeguarding their accounts, and regularly changing and never sharing their passwords.

5.18.2E Use of Campus Facilities

Students are expected to use campus facilities responsibly and with consideration to ensure the health and well-being of themselves and others and to protect the University's property. The University Board reviews the actions of students who are:

- (a) involved in an unauthorized sale or purchase of lectures or other instructional materials;
- (b) destroying or defacing University property; and
- (c) Participating in unlawful possession, use, or distribution of illegal material.

Students who are found to have violated these rules are subject to disciplinary action, including possible withdrawal from a course or program, or suspension from the University. Because students are expected to show good judgment at all times, not every kind of misconduct or behavioral expectation is listed here.

5.18.2F Non-Smoking Policy

Smoking is strictly prohibited at Jumeira University campus. The "No Smoking" policy is equally implemented within the premises as well as outside and around all areas on the campus.

If a student smokes inside the University's buildings, a notice will be given to the student. The student will agree not to repeat the act again and if the act is repeated, he/she will be suspended for that whole academic term.

5.18.2G Visitors Policy

Jumeira University welcomes visitors to the campus. Students are allowed to bring visitors on campus but must have obtained prior approval from the Engagement Office.

Visitors must be accompanied by their hosts throughout their visit to the campus. If students are accompanied by friends who want to attend a class, they should seek the permission from the College or Program Director for a class visit.

Children visitors are not allowed for any reason as the University provides a day care center to provide a safe and secure environment for children on campus. This service is provided at an additional fee. Daycare service registration must be obtained from Engagement Office.

5.19 Violation of Code of Conduct

Students are expected to demonstrate respect for all members of the JU and local community. Failure to adhere to the JU code of conduct can result in disciplinary action. This section details student misconduct offences and disciplinary terms and reference.

5.19.1 Student Misconduct and Offences

5.19.1.1 Academic Violations

Jumeira University expects its students to understand and maintain high standards of academic integrity. JU's community will honor the spirit of the Academic Integrity Code and will not tolerate academic dishonesty. Academic dishonesty is a serious violation of community standards. It undermines the bonds between members of the community and defrauds those who may eventually depend upon JU's knowledge and integrity.

Every student is expected to produce his/her own work product and will be judged on the merit of that product. If it is determined that a student has plagiarized another's work, he or she will be subject to disciplinary action. Breaches of academic integrity are explained in details in paragraph 7.7 of this Catalog. The student shall have the right to appeal in writing as detailed in paragraph 7.10 of this Catalog.

5.19.1.2 Safety Violations

An offense related to welfare, health, or safety is committed when a student:

- (a) Uses, possesses, or manufactures, without university authorization, firearms, weapons, unregistered fireworks, or other dangerous articles or substances potentially injurious to persons or university property;
- (b) Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on university property;

- (c) Abuses, removes, or damages fire and safety equipment;
- (d) Fails to vacate a building or facility when a fire alarm is activated;
- (e) Fails to leave premises, driveway, or other facilities of the university when directed to do so by an official of the university having a just cause to order so.

5.19.1.3 Expressions and Assembly without Permission

Students are prohibited from communicating or conducting the following activities on campus without permission:

- (a) Inviting outside speakers in the name of the University without prior written permission;
- (b) Issuing public statements in the name of the University without prior written permission;
- (c) Organizing and conducting public meetings, activities, special events or personal occasions on campus without prior written permission;
- (d) Using University facilities without prior written permission;
- (e) Distributing leaflets or journals, posting notices, or collecting signatures on the premises of the University without prior written permission;
- (f) Holding an off-campus event without prior written permission.

5.19.1.4 Bullying, intimidation, and harassment

Jumeira University strives to promote a productive environment based upon respectful treatment of all university members. The university is committed to providing an environment that is free from physical, psychological, or verbal harassment. Harassment can occur as a result of a single incident or a pattern of behavior with the purpose of creating a hostile, offensive, or intimidating environment.

The University will not tolerate conduct that harasses, disrupts, or interferes with the learning or work performance or which creates an intimidating, offensive, or hostile work environment.

Harassment encompasses a broad range of physical or verbal behavior. Offenses related to harassment include, but are not limited to:

- (a) Abusive or demeaning conduct or language based on a person's race, gender, color, religion, national origin, physical or other disability, age, political beliefs or affiliations, or veteran or socioeconomic status;

- (b) Abusive or bad verbal comments; aggressive physical comments; mail, email, phone calls, graffiti, the display of offensive material; or sexually-oriented remarks, jokes, comments and/or behavior;
- (c) A display in the University facility of intimidating suggestive behavior, objects, pictures, drawings, or cartoons;
- (d) A display in the University facility of racially or culturally offensive objects, pictures, drawings, or cartoons;
- (e) Physical assault.

The University has a zero tolerance policy for harassment, bullying, or intimidation of any kind. The University prohibits any form of harassment by students, employees, co-workers, outside vendors, contractors, clients, supervisors, and managers, and views such actions very seriously.

Any member of the University community engaging in such harassment or other unacceptable activities is subject to immediate disciplinary action, up to and including discharge from employment or dismissal from the University.

If any student believes that he or she has been the subject of harassment or if any student is aware of or witnesses a situation that he or she believes to be based upon or involving harassment, the student must report the matter immediately to the engagement Office.

Harassment complaints and reports are immediately and thoroughly investigated. Investigations will be conducted, to the extent possible, maintaining the confidentiality of all concerned parties. Students are expected to and required to cooperate with any investigation.

5.19.1.5 Distribution of Illegal material

There is zero tolerance for the use of any illegal drugs. An academic environment is incompatible with the use of illegal drugs, the use of any drugs or medications not medically prescribed and supervised. If such use should occur, the participant involved will be immediately expelled from the University, and he or she will be reported to the police and deported back to his/her home country if he or she is a residence student under the sponsorship of the University.

5.19.1.6 Vandalism

Vandalism, malicious destruction, unintended damage as the result of pranks, actions requiring extraordinary cleaning, theft that occurs as a result of intoxication and or drug use, or receiving and possessing the property of the University or others are serious violations that warrant serious sanctions. Violators will be subject to the full range of sanctions available to the University, including but not limited to a restitution, probation, suspension, and expulsion.

5.19.1.7 Off-Campus Misbehavior

The University reserves the right to review student misconduct that occurs off-campus when such behavior reflects upon the integrity of the University. Students are reminded that they serve as representatives of Jumeira University and both positive and inappropriate behavior affect the University's image and reputation. Students are encouraged to be involved in their community in positive ways, such as community service and local government. The University expects its students to be both responsible and mature representatives.

In the case of inappropriate behavior off-campus, the Registrar's Office will investigate these charges and may make referrals to the Student Conduct System. Students or organizations found responsible for violating these regulations will be subject to the same sanctions imposed for violations that occur on-campus.

5.19.1.8 Misconduct or Unacceptable Behaviors

The following behaviors and actions constitute a violation to JU's code of conduct:

- (a) Engaging in criminal behavior or using or selling illegal substances or materials.
- (b) Gaining access to or downloading data from inappropriate sites on the internet.
- (c) Downloading illegal material from the internet; viewing or sharing illegal material on campus.
- (d) Using another person's name or ID number to gain entry to campus.
- (e) Lying, holding back information, or otherwise deliberately deceiving a University instructor or staff.
- (f) Falsifying documents or using falsified documents for any purpose connected with Jumeira University.
- (g) Engaging in disruptive behavior in or out of class.
- (h) Behaving inappropriately toward University faculty, staff, fellow students, or visitors.
- (i) Engaging in intimidating, harassing, or threatening behavior.
- (j) Engaging in inappropriate physical contact with another student or member of the JU community.
- (k) Smoking on campus.
- (l) Using a mobile phone in a prohibited area, except with the prior authorization of an instructor for use in a class project or exercise.

- (m) Using a camera on campus except with the prior written authorization of an instructor for use in a class project or exercise.
- (n) Borrowing or taking someone else's property without prior and express permission.
- (o) Misusing University email.
- (p) Giving money or gifts of substantial value to JU employees or receiving substantial gifts from the same.
- (q) Engaging in any behavior that damages the reputation of Jumeira University, whether on campus or at a university-sponsored event off campus.
- (r) Engaging in electronic and social media communication channels in a manner that is deemed to be disrespectful to any of JU's members, damages the reputation of the University, or broadcasts ideas that promote hate, discrimination, violence or terrorism within JU, or the local or global community.
- (s) Engaging in immoral or unethical behavior that contradicts with JU's value system and UAE's heritage.
- (t) Failure to disclose name, ID, and other relevant details to an employee of JU in circumstances where it is reasonable to require that such information to be given.
- (u) Failure to comply with a previously imposed penalty under this Code.

5.19.2 Disciplinary Terms and References

Students are expected to conduct themselves with an exemplary level of maturity. All violations of Student Code of Conduct are taken very seriously and are dealt with fairly and judiciously. Certain conduct violations are subject to the University's Conduct Council. The JU Registrar has the responsibility for dealing with disciplinary matters. The Disciplinary procedures may involve issuance of a disciplinary reprimand, disciplinary written warning, disciplinary probation, and reimbursement in case of vandalism, an order of service to JU, or dismissal.

Violations to the code of conduct are handled by the Integrity and Student Conduct Committee. The following disciplinary terms summarizes the options for disciplinary action by the disciplinary committee. Violations, which – if proven – require dismissal, are also indicated:

Disciplinary Terms and References

Disciplinary Reprimand: A verbal disciplinary reprimand may be given to a student whose conduct violates any aspect of the University's Code of Conduct. Such a reprimand does not necessarily restrict the student in any way but does signify that he or she is being given the opportunity to conduct

him/herself in a more appropriate manner and that any further violation will result in additional disciplinary actions. A written record of the reprimand will be placed in the student's file in the Registrar's Office.

Disciplinary Written Warning: A disciplinary written warning is an official written statement to a student indicating that his/her behavior is not acceptable and a disciplinary action will be enforced in accordance with JU's penalty proceedings.

Disciplinary Probation: Disciplinary probation requires that a student enter into a "Good Behavior" agreement. The student will be closely monitored during the specified probation period. Should any disciplinary infraction occur during this time period, the student will be subject to further disciplinary action, which could be as serious as dismissal from the University. Disciplinary probation can be for a specified period of time or for as long as the student is enrolled at the university.

Any behavioral infraction of any aspect of the university's Code of Conduct during the probationary period may result in dismissal from the University. This form of probation is generally imposed after repeated violations of policy or for serious behavioral infractions.

Reimbursement or Replacement: A student who damages university property may be required to pay actual repair or replacement costs. Failure to pay may result in Conduct Registration Hold, Transcript Hold and/or additional disciplinary actions.

Registration and/or Transcript Hold prevents the student from registering for the next semester or prohibits him/her from obtaining a transcript until he or she reimburses the University for the Costs of the damage.

Sanction, Restriction or Revoke of Rights and Privileges: This disciplinary action may be required as part of a penalty and includes, but is not limited to: attending a training workshop, counseling, or assessment session; an apology; restriction or loss of privileges like use of campus facility or university technology for a period of time, or loss of scholarship.

An order of service to JU: A student may be ordered to carry out a service to JU for a specified period as disciplinary procedure. E.g. shelving books in the Library, photocopying for departments, clearing up litter in JU stores, etc., to be carried out when there are no scheduled classes.

Suspension or Dismissal: This form of disciplinary action is generally imposed after repeated violations of the code of conduct or for serious behavioral conduct. This disciplinary action can only be imposed by the Dean of Academic Affairs, PRESIDENT, and the President.

5.20 Integrity and Student Conduct Committee (IASCC)

The Integrity and Student Conduct Committee is a committee of academics and administrative staff, which serve to investigate alleged breaches of the University Student Code of Conduct, determine accountability, and prescribe penalty. The Committee operates on an ad-hoc basis under the

chairmanship of an appointed chair by the Dean of Academic Affairs. The appointed chair and members of the Committee must be selected on the basis of their impartial status to the allegations.

The Committee adjudicates issues of conduct-related offenses; recommends disciplinary sanctions designed to fit the nature of the offense; increases understanding of University rules and regulations; and helps students transform inappropriate and unacceptable behavior.

5.21 Procedure for Handling Complaints of Misconduct

- (a) A faculty member, administrator, staff member or student who has reason to believe that a violation of the Code of Conduct has been committed by one or more students, are advised to report the incident to the Engagement Office desk or use tawasol form on JU portal on website.
- (b) The IASCC will investigate and gather evidence relevant to the case and listen to student testimonies. The accused student shall be allowed to invite to the interview a "peer" who must be a member of JU. During the interview, the IASCC must explain to the accused student the JU Disciplinary Code of Conduct.
- (c) Based on this investigation, the IASCC decides whether the evidence warrants an acquittal, or a disciplinary sanction.
- (d) The IASCC will take the required disciplinary action in accordance with JU disciplinary measures and notify the student in writing.
- (e) The Committee will listen to all parties involved during the hearing session.
- (f) All conversations during the hearing session will be recorded, and evidence submitted in any physical or electronic form will be archived.
- (g) Witnesses and evidence will be examined and cross-examined by the Committee members.
- (h) At its discretion, the Committee may seek additional information from third parties.
- (i) The Committee will determine whether a violation has occurred or not.
- (j) After deliberating, the Committee will determine whether the violation is valid and decide on appropriate action.
- (k) The decision of the Committee would be based on a common consensus or upon agreement of all members.
- (l) The student(s) involved will be notified in writing of the alleged violation of the Code of Conduct and of the verdict reached and disciplinary measures decided by the IASCC.
- (m) The letter to the student(s) is dated and signed by the Chair of the IASCC, and a copy is sent the Program Director and the Dean. A copy is also sent to the Registrar's Office to archive in student file.
- (n) If the Committee decided for the student dismissal from the University, as the disciplinary measure taken against the student(s) for violation of the Code of Conduct, then the student(s) is/are entitled to appeal the President Office. The Engagement Office is available to guide the student through the appeal process.

- (o) A student may appeal the Committee's decision, if he or she has grounds for grievance and can appeal to the PRESIDENT Office via tawasol e-mail tawasol@ju.ac.ae within ten (10) working days of receiving the final decision.

5.22 Student Grievance Procedure

A student upon whom the Integrity and Student Conduct Committee has imposed a penalty for misconduct under the Disciplinary Code and Procedure may appeal against that decision only on the following grounds:

- i. The IASCC's action was invalid because the misconduct for which the penalty was imposed was outside the scope of the Disciplinary Code.
- ii. New evidence has become available which was not available at the time when the Committee considered the case.
- iii. The penalty imposed was excessive.
- iv. The penalty was not one prescribed in the Disciplinary Procedure.

The following procedures will be followed regarding student appeal:

- (a) A student grievance should be raised in writing within 10 official working days of the alleged offense to the PRESIDENT Office via: tawasol@ju.ac.ae.
- (b) The PRESIDENT Office reserves the right to take adequate time to schedule and conduct its proceedings. The PRESIDENT will direct the Excellence & Compliance Office to conduct the proceedings of the appeal which may include conducting a follow-up investigation prior to reaching a decision to accept or reject the student appeal based on validated evidence by the Excellence & Compliance Office.
- (c) Based on the Compliance review of the appeal, the PRESIDENT Office will determine whether the appeal is valid and communicate the decision in writing to the student and notify the Integrity and Student Conduct committee of the decision.

5.23 Postponement/Discontinuity of Study

Under compelling circumstances such as illness or pregnancy, a student may request postponement of study for a maximum of two separate or consecutive semesters.

A student is requested to fill the leave form to the Office of the Registrar to change his/her status from Active to be On-Leave and the student's status will show on his/her transcript. A student may fill a request form for postponement/discontinue of his/her study only after attending classes for at least one (1) semester provided that he or she can offer a legitimate reason approved by the concerned Program Director. This should take place within the first two weeks at the beginning of the semester in which he or she requested the postponement.

Students who fail to officially postpone their studies will be considered discontinued student and their academic status will be changed to “Halted” on their transcripts. If these students wish to return to study at JU, they must fill in a new application form “Titled Re-Enrollment application” and obtain a new academic road map in accordance with the cohort they are supposed to join. The student application will be subject for approval and if student did not provide legitimate reason for suspending their studies without permission, then their application may be denied and they will be officially dismissed.

Student with approved leave do not require to fill in the Re-Enrollment application, only halted students or students who suspended their studies for more than one year. Re-Enrollment Application will be subject for college approval and students are required to pay admission fees. Student Re-Enrollment application will be valuated based on the following documents:

1. Reason stated in the application for suspended studies.
2. Student academic standing. This is evaluated by college committee to evaluated the student performance and admit based on student personal and academic challenges.
3. Valid language competency of the major they want to enroll in.

6. Postgraduate Academic Policies Relating to Curriculum

6.1 Course Code and Credits

Courses are valued in credits; each credit represents 50 minutes of class time per week for a total of 750 minutes (contact time) per semester including lectures, discussion and assessment excluding final exam. In addition to minimum 50 minutes for additional class discussion. Courses in each discipline or field of study are represented by a two or three letter prefix followed by a three-digit number indicating the level of the course content.

Generally, the courses initially indicated by “500” represent first year courses, whereas those indicated by “600” refer to the second year courses. All courses bearing the number “690” and above are the ones allocated for projects and the thesis, based on a hierarchical level of increasing complexity.

Courses with a 00 number are remedial courses and are intended for students with conditional requirements in a specific subject. These courses do not count towards student GPA.

6.2 Master Degree Study Period

The Master degree study is scheduled to complete in 2 years for full- time (regular) students, and it may be extended to 3 years. Master degree student enrolled on part time bases may complete their degree between 3 to 6 years. However, students wishing to extend their master program beyond the specified study time are required to obtain approval of the Dean of Academic Affairs. The study extension application must provide sound and comprehensive justification for the study extension. In general, master degree students must complete the degree requirements within the time span specified beforehand to their programs by the University.

6.3 Master Degree Study Load

The study load requirement varies according to the student's study mode classification indicated below:

6.3.1 Full-Time Students

In a regular semester, Fall or Spring, a full time student may register for 12 credit hours. A full time student's load may not drop below 12 credits/semester and 24 credits per the academic year, excluding summer. The Full time student must follow his/ her approved DCP, otherwise he/ she may be regarded a “non- regular student”, consequently delaying his/ her date of graduation.

6.3.2 Part-Time Students

Part student may register in a regular semester, Fall or Spring, up to 9 credit hours, but must earn a minimum of 6 credits in a given semester. The part time student must obtain the Dean of Academic Affairs permission to take less than 6 credit per semester and in accordance with the University approved relevant policy.

6.4 Transfer Courses

The transferred credits may be accumulated when meeting the below criteria. The transferred credit hours are not calculated within the average accumulated grade, yet the credit hours of the transferred courses are calculated within the accumulated credit achieved by the student and appear in the transcript as “T”.

6.4.1 Transfer of Credit Criteria and Requirements

- (a) Sending Institution is recognized and/or accredited by the Ministry of Education (MOE);
- (b) Program courses considered for transfer have been taught in the instructional language of the program at Jumeira University, with the exception of some General Education courses.
- (c) Courses from the sending institution have been deemed to be roughly 80% equivalent in content and rigor to JU courses. The decision should be made by the Dean and authenticated by the Registrar’s Office.
- (d) The transferred courses are of the same academic level to their JU corresponding courses.
- (e) The student must have scored a “B” average (very good) or above in each of the courses to be transferred.
- (f) The credits of the course to be transferred match their JU equivalent credits.
- (g) The calculation of the transferred course cumulative GPA is identical to JU calculation process, and thus the University equivalency committee, through the registration office, shall not undertake any equivalency amendment calculations.
- (h) The home university must immediately provide JU with the grades transcript of the transferred course(s).
- (i) The course of the master thesis cannot be equivalent and must be taken and completed at JU.
- (j) The maximum transferred credits accepted at the College of Islamic Studies shall not exceed 9 credits.

6.4.2 Documents Required for Credit Transfer

- (a) Duly certified copy of the bachelor degree or a certified equivalent.
- (b) Copy of a valid passport (the page bearing the personal photo).
- (c) Copy of the UAE nationality identity or the residency for non- UAE nationals.
- (d) Four recent passport-size photographs (white background).
- (e) Official transcript, certified by the UAE Ministry of Education.
- (f) Description of each course to be transferred the student completed at the home university.

6.5 Declaration of Area of Study

All JU students are admitted with a declared graduate degree. Students must choose a major or change the discipline as stated below:

6.5.1 Declaration of Concentration

At the beginning of the first semester, the student starts the program he/she was registered at. However, he/ she may change their majors at the end of the first semester or during the second one when satisfying the requirements contained in the Major Change Form or Program Addition Form.

6.5.2 Change of Degree

Students who seek to change their degree in the same college or to different college must submit the Change Degree Form to the Registrar, meet the admission requirements of the new degree and obtain the approval of the Registrar's Office and the Academic Program Directors of the current and new program.

6.5.3 Declaration of a Double Degree

Students seeking to add another program at the same or another college must fill in and submit, during the second semester, the "Program Addition Form" to the University Registrar's Office. Still, they have to meet the admission criteria for the new program, obtain the approval of both the Registrar's Office and the directors of the two academic programs.

6.6 Curriculum Framework

The JU curriculum framework is designed with 3 key elements: (i) Curriculum Content, (ii) Achievement Standards and (iii) Assessment Framework.

6.6.1 Master Degree Curriculum Content

The University has endeavored to develop academic content that meets the master's degree standard requirements set by the Ministry of Education (MOE). Such requirements are benchmarked against the highest relevant international level of academic content, which ultimately aims to equip students with the appropriate level of knowledge, skills, and competence set by the UAE National Qualifications Framework (NQF).

The study courses, which indicate the level of academic requirements, complexity, learning and self-learning standards, are determined by the number of credit hours and the study phase and are reflected by their learning outcomes and the different assessments.

These study courses which constitute the Master Program, further, fall within a continuum of two levels: Level 1 refers to the study courses that introduce students to the Program basic theoretical and practical principles and its key skills, and methodologies; and Level 2 which points at an in- depth and a more complex level of knowledge, skills, and self-reliance that can ably prepare graduates to join the labor market. In addition, the thesis preparation and delivery is a comprehensive phase that refines students' professional and personal skills and competences mapped to the UAE NQF Level 9.

6.6.2 The Achievement Standards: Program Goals and Learning Outcomes

JU is committed to quality education and to have developed graduates with attributes aligned with the Emirates Qualification Framework (QF). JU academic programs are designed to develop successful learners who are confident, informed, engaging individuals with intellectual independence and who become advocates and are eager to make a positive impact in their community. JU program degrees provide the foundational knowledge, field experiences, and professional skills that prepare students for multiple roles within their chosen field. JU academic program goals are developed to ensure that graduates:

- Develop local expertise that compete globally within the program academic field;
- Attain personal and intellectual autonomy;
- Become engaged citizens and life-long learners; and
- Are ready for work and professional life.

Program goals and learning outcomes are designed to ensure that University graduate attributes are met and aligned with the Emirates QF. This is done by mapping the Emirates QF requirements with Program Goals and Program Learning Outcomes against Course Learning Outcomes. The Course learning outcomes are regularly evaluated to ensure alignment and improvements to the curriculum content.

6.6.3 The Assessment Framework

Jumeira University adopts a balanced and effective approach to assessment. JU uses formative, summative, objective and subjective, formal and informal assessment instruments in delivering the curriculum so as to maximize students' learning. The assessment master degree programs at JU follows two levels of assessments to ensure effective measures of student learning:

- Assessments of study courses phase; and represents 40% of the total program grade
- Assessment of Thesis phase; and represents 60% of the total program grade

6.6.3A Phase I: Study Courses

A range of assessment methods are used to evaluate students' learning and progress in the program. Throughout the program there is a balance between individual and team assessments and between examination and coursework. The assessment plan for each course is aligned to the learning outcomes for that course and appropriate weights are allocated to each component of assessment.

Assessment methods include: written and oral examinations, presentations, reports, plans, critical reviews, case studies and literature reviews, peer reviews, discussion paper, research papers, projects, debates, etc.

6.6.3B Phase II: Master Thesis

Master thesis is assessed in three phases:

- Phase One: Research Outline
- Phase two: Research Proposals
- Phase Three: Thesis and Thesis Defense

Every college in the University prepares guidelines containing all the elements, structure, and procedures for preparing the thesis and awards.

6.7 Master Degree Thesis

Master's degree at JU includes a thesis, for which the number of credit hours must not be less than 6 and not more than 9 credits. The student can register for the Master's thesis course after completing the study program core credits.

6.8 Master Degree Grading System and GPA

The grade point average (GPA) is based on a four point scale, noting that the passing score in all Master Program courses at JU is (C), which represents a percentage (74 -70) and a quality points of 2.0 as noted below:

<i>Letter Grad</i>	<i>Quality Points</i>	<i>Numerical Grade</i>	<i>Quality of Performance</i>
<i>A+</i>	4.0	95 – 100	Distinction
<i>A</i>	3.7	90 – 94	Excellent
<i>B+</i>	3.3	85 – 89	Very Good
<i>B</i>	3.0	80 – 84	Good
<i>C+</i>	2.5	75 – 79	Merit
<i>C</i>	2.0	70 – 74	Satisfactory
<i>F</i>	0	< 69	Fail
<i>XF</i>	0	0	Academic Violation
<i>WF</i>	0	0	Withdrawal Fail for poor attendance

7. Postgraduate Academic Policies Relating to Students

7.1 Course Registration

Students register for their courses each semester. The semester's offerings schedule is announced in advance. Initially, students can register online or visit the Registrar's Office. The online registration remains provisional and is revoked if students do not pay their tuition fees in accordance with the announced deadlines.

7.1.1 Registration of Master Students

Regular students are required to register for their courses according to their cohort Academic Road map Plan (ARM). It is the student's responsibility to ensure that course registration is in accordance with the ARM. Failure to follow the cohort ARM will lead to irregularities in student course registration and may lead to delayed graduation.

7.1.2 Registration of Master Students on Academic Probation

Student on Probation cannot register online and must meet their academic advisor in person and visit the Registrar's office to register for their courses and pay their tuition fees. They have to increase their average to a GPA of 2.5 in one semester.

7.2 Repeating a Course

7.2.1 Repeating Master Degree Courses

A student may repeat any course up to one time, and only when a seat is available. Students with academic probation must repeat any course in which he/she received a C grade.

7.3 Academic Standing

The students' performance is measured every semester based on the grades that they attain in every course taken during the semester. The CGPA is the measure of the students' level of academic achievement for all semesters attended at the University.

A system of quality points is used to evaluate the quality of work done by a student in completing courses. Quality points earned in a course are calculated by multiplying the grade point value of the letter grade by the number of credit the course is worth. Academic standing is determined by total grade point average earned by the student. JU uses two grade point averages: the semester grade point average (SGPA) and the cumulative grade point average (CGPA).

All students are required to maintain a minimum **CGPA of 2.5**. If the CGPA of a student falls below 2.5 at the end of a semester, he/she is placed on academic probation with the exception of freshman students' first semester at JU. Students who are placed on academic probation must remove probation within the following semester. Students on academic probation must remove probation status within the following

semester by scoring a CGPA of 3.00 and above, otherwise they will be academically dismissed from the University.

7.4 Academic Probation

7.4.1 Master Degree Academic Probation

At the end of each semester, every student's academic record is reviewed to verify their academic standing. All graduate students must maintain a good academic standing to progress toward their degree. The Student's Cumulative Grade Point Average (CGPA) determines his/ her academic standing. When the CGPA of a student falls below 3.00 at the end of any semester, the student will receive an "Academic Warning" from the Registrar and will be placed on Academic Probation in the following semester.

Students on academic probation must remove probation status within the following semester, otherwise they will be academically dismissed from the University. Students on academic probation shall receive one of the following:

- A- Academic Warning: the student receives the academic warning letter from the Registrar Office detailing all his/ her responsibilities towards the warning.
- B- Academic Dismissal: the student is dismissed if he failed to remove his/ her probation status at the end of the semester in which the academic warning was issued.

7.5 Class Scheduling

7.5.1 Master Degree Class Scheduling

Courses are offered by an academic department according to the academic program Academic Road Map. Students may get a copy of their ARM from their academic advisor or registrar office.

The semester course schedule is issued by the Registrar's Office four weeks prior to the start of the semester, usually as follows:

- The 3 credit- courses are offered at one or two classes a week.
- Each credit represents 50 minutes of class time

All male and female classes begin at 16:30.

Classes on Saturdays and Sundays are given between 08:30 and 19:00.

All afternoon classes have 20 minutes added to the regular class times to allow for prayer break time.

7.6 Academic Integrity

Please refer to section 5.13 of this Catalog.

7.7 Academic Violations

Please refer to section 5.14 of this Catalog.

7.8 Academic Violation Penalties

Please refer to section 5.15 of this Catalog.

7.9 Academic Student Grievance

Please refer to section 5.16 of this Catalog.

7.10 Student Rights

Please refer to section 5.17 of this Catalog.

7.11 Student Responsibility and Code of Conduct

Please refer to section 5.18 of this Catalog.

7.12 Violation of Code of Conduct

Please refer to section 5.19 of this Catalog.

7.13 Integrity and Student Conduct Committee

Please refer to section 5.20 of this Catalog.

7.14 Procedures for Handling Complaints and Misconduct

Please refer to section 5.21 of this Catalog.

7.15 Student Grievance Procedures

Please refer to section 5.22 of this Catalog.

7.16 Postponement/Discontinuity of Study

Under compelling circumstances such as illness or pregnancy, a student may request postponement of study for a maximum of two separate or consecutive semesters.

A student is requested to fill the leave form to the Office of the Registrar to change his/her status from Active to be On-Leave and the student's status will show on his/her transcript. A student may fill a request form for postponement/discontinue of his/her study only after attending classes for at least one (1) semester provided that he or she can offer a legitimate reason approved by the concerned Program Director. This should take place within the first two weeks at the beginning of the semester in which he or she requested the postponement.

Students who fail to officially postpone their studies will be considered discontinued student and their academic status will be changed to "Halted" on their transcripts. If these students wish to return to study at JU, they must fill in a new application form "Titled Re-Enrollment application" and obtain a new academic road map in accordance with the cohort they are supposed to join. The student application will be subject for approval and if student did not provide legitimate reason for suspending their studies without permission, then their application may be denied and they will be officially dismissed.

Student with approved leave do not require to fill in the Re-Enrollment application, only halted students or students who suspended their studies for more than one year. Re-Enrollment Application will be subject for college approval and students are required to pay admission fees. Student Re-Enrollment application will be valuated based on the following documents:

1. Reason stated in the application for suspended studies.
2. Student academic standing. This is evaluated by college committee to evaluated the student performance and admit based on student personal and academic challenges.
3. Valid language competency of the major they want to enroll in.

8. Student Services and Support

The University has established key service offices to provide supportive and helpful services to students to ensure students' academic success and to facilitate great learning experiences while studying at Jumeira University. The Student offices provide a wide range of services including registration, orientation, counseling, financial aid, support services, extra-curricular activities, and community service opportunities. The offices also promote responsible behavior among students and seek to ensure that the Student Code of Conduct is well understood by students, whereby creating a safe atmosphere for all university community members, and making sure students assume responsibility for and are held accountable to their actions.

8.1 Student Offices

The following offices support and provide services to students: Enrollment and Engagement Office, Registrar's Office, and Learning and Development Academy and student finance office.

8.1.1 Enrollment and Engagement Office

The Enrollment Office administers the enrollment services of prospective students. The office handles prospective student inquiries, admissions advice, and scholarships awards. The office is also responsible for providing various administrative and supportive services.

The Students' participation in campus-wide events is important for building an active and healthy campus life. The office organizes, implements, and supervises all student social, cultural, and entertainment programs. Its main objective is to help students develop their interests and abilities, and to practice their hobbies through a variety of programs and activities. Students are highly encouraged to participate in social activities to enrich their University experience. A student's engagement in the University's activity programs will have a great impact on their educational experience.

The Enrollment and Engagement Office provides the following services:

8.1.1.1 Student Service Desk

Receive all student inquiries and process all student requests relating to letters, student ID card as noted below:

(i) Student Identification Card (ID)

Students are issued an identification card after they first register in the university. The identification card shows their identity as a Jumeira University student and gives access to the campus and its facilities. Hence, it must be worn at all times on campus. The university student ID card is used for official interactions with the university such as checking out LRC books and taking exams.

The card displays the student's photo and contains the student's name, program of study, and ID number. Students should never alter or duplicate ID cards. Students will be issued a

new card free of charge at the start of their first semester. If the ID card is lost, stolen, or mutilated, there will be a replacement charge of AED 100. Replacement cards are obtained from the Engagement Office.

(ii) Student Email Accounts

The office ensures that all students are issued with university e-mail accounts once they are admitted into a program. The university email is the official communication channel that the university uses to communicate with students. All students must check their e-mail accounts regularly; failure to do so will not exempt students from compliance with the official University messages sent via their university e-mail account.

(iii) Students Letter Request

The office handles student letter request. Students are required to fill in letter request form and send it to: engagement@ju.ac.ae.

(iv) Non Academic Appeal

The office handles non-academic student appeal. Student are required to fill in the non-academic appeal form and send it to: engagement@ju.ac.ae

8.1.1.2 Scholarship and Financial Aid

The office is responsible for processing the scholarship and financial aid application. The office provides advice on eligibility and application process of scholarships and financial aid. The office also notifies students of the status acceptance of their application for both scholarships and financial aid.

Full details of the scholarships available at JU is provided in section 2.5 of the catalogue.

8.1.1.3 Student Guidance and Counselling

For most students, their time at the institution represents a significant period of transition. Although transitions can be exciting, they also require change and adjustment, which can sometimes be difficult. Student Counselling can assist students in their pursuit of academic and personal growth, helping students gain a better understanding and appreciation of themselves, and supporting students as they make important decisions about their lives.

Counselling Services help students achieve their educational goals, learn the processes of problem solving and decision making, enhance their capacity for satisfying interpersonal relationships, define their life goals, and maximize the ability for continued emotional growth beyond their educational experience.

Counseling helps students overcome their personal difficulties and allow students to complete their educational program successfully. Examples of common issues that students may experience are: adjusting to University life, procrastination and time management issues, and confusion about life or career goals, relationship conflicts, depression, anxiety, grief, and loss. The counsellors are prepared to deal with a multitude of issues or concerns.

The Engagement Office provide students' with counselling services through a professional life coach. The services of the Life coach is booked electronically via the student portal. Life coach counsellors are available on campus 4 days a week, from 10 am to 2 pm. Mondays and Wednesdays are allocated for female students. Tuesday and Thursdays are allocated for male students.

8.1.1.4 Student Orientation

The office is in charge of providing orientation sessions through the semester to ensure students are aware of their rights and responsibilities. The orientation program is detailed in section 4.5 of this handbook.

8.1.1.5 Transportation Services

The office administers transportation services for female students. The availability of this service is subject to a minimum of 7 students signing for the service travelling from the same destination to facilitate affordable service to students. If students are interested in the transportation service, they should apply at the Student Services Desk 7 days prior to the first day in class.

8.1.1.6 Student Activities and Recreation

The office provides students with the opportunity to become involved in the activities of their interest. The office organizes, implements, and supervises all student social, cultural and entertainment programs. Its main objective is to help students develop their interests and abilities, and to practice their hobbies through a variety of programs and activities.

Students are highly encouraged to participate in social activities to enrich their University experience. Student's engagement in the University's activities programs will have a great impact on their educational experience.

The Engagement Office arranges student activities through the student council which are focused on promoting students health, development and social engagement on campus.

8.1.1.6.1 Jumeira University Students' Representative Council (SRC)

Jumeira University has initiated the Students' Representative Council that assigned to closer the gap between Academics, employees and students, SRC members have been elected from senior and junior students based on the recommendations of their Lecturers, SRC will take a place for one whole Academic year and members will be elected for every Academic year.

Enrollment and Engagement Office at JU is in charge of handling all the matters that related to SRC. SRC has been given some major tasks to help students, here are some of the tasks:

1. Sound out Students' thoughts: SRC has a major role in passing the voice of students to the administrative departments in Jumeira University.
2. Organize activities: Provide logistical support to the activity that include: scheduling, handle communication calendar, appointments, prepare key messages, coordinate activity related people appointment, services, etc.
3. Students Support: provide support to students during the academic year like counseling or health and safety matters.

Policy:

The Students' Representative Council policy at the JU especially governs in the areas of the student activities and publication is the most popular student activity and constitutes one of the obvious achievements of the student development services division. The elected JU Students' Representative Council members hold their meetings on weekly basis regularly according to the plan under the supervision of the Enrollment and Engagement Office at JU. All the student activities including sports, cultural and intellectual, entertainment and publications are discussed and planned during these meetings and solid decisions are taken towards their implementation. In every meeting of the Council, the progress towards implementation of the decisions of the previous meeting is reviewed and corrective measures are taken wherever needed. Through this activity, the students practically learn the concepts of management – planning, organizing, staffing, leading and controlling.

Purpose

Help and support the JU Students' Representative Council and as a students' governing at the JU especially in the areas of the student activities

Scope

Student activities including sports, cultural and intellectual, entertainment and publications

Responsibility

Student services

Definition of terms

The Students' Representative Council: The election of the JU SRC and the students' governing at the JU especially in the areas of the student activities.

Procedure

- a) The university will create and plan several social and cultural activities for students throughout the Academic year.
- b) Students' ideas for a suitable student activity will be supported by the university.
- c) The university will have supervisory authority over all student organizations and activities.
- d) Students will be expected to behave in a responsible and respectful manner when taking part in such activities and refrain from any disciplinary offences as set out in the student disciplinary section.

- e) All students and guests must abide to the UAE law. Organization or students arranging the activity will be responsible for taking all reasonable steps to prevent any infraction of the university rules and UAE laws.
- f) Any individual/group whose conduct violates these rules will be subject to disciplinary action.
- g) In addition, any existing penalties and disciplinary procedures will apply. Such action may include suspension or expulsion of individuals or suspension or termination of a particular activity or club.

8.1.1.7 Engagement Partnership

The office provide engagement opportunities for student with private and public organizations by offering students special services at a discounted rate. Also through corporate networking provide students with career visits and volunteering work opportunities that might be available at these organizations.

8.1.2 Registrar's Office

The Registrar's Office is responsible for directing and administrating the student academic services from initial registration to graduation. The office key responsibility areas are: Academic Courses Registration, Academic Data and Student Policies, Class Scheduling, Exam Administration, Degree Auditing, Student Awards, and Graduation.

Also, the Registrar's Office serves as the principle office to provide the necessary report and analysis relating to students' academic progression. The office enforces the rules and regulations governing student academic progress, maintains, interprets, and monitors academic policy, while communicating procedures to students. The office also provide advising to students on academic policies and procedures.

The Registrar's Office provides the following services:

8.1.2.1 Course Registration

The office handles the course registration on the system during the semester registration period and course retake registration.

8.1.2.2 Handling Academic Request

The office handles academic request relating to Changing Majors, Requesting Official Transcripts, and course withdrawals during the semester as well as requests relating to class timing and scheduling.

8.1.2.3 Exam and Academic Appeal

The office handles request relating make-up exam requests and academic appeals including: grade appeal, grade challenge, incomplete grade requests.

8.1.2.4 Graduation

The office handles the application process for graduation and issuance of the official degree, transcripts and obtaining copies of student's academic records.

8.1.2.5 Departure and Withdrawal

The office handles the departure and withdrawal process of student from the University.

8.1.2.6 Advise on Academic Policies

In collaboration with the academic advisors, the office aims to guide and support students during their studies at JU. This is done individually or through orientation workshops to orient students about the important aspects of a successful academic journey.

The office handles relevant academic inquires and advise students on the academic policies and procedures by sending students regular circulation on key academic regulations relating to students' progression.

8.1.3 Learning and Development Academy

The Academy promotes continuous education and life-long learning within the University and Community. This will include planning and delivering long- and short-term programs tailored to students and community needs. The unit primary focus is to establish student advancement platform to maximize the educational experience for every student and ensure students' success.

The Academy provides the following services:

8.1.3.1 Development and Career Support Services

The LDA is dedicated to provide JU's students with development and career services focused on creating success and realizing students' potential. The Academy focuses on developing students' skills as well as acquiring new ones throughout the year by providing development workshops that include: résumé and cover letter writing, interview preparation techniques, job search strategies, time management, etc. Development workshops are booked each semester via student portal.

Also, the LDA provides career coaching session for student through a dedicated career counselor. Career coaching sessions are booked electronically via the student portal. Alternatively, student can send e-mail to coaching@ju.ac.ae if they had issues with booking the career coaching sessions. The sessions include career planning and job search strategies.

8.1.3.2 Language Development Courses

8.1.3.2A English Language Program

JU's English language program prepares students to develop their English language competency for University admissions. The Academy offers English language courses designed and delivered by highly skilled professionals. The Academy offers an array of courses that cater to the different needs of the University's student body and members of the community.

The English Language program offers the following courses:

- English for Academic Studies – Level 1;
- English for Academic Studies – Level 2;
- English for Academic Studies – Level 3;

The Academy also offers tutorial sessions for students who do not meet the Gateway language requirements. The sessions take place over 2 hours per week for an entire semester.

8.1.3.2B Arabic Language Program for Non-Native Speakers

The Academy offers Arabic language program for non-native speakers, to pursue their academic aspirations and master the Arabic language skills. It also helps professionals develop their language and communication skills in Arabic on a professional level.

The program uses module-based curriculum to develop four basic language skills: reading, writing, listening, and speaking. This is done in a way that enables the students to understand the basic Arabic language in terms of speech and syntax, and then applies the basic language components (phonetics, vocabulary, and compositions) through the teaching of basic grammar. The program is provided in an interactive learning environment that enables the students to gradually build their linguistic skills.

The program consists of 4 progressive level modules and 4 advanced level modules. The Duration of the full program is 32 weeks for the 8 modules. Each module is completed in 6 weeks.

The Arabic Placement Test before the start of the program is mandatory to determine the adequate skill level of the student. There are also achievement tests between levels and in the end of the program, there is a proficiency test.

8.1.3.3 General Education Program

Program Description

The Jumeira University's General Education Program is meticulously designed to ensure that all JU graduates are proficient in English language literacy for Arab natives and basic Arabic language for other students, enabling them to navigate the multicultural, diverse, and dynamic workforce in the UAE and globally. Students emerge from the program equipped with knowledge in ethical leadership, transactional skills, teamwork capabilities, digital understanding, and industrial knowledge, enriching their professional horizons and fostering self-development.

Program Goals:

Provide students with broad-based education in humanities, arts, social sciences and science:

The program aims to furnish students with broad understanding of the approaches to knowledge such as language, Islamic studies, UAE studies, innovation, entrepreneurship and sustainability.

Develop confident, skilled, and knowledgeable learners and communicators:

The program aims to cultivate graduates who exude confidence, possess refined skills, and are well-versed in their knowledge, enabling them to excel not only in the UAE workforce but also on the global stage.

Equip Students with Cultural and Societal Knowledge:

Students will be equipped with profound cultural and societal knowledge, contributing to the eradication of culture shock and societal anxiety, thus fostering a more inclusive and harmonious environment.

Cultivate responsibility, leadership and critical thinking skills:

The program aspires to graduate students who are adept at taking on leadership roles and responsibilities in their future organizations, contributing positively to their respective fields.

Build an Ethical, Respectful, and Dynamic Workforce:

The overarching goal is to shape a workforce characterized by ethical conduct, mutual respect, and dynamism, well-equipped to thrive in the diverse and multicultural global landscape.

Program Learning Outcomes:

Demonstrate knowledge of the principles of entrepreneurship, innovation, and sustainability and their application to the global scene with emphasis on the Emirati context

Students will showcase knowledge and comprehension of the fundamentals of innovation, entrepreneurship and sustainability and their application nationally and internationally

Critique Statements, Opinions, and Views Respectfully:

Graduates will demonstrate the ability to critically evaluate statements, opinions, and views from peers, fostering a culture of respectful discourse.

Implement Effective and Efficient Techniques for Teamwork:

Students will employ effective and efficient techniques to collaborate with peers, ensuring successful teamwork and collective achievements.

Exhibit Adaptability to the Dynamic Tech World:

Graduates will showcase adeptness in navigating the dynamic technological landscape, adapting to changes, and meeting industrial requirements.

Appraise Opportunities for Personal Growth and Development:

Students will evaluate and discern opportunities for personal growth and development, ensuring continuous self-improvement.

Demonstrate Ethical Techniques in Information Gathering and Communication:

Graduates will exhibit ethical techniques in gathering information, communicating effectively, and leading group activities with integrity.

Identify Roles and Responsibilities of Industrial Influencers:

Students will identify and comprehend the diverse roles and responsibilities of industrial influencers, recognizing their profound impact on the economy and society.

8.1.3.4 Foundation and College Preparation Courses

The Academy offers foundation preparation courses to support student admissions to the University. Courses include foundation courses in the following subjects:

- Admissions Test Preparation like EmSAT preparation courses.
- Math Foundation Courses
- Islamic Studies Foundation Courses.
- Arabic Studies Foundation Courses

8.1.4 Internship Placement Services

The Internship Committee is responsible for the overall management and administration of the internship programs. This includes the internship administration, internship logistics, and student support.

The Internship Committee ensures that the student taps into the resources available for him/her and effectively administers the internship program. The Committee will provide a central service desk for the internship application process and will serve as the central point for internship information. The commitments of the Internship Committee is outlined below:

- a. Manage the annual internship program including publication of the internship calendar and ensure effective administration and execution of internship logistics.
- b. Assign Advisor at the time of the internship application submission to guide students with the internship placement and selection.
- c. Assign Supervisor at time of internship course registration. The Internship supervisor is responsible for helping students set learning objectives, mentor students, monitor progress, resolve concerns, and provide regular feedback to students.
- d. Assign internship panel to review students' Internship Portfolios, evaluate the Final Report, Presentation, and validate the overall grade of the internship

Students are highly advised to start their internship application 3 months prior to the start of their internship. Details of the intern application is found on student career and development portal and also in the internship handbook available in electronic version on students' portal under handbooks.

8.1.5 Student Finance Office

The Student Finance Office is responsible for collecting student tuition fees and dealing with payment deferrals and the easy payment plan.

For full details on tuition, fees, and payment terms and conditions, please refer to Section 2 of this Catalog.

8.2 Computing and IT Services

JU Information Technology team (JUIT) is a dedicated technical support team that maintains a reliable information technology infrastructure, ensures seamless connectivity and mobile access, provides advanced equipment and the latest software tools, and ensures a state-of-the-art learning environment.

JU computing services to students include:

8.2.1 Computing Orientation and Training

The office facilitates training and orientation sessions to the JU computing services at the start of each semester also provide virtual individual guidance to students as requested.

8.2.2 Student E-Portal

Jumeira University has a dedicated portal that provides a range of online services to manage communications and provide access to academic resources for enrolled students.

The portal is a gateway to accessing lecture notes, subject information, calendars and timetables, policies and forms, book lists and an electronic LRC with over 85,000 resources, the faculty directory, and other related resources. Students can also manage course selections, access marks and official transcripts, and receive important alerts on academic and other official matters through these systems.

8.2.3 Connectivity

Jumeira University provides every student with a JU email account, which offers access to email outlook, calendar functions, along with a range of Microsoft optional tools to deliver a quality email service during the course of study. Also, students can benefit from the wireless Internet connectivity across campus.

8.2.4 Equipment

JU has a state of the art IT platform to ensure students are provided with advanced technological services. These include:

- (i) Computer labs and access points across campus that offer more than 50 individual workstations. JU is among the leading educational institutions in the UAE to launch the virtual desktop infrastructure (VDI) that allows students to access their information content from any device at any given time, on or off campus.
- (ii) Classrooms are equipped with interactive smart boards, computer, audio and visual systems capable of delivering a range of multimedia formats such as DVD, VCD, MPEG, etc., in order to provide a more interactive learning experience.
- (iii) Printing services are provided in the LRC for students at affordable prices.

8.2.5 Technical Support

IT Support Administrator is available during working hours to assist students with any technical issue. A helpdesk service also operates through the IT service request application, which provides an integrated incident management system and ensures that any issue, such as email activation, password reset, hardware problems etc., is appropriately identified and resolved in the shortest possible time.

JU help desk operates from 9am to 6pm. Please log in your inquiry/complaint through JU help desk portal at: ithelp@ju.ac.ae.

8.3 Student Facilities

The Jumeira University Campus is located in Al Quoz Four with a milestone development - “Aisha Mosque” that is located at the intersection of Al Khail Road and Latifa Bint Hamdan street. This esteemed Mosque is located within the Jumeira University Campus.

JU Campus operates on a gender- separate basis. The campus is divided into two separate campuses, each dedicated to a gender group. Each campus has its own classrooms, library, cafeteria, and all the other facilities in addition to the admissions and the offices of administration.

Campus facilities and information on both male and female campuses is outlined below:

8.3.1 Campus Access and Security

8.3.1A Operating Hours

Monday to Friday : 8:00 AM to 6:00 PM.

8.3.1B Main Entrance and Parking

Students access campus from the campus Main Gate and park in their designated parking area. Students are kindly asked to park in their designated parking areas allocated for male and female students separately.

8.3.1C Access

Students are kindly requested to stay in their designated gender side of the campus. If, for any reason, female students need to visit the accounts desks located on the male side of the campus, they are kindly requested to contact them via email or contact JU female student services desk at the female section.

8.3.1D Notice Board

There are notice boards placed at the male and female entrances. These boards serve as a channel of communication between the University and students. Students are requested to check the boards for announcements, changes in scheduling and other important information.

8.3.1E Visitors Policy

Jumeira University welcomes visitors to the campus. It is important that visitors register at the reception desks. Visitors must be accompanied by their hosts throughout their visit to the campus. If students are accompanied by friends who want to attend a class, they should seek the permission of the Academic Dean or Program Director prior to the class visit.

8.3.1F Lost and Found Items

In case students have forgotten or lost belongings on campus, they are requested to go to the Security Offices at the male or female wing, or send an email to campuscare@ju.ac.ae.

8.3.2 Eating and Drinking

8.3.2A Dining

The University has 2 Cafeterias, one at each of the male and female campuses. Currently, both cafeterias serve refreshments, snacks and hot food during breakfast, lunch times and afternoon breaks.

8.3.3 Sport Hall

The University has a state-of-the-art indoor Sports Hall. The hall is equipped for the following sports: Football, Basketball, Volleyball, Handball, and Tennis. Students (and interested off-campus individuals, institutions) can contact Student Affairs Office to register for sports teams and use or reserve facilities and equipment. Students are expected to wear sports clothes only within the sports facilities and respect the dress code.

8.3.4 Auditorium

The Auditorium is used for cultural and heritage and other national holiday celebrations, ceremonies and other events. All students are granted certain rights and have certain shared responsibilities as members of the university community.

8.3.5 Lockers

Lockers are available in classrooms for students to keep their books and other study-related materials. Students are expected to keep the lockers clean and tidy. Students are requested to refrain from writing

on lockers or damaging them with stickers or in any other way. There are a limited number of lockers available and students can apply for a locker at the student's service desk.

8.4 Learning Resources Centre (LRC)

Jumeira University provides modern and advanced learning centers on both the Male and Female Campuses. Each LRC provides educational services to the Jumeira University Community: LRC orientations, training for new users, multi-media resources, reference services, database searching, internet access, and photocopying and printing services.

Both Male and Female LRC directly support the teaching, learning, and research needs of students, faculty and staff, and LTRC Team are highly responsive to the needs of the university learning community. The JU LRC is committed to providing a well-balanced and up-to-date set of services.

9. Contact Information

9.1 University Board Directory

#	BoT Member Name	Membership Type (English)
1	Dr. Badr Sultan	Chairman
2	Dr. Mansoor Obaid Almansoori	Member
3	Mr. Abdulla Almheiri	Member
4	Dr. Abdullah Busenad	Member
5	Dr. Saeed Abdulla	Member
6	Dr. Abdul Rahman Salman Al Hammadi	Member
7	Dr. Ahmad Alawar	Member
8	Mr. Osama Ahmad	Secretary

9.2 University Administration Directory

#	Name	Position
1	Professor. Dr. Mounir Dhibi	Acting University President
2	Dr. Hasan Wahbah	Dean of Academic Affairs
3	Dr. Ahmed AL Rahl	Director – Excellence and Compliance
4	Mr. Khaled Eid	Director – Technology and Campus Services
6	Mr. Ayman Azzam	Manager- Academic Register
7	Mr. Muneer Adayleh	Manager- Enrollment and Engagement
8	Mr. Babar Khattak	Manager– Finance Office
9	Ms. Ammu Jose	Team Leader – Human Resources

9.3 Faculty Directory

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
1	Dr. Hasan Wahbah	Dean of Academic Affairs	PhD of Philosophy in Digital Systems Master of Science in Digital Systems	Cranfield University	<ul style="list-style-type: none"> - Pattern recognition - Programing Languages - Robotics

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
2	Dr. Salih Abdel Karim	Associate Dean - College of Islamic and Arabic Studies	PhD in Sunnah and Ulum Alhadith Master in Tafsir and hadith	Omdurman Islamic University Sharjah University	مجالات الشريعة والقانون والأداب والاتصال
3	Dr. Mohammed Ghaleb	Faculty - College of Islamic and Arabic Studies	Doctorate in Dawah (Islamic Call) Master in Dawah	Islamic University of Madinah Islamic University of Madinah	العقيدة والدعوة حقوق الإنسان الفرق والجماعات الأسرة
4	Dr. Mariam Sultan	Visiting Faculty - College of Islamic and Arabic Studies	Doctorate in Fiqh and its origins Masters in Fiqh and its origins Bachelors in Public Administration and Policy	Sharjah University Sharjah University Emirates University	كل ما يتعلق بالفقه واصوله
5	Dr. Sayeed Ahmad	Faculty - College of Islamic and Arabic Studies	Doctorate in Literature and Rhetoric Master in Literature and Rhetoric	Islamic University of Madinah Islamic University of Madinah	اللغة العربية بصفة عامة، ومن أبرز جوانبها: 1. الأدب العربي شعرا ونثرا. 2. العلوم الألفية خاصة القواعد النحوية تحقيقا ونقدا وتقديم مقترحات ناجعة لإعداد المناهج الدراسية وطرق تدريسها . 3. تقديم بعض كتب التراث في اللغة والأدب

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
6	Dr. Saad Ben Mohamed	Faculty - College of Islamic and Arabic Studies	Doctorate in Literature in Fiqh Master in Fiqh	Hassan II Mohammedia University Mohammed Al Khamis University	الدراسات الإسلامية التخصص الدقيق: الفقه/ أصول الفقه/ مقاصد الشريعة
7	Dr. Saleh Alshuqirat	Faculty - College of Islamic and Arabic Studies	PhD in Sharia Judiciary Master in Legislation Law	The University of Jordan The University of Jordan	الأحوال الشخصية المواضيع الفقهية المقارنة مع القانون
8	Dr. Salihu Jibo	Faculty - College of Islamic and Arabic Studies	PhD in origins of Jurisprudence PhD in Education in Syllabuses and teaching methods Master in Sharia Ejaza in the ten readings Ejaza in 40 Hadith by Imam Nawawi Ejaza in seven	Umdurman Islamic University Al Neelain University International African University	1. الشريعة والقانون والدراسات الإسلامية. 2. اللغة العربية. 3. دراسات دعوية. العلوم الإنسانية.

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
9	Dr. Yousef Almi'ani	Faculty - College of Islamic and Arabic Studies	PhD of Philosophy Master in Fundamentals of Religion / Interpretation & its Sciences	Malaya University Mu'tah University	الدراسات المقارنة بين الأديان، مثل: الديانة اليهودية والنصرانية والإسلامية. الدراسات الإنسانية، مثل: حقوق الأسرة والدعوة. الدراسات القرآنية، مثل: مواقفته للعلم والمكتشفات الحديثة.
10	Dr. Tarhib Al Dosari	Visiting Faculty – College of Islamic and Arabic Studies	PhD in Usul Al Fiqh Master Usul Al Fiqh	Islamic University of Madinah Islamic University of Madinah	علوم الشريعة ، كالفقه ، وأصول الفقه ، مقاصد الشريعة ، القواعد الفقهية ، السياسة الشرعية ، علم التخريج كتخريج الفروع على الأصول ، وتخريج الأصول من الفروع ، تخريج الأصول على الأصول ، تخريج الفروع على الفروع ، وأسباب اختلاف العلماء ، علم الفروق
11	Mr. Abdul Munyem Mohamed	Visiting Faculty - College of Islamic and Arabic Studies	Master in Jurisprudence of Sunna & sources	Islamic University of Madinah	علوم السنة والحديث علوم القرآن

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
12	Dr. Muhammad Saqib	Acting Associate Dean - College of Business	PhD in Technology Management/ Innovations Master of Information Technology Master of Computer Science	University Utara Malaysia Institute of Management Sciences IQRA University	Knowledge Management & Smart Cities
13	Dr. Arif Attar	<i>Acting Associate Dean- College of Business</i>	Doctor of Philosophy in Business Studies Master of Arts in International Business Management	University of Newcastle Mumbai University	<ol style="list-style-type: none"> 1. Innovation 2. Public Engagement 3. Critical Discourse Analysis Machine Learning

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
14	Dr. Muhamad Jumaa	Director – Research Affairs	PhD in Economics Masters in Financial And Monetary Economics	Damascus University Damascus University	<ol style="list-style-type: none"> 1. Economics 2. Financial Management 3. Corporate Finance 4. Financial Analysis 5. Financial Planning and Budgeting 6. Risk Management 7. Financial Accounting 8. Advanced Accounting 9. Auditing 10. Managerial Accounting 11. Business Policy and Strategy 12. Project Management Perceptual Issues in Finance and Accounting
15	Dr. Afseer Majeed	Faculty - College of Business	PhD in Philosophy Master's in Business Administration	University Of Kerala Indira Gandhi National Open University	<ol style="list-style-type: none"> 1. Stakeholder Engagement. 2. Organizational Sustainability Management. 3. Ethical Leadership. 4. Corporate Governance and Change Management. 5. Human Capital

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
16	Dr. Saed Alnazer	Faculty - College of Business	PhD in Technical Science Master of Computer Engineering	Military Signal Corps Academy - SPb Al-Asad Academy for Military Engineering and Aleppo University	IT Security
17	Dr. Amer Almadidy	Associate Dean - College of Health Sciences	PhD in Biological Science Master of Science in Chemistry	Mississippi State University Worcester Polytechnic Institute	<ol style="list-style-type: none"> 1. Air Quality Monitoring (Local and National) 2. Testing for water quality in UAE Bio adaptation of environmental microorganisms
18	Dr. Samar Abd El Mohsen Ismael	Research Faculty - College of Health Sciences	PhD in Public Health Sciences Majoring in Nutrition Master in Public Health Sciences Majoring in Nutrition	Abu Dhabi University Zayed University	<ol style="list-style-type: none"> 1. Public Health Nutrition. 2. Public Health Science 3. Environmental Science.

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
19	Dr. Reem Zakaria	Adjunct Faculty - College of Health Sciences	PhD in Childhood Studies – Child Medical studies Department (Child health and nutrition) Master in Childhood Studies (Child health and nutrition)	Ain Shams University Ain Shams University	1. Healthcare Management 2. Medicine
20	Dr. Ayman Alhalawany	Director – Learning and Development Academy	Doctor of Education Master in Applied Linguistics (English Language Teaching)	Walden University Nile Valley University	1. Teaching Methods 2. Teaching English as a Second or Foreign Language 3. Formative Assessment Zone of Proximal Development Applications in Classroom Practices
21	Dr. Atef Ismail	Faculty - Learning and Development Academy	PhD in Arabic Language – Linguistics – (Dictionaries + Heritage Investigation) Master in Arabic Language – Linguistics – (Phonology)	Assiut University Ain Shams University	قضايا اللغة العربية وتحقيق التراث العربي والإسلامي. علم اللغة التطبيقي.

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
22	Abdalla Elsaadi	Faculty - Learning and Development Academy	Bachelor in Arabic Language and Literature and Islamic Studies	Cairo University - Faculty of Dar Aluluom	Arabic Language
23	David John	Adjunct Faculty - Learning and Development Academy	Master's in Education (International Education - pending 2023) Masters in TEFL and TESOL	Murdoch University	English Literature
24	Mirian Eduviere	Faculty - Learning and Development Academy	Masters in International Business (MIB-Distinction) Bachelor of Science	University of Wollongong University of Ibadan	Institutional Education

#	Academic Deanship	Designation	Qualification	University	Research Interest Area
25	Mr. Ramy Rashad Abdel-Raheem	Adjunct Faculty- Learning and Development Academy	Bachelor of Arts, English Literature	South Valley University	English Literature

10. Course Descriptions

Courses are listed.

Course descriptions are provided in the instructional language of the course.

10.1 General Education - Arabic Courses

مهارات الاتصال باللغة العربية (1) GE 101

يهدف هذا المساق إلى أن يتعرف الطالب على عملية الاتصال: عناصرها، وأشكالها، ومهاراتها، ومعوقاتها، واستراتيجيات التغلب على تلك المعوقات؛ من أجل إتقان عملية الاتصال التي تعد المهارة الأكثر استخداماً للإنسان في عصر الاتصالات.

وأيضاً يتعرف الطالب في هذا المساق على مهارات المستمع الجيد، وتطبيقاتها، ومهارات المتحدث الجيد، وتطبيقاتها، وعوائق الاتصال الشفهي، وكيفية التغلب عليها، ومهارات القراءة الجيدة، وتطبيقاتها، وأنواعها، وعناصر الاتصال الكتابي وأهميته، ويتعرف الطالب على مهارات الكتابة وتطبيقاتها.

مهارات الاتصال باللغة العربية (2) GE 102

يتضمن المساق مميزات اللغة العربية وخصائصها، وفن الإلقاء ببيان معناه ووظيفته، وركائزه، وأنواع الإلقاء، وهي: الخطابة، الفن القصصي، الشعر، المناظرة، المرافعة، المحاضرة، البث الإذاعي والتلفزيوني. فن الحوار: بتعريفه، وضوابطه، ومحاذيره، مع أمثلة للحوارات النبوية. الدلالات: مفهومها، وأهميتها، وأنواعها. ورسم الكتابة من أنواع الخطوط، والإملاء، والترقيم.

يهدف هذا المساق إلى تصقل مهارات الإلقاء بأنواعه، ومهارة الحوار لدى الطالب، ثم توظيف ما يدرسه الطالب من فنون الإلقاء والحوار في التعامل مع الجمهور، وتجنب الخطأ في التعامل، والكتابة. بالإضافة إلى تمكين الطالب من فهم دلالات اللغة الفصحى ومن ثم تداولها في مجالات: إدارة الأعمال، والتربية والتعليم، والعلوم الصحية.

مقدمة في تكنولوجيا المعلومات GE 106

صمم هذا المساق ليزود الطلاب بالمهارات التي يحتاجونها لاستخدام تطبيقات البرامج كأدوات للبحث، والتعلم وإدارة المعلومات والتواصل بشكل مناسب مع مستندات الأعمال وحل مشاكل تتعلق بالكميات، كما سيتعلم الطلاب ويكونون قادرين على تطبيق مبادئ أخلاقية أساسية بخصوص استخدام وتبادل المعلومات.

الإدارة الذاتية GE 107

يدرس الطالب في هذا المساق الإدارة الذاتية، وأهميتها في حياة الفرد، وأسس الإدارة الناجحة، ومنهجية وضع الأهداف وتحديدها ومعرفة أنواعها، ومعرفة الأولويات وتقديم المهام، وكيفية وضع الخطط، وجدولة الأنشطة، وتنظيم أوراق العمل، والحد من مقاطعات العمل والانتاج، وإدارة الوقت، والتخلص من التسويف، وصناعة القرارات المهمة، وتحقيق الإيجابية والنجاح في الحياة.

ويهدف المساق إلى الارتقاء بالطالب في المهارات الحياتية المختلفة، والاعتماد على النفس، وغرس القيم القيادية، والتعامل مع المشكلات، وحسن إدارة الوقت، والتغلب على السلبية، وبناء مهارة اتخاذ القرار.

فن التعامل مع الآخرين GE 108

يدرس الطالب في هذا المساق فن التعامل مع الآخرين، ويتعرف على ضرورة التفاهة البشري، وأنواع الشخصيات البشرية المتنوعة، ويقف على أهم ضوابط التعامل مع الناس، وأبرز الأساليب والمهارات في التعامل، مع إدراك التعامل مع كافة الشرائح في المجتمع؛ كالعلماء والأمراء والضعفاء والنساء والأطفال، في سائر الأوساط.

ويهدف المساق إلى تبصير الطالب باختلاف الطبيعة البشرية وضرورة الخطة العصرية، ومعرفة طبائع البشر والشخصيات المتنوعة، وفن التعامل مع كل شخصية بما يناسبها، وإدراك أهم الضوابط للتعامل مع الناس، وأرقى الأساليب لكسب الجمهور.

أساسيات قواعد اللغة العربية GE 109

يدرس الطالب في هذا المساق: مفهوم القواعد الأساسية للغة العربية، وأهميتها وطرق ضبطها، والكلام والكلمة، والاسم وأقسامه، وأهم الأسس

المتعلقة بالفعل والفاعل، والمفعول وأنواعه، وأنواع المعرفة، والمعرب والمبني، والمبتدأ والخبر، والنواسخ، والاستثناء والتوكيد والحال والبدل.

ويهدف المساق إلى تعريف الطالب بمفهوم قواعد اللغة العربية وأهميتها، والإلمام بأسس وقواعد النحو في المباحث المتفرقة، وضبط أهم التصورات للمسائل اللغوية، والوقوف على الأمثلة على القواعد والتطبيقات، والتهيؤ لدراسة مساقات اللغة العربية القادمة.

لغة عربية 1 – مستوى أول GE 115

صُمم هذا المساق لتلبية الاحتياجات اللغوية التواصلية للناطقين بغير اللغة العربية. ومن شأن هذا المساق مساعدة الطلبة على اكتساب مهارات في التفاعل والإنتاج النطقي والكتابي والاستماع والقراءة في الحياة العامة، وذلك باستخدام كلمات وتعابير شائعة.

لغة عربية 2 – مستوى ثاني GE 116

صُمم هذا المساق لتلبية الاحتياجات اللغوية التواصلية للناطقين بغير اللغة العربية. ومن شأن هذا المساق مساعدة الطلبة على اكتساب مهارات في التفاعل والإنتاج النطقي والكتابي والاستماع والقراءة في سياقات أكاديمية، وذلك باستخدام كلمات وتعابير شائعة.

مبادئ البحث العلمي GE 129

يهدف هذا المساق إلى تعريف الطالب بمفاهيم ومهارات وأخلاقيات البحث الأساسية، من المتوقع أن يتمكن الطالب بعد إكمال هذا المساق من معرفة أنواع البحث ومصادره الأساسية، وطرق التوصل للمعارف، وأسس اختيار الموضوعات، وأداب البحث وأخلاقياته، لا سيما النزاهة الأكاديمية وصور السرقات الأدبية، ثم اكتساب الطالب مهارات التطبيقات البحثية من التعامل مع قواعد البيانات وطرق التوثيق والتعامل مع الحواسيب الذكية ومحركات البحث بصورة مثالية.

الحضارة الإسلامية GE 140

يدرس الطالب في هذا المساق تعريف الحضارة، وأبرز خصائصها، وأهم مصادرها، ونشوء الحضارة الإسلامية، وعلاقتها بالحضارات الأخرى، وأثرها عليها، وأسباب تقدم الحضارات وتأخرها، ونماذج من الحضارة الإسلامية،

وجوانب الحضارة المختلفة: العلمية والنظامية والعمرانية والصناعية.

ويهدف المساق إلى تبصير الطالب بأسباب نمو وازدهار الحضارات وعوامل اضمحلالها وتدهورها، وتعريف الطالب بخصائص حضارته المجيدة وسر خلودها، وإطلاع الطالب على جوانب أصالة الحضارة الإسلامية في مختلف الجوانب، وإبراز دور الحضارة الإسلامية في خدمة الإنسانية، وتعريف الطالب بأثر الحضارة الإسلامية على الحضارة الأوروبية والحضارات الإنسانية.

الثقافة الإسلامية GE 141

يدرس الطالب في هذا المساق تعريف الثقافة، و أبرز خصائصها، وأهم مصادرها، وعلاقتها بالثقافات الأخرى، وأثرها عليها، والتحديات التي تواجهها، ويدرس مفاهيم مهمة في حياة المسلم: مفهوم الإيمان والعقيدة مع بيان الأركان والثمرات، ومفهوم العبادة وأبرز أنواعها وبعض أحكامها، ومفهوم الأخلاق وأهميته وصور من الأخلاق والآداب، كما يدرس السيرة المختصرة لبعض الشخصيات في تاريخ الإسلام.

ويهدف المساق إلى تبصير الطالب بعظمة الثقافة الإسلامية ومكانتها، وتعريف الطالب بخصائص ثقافته المجيدة وسر خلودها، وإطلاع الطالب على جوانب أصالة الثقافة الإسلامية في مختلف الجوانب، ومدى معاصرتها للمستجدات المتنوعة، وإبراز دور الثقافة الإسلامية في خدمة الإنسانية، وتعريف الطالب بأثر الثقافة الإسلامية على الثقافات المختلفة.

تاريخ الخليج العربي GE 143

أحوال الخليج العربي خلال العصور القديمة، الكيانات السياسية القائمة، في العصر الإسلامي، ومن ثم بروز الدويلات كالعبيديين والعصفوريين والجبوريين في البحرين. أما في عمان فلقد حكم النبهانيين لمدة خمسة قرون وذلك حتى مجئ اليعاربة عام 1624 وتوحيد عمان تحت سيطرتهم ثم التخلص من البرتغاليين في عام 1650. الصراع البريطاني الهولندي الفرنسي على منطقة الخليج وما نتج عنه من سيطرة بريطانية على المنطقة حتى عام 1971. استقلال الدول الخليجية وبروزها في شكل الدول الحديثة المعترف بها من قبل الأمم المتحدة. 1932 للمملكة العربية السعودية. 1961 الكويت.

1970 عمان، و1971 كل من البحرين وقطر ودولة الإمارات.

و يهدف المساق الى معرفة أحوال الخليج العربي خلال العصور و معرفة الحضارة الخليجية ، و معرفة تأسيس الدول في الخليج العربي ، و الإلمام بالمواقف الوطنية لأهل الخليج العربي.

مجتمع الإمارات GE 144

إن هذا المساق سيزود الطالب بالمعرفة الأساسية عن الإمارات العربية المتحدة، وخصائص مجتمعه مع التركيز بشكل خاص على الهوية الوطنية وتعزيز الاتحاد، يتم تحقيق هذه الأهداف عبر دراسة التاريخ والآثار الاجتماعية والاقتصادية والسياسية على الهيكلية الاجتماعية في مجتمع الإمارات العربية المتحدة.

مبادئ علم الإحصاء GE 150

يدرس الطالب في هذا المساق المفاهيم الأساسية في علم الإحصاء بنوعيه الوصفي والتحليلي، وطرق تمثيل وعرض البيانات، مع إعطاء نماذج تطبيقية على استخدام هذا العلم لمعالجة البيانات الإحصائية؛ لتفسيرها تفسيراً يعتمد على الأرقام والوقائع.

ويهدف المساق إلى تبصير الطالب ببعض المصطلحات الإحصائية ودور الإحصاء في تقدم العلوم الإنسانية، وإكسابه مهارة تطبيق قوانين الإحصاء، ومهارة التعرف على الأسلوب الإحصائي المناسب لمعالجة البيانات الإحصائية وتفسير النتائج، والقدرة على عمليات التفكير المنطقي والقدرة على الاستنتاجات ذات المعنى.

الإرشاد الأسري GE 155

يدرس الطالب في هذا المساق مفهوم الإرشاد الأسري ونشأته وأهميته، ويتعرف على أساليب الإرشاد الأسري ونظرياته ومهاراته، وطبيعة المشكلات الأسرية وخطوات العلاج عبر الجلسات والورش والبرامج الإرشادية وألية إدارتها.

ويهدف المساق إلى تنمية مهارات الطالب في التعامل مع المواقف والصعوبات التي تواجه الأسرة بالأساليب والمهارات المختلفة، والتعرف على نظريات وفتيات الإرشاد الأسري، واكتساب مهارة الخدمة الإرشادية في مجال إدارة الموارد والعلاقات الأسرية.

نظام الإسلام GE 160

يشتمل هذا المساق على التعريف بالنظم الإسلامية ومصادرها ونشأتها، وأهم ما صنف فيها وخصائص نظام الإسلام، وأهمية النظام الإسلامي وحاجة المجتمعات إليه، فيدرس الطالب جميع الأنظمة الإسلامية، ابتداء بالنظام في نفسه وأسرته مروراً بالأنظمة العامة في حياته ودولته، كالنظام العقدي والعبادي والخلقي والسياسي والأمني والقضائي والإداري والاجتماعي والمالي، مع معرفة أهم التشبهات التي أثرت حول نظام الإسلام والرد عليها.

يهدف المساق الى تعريف الطالب بالمفاهيم الواردة في نظام الإسلام، وبناء شخصية الطالب المتكاملة، وأن يتبين عالمية وإنسانية وسماحة النظام الإسلامي، وتنمية الوعي بأهمية الحفاظ على أمن الأوطان واستقرارها.

الموارد الطبيعية والبيئة GE 172

إن هذا المساق سيزود الطالب بمنظور واسع ومتكامل عن مفاهيم وأنواع وفئات الموارد الطبيعية وعلاقتها وتفاعلها مع البيئة المحيطة. سيتم تعريف الطلاب باقتصاديات البيئة من خلال دراسة الكفاءة والمثالية والاستدامة.

10.2 General Education - English Courses

GE 103 English Language Communication (1):

This is an integrated skills course that aims at providing a mixture of English language and academic preparation for students who have satisfied the respective minimum requirement in English of the target program of study. Students taking this course must have an upper-intermediate level of English (B2+/5.0 and above on the IELTS). Focus is maintained throughout the course on developing both English language competencies (speaking, reading, writing, and listening) and academic study skills (e.g. note taking, summarizing, listening for gist, scanning, taking

part in seminar discussions, and giving presentations).

GE 104 English Language Communication (2):

This is an integrated skills course that aims at providing a mixture of English language and academic preparation for students who have satisfied the respective minimum requirement in English of the target program of study. Students taking this course must have an upper-intermediate level of English (B2+/5.0 and above on the IELTS). Focus is maintained throughout the course on developing both English language competencies (speaking, reading, writing, and listening) and academic study skills (e.g. note taking, summarizing, listening for gist, scanning, taking part in seminar discussions, and giving presentations).

GE 105 Introduction to Information Technology:

This course is designed to provide students with the skills they need to utilize software applications as tools for research and learning, manage information, communicate appropriately in business documents and solve quantitative problems. Students will also learn and be able to apply fundamental ethical principles to the use and communication of information and related security issues.

GE 112 مهارات الإتصال باللغة الانجليزية (1):

This is an integrated skills course aimed at providing a mixture of English language and academic preparation. Students taking this

course should be at a basic or lower intermediate level of English (CEFR level A2 or B1 / \leq 4.0 on the IELTS or equivalent). While the focus of the course will be on developing students' reading and writing skills, they will also have opportunities to practice listening and speaking, along with academic study skills such as note-taking, summarizing, reading for gist, scanning, taking part in seminar discussions, and giving presentations.

GE 113 مهارات الإتصال باللغة الانجليزية (2):

This is an integrated skills course aimed at providing a mixture of English language and academic preparation. Students taking this course must have an intermediate level of English (CEFR level B1 / \leq 4.0 on the IELTS or equivalent). While the focus of the course will be on developing students' listening and speaking skills, they will also have opportunities to practice reading and writing skills, along with academic study skills such as note-taking, summarizing, listening for gist, scanning, taking part in seminar discussions, and giving presentations.

GE 114 Principles of Research Skills:

This course is designed to acquaint students with basic research concepts, skills and research ethics. At the end of this course, students should be able to apply the taught methods and techniques to a variety of situations. Topics covered in this course include raising research questions, search databases, the different faces of plagiarism, managing references, and presenting

research findings. Students' learning will be facilitated by the use of examples and computer applications across various disciplines.

GE 123 Personal Management:

This course is designed to help students develop personal management skills that will support their professional development. The course aims to enhance various life and professional skills: acquiring behaviors, personal and social skills, decision-making, taking responsibility, personally and socially, positive management, personal development, and innovation. Personal development helps students identify the importance of planning and time scheduling, how to Develop Works Plans (Daily, Weekly, Monthly, Quarterly, Annually). Also, this course will help them in setting goals, Identifying and Prioritizing goals, Resources, Information Management and Documents Managements and Records.

Furthermore, personal management will help students Collaborate with others and build trust, Positive mindset and learning the power of driving positive change as a vehicle for self-improvements, how to communicate in a positive manner and build healthy relationships with the team and relevant Stakeholders.

This course will also tackle some very crucial aspects of personal success where students will learn how to become successful, how to Manage Conflicts and deal with challenges, students will also learn more about

how to asses and explore Self Strength, find out areas of improvements, self-reflect and self-evaluate, the attributes that foster success for individuals, and the tools to achieve personal success.

Finally, this course is aiming to enhance personal communication and self-confidence, where students will work individually as well as in groups developing their skills and recognizing the importance of team collaboration as well as the ways to successfully lead people.

GE 125 Fundamentals of Entrepreneurship and Innovation:

This course is designed to help Business Students understand the importance of innovation and entrepreneurship in today's global economy and cultivate an entrepreneurial mindset among students in the School of Business. It will cover different forms of entrepreneurship such as small businesses, growth ventures, corporate entrepreneurship and social entrepreneurship. The course will focus on the types of innovation, turning innovation into an ongoing new venture and on the entrepreneurial process. Innovation and entrepreneurship theories and concepts will be discussed with real life examples and cases.

GE 130 Introduction to Psychology:

This introductory course will expose students to various interesting filed within psychology. Topics covered will be focused on personality developments, learning,

achievements, and language barriers in education, human behaviors during the lifespan from birth to death (attitudes, aggression, authority, stereotyping, prejudice, cognitive biases, and learning styles). As a general education course, students will study basic human interaction and the way it affects behavior, and will examine their core values in relationship to their interactions with others in their families, school, communities, and work environments. The decision-making process for preferences, perceptions, and beliefs also will be studied. As a “communication across the curriculum” course, students will have multiple opportunities to increase language skills through class presentations and small group discussions. Students are expected to develop their critical thinking throughout the course, while building their reading, writing and discussions skills. The final project is required for the student professional portfolio, and is structured to develop the student’s ability to prepare and deliver an effective written and oral presentation, critically analyze and evaluate other presentations, manage speech anxiety, and practice active listening.

GE 131 Critical Thinking:

This course is designed to introduce students to the concept of argument. It will introduce the key concepts involved in critical thinking and provide students with skills they need to be able to identify and analyze the structure of arguments in academic and other texts and conversation. Students are expected to be able to

formulate their own arguments and evaluate others’ arguments identifying why an argument is good or bad and explain why. Key concepts of academic discipline, including truth and falsity, rational and irrational beliefs, theory, method, proof, evidence and symbolic logic will be introduced.

GE 135 The Art of Dealing with People:

In this course, the student will learn the art of dealing with others, recognize the value of human diversity, the types of people’s personalities, and how to effectively communicate with people. The student will learn how to effectively build, develop, and sustain relationships with different people.

The student will learn how to be more persuasive and influential in dealing with people at home, work, and society at large. The student will learn how to build and maintain high-quality relationships and the ability to influence others.

GE 142 UAE Society:

This course provides the student with fundamental knowledge about U.A.E. and the characteristics of its society, with special emphasis on national identity and strengthening the Union. These objectives will be realized through the study of historical, social, economic and political impact on the social structure of the U.A.E. Society.

GE 145 Islamic Civilization:

In this course, the student studies the definition of civilization, its most prominent characteristics, and its

most important sources, the emergence of Islamic civilization, its relationship with other civilizations, its impact on them, the reasons for the progress and delay of civilizations, models of Islamic civilization, and various aspects of civilization: scientific, regular, urban and industrial.

The course aims to enlighten the student about the reasons for the growth and prosperity of civilizations, the factors of their decline and deterioration, familiarize the student with the characteristics of his glorious civilization and the secret of its immortality, and to inform the student about the aspects of the originality of Islamic civilization in various aspects, highlighting the role of Islamic civilization in serving humanity, and introducing the student to the impact of Islamic civilization over European civilization and human civilizations.

GE 147 Islamic Thought:

This course aims to educate students about the definition and various aspects of culture. This course provides the students with the necessary knowledge and skills of Islamic thought and culture and their relevance in the present-day society. The course covers the salient features of Islamic culture, its relationship with other cultures and its impact on them, and the challenges it is facing in the contemporary world. It provides the explanation of foundations of Islam — faith and acts of worship, sources of Islamic legislation, general characteristics of Islam, the concept of human being;

women status in Islam and contemporary issues such as globalization and environmental issues.

GE 148 UAE Economy and Labor

Market:

This course is designed to acquaint students with the basic concepts of the UAE economy and labor market, how the global economic integration is a key strategic goal for the UAE and its sustainable economic development. This course will provide students with an in depth understanding of how international business issues affect the UAE and how the UAE is positioning itself in the global economy. Further, it will enable students to have a clear understanding of the UAE Government Structure and Directions, UAE Regional and International Roles, UAE Economic Development Policies (Social and Economics Infrastructures), Oil and Gas Sectors, International Trades, The Financial Sectors, Business, Investments and labor Markets.

GE 170 Natural Resources and

Environment:

After introducing the basic concepts of natural resources, the course will provide students with a broad and integrated overview of the types and categories of permanent, renewable and non-renewable natural resources. The topics discussed in class will include permanent natural resources (such as air and water), renewable natural resources (such as wind, sunlight, plants, forests and animals) and non-renewable resources (such as petroleum, natural

gas and minerals). Furthermore, the biological and chemical principles of marine and wildlife that relate to current environmental issues, and to the conservation of plants, animals and energy flow, will also be discussed in details.

By the end of the semester, students should be able to acquire the basic knowledge of global environmental changes, and understand their impacts on human beings. Their social, economic and health impacts will be studied with a particular focus on peoples' life in UAE. Students will be able to see a comprehensive picture of environmental sustainability and will appreciate the need for pollution control and resource management in various environmental systems.

Field trips will be organized in order to give the students a practical understanding of the theories and issues discussed in class linking to contemporary project and initiatives by the UAE government such as Istedama and Solar Park.

GE 180 Principles of Healthy Living:

This course introduces the fundamentals of healthy living that supports maintaining a healthy lifestyle. It emphasizes both physical and psychological wellbeing and how interrelated they are. This course is designed to assist students with identifying weight and eating problems and what contributes to the perception of ideal body image. A significant aspect of this course discusses the negative aspects of smoking and violence. The overarching aim of this course is to

raise student awareness of the concept of quality of life and equip them with practical techniques to apply.

10.3 College of Business Administration

10.3.1 Business Courses

BU 102 Principles of Management

The course offers a comprehensive exploration of the core concepts and practices that underpin effective management within organizations. This course provides students with a foundational understanding of management principles. Students will delve into key managerial functions such as planning, organizing, leading and controlling, while also gaining insights into entrepreneurship, human resource management, diversity management, and motivation. The course underscores the importance of effective teamwork, communication, and managerial control in achieving organizational success. Additionally, it delves into the vital areas of innovation and change management, preparing students to navigate the dynamic landscape of modern business. By course completion, students will have acquired the knowledge and skills necessary to embark on successful management careers and contribute to organizational growth and sustainability.

MR 103 Principles of Marketing

This course is designed to introduce students to the foundational concepts and principles of marketing and their application in real-world scenarios. It provides an overview of

how marketing functions alongside other key business areas. The curriculum introduces basic marketing concepts, including the marketing mix, and lays the groundwork for understanding both marketing theory and practice. The course examines consumer behaviour patterns, both from individual and organizational perspectives, and delves into market research, as well as the strategies of market segmentation, targeting, and positioning. Key aspects such as product development, branding, distribution channels, pricing strategies, marketing communications, and service marketing will be explored. Through the use of case studies, students will have the opportunity to apply their learning to practical situations, enhancing their analytical and problem-solving skills in marketing contexts.

AC 104 Principles of Accounting

This course is designed to provide students with a solid background in basic accounting procedures used in business organizations. The course material will include basic financial accounting concepts, double-entry bookkeeping, general journal and ledger, adjusting and closing entries, trial balance, accounting for merchandising operations, financial statement preparation, and related topics. Each new concept introduced is supported by examples and problem-solving classwork activities.

IT 108 Management Information Systems (MIS)

This course is designed to provide fundamental understanding of how information technology supports and improves organizational management and decision-making. With the use of information technology, learners will be able to make better judgments, perform better organizationally, and adjust to the fast-paced, cutthroat business world. Success in the contemporary business environment requires a solid understanding of management, entrepreneurship, and information technology.

MA 110 Probability and Statistics

This course is designed to acquaint students with basic statistical concepts, analytical techniques, applications and methods of analysis. At the end of this course, students should be able to apply the taught methods and techniques to a variety of situations. Topics covered in this course include methods of sampling, classifying, analyzing, and presenting numerical data; frequency distributions, averages, dispersion, times series analysis, correlation, causation, and forecasting for practical purposes. Students learning will be facilitated by the use of numerical questions, real examples, and applications across various disciplines.

EC 201 Macroeconomics

The course provides an introduction to Macroeconomics theory. The course covers the topics of circular flow, key macro indicators such as gross domestic product,

unemployment, inflation, interest rates, exchange rates, money supply, balance of payment and price indices. Students will study the historical evolution of macroeconomic theory by examining, comparing and contrasting the various schools of thought. In addition, students will discuss the impact of government interventions by formulating and implementing effective fiscal and monetary policies in pursuit of economic growth, while attempting to control inflation and unemployment.

BU 202 Introduction to Leadership

This leadership course offers a comprehensive introduction into the essence of leadership across various dimensions. Beginning with a foundational exploration of what it means to be a leader, the course progresses through the study of leadership traits, behaviors, and relationships, contingency approaches, and the personal qualities essential in leadership. It emphasizes the role of leaders in building relationships, focusing on skills like motivation, communication, and team leadership, while also addressing diversity and influence. Additionally, the course explores the leader's role as a social architect in shaping organizational culture and leading change. Through this course, students will gain a deep understanding of the multifaceted nature of leadership and develop skills essential for effective leadership in diverse settings.

BU 203 Production & Operation Management

All organizations operate in an environment of increasing operational and technological complexity that pervades every aspect of the business. To succeed managers must have a sound understanding of the many factors that influence the effectiveness of production and operation systems. Operations are at the heart of all service and manufacturing enterprises. Hence, the operational activities and processes need to be carried out effectively and efficiently. Operational decisions made by managers can have a major impact on an organization's competitive performance, profitability, and even on its survival. The focus of this course is on the nature of operations and how managers address the major operations-related problems and opportunities that arise across the range of activities in today's organizations.

BU 204 Organizational Behaviour

In this course, students will explore fundamental principles and practical applications of contemporary theories and methods aimed at comprehending human actions within organizational settings. The course delves into essential insights regarding the dynamics, factors, and consequences of both individual and group behaviours within the context of organizations. Key topics encompass factors influencing motivation, the processes of individual and group decision-making, organizational

communication, the dynamics of teams, leadership, the role of power and politics in organizational dynamics, and techniques for conflict resolution.

BU 205 Business Ethics

This course is designed to address the moral implications of business operations in an effective way. It seeks to make clear how moral standards and ethical principles inform business decisions. The course also poses the topic of whether adding ethical principles improves the success and performance of businesses. This course's main goal is to examine the function and importance of ethics in the corporate world. The course will explore the moral obligations and principles that exist in the relationship between an employer and employee. Finally, it will look into whether competition, marketing, sales, and advertising are restricted in any way by ethical issues. Participants will acquire a practical grasp of how ethics fits into corporate conduct and decision-making through this course.

EC 210 Microeconomics

The course provides an introduction to Microeconomics; discussing the basic concepts about the market and the firm. The course covers the topics of marginal utility, production levels, efficiency, price determination and profit maximization. Students will study the forces of demand and supply, and the different forms of competition. In addition, students will discuss the impact of government interventions on the

market and the firm, and market failures.

FN 301 Financial Management

This course provides students with a comprehensive understanding of the key functions of financial management within an organization. It emphasizes the practical application of financial tools and techniques to facilitate informed decision-making. Students will learn how to analyze financial statements to assess the financial health and performance of a company. They will also gain proficiency in financial planning, which involves forecasting and allocating resources to achieve organizational goals. Additionally, the course covers working capital management, which involves managing a company's short-term assets and liabilities. The course further explores long-term investment decisions, enabling students to apply valuation principles to assess the worth of investment opportunities. By mastering these principles, students will be equipped to make sound investment decisions that align with the organization's strategic objectives.

BU 303 Business Law

This course examines the legal environment in which businesses operate and studies the interaction between business and the legal system. The course covers areas of the law that are integral to operating a business enterprise. Topics include nature and sources of law, contracts,

torts, agency, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities. Students will use case studies throughout, and will apply team-working skills to role-play negotiation scenarios and write contracts. A significant emphasis is placed on practical learning through case studies relevant to the UAE business environment.

BU 304 International Business Environment

This course offers a comprehensive exploration of the international business landscape, focusing on the complexities of globalization and international trade. It delves into the roles and impacts of various international organizations on global market regulation, providing students with a comparative understanding of these entities. The course is designed to equip students with a robust theoretical framework, supplemented by practical, real-world examples. A key component of the course is understanding the critical role of research and development in securing a competitive edge for multinationals in the global marketplace

BU 305 Corporate Communication

The course offers a scholarly examination of the intricacies of communication within the corporate context. Delving into the evolving business environment, it

explores strategic communication planning, corporate brand and reputation management, corporate responsibility, media and internal relations, investor and government engagement, and crisis communication. Students will gain academic insights into crafting messages, managing stakeholder relationships, and responding strategically to unforeseen challenges, equipping them to become adept strategic communicators capable of navigating the complexities of contemporary corporate discourse and enhancing organizational success.

BU 240 Effective Business Writing

In this course, students will learn when and how to write clear persuasive documents while acting as effective members of a team. Student's readings and class materials provide concrete instructions and templates that suggest how to create various business documents. Within a class structure organized around small student workgroups, students will learn how to become effective writers and editors through a process of peer revision. The choice of class materials and resources involve students in activities that encourage critical analysis while building their knowledge of English grammar and effective usage. Students complete a weekly number of readings and class assignments designed to expose them to many different types of documents and rhetorical strategies. By the end of

the course, students will know how to design and present effective communication documents.

IT 300 Introduction to Artificial Intelligence

The aim of this course is to enable students to have a real-world view of AI technology. It covers AI in the context of the areas that AI may be useful, the evaluation of the technology and starting an AI project. It covers the foundations of AI and the subsets and branches of AI like Machine Learning, Neural Networks, NLP and Robotics. Students will use case studies throughout this course to enable them to apply their knowledge to real-life scenarios and develop problem-solving skills.

MR 303 Contemporary Practices in Marketing

The course provides a comprehensive understanding of the modern marketing landscape, focusing on the transformative impact of digital technology. Students will learn about the challenges faced by marketing organizations in the digital age and explore strategies to gain real-time insights into consumer behavior. They learn how to architect data-driven buyer personas, personalize customer journeys, and activate brand purpose effectively. The course also covers building a robust content marketing supply chain, emphasizing the design of captivating customer experiences and the power of storytelling. Students discover ways to disrupt traditional content distribution

methods and explore emerging channels to connect with their target audience. Additionally, the course highlights the significance of personal branding and engagement through social employees, influencers, and Generation Z. By the end of this course, students will possess the knowledge and skills needed to navigate and succeed in today's dynamic marketing environment

BU 306 Consumer Behaviour

This course provides a comprehensive introduction to the concepts, techniques and models of consumer behaviour including the decision-making processes and the influence of environmental forces. Psychological and social factors influencing buying decisions are discussed as well as the managerial implications for planning, executing, and evaluating marketing strategies. For each topic covered a corresponding case study is discussed, enabling students to apply the taught concepts in a practical context.

BU 307 Supply Chain Management

This Supply Chain Management course provides an in-depth exploration of modern supply chain practices, covering key topics like 21st Century Supply Chains, Information Technology, Logistics, Customer Accommodation, Integrated Operations Planning, Procurement, Manufacturing, Inventory, Transportation, Warehousing, Global Supply Chains,

Network Design, Relationship Management, and Performance Measurement. Incorporating Problem-Based Learning sessions and case studies, the course offers a practical understanding of managing efficient, responsive, and innovative supply chains in a global context.

BU 308 Sales and Business Development

The Sales and Business Development course focuses on the pivotal role of sales in driving the success of organizations. Students will explore the responsibilities of sales managers in developing sales personnel, generating new business, and contributing to overall company prosperity. The course emphasizes the global perspective of sales management, covering topics such as marketing and sales strategies for globalization, regional and country-specific profiles, export trade compliance, logistics, and supply chain operations. Through theoretical concepts, practical case studies, and interactive exercises, students will acquire essential sales and negotiation skills, enabling them to effectively drive sales growth, build successful sales teams, and navigate the complexities of the global marketplace.

BU 401 Investment Analysis and Portfolio Management

This course provides an overview of investment analysis and portfolio management. Students will learn the key concepts and techniques for making investment decisions in

different asset classes, including stocks, bonds, and derivatives. Topics covered include the investment setting, asset allocation, securities markets, efficient capital markets, behavioral finance, technical analysis, financial statements and security analysis, equity portfolio management strategies, bond fundamentals and valuation, bond analysis, and portfolio management strategies. The course also covers derivative markets and securities, including forward, futures, swap and option contracts, and other embedded derivatives. In addition, students will learn about active portfolio management, alternative assets, and industry ethics. Students are expected to demonstrate the ability to apply the taught concepts through the analysis of a variety of case studies.

FN 402 International Finance

The international Finance is designed for students pursuing a Bachelor's in Business Administration (BBA) degree. This particular course concentrates on the most recent theories of international finance and how they are put into practice in the real world. In order to make informed corporate decisions, it is essential to have a comprehensive knowledge of the global financial markets, with a focus on foreign exchange markets and world capital markets, which will be covered in this course. Furthermore, effective financial management necessitates the use of hedging strategies and risk management.

The course will cover various aspects related to both international financial markets and the financial operations of a firm within the international environment. The course will cover the following topics: an overview of environment of international finance, balance of payments and exchange market, international monetary system, political risk, international cash management.

AC 111 Managerial Accounting

This course focuses on the responsibilities and functions of management accountants in relation to accounting and financial data for effective business management. It covers the preparation, analysis, and interpretation of this data to support decision-making and strategic planning. Students will learn how to utilize accounting information to evaluate performance, control costs, develop budgets, and make informed managerial decisions

HR 300 Human Resource Management

The course on human resource management offers a comprehensive examination of how human capital is managed in businesses. Students thoroughly grasp everything from labor dynamics, acquisition, and continuous resource development to legal considerations and strategy alignment. The program strongly

emphasizes pay structures, employee assessments, and new developments in HRM, all of which promote flexibility. The global viewpoint takes into account a variety of settings. Students develop critical thinking skills through case studies, putting them in a position to make a major contribution to the development of organisations

MR 302 Digital Marketing

This innovative course delves into the complexities of digital marketing, thereby surpassing traditional marketing paradigms. Students will acquire data analytics and digital advertising expertise, including creating engaging content and effectively employing social media platforms. Effectively navigates the dynamic landscape of customer behaviour in the digital era by mastering strategies that maximise brand visibility and influence. Practical applications are prioritised, guaranteeing that students acquire discernible proficiencies in search engine optimisation, content generation, and campaign analysis.

BU 315 Fundamentals of Enterprise Resource Planning

This course is designed to examine the evolution of enterprise systems from internally focused client/server systems to externally focused e-business. This class studies the types of issues that managers will need to consider in implementing cross-functional integrated enterprise systems. The course covers the

general nature of enterprise computing, re-engineering principles and the technical foundations of enterprise information architectures. Students will also learn about the different vendors of enterprise information systems and their products. Topics include the tools and methodology, modules, processes, and industry initiatives.

BU 316 Customer Relationship Management

This precisely designed course seeks to acquaint students with the broad scope, goals, and essential customer relationship management (CRM) components. This course's participants will thoroughly investigate the complex systems and ideas that support efficient customer relationship management. The curriculum includes a wide range of topics, including The Loyalty Concept, Business-to-Business dynamics, Business-to-Customer interactions, logistics and supply chain complexities, relationship management analysis phases, strategic focal points, the subtleties of retention and acquisition strategies, and the craft of effective campaign management.

BU 403 Business Research Methodology

This Business Methods course offers an in-depth exploration of research methodologies in the business realm, covering the entire research process. Students will engage with the foundations of business research, including strategy formulation, research design, and

question development. The course also addresses the ethical considerations in business research and effective communication of research findings. Further, it delves into quantitative methods, from data collection to inferential statistics, and qualitative approaches including ethnography and focus groups. A special segment on mixed methods research illustrates the integration of quantitative and qualitative techniques

IT 404 Business Intelligence and Data Analytics

This course offers a thorough examination of data science, analytics, and business intelligence, giving students a well-rounded grasp of these rapidly evolving topics. It goes over the basic ideas and methods needed to apply analytics to a range of business problems. Important topics covered in the program include data warehousing, business intelligence, statistical analysis, data sources, exploratory and confirmatory analytics, data visualization, and real-world applications in operations, finance, accounting, and marketing.

BU 405 Project Management

This course is an introduction to the project management concepts and applications. It covers topics necessary for laying a good foundation of Project Management purpose, function and importance in the contemporary business environment. The course examines

concepts, practices, purpose and functional aspects, management and controlling in Project Management. It covers Planning, Managing Risk, Estimating and Feasibility Analysis, Work Breakdown Structures, Introduction to Project Start –up, role of Project Manager, and Project Management Office (PMO).

BU 406 Business Strategy:

This course aims to acquaint students with the foundations of corporate strategy, including the essentials of how strategies are created and implemented. The students will examine and contrast the many layers of strategy, such as corporate, business, and market strategies. The course will explore key models and tools for strategic analysis that are used to examine the market, the company, and the business environment as a whole.

The course aims to give students a strong theoretical basis and pertinent case studies to support their development of analytical and decision-making abilities in the field of strategic management. By the completion of the course, students should be able to make well-informed judgments, select from a range of possibilities, and create strategic action plans that will allow them to implement strategies in an efficient manner to gain a lasting competitive advantage.

BU 490 BA Project

This course is a guided research project designed to provide students with the ability to produce an extended original research

project. The research activity will include clear defined hypothesis and research objectives followed by a critical review of the relevant literature, and a discussion of relevant theories and methodologies. Student will collect original data using appropriate research methods.

Primary data and secondary data sets will be collected, examined and analyzed. Students should be able to present a well-structured discussion based on the findings of the data analysis. Students should be able to demonstrate the ability to draw concise and precise conclusions reflecting on the research objectives and linking to the underpinning theory.

The project provides students with an opportunity to develop their analytical and problem solving skills in an autonomous manner in order to enhance their employability. The project will provide students with a substantial degree of self-confidence and personal satisfaction, based on the experience of studying and researching an area independently. The course is designed to enhance a student-centered approach to deep learning and instill the life-long learning skill of self-directed research.

The time allocated for this course is about 270 hours of self-directed learning. Students will study under the supervision of a member of academic staff. Students will be introduced to research projects and

will study the basics of research methods in small groups by attending seminars led by the instructor. The student-centered learning takes the form of directed reading and self-directed research to produce a final report on the research project. Students will be clearly advised about the format and structure of the report.

BU 499 BA Internship

The internship is a mandatory part of the BA program that is designed to provide students with a guided, professional experience through a work placement that combines academic and professional components as a managed transition towards professional careers. Students will undertake a placement within a business, government, or non-profit organization in the UAE. The internship is an opportunity for students to apply what they have learned to the complex and multi-faceted functioning of an organization in the 'real world'.

The internship experience helps students to build their confidence, promote their personal and professional development, and better understand their career goals and decisions. The internship will help students to be more competitive in the job market following graduation.

BU 317 Quantitative Analysis for Better Decision-Making

This course introduces the concepts and practice of data Analytics. It

offers a comprehensive understanding of data analytics. Analytics is all about turning data into insights to help companies make smarter decisions. In this subject, students will learn how to work with data, use data analysis software, and make sense of business information, while using numbers and charts to tell stories about a company's performance.

BU 318 Principles of Retail Management

This course enables students to examine the main principles and scope of retailing functions, including the business context of retailing, competition, pricing, types of retail formats and operations, managing retail stores and their day-to-day operations. Key topics include retail channels, marketing retail strategy, retail location, retail information system, supply chain and client relations management. Merchandise management is explored including planning process, merchandise buying and retail pricing.

BU 319 Entrepreneurship for Small Retail Business

The course focuses on developing learners managerial skills to administer a small business. This will include the business planning, financial management and resources deployed to run a successful small business. A focus on UAE retail sector landscape is explored to obtain a stronger understanding of the course key concepts.

Students are expected to examine the challenges involved in starting and operating a successful small business, selecting the location, determining how to borrow money. In addition, budgeting and credit issues are discussed.

FN 320 Introduction to Islamic Banking and Finance

The course aims to introduce the students to the concept of Islamic banking and finance. Students are expected to identify and explain the basis of Islamic banking and finance; the development of the Islamic finance and banking industry. Students should be able to compare and contrast Islamic banking and conventional banking and realize that the former is based on Islamic-ethical principles. The course provides an overview of the different modes of Islamic banking and finance systems such as Murabaha, Musawama, Mudharaba, Musharaka and Ijara.

BU 320 Risk Management

The Course provides students with a comprehensive understanding of the evolving field of risk management. As risk management methods continue to advance, the role of Risk Managers becomes more specialized and critical. This course explores the necessary evolution of risk management and introduces the concept of a "risk outlook" to illuminate effective risk management strategies. Students will learn to expand the time horizon in considering risks, think critically about long-term implications, challenge conventional wisdom, and navigate complex and

unconventional crises. The course covers various aspects of risk management across different sectors, including corporate risk management, banking regulations, credit risk, market risk, interest rate risk, asset/liability management, credit scoring, operational risk, and more. Through the examination of real-world case studies and theoretical frameworks, students will develop practical skills in risk assessment, measurement, and mitigation. By the end of the course, students will be equipped to analyze and manage risks effectively in a dynamic and ever-changing business environment.

BU 321 Risk Management

This course is designed to introduce BBA students to the principles and practices of quality management in the context of business organizations. Students will learn about quality management frameworks, tools, and techniques that are used to improve the efficiency and effectiveness of business processes. They will also learn about the role of quality management in enhancing customer satisfaction, ensuring compliance with regulatory requirements, and fostering a culture of continuous improvement in organizations.

BU 422 Knowledge Management

This course focuses on the theory and practice of knowledge management in the organizational context. Students are introduced to the basic concepts of knowledge management systems in the context of business management. Students

are expected to analyze and evaluate the impact of embracing a developed knowledge and information management system on the decision making process.

10.4 College of Health Sciences

HS 100 Biology and Laboratory:

This course introduces fundamental concepts and principles of biology. Topics include biological chemistry, cell biology, metabolism and energy, cell reproduction, molecular biology and inheritance. Investigative laboratory exercises develop skills in basic techniques and reinforce lecture material.

HS 105 Chemistry I and Laboratory:

The course illustrates elements and compounds, atomic structure, types of reactions and stoichiometry. It explains theories of bonding, electronic configuration of the atom and the periodic table. It examines ionic and molecular compounds, bonding, equilibrium, gases, liquids and solids. It inspects acids and bases and buffers.

HS 110 Physics for Health Sciences:

Physics is the study of nature and how it works. This course introduces two broad areas of basic physics: mechanics and electromagnetism. Mechanics describes the motion and forces of physical objects, while electromagnetism describes the behavior of electrical charges and electromagnetic waves. Other topics of interest may be presented based on available time.

HS 200 Microbiology for Health Sciences and Laboratory:

This course provides an in-depth examination of bacteria, fungi, parasites, and viruses as agents of human disease, with emphasis on the pathogenesis, epidemiology, and laboratory diagnosis of infectious diseases.

HS 205 Chemistry II and Laboratory:

Continuation of HS 105, Kinetics and equilibrium, solution chemistry, energy changes in chemical reactions, descriptive inorganic chemistry.

HS 230 Technical Writing / Public Speaking:

Throughout the semester, students will be required to give presentations and write technical pieces. These presentations are designed to give students experience in a range of speaking situations. The technical written pieces are designed to provide students the ability to effectively communicate in a variety of written forms including but not limited to emails, memos, inspection summaries and meeting minutes. Public speaking class is unlike many other classes in that it directly applies to students' lives currently and in the future. Public speaking skills are invaluable no matter what your profession or goals. Students will receive direct instruction on how to write presentation outlines, present speeches, use visual aids, and make audience centered presentations. Presentation should be fun, but can be intimidating. The best way to ease the pressure of a presentation is to be prepared. Any student with concerns

about giving presentation should see the instructor at least 48 hours before the speech and we can discuss any concerns that may arise.

HS 250 Introduction to Health

Sciences:

This introductory level course provides an overview of a range of fundamental health care concepts. This course provides students an orientation to health care and the different key professions involved in providing healthcare. The course is designed to develop and enhance an understanding of the roles and responsibilities of each career major: nursing, medicine, dentistry, and allied health. The course provides general view related to health and illness and health care delivery system in UAE. Special emphasis on evidence-based health care practice is provided. The course will help students to begin using learning resources and develop skills for self-directed learning. Communication and leadership skills will be emphasized as the student learns about the health care industry.

HS 260 Introduction to Public Health:

This course focuses on the interdisciplinary nature of public health. The course examines the major domains of public health especially introducing what is public health and how to potentially apply public health to dealing with health issues. The content of course will focus on basic material related to the five public health foundation courses including Health Services, Epidemiology, Social/Behavioral

Science and Biostatistics. A review will be integrated to include the biomedical basis of public health, some historical developments of public health, the role of health ethics especially in research and the future challenges to public health. The course will also present an introduction to the crosscutting areas of public health including: communication and informatics, diversity and culture, leadership, public health biology, professionalism, program planning, and systems thinking.

HS 305 Organic Chemistry and

Laboratory:

This course covers bonding, structure, reaction theory, aliphatic hydrocarbons, functional groups, stereochemistry, aromatic hydrocarbons, spectroscopy, substitution reactions, and elimination reactions of organic compounds.

HM 300 Introduction to Healthcare Management:

The course introduces students to systems theory and systems approach and examine selected managerial concepts and methodologies basic to the management of health systems. Management and managerial processes will be defined and managerial functions will be discussed. The course will provide a survey of selected topics directly related to managerial process and functions such as managerial roles, functions and authority; hospital organization and functions, decision making, planning, forecasting and

planning tools; organizing, division of work and departmentalization, delegation and authority; leadership, motivation, and discipline; controlling and quality management.

HM 302 Ethical and Legal Principles in Healthcare:

This course presents an overview of the legal and ethical issues encountered by healthcare professionals and administrators. The course teaches a systematic approach to ethical and legal reasoning to help student respond to challenging situation faced in healthcare. The course will introduce students to the legal aspects of health care in the UAE.

HM 304 Leadership, Management and Governance:

This course explores selected theories and concepts that shape the leadership and management practices to foster effective, efficient and responsive health systems. The principles and concepts of systems theory will be explored and used as a framework to analyse and understand health systems. The course introduces students to management concepts, principles and practices. Contemporary issues such as quality, patient safety, and technology are integrated with traditional management functions of planning, organizing, leading and controlling.

HM 306 Human Resource Management in Healthcare:

This course is emphasizing the concept of human resources in health care settings. It aims to improve the

skills and knowledge of students in different aspects of human resources management in health sectors. It will introduce the students to the challenges facing human resources in health such as, cost of health care, increased demand, shortage and surplus and increasing dissatisfaction within the health care sectors. It focuses on the major managerial aspects such as recruitment procedures and the performance appraisal of different categories providing health care in the health facilities. As UAE is importing almost its entire healthcare workforce, the course will introduce students to the UAE – specific human resource challenges related to these phenomena.

HM 308 Quality Management in Healthcare:

This course provides students with the theory, principles and tools of managing (QM) and improving (QI) quality in health and nursing systems. Through this course, students will be introduced to the concepts of quality, quality management, continuous quality improvement (CQI) and other relevant concepts and their practice and application in a variety of nursing and health care systems. Different approaches to improving quality of health and nursing care will be discussed. Hospital accreditation and standards in international settings will be given special attention in this course. In this course, a systems approach will be followed. Additional topics will include: approaches to improving quality, accreditation, standards, quality tools, quality measurement, indicators of quality,

Baldrige performance excellence criteria, hospital accreditation standards, among others.

HM 310 Planning Healthcare:

Health care planning is necessary to develop strategic directions and service developments for health systems, facilities and services. Health care planners develop, manage and coordinate strategic and service planning for health care organizations and systems. This course is designed to introduce students to the key concepts, principles, and tools of planning for health care industry. Important principles such as equity, effectiveness (safety and outcomes), appropriateness and efficiency will be discussed in this course.

HM 312 Financing of Healthcare Organizations:

The course introduces students to the application of the concepts of financial management within health care organizations, to include financial planning principles, reimbursement procedures, governmental regulation and legal restraints.

HM 314 Computer Applications for Health Managers:

This introductory level course provides an overview of a range of selected computer applications. Computer applications, standalone or as part of information systems, play important role in enhancing the productivity of employees and organizations. This course is designed to introduce students to the most commonly used computer

applications used by health care managers and organizations to manage its processes, operations, resources and assets.

HM 200 Epidemiology and Population Health:

The course covers the principles and methods of epidemiology. It studies trends and patterns of diseases and their impact on population health as illustrated using specific examples of infectious, non-infectious diseases, and hazardous materials emphasizing on environmental factors. Measurement of disease burden in populations will be discussed. Special emphasis will be given to determinants of health, and epidemiological methods in risk analysis.

HM 402 Operations Management in Healthcare:

This course covers the basics of operations management and explains how operations and process improvement relate to contemporary healthcare trends. The basic purpose of this course is to allow students to apply the concepts and methods of operations management to the health care setting. Several operations management concepts will be introduced. Such concepts include performance improvement, balanced scorecard, project management, quality management, operations strategy, process design, forecasting, inventory management, and scheduling.

HM 404 Health Policy Formulation:

Healthy populations tend to lead happy and economically productive

lives. It is the duty of governments, health systems and other societal systems to ensure the highest level of population health. Governments, through funding, legislation, and provision of health services, play an important role in influencing health status of people. Politics significantly influences the structure, financing, distribution and delivery of health care services. This course provides students with knowledge, framework and tools necessary to understand and analyze health policy issues. Health policy making process will be introduced and discussed. Various policies with impact on the health care system will be discussed and analyzed. The course addresses issues facing health care systems and the policies to deal with these issues. This course will introduce students to the health care systems; stakeholders, delivery, financiers, government involvement, issues, and politics of health care. Students will analyze current health policy issues, define health and health policy, recognize the impact and importance of health politics and health policy, and understand the context and process of health policymaking in developed and developing countries and in the UAE.

HM 406 Healthcare Economics:

The course aims to provide knowledge about both theoretical and empirical frameworks for answering questions related to economics of health and/or health care. Understanding the complexities of problems related to the supply of and the demand for health care services is important health care

professionals. The course discusses and describes the allocation of health care resources, with respect to demand and supply of health care. Roles of hospitals, physicians, and health insurance; market imperfections and their role in economics of health care are discussed.

HM 408 Health Informatics:

United Arab Emirates is among the leading nations in the world in the adoption of health informatics tools to support the pursuit of better health of its people. Health care is provided in complex systems through information-intensive processes. The provision of quality health care depends on the quality and timely availability of health information and data. This course introduces health care students to the utilization of information systems and technology in the management of health care data and information. Topics include: systems theory, overview of information systems, IS in organizations, components of IS, hardware, software, database concepts and management systems, telecommunications and networks, electronic health records (EHR), clinical decision support systems, picture archiving and communications systems (PACS), personal health records (PHR), standards, and privacy and security of health information.

HM 490 Practicum:

The practicum is a closely supervised field-based learning experience that takes place in a healthcare

organization. Examples of such organizations are hospitals, health centres, polyclinic, healthcare information systems vendors, and Insurance providers. The practicum allows the student to attain practical experience while pursuing the achievement of stated educational objectives and is designed to provide the student the opportunity to test theories and to practice skills learned in the course of study. The practicum experience is to be structured in a way to provide the student an exposure to key structures and operations utilized in the health care facility and an opportunity to assess the effectiveness and efficiency of these systems and suggest changes to the organization, when applicable. This is a capstone course and requires program director approval.

HM 491 Project in Healthcare Management:

Graduation project is an in-depth assignment involving a large number of planned and related activities organized around a particular need, problem, or challenge in which the student is to be a key player in achieving the predetermined set of goals and objectives. Graduation project illustrates a learning experience that completes an important requirement in student's educational progress.

The project is organized around a particular need for improvement or problem and is based on students' training experience in other courses. The challenge of the graduation project is to identify an "opportunity for improvement" (problem) in the

context of health services and structure it as an issue requiring an action. A successfully completed graduation project ensures that students have applied, analyzed, synthesized, and evaluated information and communicated significant knowledge about their chosen topic.

The time allocated for this course is about 270 hours of self-directed learning. Students will study under the supervision of a member of academic staff. Students will be introduced to research projects and will study the basics of research methods in small groups by attending seminars led by the instructor. The student-centered learning takes the form of directed reading and self-directed research to produce a final report on the research project. Students will be clearly advised about the format and structure of the report.

HM 499 HM Internship:

The internship is a mandatory part of the BSc in Healthcare Management program that is designed to provide students with a guided, professional experience through a work placement that combines academic and professional components as a managed transition towards professional careers. Students will undertake a placement within health care organization in the UAE. The internship is an opportunity for students to apply what they have learned to the complex and multi-faceted functioning of a healthcare organization in the 'real world'.

The internship experience helps students to build their confidence, promote their personal and professional development, and better understand their career goals and decisions.

10.5 College of Islamic and Arabic Studies

10.5.1 Bachelor of Islamic Studies

10.5.1.1 Islamic Studies Courses – College Level

المدخل إلى العقيدة الإسلامية IA 100

يدرس الطالب في هذا المساق: الغاية من خلق الخلق، التدين أمر فطري، طرود الشرك، طريفان للهداية: الفطرة والوحي، حاجة البشر إلى الرسالة، التعريف بعلم العقيدة، وأهميته، العلاقة بين العقيدة والشريعة، تلقي الصحابة المنهج الكامل في الاعتقاد.

التعريف بالمصطلحات العقيدية: أسماء العقيدة، موضوعاتها، عوامل نشأة تدوين العقيدة، مصادر العقيدة، الانحرافات في فهم الكتاب والسنة دائر بين سوء النية والجهل، الغلو والجفاء، وأهم خصائص العقيدة، وجوب التزام العقيدة الصحيحة، التزام منهج أهل السنة، وجوب لزوم الجماعة، وسطية أهل السنة، حديث الافتراق، أسماء أهل السنة، أسسهم وخصائصهم، التحذير من البدع.

مسألة أول واجب على العبد، تعريف التوحيد، أنواعه، شهادة التوحيد، حقيقة دعوة الرسل، الشرك والكفر، النفاق، الولاء والبراء، موالاة آل البيت والصحابة والمؤمنين.

المدخل إلى الفقه الإسلامي IA 115

يدرس الطالب في هذا المساق تعريف الفقه والفقيه وأنواع الفقه، وخصائص الفقه ومميزاته، ومصادر الفقه المتفق عليها، والمختلف فيها، وآلات الفقه كأصول الفقه، والقواعد الفقهية، ومقاصد الشريعة باختصار، ومرآل نشأة الفقه مروراً بالمذاهب الفقهية المعروفة إلى النشاط الفقهي في العصر الحديث المتمثل في المجمع

والموسوعات، مع معرفة أشهر المصطلحات الفقهية الخاصة، وأسباب الاختلاف الفقهي وأدابه.

يهدف المساق إلى تعريف الطالب بالمفاهيم والمصطلحات الفقهية، وبيان العصور التاريخية التي مر بها الفقه الإسلامي وخصائص كل عصر، والإمام بالحركة الفقهية في العصر الحاضر، وإدراك أهمية تقنين الفقه الإسلامي وتكوين قاعدة علمية لدى الطالب تمكنه من إتمام دراساته الشرعية. وأيضاً الاطمئنان إلى أن ما قرره الفقهاء من آراء إنما هي مبنية على أدلة من الكتاب والسنة، بعيدة عن التعصب.

علوم القرآن IA 130

تضمن المساق: تاريخ علوم القرآن وتطوره، وأهم المصنفات فيه، تعريف الوحي، نزول القرآن، المكي والمدني، أسماء القرآن وأوصافه، كتابة القرآن وجمعه، حفظه ورواته والقراءات القرآنية، غريب القرآن، وإعرابه، الوجوه والنظائر، ما يحتاجه إليه المفسر، المحكم والمتشابه، الناسخ والمنسوخ، الحقيقة والمجاز، فواتح السور، المناسبات، ترتيب القرآن، إعجاز القرآن، أمثال القرآن، أقسام القرآن، فضائل القرآن، خواص القرآن، رسم القرآن، ترجمة القرآن.

ويهدف هذا المساق إلى: تمكن الطالب من معرفة العلوم المتعلقة بالقرآن الكريم، وتطوره، والمصنفات فيه، ومباحثه، وتأهيله لمواجهة الأفكار الهدامة المتعلقة بالقرآن الكريم والرد عليها، ويقت الطالب على خصوصية هذا المصدر، وكيفية تحليل نصوصه، والاستنباط منه، وتوظيفه في حياته العلمية والدعوية، وإعداد البحوث فيه.

التلاوة والحفظ والتجويد (1) IA 131

يتضمن المساق مقدمة في أهمية تلاوة القرآن الكريم، وأدب حملته، ثم كيفية حفظ القرآن، وشرح مقدمات في التجويد: تعريفه، حكمه، فضله، نبذة عن تاريخه، الاستعاذة والبسملة وأحكامهما، اللحن: تعريفه، أنواع، مراتب القراءة الثلاث، شروط القراءة الصحيحة، مع التدريب على حسن التلاوة، وحفظ الجزء الأول من القرآن الكريم.

يهدف هذا المساق إلى شحذ همم الطلاب والاهتمام بتلاوة القرآن الكريم، والتأديب بأخلاق قارئيه،

وإرشاده إلى كيفية حفظه، فهذا أصل مصدر العلوم الإسلامية، وما هي الطريقة المثلى لحفظ القرآن الكريم، ثم معرفة ما يتعلق بمقدمات علم التجويد، مع تحسين التلاوة والحفظ، وتوظيف هذا الحفظ والتلاوة في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (2) IA 132

يتضمن المساق أحكام النون الساكنة والتنوين، وأحكام الميم الساكنة، وحكم النون والميم المشددين، وأحكام اللامات السواكن وحكمها في القرآن الكريم، مع التدريب على حسن التلاوة، وحفظ الجزء الثاني من القرآن الكريم.

يهدف هذا المساق إلى: شحذ همم الطلاب والاهتمام بتلاوة القرآن الكريم، فهذا أصل مصدر العلوم الإسلامية، ثم معرفة ما يتعلق ببعض أحكام التجويد ليحسن التلاوة والحفظ، ويوظف هذا الحفظ والتلاوة في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (3) IA 133

يتضمن المساق بيان مخارج الحروف: تعريفاً، ترتيباً، عدّاً، وبيان مخرج كل حرف، وبيان ألقاب الحروف، مع التدريب على حسن التلاوة وحفظ الجزء الثالث من القرآن الكريم.

يهدف هذا المساق إلى: شحذ همم الطلاب والاهتمام بتلاوة القرآن الكريم، فهذا أصل مصدر العلوم الإسلامية، ثم معرفة ما يتعلق بمخارج حروف أي القرآن الكريم، مع تحسين التلاوة والحفظ، وتوظيف هذا الحفظ والتلاوة في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (4) IA 134

يتضمن المساق دراسة صفات الحروف: تعريفاً، فائدةً، أقساماً، مع التدريب على حسن التلاوة، وحفظ الجزء الرابع من القرآن الكريم.

يهدف هذا المساق إلى: شحذ همم الطلاب والاهتمام بتلاوة القرآن الكريم، فهذا أصل مصدر العلوم الإسلامية، ثم معرفة ما يتعلق بصفات أي القرآن الكريم، مع تحسين التلاوة والحفظ، وتوظيف هذا الحفظ والتلاوة في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (5) IA 135

يتضمن المساق دراسة الهمزة المتماثلين والمتجانسين والمتقاربين والمتباعدين في الصفات، وصفة التفخيم والترقيق، مع التدريب على حسن التلاوة، وحفظ الجزء الخامس من القرآن الكريم.

يهدف هذا المساق إلى: إدراك الطالب لمعرفة هذه الأوصاف، وبقيّة صفات الحروف، وكيفية تطبيقها في واقع التلاوة، ومعرفة الفروق بين الصفات نظراً عملياً، مع تحسين التلاوة وحفظ المقرر، وتوظيف ذلك في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (6) IA 136

يتضمن المساق دراسة المدّ والقصر: تعريفاً، أنواعاً، وأحكاماً، مع التدريب على حسن التلاوة، وحفظ الجزء السادس من القرآن الكريم.

يهدف هذا المساق إلى معرفة الطالب بأحكام المد والقصر، وأنواعها، ومواقعها، وكيفية تطبيقها في واقع التلاوة، ومعرفة الفروق بين الممدود والمقصور نظراً عملياً، مع تحسين التلاوة وحفظ المقرر، وتوظيف ذلك في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (7) IA 137

يتضمن المساق دراسة الوقف والابتداء في القرآن الكريم: تعريفاً، أنواعاً، وأحكاماً، مع التدريب على حسن التلاوة، وحفظ الجزء السابع من القرآن الكريم.

يهدف هذا المساق إلى إدراك الطالب لأحكام الوقف والابتداء، وأنواعها، ومواقعها، وكيفية تطبيقها في واقع التلاوة، ومعرفة الفروق بين الوقف وأنواع الابتداء نظراً عملياً، مع تحسين التلاوة وحفظ المقرر، وتوظيف ذلك في حياته العلمية والدعوية.

التلاوة والحفظ والتجويد (8) IA 138

يتضمن المساق دراسة المقطوع والموصول رسماً في القرآن الكريم: تعريفاً، أنواعاً، وأحكاماً، وبيان رسم تاء التانيث الساكنة في آيات القرآن الكريم، مع التدريب على حسن التلاوة، وحفظ الجزء الثامن من القرآن الكريم.

يهدف هذا المساق إلى إدراك الطالب لأحكام المقطوع والموصول رسماً، ومواقعها، ومعرفة كيفية رسم تاء التانيث الساكنة في جميع مواضع القرآن الكريم، وكيفية تطبيقها في واقع التلاوة،

ومعرفة الفروق بين المقطوع والموصول نطاقاً عملياً، مع تحسين التلاوة وحفظ المقرر، وتوظيف ذلك في حياته العلمية والدعوية.

علوم الحديث 145 IA

بيان مدلول علوم الحديث، وموضوعه، وأهميته، ونشأته، وأهم مصادره، وتدوينه، وأنواع الحديث من حيث المنتهى الذي وصل إليه، ومن حيث عدد رواته، ومن حيث القبول والرد، وعلم الرجال وصفاتهم وألقابهم، وصفة من تقبل روايته، ومن ترد، وطرق التحمل والأداء.

يهدف هذا المساق إلى معرفة قوانين الرواية والدراية وقواعدها ومصطلحات المحدثين التي يعرف بها مقبول الحديث من مردوده وصفة من تقبل روايته ومن لا تقبل روايته، وأيضاً تقدير جهود العلماء التي بذلها في الحفاظ على الحديث نقياً سليماً من تحريف الغالين وانتحال المبطلين والحرص على العمل بالأحاديث الصحيحة واجتناب الأحاديث الموضوعية والضعيفة والتعامل مع المصادر والمراجع الحديثية ليدرك من تقبل روايته ممن ترد من خلال تراجمهم، وأيضاً سلوك السبل التي سلكها علمائنا في الحكم على الأخبار بموازينهم التي وضعوها.

منهج البحث العلمي 175 IA

في هذا المساق يتعلم الطالب أهمية البحث العلمي وغاياته وأساليبه بدءاً من التفكير بالمشكلة وانتهاء بحلها، وما يتوجب عمله لإنجاز بحث ناجح من معرفة بأصول البحث وقواعد التوثيق والكتابة وتحقق المخطوطات والتعامل مع المصادر المعتمدة من مصادر الدراسات الإسلامية في مختلف التخصصات (التفسير وعلوم القرآن الحديث الشريف وعلومه، العقيدة والفرق، الفقه وأصوله...)، ويتضمن المساق في شقه الآخر تدريباً عملياً على البحث في مصادر الدراسات الإسلامية وأصول التعامل معها، واستخدام الحاسوب والوسائل المعاصرة في البحث.

يهدف هذا المساق إلى تعريف الطالب على خطوات كتابة البحث العلمي، وتدريبه على الإحاطة بقواعد وأسس كتابة البحث الشرعي، والقدرة على كتابة البحث الشرعي بمنهجية علمية أصيلة وتنمية روح البحث العلمي عند الطالب وتعزيز قيم الصبر والمثابرة عنده، والالتزام بالتأليف الهادف النافع.

النحو والصرف (1) 260 IA

يتضمن هذا المساق: الكلمة: تعريفها، أقسامها، والاسم: تعريفه، علاماته، أقسامه، والفعل: تعريفه، أقسامه، علاماته، إعرابه، والحرف: تعريفه، علامته، حكمه، والإعراب: تعريفه، علاماته، أنواعه، والأسماء الستة، والمثنى، وجمع المذكر السالم، وجمع المؤنث السالم، والممنوع من الصرف، والأمثلة الخمسة، ورفع المضارع، ونواصب المضارع، وجوزم المضارع، والنكرة والمعرفة، والضمائر، والعلم، وإعراب اسم الإشارة، والاسم الموصول، والمعرف (بال)، والمضاف، والمبتدأ والخبر، وكان وأخواتها، وإن وأخواتها، ولا النافية للجنس، وباب ظن وأخواتها.

يهدف هذا المساق إلى: معرفة استخدام المصادر الأصلية للإسلام بطريقة لغوية صحيحة، ويصبح قادراً على تحليل النصوص الشرعية، ومستنبطاً منها الأحكام العملية في حياته اليومية، قادراً على إعداد بحوث سليمة وفق قواعد لغوية محفوظة، وينتفع بذلك في حياته العلمية وسيره العملي.

النحو والصرف (2) 261 IA

تضمن هذا المساق: الفاعل، ونائب الفاعل، والاشتغال، والتنازع، والمنصوبات: المفعول به، والمنادى، والترخيم، والاستغاثة، والندبة، والمفعول المطلق، والمفعول له، والمفعول معه، والمفعول فيه، وأسماء الزمان والمكان، والحال، والتمييز، والمستثنى. ومخفوضات الأسماء: المجرور بحرف، والمجرور بالإضافة. والأسماء العاملة عمل أفعالها: اسم الفعل، والمصدر، واسم الفاعل، وأمثلة المبالغة، واسم المفعول، والصفة المشبهة باسم الفاعل، وأحكام المعمول، واسم التفضيل، والتوابع: النعت، والتوكيد، وعطف البيان، وعطف النسق، والبدل، وحكم الأعداد، والتعجب.

يهدف هذا المساق إلى: معرفة استخدام المصادر الأصلية للإسلام بطريقة لغوية صحيحة، ويصبح قادراً على تحليل النصوص الشرعية، ومستنبطاً منها الأحكام العملية في حياته اليومية، قادراً على إعداد بحوث سليمة وفق قواعد لغوية محفوظة، وينتفع بذلك في حياته العلمية وسيره العملي.

معاجم وفقه اللغة 270 IA

تضمن هذا المساق: التعريف بمعاجم اللغة: أهمها، مراحل النشأة، معاجم كل مرحلة، مقارنة بين

المعاجم، مميزات كل مرحلة وعيوبها، دراسة مقدمة الجاسوس على القاموس، مع أمثلة تطبيقية على معجمي: القاموس، والصحاح، ومقاييس اللغة لابن فارس، والعباب للصاغاني.

ويضمن المساق فقه اللغة: تعريفاً، أهمية، وثمراته، مصادره، واضعه، لهجات العرب وأثرها على فقه اللغة، القلب، الإبدال المشترك، المتضاد، المشجر، المسلسل، الاتباع، المترادف، الاضطراد والشذوذ، تركيب اللغات، الأصلان يتقاربان، الحرفان المتقاربان، الاشتقاق الأكبر والأصغر والأوسط، تصاقب الألفاظ لتصاقب المعاني، أساس الألفاظ، أشباه المعاني، ورود اللفظ المحتمل، قوة اللفظ لقوة المعنى.

يهدف هذا المساق إلى: تمكين الطالب من استخدام المصادر اللغوية بطريقة صحيحة، ويصبح قادراً على تحليل النصوص وتفكيكها، وقادراً على إعداد بحوث سليمة وفق قواعد لغوية محفوظة، وينتفع بذلك في حياته العلمية وسيره العملي.

البلاغة IA 361:

يتضمن المساق علم البلاغة من حيث: تعريفه، موضوعه، ثمرته، فضله، نسبه للعلوم، واضعه، نشأته، مصادره، مسائله: علم المعاني، تعريفه، الإسناد الخبري، أحوال المسند إليه، أحوال المسند، أحوال متعلقات الفعل، القصر، الإنشاء، الفصل والوصل، الإيجاز والإطناب والمساواة، وعلم البيان: تعريفه، ما يتضمنه، التشبيه، الحقيقة والمجاز، الكناية، وعلم البديع: تعريفه، أنواعه، أمثلة كل نوع، مع الدلالة لكل نوع، ومدارسه التدريبات والتطبيقات الوافية.

ويهدف هذا المساق إلى: تمكين الطالب بالمعارف البلاغية من المصادر الأصلية، وتكوين ملكة التحليل النصي، مع صفق مهارات الطالب ليدير التعامل مع الأسلوب العصري في التحادث، وينمي مهارات الطالب في إعداد بحوث علمية مميزة بأسلوب بلاغي رفيع، ويعد الطالب بكفاءة عالية مصقولة بأخلاق المهنة البلاغية.

الخطابة IA 375:

يتضمن المساق: تعريف الخطابة وتاريخها، أهميتها، أنواع الخطب، كيفية إعداد الخطبة، كيفية إعداد المادة للخطب، وصفات الخطيب الناجح، صوت الخطيب، حركات الخطيب، مراعاة

الأحوال، مقومات النجاح في الخطبة، سلبيات يجب تجنبها في الخطبة والخطيب، الأحكام الفقهية للخطبة، تدريبات عملية وتطبيقات على الخطابة، نماذج من الخطب: العصر الجاهلي، خطب الرسول صلى الله عليه وسلم، خطب الخلفاء الراشدين.

يهدف هذا المساق إلى: معرفة الطالب بالمصادر الأساسية التي يستقي منها مادة الخطابة، وكيف ينزلها في الواقع عملياً في خطبه، ومواعظه، ويوظف ذلك في معالجة قضايا العصر، ويصبح ممكناً في الخطاب والدعوة لينفع في حياته العلمية والعملية.

10.5.1.2 Islamic Studies Courses – Program Level

الإيمان (1) IS 200

يدرس الطالب في هذا المساق الإيمان مع الركن الأول منه، ويتضمن: الإيمان: تعريفه، أركانه، أدلته، زيادته ونقصانه، اختلاف الناس في الإيمان، مرتبة العمل من الإيمان، شعب الإيمان، مراتب الناس في الإيمان، العلاقة بين الإيمان والإسلام والإحسان، حلاوة الإيمان وثمراته.

ويتضمن: الإيمان بالله، معناه، الإيمان بوجوده، أدلة وجوده، شبهات المخالفين والرد عليها، والإيمان بربوبيته، أدلة الربوبية، إقرار الناس بالربوبية، لازم الربوبية، والإيمان بألوهيته، أدلة الألوهية، الاختلاف في الألوهية، الغاية العظمى من إرسال الرسل، حقيقة الاختلاف بين الرسل، وأقوامهم، والعبادة، أنواع العبادة، التوسل، والإيمان بأسماء الله وصفاته: تعريفهما، قواعد مهمة في أسماء الله تعالى وصفاته، عد الأسماء، التحذير من التشبيه والتعطيل، أثر الإيمان بالربوبية والألوهية والأسماء والصفات.

يهدف هذا المساق إلى: تمكين الطالب من معرفة الإيمان وأركانه، ويدرك في هذا المساق الإيمان بالله تعالى على وجه التفصيل، ويكون ملكة التحليل لأسس ومقومات الإيمان بالله تعالى، وإعداد البحوث في ذلك، وإظهار آثار الإيمان بالله تعالى عليه.

الإيمان (2) IS 201

يدرس الطالب في هذا المساق الركن الثاني من أركان الإيمان إلى الركن الرابع، ويتضمن: مفهوم الإيمان بالعالم الغيبي، وجوب الإيمان بالملائكة، تعريفهم، جنسهم، أدلة وجودهم، أسماؤهم،

صفاتهم الخلقية، صفاتهم الخلقية، عبادتهم، الملائكة وبنو آدم، واجبنا تجاههم، حكم من أنكر وجودهم، أهمية الإيمان بهم وأثره على الإنسان.

والإيمان بالكتب: معناه، وجوب الإيمان بالكتب، الإيمان بالكتب السابقة على وجه الإجمال: أسماؤها، محتواها، وقوع التحريف فيها، الإيمان بالقرآن الكريم على وجه التفصيل: تعريف القرآن، حفظ الله له، تيسيره للذكر، هيمنته على الكتب السابقة، إجازته، خصائصه، القرآن كلام الله تعالى، والرد على الشبهات الواردة، أثر الإيمان بالكتب على الإنسان.

والإيمان بالرسول: معناه، الفرق بين النبي والرسول، حاجة البشرية لهم، وجوب الإيمان بهم، وظائف الأنبياء وخصائصهم، التفاضل بين الأنبياء، الإيمان بجميع الرسل على وجه الإجمال: عددهم، أسماؤهم، أوصافهم الخلقية، ألقابهم، معجزاتهم، الإيمان بنبيينا محمد صلى الله عليه وسلم على وجه التفصيل: الأدلة المتوافرة على نبوته، أسماؤه، أوصافه، معنى الشهادة له بالرسالة، مقتضى هذه الشهادة، حقوقه علينا، بعثته العامة، ختم النبوة، أثر الإيمان بالرسول على الإنسان.

يهدف هذا المساق إلى: تكميل ملكة الطالب بالإيمان وأركانها، ويدرك في هذا المساق الإيمان بالملائكة والكتب والرسول على وجه التفصيل، ويكون ملكة التحليل لأسس ومقومات هذا الإيمان، وإعداد البحوث في ذلك، وإظهار آثار الإيمان بالملائكة والكتب والرسول عليه.

أصول الفقه 215 IS:

يدرس الطالب في هذا المساق تعريف أصول الفقه، وموضوعه، ونشأته، واستمداده، وفائدته وطرق التأليف فيه، وحقيقة الحكم الشرعي، وأقسامه، والفرق بين الحكم التكليفي والحكم الوضعي، وأنواع الحكم التكليفي في الإيجاب والندب والتحريم والكراهة والإباحة، وأنواع الحكم الوضعي في السبب والشرط والمانع والرخصة والعزيمة، والأدلة المتفق عليها، والمختلف فيها، ودلالات الألفاظ وطرق الاستنباط، والتعارض والترجيح والنسخ، والاجتهاد والتقليد.

يهدف المساق إلى معرفة المفاهيم والمصطلحات الخاصة بمفردات المساق، و التزام الطالب

بالقواعد الأصولية فيما يطلب من فتاوى، وما يجد من مسائل، و الربط بين النصوص الشرعية والفروع الفقهية، وبناء ملكة الاستنباط والترجيح، وتوسيع مدارك دلالات الألفاظ، و إعداد المتخصصين لإتمام دراساتهم العليا في مجال الفقه وأصوله و بناء الشخصية المتوازنة علماً وعملاً وسلوكاً، وتأهيله ليؤدي دوره بكفاءة عالية، وسوف ينقسم المنهج إلى شقين متساويين وهما: الجانب المعرفي والجانب التطبيقي، وقد خصص لكل شق منهما كتاب، ويخصص المحاضر ربع ساعة من نهاية كل محاضرة للتطبيقات العملية.

القواعد والفرق الفقهية 216 IS:

يدرس الطالب تعريف القاعدة الفقهية، أهميتها، وخصائصها، ومصادرها، ونشأتها، وأنواعها، والفرق بينها وبين القاعدة الأصولية، والضابط، والنظرية، وأهم كتب القواعد، ثم يدرس القواعد الفقهية الأساسية الخمس، لتأصيلها، وتطبيقاتها، وما يفرع عنها من قواعد مع الأمثلة، ثم يدرس بعض القواعد الكلية الأخرى، وتطبيقاتها الفقهية، وفي المسائل المعاصرة.

يهدف المساق إلى التعريف بمفهوم القواعد، ونشأتها، وفهم القواعد الفقهية الكبرى والكلية، والالتزام في الفتاوى المستجدة بالقواعد والضوابط الفقهية، واكتساب الملكة الفقهية والقدرة على تخرج الفروع والجزئيات على القواعد الفقهية، والاعتزاز بالتشريعات الإسلامية.

مقاصد الشريعة 217 IS:

يدرس الطالب تعريف المقاصد الشرعية، تاريخها، تطورها، أدلتها، وطرق معرفتها، وأقسام المقاصد بالاعتبارات المختلفة، وخصائصها الكلية والفرعية، وأهم قواعدها، وعلاقة المقاصد بالأدلة على نوعيها: المتفق عليها والمختلف فيها، ونظرية المقاصد عند الشاطبي.

يهدف المساق إلى التعريف بمفهوم المقاصد، ونشأتها، وفهم المقاصد الشرعية، وإدراك مدى قوة الشريعة ونظرته المقاصدية للأحكام الشرعية، والتمكن من الرد على شبهات الطاعنين في قوة الشريعة وأحكامها، والاعتزاز بالتشريعات الإسلامية.

فقه العبادات (1) 218 IS:

يدرس الطالب في هذا المساق أحكام الطهارة، وأحكام الصلاة بالتفصيل، وأحكام الصيام، فيدرس

المياه والنجاسات والوضوء والغسل والتيمم، والمسح على الخفين والجباير، والحيض والنفاس والاستحاضة، وأنواع الصلوات وأوقاتها، والمساجد، والأذان والإقامة، والشروط والأركان والسنن، والصفة والقضاء، والسهو وأحكامه، وصلاة الجماعة والجمعة والخوف والمسافر والمريض والعديين والاستسقاء، والجنائز وما يتعلق به من التكفين والصلاة والدفن والمقابر، وتعريف الصيام، وأنواعه وشروطه وآدابه وسننه ومفرداته وآثاره، والأعذار المبيحة للإفطار ولوازمه، وقضاء الصوم والاعتكاف وليلة القدر.

يهدف المساق الى الإلمام بأحكام الطهارة والصلاة والصوم والتعرف على الآراء الفقهية في القضايا الرئيسية وأدلتها والبحث فيها وأداء العبادات على وجه صحيح، والاعتزاز بالشريعة الإسلامية وشموليتها واستيعاب الأساس والمتجدد من القضايا المتعلقة بهذه العبادات.

IS 219 (2) فقه العبادات

يدرس الطالب في هذا المساق حكم الزكاة، وشروطه، وأنواعه، وآدابه، وقسمته، وأحكام كل نوع، وزكاة الفطر، تعريف الحج والعمرة، وحكمهما، وشروطهما، وأركانهما، وسننهما، وأنواع الحج، وأعمال الحج و العمرة، والمحظورات فيهما، والهدي والفدية، والأضحية، وزيارة المسجد النبوي الشريف، والجهاد وشروطه وفرائضه وأحكامه، وما يتعلق به من أحكام الأمان والصلح والجزية، والأيمان والذنور وأحكامها وشروطها، وأحكام الأطعمة والأشربة، وما يحل ويحرم منها، والصيد والذبائح وأحكامها، والعقيقة والختان وأحكامها.

يهدف المساق الى تزويد الطالب بقدر كاف عن أحكام الزكاة والحج والأيمان والذنور والأطعمة والأشربة والصيد والعقيقة وتعريف الطالب بشمولية الشرعية وتفصيل أدق المسائل، ودور الحج في التربية وتوحيد الأمة، وتدريب الطالب على بحث الحج والعمرة والأيمان والذنور والصيد والذبائح وآدابها وفهم أحكامها.

وإعداد المتخصصين على مواصلة الدراسات العليا في مجال الفقه الإسلامي، وأيضا بناء الشخصية المتوازنة علما وعملا والاطمئنان إلى قدرة النظام الإسلامي في حل سائر التفريعات والجزئيات وفق منهج وسطي يجمع بين الأصالة والمعاصرة.

IS 230 أصول التفسير وقواعده

يتضمن المساق: التعريف بهذا الفن، أهميته، غايته، فضله، ثمرته، استمداده، نشأته، مصادره، نسبه، مناهج التقعيد للتفسير، قواعد لغوية في التفسير، أسباب النزول نوعان، أنواع الاختلاف الوارد في التفسير، ترجمة القرآن ليس قرآنا، الحكمة في تنوع القرآن، قصص القرآن، قواعد عامة في التفسير.

يهدف هذا المساق إلى: تمكين الطالب من معرفة قواعد وأصول التفسير، ليكون على دراية منها؛ فيصقل ذلك علماً في معرفة التعامل مع الأصل الأصيل وهو القرآن الكريم، وأيضاً يصبح لدى الباحث مهارة في إعداد البحوث بعد معرفته لقواعد وأصول التفسير فيعرف كيف يحل النصوص الشرعية.

IS 245 مناهج المحدثين

يدرس الطالب في هذا المساق تعريف مناهج المحدثين وأهميته، وثمرات دراسته وفوائده، ونشأة الكتابة في هذا العلم وأهم مصادره، كما يعطي الطالب أهم المفاتيح لقراءة كتب المحدثين، ويدرك الفروق بين المصنفات الحديثية المتنوعة، واختلاف مناهج المصنفين لها، وجهودهم في خدمة الحديث رواية ودراية، وآثارهم في ذلك.

ويهدف المساق إلى تعريف الطالب بمشاهير المحدثين، وما بذلوه من جهد في خدمة السنة جمعا، وتمييزا للمقبول من غيره، وفقها، وإكساب الطالب ملكة التعامل مع هذه المناهج بما يوفر عليه الجهد والوقت، وغرس القيمة العظيمة لهذه المصنفات في نفس الطالب.

IS 260 السيرة النبوية

يدرس الطالب التعريف بالسيرة النبوية، أهميتها، ثمرتها، موضوعها، وخصائصها، ومصادرها، موضوعاتها: قبل الولادة، الولادة المباركة، نشأته وشبابه، زواجه، صفاته قبل النبوة، نزول الوحي عليه، البدء بالدعوة السرية، البدء بالدعوة الجهرية، عام الحزن، الهجرة، إنشاء مدينة الإسلام، غزوة بدر الكبرى، غزوة أحد، غزوة الخندق، غزوة بني المصطلق، صلح الحديبية، غزوة خيبر، فتح مكة، غزوة حنين، عام الوفود، غزوة تبوك، حجة الوداع، وفاته عليه الصلاة والسلام، صفاته الخلقية، صفاته الخلقية، زوجاته، آل بيته، تركته.

المعاملات المالية، والتزام الطالب بالأحكام الشرعية في سائر المعاملات المالية.

يهدف هذا المساق إلى: تمكين الطالب من معرفة سيرة سيد البشر، وتكوين ملكة التحليل لديه، وصل مهارات بالاستفادة من هذه السيرة العطرة، وتنمية مهاراته العلمية والبحثية، وإعداده إعداداً متخلقا بأخلاق رسول الله صلى الله عليه وسلم.

الإيمان (3) IS 300

يدرس الطالب في هذا المساق الركن الخامس والسادس من أركان الإيمان، ويتضمن: الإيمان باليوم الآخر، مفهومه، أدلته، حكمه، ما يدخل في الإيمان باليوم الآخر: مسألة الأجل، فتنة القبر، عذاب القبر ونعيمه، الرد على المخالفين في هذا الباب، أشراف الساعة الصغرى، أشراف الساعة الكبرى، ما يكون في يوم القيامة: النفخ في الصور، الحشر، الرد على منكري البعث، الصحف، الموازين، الحوض، الشفاعات، الصراط، الجنة والنار، وجوب الإيمان بوجود الجنة والنار، رؤية الله تعالى، أهمية الإيمان باليوم الآخر وأثره على الإنسان.

والإيمان بالقدر: معناه، أدلته، الفرق بين القضاء والقدر، الأمر الكوني والشرعي ونوعي الإرادة، مراتب القدر، حكم الاحتجاج بالقدر، الهداية نوعان، أفعال العباد، الحسن والقبح، الثواب والعقاب والقدر، المنكرون للقدر، رد شبهات المنكرين، أثر الإيمان بالقضاء والقدر على الإنسان.

ومسائل متعلقة بالإيمان: مسألة الرزق، عالم الجن والشياطين، مسألة السحر والكهانة، كرامات الأولياء، أسباب نيل التقوى والإيمان الكامل.

فقه المعاملات (1) IS 315

يدرس الطالب في هذا المساق موجزاً عن نظرية العقد وأركانه وشروطه وأنواعه، وأحكام البيع وتعريفه وأركانه وشروطه، وأحكام الربا والصرف والسلم والخيارات، والاستصناع، وأحكام الإجارة، والرهن، والقرض، والكفالة، والشفعة والوديعة، والقسمة، والضمان.

يهدف المساق إلى معرفة المصطلحات الخاصة بموضوع المساق، وتزويد الطالب بالأحكام الشرعية الخاصة بالعقود المالية المعروضة في المساق والإحاطة بأدلة الأحكام الشرعية لموضوعات المساق، وأيضاً زيادة الوعي في قدرة الشريعة على الاستجابة لمتطلبات العصر في

فقه المعاملات (2) IS 316

يدرس الطالب في هذا المساق أحكام الشركات، و المساقاة، و المزارعة، و أحكام العارية، و الجعالة، و الغصب، و اللقطة، و إحياء الأموات، و الصلح، و الهبة، و المرابحة، و الوكالة، و الوقف و الحوالة.

يهدف المساق إلى معرفة المفاهيم والمصطلحات المتعلقة بمفردات المساق، ومعرفة الأحكام الشرعية الخاصة بالعقود المختلفة، والضوابط الشرعية التي تحكمها، وبيان أحكام المعاملات المعاصرة في ضوء الفقه الإسلامي، والتعرف على جهود السلف في مجال المعاملات، وبيان تفوق الفقه الإسلامي على القوانين الوضعية، وصلاحيته لكل زمان ومكان.

مناهج المفسرين IS 330

تضمن المساق: مبادئ هذا العلم، تعريفه، أهميته، نشأته، مؤلفاته، التفسير معناه، الفرق بينه وبين التأويل، التفسير في عصر النبي صلى الله عليه وآله وسلم والصحابة، وأبرز رجالاته، مصادرهم في التفسير، التفسير في عهد التابعين ومدارسه، التفسير في عصر التدوين، كيفية معرفة مناهج المفسرين، طبقات المفسرين، شروط التفسير، العلوم التي يحتاجها المفسر، التعريف بالتفسير بالمأثور، المصنفات فيه، الإسرائيليات في التفسير، مدرسة التفسير بالرأي، موارده، أنواع التفسير بالرأي، التفسيرات الفلسفية والمنطقية، التفسيرات الاعتزالية، التفسيرات الشيعية، التفسيرات الصوفية، التفسيرات اللغوية، التفسيرات الفقهية، التفسير في العصر الحديث.

يهدف هذا المساق إلى: تمكين الطالب من معرفة مناهج المفسرين، وخصائص كل تفسير حتى يكون على دراية منها؛ فيصقل ذلك علماً في معرفة التعامل مع الأصل الأصيل وهو القرآن الكريم، وأيضاً يصبح لدى الباحث مهارة في إعداد البحوث بعد معرفته لمناهج المفسرين؛ فيعرف كيف يستفيد من هذه التفسيرات.

التفسير التحليلي (1) IS 331

يتضمن هذا المساق: التعريف بالتفسير التحليلي والموضوعي، بيان الفروقات بين التفسير

الموضوعي، والتفسير التحليلي، مقاصد التفسير التحليلي، ثم نماذج آيات في التفسير التحليلي، من سورة النساء الآية الأولى إلى الآية 87 منها.

يهدف هذا المساق إلى: تمكين الطالب من معرفة التعامل مع المصدر الأصيل للإسلام، وصله مهاراتة للتعامل مع هذه النصوص، وتنمية مهاراته العلمية والبحثية.

التفسير التحليلي (2) IS 332

يتضمن هذا المساق آيات تمس الحاجة إليها في واقعنا المعاصر بالتفسير التحليلي، من سورة البقرة الآية 102، سورة الأنفال الآية: (1-30)، سورة التوبة الآية: (38-78)، سورة النور الآية: 58، 31، سورة الأحزاب، سورة الحجرات.

يهدف هذا المساق إلى تمكين الطالب من معرفة التعامل مع المصدر الأصيل للإسلام، وصله مهاراتة للتعامل مع هذه النصوص، وتنمية مهاراته العلمية والبحثية.

التخريج والأسانيد IS 345

دراسة نظرية تطبيقية لعلم تخريج الأحاديث، ودراسة الأسانيد، يتعرف فيها الطالب على مفهوم التخريج، ونشأته وتاريخه، وطريقة صياغته وتشجييره، ويقف على أهم كتب التخريج، ثم التطبيق العملي من خلال معرفة طرق التخريج المتنوعة، والقدرة على الحكم على الأحاديث من خلال دراسة الإسناد ومعرفة أحوال الرجال من الجرح والتعديل، والوقوف على منهج كتب الجرح والتعديل، ومعرفة جهد العلماء الفذ في هذا المجال.

يهدف المساق إلى تعريف الطلبة بالجانب التطبيقي من علوم الحديث؛ من خلال تعريف الطالب بكتب الحديث والسنة وعلم التخريج: مفهومه، وأهميته، والمؤلفات فيه، وكيفية التخريج، وإكساب الطالب مهارة في تخريج الأحاديث من مصادرها الأصلية والحكم على الأسانيد من خلال قواعد الجرح والتعديل والعلل، وتبيين الحديث المقبول من المردود وأثارها في المجتمع.

الحديث التحليلي (1) IS 346

يدرس الطالب في هذا المساق الحديث التحليلي؛ بمعرفة حقيقته، وعناصره، وترتيبه، ثم القيام بدراسة تحليلية لأحاديث مختارة من صحيح

البخاري؛ يبين فيها تراجم الرواة، والمناسبات بأنواعها، والشرح الإجمالي، وبيان فوائد الحديث وفقهه، وبيان غريبه، مع عرض أهم اللطائف الإسنادية.

ويهدف المساق إلى إعداد طلاب علم قادرين على فهم الحديث، الفهم الصحيح، وإطلاع الطلاب على قدر مناسب من النصوص الحديثية في شتى المجالات لتكون زاد لهم في حياتهم العلمية والعملية بعد التخرج، ومعرفة سير العلماء وجهودهم، والتمرن على استنباط الأحكام الشرعية من النصوص.

الحديث التحليلي (2) IS 347

يدرس الطالب في هذا المساق الحديث التحليلي؛ بمعرفة حقيقته، وعناصره، وترتيبه، ثم القيام بدراسة تحليلية لأحاديث مختارة من صحيح البخاري؛ يبين فيها تراجم الرواة، والمناسبات بأنواعها، والشرح الإجمالي، وبيان فوائد الحديث وفقهه، وبيان غريبه، مع عرض أهم اللطائف الإسنادية.

ويهدف المساق إلى إعداد طلاب علم قادرين على فهم الحديث، الفهم الصحيح، وإطلاع الطلاب على قدر مناسب من النصوص الحديثية في شتى المجالات لتكون زاد لهم في حياتهم العلمية والعملية بعد التخرج، ومعرفة سير العلماء وجهودهم، والتمرن على استنباط الأحكام الشرعية من النصوص.

تاريخ الخلفاء الراشدين IS 360

يدرس الطالب التعريف بتاريخ الخلفاء الراشدين، أهميته، ثمرته، موضوعه، وخصائصه، ومصادره، موضوعاته: يوم السقيفة، مبايعة أبي بكر الصديق رضي الله عنه، تركة النبي صلى الله عليه وسلم، تيسير جيش أسامة، مقاتلة المرتدين ومناعي الزكاة، جمع المصحح، معركة القادسية، معركة اليرموك، مرض أبي بكر والعهد إلى عمر، مبايعة عمر رضي الله عنه، الغزوات في عهد عمر، الديوان، تعامله مع أمراءه، فتح مصر، فتح بلاد فارس، أهم ملامح عهده، وفاته رضي الله عنه، تركه الأمر شورى بين ستة، مجلس الشورى، اختيار عثمان رضي الله عنه، سيرته الحليمة، أهم الفتوحات في عهده، مميزات هذا العهد، ظهور الفتانين والغوغاء، اجتماع العامة عليه وقتله، المبايعة لعلي رضي الله عنه، خروجه من المدينة، موقعة الجمل، موقعة صفين، موقعة

حروراء، استشهاده رضي الله عنه، أهم ملامح عهده.

يهدف هذا المساق إلى: تمكين الطالب من معرفة تاريخ الخلفاء الراشدين، وتكوين ملكة التحليل لديه، وصقل مهاراته بالاستفادة من هذه التاريخ العطر، وتنمية مهاراته العلمية والبحثية، وإعداده إعداداً متخلفاً بأخلاق الخفاء الراشدين.

IS 361 الهدي النبوي في الآداب و الرقائق

يتناول المساق أحاديث نبوية منتقاة تتعلق بالآداب الإسلامية، وأحاديث ترفيق القلوب، وأحاديث الفضائل التي تربي في المسلم مكارم الأخلاق، يتضمن حفظ ودراسة ثلاثين حديثاً من كتابي الرقائق والآداب من صحيح البخاري ودراسة الكتب التالية من صحيح مسلم بشرح النووي: الآداب، الألفاظ من الآداب والشعر، البر والصلة والآداب والزهد، والرجوع الى كتاب مدارج السالكين.

يهدف المساق إلى تزويد الطالب بقدر مناسب من المعلومات الخاصة بالآداب والأخلاق الإسلامية، وتنمية الجانب الوجداني لدى الطالب من خلال اطلاعه على عدد من الرقائق والارتقاء بالطالب سلوكياً.

IS 362 حاضر العالم الإسلامي

يتناول هذا المساق التعريف بأحوال الدول والجماعات والأقليات الإسلامية مع التركيز على بيان مسؤولياتها، ومشكلاتها وإمكانات حلها من وجهة نظر إسلامية.

ويهدف هذا المساق إلى تعريف الطالب بأحوال العالم الإسلامي والأقليات المسلمة في العالم المعاصر، وتعريفه بأهم قضايا العالم الإسلامي المعاصر، تعليم الطالب السبل الكفيلة للنهوض بالعالم الإسلامي والتخلص من عوامل التخلف، وإعداد شخصية الطالب المتوازنة المعترزة بانتمائها إلى دينها وأوطانها.

IS 375 دراسات إسلامية باللغة الإنجليزية

يتضمن المساق التعريف بالقرآن الكريم مع شرح عدد من الآيات القرآنية الكريمة، والتعريف بالسنة النبوية مع شرح عدد من الأحاديث النبوية الشريفة، ودراسة مباحث السيرة النبوية، والتعريف بالمذاهب الفقهية الأربعة وأسباب

اختلاف الفقهاء، مع ذكر أهم مصادر الدراسات الإسلامية باللغة الإنجليزية المطبوعة والالكترونية.

IS 376 أصول التربية الإسلامية

يهدف هذا المساق إلى تمكين الطالب من التعرف على مفهوم التربية الإسلامية، وعلاقته بمفاهيم التربية الأخرى، كما يساعده على إدراك أهمية التربية الإسلامية، وأهدافها وخصائصها ومصادرها، كما يقدم للطالب رؤية واضحة عن أصول التربية الإسلامية والمتمثلة في أصول التربية الإيمانية والعلمية والتعبدية والخلقية والاجتماعية والنفسية في الإسلام، فضلاً عن تزويد الطالب بالقدرة على تحليل وظائف وأدوار منظمات التربية الإسلامية، واكتساب معارف عن أهم أساليب التربية الإسلامية، مع تطبيقات من السنة النبوية وحياة السلف الصالح، وذلك لتخريج انسان قادر على التعايش مع متطلبات العصر، ولديه المؤهلات والقدرات التي تمكنه من العيش في مجتمع المعرفة، ومواجهة التحديات.

يهدف المساق إلى معرفة مصطلحات التربية الإسلامية، وأهدافها وخصائصها، وفهم أصول التربية الإسلامية ومصادرها، والاطلاع على أساليب التربية الإسلامية ومنظمتها، وتكوين شخصية متزنة وهادئة لممارسة التربية الإسلامية والاعتزاز بها.

IS 400 الفرق والأديان

يدرس الطالب في هذا المساق: كونية التفرقة في الأمة، والواجب إزاء هذا الاختلاف، ونشأة الفرق العقديّة في الإسلام، وأهم الفرق الإسلامية كالخوارج، والشيعة، والمرجئة، والجبرية، والقدريّة، والأشاعرة، والماتريدية، والتصوف، وبعض الجماعات المعاصرة، وذلك بدراسة نشأة كل فرقة، وعرض آرائها، ومناقشتها على ضوء الكتاب والسنة مع مقارنة آراء الفرق بمنهج الصحابة والتابعين.

ويتضمن المساق دراسة الأديان: مفهوم الدين، دين الأنبياء والمرسلين، تقسيم الأديان، ويدرس أشهر الأديان: اليهودية، والنصرانية، والبوذية، والسبخية، القاديانية، بحيث يتعرف الطالب على نشأة كل دين، ومعتقداته، ومناقشته ذلك، ثم المقارنة بين هذه المعتقدات، وبين معتقد الإسلام الصحيح.

يهدف المساق إلى: تمكين الطالب من معرفة هذه الفرق والأديان ومقارنته بالتراث الإسلامي الأصيل، مع تكوين ملكة للطالب في تحليل هذه الفرق والأديان وفق النصوص الشرعية، وصل مهارات للمقارنة بين نشوء الفرق والديانات وعصرنتها، وتنمية مهاراته ليدرك وجوه التشابه بين الماضي والحاضر لهذه الفرق والأديان، ويقدر أن يعد البحوث المميزة في ذلك، مع كفاءة في أخلاقيات في التعامل مع الفرق والأديان.

فقّه الأسرة (1) IS 415

يدرس الطالب في هذا المساق مكانة الأسرة في الإسلام، ومقدمة عقد الزواج في الخطبة وأحكامها، ومقومات عقد الزواج في أركانها وشروطه، والآثار المترتبة على عقد النكاح على كل من الزوج والزوجة، والنفقة، والنسب، والحضانة، والرضاع، والطلاق، والخلع، والإيلاء والظهار واللعان، وأحكامها، والرجعة والإحداد.

يهدف المساق إلى تعريف الطالب على المفاهيم والمصطلحات الخاصة بالزواج وآثاره وقرق النكاح وتمكينه من استيعاب الأحكام الشرعية الخاصة بالزواج وآثاره، والطلاق وآثاره، وتدريبه على القيام بأبحاث عملية في مجال الأسرة، وتمكينه من القيام بدوره في معالجة المشاكل الأسرية وكيفية حلها.

فقّه الأسرة (2) IS 416

يدرس الطالب الحقوق المتعلقة بالتركة، وأركان الميراث، وأسبابه وشروطه، وموانعه، والفروض المقدرة، والتعصيب، والحجب، والرد والعول، وميراث الجد والإخوة، والمناسخات، وكيفية قسمة التركة، وميراث ذوي الأرحام، والميراث بالتقدير للحمل، والمفقود، والتخارج، وما أخذ به قانون الأحوال الشخصية الإماراتي.

ويدرس الطالب أحكام الوصايا، وتشمل على بيان معنى الوصية، ومشروعيتها، وحكمها، وأنواعها، وأركانها، وشروطها، والوصية الواجبة قانوناً، وموقف قانون الإمارات من ذلك.

يهدف المساق إلى تزويد الطالب بالمفاهيم والمصطلحات والمعارف المتعلقة بالوصايا والمواريث، وإدراك أهمية الوصايا والمواريث والأحكام الخاصة بها، والتعرف على ثوابت الوصايا والمواريث من الكتاب والسنة، والقدرة

على الإجابة والفتوى تلبية لحاجات المجتمع في الوصايا والمواريث، وإحياء دور الوصية في المجتمع، والقدرة على القيام بأبحاث تتعلق بمفردات المساق. وتهيئة الدارس وإعداده لمواصلة دراسته، وتطبيق الطالب للأحكام التي درسها في هذا المساق في حياته اليومية.

فقّه الجنائيات والقضاء IS 417

يدرس الطالب في هذا المساق المبادئ العامة للجنائيات، وعقوباتها، وأنواع العقوبة في التشريع الإسلامي، والاعتداء على النفس (القتل)، والاعتداء على ما دون النفس (الأطراف والأعضاء والجروح)، والقصاص في النفس وما دونها، وبيان أركان القصاص وشروطه، وموجباته، ووسائل إثباته بشكل عام، وكيفية إيقاع القصاص، ومسقطاته، وتعريف الدية، ومقدار دية النفس، والأطراف، والأعضاء، والحكومة أو الأرش، والعاقلة التي تتحمل دية الخطأ. يهدف المساق إلى تدريب الطالب على معرفة الأحكام الشرعية، والمصطلحات في الفقه الجنائي وأهداف وقواعد وأسس التشريع الجنائي الإسلامي، والقيام بأبحاث ودراسات تكون ملكة فقهية في فهم الجريمة وسبل الوقاية منها وإعداد المتخصصين للعمل في مجال القضاء الجنائي.

فقّه النوازل IS 418

مقدمة في الاجتهاد في العصر الحديث، ثم دراسة بعض القضايا المستجدة المتعلقة بأبواب الفقه المختلفة من أبواب العبادات كالصلاة والصيام والزكاة والحج والجنائز، وأبواب المعاملات كالبيوع والنكاح، والأبواب الطبية المهمة التي لا يستغني طالب الشريعة عن معرفتها.

يهدف المساق إلى القدرة على تحديد المفاهيم والمبادئ الأساسية بفقه القضايا المعاصرة، والتعرف الدقيق بأحكام الفقه الإسلامي في القضايا المستجدة والمعاصرة في مجال العبادات والزكاة والمسائل الطبية، وإدراك عظمة هذا الدين الذي جاء لتحقيق مصالح الناس ودرء المفاسد عنهم. وتعليم الطالب أدلة ومصادر القضايا الفقهية المعاصرة، وفقه الموازنة والترجيح، وإكسابه الملكة الفقهية ليكون رائداً من رواد الشريعة وداعية من دعائها. وكتابة بحوث وتقارير في القضايا المعاصرة التي تهم المجتمع. وتكوين القاعدة الأساسية التي يستطيع الطالب من خلالها مواصلة دراسته العليا. والتزام الطالب بالأخلاق العلمية، وانعكاس ما درسه على شخصيته.

IS 419 المصارف الإسلامية:

الأساس الفكري لعمل البنك التقليدي وموقف الإسلام منه، نشأة وتطور المصارف الإسلامية، أنواعها، مصادر الأموال فيها واستخداماتها، أساليب الاستثمار، السمات المميزة للمصارف الإسلامية عن البنوك التقليدية، الآثار الاقتصادية والاجتماعية للمصارف الإسلامية وأهداف المصارف الإسلامية ووظائفها والعقبات التي تواجهها، وضوابط عمل المصارف الإسلامية.

يهدف هذا المساق إلى التعرف على ماهية المصارف الإسلامية، وطبيعة عملها وضوابطها وعلى التنظير الأولي للمصرفية الإسلامية، ودراسة مصادر الأموال واستخداماتها لدى المصارف الإسلامية، وشرح علاقة البنوك الإسلامية مع البنوك الأخرى وأهم معوقات عمل المصرف الإسلامي.

IS 420 مبادئ الاقتصاد الإسلامي:

التعريف بالاقتصاد الإسلامي وأهدافه. والفكر الاقتصادي الإسلامي مقارناً بالمذاهب الاقتصادية المعاصرة، المشكلة الاقتصادية، مرتكزات الاقتصاد في الإسلام وأساسه العقدية والأخلاقية، الملكية الفردية، الملكية العامة وطرق انتقال الملكية، والقيود الاستثنائية التي ترد عليها، ودور الدولة في الاقتصاد، والضرائب وأحكامها وضوابطها، ومفهوم العمل وأهميته وحكمه وحقوق العمل وصاحب العمل. البطالة: أسبابها وطرق معالجتها. الإنتاج والاستهلاك وتوزيع الدخل، النقود ووظائفها في الاقتصاد الإسلامي.

يهدف هذا المساق إلى تعريف الطالب بالمفاهيم الاقتصادية، ومكانتها، وتطور دراستها، والتميز بين النظام الاقتصادي الإسلامي والنظم المعاصرة، وإعداد كفاءات علمية تسد حاجة المؤسسات المالية والاقتصادية، وإعداد القادرين على البحث في المجال الاقتصادي، وضمان توافق المعاملات المالية والاقتصادية مع أحكام الشريعة ومجانبة المعاملات المحظورة.

IS 421 أصول المحاكمات الشرعية والمدنية:

يدرس الطالب في هذا المساق الإجراءات التي تتم أمام المحاكم، بتعريفها، وأحكامها العامة، وتوزيع الاختصاصات بين المحاكم، وكيفية رفع الدعوى، وحضور الخصوم، وتدخّل النيابة العامة،

وإجراءات الجلسة، وعوارض الخصومة، وإصدار الأحكام القضائية، ومصروفات الدعوى، وتصحيح الأحكام وتفسيرها، وطرق الطعن في الأحكام، ومخاصمة القضاة وأعضاء النيابة، والتحكيم، وتنفيذ الأحكام، وذلك بشرح قانون الإجراءات المدنية والمقارنة بالفقه الإسلامي.

يهدف المساق إلى معرفة المصطلحات والأحكام في التقاضي والإثبات والحكم والتنفيذ، وتوثيق الصلة بين الدراسة النظرية والتطبيق العملي، والتعرف على الإجراءات اللازمة للدعوى والبيّنات وإصدار الحكم وتنفيذه، والربط بين الدراسة الشرعية والواقع العملي في المحاكم، ومعرفة كيفية تنفيذ الأحكام القضائية.

IS 460 مشروع بحث في الدراسات الإسلامية:

هذا المساق عبارة عن مشروع بحث موجه، يهدف إلى إكساب الطلاب القدرة على إعداد مشروع بحث أصيل، يتضمن نشاط البحث؛ فرضية البحث وأهداف بحثية واضحة، مع مراجعة نقدية لأدبيات بحثية، ومناقشة النظريات والمنهجيات ذات الصلة، سيقوم الطالب بجمع المادة العلمية، باستخدام منهجية البحث الملائمة.

يتم جمع المادة العلمية الأساسية، ومن ثم القيام بدراستها وتحليلها، ويحتّم على الطالب أن يكون قادراً على تقديم مناقشة جيدة، بناءً على نتائج تحليل المادة العلمية. كما يجب أن يكون الطالب قادراً على استخلاص نتائج بشكل إجمالي ودقيق؛ تعكس أهداف البحث وارتباطها الوثيق بالجوانب النظرية.

يسعى هذا المشروع إلى منح فرصة لتطوير مهارة التحليل لدى الطلاب، وطريقة حل المشكلات بطريقة مستقلة، من أجل تعزيز قدراتهم وكفاءتهم الوظيفية، سوف يُنمّي المشروع لدى الطالب جانب الثقة بالنفس، استناداً إلى تجربة الدراسة والبحث في جوانب مستقلة، تم إعداد المساق لتعزيز كفاءة الطالب للدراسة المعمّقة وغرس مهارة ابتكار مشاريع عملية أو بحثية وإدراكها مدى الحياة.

عدد ساعات الدراسة المتوقعة لهذا المساق 140 ساعة، من التعليم الموجه. سوف يدرس الطلاب تحت إشراف أحد أعضاء هيئة التدريس؛ بحيث يتم تعريف الطلاب بالمشاريع البحثية، وأساسيات البحث العلمي ومناهجه، والعمل كفريق بين

مجموعات صغيرة من الطلاب، من خلال حضور الندوات وورش العمل تحت إشراف المدرس، يتمحور التعلم حول الطالب بشكل القراءة الموجهة، والبحث الموجه، لغرض إعداد تقرير نهائي حول مشروع البحث. سيتم إعلام الطلاب بكيفية إعداد التقرير ونوعه وهيكله بصورة واضحة.

IS 470 أصول العمل التطوعي:

يدرس الطالب في هذا المساق: مفهوم التطوع، وتاريخ العمل التطوعي، ومكانة العمل التطوعي في الإسلام، مع بيان أنواع التطوع وصوره، وأهداف العمل التطوعي وآثاره، والمقومات والمعوقات والنظريات والشروط والخصائص والأخلاقيات للعمل التطوعي، ثم العمل التطوعي في دولة الإمارات وأبرز جهاته وصوره ومبادراته.

يهدف هذا المساق إلى تعريف الطالب بأهمية العمل التطوعي، والإلمام بالتسلسل التاريخي للعمل التطوعي وأبرز أنواعه وصوره، والوقوف على التحديات والمعوقات للعمل التطوعي، وإدراك أهم الخصائص والأخلاقيات والشروط اللازمة في العمل التطوعي، إلى جانب تعريف الطالب بدور دولة الإمارات في مجال العمل التطوعي.

IS 475 الدعوة:

يتضمن هذا المساق: مبادئ علم أصول الدعوة، موضوع الدعوة، صفات الداعي، معرفة حال المدعو، تأريخ الدعوة وسير الدعوة، ملامح دعوة الأنبياء، منهج الدعوة في عهد النبي صلى الله عليه وسلم، الدعوة في عهد الخلفاء الراشدين، الدعوة في التاريخ الإسلامي، الدعوة في العصر الحديث، الدعوة في مناهج التيارات العصرية الحديثة، سير أعلام الدعوة، مناهج الدعوة، أصول ومنطلقات الدعوة، بيئة الدعوة، أساليب الدعوة ووسائلها، إدارة الدعوة.

يهدف هذا المساق إلى تمكين الطالب من معرفة الدعوة من مصادره الأصلية، وخصائصها، ومعرفة آثارها، تكوين ملكة الطالب على التحليل للنصوص الشرعية لتوظيفه في الدعوة إلى الله تعالى، صقل مهارات الطالب للجمع بين الأصالة والمعاصرة في التعامل مع القضايا العصرية في الدعوة إلى الله تعالى، إعداد الطالب بكفاءة علمية

في الدعوة إلى الله مصقولة بأخلاقيات الدعاة إلى الله تعالى.

التدريب الميداني IS 499:

يشكل هذا المساق التدريبي جزءاً إلزامياً من برنامج بكالوريوس الدراسات الإسلامية، وقد صمم المساق لكي يقترب الطلاب من خلال برامجهم من الحياة العملية، وكسب الخبرة من واقع التعامل اليومي في مختلف المجالات المهنية؛ وفيها يتولى الطلاب أعمالاً في مؤسسات حكومية أو مؤسسات أهلية خيرية في دبي والإمارات العربية المتحدة حيث يطبق المتدرب الجوانب النظرية، والعملية التي درسها بالجامعة ويكتسب المتدرب الكفاءة العلمية والمهنية عن طريق ممارسة التدريب الفعلي في المؤسسات المتاحة.

سوف تساعد خبرة التدريب الميداني الطلاب على بناء ثقتهم بالنفس، ودعم تطويرهم الذاتي والمهني وفهم أهداف وقرارات مهنيهم واكتساب الاتجاهات الإيجابية الضرورية لبدء حياتهم المهنية، سوف يمارس الطلاب المهارات والمعارف ميدانياً وعملياً تحت إشراف ومتابعة منظمة، وسيتم تحديد أهداف التدريب الميداني بوضوح، ومهام عمل الطلاب ودورهم في التدريب الميداني مع توضيح ضوابط ومسئوليات التدريب الميداني، وسيتم ذلك من خلال مشاركة الجامعة مع المؤسسات في إطار تفاهم مشترك لدعم رسالة وأهداف البرنامج و مساعدة الطلاب في تحقيق طموحهم المهنية بعد التخرج.

10.5.2 Masters in Fiqh and its Fundamentals

قراءات في موضوعات أصولية MF 500

و:فقهية باللغة الإنجليزية

يدرس الطالب في هذا المساق موضوعات عدة في العبادات والمعاملات، وأصول الفقه، منها: أحكام الطهارة - الوضوء والغسل والتيمم -، أركان الصلاة، ومبطلاتها، الصلوات المفروضة والمسنونة، أحكام الزكاة، أحكام الصيام، مناسك الحج والعمرة، أنواع العقود، أركان العقود وشروطها، أنواع المال وأحكامه، أحكام النكاح، ومباحث الحكم، والأدلة الشرعية، والاجتهاد، والتقليد.

يهدف المساق إلى ما يأتي:

(أ) التعريف بأهم الموضوعات الفقهية والأصولية باللغة الإنجليزية.

(ب) تمكين الطالب من معرفة المصادر الفقهية والأصولية باللغة الإنجليزية واستخدامها، وقراءات البحوث والدراسات والمقالات الإنجليزية.

(ت) إعداد الباحثين وتمكينهم من توظيف موضوعات الفقه وأصوله في خدمة المجتمع.

بقاعة بحث MF 505:

يدرس الطالب في هذا المساق مفهوم البحث العلمي وأهميته وسماته ومقوماته، وصفات الباحث، وخصائص البحث العلمي وأصوله، وأهم مصادر البحث والمراجع وكيفية التعامل معها في مجال الفقه وأصوله. ويدرس منهج كتابة البحث، ويشمل: المراحل، والصياغة الموضوعية والشكلية، وأصول تحقيق المخطوطات.

ويهدف هذا المساق إلى: التعريف بالمفاهيم والأسس التي يركز عليها البحث العلمي ومقوماته وتحقيق المخطوطات، التعريف بالمكتبات والمصادر وطريقة التعامل معها، تأهيل باحثين متخصصين في مجال الفقه وأصوله وقضاياه المستجدة.

القواعد الأصولية والقواعد MF 510

والضوابط الفقهية:

يدرس الطالب في هذا المساق مفهوم القواعد الأصولية والقواعد والضوابط الفقهية، وأوجه الفرق بينها، ومصادر كل منها. وحجية الاستدلال بالقواعد الفقهية. ويدرس بعض القواعد الأصولية المختارة، ويدرس القواعد الفقهية الكبرى بتعمق، ويشمل: أدلتها، وتطبيقاتها، والقواعد المتفرعة عنها والقواعد المستثناة منها. كما يدرس نماذج وأمثلة من الضوابط الفقهية وتطبيقاتها.

دلالات الألفاظ MF 520:

يدرس الطالب في هذا المساق مفهوم دلالات الألفاظ، وأنواعها، وأهم القضايا الأصولية المتعلقة بها، ويشمل: مباحث الأمر، والنهي، والعموم، والخصوص، والإطلاق، والتقيد، والإجمال، والبيان، والظاهر، والتأويل، والمنطوق، والمفهوم.

يهدف المساق إلى ما يأتي:

- التعريف بدلالات الألفاظ، وأنواعها، وأهم القضايا الأصولية المتعلقة بها.
- إعداد الباحثين المتخصصين في طرق استنباط الأحكام من الأدلة.

الأدلة المختلف فيها MF 530:

يدرس الطالب في هذا المساق مفهوم الأدلة المختلف فيها وعلاقتها بالأدلة المتفق عليها، وتشمل: الاستحسان، الاستصحاب، الاستصلاح، قول الصحابي، الغرف، سدّ الذرائع، عمل أهل المدينة، مراعاة الخلاف، شرع من قبلنا، الأخذ بأقلّ ما قيل، دلالتيّ السياق والاقتران، الاستقراء، الاستدلال. كما يدرس حجيتها وطرق الاستفادة منها في استنباط الأحكام.

يهدف المساق إلى ما يأتي:

- التعريف بالأدلة المختلف فيها، ومكانتها من الأدلة.
- إعداد الباحثين في أصول الفقه، القادرين على توظيف الأدلة المختلف فيها في البحث العلمي.

قضايا معاصرة في المال والاقتصاد MF 610

والبط:

يدرس الطالب في هذا المساق مفهوم المال والاقتصاد في الفقه الإسلامي، وخصائصهما، والاستثمار فيهما. ويدرس مجموعة من قضايا المعاملات المالية المعاصرة. كما يدرس مجموعة من القضايا الطبية المعاصرة، في التداوي، والحمل والإنجاب، والعمليات الجراحية والتجميلية.

يهدف المساق إلى ما يأتي:

- التعريف بمفهوم المال والاقتصاد، وقضاياهما المعاصرة.
- التعرف على المستجدات الطبية وأحكامها في الفقه الإسلامي.
- إعداد باحثين متخصصين في القضايا المعاصرة للمال والاقتصاد والطب.

نظرية العقد MF 620:

يدرس الطالب في هذا المساق حقيقة العقود، أنواعها، مدى حرية إنشاء العقود، ومدى حرية الاشتراط في العقد، إنشاء العقود، أركان العقود، وشروطها، حقيقة الرضا وعيوبه وأثرها على العقد، محل العقد، وشروطه، الشروط المقترنة بالعقد، الخيارات في العقود، أنواعها، أحكامها، أقسام العقد من حيث الصحة وغيرها، الآثار المترتبة على هذه الأقسام، أثر الظروف الطارئة

على التزامات المتعاقدين، مدى اعتبار القصد أو الألفاظ في العقود، زوال العقود وانتهائها.

يهدف المساق إلى ما يأتي:

1. التعريف بمفهوم العقد، وأركانه وشروطه.
2. التعريف بأهم الأحكام المتعلقة بالعقود.
3. إعداد باحثين متخصصين في العقود، وتكييفها تكييفاً شرعياً.

القياس وتعليل الأحكام MF 630

يدرس الطالب في هذا المساق مفهوم القياس، وحجبيته، ومكانته في الشريعة. ويدرس أركان القياس، وأنواعه، وما يجري فيه. ويدرس مسالك التعليل بتعمق، وأهم المباحث المتعلقة بالعلة والقياس عموماً، وتعليل الأحكام وأنواعه وأقوال العلماء فيه.

يهدف المساق إلى ما يأتي:

- أ- التعريف بالقياس وطرق استثماره في استنباط الأحكام الفقهية.
- ب- إعداد الباحثين في أصول الفقه والقادرين على توظيف مسائل القياس والتعليل في الاجتهاد الفقهي.

السياسة الشرعية MF 640

يدرس الطالب في هذا المساق مفهوم السياسة الشرعية، وموضوعها، وأنواعها، ومصادرها. ويدرس أصول نظام الدولة في الإسلام، وأهم القضايا المعاصرة المتعلقة بالسياسة الشرعية.

يهدف المساق إلى: التعريف بالسياسة الشرعية وأصولها ومقوماتها، تمكين الطالب من شرح مفاهيم السياسة الشرعية ومناقشة قضاياها المستجدة، إعداد الباحثين المؤهلين في السياسة الشرعية وقضاياها المعاصرة.

طرق الإثبات MF 650

يدرس الطالب في هذا المساق التعريف بطرق الإثبات ومكانتها من القضاء، ويشمل ذلك: الإثبات بالإقرار، والشهادة، واليمين، والكتابة، والفرائن، وعلم القاضي، والمعابنة، والخبرة. ويدرس أنواع كل طريق، ومشروعية الإثبات به، وحكم الاستفادة من طرق الإثبات المعاصرة. كما يدرس

ما عليه العمل في قانون الإثبات في المعاملات المدنية والتجارية لدولة الإمارات العربية المتحدة.

يهدف المساق إلى ما يأتي:

- أ- تمكين الطالب من معرفة طرق الإثبات عند الفقهاء، ومشروعيتها، وعمل القانون بها.
- ب- التعريف بطرق تطبيق وسائل الإثبات في دعاوى القضاة المعاصرة.
- ت- إعداد الباحثين في طرق الإثبات المعاصرة وتطبيقاتها في القضاء الشرعي.

مباحث في التعارض والترجيح MF 660

والاجتهاد:

يدرس الطالب في هذا المساق مفهوم التعارض وطرق دفعه بالمسالك المقررة، وتشمل: دفع التعارض بالجمع، والترجيح، والنسخ. ويدرس دفع التعارض بين المصالح والمفاسد. كما يدرس الطالب أهم مسائل الاجتهاد والفتوى والتقليد.

يهدف المساق إلى ما يأتي:

- أ- التعريف بمسالك العلماء في دفع التعارض بين الأدلة، ومناقشتها.
- ب- إعداد الباحثين في الدراسات الفقهية والأصولية المتصلة بقواعد دفع التعارض بين الأدلة.

مباحث النسخ MF 670

يدرس الطالب في هذا المساق المباحث الأصولية المهمة المتعلقة بالنسخ، وتشمل: حقيقة النسخ، أقسامه: (نسخ القرآن بالقرآن، والقرآن بالسنة، والعكس، والسنة بالسنة.. إلخ)، أنواعه، (نسخ التلاوة والحكم معاً، نسخ الحكم دون التلاوة.. إلخ، النسخ إلى بدل مساو للحكم المنسوخ، أو بدل أشد أو أخف منه، والنسخ بدون بدل) حكم النسخ جوازا ووقوعاً في الأنواع السابقة، الحكمة من النسخ.

يهدف المساق إلى ما يأتي:

- أ- تكميل المعارف الأصولية لدى الطالب من خلال تغطية مباحث النسخ المتخصصة.
- ب- تمكين الطالب من التطبيق العملي لمباحث النسخ في الاستنباط.
- ت- إعداد الباحثين في أصول الفقه المؤهلين بأدوات الاجتهاد الشرعية.